



ERCOT Market Participant Training

Weatherization & Inspection
Market Participant Portal

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Training Agenda

- Weatherization Program Overview
- Process Overview
 - Digital Certificate Requests & Login
 - MP Portal Overview
 - Knowledge Articles
 - Submissions & Requests
 - Lists
 - Declaration of Weather Preparedness (DoWP)
 - Notice of Inspection (NOI)
 - Cure Period (CP) Tasks
 - Viewing Final Inspection Report
 - Weatherization Support Case
- MP Portal Demonstration
- Closing Remarks
- Next Steps
- Q&A

Weatherization & Inspection Program Overview

Background

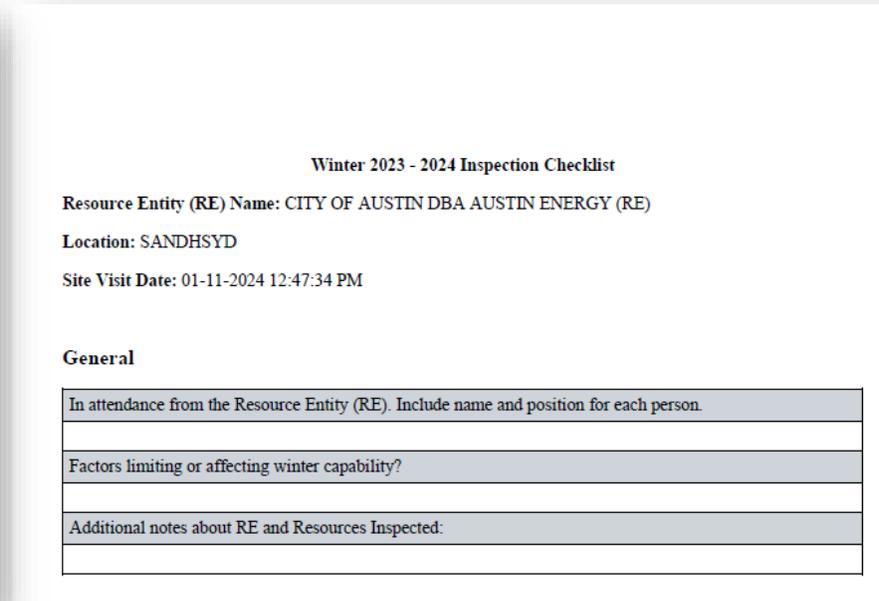
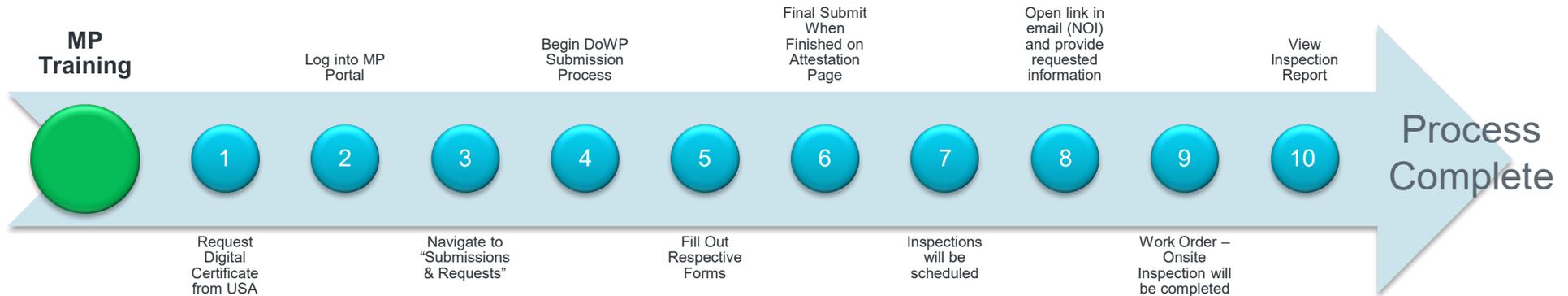
- Under the PUCT Rule 16 TAC § 25.55 (“the Rule”), the ERCOT Weatherization and Inspection (W&I) Team has been actively performing Resource Entity (RE) and Transmission Service Provider (TSP) onsite inspections since December of 2021.
- This past winter inspection season, we inspected 340 REs and 129 TSPs using our new field service application, which was the first phase of the technology project.

W&I Market Participant Portal

- Using the Portal, MPs will be able to submit required summer and winter Declaration of Weather Preparedness documents necessary to adhere to the rule including Appendix A, Attachment K, Supplement to Attachment K, and Attestation items utilizing built in digital forms and self-service downloads.



Inspection Season Process



ERCOT Weatherization & Inspection Market Participant Portal

- The ERCOT W&I Market Participant Portal will be rolled out to MPs in May and will become the primary means of communication between ERCOT and MPs on Weatherization related activities. This platform will:
 - Replace the previously used DocuSign platform
 - Communicate Notices of Inspection (NOIs)
 - Provide an avenue via support case(s) to ask questions
 - Provide a location to review/download inspection reports via work orders
 - If compliance deficiencies are identified, provide a forum for submitting semi-monthly cure period progress reports



1. Request Digital Certificate from User Security Administrator (USA)

You will need to reach out to your USA and request the appropriate role be added to your certificate (see below) to be able to log into the Market Participant Portal

	submitted in ServiceNow by MIS	MIM INEC
SN_M_W_MGR_ECEII	RE and TSP for Weatherization can submit/write ECEII access Manager Role. Can submit in ServiceNow on behalf of their DUNS and update/view items submitted by others at their DUNS.	RE DSP TSP
	RE and TSP for Weatherization can submit/write ECEII access	

Note: If your company USA is unfamiliar with the process, they can refer to the MPIM Digital Certificate User Guide accessible from the ERCOT.com website.

If you do not have a digital certificate, your USA will need to assign you one before adding the above role. After your USA issues you the certificate, download and install it. You will then be able to access the MP Portal via your ERCOT MIS login at the following link:

<https://mis.ercot.com/secure/applications>



1. Request Digital Certificate from User Security Administrator (USA)

Digital Certificates vs Roles

HAS a digital certificate

- Reach out to USA
- Request SN_M_W_MGR_ECEII Role be added to the certificate

Note: If you already have a digital certificate, you will just need to request the above role be added to your certificate.

DOES NOT have a digital certificate

- Reach out to USA
- Request ERCOT digital certificate
 - If this process is unfamiliar, please refer to the MPIM Digital Certificate User Guide accessible from the ERCOT.com website
- Request SN_M_W_MGR_ECEII Role be added to the certificate

Note: If you have not interacted with ERCOT in the past and DO NOT have a digital certificate, you will need to work with your USA to request one prior to receiving the role. After you get a digital certificate, you may then associate a role to your credential.



2. Logging Into the Portal

Market Participants will receive certificates from the USA Admin for them to be able to log into the Market Participant Portal.

1. Market Participant will head to <https://mis.ercot.com/secure/applications>
2. They will be requested to select the certificate they are using to log in
3. Once the right certificate is selected, they would be directed to the MIS Applications page
4. There will be a Weatherization and Inspection Application file available for the MP to select
5. Once the application is selected the MP will be taken to the MP Portal

The screenshot illustrates the login process in five steps:

- Step 1:** The browser address bar shows `itestmis.ercot.com/secure/applications`.
- Step 2:** A "Select a certificate" dialog box is displayed, asking the user to select a certificate to authenticate themselves. The dialog contains a table with the following data:

Subject	Issuer	Serial
LCRA RO ROLE USER	ERCOT Enterprise T...	0A925D734A8410E...
- Step 3:** The user is directed to the "Market Information System" (MIS) Applications page. The page header includes the ERCOT logo, "Market Information System", and navigation links for "Data Products", "Applications", and "Notices".
- Step 4:** The "Application Library" is shown, listing available applications based on the user's permissions. The "Weatherization and Inspection" application is highlighted with a "Certified" badge. Other applications include "Find ESIID" (marked "Secure") and "Renewable Energy Credits".
- Step 5:** The user is taken to the "ERCOT Weatherization & Inspection Market Participant Portal", which features a search bar and sections for "Knowledge Base", "Submissions & Requests", and "My Links".

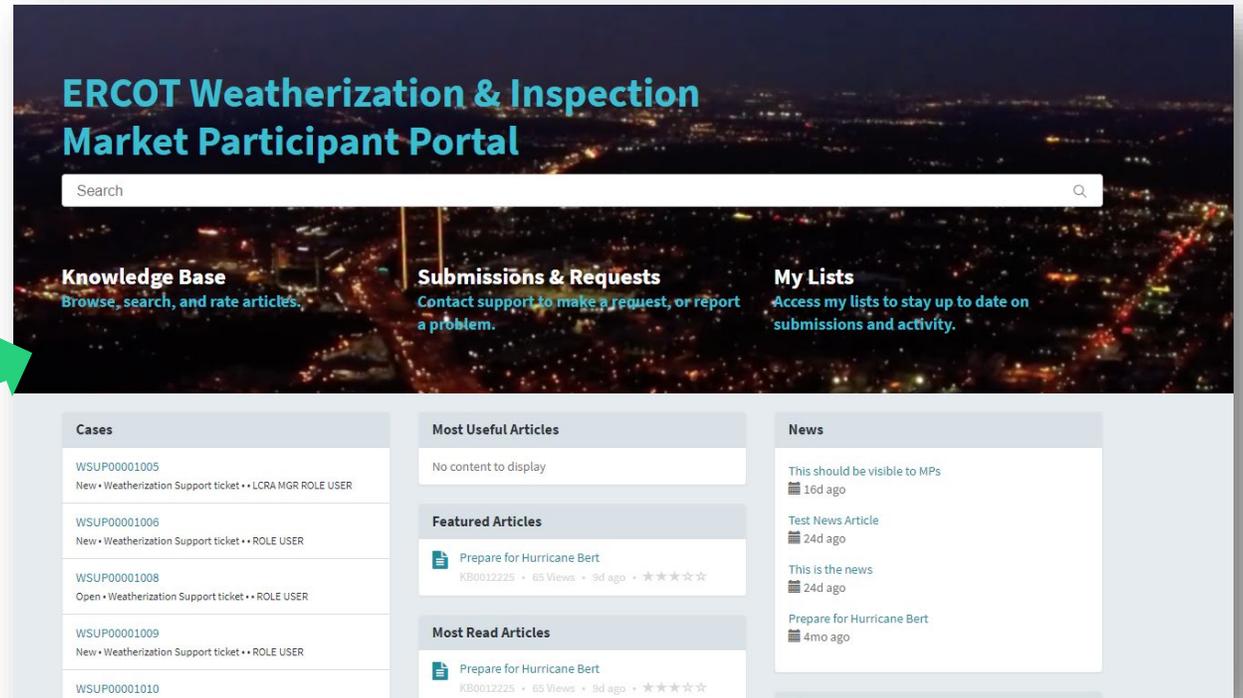
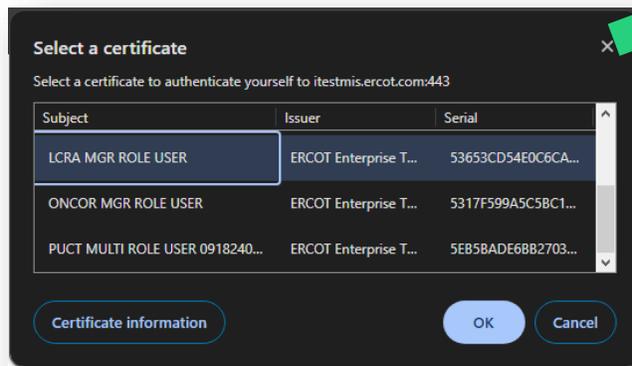


2. Logging into the Portal

Once your USA has issued you the appropriate credentials, you will have access to the MP W&I portal via your MIS login when it opens on 5/1/24.

