Managing INRs as a TSP/DSP in RIOO Interconnection Services

Version 12.31.21
ERCOT RIOO Interconnection Services Release Notes

December, 2021

ERCOT has released the latest version of Resource Integration and Ongoing Operations - Interconnection Services (RIOO - IS).

The RIOO - IS online app enables an Interconnecting Entity (IE) or Resource Entity (RE) to create and manage requests that propose new generation resources to interconnect to the Texas power grid at new or existing sites. Transmission/Distribution Service Providers (TSPs) can view the Interconnection Requests (INRs) as well as review documents in support of the INRs and record/update project milestone dates as they occur.

For TSPs, ERCOT starts their RIOO – IS TSP user account using their email address from their Market Participant Identity Management (MPIM) profile as their RIOO - IS user name. Each TSP must request that their USA add the GINR_M_Operator role to the MPIM profile and then respond to the email to set their account password and enroll their smart phone in a multifactor authentication (MFA) app that validates login requests.

The ERCOT RIOO Interconnection Services TSP Sign-Up Reference that takes the TSP through finishing the account sign up is available from the Resource Integration page of the ERCOT website (ercot.com > Services > Registration and Qualification > Resource Integration).

About this Guide

This guide provides information to assist TSPs with performing tasks in RIOO - IS, such as viewing the INRs submitted by IEs/REs for new generation resource interconnection projects, reviewing drafts of required documents, and adding change requests to start various studies as well as recording specific milestone dates.

Supporting Documentation

RIOO Services documentation available from the Resource Integration page of the ercot.com website:

- IE Sign Up Guide for RIOO Services
- RE Sign Up Guide for RIOO Services
- TSP/DSP Sign Up Guide for RIOO Services
- Managing Your RIOO Services User Account
- Creating an INR for a Generation Resource Under 10MW
- Creating an INR for a Generation Resource Over 10MW
- Managing Your INR as an IE/RE
- Managing INRs as a TSP/DSP

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Accessing RIOO - IS

Accessing RIOO – IS involves logging into your TSP account with the login credentials and the multifactor authentication (MFA) method you signed up with (such as Auth0 Guardian or Google Authenticator).

The **GINR_M_Operator** role must be in your MPIM profile. Refer to the **TSP Sign-Up Reference** (on the ercot.com website).

To change the MFA app associated with your account, you must submit a help ticket to the ERCOT help desk to have ERCOT Product Support reset your account and send you an email with instructions. Refer to **Changing to Google Authenticator MFA** on page 56.

Logging into Your Account

After launching the RIOO-IS app from the ERCOT website, log into your TSP user account and verify your login attempt.

Access the RIOO Interconnection Services App

1. From the ERCOT website **Resource Integration** page, click the **Launch RIOO Interconnection Services** button.
   
   To get to this page, go to ercot.com > Services > Registration and Qualification > Resource Integration.
Log Into Your Account

If you cannot log in after 10 tries, the YOUR ACCOUNT HAS BEEN BLOCKED AFTER MULTIPLE CONSECUTIVE LOGIN ATTEMPTS message displays. Open a Help Desk ticket that tells them you are blocked by your MFA and that Operations should unblock your ID.

Verify Your Login On Your Smart Phone

For Guardian Auth0: Locate the Guardian Auth0 message, swipe right, and tap Allow.

For Google Authenticator: Open Authenticator to view the code, type the 6 numbers of your new code into the ERCOT verification code page, and click the continue arrow.

For SMS Authentication: Open the new message, type the 6 numbers of your new code into the ERCOT verification code page, and click the continue arrow.

Logging Out of Your Account

You should log out of your account when you are finished performing tasks.

On the right side of the Interconnection Services title bar, click Log Out.
Understanding the RIOO-IS TSP Dashboard

After you have finished signing up and logged in to RIOO-IS, your *Interconnection Request List* tab displays with the INR List of the appropriate submitted INRs as well as the tab to view the *TSP Key Milestones* information.

