

# ERCOT Weatherization & Inspection Market Participant Portal

## Market Participant User Guide

ERCOT WEATHERIZATION AND INSPECTION TEAM

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## Overview

Under the Public Utility Commission of Texas' (PUC/Commission) Extreme Weather Preparedness Rule, 16 Texas Administrative Code (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.

Using the ERCOT Weatherization and Inspection Market Participant Portal ("the Portal"), Market Participants (MPs) will be able to submit required summer and winter Declaration of Weather Preparedness documents including Appendix A, Attachment K, Supplement to Attachment K, and Notarized Attestation items utilizing built in digital forms and self-service downloads as necessary to meet Rule requirements.

## Purpose

The purpose of this Market Participant (MP) User Guide is to provide MPs with an instructional tool and guide on how best to utilize the Portal to perform actions necessary to meet the weatherization requirements defined within the Rule. Using the Portal, MPs will be able to submit required summer and winter Declaration of Weather Preparedness (DoWP) items.

In addition, the Portal will provide MPs with the opportunity to communicate with ERCOT W&I Team personnel on matters related to upcoming inspections. In the future, all Inspection Reports generated during the Summer of 2024 and later will be stored in the portal.

This User Guide will include instructions on how best to navigate the interface as well as provide instructions on how to go about meeting the obligations stated in the Rule.

The ERCOT W&I Market Participant Portal will be rolled out to MPs on May 1, 2024 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
- If compliance deficiencies are identified, provide a forum for submitting semi-monthly cure period progress reports

## Required Permissions and Access (Digital Certificates and Roles)

You will need to reach out to your User Security Administrator (USA) and request the appropriate role be added to your digital certificate (see below):

	Submitted in ServiceNow by MP's	Admin Access
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	

Figure 1: Assigned role for digital certificate

*Note: 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:*

In addition to the SN\_M\_W\_MGR\_ECEII role, there is a Read-Only role available for MPs should they need access to see communications and documents submitted, but don't necessarily need to perform any actions. This Read-Only role is more restrictive for a MP. With this role assigned to their digital certificate, MP personnel will not be able to perform any actions within the Portal aside from viewing current existing information. **DO NOT ASSIGN THIS ROLE WITH THE SN\_M\_W\_MGR\_ECEII role, as this will prevent a user from performing actions within the Portal.**

SN_M_W_VIEW_ECEII	Read only role to view Weatherization ECEII documentation submitted in ServiceNow by MPs	RE DSP TSP
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*Figure 2: Assigned Read-Only role for digital certificate*

## Portal Overview and Navigation

### Summary

Once you are logged in, you will be taken to the home page with the title: ERCOT Weatherization & Inspection Market Participant Portal. The 'Submissions & Requests' link in the middle of the page is where you will submit your Declaration of Weather Preparedness documents.

- Search Bar – This bar will allow you to search items within your portal. For the time being, it will search knowledge articles related to frequently asked questions (FAQs).
- Knowledge Base – This is where you can go to access knowledge articles related to the inspection process, documentation, FAQs, and other items related to Weatherization and Inspection activities.
- Submissions & Requests – This is where you will submit your Declaration of Weather Preparedness documentation. In addition, you will be able to create Weatherization Support cases here to make requests and ask questions of the W&I team.
- My Lists – This is where you will be able to access your various cases (Declaration of Weather Preparedness cases, support cases, Notice of Inspection, etc.)
- Portal Header – Provides access to: Knowledge Base, My Lists, Completed Submissions, Work Orders, and Your Profile
- Announcements and News – Provides important information to Market Participants
- Articles – Provide access to Featured Article Content, and Useful Articles
- Cases – Shows cases that have not been Resolved or Closed
- Tasks – If MPs are assigned a Cure Period, that task will show up here

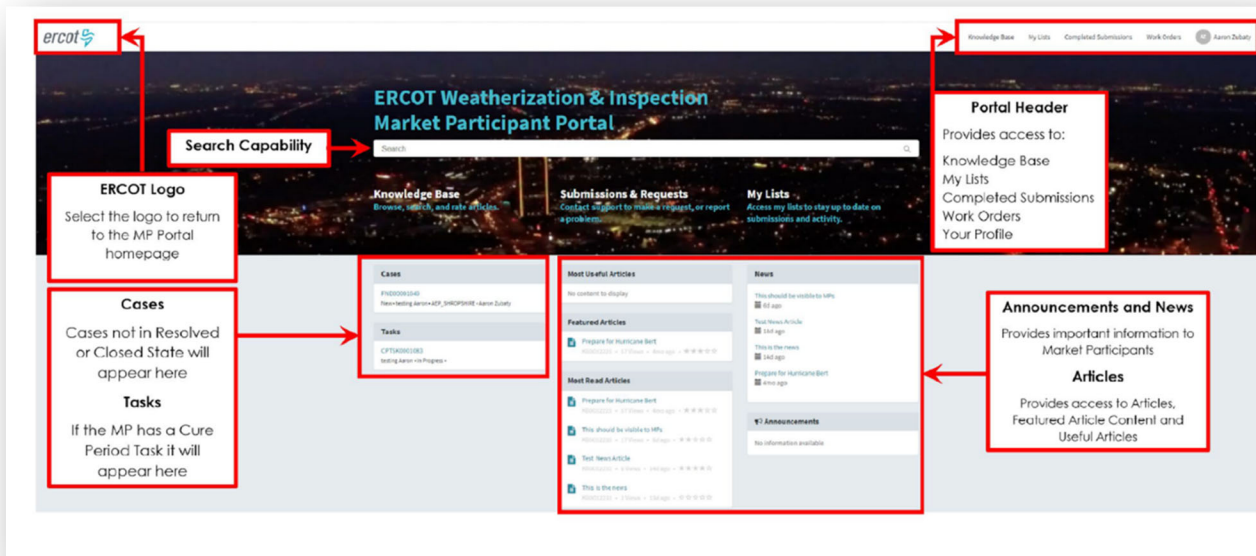


Figure 3: Portal Overview

## 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(s).

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.

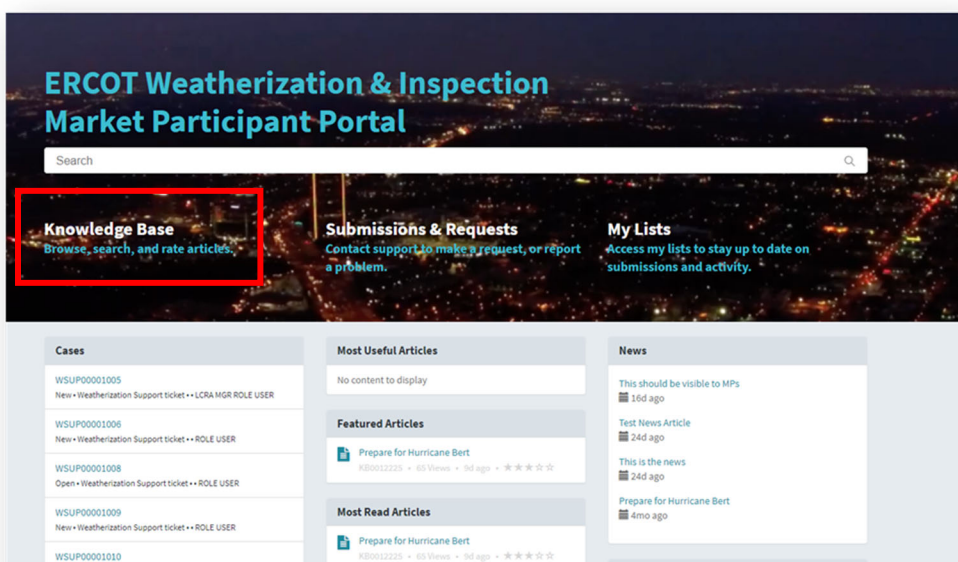
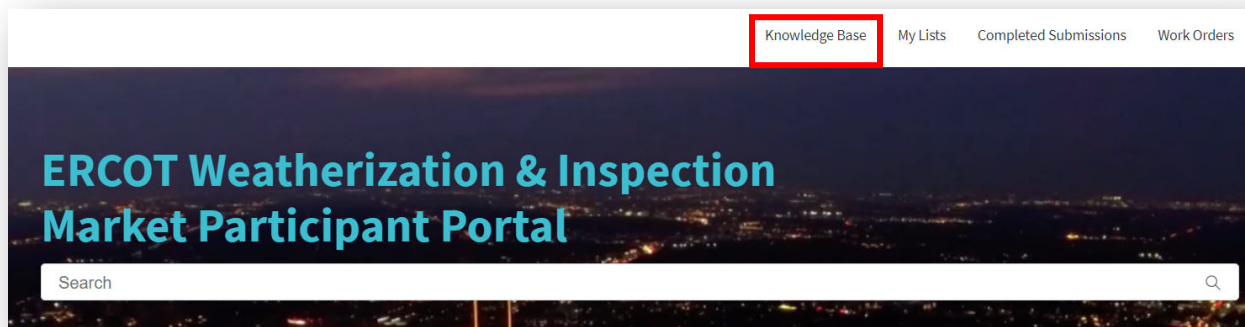


Figure 4: Knowledge Base widget



*Figure 5: Knowledge Base access from portal header*

## **Submissions & Requests**

On the homepage, MPs can select “Submissions & Requests” via the 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.

MPs will see 3 categories for the time being:

- 1) DoWP – TSP/RE – Summer
- 2) DoWP – TSP/RE – Winter
- 3) Support

From here, select the appropriate category for the action you wish to perform. Both Support and DoWP requests go directly to the Weatherization and Leadership team.



