



RIOO User Guide – Updating an Existing Load Resource

Version 1.0
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ERCOT RIOO Resource Services

To update an existing Load Resource (LR) site and to get the change into the ERCOT Network Model, the Resource Entity (RE) representing the site must use the Resource Integration and Ongoing Operations – Resource Services (RIOO – RS) application. RIOO – RS allows the RE to submit a Change Request (CR) online to update the registration information for an existing Load Resource. The ERCOT Demand Integration team will review and process the CR and provide status updates to the RE throughout the timeline from the initial review of the request to getting the update loaded into the production Network Model.

About this guide

This guide provides information about performing the tasks in RIOO – RS to create and submit the online CR that proposes updates to an existing LR in the ERCOT Network Model. Any sample data used to demonstrate the application is fictitious and does not represent actual LR registration data or market activity for any Resource Entity or Transmission and/or Distribution Service Provider (TDSP) used in the samples. The samples are test data created to provide visual aids for this user guide.

Customers who can change their load in response to an instruction and can meet certain performance requirements may qualify to become LRs. Qualified LRs may participate in ERCOT's real-time energy market (Security-Constrained Economic Dispatch, or SCED) and/or qualify to provide any of the following Ancillary Services: Non-Spinning Reserve (Non-Spin), Regulation Down Service (Reg-Down), Regulation Up Service (Reg-Up) and Responsive Reserve (RRS).

In the ERCOT markets, the value of a Load Resource's load reduction is equal to that of an increase in generation by a generating plant. LRs in SCED submit bids to buy power up to their specified level and are instructed by ERCOT to reduce Load if wholesale market prices equal or exceed that level. LRs that are scheduled or selected in the ERCOT Day-Ahead AS Market are eligible to receive a capacity payment regardless of whether they are actually curtailed.

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Before starting your Change Request

Before starting your CR, be sure that you have done the following tasks:

Sign up for a RIOO Services User Account for a Resource Entity

- The user must be associated with a registered Resource Entity (RE).
- The RE's User Security Administrator (USA) must add the RIOORS_M_Operator role to the user's Market Participant Identity Management (MPIM) profile, commonly known as the digital certificate.
- After the role is added, an email request will be sent to complete the process of creating the user account, which involves changing the system-assigned password and associating your login information with a multifactor authentication (MFA) app on your mobile phone that verifies your login attempts.
- The **RE Sign Up Guide** provides more details for signing up for a RIOO Services User Account. This guide is available on the [Resource Integration webpage](#), under **RIOO Documentation**.

Coordinate a Production Load Date (PLD)

When creating a CR to update an existing LR, the RE will need to request a PLD in RIOO during the registration process. The RE should coordinate the PLD via email with the ERCOT Demand Integration team (ERCOTLRandSODG@ercot.com). This coordination is not required, but it can help ensure that the requested PLD is acceptable for modeling the LR update.

- The PLD must align with a scheduled production model load as listed on the current [Production Load Schedule](#).
- The PLD will be at least 45 days after the RIOO registration submission is accurately completed.
- The RIOO application will indicate that if the requested PLD is fewer than 90 days out, it is classified as an interim update. However, LR submissions meeting the 45-day PLD schedule do not require the RE to submit the **RE_Model_Interim_Update_Request** form.

Important notes on Change Requests

- Once a CR is submitted for an LR, no other CRs can be submitted for that same LR until the in-progress CR is effective in the production Network Model. This restriction is to prevent conflicting changes that couldn't be properly validated against an unknown model state.
- When a CR is submitted to stop an LR, no other CRs can be submitted for that same LR. See further details on [Stopping an existing LR](#) in this guide.
- Based on the current [ERCOT Fee Schedule](#), there is no charge for submitting a CR for an LR.
- An RE can't stop one LR and start another LR on the same RIOO submission. RIOO – Interconnection Services (RIOO – IS) must be used to start a new LR, and RIOO – Resource Services (RIOO – RS) must be used to stop an existing LR.

Logging into RIOO

- There are two ways to access the RIOO application login screen:

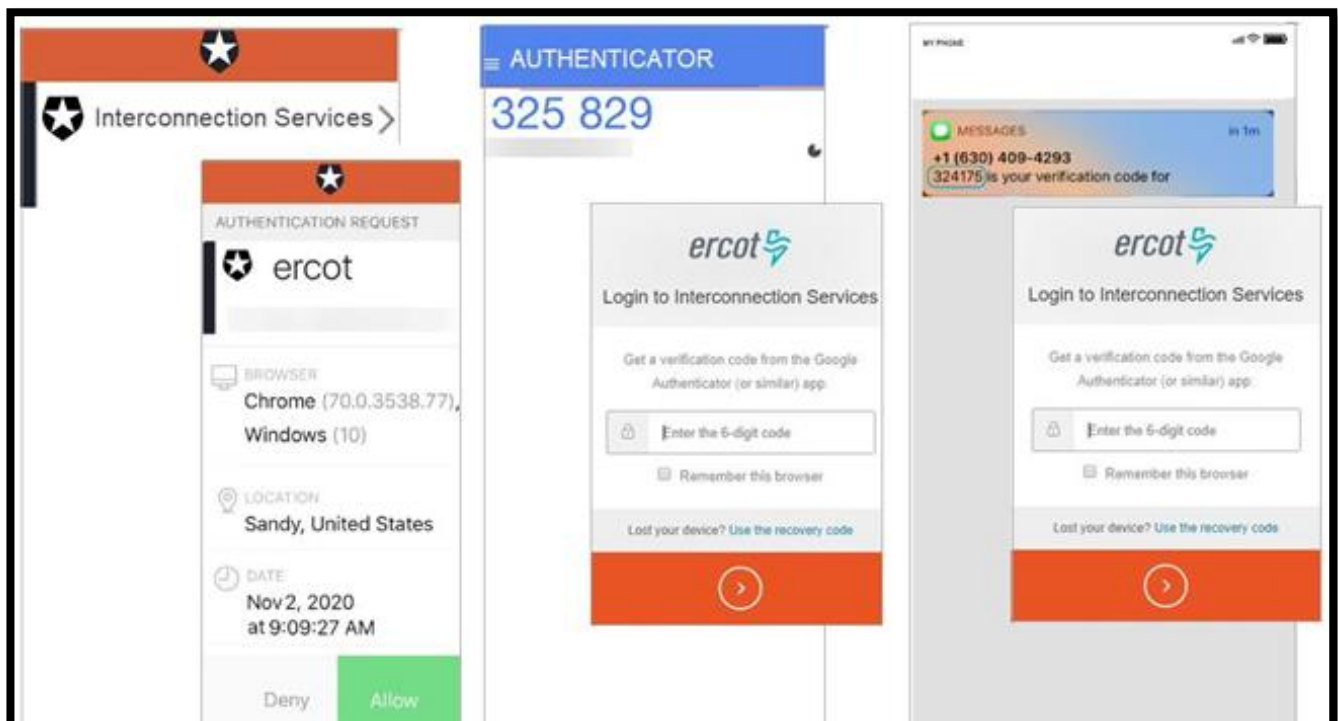
1. On the top panel of any webpage on ercot.com, hover over the **Market Participants** tab to display this list; select **RIOO Log In**