While working on a RIOO-IS page, you can click the [ercot](#) logo in the upper left to return to the main *Interconnection Requests List* page.

Working with the INR List

The left side of the INR List displays the resource details provided in the INR by the IE/RE.
The right side of the INR List displays the dates for the key milestones in the project.

Adjusting the INR Records Displayed

You can adjust the number of records that display in this list by changing the number of entries to show on each page of the list. Note that the more records you show, the more time it takes to display each page. Choosing All will cause a significant slow down.

You can also adjust the number of records displayed by clicking either the Show Operational or Show Canceled INRs checkbox.
From the right side of the page, you can search for specific INRs using an INR Number or Project Name, or filter the list for subsets of INRs using the TSP name or the technology type.

To examine and work with the data displayed for the INRs in your list view, you can convert your view to an Excel spreadsheet or dump the contents into a comma separated values (CSV) file that you can view.

Although you can copy this list, it is not recommended because it may timeout before completing or have unpredictable results.

You can click the **Reset All** button to return to the default view of the list.
Viewing an INR

When you view an INR, the details of the project display in a Review page along with the tab for viewing the key milestones for the project.

1. Locate the INR and select View Interconnection Request from the View drop down.

Clicking Continue displays the TSP Key Milestones page.
Viewing TSP Milestones

From the top of this INR *Review*, you can click **TSP Key Milestones** to display project dates and when they were achieved (or, from the Interconnection Request List, click **Continue**).
Viewing Project Contacts

REs do not need to invite contacts to work on the project.

IEs invite contacts into the project and the people invited receive an email about the project and can respond to participate. At least one contact must accept the role to back up the primary contact to help with INR decisions. The other contacts can view the INR.

From the **Action** column of the INR List, locate the INR and select the **View Contacts** option from the **View** drop down (to the left).

The contact cards for Backup Contact and other Invited Contacts will display. The date on a contact card shows when they responded to the invitation from the primary contact.
Working with INR Attachments

The Attachments List displays the files that have been uploaded to support INRs (such as the one-line schematic, study results, or permits) as well as electronic signatures for the General Entity Information agreement and invoice payments.

Note that the Version column indicates if the attachment is a draft or in the Final version.

You can click the linked document to open it to gather history or information.

When you receive an email from an IE/RE, ERCOT or another TSP about reviewing a document, you can access the document in the Attachments List tab. If the attachment is not visible in your view of the list, you can search for it by filtering the list in different ways using the Search Attachments panel.
Locating Specific Attachments Using the Search Attachments Pane

The Search pane displays by default, but you can click the Close Search button to hide the pane from. You can click the Open Search tab to display the Search pane again.

You can search to locate attachments in several ways. You can combine several types of search criteria before scrolling down to click the Search button.

Locating Attachments Uploaded Within a Specific Date Range
Locating Attachments by INR Number
Locating Attachments by the Name of the Parent or Holding Company
Locating Attachments by Project Name
Locating Attachments by Technology Type
Locating Attachments by Service Provider Name
Locating County Map Attachments
Locating Electronic Signature Attachments
Locating FIS Attachments
Locating Generation Entity Information Attachments
Locating Interconnection Agreement Information and Attachments
Locating MRD Information Attachments
Locating One-line Attachments
Locating Permit Attachments
Locating Proof of Site Control Attachments
Locating RARF Attachments
Locating Screening Study Attachments
Locating Synchronous Resonance Study Attachments
Locating Water Declaration Attachments
Locating Attachments Not Assigned to a Phase of Study or Attachment Type
Locating Attachments Uploaded Within a Specific Date Range

1. In the **From Date** area, click the calendar.
2. Select the appropriate **Month** and **Year** from the drop downs.
3. Click the appropriate day on the calendar.
4. In the **To Date** area, click the calendar.
5. Select the appropriate **Month** and **Year** from the drop downs.
6. Click the appropriate day on the calendar.
7. Scroll to the bottom of the list and click **Search**.
Locating Attachments by INR Number

You can use the **INR Number** field to search for all INRs that have the same COD year (like 23), or specific range of INRs (like INR01), or a specific INR (all 8 characters in the YYINR#### format).