Steps:

- 1) Secure appropriate permissions from USA
- 2) Log into MP Portal using provided link (link directs MP to ERCOT MIS webpage)
- 3) You should now be at the W&I Market Participant Portal Home Page



3. Navigation & Portal Overview

ercot

Knowledge Base My Lists Completed Submissions Work Orders Aaron Zubaty

ERCOT Weatherization & Inspection Market Participant Portal

Search

ERCOT Logo
Select the logo to return to the MP Portal homepage

Search Capability

Knowledge Base
Browse, search, and rate articles.

Submissions & Requests
Contact support to make a request, or report a problem.

My Lists
Access my lists to stay up to date on submissions and activity.

Portal Header
Provides access to:
Knowledge Base
My Lists
Completed Submissions
Work Orders
Your Profile

Cases
Cases not in Resolved or Closed State will appear here

Tasks
If the MP has a Cure Period Task it will appear here

Cases
FND0001040
New testing Aaron AEP_SHROPshire Aaron Zubaty

Tasks
CPTSK001083
testing Aaron -in Progress -

Most Useful Articles
No content to display

Featured Articles
Prepare for Hurricane Bert
100012223 - 21 Views - 4mo ago - ★★★★★

Most Read Articles
Prepare for Hurricane Bert
100012223 - 21 Views - 4mo ago - ★★★★★
This should be visible to MPs
100012230 - 17 Views - 10 days - ★★★★★
Test News Article
100012232 - 6 Views - 14d ago - ★★★★★
This is the news
100012223 - 1 News - 13d ago - ★★★★★

News
This should be visible to MPs
6d ago
Test News Article
14d ago
This is the news
14d ago
Prepare for Hurricane Bert
4mo ago

Announcements and News Articles
Provides important information to Market Participants

Articles
Provides access to Articles, Featured Article Content and Useful Articles

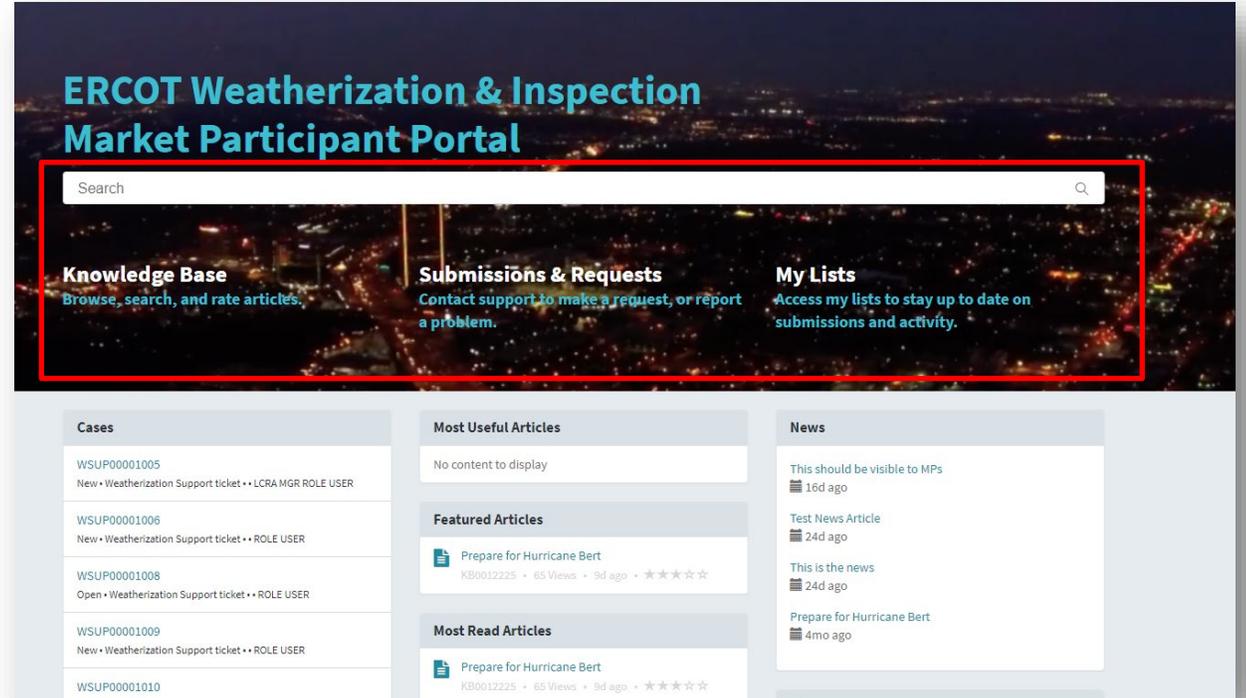
Announcements
No information available



3. Navigation & Portal Overview

Once you are logged in, you will be taken to the home page with a title: ERCOT Weatherization & Inspection Market Participant Portal

- **Search Bar** – Search frequently asked questions
- **Knowledge Base** – Knowledge articles
- **Submissions & Requests** – Where you will submit your Declaration of Weather Preparedness
- **My Lists** – Access your various cases (DoWP, NOI, CP, etc.)

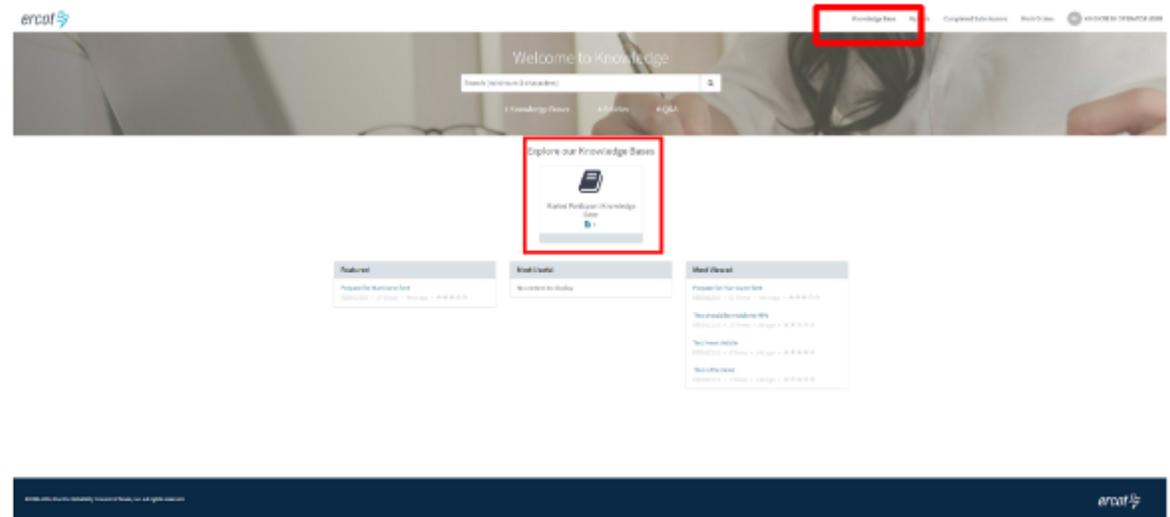
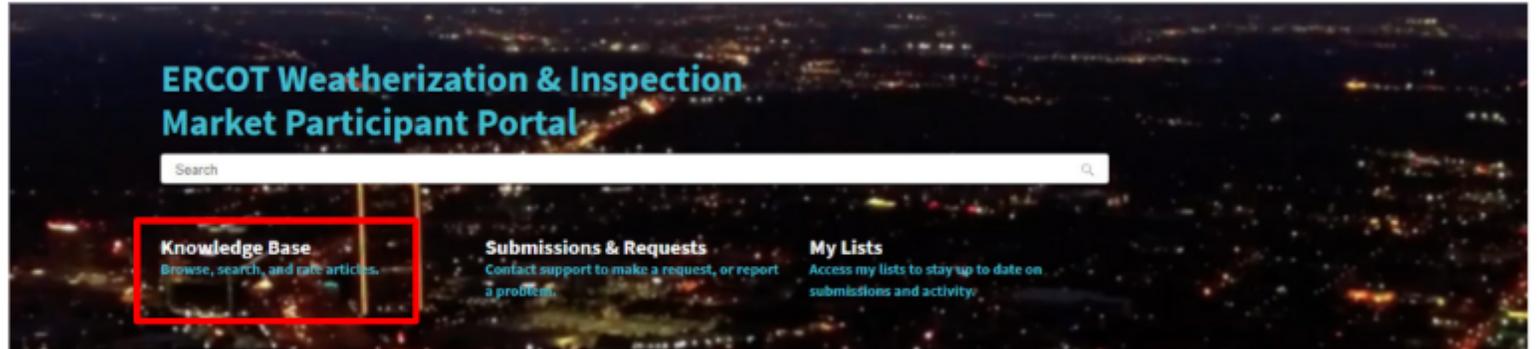


3. Navigation & Portal Overview: Knowledge Base

Knowledge Base

By selecting the “Knowledge Base” widget on the portal home page, the Knowledge page will open. Here, MPs can browse and search for helpful articles, as well as rate the article.

There are 2 places where the MPs can access the Knowledge Base, one way is by clicking the menu on the middle of the Homepage and the other method is through the header menu at the top right of the page.