2. Scroll to the bottom of any page on ercot.com; select **Resource Integration & Ongoing Operations – Resource Services**

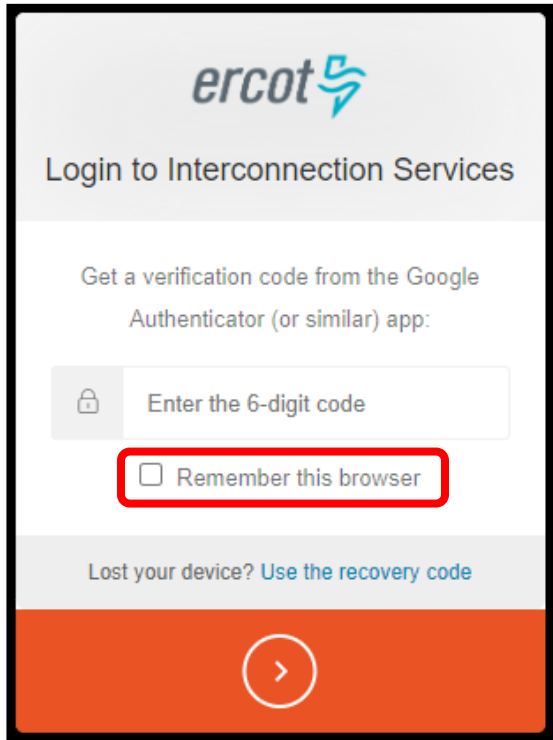
- Log into your RIOO account:

The screenshot shows the ERCOT RIOO Services login interface. At the top is the ERCOT logo and the text "RIOO Services". Below this are two tabs: "Log In" (selected) and "Sign Up". The login form contains two input fields: one for an email address with the placeholder "yours@example.com" and one for a password with the placeholder "your password". Below the password field is a link that says "Don't remember your password?". At the bottom of the form is a large blue button labeled "LOG IN >".

- You'll be prompted to enter a 6-digit code to complete the multi-factor authenticator (MFA). The MFA code will be sent to the app selected when setting up your account (Auth0 Guardian, Google Authenticator, SMS Text Authentication, or another authentication program that you chose to use).



- Select **Remember this browser** to avoid having to login multiple times:



ercot

Login to Interconnection Services

Get a verification code from the Google Authenticator (or similar) app:

☐ Remember this browser

Lost your device? [Use the recovery code](#)

>

- After successfully logging in, you'll be taken to the RIOO home screen:



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RIOO

Hello, Donald House My Account

Home

Interconnection Services

Update or add registration data

Go to Interconnection Services - IS

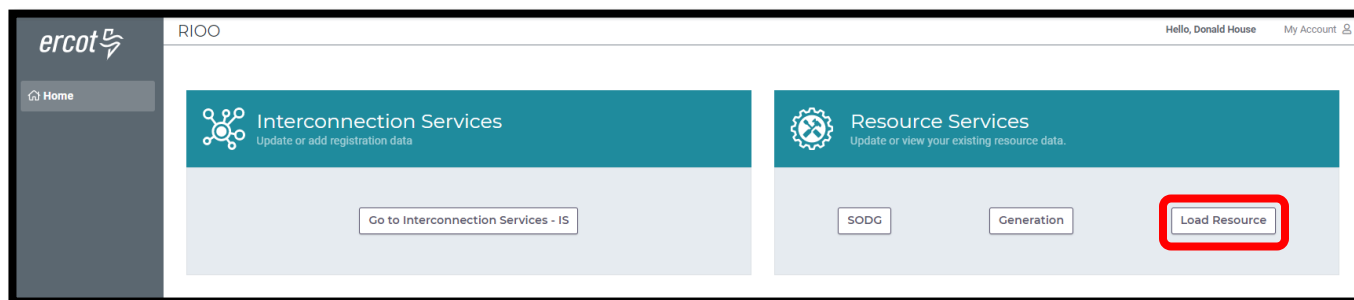
Resource Services

Update or view your existing resource data.

