

Submitting a Notice of Change of Information (NCI)

Instructions for Submitting a Notice of Change of Information (NCI)

These are instructions for Market Participants (CRRAH, IMRE, LSE, QSE/Sub-QSE, RE, TSP and/or DSP) to provide a Notice of Change of Information (NCI). This is needed for changes such as:

* Adding/removing a Sub-QSE
* Change in banking info
* Change in contact info
* Change in legal address
* QSE acknowledgement

ERCOT requests the Market Participant attach the NCI to a Service Request through Market Information System (MIS) located at <https://mis.ercot.com>, by the Primary or Secondary Authorized Representative or an Officer.

Access to the ERCOT MIS requires a user digital certificate with minimal role of "MP\_ASSETS." QSEs and CRRAHs need the role “MP\_SETTLEMENTS.” The user digital certificate is authorized by the Market Participant's User Security Administrator.

Follow these steps:

1. Upon authenticating with the [MIS](https://mis.ercot.com), go to the **Applications** page and select **Service Request**. Or go directly to this [link](https://mis.ercot.com/siebel/app/eService/enu?SWECmd=GotoView&SWEView=ERCOT+-+New+Service+Request+View+(eService)&SWERF=1&SWEHo=mis.ercot.com&SWEBU=1). Be advised that the Service Request will display in a new window as a pop-up, which may be impacted by user's browser settings.
2. Complete the required fields (denoted with a red asterisk) on the **Service Request** screen.
3. The following **Request Type** and **Sub-Type** are essential for proper submittal.

* Request Type: Select **MP Registration** from the drop-down list.
* Request Sub-Type: Select **Registration Changes - NCI** from the drop-down list.
* Short Description: Complete with a descriptive subject.
* Long Description: Complete with details regarding changes.

1. Click **Submit**. You will add the NCI (XLS) or (ZIP) file on the next screen.
2. From the **Activities and Attachments** screen, click **Add** under the **Attachments** heading of the Service Request.
3. Select the **Browse** icon and locate the completed NCI file on your computer.
4. Include optional comments and click **Submit**.