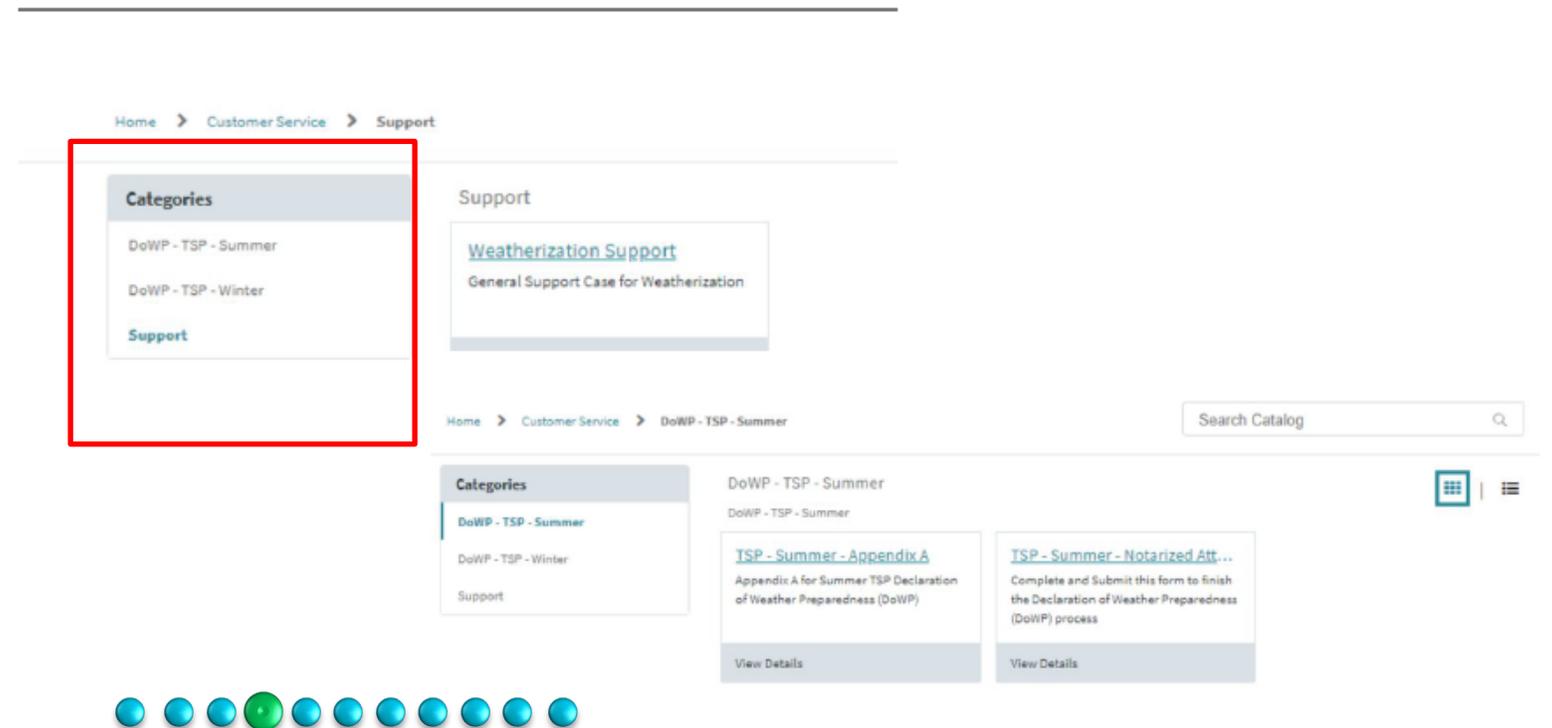
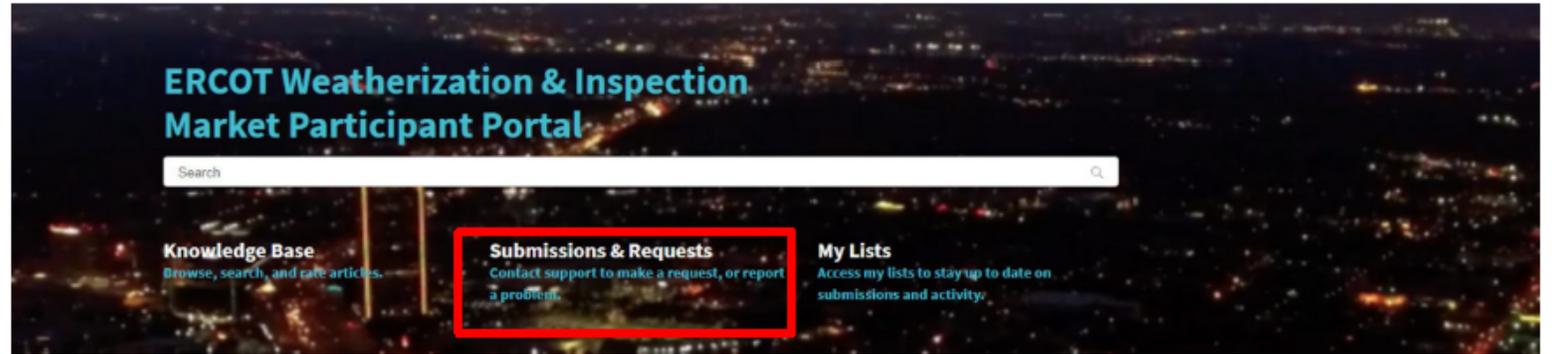


3. Navigation & Portal Overview: Submissions & Requests

Submissions & Requests

On the homepage, MPs can select "Submissions & Requests" via the same named widget. This will take the MPs directly to the Request Catalog where they can view all "Services" available to them at any given time. They can further refine the options shown, by selecting a Category, which will display the request options tied to that category.

For example, if the MP selects the Support category, the only option that they would be able to see and select would be the "Weatherization Support" request. If they were to select the DoWP Summer Category, they would see and be able to select the Declaration of Weatherization Preparedness (DoWP) request. Both Support and DoWP requests go directly to the Weatherization and Leadership team.



3. Navigation & Portal Overview: My Lists

My Lists

The "My Lists" page provides personalized information for the MPs:

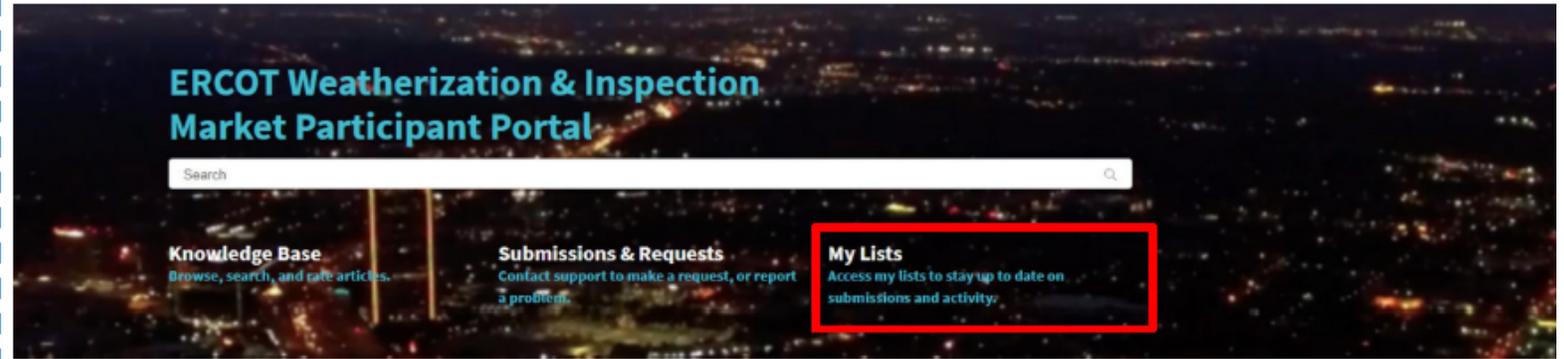
- All Cases
- Action Needed
- My Cases
- My Case Tasks
- My Requests

Specifically for the MPs:

At this moment **All Cases, My Cases, and My Requests** show the same information for Market Participants. It displays all the different types of cases the MPs has such as:

- Weatherization Support Case
- Declaration of Weather Preparedness Case
- Notice of Inspection Cases

**Note: You will see cases in all states such as New, Open, Draft, Cancelled, Closed*



My Lists
All Cases
Action Needed
My Cases
My Case Tasks
My Requests

All Cases						
All						
Number	Company	Task type	Contact	Short description	State	Updated
DOWP00001691		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Draft	04-09-2024 12:43:04 PM
DOWP00001690		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Cancelled	04-09-2024 12:43:03 PM
DOWP00001689		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Winter - Declaration Of Weather Preparedness	Cancelled	04-09-2024 12:42:03 PM
DOWP00001671		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Cancelled	04-09-2024 12:41:21 PM
DOWP00001660		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Cancelled	04-09-2024 10:04:42 AM



3. Navigation & Portal Overview: My Lists

The **Action Needed** section documents cases where the state is either New, Open, OR Awaiting Info.

As these are cases that are not closed or resolved and have actions on either ERCOT side or the MP side.

The **My Case Tasks** section will display the MPs cure period tasks assigned to them if they have one. If there is none that section will not display any information/data.

Home > My Lists

Search

My Lists

- All Cases
- Action Needed**
- My Cases
- My Case Tasks
- My Requests

Action Needed

All > State in (New, Open, Awaiting Info)

Number	Company	Task type	Contact	Short description	State	Updated
WSUP00001006		Weather Support	LCRA OPR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:22 PM
WSUP00001022		Weather Support	LCRA OPR ROLE USER	Weatherization Support ticket	Open	03-07-2024 06:37:22 PM
WSUP00001009		Weather Support	LCRA OPR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:22 PM
WSUP00001026		Weather Support	LCRA MGR ROLE USER	Hey can you see this?	New	03-07-2024 06:37:22 PM
WSUP00001017		Weather Support	LCRA OPR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:22 PM
WSUP00001010		Weather Support	LCRA OPR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:22 PM
WSUP00001005		Weather Support	LCRA MGR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:21 PM
WSUP00001008		Weather Support	LCRA OPR ROLE USER	Weatherization Support ticket	Open	03-07-2024 06:37:21 PM
WSUP00001037		Weather Support	LCRA MGR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:21 PM

Home > My Lists

Search

Home > My Lists

Search

My Lists

- All Cases
- Action Needed
- My Cases
- My Case Tasks**
- My Requests

My Case Tasks

All

Number	Service	State	Assigned to	Subject
CPTSK0001168		Draft		Testing_Summer Inspection_3-14-2024
CPTSK0001170		Draft		Testing_Summer Inspection_3-14-2024
CPTSK0001169		Draft		Testing_Summer Inspection_3-14-2024
CPTSK0001159		In Progress		Demo Task
CPTSK0001160		In Progress		Demo Task ?



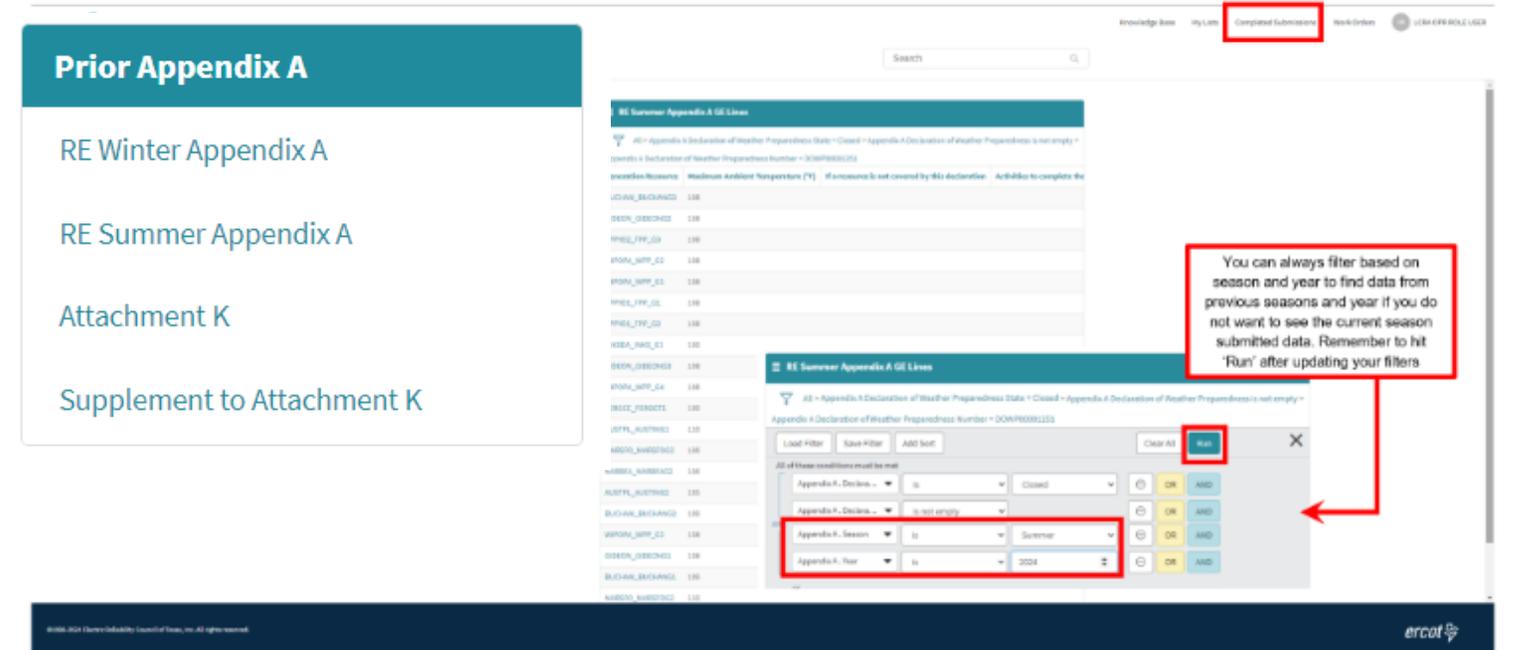
3. Navigation & Portal Overview: Completed Submissions

Completed Submissions

Upon navigating to the "Completed Submissions" page, through the header menu, MPs will be able to see a list of Declarations of Weather Preparedness previously completed and submitted within the portal.