1. Locate the **INR Number** field and then type in either:
   - At least two numbers representing the year (22 or 23) or for a range of INRs (10 or INR10)
   - Or the full 8 characters of an INR number.

2. Scroll to the bottom of the list and click **Search**.

Locating Attachments by the Name of the Parent or Holding Company

1. Locate the **Parent or Holding Company** field, type in at least two characters of the company name.

2. Scroll to the bottom of the list and click **Search**.
Locating Attachments by Project Name

1. Locate the **Project Name** field and type in at least two characters.
2. Scroll to the bottom of the list and click **Search**.

Locating Attachments by Technology Type

1. Locate the **Technology Type** drop down and select the appropriate option.
2. Scroll to the bottom of the list and click **Search**.
**Locating Attachments by Service Provider Name**

1. Locate the TDSP drop down and click the appropriate option from the list.

2. Scroll to the bottom of the list and click **Search**.

**Locating County Map Attachments**

1. Locate the Attachment Type drop down and click **Location Map** from the list.

2. Scroll to the bottom of the list and click **Search**.
Locating Electronic Signature Attachments

The system automatically uploads the required documents when they are signed online, including the Generation Entity Information Sheet required to submit an INR and the receipt for payment for the online application and for studies performed.

Locating FIS Attachments

You can located FIS attachments from a specific study phase or by their attachment type.
Locating Generation Entity Information Sheet Attachments

1. Locate the Attachment Type drop down and click Declaration of Adequate Water Supplies from the list.
2. Scroll to the bottom of the list and click Search.

Locating Generation Entity Information Sheet Attachments

1. Locate the Attachment Type drop down and click the appropriate FIS option from the list.
2. Scroll to the bottom of the list and click Search.
Locating Interconnection Agreement Information and Attachments

You can locate Interconnection Agreements and pending agreements from a specific study phase or by their attachment type.

1. Locate the **Phase of Study** drop down and click the appropriate option from the list.

2. Scroll to the bottom of the list and click **Search**.

1. Locate the **Attachment Type** drop down and click **Interconnection Agreement** from the list.

2. Scroll to the bottom of the list and click **Search**.
Locating Model Ready Date Information Attachments

You can locate MRD attachments by two types.

1. Locate the **Attachment Type** drop down and click the appropriate MRD option from the list.

2. Scroll to the bottom of the list and click **Search**.

Locating One-line Attachments

1. Locate the **Attachment Type** drop down and click **One Line** from the list.

2. Scroll to the bottom of the list and click **Search**.
Locating Payment Invoices and Receipts

You can locate payment invoices and receipts from the Electronic Signature option.

1. Locate the Attachment Type drop down and click Electronic Signature from the list.
2. Scroll to the bottom of the list and click Search.

Locating Permit Attachments

You can locate Air Permits and Greenhouse Gas (GHG) permits as attachments.

1. Locate the Attachment Type drop down and click Air Permit or Greenhouse Gas Permit from the list.
2. Scroll to the bottom of the list and click Search.
Locating Proof of Site Control Attachments

1. Locate the Attachment Type drop down and click Proof of Site Control from the list.

2. Scroll to the bottom of the list and click Search.

Locating RARF Attachments

1. Locate the Attachment Type drop down and click RARF from the list.

2. Scroll to the bottom of the list and click Search.
Locating Screening Study Attachments

1. Locate the **Phase of Study** drop down and click the appropriate option from the list.

2. Scroll to the bottom of the list and click **Search**.

Locating Synchronous Resonance Study Attachments

1. Locate the **Attachment Type** drop down and click **Subsynchronous Resonance** from the list.

2. Scroll to the bottom of the list and click **Search**.
Locating Water Supply Declaration Attachments

1. Locate the Attachment Type drop down and click Declaration of Adequate Water Supplies from the list.
2. Scroll to the bottom of the list and click Search.