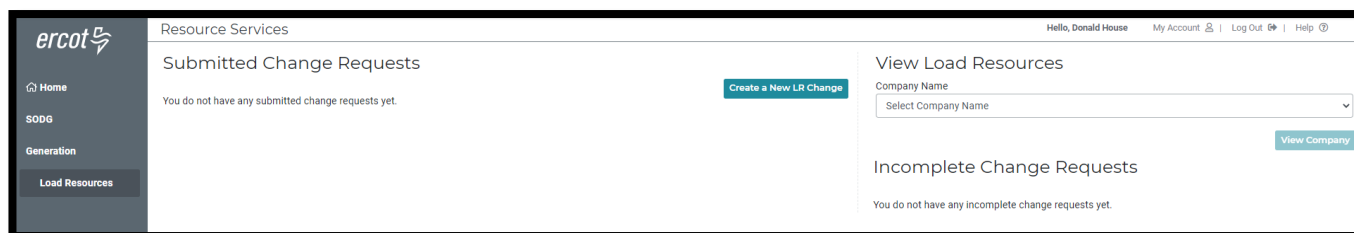
SODG Generation Load Resource

Overview of RIOO Resource Services

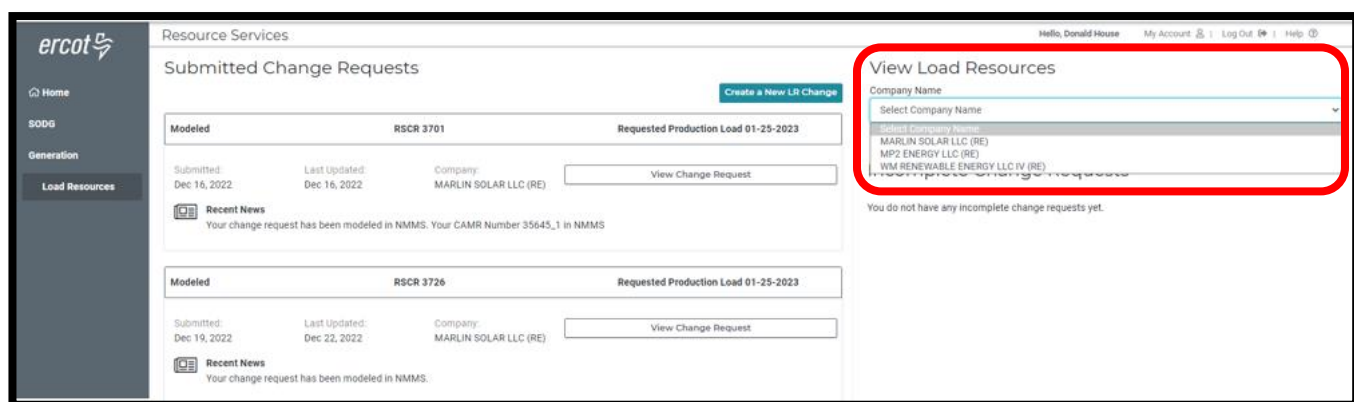
- On the RIOO home screen, open Resource Services by clicking on the **Load Resource** button
 - Resource Services is used to update an existing LR
 - Interconnection Services is used to create a new LR
 - See [RIOO User Guide – Creating a New Load Resource](#) on the [Distributed Generation webpage](#) for details



- The change request dashboard is displayed



- The dashboard allows the user to view their existing LRs and their current CRs
 - View all existing LRs associated with each Resource Entity represented by the user in the dropdown list under **Company Name**
 - Users are highly encouraged to verify their existing LR data periodically, especially after a CR is processed and updated in the Network Model**



- If the user selects one of the listed REs, and then clicks on **View Company**, the user can view all existing registration data for the LRs represented by that RE

Resource Services

Submitted Change Requests

Create a New LR Change

Company Name: MARLIN SOLAR LLC (RE)

View Company

Modeled: RSCR 3701 Requested Production Load 01-25-2023

Submitted: Dec 16, 2022 Last Updated: Dec 16, 2022 Company: MARLIN SOLAR LLC (RE) View Change Request

Recent News
Your change request has been modeled in NMMS. Your CAMR Number 35645_1 in NMMS

Incomplete Change Requests
You do not have any incomplete change requests yet.

Resource Services

List

Load Resource

Load Resource Info

Data Agg and Settlement Info

Mapping Information

Limits & Op Params

User can view each panel or click on **Download Load Resource Data** to get an Excel file with a separate tab for each panel

View

View

View

View

Download Load Resource Data

- The user can view CRs that have been submitted but not yet added to the Network Model; the associated status is displayed in the **Recent News** text (more details on the status changes will be provided later in this guide)

Resource Services

Submitted Change Requests

Create a New LR Change

Company Name: Select Company Name

View Company

Modeled: RSCR 3701 Requested Production Load 01-25-2023

Submitted: Dec 16, 2022 Last Updated: Dec 16, 2022 Company: MARLIN SOLAR LLC (RE) View Change Request

Recent News
Your change request has been modeled in NMMS. Your CAMR Number 35645_1 in NMMS

Modeled: RSCR 3726 Requested Production Load 01-25-2023

Submitted: Dec 19, 2022 Last Updated: Dec 22, 2022 Company: MARLIN SOLAR LLC (RE) View Change Request

Recent News
Your change request has been modeled in NMMS.

View Load Resources

Company Name: Select Company Name

View Company

Incomplete Change Requests

Company Name	Production Load	Action
MP2 ENERGY LLC (RE)	03-08-2023	Finish Change Request

- The user can also view CRs that have been started but not yet submitted to ERCOT
 - The user can click on **Finish Change Request** to open and continue the CR

The screenshot shows the ERCOT Resource Services dashboard. On the left is a sidebar with navigation links: Home, SODG, Generation, and Load Resources. The main content area is titled 'Resource Services' and includes a 'Submitted Change Requests' section with two entries for RSCR 3701 and RSCR 3726. A 'Create a New LR Change' button is visible. On the right, the 'View Load Resources' section shows a table of 'Incomplete Change Requests' with columns for Company Name, Production Load, and Action. A red box highlights the 'Finish Change Request' button in the Action column for MP2 ENERGY LLC (RE).

