

ERCOT Weatherization & Inspection Market Participant Portal User Guide

ERCOT WEATHERIZATION AND INSPECTION TEAM

Revision #	Preparer	Approver	Revision Date	Summary of Changes
4	Sheri Messer	David Kezell	March 28, 2025	Revisions to DoWP and NOI sections
3	Sheri Messer	David Kezell	December 5, 2024	Minor revision to NOI section
2	Sheri Messer	David Kezell	November 15, 2024	Minor addition
1	Sheri Messer	David Kezell	October 31, 2024	Clarifying language and minor additions
0	Brandon Manley	David Kezell	April 30, 2024	Initial user guide published

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Overview

The Public Utility Commission of Texas (PUC/Commission) Extreme Weather Preparedness Rule, 16 Texas Administrative Code (TAC) §25.55, referred to as the Rule, establishes that the ERCOT Weatherization and Inspection (W&I) team actively perform Resource Entity (RE) and Transmission Service Provider (TSP) onsite inspections beginning December of 2021.

Using the ERCOT Weatherization and Inspection Market Participant Portal (portal), Market Participant (MP) representatives submit required summer and winter Declaration of Weather Preparedness (DoWP) documents utilizing built in digital forms and self-service downloads as necessary to meet Rule requirements. These include Appendix A, the Notarized Attestation, and for certain MPs with natural gas-fired resources for the summer inspection season, Attachment K and Supplement to Attachment K.

Purpose

The purpose of the Weatherization and Inspection Market Participant Portal User Guide is to provide MP representatives with instructions for how to navigate the portal interface, communicate with the W&I team, and meet the obligations established in the Rule.

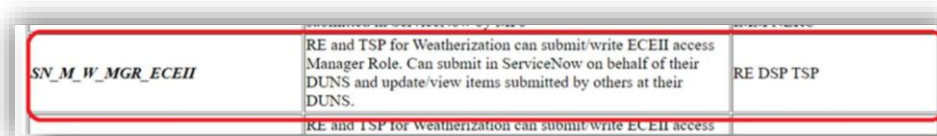
The portal was activated on May 1, 2024, and is the primary method of communication between ERCOT and MP representatives on weatherization related activities. The portal:

- replaces the previously used DocuSign platform for signing and submitting DoWP and related documents,
- communicates Notices of Inspection (NOIs) and requires an MP representative to acknowledge and accept NOIs,
- enables an MP representative to submit questions and communicate with the W&I team, and
- enables an MP representative to submit semi-monthly cure period progress reports, if applicable.

Required Permissions and Access (Digital Certificates and Roles)

The MP User Security Administrator (USA) must add **one** of the following roles to an MP representative's digital certificate.

- SN_M_W_MGR_ECEII – for managers with authority to submit on behalf of the RE/TSP
- SN_M_W_VIEW_ECEII – for employees with **read-only** privileges



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 manager role for digital certificate

<i>SN_M_W_VIEW_ECEII</i>	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

Please note that an MP representative that does not have a digital certificate must have one assigned by the MP USA prior to adding an MP representative portal role. After the USA issues the digital certificate, it may be downloaded and installed. An MP representative may then access the portal using the ERCOT Market Information System (MIS) login at the following link, <https://mis.ercot.com/secure/applications>.

With the read-only role, an MP representative may only view current and existing information in the portal and may not perform actions within the portal. DO NOT CONCURRENTLY ASSIGN THE READ-ONLY ROLE WITH THE MANAGER ROLE, as this will prevent a user from performing managerial actions within the portal.

Please ensure AR and BAR spam filters allow email to be received from ercot@servicenowservices.com to assure timely responses to Notices of Inspections (NOI) and other communications from the W&I team through the portal. Additionally, please keep AR and BAR registrations current.