Locating Attachments Not Assigned to a Phase of Study

1. Locate the Phase of Study drop down and click Unassigned from the list.
2. Scroll to the bottom of the list and click Search.
Reviewing Draft Documents

When you receive an email about reviewing a document, you can access the document in the **Attachments List** from the **Interconnection Request List** page. You can search for the document to review by its INR number, project name, or TDSP referenced on the email as well as the IE/RE who uploaded the document. Refer to **Locating Specific Attachments Using the Search Attachments Pane** in the section above.

Access the Attachments List

![Image of Interconnection Request List with Attachment List tab highlighted]

1. At the top of the **Interconnection Request List**, click the **Attachment List** tab.

Locate and Open the Document

![Image of Interconnection Request Attachments]

1. Click the linked attachment name.

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**Working with INR Attachments**

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Prepare and Return Your Review Comments

1. In a copy of the document, make your edits.
2. Go back into the email and click **Reply**.
3. Attach the document with your edits.
4. Click **Send**.

OR

1. In the original email, click **Reply**.
2. Record your edits.
3. Click **Send**.
Viewing TSP Milestones

From the top of this INR Review page, you can click TSP Key Milestones to display project dates and when they were achieved (or, from the Interconnection Request List, click Continue).
Viewing INR Change Requests Submitted by IE/RE

To request changes and additions to the INR information, the IE/RE who submitted the INR can submit change requests and you can view these requests from the TSP Dashboard.

1. Locate the INR and click **View IE Change Request** from the **View** dropdown.

2. Replace with TSP View
Requesting FIS Change Requests

As a TSP, you can add change requests to have a draft of the FIS Study Scope reviewed and then upload the Final FIS Study Scope document as well as request an FIS Study and Study Start Dates. You can add the change requests one at a time, or click on the three FIS options all at one time and move through tabs.

Uploading the FIS Study Scope Draft for Review

Start the Change Request from Your Interconnection Request List

Locate the INR in your Interconnection Request List and click Add Change Request button.

Select FIS Study Scope

Click the FIS Study Scope option.

Click the Let’s Get Started button.
Enter FIS Study Scope Details

1. Type in the mm-dd-yyyy that the IE/RE submitted the change request. Or, click the calendar.
   A. Select the appropriate Month and Year from the drop downs.
   B. Click the appropriate day on the calendar.

2. Type in the mm-dd-yyyy that ERCOT accepted the payment for the FIS Study Scope.
   Or, click the calendar.
   A. Select the appropriate Month and Year from the drop downs.
   B. Click the appropriate day on the calendar.

3. Click Draft.

4. Upload the file to that needs review:
   A. Click the Select file drop down.
   B. Navigate to the file on your computer and click it.
   C. Click Open.

5. Click Continue.

Review and Finish Your Changes

1. Review the information to be sure it is correct.

2. Type in any details or information about this update.

3. Click Submit Change Request.

You can add or remove data topics from this change request view change options

Back Cancel Change Request

Print Format Submit Change Request
Uploading the FIS Study Scope Final Results

After the FIS Study Scope has been reviewed and all edits have been incorporated, you can add the change request to upload the Study Scope document final

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select FIS Study Scope

1. Click the FIS Study Scope option.

2. Click the Let’s Get Started button.
Upload the Final

1. Click Final.
2. Check the checkbox.
3. Upload the file to that needs review:
   A. Click the Select file drop down.
   B. Navigate to the file on your computer and click it.
   C. Click Open.

Submit the Change Request

1. Check to be sure your document uploaded
2. Type in any details or information about this update.
3. Click Submit Change Request.
Requesting an FIS Study Start Date

Once the Study Scope documents have been reviewed and signed on, you can submit an optional change request for studies that must be completed in the FIS Study.