**Note: MPs can only see submissions for their company and not anyone else.*

In the future, MPs will be able to filter the list and look for Declarations submitted for prior seasons.



3. Navigation & Portal Overview: Work Orders

Work Orders

The MPs can get access to their final inspection report through the work order.

They would navigate to the work orders via the header menu to get to their work orders. They can get access to their reports via the Activity or Attachment section of the work order.

MPs can also communicate with ERCOT regarding their upcoming inspection through the work order. They would do it through the Activity section by adding comments and posting it which would be shared with ERCOT.

**Note: MPs can communicate with ERCOT through the work order as long as the Work Order is not in a closed complete state. Once a work order is completed and closed the MP will no longer be able to communicate with ERCOT through the work order. MPs should only communicate through the work order regarding inspections.*

The screenshot displays the 'Work Orders' section of a web portal. At the top right, there are navigation links for 'Knowledge Base', 'My Lists', 'Completed Submissions', and 'Work Orders'. Below these is a search bar with the text 'Search' and a magnifying glass icon. The main content area has a breadcrumb trail 'Home > Work Orders' and a search bar labeled 'Keyword Search' with a magnifying glass icon. A table lists work orders with columns for 'Number', 'Company', 'Location', 'Parent', 'Short description', 'Scheduled start', and 'State'. Below the table, there are tabs for 'Activity', 'Attachments', and 'Work Order Tasks'. The 'Activity' tab is active, showing a vertical timeline with two entries: 'System' with a PDF attachment 'RPT.00023413.0000432268853000.2024_RE_WIPOPA_IR.pdf' (24.8 KB) and 'Brandon Manley' with the note 'WO0012349 Created'. At the bottom of the page, there is a row of ten circular navigation indicators, with the fourth one highlighted in green.

Number	Company	Location	Parent	Short description	Scheduled start	State
WO0010216		INKSDA	WZ West	Inspection Summer 2023_INKSDA		Work In Progress
WO0010251	FPPYD1		WZ South Central	Inspection Summer 2023_FPPYD1		Closed Complete
WO0010252	FPPYD2		WZ South Central	Inspection Summer 2023_FPPYD2		Work In Progress
WO0010809	MARSFO		WZ South Central	Summer 2023_Inspection_MARSFO		Closed Complete

4. Submit your Declaration of Weather Preparedness (DoWP)

Once you have successfully logged in, you will now be able to submit your Declaration of Weather Preparedness Documents (i.e. Appendix A, Attachment K, Supp to Attachment K, and Attestation).

To do this, you will:

- 1) Navigate to 'Submissions & Requests'
- 2) From the Categories menu on the left, select 'Summer'
- 3) Select 'Summer – Notarized Attestation'
- 4) Complete Appendix A
 - 1) Verify the appropriate year is selected (e.g. 2024)
 - 2) Review Resources/Substations to ensure all are accurately represented in Appendix A
 - 3) Update as needed.
 - 1) Note: If you have a large list, you can export this into an excel file at a later step for ease of review.
- 5) If applicable, Complete your Attachment K and Supplement to Attachment K
- 6) Download, Sign, Notarize and Scan Declaration Attestation
- 7) Upload and Submit Declaration of Weather Preparedness
 - 1) Note: You will see a green banner at the top "Your request has been successfully submitted"



4. Submit your Declaration of Weather Preparedness (DoWP)

Submitting a DoWP

The start of the entire inspection cycle is kicked off by initiating the submission of a Declaration of Weather Preparedness. Market Participants (MPs) are now able to submit their Declaration of Weather Preparedness (DoWP) on ERCOT Market Participant Portal.

Once they have authenticated and received access to the portal, MPs will select the "Submissions & Requests" Widget to open their catalog item.

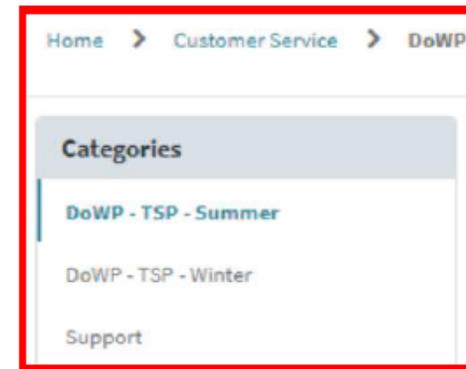
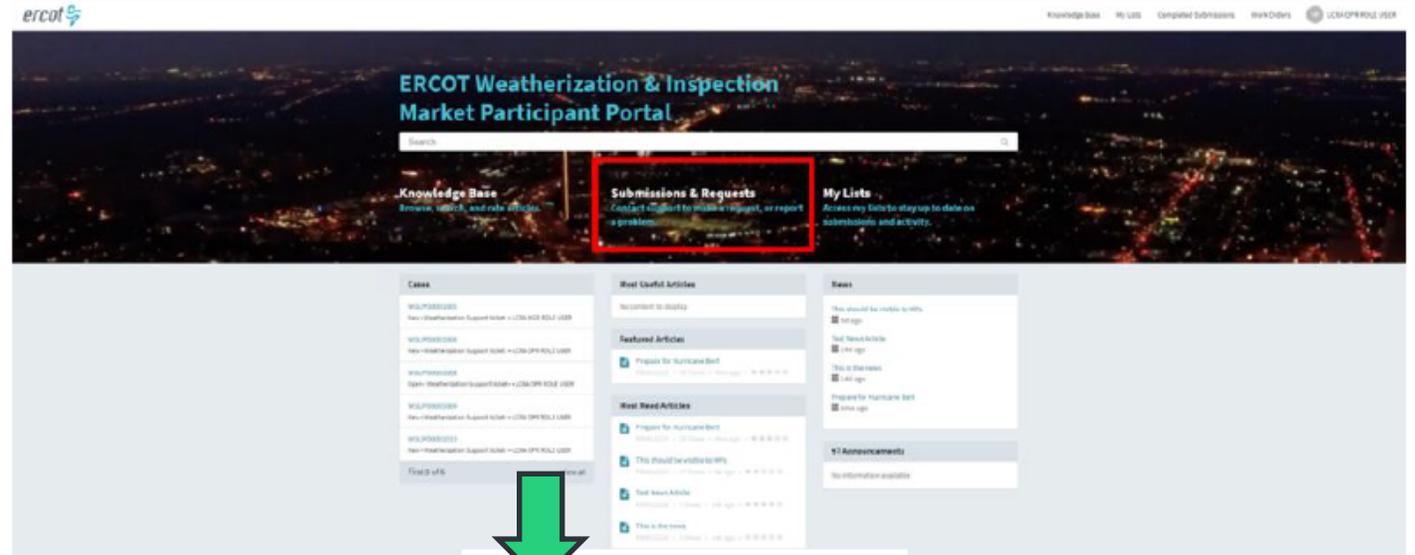
Under the "Categories" the MP will see the options of:

- **DoWP-Summer**

**Note: if they are REs they will see DoWP-RE-Summer and if they are TSPs they will see DoWP-TSP-Summer*

- **DoWP-Winter**

**Note: if they are REs they will see DoWP-RE-Winter and if they are TSPs they will see DoWP-TSP-Winter*



4. Submit your Declaration of Weather Preparedness (DoWP)

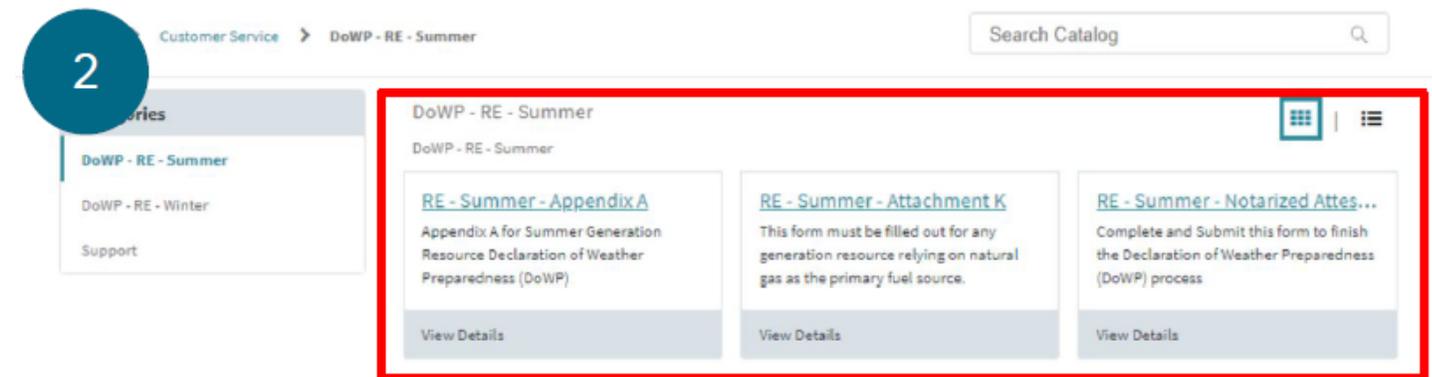
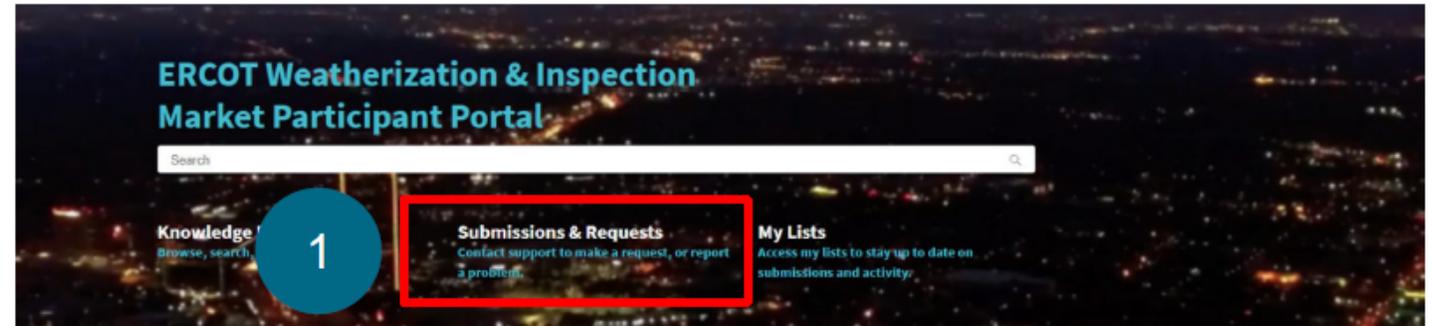
Submitting a DoWP

To submit a DoWP on the portal, the MPs will:

1. Open the Submissions & Requests page on the MP Portal and select the DoWP category that is relevant to them (DoWP-Summer or DoWP-Winter).