Portal Overview and Navigation

Summary

Once an MP representative is logged into the portal, the title, ERCOT Weatherization and Inspection Market Participant Portal, is displayed at the top of the home page. Items on this page include:

- **Search Bar** – allows an MP representative to search Knowledge Base articles within the portal.
- **Knowledge Base** – provides knowledge articles related to the inspection process, documentation, frequently asked questions (FAQs), and other weatherization and inspection activities.
- **Submissions & Requests** – interface for submitting DoWP and supporting documentation. In addition, an MP representative may create a weatherization support case (wSUP) to submit requests and questions. The W&I team receives the wSUP and responds directly to an MP representative through the portal.
- **My Lists** – provides access to various items, including DoWP documents, wSUP cases, and NOIs.
- **Portal header** – provides access to Knowledge Base, My Lists, Completed Submissions, Work Orders, and Your Profile.
- **Announcements and News** – provides timely and important information to MP representatives.
- **Articles** – provides access to Featured Article Content and Useful Articles.
- **Cases** – lists wSUP cases that have not been resolved or closed by the W&I team.
- **Tasks** – displays current and outstanding cure period tasks.

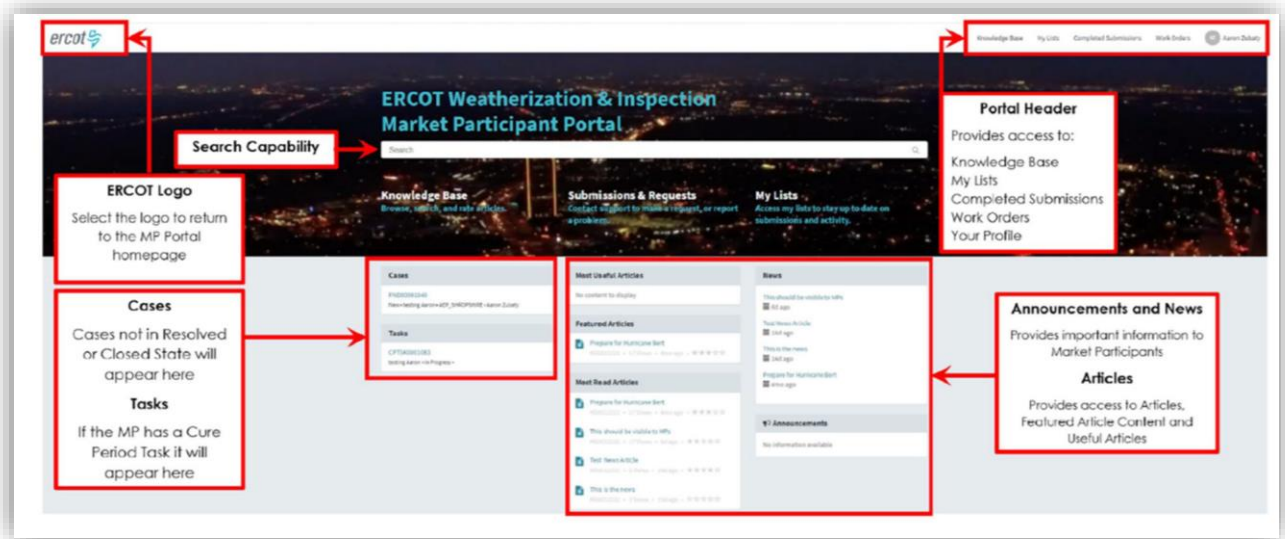


Figure 3: Portal overview

Knowledge Base

Select the 'Knowledge Base' section on the portal home page to browse and search articles related to the inspection process, documentation, FAQs, and other activities related to weatherization and inspection. Additionally, Knowledge Base articles may be rated for usefulness. Knowledge Base information and articles may also be accessed through sections located in the middle of the homepage labeled Most Useful Articles, Featured Articles, and Most Read Articles.