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select FIS Study Start Dates

1. Click the FIS Study Start Dates option.

2. Click the Let’s Get Started button.
Enter the Dates

1. Type in the mm-dd-yyyy for each study displayed.

   Or, click the calendar.
   a) Select the appropriate Month and Year from the drop downs.
   b) Click the appropriate day on the calendar.

Submit the Change Request

1. Check to be sure your document uploaded

2. Type in any details or information about this update.

3. Click Submit Change Request.
Requesting FIS Studies

After the Study Scope has been determined and funded, you can submit the Change Request to upload documents containing the actual report results of the FIS Studies.

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select FIS Studies

1. Click the FIS Studies option.
2. Click the Let’s Get Started button.

Select the Studies to Conduct
Submit the Change Request

1. Check to be sure your document uploaded

2. Type in any details or information about this update.

3. Click Submit Change Request.
Recording the Financial Commitment Date

When the Financial Commitment is signed with the IE/RE, you can record the date using a change request and also update this date if necessary.

Recording the Financial Commitment Date

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select Other Key Milestones

1. Click the Other Key Milestones option.

2. Click the Let’s Get Started button.
Record the Financial Commitment Date

1. Type in the mm-dd-yyyy that you received notice that the IE/RE signed the Financial Commitment.

   Or, click the calendar.

   A. Select the appropriate month and year from the drop downs.
   B. Click the appropriate day on the calendar.

Submit the Change Request

Review and Finish Your Changes

TSP Key Milestones - what you told us about the IE’s studies so far:

<table>
<thead>
<tr>
<th>Other Key Milestones</th>
<th>Current</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed</td>
<td>n/a</td>
<td>11-24-2021</td>
</tr>
<tr>
<td>Financial Commitment</td>
<td>n/a</td>
<td>11-24-2021</td>
</tr>
</tbody>
</table>

Comments

You can add or remove data topics from this change request view change options

Back Print Form Submit Change Request
Updating the Financial Commitment Date

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select Other Key Milestones

1. Click the Other Key Milestones option.

2. Click the Let's Get Started button.
Update the Financial Commitment Date

1. Type in the mm-dd-yyyy that the IE/RE Financial Commitment was updated.
2. Click Continue.

Or, click the calendar.
A. Select the appropriate month and year from the drop downs.
B. Click the appropriate day on the calendar.

Submit the Change Request

Review and Finish Your Changes

TSP Key Milestones - what you told us about the IE's studies so far

- Notice to Proceed: n/a
- Financial Commitment: n/a
- Current: 11-24-2021
- Updated: 11-24-2021

Comments

You can add or remove data topics from this change request view change options

Print Form

Submit Change Request
Adding the Interconnection Agreement Information

When the Interconnection Agreement has been signed, you can record the signed date and upload a copy of the agreement file. You can also amend this date and upload an alternate file.

Submitting the Original Interconnection Agreement

Start the Change Request from Your Interconnection Request List

Locate the INR in your Interconnection Request List and click Add Change Request button.

Select Interconnection Agreement

Click the Interconnection Agreement.

Click the Let’s Get Started button.
Fill In the Signed Date

1. Type in the mm-dd-yyyy that the IE/RE signed and submitted the Interconnection Agreement.

Or, click the calendar.
   A. Select the appropriate Month and Year from the drop downs.
   B. Click the appropriate day on the calendar.

2. Click the Continue button

Submit the Change Request

Review and Finish Your Changes

TSP Key Milestones - what you told us about the IE’s studies so far!

Other Key Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Current</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed</td>
<td>n/a</td>
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</tr>
</tbody>
</table>

Comments

You can add or remove data topics from this change request view change options
Updating the Interconnection Agreement Date

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select Interconnection Agreement

1. Click the Interconnection Agreement.

2. Click the Let's Get Started button.
**Fill In the Signed Date**

1. Type in the mm-dd-yyyy of the updated Interconnection Agreement.
   - Or, click the calendar.
   - Select the appropriate Month and Year from the drop downs.
   - Click the appropriate day on the calendar.

