



Annual Member Recertification

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MC Webinar
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| Action Required | Deadline | Who May Be Affected |
|--|------------|-------------------------|
| Complete Annual Member Recertification Items | 04/15/2021 | All Full Members |
| Complete Annual Officer Certification Form | 04/30/2021 | All Market Participants |







- Full Members required to validate the following information annually
 - Sector Selection
 - Affiliate Disclosure Information
 - Related Party Information (Electric Distributor sector only)
 - Contact Managers
 - Company Account Manager (CAMs)
- Must be completed by a designated Officer, Authorized Representative, or Maintenance Manager
- Process defined in [Manual 33](#), Section 3

- Market Participants required to provide the following information
 - Annual Officer Certification Form
 - Must be completed by an Officer
 - Required each calendar year between January 1 and April 30
 - Principals
 - Utilized for Know Your Customer (KYC) processes (on-going)
- Per compliance with PJM Tariff, Attachment Q

- Membership Management Community - Tool Enhancements
 - Sector Selection
 - Supporting questions and documentation if requesting a change
 - Principals
 - Submit top 5 Principals
 - Officer Certification Form
 - Ability to access from Membership Management Community
 - Initiates DocuSign process

Recertification Tasks and Timeline

| Required Tasks | Tool | Open Date | Due Date | Must be completed by |
|--|---|-----------|----------|---|
| <ul style="list-style-type: none"> • Sector Selection • Affiliate Disclosure • Related Parties • Contact Managers • CAMs • Principals* | Membership Management Community | March 1 | April 15 | <ul style="list-style-type: none"> • Officer • Authorized Representative • Maintenance Manager |
| Officer Certification Form* | <ul style="list-style-type: none"> • eCredit (prior to March 1st) • Membership Management Community (after March 1st) | Jan 1 | April 30 | Officer |

* Market Participants only

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Annual Member Recertification Process



Member Hotline

(610) 666 – 8980

(866) 400 – 8980

custsvc@pjm.com

Appendix

- [Membership Management Community tool page](#)
- Changes to Officers, Authorized Representatives, or Maintenance Managers
 - [Form of Secretary Certificate FAQ](#)
 - [Form of Secretary Certificate](#) – Add designations
 - [Officer, Authorized Rep, Maintenance Manager Designation Form](#) – Add and revoke designations
- Annual Member Recertification [User Guide](#)