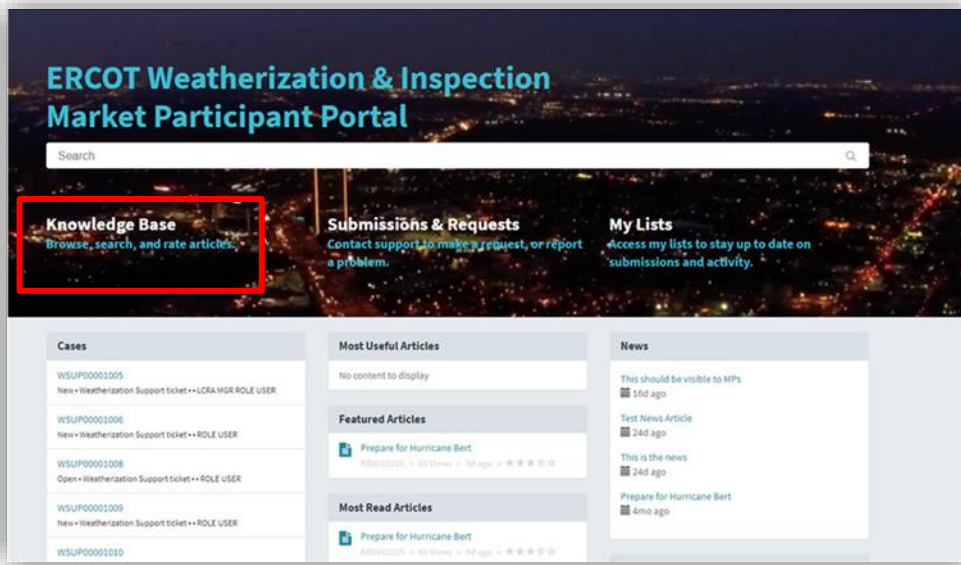


Figure 4: Knowledge Base section

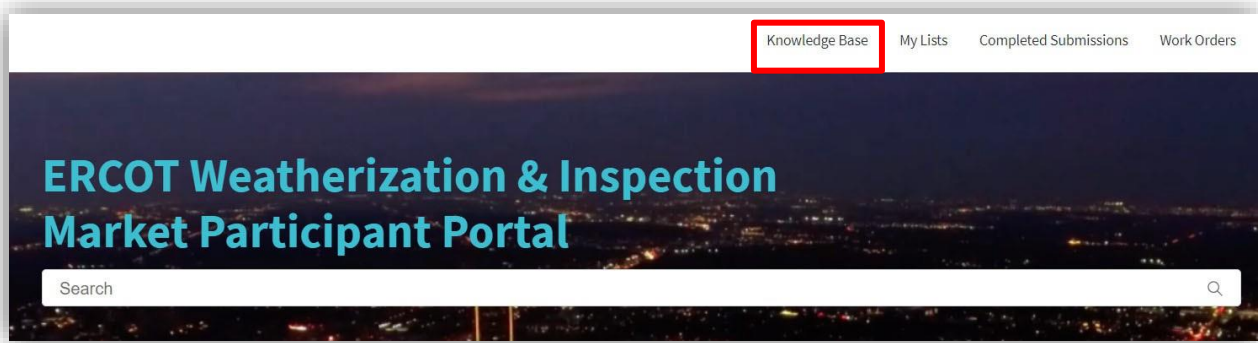


Figure 5: Knowledge Base section access from portal header

Submissions & Requests

The 'Submissions & Requests' section is accessible from the homepage. Through the Submissions & Requests section, an MP representative may access the 'Request Catalog' to view all 'Services' available. An MP representative may further refine options within 'Services' by selecting a 'Category.' Once a category is selected, related service options are displayed.

Three categories are available:

1. DoWP – TSP/RE – Summer
2. DoWP – TSP/RE – Winter
3. Support

Select the appropriate category for the intended action. Both DoWP and wSUP requests go directly to the W&I team.

