From the ercot.com home page:

* **Select:** MIS Login



* **Select:** Applications



* **Select:** Service Requests



* **Service Request Window**



**Service Request Window**

* **Select:** the **+** and the fields will become editable



* **Enter all red fields shown below**
	+ **Short Description:** “Rule 25.53 EOP Submission” and Entity Type (PGC, REP, TDU, MOU, EC, etc.)
	+ **Long Description**:
		- Enter the full legal name of each entity for which the EOP is being submitted and the PUC registration category or entity type (e.g., “Utility Company LLC (TDU)”).
		- If the EOP is being submitted to satisfy a Resource Entity’s EOP-submission obligation under Section 3.21 of the ERCOT Protocols, include the additional information described in the Market Notice.

****

**Service Request Window**

* **Submit using green button Note: this step is prior to attaching documents**

****

**Scroll down to Attachments**

* **Select:** the **+**



* **Select document to attach and click green button**



**Upon completion you will see the attachment**



**Once the Service Request has been reviewed and the EOP has been downloaded by ERCOT, the Market Participant will receive an email from** noreply@ercot.com **indicating that the Service Request has been closed.**

**Example:**