Change request for an existing LR

- On the RIOO home screen, open Resource Services by clicking on the **Load Resource** button

The screenshot shows the RIOO home screen. The left sidebar has links for Home, SODG, Generation, and Load Resources. The main area has two large cards: 'Interconnection Services' and 'Resource Services'. The 'Resource Services' card has buttons for SODG, Generation, and Load Resource. A red box highlights the 'Load Resource' button.

- On the change request dashboard, click on **Create a New LR Change**

The screenshot shows the ERCOT Resource Services dashboard. The 'Submitted Change Requests' section displays a message: 'You do not have any submitted change requests yet.' A red box highlights the 'Create a New LR Change' button. The 'View Load Resources' section shows a dropdown for 'Company Name' and a 'View Company' button. The 'Incomplete Change Requests' section displays a message: 'You do not have any incomplete change requests yet.'

- Select which RE the update is for from the **What Company is this change for today?** drop-down list
 - Note that the user will see a list of all REs represented by the user in their RIOO account
- Enter the contact information and a brief description of the requested changes

Resource Services

Hello, Donald House My Account Log Out Help

Start Your Change Request

All fields are required unless marked optional

What Company is this change for today?

Requested Production Load

Who can we contact about this change request?

Contact Name

Email

Phone Number

Change Description

Placeholder text

Characters Remaining 1000

Let's Get Started

Use the calendar to select the requested PLD; reminder to coordinate the date to align with a production model load

Enter a brief description of the requested changes

- Sample completed Start Your Change Request panel

Resource Services

Hello, Donald House My Account Log Out Help

Start Your Change Request

All fields are required unless marked optional

What Company is this change for today?

Requested Production Load

Who can we contact about this change request?

Contact Name

Email

Phone Number

Change Description

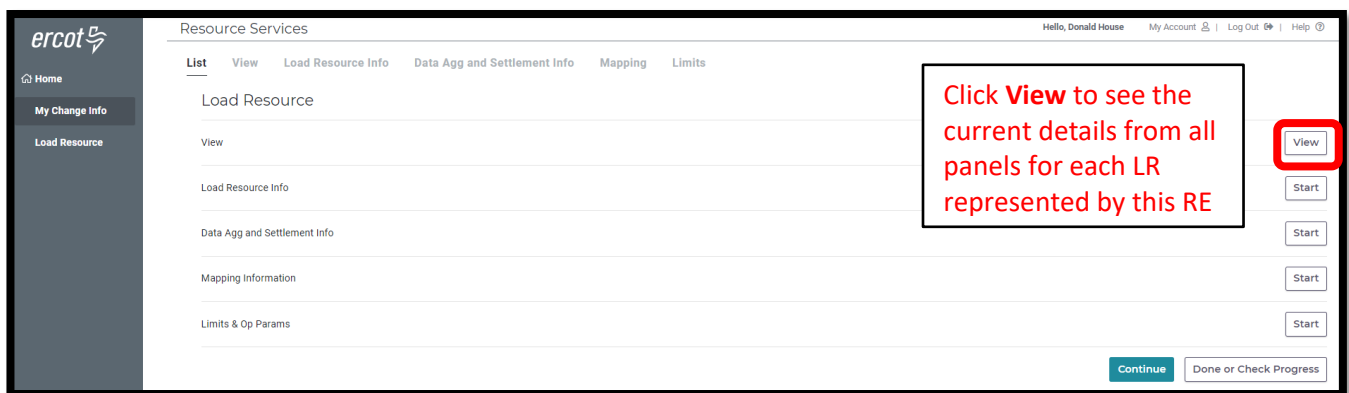
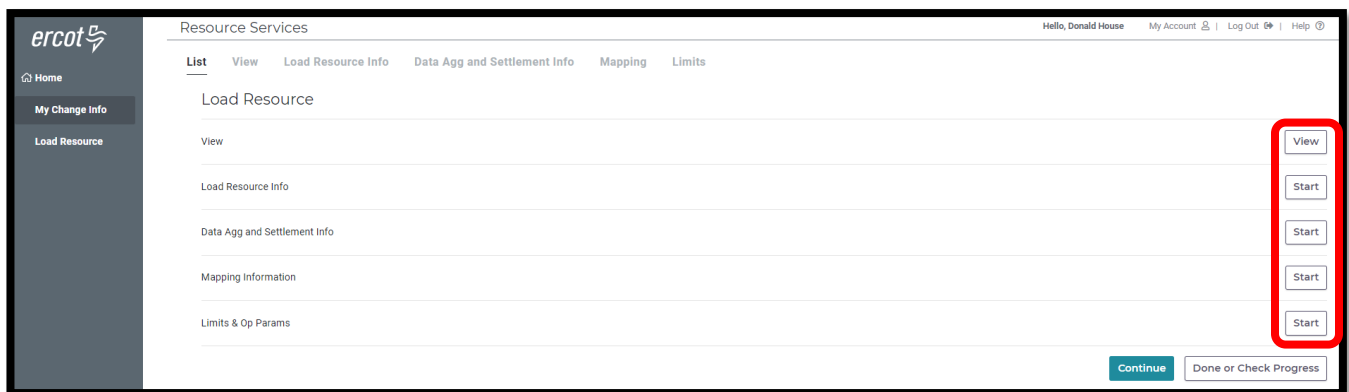
LR Update Test