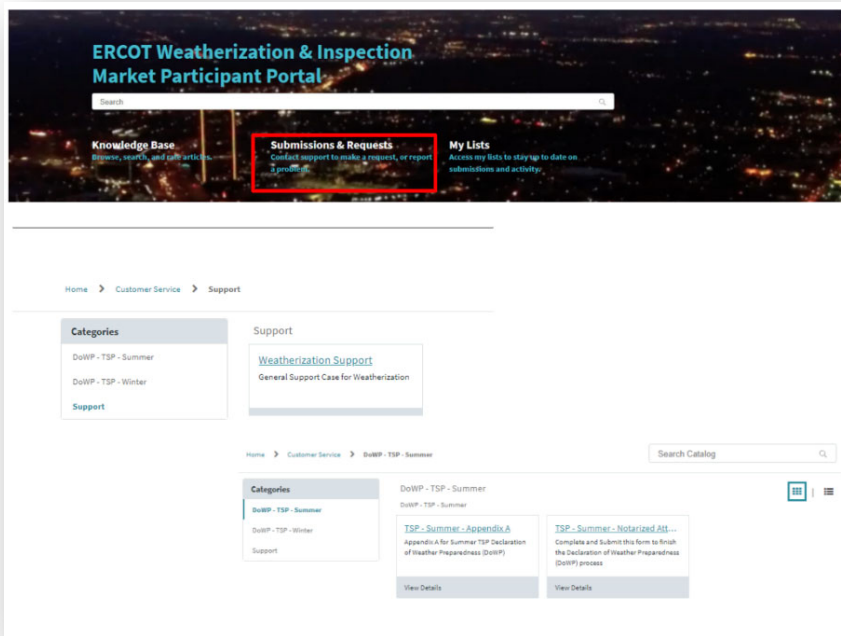


Figure 6: Submissions & Requests widget

## My Lists

### All Cases, My Cases, & My Requests

The “My Lists” page provides personalized information for the MPs:

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

For the time being, All Cases, My Cases, and My Requests will show the same information. 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

Please note, all cases will show up regardless of their current state: New, Open, Draft, Cancelled, and Closed.

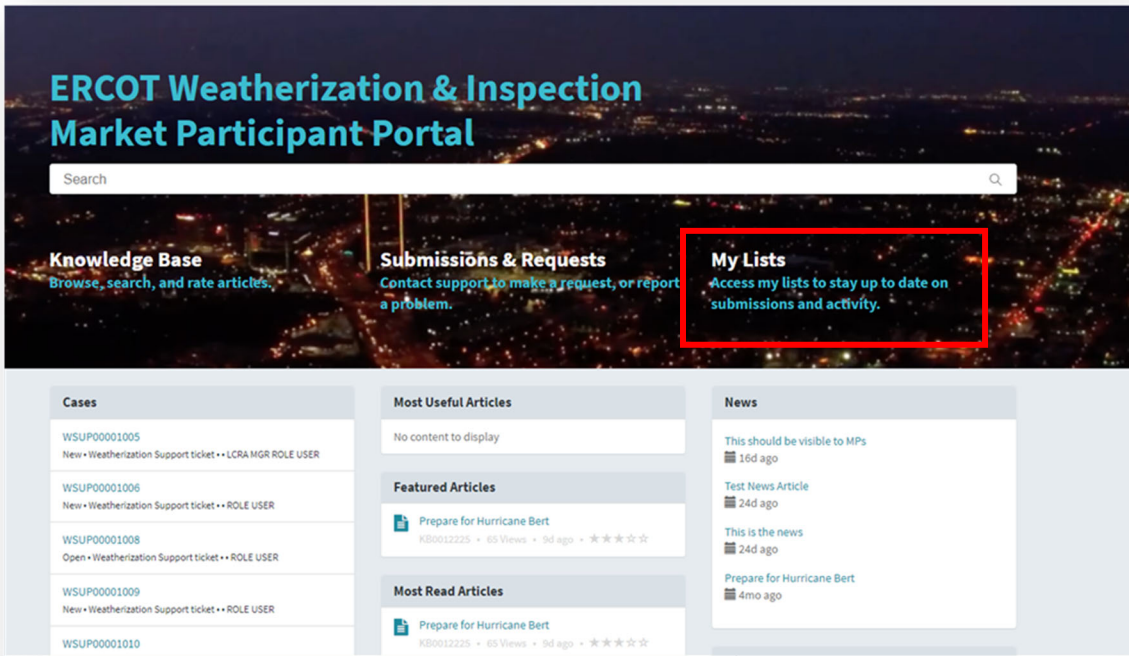


Figure 7: My Lists widget

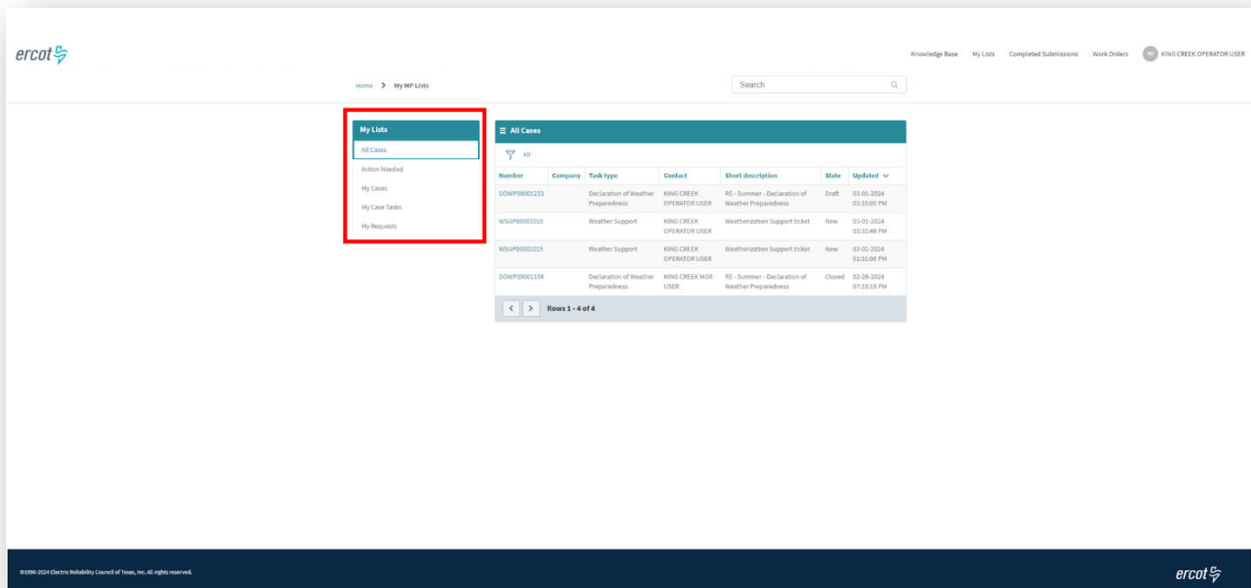
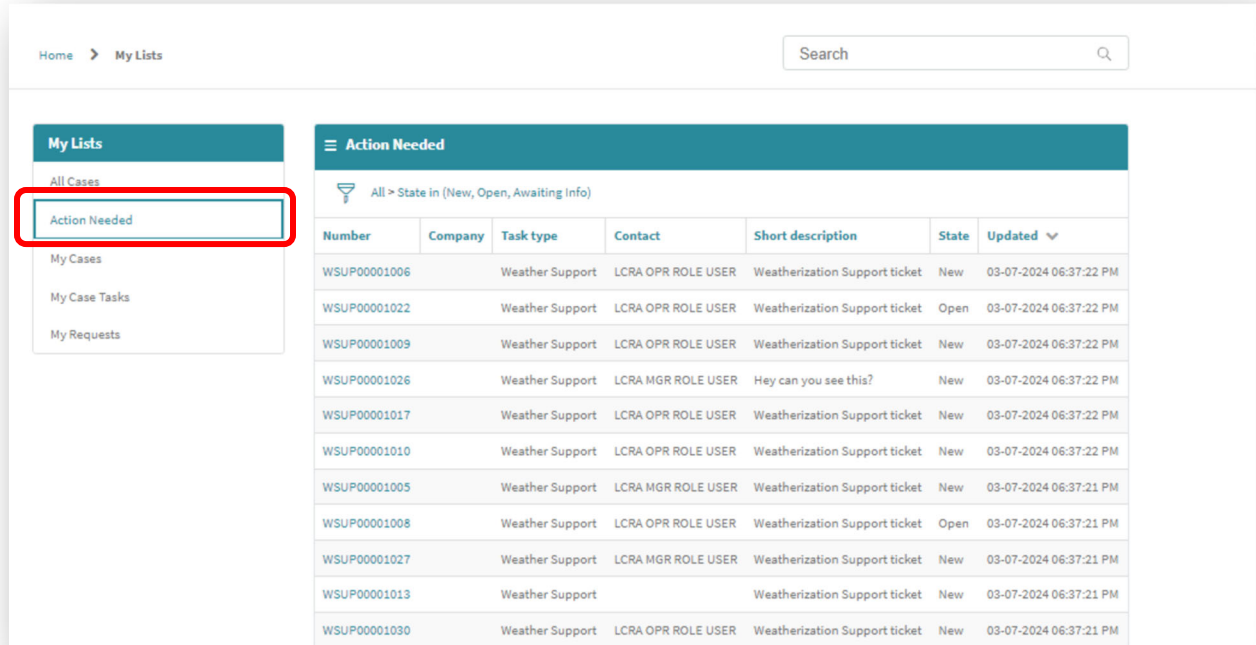


Figure 8: My Lists personalized case detail

## Action Needed

The Action Needed section documents case status (either New, Open, OR Awaiting Info). These are cases that are not closed or resolved and have actions on either ERCOT side or the MP side still pending completion or action items.