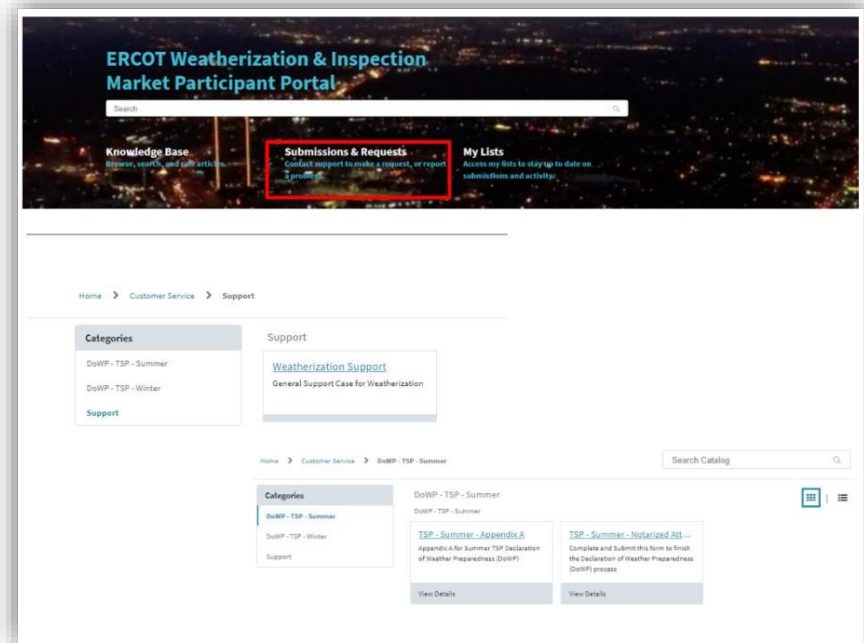


Figure 6: Submissions & Requests section

My Lists

All Cases, My Cases, & My Requests

The 'My Lists' page provides personalized information related to an MP:

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

All Cases, My Cases, and My Requests display the same information related to a wSUP, DoWP, NOI, and all cases will show up regardless of their current state - new, open, draft, cancelled, or closed.