2. Once the season is selected, the MP will be presented with a few catalog items to complete. These items must be done in sequence: If MPs try to jump out of order, they will get an error message requesting them to start with the first catalog item. The correct sequence is:

- Appendix A
- Attachment K (Relevant for MPs with Gas Fuel Type)
- Notarized Attestation



5. Complete Declaration of Weather Preparedness (DoWP) Forms

Appendix A

Submitting a DoWP

Appendix A

- When the MP selects their Appendix A catalog item, they will be taken to a digital form
- They will need to select their year and update the resource information pre-populated on there for them (**Note: If previous submission data is available, there will be pre-populated data for the MPs to edit. Otherwise this form is blank.*)
- Once MP is satisfied with the information they can hit Submit. (**Note: This submit is not a full submission and if you need to modify the data you can always click on your Appendix A catalog item and modify the data and resubmit*)

RE - Summer - Appendix A

Appendix A for Summer Generation Resource DoWP

Appendix A for Summer Generation Resource Declaration of Weather Preparedness.

NOTE: When submitting large data sets be prepared for form submission to require a significant amount of time to complete. (Up to 5 minutes.) Do not close your browser or navigate away from the page until you see the message saying that submission was successful.

Each entity should submit only one Declaration of Weather Preparedness per season. If you have already submitted for the season, please do not submit additional declarations.

Account
LOWER COLORADO RIVER AUTHORITY (RC)

Season
Summer

Year
2024

Submit

Resource Information (RE Summer)

Add Remove All

Actions	Generation Resource	Maximum Experienced Ambient Temperature (°F)	If a resource is not covered by this de
	WIPOPA_WPP_G1	108	
	BUCHAN_BUCHANG2	109	
	FERGCC_FERGGT2	109	
	MARSFO_MARSFOG1	105	
	INKSDA_INKS_G1	109	
	GIDEON_GIDEONG2	108	



5. Complete Declaration of Weather Preparedness (DoWP) Forms

Appendix A

Submitting a DoWP

Appendix A

• If the MP wants to download only the Appendix A information they submitted, they can do it via the Appendix A Resource Line Data/ Appendix A Substation/Switchyard Line Data Link on the Notarized Attestation catalog item.

***Note:**

- Both REs and TSP MPs will have to fill in an Appendix A
- The data you are downloading here through the Notarized Attestation form is your data before you complete your full submission.

DoWP - RE - Summer

- [RE - Summer - Appendix A](#)
Appendix A for Summer Generation Resource Declaration of Weather Preparedness (DoWP)
- [RE - Summer - Attachment K](#)
This form must be filled out for any generation resource relying on natural gas as the primary fuel source.
- [RE - Summer - Notarized Attes...](#)
Complete and Submit this form to finish the Declaration of Weather Preparedness (DoWP) process

DoWP - TSP - Summer

- [TSP - Summer - Appendix A](#)
Appendix A for Summer TSP Declaration of Weather Preparedness (DoWP)
- [TSP - Summer - Notarized Att...](#)
Complete and Submit this form to finish the Declaration of Weather Preparedness (DoWP) process

RE - Summer - Notarized Attestation
Submit to finalize the Declaration of Weather Preparedness

- Download this document Summer-Resource-Declaration.pdf
- Print out your previously submitted Appendix A
 - Appendix A Resource Line Data
 - Attachment K Data
 - Supplement to Attachment K Data
- Obtain notarized signatures.
- Upload the notarized document and submit this form.

Prior to submitting this item, you must complete the Appendix A form. RE - Summer - Appendix A
If you have resources with a primary fuel-type of natural gas, then you must also Attachment K. Attachment K

By clicking the submit button you acknowledge this is your one and final submission. You can't change or submit a new declaration after this.

Generation Resource	Location	Maximum Ambient Temperature (°F)	If a resource is not covered by this declaration	Activities to c
BUCHAN_BUCHANG2	BUCHAN	109		
AUSTPL_AUSTING1	AUSTPL	110		
WIPOPA_WPP_G3	WIPOPA	108		
WIRTZ_WIRTZ_G1	WIRTZ	108		
MARSFO_MARSFOG1	MARSFO	105		
WIPOPA_WPP_G2	WIPOPA	108		
FERGCC_FERGST1	FERGCC	109		

RE Summer Appendix A GE Lines

Generation Resource	Location	Maximum Ambient Temperature (°F)	If a resource is not covered by this declaration	Activities to c
BUCHAN_BUCHANG2	BUCHAN	109		
AUSTPL_AUSTING1	AUSTPL	110		
WIPOPA_WPP_G3	WIPOPA	108		
WIRTZ_WIRTZ_G1	WIRTZ	108		
MARSFO_MARSFOG1	MARSFO	105		
WIPOPA_WPP_G2	WIPOPA	108		
FERGCC_FERGST1	FERGCC	109		

RE Summer Appendix A

- Export as PDF
- Export as Excel
- Export as CSV

5. Complete Declaration of Weather Preparedness (DoWP) Forms Attachment K (If Applicable)

Submitting a DoWP

Attachment K

(Only relevant for RE MPs with gas fuel type resources)

- If a MP has gas fuel type resources they will need to fill and submit an Attachment K during the summer season.
- Once on a Attachment K the MP will have to fill in all relevant field and update the supplement to Attachment K on the form.
- There are selections available on the List Generation Resource(s) for the MP to select.
- The supplement to Attachment K also needs to be filled.

5. Complete Declaration of Weather Preparedness (DoWP) Forms Attachment K (If Applicable)

Submitting a DoWP

Attachment K

(Only relevant for RE MPs with gas fuel type resources)

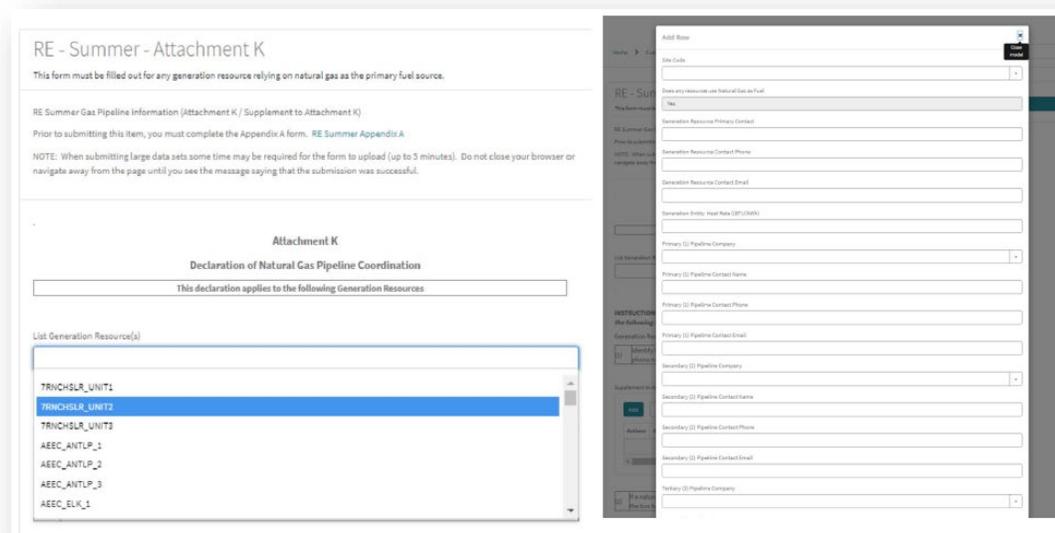
- Once MP is satisfied with the information they can hit Submit. (Note: This submit is not a full submission and if you need to modify the data you can always click on your Attachment K catalog item and modify the data and resubmit)
- If the MP wants to download only the Attachment K information they submitted, they can do it via the Attachment K Data or Supplement to Attachment K Data Link on the Notarized Attestation catalog item.

*Note:

- The data you are downloading here through the Notarized Attestation form is your data before you complete your full submission.



In the field labeled 'List Generation Resources' Select the Resources that use natural gas as the primary fuel source



5. Complete Declaration of Weather Preparedness (DoWP) Forms Supplement to Attachment K (If Applicable)

In the Attachment K section, you will also find the opportunity to provide the information needed to complete the Supplement to Attachment K.

The Supplement to Attachment K must be filled out for resources that use Natural Gas as the primary fuel type.

Supplement to Attachment K

Actions	Site Code	Does any resource use Natural Gas as Fuel	Generation Resource Primary Contact	Generation Res
 	FERGCC	Yes	Reagan Springs	512-730-6904 / 5
 	GIDEON	Yes	Reagan Springs	512-730-6904 / 5
 	WIPOPA	Yes	Reagan Springs	512-730-6904 / 5



6. Submit your Declaration of Weather Preparedness (DoWP) Notarized Attestation and Final Submission

Submitting a DoWP

Notarized Attestation

- Once the MP has completed their Appendix A and Attachment K (where applicable) it is time to do a full actual submission.
- The MP will click on the Notarized Attestation catalog item, download the attestation document, sign, notarize, scan and upload it back to the form.
- If the MP wants to download their submitted Appendix A and Attachment K data (where applicable) to share with the signing officer, they can do it via the links on the Notarized Attestation form.

RE - Summer - Notarized Attestation

Complete and Submit this form to finish the Declaration of Weather Preparedness (DoWP) process

1. Download this document [Summer-Resource-Declaration.pdf](#)
2. Print out your previously submitted Appendix A (Optional)
 - Appendix A Resource Line Data
 - Attachment K Data
 - Supplement to Attachment K Data
3. Obtain notarized signatures.
4. Upload the notarized document and submit this form.

Prior to submitting this item, you must complete the Appendix A form. [RE - Summer - Appendix A](#)

If you have resources with a primary fuel-type of natural gas, then you must also Attachment K. [Attachment K](#)

By clicking the submit button you acknowledge this is your one and final submission. You can't change or submit a new declaration after this.

TSP - Summer - Notarized Attestation

Complete and Submit this form to finish the Declaration of Weather Preparedness (DoWP) process

1. Download this document [TSP-Summer-Declaration.pdf](#)
2. Print out your previously submitted Appendix A (Optional)
 - Appendix A Substation/Switchyard Line Data
3. Obtain notarized signatures.
4. Upload the notarized document and submit this form.

Prior to submitting this item, you must complete an Appendix A. [TSP Summer Appendix A](#)

By clicking the submit button you acknowledge this is your one and final submission. You can't change or submit a new declaration after this.



6. Submit your Declaration of Weather Preparedness (DoWP) Notarized Attestation – Document Export & Review

Step 1

RE - Summer - Notarized Attestation

Submit to finalize the Declaration of Weather Preparedness

1. Download this document Summer-Resource-Declaration.pdf

2. Print out your previously submitted Appendix A

- Appendix A Resource Line Data
- Attachment K Data
- Supplement to Attachment K Data

3. Obtain notarized signatures.

4. Upload the notarized document and submit this form.

Prior to submitting this item, you must complete the Appendix A form. RE - Summer - Appendix A

If you have resources with a primary fuel-type of natural gas, then you must also Attachment K. Attachment K

By clicking the submit button you acknowledge this is your one and final submission. You can't change or submit a new declaration after this.