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
WSUP00001027		Weather Support	LCRA MGR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:21 PM
WSUP00001013		Weather Support		Weatherization Support ticket	New	03-07-2024 06:37:21 PM
WSUP00001030		Weather Support	LCRA OPR ROLE USER	Weatherization Support ticket	New	03-07-2024 06:37:21 PM

Figure 9: My Lists - Action Needed

## My Case Tasks

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

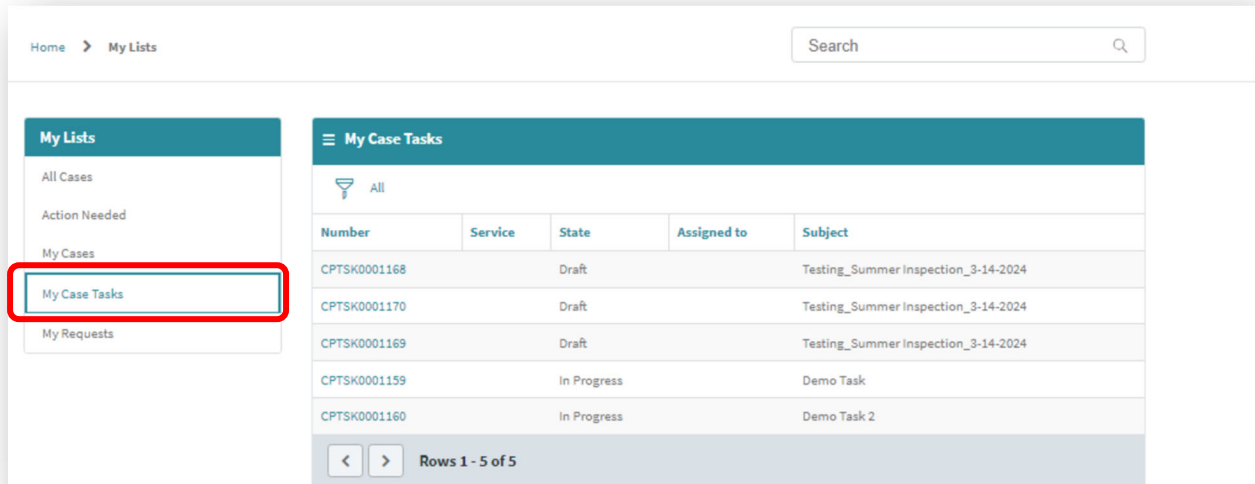


Figure 10: My Lists - My Case Tasks

## Completed Submissions

On the “Completed Submissions” page, MPs will be able to see a list of Declarations of Weather Preparedness previously completed and submitted within the portal as well as the associated documents. In the future, MPs will be able to filter this list to review historically submitted Declarations and accompanying information.

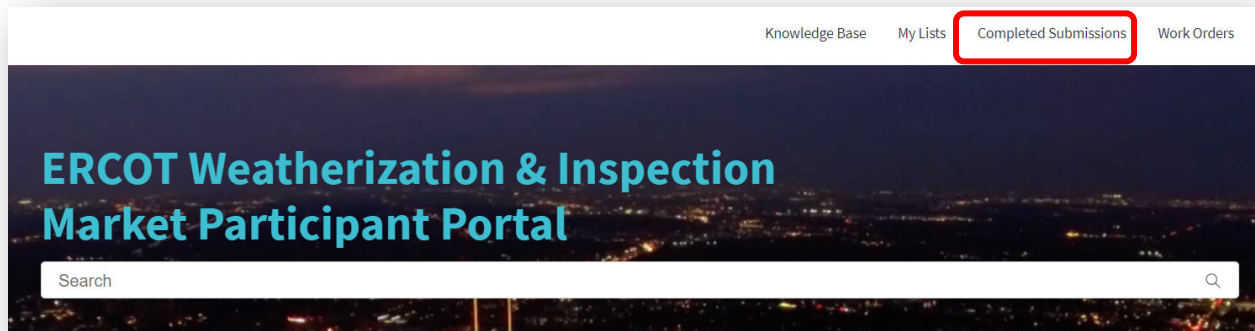


Figure 11: Portal header - Completed Submissions

## Work Orders

Access to the inspection report will be made available to MPs via the Work Orders tab on the portal header. You can review the reports by selecting the appropriate Work Order associated with the inspection in question. In addition, MPs can communicate with the Weatherization and Inspection team via the ‘Activity’ section on the Work Order.

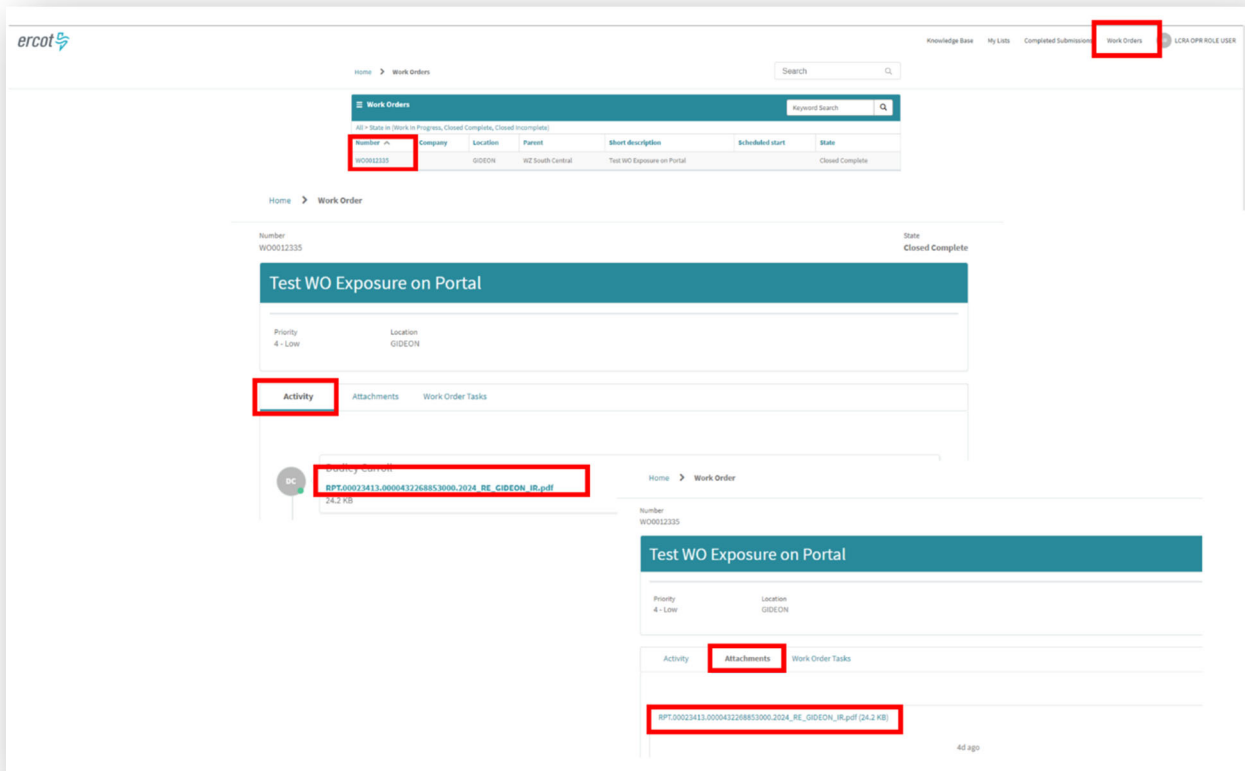


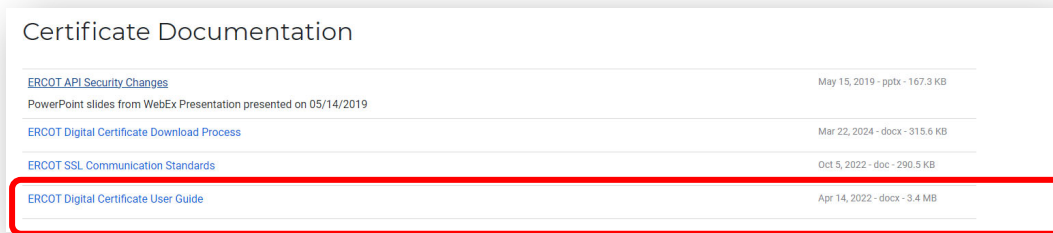
Figure 12: Portal header - Work Orders

## Instructions

### Request Role Access from User Security Administrator (USA)

For REs or TSPs to access the new Portal, you will need to request the appropriate role be added to your digital certificate from your company's internal User Security Administrator, or USA. 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. You can navigate here via the following:

- 1) Navigate to ERCOT.com website home
- 2) Select the 'Services' tab > Market Data Transparency > Digital Certificate Security Information
- 3) Navigate to 'Certificate Documentation' and select 'ERCOT Digital Certificate User Guide'



The screenshot shows a table titled "Certificate Documentation" with four rows. The last row, "ERCOT Digital Certificate User Guide", is highlighted with a red border. The table lists document titles, dates, and file sizes.

Certificate Documentation	
<a href="#">ERCOT API Security Changes</a>	May 15, 2019 - pptx - 167.3 KB
PowerPoint slides from WebEx Presentation presented on 05/14/2019	
<a href="#">ERCOT Digital Certificate Download Process</a>	Mar 22, 2024 - docx - 315.6 KB
<a href="#">ERCOT SSL Communication Standards</a>	Oct 5, 2022 - doc - 290.5 KB
<a href="#">ERCOT Digital Certificate User Guide</a>	Apr 14, 2022 - docx - 3.4 MB

Figure 13: ERCOT Digital Certificate User Guide location

Once you have requested and been approved for the role assignment, log into the portal using the provided link.