Characters Remaining 986

Let's Get Started

Click Let's Get Started to move to the LR List screen

- On the LR List screen, all data submission panels are listed along with a **View** panel to see all data at once
 - Start** indicates that nothing has been updated on that panel
 - Edit** in red indicates that the panel is either missing required information or that something needs to be corrected
 - Edit** in green indicates that the panel has been completed but the user has the option to go back to the panel to make revisions
 - Clicking on **Edit** or **Start** will open that panel for data entry
- The user only needs to open the panels for which updates will be submitted
 - This guide will provide one example of an update; there are too many possible scenarios to capture all of them or to determine which examples would be the most helpful**
 - The same data validation rules will be applied as they are when a new LR is created
 - Any questions or issues with specific updates can be directed to the ERCOT Demand Integration team (ERCOTLRandSODG@ercot.com) for assistance
 - Progress can be saved, allowing the user to return to the application later to finish the submission



- Sample of View details for the selected RE

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Home

My Change Info

Load Resource

Resource Services

[List](#)
[View](#)
[Load Resource Info](#)
[Data Agg and Settlement Info](#)
[Mapping](#)
[Limits](#)

Back

Continue

Done or Check Progress

Hide Details

Load Resource Information

Go To Section	RAYBURN_LD1
Common Name for LR	CONTROL
Physical Street Address for Point of D...	123 Power Place
Name of City for Point of Delivery (PO...	NEW TOWN
Stop Date	

Hide Details

Data Agg and Settlement Info

Go To Section	RAYBURN_LD1
ERCOT Load Zone	Rayburn
Meter Reading Entity (MRE)	ONCOR ELECTRIC DELIVERY COMPANY LLC (TDSP)
TSP	ONCOR ELECTRIC DELIVERY COMPANY LLC (TDSP)
ESI ID Assigned to Meter	T23CONTROL321
Resource ID (RID)	NEW_RIDE_FOR_UPDATE_TEST
Effective Date	12-08-2022
Is load behind a NOIE settlement met...	No
Is load netted from generation at ERC...	No
Is this a wholesale delivery point?	No
Load Resource Controlling Device	Control Technology / Interruptible Switch / Circuit Breaker

Hide Details

Mapping Info

Go To Section	RAYBURN_LD1
Transmission Service Provider	ONCOR ELECTRIC DELIVERY COMPANY LLC (TDSP)
Is this a Private Use Network (PUN)?	No
Substation Information	
Substation Code for POD	RAYBURN
Transmission Information	
Transmission Bus POD – PTI Bus #	730011
Transmission Station Voltage	138
Transmission Station Load Name in N...	AUX_B
Dispatch Asset Code	RAYBURN_LD1

Hide Details

Load Resource Limits Info

Go To Section	RAYBURN_LD1
Load Resource Type	CLR
Is this Load Resource an aggregated ...	No
Maximum Loads	
Total Load at POD	75
Interruptible Load	65
Reasonability Limits	
High Reasonability Limit	75
Low Reasonability Limit	5
Reasonability Ramp Rate Limits	
High Reasonability Ramp Rate Limit	50
Low Reasonability Ramp Rate Limit	5
Minimum Interruption Time	
Minimum Restoration Time	
Max Weekly Deployments	
Max Interruption Time	
Max Daily Deployments	
Max Weekly Energy	
Min Notice Time	
CLR Resource Parameters	
Max Deployment Time	12
Max Weekly Energy	1200
Normal Ramp Rate Curves	
MW Rating	75
Upward	50
Downward	50
Emergency Ramp Rate Curves	
MW Rating	75
Upward	50
Downward	50