Step 4

Generation Resource	Location	Maximum Ambient Temperature (°F)	If a resource
BUCHAN_BUCHANG2	BUCHAN	109	
AUSTPL_AUSTING1	AUSTPL	110	
WIPOPA_WPP_G3	WIPOPA	108	
WIRTZ_WIRTZ_G1	WIRTZ	108	
MARSFO_MARSFOG1	MARSFO	105	
WIPOPA_WPP_G2	WIPOPA	108	
FERGCC_FERGST1	FERGCC	109	
MARBFA_MARBFA2	MARBFA	106	
GIDEON_GIDEONG2	GIDEON	108	
FPPYD2_FPP_G3	FPPYD2	108	
MARSFO_MARSFOG2	MARSFO	110	

RE Summer Appendix A GE Lines

All > Appendix A Declaration of Weather Preparedness State = Draft > Appendix A Declaration of Weather Preparedness is not empty

Generation Resource	Location	Maximum Ambient Temperature (°F)	If a resource is not covered by this declaration	Activities to c
BUCHAN_BUCHANG2	BUCHAN	109		
AUSTPL_AUSTING1	AUSTPL	110		
WIPOPA_WPP_G3	WIPOPA	108		
WIRTZ_WIRTZ_G1	WIRTZ	108		
MARSFO_MARSFOG1	MARSFO	105		
WIPOPA_WPP_G2	WIPOPA	108		
FERGCC_FERGST1	FERGCC	109		

RE Summer Appendix

- Export as PDF
- Export as Excel
- Export as CSV

BUCHAN_BUCHANG2 BUC

Step 2

Step 3



6. Submit your Declaration of Weather Preparedness (DoWP) Notarized Attestation and Final Submission

Submitting a DoWP

Notarized Attestation

- MPs will use the green upload button to upload their Notarized document and if there are other accompanying documents, they want to attach they will do it through the paperclip attachment icon.

- Once the critical documents have been attached the MP will hit Submit.

*Note:

- This is a true final submission meaning it will go to the ERCOT Weatherization Team.

- Forms (Appendix A, Attachment K, and Notarized Attestation) **can't be edited** after the submission of the Notarized Attestation.

- Both REs and TSPs will have to submit a Notarized Attestation.

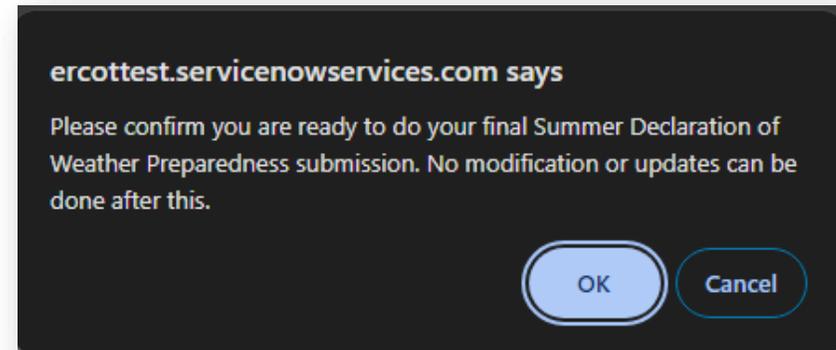
The screenshot shows a web form titled "TSP - Summer - Notarized Attestation" with the subtitle "Submit to finalize the Declaration of Weather Preparedness". The form includes a search bar at the top right and a breadcrumb trail: Home > Customer Service > DoWP - TSP - Summer > TSP - Summer - Notarized Attestation. The main content area lists four steps: 1. Download this document TSP-Summer-Declaration.pdf; 2. Print out (with a sub-item "Appendix A Resource Line Data"); 3. Obtain notarized signatures; 4. Upload the notarized document and submit this form. A "Submit" button is located at the top right. Below the steps, there is a section for "Required information" with a "Notarized Document" button. A "Notarized Document" dropdown menu is visible, with a "Upload" button below it. An "Add attachments" button with a paperclip icon is at the bottom right. Red callout boxes with arrows point to the "Appendix A Resource Line Data" link, the "Submit" button, the "Notarized Document" dropdown, the "Upload" button, and the "Add attachments" button. A text box next to the "Appendix A Resource Line Data" link states: "This section will contain the Appendix A, Attachment K (where applicable) data submitted for the current season for this current DoWP". Another text box next to the "Add attachments" button states: "To attach other documents that is not the notarized attestation".



6. Submit your Declaration of Weather Preparedness (DoWP) Notarized Attestation and Final Submission

Once you click the 'Submit' button on the Notarized Attestation page for your Final Submission, you will be asked one last time if you are sure, you are ready for submission.

If ready to complete the Declaration of Weather Preparedness submission, select OK, otherwise select Cancel and make the needed changes.



Thank you for submitting your Declaration of Weather Preparedness. You have completed the process. You can view your submission from "My Lists".



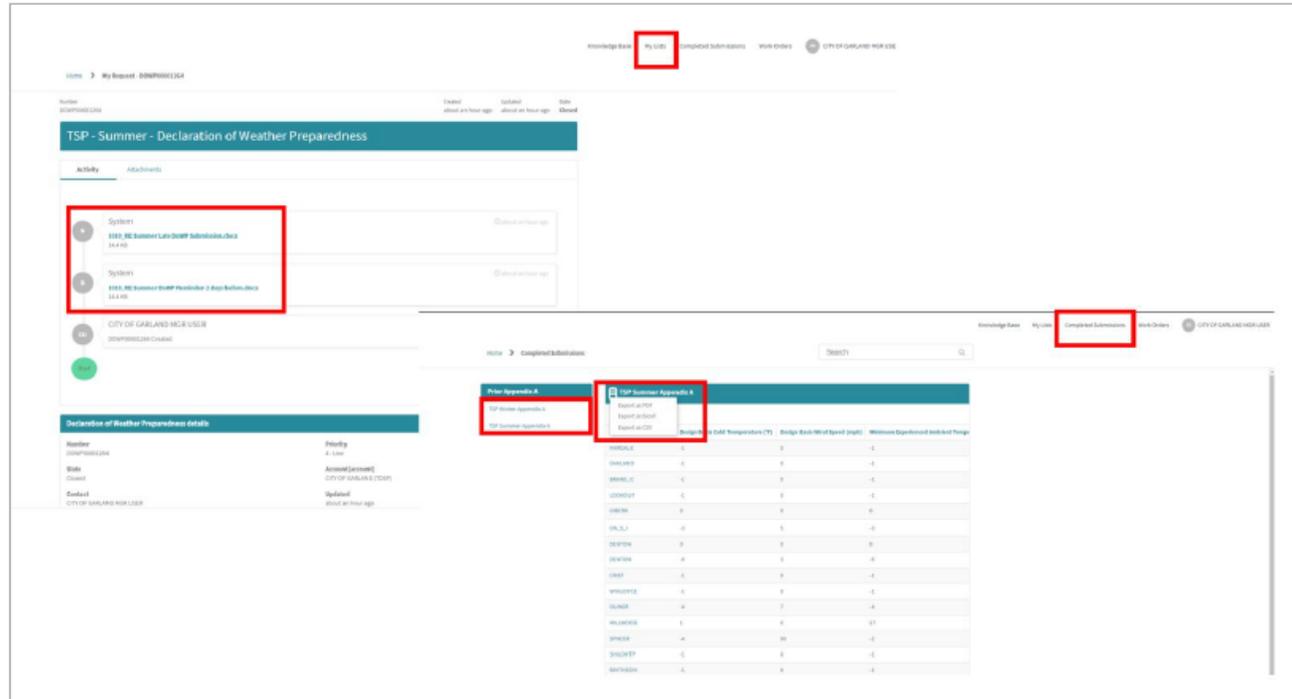
6. Submit your Declaration of Weather Preparedness (DoWP) Notarized Attestation – Submission Review

Reviewing a DoWP Submission

Once a DoWP is fully submitted the MPs will be given a case number and their DoWP will be in a closed state (meaning no changes or communication can occur on that case)

A case for the MPs is just a detail capture of all the information they processed and submitted for their DoWP. All DoWP cases will have the Prefix DoWP in front of them.

- MPs can view their fully submitted DoWP in My Lists on the Portal.
- The MP will click on My List and click on the DoWP case number to have access to the documents they uploaded through the Notarized Attestation.
- If the MP wants to download their recently submitted Appendix A and Attachment K (where applicable) with their Notarized Attestation they will click on Completed Submissions.
- MP will be able to export the data that they need.



6. Submit your Declaration of Weather Preparedness (DoWP) Resubmitting a DoWP

Error and Resubmitting DoWP

Once a DoWP is fully submitted the MPs will no longer have access to the DoWP catalog item until the next season of submission is due. If the MP made a mistake and needs to do a resubmission they need to:

- Navigate to the Submissions & Requests page on the MP Portal
- Select the Weatherization Support Catalog Item
- Once the form opens, fill in the fields and select DoWP as the issue and hit submit. A case would be created and sent to ERCOT's Weatherization Leadership Team.
- Once ERCOT's Weatherization and Leadership Team cancels the DoWP case the MP will have access to the DoWP catalog item again to make a new submission.

The screenshot displays the MP Portal interface. At the top, there is a navigation bar with 'Submissions & Requests' and 'My Lists' highlighted. Below this, a breadcrumb trail shows 'Customer Service > Support'. A sidebar on the left lists categories: 'oWP - RE - Summer', 'oWP - RE - Winter', and 'Support'. The main content area shows a 'Weatherization Support' form with fields for 'Contact' (LCRA MGR ROLE USER), 'Account' (LOWER COLORADO RIVER AUTHORITY (RE)), and a dropdown for 'Which of the following is your issue related to?' (set to '-- None --'). A text area for 'Please explain the issue you are experiencing' is also present. A 'Submit' button is located at the top right of the form area. A 'View Details' button is visible below the form.



7. Notice of Inspection

Once you have completed your Declaration of Weather Preparedness submission (by June 1st), the W&I Team will review the submissions and begin scheduling inspections for the upcoming season. Some Notices of Inspection may be sent prior to the beginning of the season.

Previously we have notified Market Participants via an Outlook email, however, we will now be utilizing the Weatherization Customer Service Management (wCSM) MP Portal.

Steps:

- 1) You will get a notification in your email to log into your MP Portal
- 2) Click the Email link to be taken to the acknowledgement form
- 3) Complete the form ('Accept') and this will confirm your inspection date



8. Notice of Inspection

Kickoff

The Notice of Inspection (NOI) is initiated post completion/closure of the DoWP process. It's kicked off through the platform as an email, sent to the MP informing them of:

- The resources that will be inspected for that inspection cycle.
- The inspector that will be present for the inspection.
- The inspection date.

The MPs will also be directed via the email through a link to go to the portal and acknowledge the NOI.

*Note:

MPs can't get to the NOI without getting an email directing them to their NOI acknowledgement form

Preview Email

To the Authorized Representative of Company Name: BLUE CUBE OPERATIONS LLC (RE),

In accordance with the Public Utility Commission of Texas (PUCT) rule regarding Weather Emergency Preparedness, 16 Texas Administrative Code (TAC) § 25.55, ERCOT notifies you it will perform an inspection of the following Generation Resources beginning at 07-Nov-2023 10:55.

