

2024 Annual Member Recertification

Michelle Souder

Membership Process & Services


Kate Patt


Credit Risk & Collateral Management

Action Required	Deadline	Who May Be Affected
Complete Annual Member Recertification Items	04/12/2024	All Full Members
Complete Annual Officer Certification Form	04/30/2024	All Market Participants









Membership Application Enhancements



Evaluation of Market Participant



Credit and Risk Due Diligence Procedures



Evolving Processes and Enhancements



Data gathered informs Membership, Credit & Risk Procedures

- 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)
 - *Company Corporate Information (Address, Stock Information)
- 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 signed 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](#)

Area	Recertification Enhancements (January 2024 implementation)
Annual Officer Certification Form	<ul style="list-style-type: none">• May be initiated and completed by Officer, Authorized Representative or Maintenance Manager, or completed by authorized individual designated in the Officer Certification Role• Completed in Membership Management Community and Officer reviews and signs in DocuSign
Company Corporate Information	<ul style="list-style-type: none">• Community page added to display corporate address and stock information.• Ability for Members to update information as necessary

Area	Recertification Enhancements (January 2024 implementation)
Affiliate Disclosure	<ul style="list-style-type: none">• Enhancements to consolidate screens and improve user experience• Enhancement to capturing/displaying affiliate stock information• Added ORG Chart upload function



2024 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 • Company Information • Principals* 	Membership Management Community	January 8 th , 2024	April 12 th	<ul style="list-style-type: none"> • Officer • Authorized Representative • Maintenance Manager
<p>Officer Certification Form*</p> <p>* Market Participants only</p>	Membership Management Community	January 8 th , 2024	April 30 th	<ul style="list-style-type: none"> • Initiated and completed by Officer, Authorized Representative, or Maintenance Manager, or completed by designated Officer Cert Role, but Officer must review and sign

Annual Member Recertification Process:

membershipforms@pjm.com

credit_hotline@pjm.com



Member Hotline

(610) 666 – 8980

(866) 400 – 8980

custsvc@pjm.com

Appendix

- [Annual Member Recertification User Guide](#)
- [Annual Officer Certification Form Instructions](#)
- [Membership Management Community tool page](#)
- [Form of Secretary Certificate](#): Add Officers, Authorized Representatives and Maintenance Managers (must be notarized)
- [Officer, Authorized Rep, Maintenance Manager Designation Form](#): Add and revoke Officers, Authorized Representatives, and Maintenance Managers
- [Form of Secretary Certificate FAQ](#)