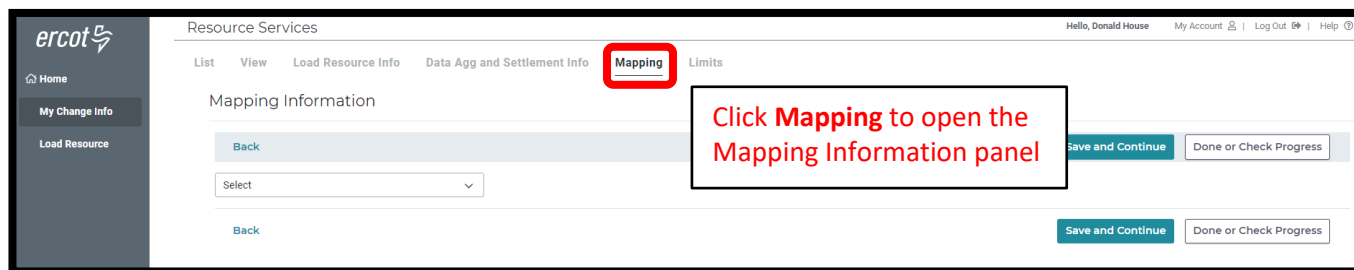
Back

Continue

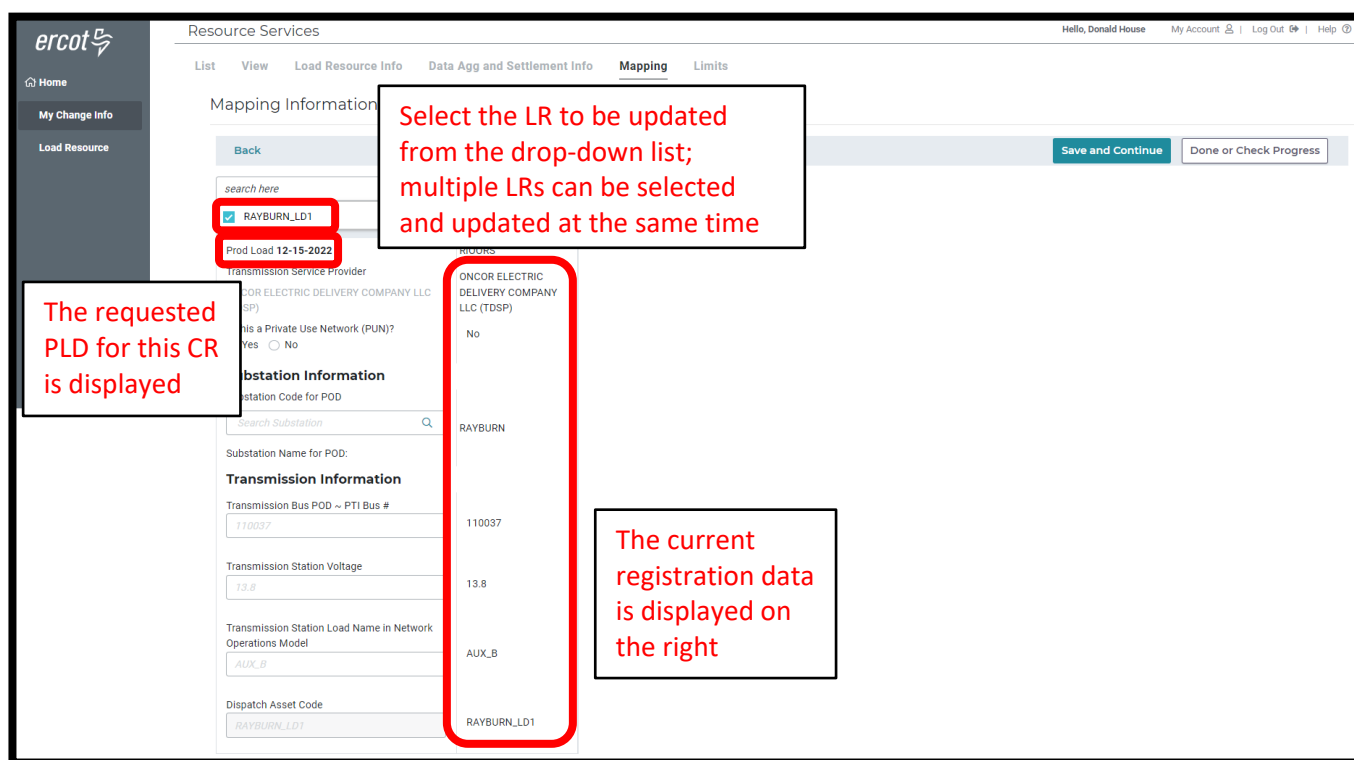
Done or Check Progress

Change Request example

- This example will update both the Mapping Information and the Limits & Ops Params



- When selecting the LR, multiple LRs can be selected on the panel and updated at the same time
 - Different data can be updated for each LR
 - For example, the user can update the **PTI Bus #** for one LR and update the **Voltage** for another LR on the Mapping Information panel at the same time



Resource Services

Hello, Donald House | My Account | Log Out | Help

List View Load Resource Info Data Agg and Settlement Info **Mapping** Limits

Mapping Information

Back

1 Selected

RAYBURN_LD1

Prod Load 12-15-2022

Transmission Service Provider: ONCOR ELECTRIC DELIVERY COMPANY LLC (TDSP)

Is this a Private Use Network (PUN)? ☐ Yes ☒ No

Substation Information

Substation Code for POD: Search Substation

Transmission Information

Transmission Bus POD ~ PTI Bus #: 730011

Transmission Station Voltage: 138

Transmission Station Load Name in Network: AUX_B

Dispatch Asset Code: RAYBURN_LD1

RIODRS: ONCOR ELECTRIC DELIVERY COMPANY LLC (TDSP)

RAYBURN

RAYBURN_LD1

Save and Continue Done or Check Progress

The LR being updated by this CR is displayed

Click **Save and Continue** to move to the next panel or click on **Done or Check Progress** to return to the LR List screen

Updates to the **PTI Bus #** and **Voltage** are entered by the user

- Clicking **Save and Continue** on the Mapping Information panel will take the user to the Limits & Ops Params panel; or the user can select this panel from the LR List screen

Resource Services

Hello, Donald House | My Account | Log Out | Help

List View Load Resource Info Data Agg and Settlement Info Mapping **Limits**

Limits & Ops Params

Back

Select

Back

Save and Continue Done or Check Progress

Save and Continue Done or Check Progress

- The user can select different LR's to update on each panel
 - For example, the user may update LR_1 on the Mapping Information panel and update LR_2 on the Limits & Ops Params panel in the same CR

Resource Services

Limit View Load Resource Info Rate App and Settlement Info Mapping **Limits**

Limits & Ops Params

Back

Search Item

RAMPUR1101

Prod Load 10-19-2022

Load Resource Type:

Is this Load Resource an aggregated Resource?
☐ Yes ☒ No

Maximum Loads

Total Load at POB: MVA 50

Intermittible Load: MVA 40

Reasonability Limits

High Reasonability Limit: MVA 40

Low Reasonability Limit: MVA 5

Reasonability Ramp Rate Limit

High-Reasonability Ramp Rate Limit: MW/M 50

Low Reasonability Ramp Rate Limit: MW/M 5

CLR Resource Parameters

Max Deployment Time: Hour 12

Max Weekly Energy: MWh 1200

Normal Ramp Rate Curves

Min Rating: MVA 50

Upward: MW/M 50

Downward: MW/M 50

Emergency Ramp Rate Curves

Min Rating: MVA 50

Upward: MW/M 50

Downward: MW/M 50

Save and Continue Done or Check Progress

Back

Save and Continue Done or Check Progress

Select the LR to be updated from the drop-down list; multiple LR's can be selected and updated at the same time