If a site contact other than the Authorized Representative (AR) or Backup Authorized Representative (BAR) will receive permissions but has not interacted with ERCOT formerly via any of the current ERCOT systems, he/she will need to work with their USA to receive a digital certificate prior to being able to have the associated role assigned to that certificate. Please refer to the ERCOT Digital Certificate User Guide as well as the Required Permissions and Access section of this document for further guidance.

### **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.*

Figure 14: Digital Certificates & Roles steps

## **Log into ERCOT Weatherization & Inspection Market Participant Portal**

Once your USA has issued you the appropriate credentials, you will have access to the Market Participant Portal via the below link (in the future, via your MIS login)

Steps:

1. Secure appropriate permissions from USA and Log into MP Portal via ERCOT MIS using the provided link:
  - a. <https://mis.ercot.com/secure/applications>
2. Select the appropriate Digital Certificate
3. Navigate to the 'Application Library' and select 'Weatherization and Inspection'
4. Select the 'Weatherization and Inspection' category
5. From here you'll be able to access the ERCOT Weatherization & Inspection MP Portal

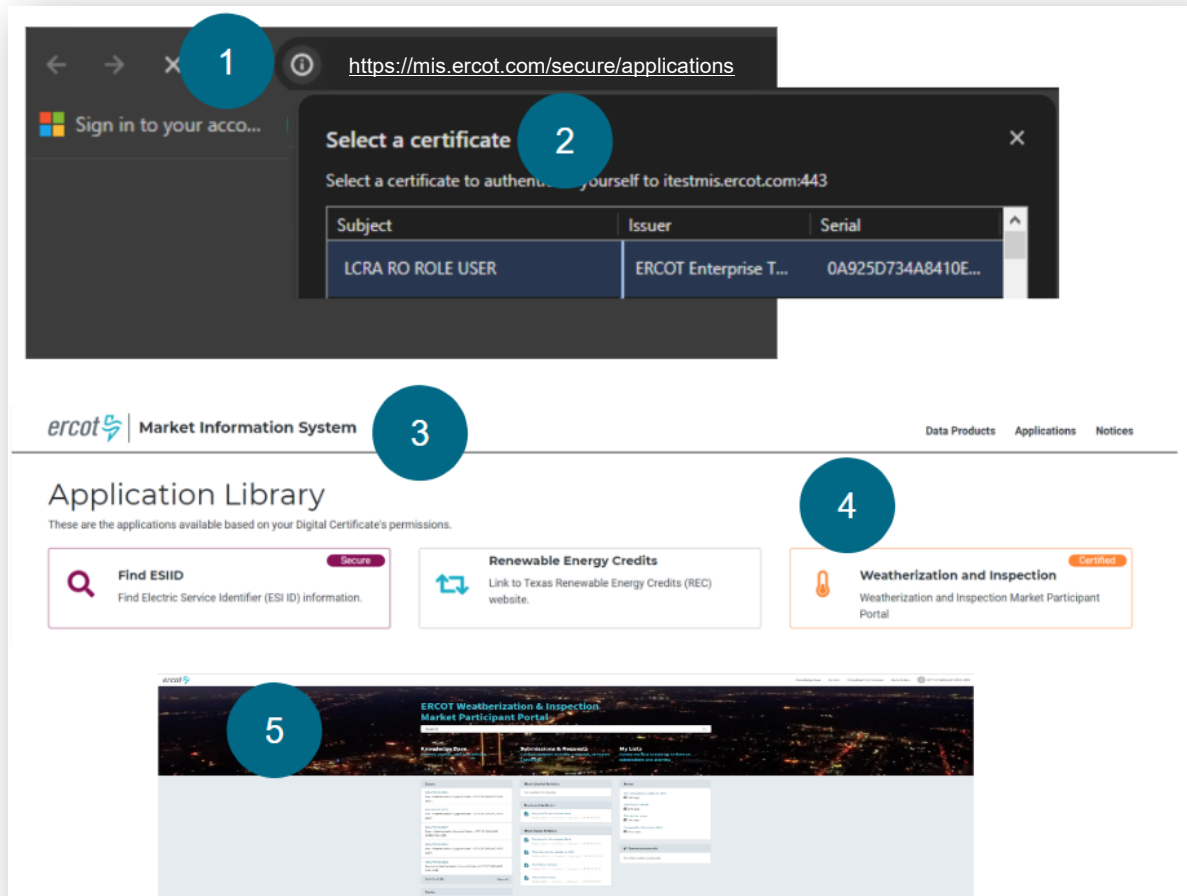


Figure 15: ERCOT Weatherization & Inspection MP Portal Login

## Submitting Declaration of Weather Preparedness Documents

### Appendix A

Once you have successfully logged in, you will now be able to submit your Declaration of Weather Preparedness documents (i.e., Appendix A and the Notarized Attestation, as well as Attachment K, Supp to Attachment K for REs that use natural gas as their primary fuel at any of their resources).

To do this, you will:

1. From your MP Portal home page, navigate to 'Submissions & Requests'
2. From the Categories menu on the left, select the appropriate season (e.g., DoWP – RE – Summer)
3. Select 'Summer – Notarized Attestation'
4. Navigate to and complete Appendix A submission (*Note – If you go to the 'Notarized Attestation' section first or Attachment K sections, you will get an error informing you to first complete your Appendix A submission*)



Figure 16: Error Message - complete Appendix A first

- a. Verify the appropriate year is selected (e.g., 2024). This field is auto-populated so you typically should not have to change this.
  - i. Please note: If it is winter and you are an MP who is filing a DoWP late for permissible reasons, the year will be the year the inspection season starts. For example, if you submit a DoWP in January or February of 2025, the winter inspection season for that submission is 2024 as this is the year when the current inspection season began.
- b. Review Resources/Substations to ensure all are present in Appendix A
- c. Update the list and fields as needed. Use the 'pencil' icon to edit and the 'X' icon to delete.
  - i. *Note: If you have a large list, you can export this into an excel file at a later step for ease of review. If this is your preference, you may select 'Submit', navigate to the Attestation page, and print to XLS, CSV, or PDF. You can use this method to "red-line" any corrections needed, HOWEVER, all identified updates will need to be made on the Appendix A digital form. You can navigate back to the Appendix A category, make the edits, and re-submit.*

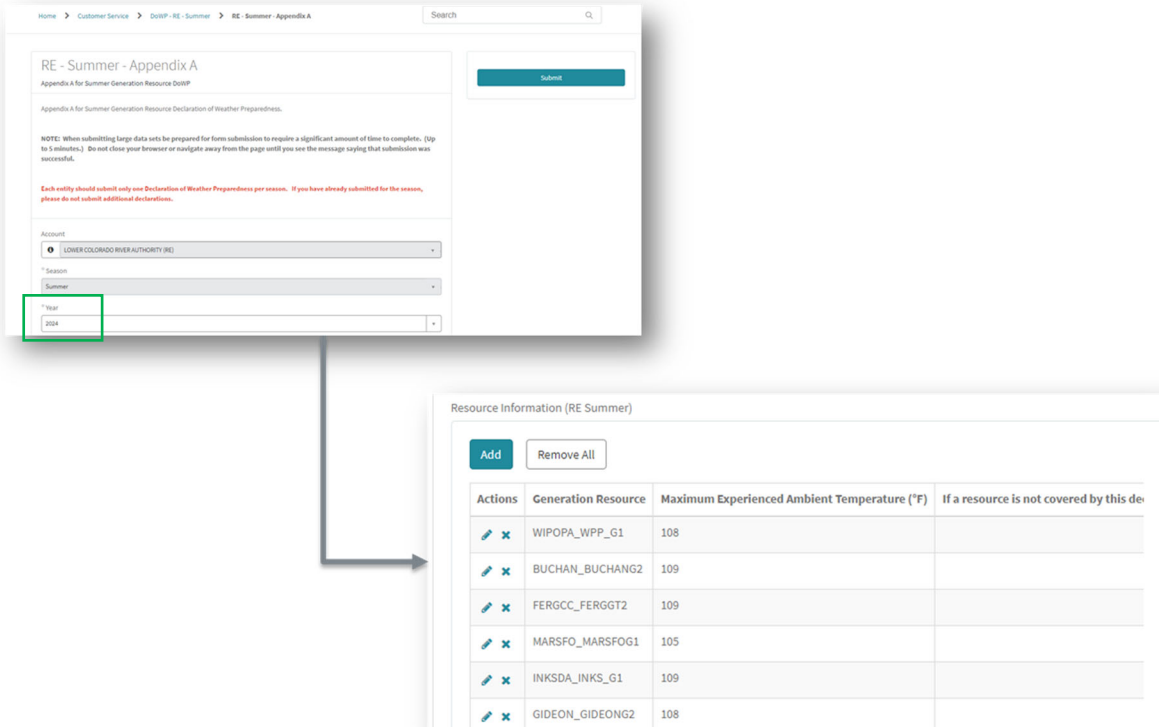


Figure 17: Appendix A edits

5. Submit

- a. *Note: You will see a green banner at the top “Your request has been successfully submitted”*



Figure 18: Appendix A submission successful

Attachment K and Supplement to Attachment K (if applicable)

Once you have successfully submitted your Appendix A, proceed to filling out your Attachment K and Supplement to Attachment K forms (If applicable). If you are a TSP, you can skip this section and go to ‘Complete Notarized Attestation’ step.