2. Click the Continue button.

**Submit the Change Request**
Recording the Notice to Proceed Date

When the Notice to Proceed has been signed and received, you can record the date it was signed.

Recording the Original Notice to Proceed Date

Start the Change Request from Your Interconnection Request List

Select Other Key Milestones

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

2. Click the Other Key Milestones option.

3. Click the Let’s Get Started button.
Record the Notice to Proceed Date

1. Type in the mm-dd-yyyy that the IE/RE submitted the Notice to Proceed.
2. Or, click the calendar.
   - Select the appropriate month and year from the drop downs.
   - Click the appropriate day on the calendar.

Submit the Change Request

- Review and Finish Your Changes
- TSP Key Milestones - what you told us about the IE's studies so far
- Other Key Milestones
  - Notice to Proceed: n/a
  - Financial Commitment: n/a
- Comments
- You can add or remove data topics from this change request view change options

- Back
- Submit Change Request
Updating the Notice to Proceed Date

Start the Change Request from Your Interconnection Request List

Select Other Key Milestones

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

2. Click the Other Key Milestones option.

3. Click the Let's Get Started button.
Update the Notice to Proceed Date

1. Type in the mm-dd-yyyy that the Notice to Proceed was updated.

   Or, click the calendar.

   a. Select the appropriate month and year from the drop downs.

   b. Click the appropriate day on the calendar.

2. Click Continue.

Submit the Change Request

Review and Finish Your Changes

TSP Key Milestones - what you told us about the IT's studies so far!

Other Key Milestones

<table>
<thead>
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<td>11-24-2021</td>
</tr>
</tbody>
</table>

Comments

You can add or remove data topics from this change request view change options

Back

Print Form

Submit Change Request
Adding Operational Limit Details

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select Other Key Milestones

1. Click the Other Key Milestones option.

2. Click the Let’s Get Started button.

Record the Date
## Submit the Change Request

### Review and Finish Your Changes

**TSP Key Milestones - what you told us about the IE's studies so far!**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Current</th>
<th>Updated</th>
</tr>
</thead>
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<td>Notice to Proceed:</td>
<td>n/a</td>
<td>11-24-2021</td>
</tr>
<tr>
<td>Financial Commitment</td>
<td>n/a</td>
<td>11-24-2021</td>
</tr>
</tbody>
</table>

**Comments**

You can add or remove data topics from this change request [view change options](#)

[Back](#) [Print Form](#) [Submit Change Request](#)
Requesting the System Impact Study

Start the Change Request from Your Interconnection Request List

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

Select System Impact Study

2. Click the System Impact Study option.

3. Click the Let’s Get Started button.
Submit the Change Request

1. Check to be sure your document uploaded

2. Type in any details or information about this update.

3. Click Submit Change Request.
Recording the Date of a System Upgrade

Start the Change Request from Your Interconnection Request List

Select Other Key Milestones

1. Locate the INR in your Interconnection Request List and click Add Change Request button.

2. Click the Other Key Milestones option.

3. Click the Let’s Get Started button.
Record the date
Appendix A. Managing Your TSP User Account

Changing Your User Login Name

You cannot change your user name since it comes from your MPIM profile.

Updating Your Account Information

Your account contains your first and last name, email address, telephone number, and password.

You can update your name and telephone number by clicking the My Account link at the top of the Interconnection Request List page.

You cannot change your email address since it serves as your login name.

Resetting Your Password

You can reset your password from the Interconnection Services Log In page.

Click the Link on the Interconnection Services Login Page

![Login Page Screenshot]

Click the Don’t remember your password link on the Log In page.
Reset Your Password Page

2 Type in the email address listed in your MPIM.

3 Click the SEND EMAIL > button.

Confirmation Email

Password Change Request
You have submitted a password change request.
If it wasn’t you please disregard this email and make sure you can still login to your account. If it was you, then confirm the password change.

CHANGE MY PASSWORD
Thanks!
The Electric Reliability Council of Texas

If you did not make this request, please contact us by replying to this mail.