DOWGEN_DOW_G37, DOWGEN_DOW_G61, DOWGEN_DOW_G63, DOWGEN_DOW_G68, DOWGEN_DOW_G67, DOWGEN_DOW_G81, DOWGEN_DOW_G82, DOWGEN_DOW_G83, DOWGEN_DOW_ST06, DOWGEN_DOW_ST64, DOWGEN_DOW_ST65, DOWGEN_DOW_ST84, DOWGEN_DOW_ST95

This inspection will assess compliance with 16 TAC § 25.55. Your Inspector(s) will be:

Gregory Schwierking

Please note, as provided in 16 TAC § 25.55(d)(1)(A), PUCT personnel may accompany ERCOT's inspectors during the inspection. Please confirm receipt of this notice and provide the following information within 24 hours of receiving this notice by acknowledging your Notice of Inspection clicking [here](#):

- Acknowledge your plant staff has been advised to expect the ERCOT inspectors at the time and date indicated above;
- The name of an individual to meet the ERCOT inspectors and the 24-hour phone number at which the ERCOT inspectors may reach the designated contact person;

This is just a sample

ERCOT requests that representatives meeting ERCOT inspectors in person have all necessary documentation prepared and available for the meeting at the site.

If you have any questions that are not inspection related, please contact your ERCOT Account Manager via email.

Thanks,
ERCOT Weatherization & Inspection Team

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8. Notice of Inspection



To the Authorized Representative of Company Name: LOWER COLORADO RIVER AUTHORITY (RE),

In accordance with the Public Utility Commission of Texas (PUCT) rule regarding Weather Emergency Preparedness, 16 Texas Administrative Code (TAC) § 25.55, ERCOT notifies you it will perform an inspection of the following Generation Resources beginning at 15-Mar-2024 08:00 .

This inspection will assess compliance with 16 TAC § 25.55. Your inspector(s) will be:

Audie Proctor

Please note, as provided in 16 TAC § 25.55(d)(1)(A), PUCT personnel may accompany ERCOT's inspectors during the inspection. Please confirm receipt of this notice and provide the following information within 24 hours of receiving this notice by acknowledging your Notice of Inspection clicking [here](#):

- Acknowledge your plant staff has been advised to expect the ERCOT inspectors at the time and date indicated above;
- The name of an individual to meet the ERCOT inspectors and the 24-hour phone number at which the ERCOT inspectors may reach the designated contact person;
- The physical address of the Resource facility and driving directions; and
- Any personal safety, personal protective equipment (PPE), security, or other requirements for the inspectors to access the site and conduct the inspection.

If you need to contact the inspectors for any reason, please ???

ERCOT requests that representatives meeting ERCOT inspectors in person have all necessary documentation prepared and available for the meeting at the site.

If you have any questions that are not inspection related, please contact your ERCOT Account Manager via email.

Thanks,
ERCOT Weatherization & Inspection Team

Home > Acknowledge Notice of Inspection Search

* Indicates required

This Notice of Inspection has already been acknowledged or your inspection has already been completed. Thank you, ERCOT Weatherization Team. Return to Portal

Inspection Number
WO0012365

*Account
LOWER COLORADO RIVER AUTHORITY (RE) x v

Contact
Wesley Maurer x v

Inspection Location
FERGCC

Inspection Date
15-Mar-2024 at 08:00

Inspector
Audie Proctor

* Accept Inspection Date
-- None -- v



8. Notice of Inspection – Acknowledgement Form

Acknowledgement

- If the MP has been selected for inspection for the particular season the Authorized Representative and Backup Authorized Representative will receive the NOI email.
- By clicking the link in the NOI email as shown in the previous slide, the MP will be taken to the “Acknowledge Notice of Inspection” form on the Market Participant Portal. Please be aware, you must be logged into the Portal to be able to view the Acknowledgement form.
- It is on this form that the MP can confirm receipt of the NOI and accept the assigned inspection date.
- The MP will select Accept within the “Accept Inspection Date” field on the form.

**Note:*

MPs have 24 hrs to respond to the Notice of Inspection



The image displays two screenshots of the ERCOT Market Participant Portal's "Acknowledge Notice of Inspection" form. The top screenshot shows the form with a "Submit" button. The bottom screenshot shows the same form with a red box highlighting the "Accept Inspection Date" dropdown menu, which is open to show "Accept" and "Request alternate inspection date" options.



8. Notice of Inspection – Acknowledgement

Acknowledgement

- When the MP selects Accept there are additional fields that will appear on the NOI form.
- The MPs will need to complete all the mandatory fields on that form.
- Once they have filled in all the mandatory details, they will hit submit.
- Once a NOI is acknowledged and submitted the MPs will be given a case number and their NOI will be in a closed state (meaning no changes or communication can occur on that case)
- The MP can get to their NOI case through My List on the portal header. All NOI cases will have the Prefix NOI in front of them.

* Accept Inspection Date
Accept

* The name of an individual to meet the ERCOT inspectors

* The email at which the ERCOT inspectors may reach the designated contact person

* The 24-hour phone number at which the ERCOT inspectors may reach the designated contact person

* Physical address of facility to be inspected

Supplemental driving directions to facility to be inspected

* Any personal safety, personal protective equipment (PPE), security, or other requirements for the inspectors to access the site and conduct the inspection

Knowledge Base My Lists

Home > My MP Lists Search

Number	Company	Task type	Contact	Short description	State	Updated
NOI00001074		Notice of Inspection	LCRA OPR ROLE USER	Accepted Inspection Date for BUCHAN on 15-Mar-2024 at 05:47	Closed	03-18-2024 10:03:16 AM



8. Notice of Inspection – Reschedule Request

Rescheduling Request

- Though not common there are instances where the inspection date does not work for the MP and they need to request for an alternate inspection date
- The process is similar in that when they are on their NOI acknowledgement form, instead of selecting Accept Inspection date as shown in previous slides, the MP will be selecting "Request alternate inspection date".
- There will be an additional field requesting MPs to provide reasoning for requesting the change. Once they provide their reasoning they can submit the form.

The screenshot shows the 'Acknowledge Notice of Inspection' form. The form includes fields for Inspection Number (WO011288), Inspection Location (DOWDEN), Inspection Date (06-Nov-2023 at 11:37), Inspector (Neil Quast), and a field for 'Accept Inspection Date'. The 'Accept Inspection Date' dropdown menu is highlighted with a red box, showing the option 'Request alternate inspection date' selected. A 'Submit' button is visible on the right side of the form.

The screenshot shows the 'Acknowledge Notice of Inspection' form with the 'Submit' button highlighted in red. The form fields are the same as in the previous screenshot, but the 'Accept Inspection Date' dropdown is not expanded. The 'Submit' button is located on the right side of the form.



8. Notice of Inspection – Reschedule Request

Rescheduling Request

- Once the reschedule request has been submitted the MP will receive a confirmation message along with a case number.
- This case **will not be** in a closed state as the MP will need to communicate with ERCOT's Weatherization team on the next available date.
- The MP can access their case via My List on the portal header.
- If ERCOT's Weatherization Team have questions for the MP it will be posted on their NOI case.
- The MPs will receive an email notification letting them know ERCOT has responded to their case and they can respond to it via the portal in the Activity section of their case.
- Once MP has typed their response they will hit Post and it will go to ERCOT's Weatherization Team.

The first screenshot shows the 'Standard Ticket' page for case number NO10000228. The title is 'Request Alternate Inspection Date for DOWGEN on 06-Nov-2023 at 11:37'. The 'Activity' section shows a message from Ben Yarnal, NO10000228 Contact, with a green status indicator. A red box highlights a confirmation message: 'Your request has been submitted' with details: Number: NO10000228, State: New, Priority: K-Low.

The second screenshot shows the 'My MP Lists' page. The 'All Cases' table has a red box around the entry for case NO10000228: 'Request Alternate Inspection Date for DOWGEN on 06-Nov-2023 at 11:37' by Ben Yarnal, New, updated 11-17-2023 09:24:16 PM.

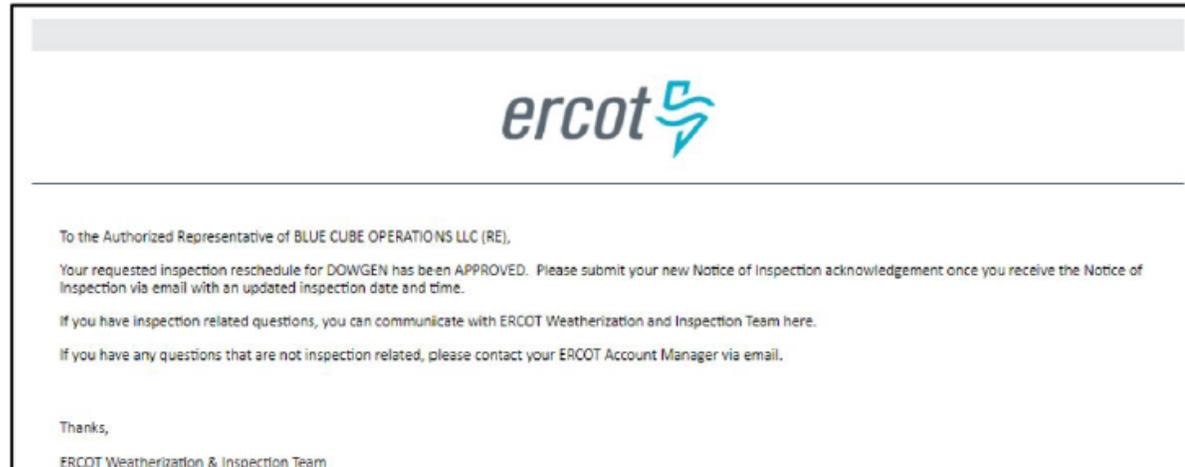
The third screenshot shows the 'Standard Ticket' page again, but with a response in the 'Activity' section: 'Yes, next week works. Thanks!' with a green status indicator. A red box highlights this response.



8. Notice of Inspection – Reschedule Request

Rescheduling Request

- If an agreement is achieved and a new date is agreed upon between the MP and ERCOT's Weatherization Leadership Team then a new NOI acknowledgement email will be sent out.
- The MPs will have to acknowledge the new NOI that will be sent out to them. (Process similar to what was outlined in previous slides)
- However, if the reschedule request is denied, the MPs will receive an email letting them know their reschedule request has been denied.
- In this instance the MP will be requested to go back to the original NOI acknowledgement email and acknowledge the original NOI sent to them. (Process similar to what was outlined in previous slides)



9. Onsite Inspection

Work Order

- Once Inspection is confirmed the MP will have access to the work order related to the scheduled inspection.
- The MP will be able to access the work order by clicking on Work Orders on the portal menu header.
- The MP will be able to see the Work Order with the details of their upcoming inspection
- The work order will be in a state of Work In Progress as it has not been completed yet.
- Prior to the inspection happening, if the MP has questions about the upcoming inspection, they can communicate with the Weatherization team through the work order.
- The MP can type questions for ERCOT on the activity section and hit Post as well as view responses from the Weatherization team.