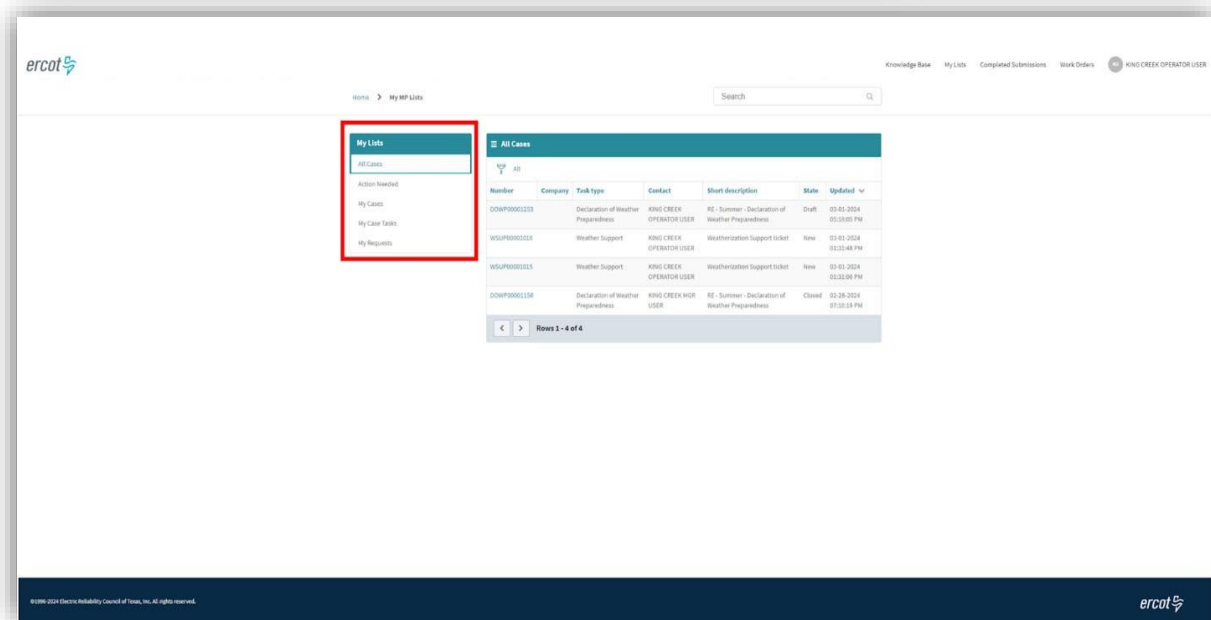
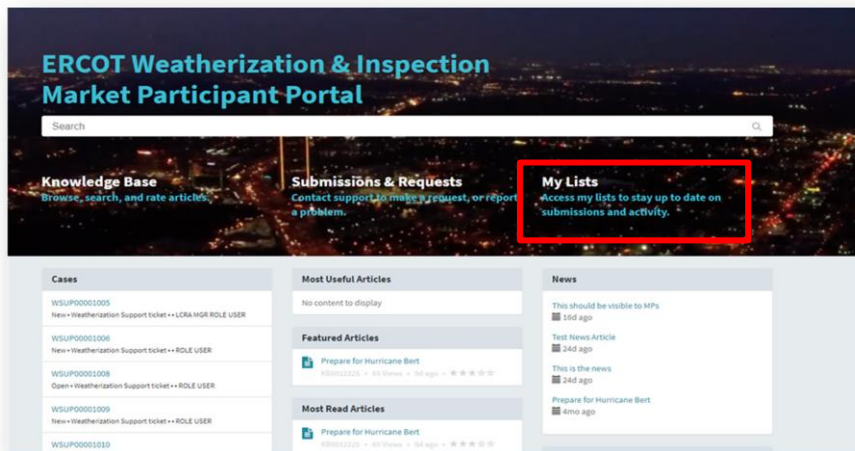
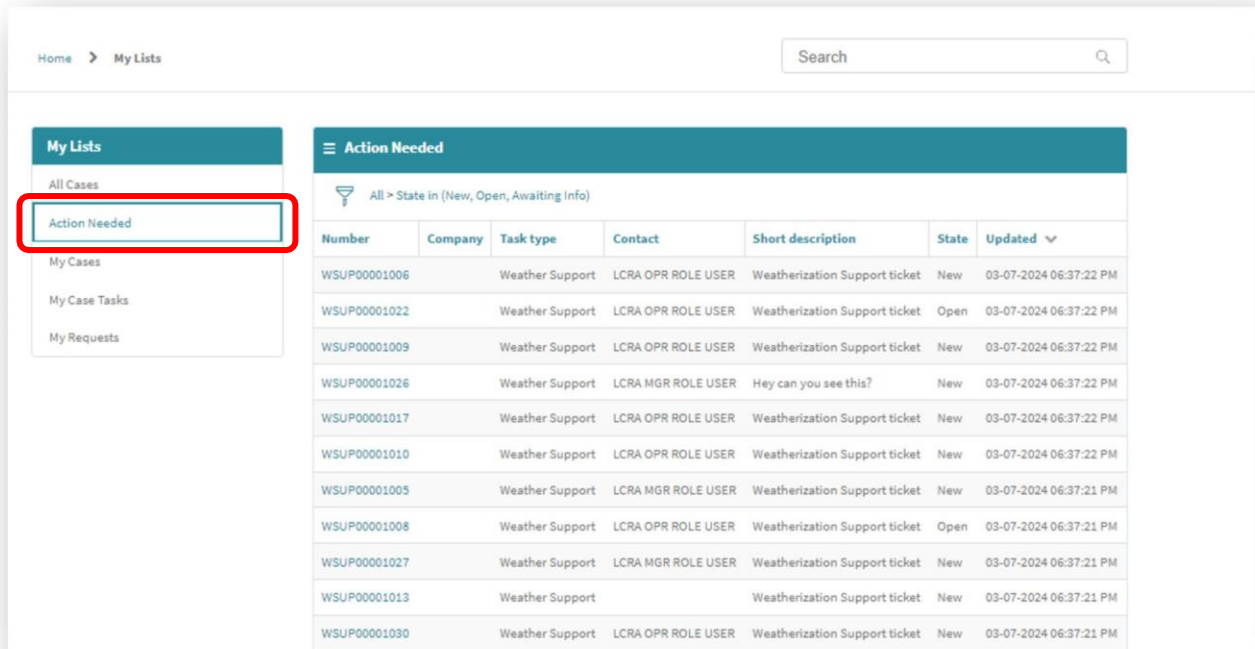


Figure 7: My Lists section

Action Needed

The 'Action Needed' section displays case status - new, open, or awaiting info. Items in this section are not resolved or closed and have outstanding action(s) required by either an MP representative or the ERCOT W&I team.