The current registration data is displayed on the right

Resource Services

Home | My Change Info | Load Resource

Back | **Save and Continue** | Done or Check Progress

1 Selected

BARBURL01

Prod Load 12-18-2022 RECORD

Load Resource Type CLR

Is this Load Resource an aggregated Resource?
☐ Yes ☒ No

Maximum Loads

Total Load at POD 75 MW 55

Interruptible Load 65 MW 40

Reasonability Limits

High Reasonability Limit 75 MW 40

Low Reasonability Limit 5 MW 5

Reasonability Ramp Rate Limits

High Reasonability Ramp Rate Limit 50 Maximum 50

Low Reasonability Ramp Rate Limit 5 Maximum 5

CLR Resource Parameters

Max Deployment Time 12 hours 10

Max Weekly Energy 1200 MWhrs 1200

Normal Ramp Rate Curves

MW Rating 75 MW 50

Upward 50 Maximum 50

Downward 50 Maximum 50

Emergency Ramp Rate Curves

MW Rating 75 MW 50

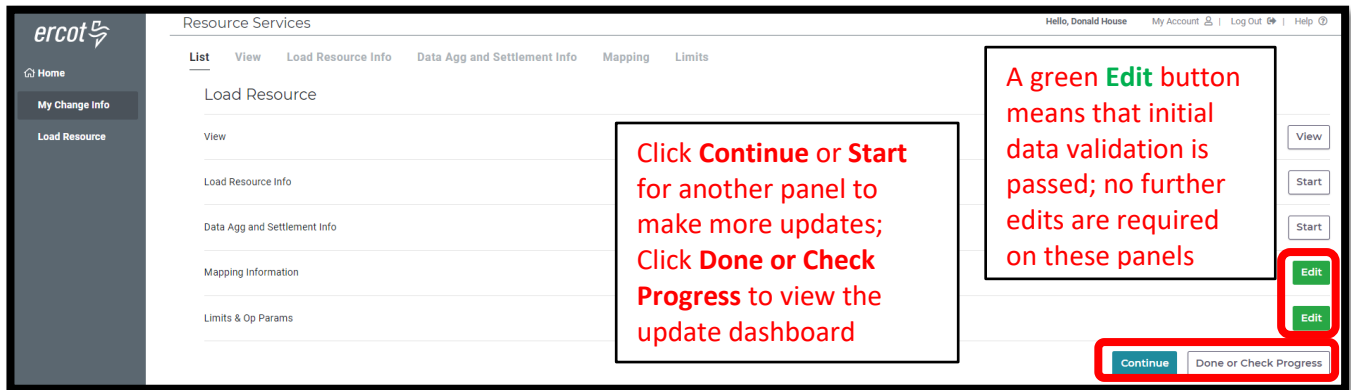
Upward 50 Maximum 50

Downward 50 Maximum 50

Back | **Save and Continue** | Done or Check Progress

Click **Save and Continue** to return to the LR List screen

Multiple updates are entered by the user (**Total Load at POD, Interruptible Load, HRL, HRRL, NRRC MW Rating, ERRC MW Rating**)



- On the update dashboard, all data submission panels that have been updated will be displayed
 - Click on **Revisit** to return to any of the data entry panels
 - Make Corrections** in red indicates that the panel is either missing required information or that something needs to be corrected
 - Any needed corrections will also cause **Edit** to appear in a red box
 - Edit** in a green box indicates that all updated panels pass initial validations, but the user has the option to go back to any panel to make revisions



- The user has an option to click **Download Load Resource Data** to download an excel file containing the existing information on each panel
 - Note that this download does not show before and after data; it is intended to be a record of all existing data for this LR before the CR is submitted

Resource Services

HELLO, DONALD HOUSE My Account Log Out Help

RSCR 3660 Requested Load Date: 12-15-2022 Load Resource: LR Update Test

STANDARD

[Download Load Resource Data](#) [Submit to ERCOT](#)

My Change Info

[Go Back to Section](#)

Requested Production Load Date	12-15-2022
Contact Name	Donald House
Email	fake@email.com
Phone Number	555-867-5309
Description of your Change Request	LR update Test

Limits & Op Params

[Go Back to Section](#) RAYBURN,LD1

	Before	After
Total Load at POD	55	75
Interruptible Load	40	65
High Reasonability Limit	40	75
High Reasonability Ramp Rate Limit	50	50
Normal MW Rating	50	75
Emergency MW Rating	50	75

Mapping Information

[Go Back to Section](#) RAYBURN,LD1

	Before	After
Transmission Bus POD ~ PTI Bus #	110037	730011
Transmission Station Voltage	13.8	138

is there anything else we need to know about this change?

Characters Remaining 1000

[Download Load Resource Data](#) [Submit to ERCOT](#)

Click **Submit to ERCOT** to complete the CR submission

All updated panels and fields will be displayed with **Before** and **After** data for the user to make a final review

ercot Resource Services Hello, Donald House My Account Log Out Help

Your change request has been submitted to ERCOT. Click [here](#) to return to your dashboard.

RSCR 3660 Requested Load Date: 12-19-2022 Load Resource: STANDARD LR Update Test

Withdraw Change Request Download Load Resource Data

My Change Info

Production Load Date: Name: Member: Reason of your Change Request:

Params & Op Params

Go Back to Section: RAYBURN_LD1

	Before	After
Total Load at POD	55	75
Interruptible Load	40	65
High Reasonability Limit	40	75
High Reasonability Ramp Rate Limit	50	50
Normal MW Rating	50	75
Emergency MW Rating	50	75

Mapping Information

Go Back to Section: RAYBURN_LD1

	Before	After
Transmission Bus POD - PTI Bus #	110037	730011
Transmission Station Voltage	13.8	138

Is there anything else we need to know about this change?