- *Note: The Supplement to Attachment K form will be filled out on this step as well, if applicable.*

**To do this, you will:**

- 1) From the home page, select ‘Submissions & Requests’ > DoWP – Summer > Attachment K

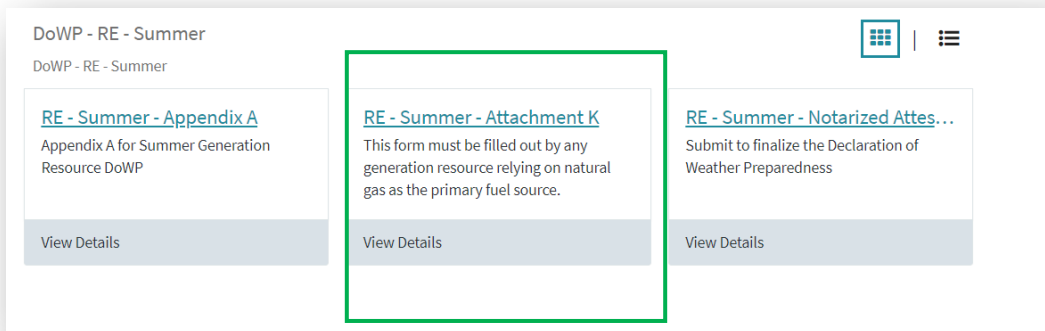


Figure 19: Attachment K form access

- 2) In the field labeled ‘List Generation Resources’ Select the Resources that use natural gas as the primary fuel source

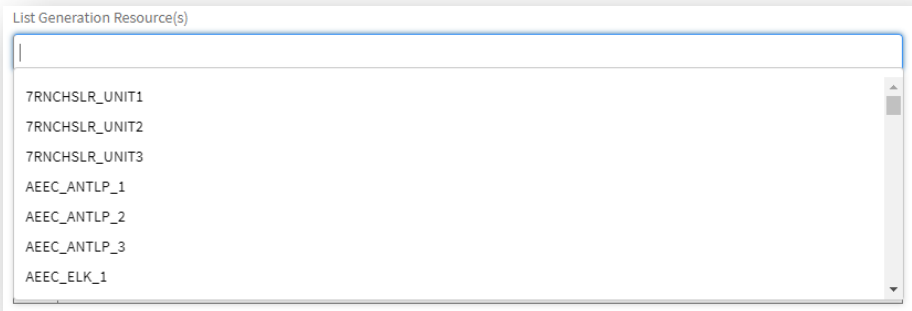


Figure 20: Attachment K - List Generation Resource(s)

- 3) In the 'Supplement to Attachment K' section:
  - 1) Edit: You can edit the preexisting data to ensure it is correct
  - 2) Add: You can add new resources and pipeline information
  - 3) Remove: You can remove pre-existing items

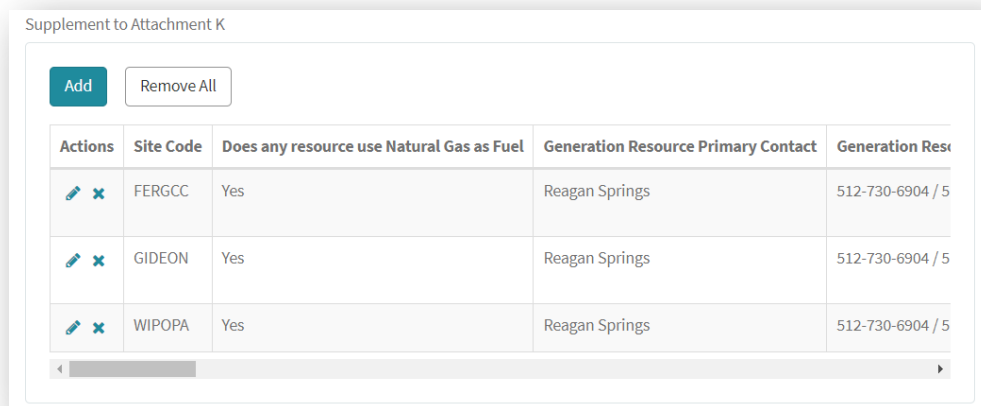


Figure 21: Supplement to Attachment K

- 4) Complete the following sections (3 and 4) listed on the Attachment K form. These will be the same fields and items previously filled out on the "paper/Excel" version of this form.
- 5) Submit

- 1) Note: You will see a green banner at the top saying:

*Your Attachment K has been stored with your previously stored Appendix A. Your next step is to prepare a Notarized Attestation document. When you submit the completed Declaration of Weather Preparedness, your most recently stored Appendix A, Attachment K, and Supplement to Attachment K (if applicable), will automatically be combined with your Notarized Attestation document to form the complete Declaration of Summer Weather Preparedness. Final Declaration*

## Submission

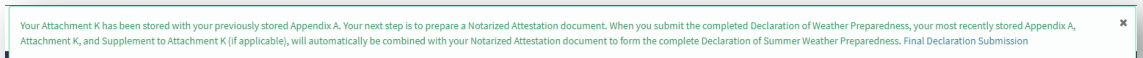


Figure 22: Attachment K submission complete

### Complete Notarized Attestation

Once you have successfully submitted your Appendix A, Attachment K, and Supplement to Attachment K forms, proceed to the final step: completing the Notarized Attestation. You can use the link provided in the green banner (prior step) or navigate from the home page.

To do this, you will:

1. From the home page, select ‘Submissions & Requests’ > DoWP – Summer > Notarized Attestation
  - a. *Note: You will only be able to submit this document once you have completed the previous documents (i.e., Appendix A, Attachment K, etc.)*

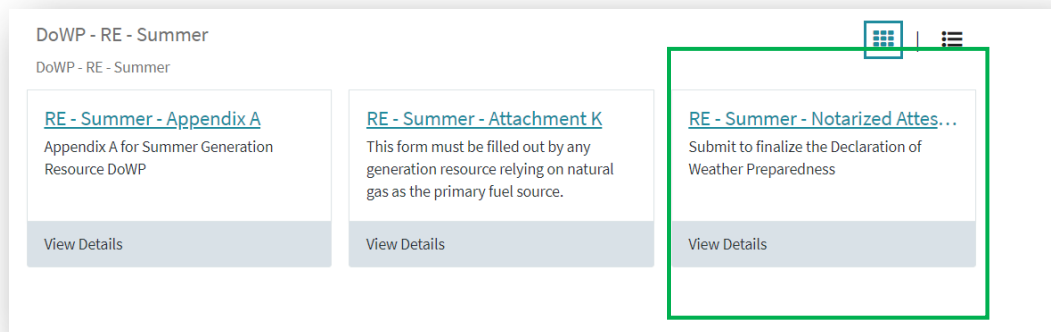


Figure 23: Notarized Attestation submission

2. If you would like to perform a more exhaustive review of your documents (i.e., Appendix A and/or Attachment K), you may download them here by selecting one or all the hyperlinks.
3. Download the respective documents, particularly the Resource/Substation Declaration for review and notarization by the “highest-ranking representative, official, or officer with binding authority...”
  - a. For exact instructions on how to download these documents, please see the next section “Document Export & Review”.

## 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.

*Figure 24: Notarized Attestation - Download documents*

4. Print out the Attestation for review by the “highest-ranking representative...”
5. Obtain notarization and signature on the Attestation form
  - a. If needed, you can print out the other items identified in Step 2 of the screenshot to provide a complete “package” for review (i.e., Appendix A Resource Line Data, etc.)
6. Scan the signed and notarized Attestation
7. Upload the Notarized Document

• Indicates required

DoWP

Account

Season

Year

• Notarized Document

*Figure 25: Notarized Attestation - Upload Document*

8. Upload any supplemental documents you would like to provide in support of your Declaration of Weather Preparedness

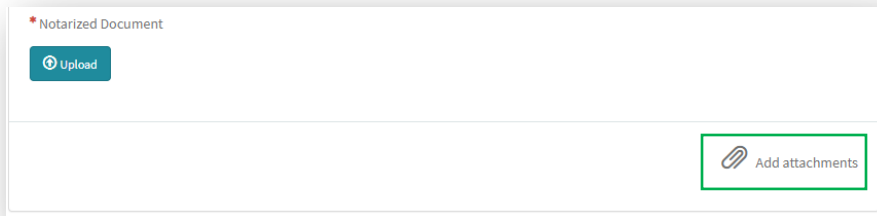


Figure 26: Notarized Attestation - upload supplemental documents

9. Submit

- a. Once you press the submit button, you will be asked if you are sure you want to submit and provided the option to continue with the submission or cancel.

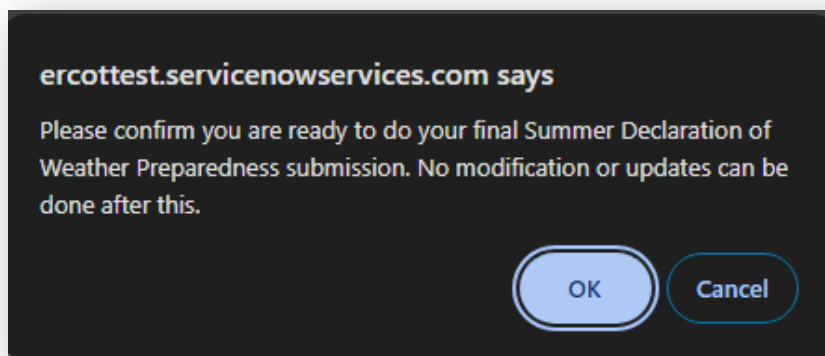


Figure 27: Final Declaration confirmation warning

- b. Once you press the OK button, you will see a green banner at the top of the page saying *Thank you for submitting your Declaration of Weather Preparedness. You have completed the process. You can view your submission from "My Lists"*.