Home > My Lists

Search

My Lists

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

Action Needed

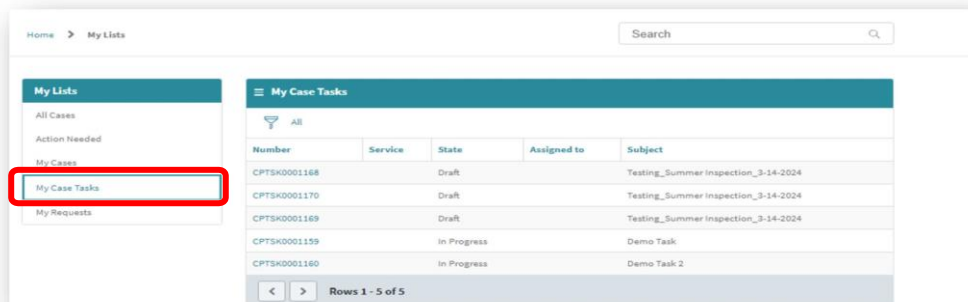
All > State in (New, Open, Awaiting Info)

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 8: My Lists - Action Needed

My Case Tasks

MP cure period tasks appear in the 'My Case Tasks' section as applicable. If an MP does not have a cure period or there are no cure period tasks, information will not display in this section.



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 2

Rows 1 - 5 of 5

Figure 9: My Lists - My Case Tasks

Completed Submissions

The 'Completed Submissions' page displays a list of all previous DoWP and supplemental documents submitted through the portal.

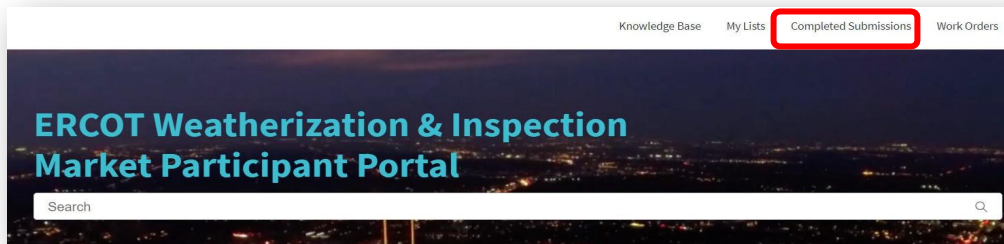


Figure 10: Portal header - Completed Submissions

Work Orders

Inspection reports are available to an MP representative through the 'Work Orders' section on the portal header. Inspection reports may be viewed by selecting the appropriate work order associated with the inspection. In addition, an MP representative may communicate with the W&I team through the 'Activity' section on the work order.

