



Membership

Actions Requested

- Full members are required to recertify member information in the Membership Management Community by **April 12, 2024**, per the requirements of the OA, Section 11.3.1 and PJM Manual 33.
- Market Participants are required to submit an Annual Officer Certification Form by **April 30, 2024**, per the requirements of the PJM Tariff, Attachment Q.
- Share this communication internally within your organization to anyone who may need this information.

The Annual Recertification period is now open in the Membership Management Community. Please navigate to the Maintenance feature of the [Membership Management Community](#) to review and complete your recertification. A [user guide](#) is available on the [Membership Management Community](#) tool page of PJM.com under Membership Maintenance.

While your organization may have designated multiple Officers, Authorized Representatives, or Maintenance Managers, only one individual needs to login and complete this request.

A [Frequently Asked Questions document](#) is available and includes information on reviewing and updating currently designated Officers, Authorized Representatives, and Maintenance Managers as well as other commonly asked questions regarding the annual process.

Annual Member Recertification Requirements

Full members will need to recertify the following information in the Membership Management Community by April 12, 2024:

- Sector Selection
- Affiliate Disclosure Information
- Related Party Information (members in the Electric Distributor Sector only)
- Contact Manager Designations
- Corporate Company Information – new enhancement to allow Members to update corporate address and stock information if applicable

- Company Account Manager (CAM) Designations
- Principals (Market Participants only)

Full members that fail to complete the annual Member recertification requirements listed in Manual 33, section 3.1.11 will be considered in non-monetary breach of the PJM Operating Agreement for failure to comply with Operating Agreement, section 11.3.1.

If you have issues with access or have questions on the process, please contact membershipforms@pjm.com.

Annual Officer Certification Form

The Annual Officer Certification Form is required to be completed and submitted each year for all active Market Participants. Market Participants that fail to provide its annual officer certification form by April 30 will not be able to transact in any PJM Markets and PJM will disable the Market Participant's access to any PJM Markets until PJM receives the certification.

Enhancements to the Officer and the Designee/Officer options have been implemented for the 2024 recertification. The Officer Certification Form may be initiated and completed by an Officer, Authorized Representative or Maintenance Manager, or completed by an authorized individual who has been designated in the Officer Certification Form role, but must be reviewed and signed by an Officer. Contact Managers can designate the appropriate individual(s) for the Officer Certification role, as well as make any necessary updates. Contact membershipforms@pjm.com with any questions regarding role assignments. For Annual Officer Certification Form questions, contact credit_hotline@pjm.com.

Reference Materials

- [Annual Member Recertification User Guide](#)
- [Annual Officer Certification Form Instructions](#)
- [Membership Management Community Tools Page](#)
- [PJM Manual 33: Administrative Services for the PJM Interconnection Operating Agreement](#) contains information pertaining to the Annual Member Recertification Requirements.
- [PJM Credit Overview and Supplement to the PJM Credit Risk Management Policy](#) contains information on the Annual Officer Certification Form.