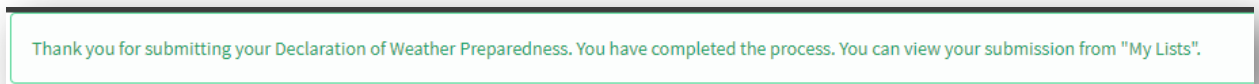


Figure 28: Declaration of Weather Preparedness submission complete

- c. In the event you have made a submission in error or need to make some update in the future, the MP will need to create a Weatherization Support Case (described below) describing the situation. Upon determination that a re-

submission is appropriate, the W&I Team can re-open the Summer Declaration catalog item and allow for an additional submission.

## Document Export & Review

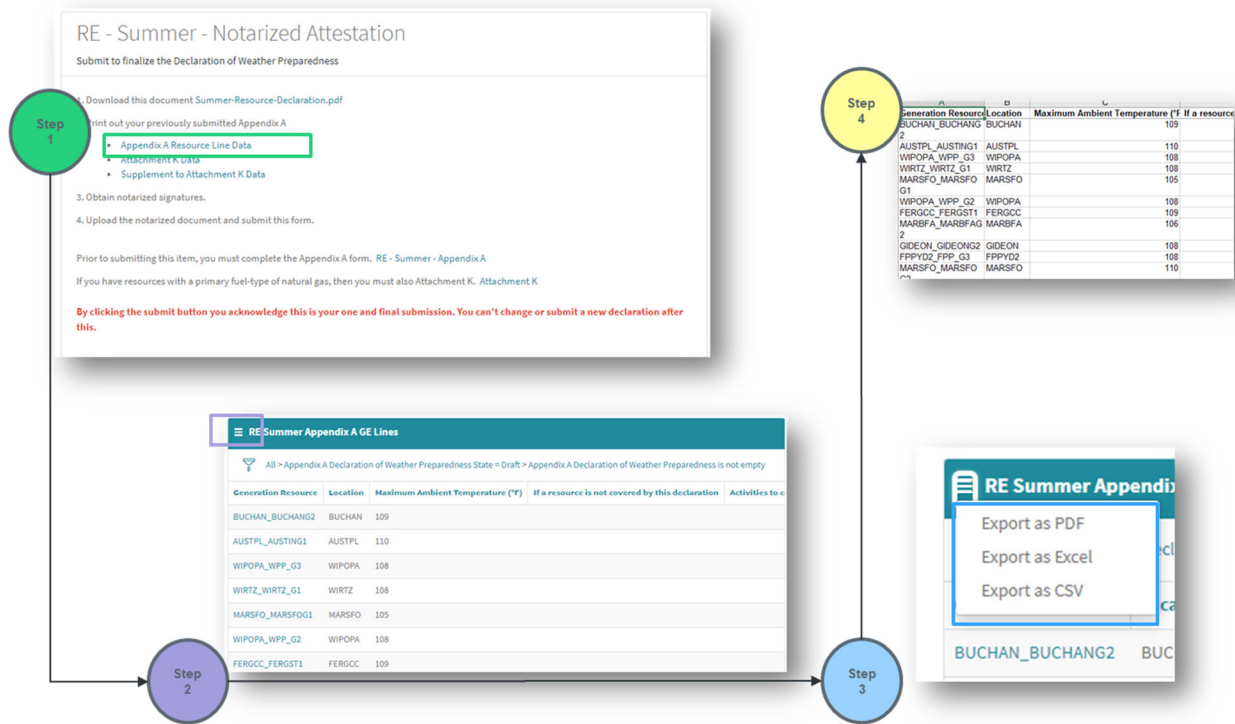


Figure 29: Document Export & Review process

## Correspondence with Weatherization and Inspection Team

### Open a 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 weatherization support case, which we will attempt to address within 2-3 business days. The fields with a red asterisk next to them are required prior to making the submission. This is the minimum information needed to understand your request.

Weatherization Support

General Support Case for Weatherization

\* Indicates required

Contact

LCRA MGR ROLE USER

Account

LOWER COLORADO RIVER AUTHORITY (RE)

\* Which of the following is your issue related to?

-- None --

\* Please explain the issue you are experiencing

Add attachments

Figure 30: Weatherization Support case

Support cases can be created from the Portal via the 'Submissions & Requests' function on your home page.

Weatherization & Inspection  
Portal

**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.

Home > Customer Service > Support

**Categories**

- DoWP - RE - Summer
- DoWP - RE - Winter
- Support**

**Support**

[Weatherization Support](#)  
General Support Case for Weatherization

View Details

Weatherization Support

General Support Case for Weatherization

\* Indicates required

Contact

LCRA MGR ROLE USER

Account

LOWER COLORADO RIVER AUTHORITY (RE)

\* Which of the following is your issue related to?

-- None --

\* Please explain the issue you are experiencing

Add attachments

Figure 31: Weatherization Support case navigation



## Notice of Inspection

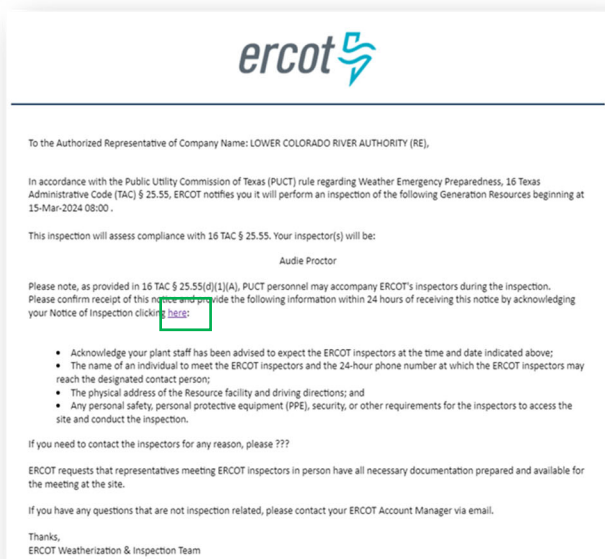
### Accept and Approve

Once you have completed your Declaration of Weather Preparedness submission (by June 1<sup>st</sup> or December 1<sup>st</sup>), the W&I Team will review the submissions and begin scheduling inspections for the upcoming season. Notices of Inspection may be sent to MPs that have not submitted a Declaration of Weather Preparedness.

Previously we have notified Market Participants via an Outlook email, however, we will now be utilizing the MP Portal to generate an email which, when received, will need to be responded to within the portal.

### Steps:

1. You will get a notification in your email to log into your MP Portal
  - a. *Note: If you are not an AR/BAR, they will be responsible for forwarding you the link to the respective NOI acknowledgement form to be completed. Please be aware that to access this link you will need the appropriate digital credential and role assignment. Work with your User Security Administrator (USA) to receive these.*
2. Click the Email link to be taken to the acknowledgement form.
3. Complete the button ('Accept') and this will confirm your inspection date.



The image shows a web form titled "Acknowledge Notice of Inspection". At the top right is a "Search" button. Below the title, there is a red message: "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". The form contains several fields: "Inspection Number" with the value "W00012365"; "Account" with a dropdown menu showing "LOWER COLORADO RIVER AUTHORITY (RE)"; "Contact" with a dropdown menu showing "Wesley Maurer"; "Inspection Location" with the value "FERGCC"; "Inspection Date" with the value "15-Mar-2024 at 08:00"; "Inspector" with the value "Audie Proctor"; and "Accept Inspection Date" with a dropdown menu showing "None".

Figure 32: Notice of Inspection (NOI) - Email and form

Once Accepted, additional fields will be available to complete details necessary for the upcoming inspection. Required fields are indicated by a red asterisk.

\* 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

Figure 33: Notice of Inspection Form Questions

### Request Alternative Inspection Date

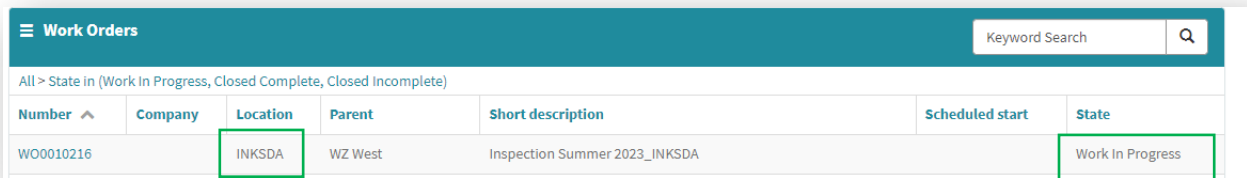
The second option within the “Accept Inspection Date” drop down is “To Request An Alternative Inspection Date.” These requests will only be accepted for unique circumstances. The decision to accept an alternative date request will be determined by the W&I Leadership Team on a case-by-case basis. If you have been assigned an inspection and you have not completed all of the appropriate commissioning process steps, please select this option and provide details around your particular circumstance.

## Inspection Report Availability

### Communication Regarding Inspection

If correspondence with the MP needs to occur before the inspection report is received, you can access open work orders here (“Work in Progress”) and ask your question or submit a message via the Activity stream. A member of the Weatherization and Inspection Team will see these and be able to respond accordingly.

In addition, an inspector may send a message indicating what documentation they will be looking for or what should be available on the day of inspection. This is done to ensure the MP has time to collect the appropriate documentation prior to the inspection and ensure a more seamless inspection process.