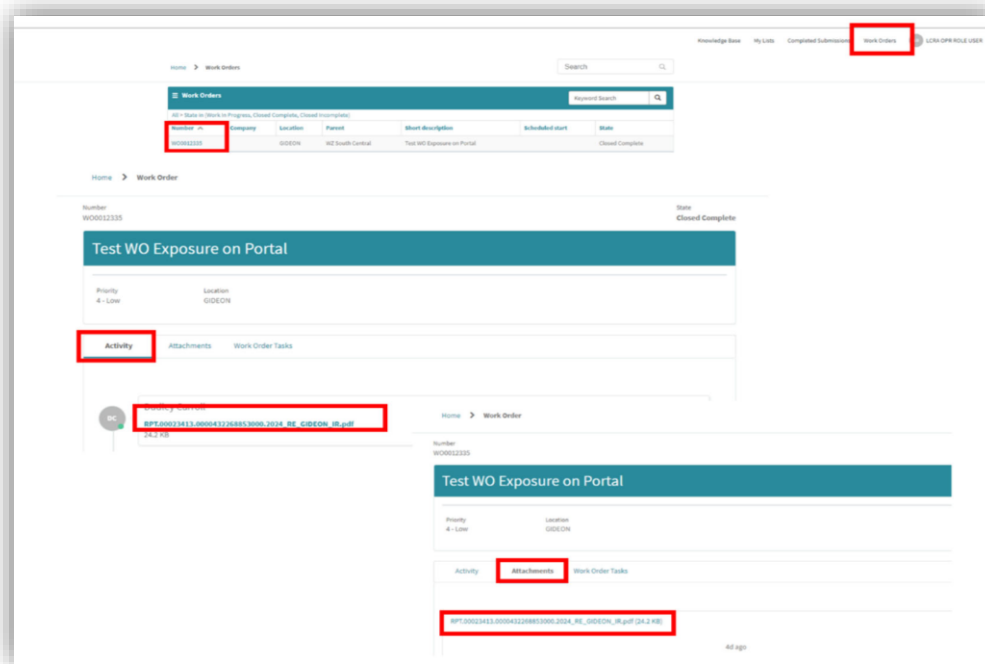


Figure 11: Portal header - Work Orders

Instructions

Request Portal Role Access from User Security Administrator (USA)

An MP representative must request access to the portal from the internal MP USA. The USA will add the appropriate role, SN_M_W_MGR_ECEII, to the MP digital certificate. If the MP USA is unfamiliar with the process, please refer to the Market Participant Identity Management (MPIM) Digital Certificate User Guide accessible on the ERCOT.com website. Navigate to the user guide with the following pathway:

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

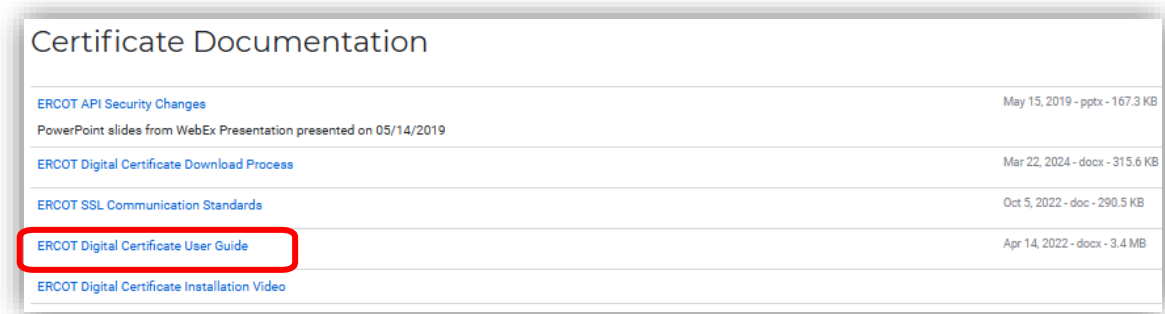


Figure 12: ERCOT Digital Certificate User Guide location

Once the role assignment is complete, an MP representative may log into the portal using the provided link, <https://mis.ercot.com/secure/applications>.

An MP other than the Authorized Representative (AR) or Backup Authorized Representative (BAR) may be assigned a read-only role on the digital certificate to access the portal. If an MP representative has not previously interacted with ERCOT through any of the current ERCOT systems, the MP representative must work with the USA to receive a digital certificate prior to the role assignment to that digital certificate. Please refer to the ERCOT Digital Certificate User Guide and Required Permissions and Access section of this document for further guidance.

<p><u>HAS a digital certificate</u></p> <ul style="list-style-type: none">• Reach out to USA• Request SN_M_W_MGR_ECEII Role be added to the certificate <p><i>Note: If you already have a digital certificate, you will just need to request the above role be added to your certificate.</i></p>	<p><u>DOES NOT have a digital certificate</u></p> <ul style="list-style-type: none">• Reach out to USA• Request ERCOT digital certificate<ul style="list-style-type: none">– 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 <p><i>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.</i></p>
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Figure 13: Digital Certificates & Roles steps

Log into ERCOT Weatherization & Inspection Market Participant Portal

Once the USA has issued the appropriate credentials, the portal may be accessed through the link below. An MP representative may also access the portal by logging into the MP Market Information System (MIS).

Steps:

1. Secure appropriate permissions from the MP USA and log into the portal through the ERCOT MIS using the provided link, <https://mis.ercot.com/secure/applications>.
2. Select the appropriate Digital Certificate.
3. Navigate to the 'Application Library.'
4. Select the 'Weatherization and Inspection' application.
5. Log in to the ERCOT Weatherization & Inspection Market Participant Portal.