The screenshot displays a web application interface for Work Orders. At the top right, a navigation menu includes 'Knowledge Base', 'My Lists', 'Completed Submissions', and 'Work Orders' (highlighted with a red box). Below the navigation is a search bar and a 'Work Orders' header with a 'Keyword Search' field. A table lists work orders with columns for 'Number', 'Company', 'Location', 'Parent', 'Short description', 'Scheduled start', and 'State'. One entry is highlighted with a red box: 'WO010216', 'INKSDA', 'K2 West', 'Inspection Summer 2023_INKSDA', and 'Work in Progress'. Below the table, the details for 'Inspection Summer 2023_INKSDA' are shown, including 'Number: WO010216' and 'State: Work in Progress'. A section titled 'Activity' is highlighted with a red box, containing a text input field 'Type your message here...' and a 'Post' button. Below this are several activity entries from 'LCRA MGR ROLE USER' and 'Mike Whitlock', each with a timestamp and an 'Additional comments' link. The bottom of the page features a row of ten circular status indicators, with the seventh one from the left being green and the others blue.

9. Cure Period(s)

In the event deficiencies are found that cannot be resolved within 3 business days of the inspection date, a cure period will be determined and assigned by ERCOT. Identified items that need to be “cured” will be available for view on the issued inspection report.

The assigned cure period items identified in the inspection report can be viewed from the MP Portal.

In addition, the market participant will be required to report semi-monthly status updates on each assigned cure period. These updates will be prepared and submitted by the MP within the wCSM portal.



TAYLOR
2705 West Lake Dr.
Taylor, Texas 76574
T: 512-248-3000
F: 512-225-7079

AUSTIN
8000 Metropolis
Bldg. E, Suite 100
Austin, Texas 787
T: 512-225-7000
F: 512-225-7079

****PROTECTED INFORMATION****

ERCOT Summer 2024 Weatherization Inspection Report

Authorized Representative,

14 Mar 2024

On 03-14-2024, ERCOT representatives inspected the following generation resources for compliance with 16 Texas Administrative Code (TAC) § 25.55(c)(2).

Resources Inspected:

FERGCC_FERGGT2, FERGCC_FERGGT1, FERGCC_FERGST1

Subsection § 25.55(d)(2) of the rule requires ERCOT to provide an inspection report addressing whether the resource complied with § 25.55(c)(2). If ERCOT considers the Generation Entity (GE) not in compliance with that subsection, it must provide a reasonable time to cure any deficiency.

At the end of the third business day following the day of your inspection, ERCOT considered the following item(s) not in compliance with § 25.55(c)(2):

Item No.	Deficiency Description	Cure Period Deadline
CPTSK0001168	Testing_Summer Inspection_3-14-2024 Cure Period Assigned for no trained personnel as of June 1st.	2024-04-14
CPTSK0001169	Testing_Summer Inspection_3-14-2024 Cure Period Assigned for no trained personnel as of June 1st. Second one.	2024-04-14



9. Cure Period(s)

Cure Period

- During an inspection, if the inspector identifies compliance deficiencies, the inspector will capture this in their inspection report.
- The ERCOT Weatherization Leadership Team will review and approve this inspection observation captured in the report.
- Once ERCOT's leadership team approves the compliance deficiencies they will generate a findings case and create a cure period task for the resources/substations that have a cure period identified.
- MPs can view their Cure Period Tasks on the MP Portal by selecting My Case Tasks within "My Lists."
- Cure Period details will also be displayed on their Final Inspection Report.

Number	Subject	Contact	Account	State
CPTS40001080	CURE PERIOD TEST - HILDA AGOPIAN	Dave Marsh		In Progress
CPTS40001079	CURE PERIOD TEST - HILDA AGOPIAN	Dave Marsh		In Progress
CPTS40001078	CURE PERIOD TEST - HILDA AGOPIAN	Dave Marsh		In Progress
CPTS40001077	CURE PERIOD TEST - HILDA AGOPIAN	Dave Marsh		In Progress
CPTS40001076	CURE PERIOD TEST - HILDA AGOPIAN	Dave Marsh		In Progress
CPTS40001075	CURE PERIOD TEST - HILDA AGOPIAN	Dave Marsh		In Progress



****PROTECTED INFORMATION****

Authorized Representative,

On , ERCOT representatives inspected the following generation resources for compliance with 16 Texas Administrative Code § 25.55(c)(2).

Resources Inspected:

Subsection § 25.55(d)(2) of the rule requires ERCOT to provide an inspection report addressing whether the resource complied with § 25.55(c)(2). If ERCOT considers the Generation Entity (GE) not in compliance with that subsection, it must provide a reasonable time to cure any deficiency.

At the end of the third business day following the day of your inspection, ERCOT considered the following item(s) not in compliance with § 25.55(c)(2):

Item No.	Deficiency Description	Cure Period Deadline
CPTSK0001002	Short Descr This is some example text.	2024-03-05
CPTSK0001009	Sample short description Long description.	2023-12-27
CPTSK0001011	Short description Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	2024-03-24



9. Cure Period(s)

Cure Period Updates

- If the MP needs to provide updates to their cure period task, they should perform the following steps:
- MP will click on the particular CP task that they need to provide an update for and provide update in the Activity Field by selecting Post.
- If there are attachments that the MP wants to submit, they can attach them with their update.
- Once they provide a semi-monthly update on their cure period tasks in the Portal, the current update is complete.

**Note:*

MPs need to provide updates to their cure period tasks every 15th and the last day of the month until their compliance deficiency has been remedied.

Tasks
CPTSK0001159 Demo Task • In Progress •
CPTSK0001160 Demo Task 2 • In Progress •
CPTSK0001168 Testing_Summer Inspection_3-14-2024 • Draft •
CPTSK0001169 Testing_Summer Inspection_3-14-2024 • Draft •
CPTSK0001170 Testing_Summer Inspection_3-14-2024 • Draft •

History

Activity

type your message here... Post

WM
Wesley Maurer
03-14-2024 11:27:59 PM • Additional comments
Training is in progress and will be completed this week.

WM
Wesley Maurer
03-14-2024 11:27:32 PM • Additional comments
This is an update.

Brandon Manley
03-14-2024 11:14:55 PM
CPTSK0001168 Created

Start



10. Viewing Final Inspection Report

Accessing Final Inspection Report

- When an inspection is complete, ERCOT will prepare and review an inspection report. When completed, the MPs will receive an email notifying them that their inspection report is ready.
- The MP will go to the Market Participant portal to get their inspection report.
- When on the portal homepage MPs will navigate to “Work Orders”, they will be shown a list Work Orders that have been opened for their company.
- Work Orders that are in a Closed Complete state are the ones that will have a Inspection Report. The MPs can click on the Work Order Number to get access to their Inspection Reports.
- The MPs can get access to their Inspection Report either through the file link displayed on the Activity section or the Attachments section.

The screenshot displays the ERCOT Market Participant portal interface. At the top, the 'Work Orders' tab is highlighted in the navigation bar. Below this, a table lists work orders with columns for 'Number', 'Company', 'Location', 'Parent', 'Short Description', 'Scheduled Start', and 'State'. One work order is highlighted in red. Below the table, the 'Activity' section is expanded, showing a file link for the inspection report, also highlighted in red.



Weatherization Support Case

In the past, the Weatherization and Inspection (W&I) Team has communicated with Market Participants via Email. We will be taking this communication into our Portal Environment.

If you have a question or concern for the W&I team, you can create a support ticket which we anticipate addressing within 2-3 business days.

Types of Cases

- Appendix A
- DoWP
- Schedule K
- Notice of Inspection (NOI)
- Other

The screenshot displays the 'Weatherization Support Portal' interface. At the top, there is a navigation bar with 'Weatherization & Inspection Support Portal'. Below this, there are two main sections: 'Submissions & Requests' (with a red box around it) and 'My Lists'. The 'Submissions & Requests' section contains the text: 'Contact support to make a request, or report a problem.' The 'My Lists' section contains the text: 'Access my lists to stay up to date on submissions and activity.' Below these sections, there is a breadcrumb trail: 'Home > Customer Service > Support'. A sidebar on the left lists categories: 'oWP - RE - Summer', 'oWP - RE - Winter', and 'Support'. The 'Support' category is selected, and a red box highlights the 'Weatherization Support' link, which is described as 'General Support Case for Weatherization' and has a 'View Details' button. The main content area shows a form for creating a support case, titled 'Weatherization Support' and 'General Support Case for Weatherization'. The form includes a 'Submit' button at the top right, a 'Contact' dropdown menu (set to 'LCRA MGR ROLE USER'), an 'Account' dropdown menu (set to 'LOWER COLORADO RIVER AUTHORITY (RE)'), a dropdown menu for 'Which of the following is your issue related to?' (set to '-- None --'), and a text area for 'Please explain the issue you are experiencing'. There is also an 'Add attachments' button at the bottom right of the form.

Weatherization Support Case

Weatherization Support Case

- MPs will fill in the form and submit it.
- A case number will be created and they can view their case in My Lists. A Weatherization support case will have a Prefix of WSUP in front of it.
- The MP will be able to get to their Weatherization cases through My List on the portal.
- If they need to communicate with the Weatherization Leadership Team they can do it through the activity section of the case.

Note:

- When Declarations are submitted the cases are in a closed state so if the MP has questions or needs updates made to their DoWP they would do it through this general support case
- If MPs have a closed NOI case but now have different information to ask ERCOT they can do it through this general support case
- MPs will get notified via email if ERCOT responds and they can come to the Portal to review the response and respond back

The screenshot shows the 'Weatherization Support' form in a web portal. The form is titled 'Weatherization Support' and 'General Support Case for Weatherization'. It includes a search bar at the top right. The form fields are: 'Contact' (ROLE USER), 'Account' (LOWER COLORADO RIVER AUTHORITY (RE)), and a dropdown menu for 'Type of the following information related to'. The dropdown menu is open, showing options: 'None --', 'Appendix A', 'DoWP', 'Notice of Inspection', 'Schedule K', and 'Other'. A 'Submit' button is highlighted with a red box. Below the form is a table with columns: 'Number', 'Weather Support', 'ROLE USER', 'Weatherization Support ticket', 'New', 'Created', 'Updated', and 'Date'. The first row shows 'WSUP00001010' in the 'Number' column, which is highlighted with a red box. Below the table is the 'Weatherization Support ticket' activity section, which includes a 'Type your message here...' text box and a 'Post' button, both highlighted with a red box. The activity section also shows a notification from 'ROLE USER' with the subject 'WSUP00001010 Created'.



Up Next:

- **15 Minute Break**
- **MP Portal Demonstration**

Closing Remarks

Review

- Weatherization-related activities such as Declaration of Weather Preparedness (DoWP) submission, Notice of Inspections (NOIs), Cure Periods, and Inspection Report Availability will be performed via the ERCOT Weatherization and Inspection Market Participant Portal (“MP Portal”)
- Contact with the Weatherization & Inspection Team regarding upcoming inspections, concerns, questions, or challenges may be performed via Weatherization Support Cases

Next Steps

- 4 Scheduled Virtual Sessions (details available in the calendar at ercot.com)
 - Monday 4/15/2024 Times: 2:00 – 3:00 pm
 - Friday 4/19/2024 Times: 2:30 – 3:30 pm
 - Monday 4/22/2024 Times: 10:00 – 11:00 am
 - Thursday 4/25/2024 Times: 10:00 – 11:00 am
- Declaration of Preparedness Submission Period (May 1st – June 1st)
- Inspection Season Begins (June 1st)



Q&A



Thank you for attending!