Number	Company	Location	Parent	Short description	Scheduled start	State
WO0010216		INKSDA	WZ West	Inspection Summer 2023_INKSDA		Work In Progress

Figure 34: Communication on Work Order

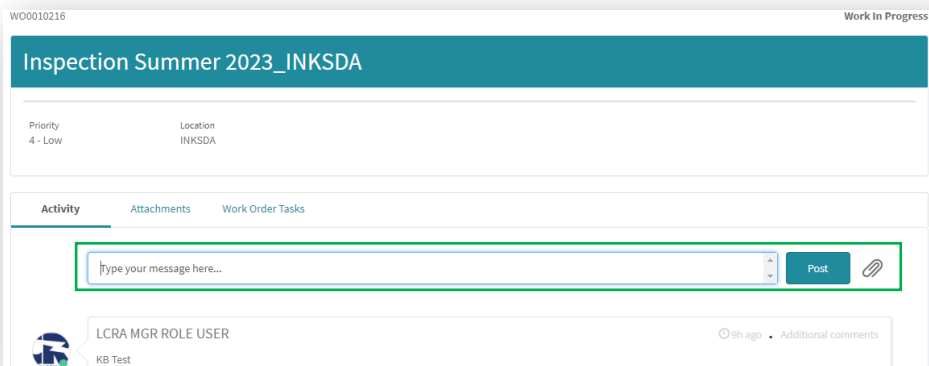


Figure 35: Communication on Work Order Activity section

### Work Order Completion – Inspection Report Availability

Once the inspection has been completed, the Weatherization Inspector will summarize the findings of the inspection in a final inspection report that will be reviewed by other ERCOT personnel and then be made available in the MP Portal under Work Orders (may change to Inspection Reports in near future) in the top right corner.

If there are follow-up questions or concerns, an MP can create a Weatherization Support Case and we can address them at that point.

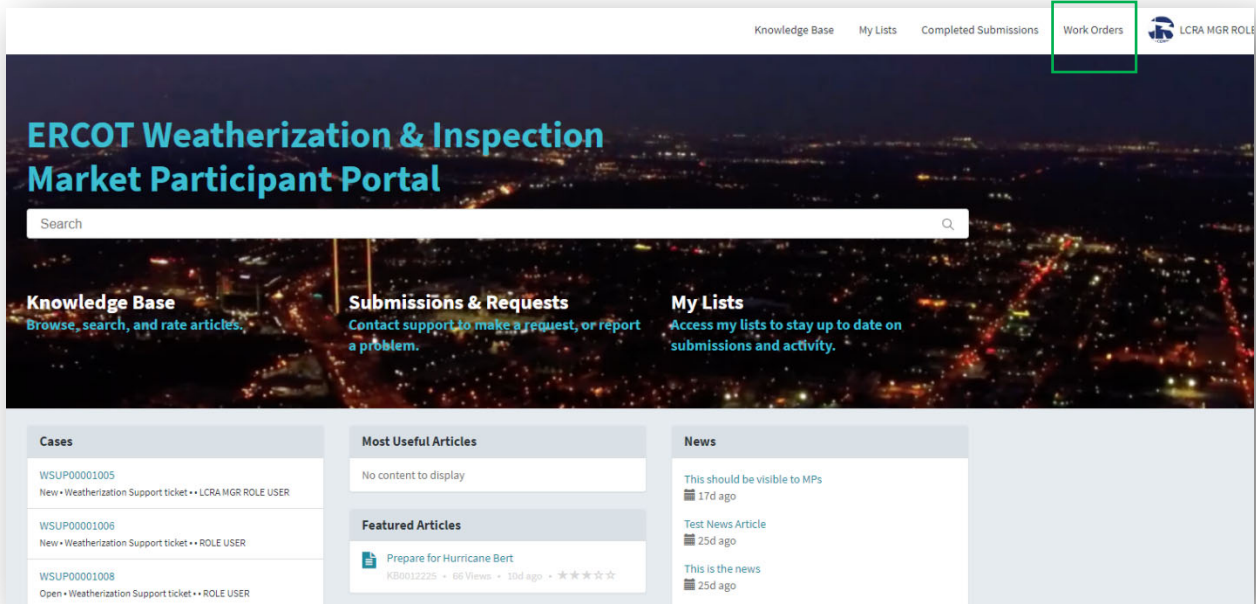


Figure 36: Access inspection report via Work Order section on portal header

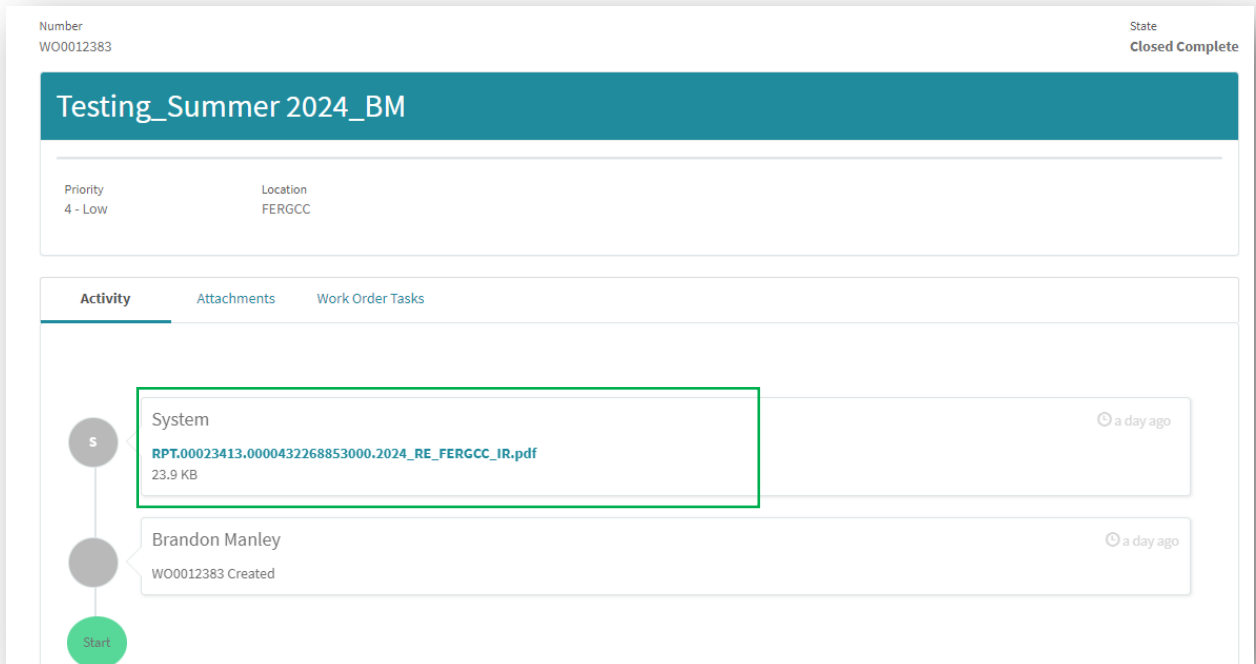


Figure 37: Inspection Report location

## Cure Periods

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

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

When a cure period is issued, an inspection report will still be issued, however, the cure period items identified, item number, and deadline will be provided as part of the report.

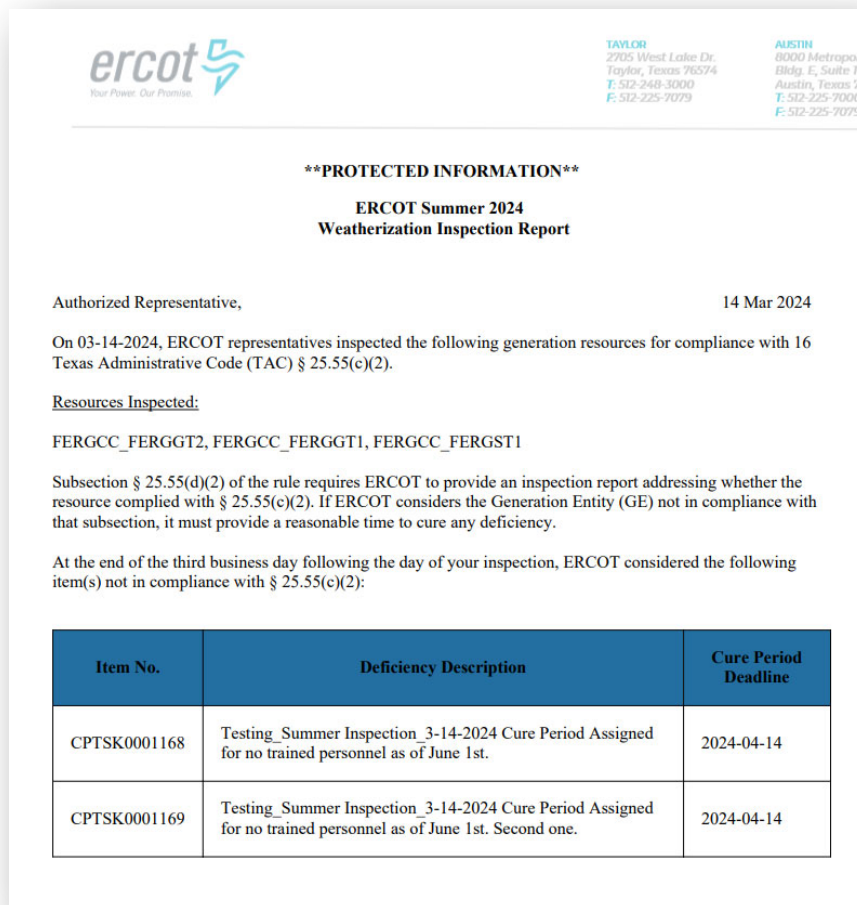


Figure 38: Cure Period Inspection Report

The assigned cure period items identified in the inspection report can be viewed from the MP Portal. In addition, this is where semi-monthly updates will be provided.

These tasks are made viewable in two different locations: on the home page and via My Lists on the portal header. If you are on the home page and have been assigned cure period tasks, you will see them under the “Tasks” widget.