Characters Remaining 1000

Withdraw Change Request Download Load Resource Data

Click Home to return to the RIOO home screen

The CR can still be canceled by clicking on **Withdraw Change Request**; the user must confirm this selection to continue with the cancellation (can't be canceled after ERCOT changes status to **In Review**)

- Back on the RIOO home screen, open Resource Services again by clicking on the **Load Resource** button

ercot RIOO Hello, Donald House My Account

Home

Interconnection Services
Update or add registration data.
Go to Interconnection Services - IS

Resource Services
Update or view your existing resource data.
SODG Generation **Load Resource**

- The change request dashboard is displayed, and the submitted CR is listed (note that under **Recent News**, the status of the CR is **waiting for review at ERCOT**)
- As the CR is processed by ERCOT, the Recent News display is updated to let the user know the status

The screenshot shows the 'Submitted Change Requests' section with a table listing a request for RSCR 3660. The status is 'Pending Review at ERCOT'. The 'Recent News' section below the table states: 'Your Change request is waiting for review at ERCOT'.

Submitted:	Last Updated:	Company:	Requested Production Load
Dec 14, 2022	Dec 14, 2022	MARLIN SOLAR LLC (RE)	12-15-2022

Recent News
Your Change request is waiting for review at ERCOT

- Examples of other status updates for this CR
 - The final status of **modeled in NMMS** (network model management system) signifies that ECOT has verified the change took effect as requested on the PLD
 - The CR will no longer appear on this display after it has been modeled
 - The changes can be verified by viewing the LR data again

The screenshot shows the 'Submitted Change Requests' section with the status updated to 'In Review at ERCOT'. The 'Recent News' section states: 'ERCOT is in the process of reviewing your change request. If you need to make a change to this change request contact ERCOT @ RIOO-RS_Change_Requests@ercot.com'.

Submitted:	Last Updated:	Company:	Requested Production Load
Dec 14, 2022	Dec 14, 2022	MARLIN SOLAR LLC (RE)	12-15-2022

Recent News
ERCOT is in the process of reviewing your change request.
If you need to make a change to this change request contact ERCOT @ RIOO-RS_Change_Requests@ercot.com

The screenshot shows the 'Submitted Change Requests' section with the status updated to 'Reviewed Ready to Model'. The 'Recent News' section states: 'Your Change request was reviewed at ERCOT and is now ready to be modeled in NMMS.'

Submitted:	Last Updated:	Company:	Requested Production Load
Dec 14, 2022	Dec 14, 2022	MARLIN SOLAR LLC (RE)	12-15-2022

Recent News
Your Change request was reviewed at ERCOT and is now ready to be modeled in NMMS.

The screenshot shows the 'Submitted Change Requests' section with the status updated to 'Modeled'. The 'Recent News' section states: 'Your change request has been modeled in NMMS. Your CAMR Number 94378_1 in NMMS.'

Submitted:	Last Updated:	Company:	Requested Production Load
Dec 14, 2022	Dec 14, 2022	MARLIN SOLAR LLC (RE)	12-15-2022

Recent News
Your change request has been modeled in NMMS. Your CAMR Number 94378_1 in NMMS

Stopping an existing LR

- To stop an existing LR, only the **Stop Service Date** on the Load Resource Info panel needs to be updated
 - The **Stop Service Date** needs to be a PLD coordinated with the ERCOT Demand Integration team (ERCOTLRandSODG@ercot.com)
 - **Note that the Stop Date entered should be one day before the PLD to align with the timing of the database load**
 - The rest of the CR process is the same as the example above
 - **NOTE: Once the Stop Service Date is populated in the CR, the user cannot edit any other information in the data panels**
 - After the CR is submitted, no other CRs can be created for this LR
 - If a mistake is noticed before the PLD, the RE can contact ERCOT Demand Integration to request for the CR to be canceled

The screenshot displays the 'Resource Services' interface for 'RAYBURN_LD1'. The 'Load Resource Info' panel is active, showing fields for 'Prod Load 03-08-2023', 'Common Name for LR' (CONTROL), 'Physical Street Address for Point of Delivery (POD)' (123 Power Place), and 'Name of City for Point of Delivery' (NEW TOWN). The 'Stop Date' field is highlighted with a red box and a calendar icon, with a red callout box stating: 'Use the calendar to select the requested Stop Service Date (1 day before the PLD); reminder to coordinate the PLD to align with a production model load'. The interface includes a 'Back' button, a 'Save and Continue' button, and a 'Done or Check Progress' button.

After submitting Change Request

Change Request status

In addition to the Recent News updates on the CR dashboard, the CR submitter will receive automated emails from ERCOT with status updates as the request moves through the modeling process as well as any requests for revisions to the CR.

- Status updates for a submitted CR include:
 - Pending Review
 - In Review
 - Ready for Modeling
 - Modeled

Confirming updated LR in production Network Model

After the PLD for the CR, the submitter is encouraged to verify that the updates are visible in the View Load Resources data in RIOO-RS. ERCOT will verify that the LR changes are in the production Network Model, but it is the responsibility of the RE/QSE to notify ERCOT if they notice any market dispatch or settlements issues related to the CR.

Creating a new LR

To create a new LR, the RE must use the RIOO Interconnection Services application (RIOO – IS), which is accessed using the same RIOO user account. Refer to the **RIOO User Guide – Creating a New Load Resource** on the [Distributed Generation webpage](#) for details.



Reporting issues

As ERCOT continues to develop the RIOO application, any functionality issues or suggestions for improvements can be sent via email to RIOO-Help@ercot.com. Any significant updates to the application will be communicated through market notices.