4 Go to your email and open the email message with Reset your ERCOT Resource Interconnection Services Password in the subject line.

5 Click the CHANGE MY PASSWORD button.
Change Password Page

6. Type in a new password using the rules displayed as you type.

7. Type in your new password again.

8. Click the Continue button.

Success Page

To close this page and return to the Interconnection Requests List, click the link in this message or the logo in the upper left to return to the Interconnection Requests List.
Appendix B. Changing Your Multifactor Authentication Method

For login security, ERCOT Interconnection Services uses multi-factor authentication (MFA). This means that you must supply two types of identifying information when you log in - something you know and something that can be obtained from a device in your possession. ERCOT uses your email address and password from your MPIM profile as your login credentials. After you reset your password and specified which authentication method you will use, you scanned a barcode from the ERCOT Interconnection Services page into the authentication app installed on your phone (or manually typing in a special code if you do not have a smartphone).

Prior to sign up, you were asked to download either of the free apps (Auth0 Guardian or Google Authenticator) to your smartphone from the App Store or Google Play. Or, if you already use a third-party authentication app on your phone, you most likely can use that app. If you do not have a smartphone, you can use the SMS text message app (which is far less secure than the smartphone apps).

When you log in to Interconnection Services, ERCOT verifies that you correctly entered your username/password combination as the first authentication tier and then sends you a text message on your smartphone to verify your identity.

If you need to change the MFA application that associates your device with Interconnection Services, you must first submit a Help Desk ticket to ERCOT that requests your MFA to be reset. When ERCOT removes your MFA app setting, you will receive an email with the ENROLL YOUR DEVICE button that you click to display the ERCOT Authentication Method page and set up your MFA app and device again.

A link is provided in the email for more information on multifactor authentication.

If you plan to use the Auth0 Guardian or Google Authenticator app, you should download the appropriate app to your smartphone from the App Store or Google Play before you begin.

After scanning the app bar code, the ERCOT Recovery Code page displays with a string of 24 characters and numbers. You should have a text editor (such as Notepad open) so you can easily copy and paste the numbers, and then save it to a location on your computer where you keep this kind of information.
Changing to Auth0 Guardian MFA

Email Invitation to Enroll Your Device

1. Click the **ENROLL YOUR DEVICE** button.

Authentication Method Page

2. Click the **I've already downloaded it** link.

I'd rather use **SMS** or **Google Authenticator**
When this page displays, open your smartphone and click the **Guardian** app to open the app, which opens to the scanner page. Note: If the Auth0 Guardian app does not open to the scanner page, click the + at the top of the page to add your new account.

Position your phone over the bar code until the bar code border turns green to indicate it was scanned.
Recovery Code Page

In the event that you need to login without your device you'll need a recovery code. Take a note and keep this somewhere safe:

VXUD - YM3J - DRDR - SSRC - 8Y4C - 8N83

A. Copy this code and paste it into the file you opened earlier for this purpose
B. Click the checkbox.
C. Click the ▶️ to continue.

Congratulations Page

Congratulations, you are all set. In the future when logging in you'll want your device handy.

Click the Continue link.
Sent Push and Remember This Browser Page

Before you go to your phone to get the Authenticator message, click the **Remember this browser** checkbox to avoid having to go to your phone to get the authentication message for the next 30 days.

Guardian Auth0 Notification (On Phone)

On your phone, locate the Interconnection Services message and click >.
Guardian Auth0 Push Message (On Phone)