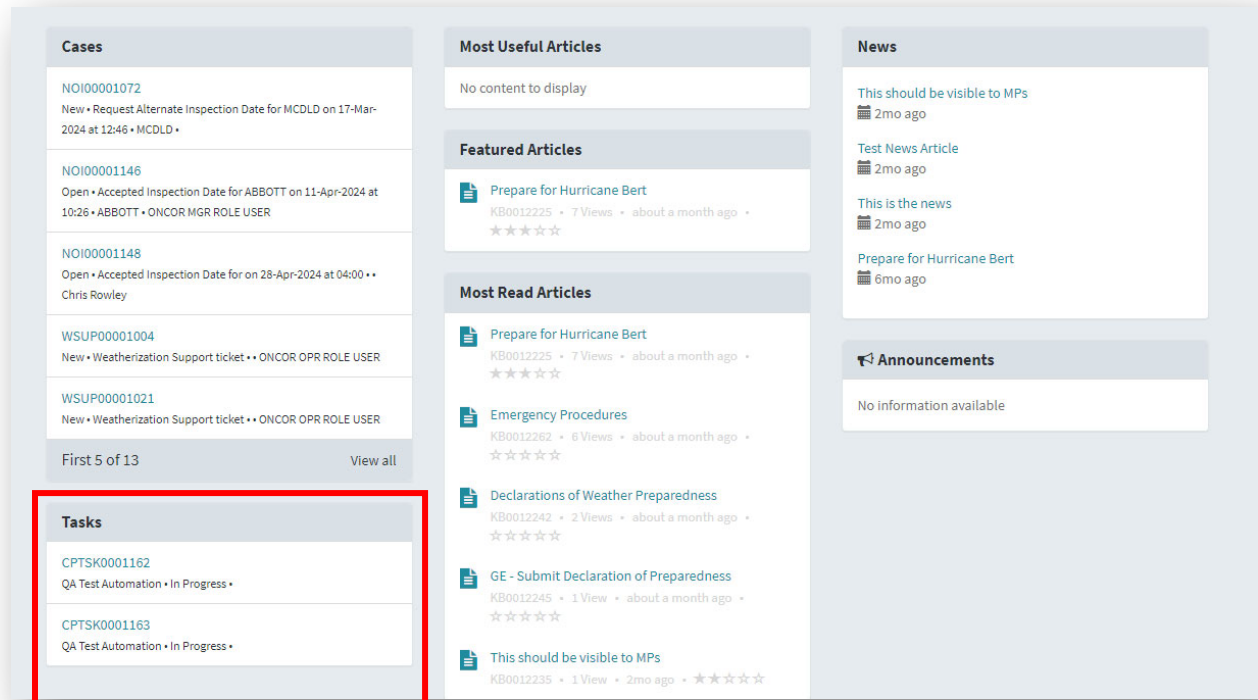


Figure 39: Cure Period Tasks - Home page

If you decide to navigate to your cure period tasks via the “My Tasks” portal header section, you will be able to see the additional details as well as provide your semi-monthly updates.

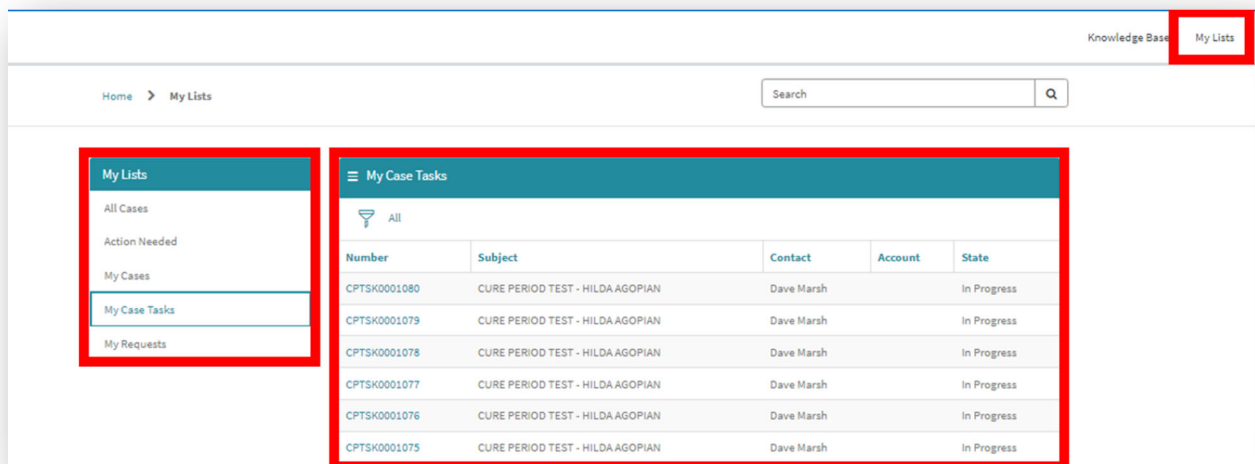


Figure 40: Accessing Cure Period Tasks from My Tasks

Once you’ve selected the cure period task (CPTSK), you will be able to provide your semi-monthly updates via the Activity stream on that task. The W&I team will see these updates and will communicate as appropriate. If there are attachments that the MP wants to submit, they

can attach them with their update. Once the semi-monthly update for each of their cure period tasks in the Portal have been provided, the current update is complete.

Please be aware that MPs need to provide updates to their cure period tasks no later than the 15th and the last day of the month until their compliance deficiency has been remedied and the cure period has been successfully closed.

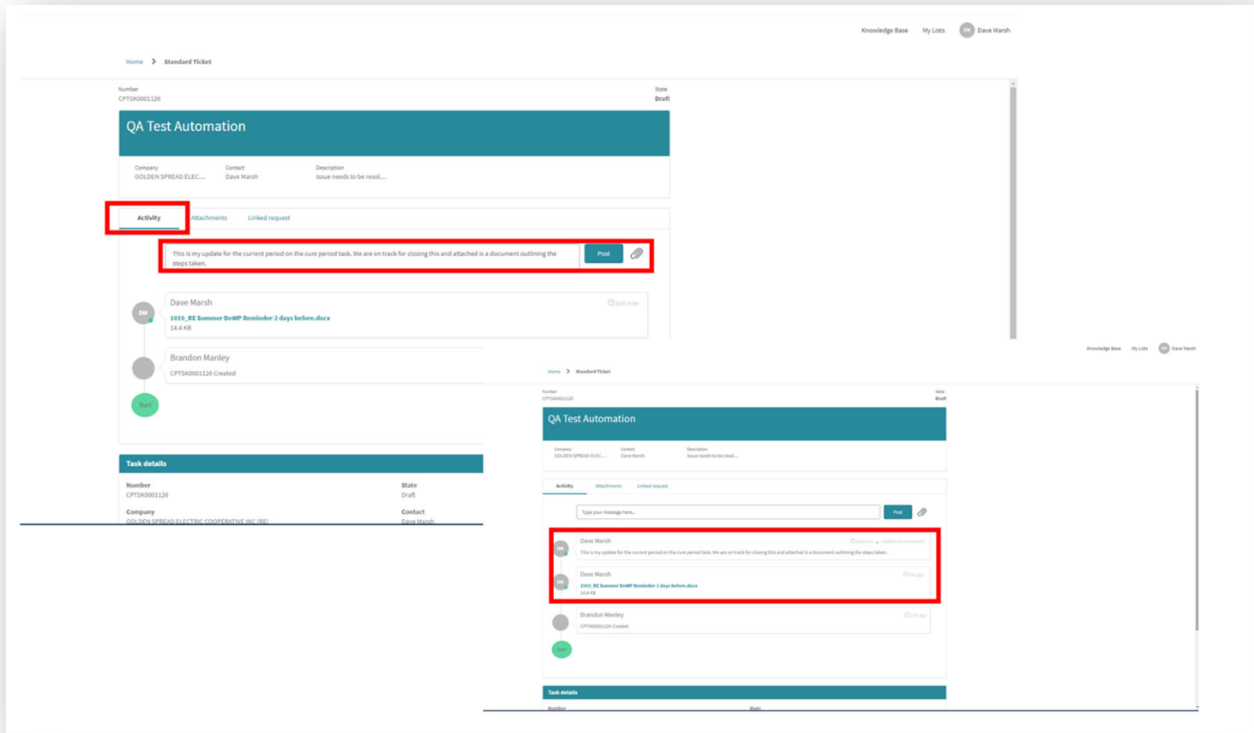


Figure 41: Cure Period communication on bi-monthly updates

# Appendix

## Definitions

### Case Types

- CPTSK – Cure Period Task case type
- DOWP – Declaration of Weather Preparedness case type
- NOI – Notice of Inspection case type
- WSUP – Weatherization Support case type

## Contact Information

ERCOT Account Manager or ERCOT Client Services	Phone: (512) 248-3900 Email: <a href="mailto:clientservices@ercot.com">clientservices@ercot.com</a>

## More Information

### Digital Certificate User Guide – Market Participant Identity Management (MPIM)

This document provides Market Participant (MP) USER Security Administrators (USA’s) with information regarding the process of receiving their Digital Certificates and serves as a reference tool to navigate through the Market Participant Identity Management (MPIM) features.

This USER’s Guide provides a general overview of the process for obtaining and handling Digital Certificates. If any conflict exists between this USER’s Guide and the ERCOT Protocols, then the ERCOT Protocols shall prevail. Please refer to the ERCOT Protocols “USER Security Administrator and Digital Certificates”, Section 16, regarding complete details of USA responsibilities.

### MPIM\_Digital\_Certificate\_User\_Guide

<https://www.ercot.com/services/mdt/webservices>

### Summer Weather Readiness

This page provides information on Summer Weather Readiness efforts. ERCOT will periodically add pertinent material.

<https://www.ercot.com/gridinfo/generation/summerready>

### Winter Weather Readiness

This page provides information on Winter Weather Readiness efforts. ERCOT will periodically add pertinent material.

<https://www.ercot.com/gridinfo/generation/winterready>