And then, click the Allow button.
Your Interconnection Requests List

<table>
<thead>
<tr>
<th>Action</th>
<th>TSP</th>
<th>INR Number</th>
<th>Project Name</th>
<th>Tech Type</th>
<th>MW</th>
<th>POI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CITY OF AUSTIN DBA AUSTIN ENERGY (TSP)</td>
<td>21INR0205</td>
<td>LynMSolarFarm</td>
<td>CP</td>
<td>10</td>
<td>SE 196</td>
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<td>21INR0208</td>
<td>Lyn3</td>
<td>HY</td>
<td>5000</td>
<td>POI</td>
<td></td>
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<tr>
<td></td>
<td>CENTERPOINT ENERGY HOUSTON ELECTRIC LLC (TSP)</td>
<td>22INR0217</td>
<td>Lyn Power2</td>
<td>WT</td>
<td>9600</td>
<td>71 just west of Smith</td>
</tr>
</tbody>
</table>
Changing to Google Authenticator MFA

Email Invitation to Enroll Your Device

1. Click the ENROLL YOUR DEVICE button.

Authentication Method Page

2. Click the Google Authenticator link.
Bar Code Page

3 When this page displays, open your smartphone and click the Google Authenticator app to open it..

Scan Bar Code Page (On Phone)

4 Position your phone over the bar code until the bar code border turns green to indicate it was scanned.
Recover Code Page

In the event that you need to login without your device you'll need a recovery code. Take a note and keep this somewhere safe:

VXUD - YM3J - DR90 - SSCR - 8Y4C - 8N53

Check the box if you have safely recorded this code.

5 On this page:

A. Copy this code and paste it into the file you opened earlier for this purpose.

B. Click the checkbox.

C. Click the icon to continue.

Congratulations, You are all Set Page

Congratulations, you are all set.
In the future when logging in you'll want your device handy.

6 Click the Continue link.
Authenticator App Code Page (On Phone)

Enter Code from Authenticator Page

7 Go to your phone for your authentication code from Authenticator and copy it.

8 Complete the following:

A Paste or type in the 6-digit code from the Authenticator screen on your phone

B Click the Remember this browser checkbox to avoid having to go to your phone to get the authentication message for the next 30 days.

C Click the to continue.
Your Interconnection Requests List

<table>
<thead>
<tr>
<th>TSP</th>
<th>INR Number</th>
<th>Project Name</th>
<th>Tech Type</th>
<th>MW</th>
<th>POI</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF AUSTIN D/B/A AUSTIN ENERGY (TDSP)</td>
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<td>HY</td>
<td>5000</td>
<td>POI</td>
</tr>
<tr>
<td>CENTERPOINT ENERGY HOUSTON ELECTRIC LLC (TDSP)</td>
<td>22INR0217</td>
<td>Lym Power2</td>
<td>WT</td>
<td>9600</td>
<td>71 just west of Smith...</td>
</tr>
<tr>
<td></td>
<td>22INR0218</td>
<td>Lym2AddOn</td>
<td>WT</td>
<td>900</td>
<td>SE Corner of 71 &amp; 21</td>
</tr>
</tbody>
</table>
Changing to the Less Secure SMS Text Message App for Non-Smartphones

Email Invitation to Enroll Your Device

1. Click the **ENROLL YOUR DEVICE** button.
Appendix A. Managing Your TSP User Account

Authentication Method Page

2. Click the SMS link.

Phone Number Page

3. Type in a valid mobile phone number for ERCOT to send you an authentication code and then click the button to continue to the next page.
SMS Message on Phone

Open your phone and look for the verification code message.

Enter the Authentication Code Page

In order to confirm enrollment we need to confirm your phone. Please enter the received code.

A Type in the 6 numbers of the verification message displayed on your phone.

B Click the Remember this browser checkbox to avoid having to do this for the next 7 days.

C Click the button to continue to the next page.

On this page:
Recovery Code Page

On this page:

A. Copy this code and paste it into the file you opened earlier for this purpose.

B. Click the checkbox.

C. Click the \( \square \) to continue.

Continue Page

7. Click the Continue link.
Your Interconnection Request List

<table>
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<th>Tech Type</th>
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<td>22NRO217</td>
<td>WT</td>
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<td>View</td>
<td></td>
<td>Lyn2AddOn</td>
<td>22NRO218</td>
<td>WT</td>
<td>900</td>
<td>SE Corner of 71 &amp; 21</td>
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