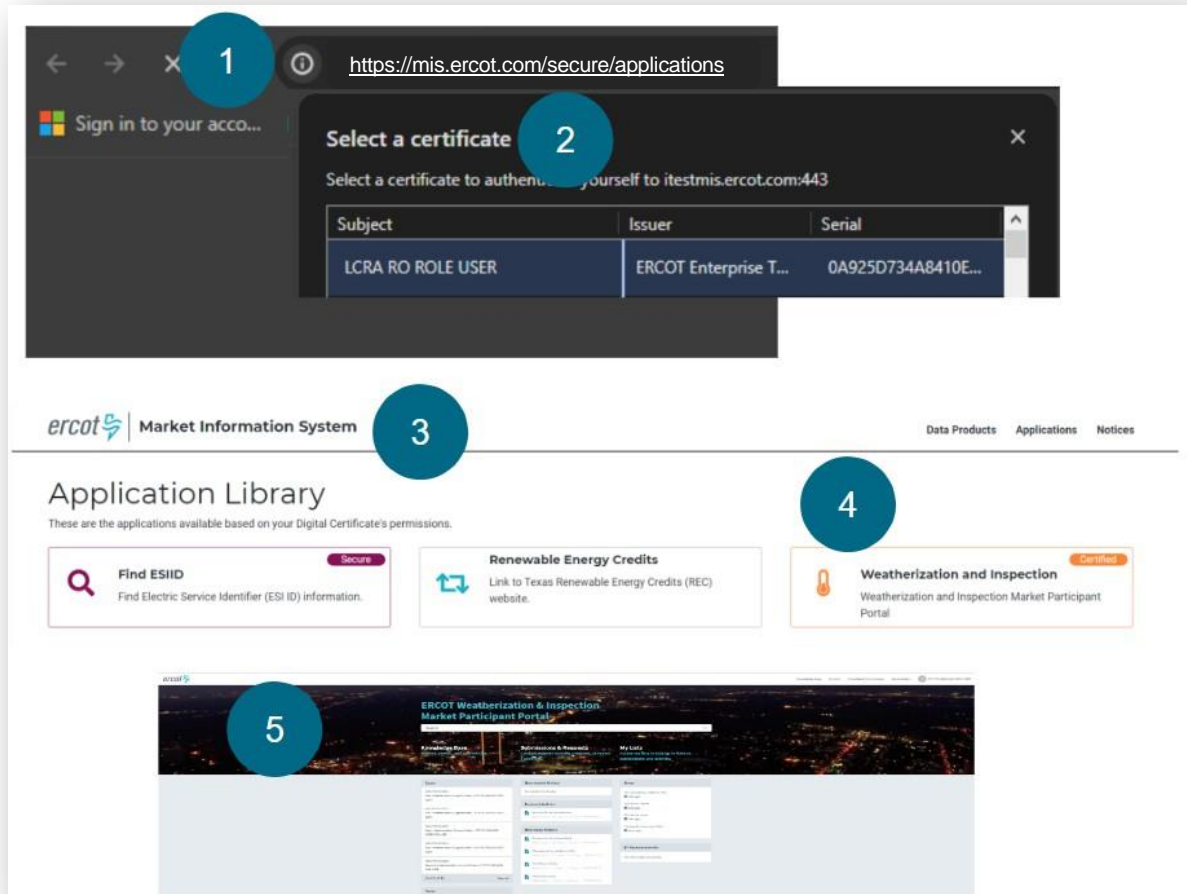


Figure 14: ERCOT Weatherization & Inspection MP Portal login

Submitting Declaration of Weather Preparedness Documents

Appendix A

An MP representative must submit Declaration of Weather Preparedness documents, including the Notarized Attestation, Appendix A, Attachment K, Supplement to Attachment K for REs that use natural gas as the primary fuel at any of their resources, and other supplemental documents through the portal. **Please note that the portal does not support simultaneous editing or document submission by multiple users. To prevent conflicts and potential loss of data, please coordinate with your team to ensure only one person with the SN_M_W_MGR_ECEII role accesses the portal at a time.** Additionally, responses within the sections, 'Summary of Activities to Complete' and 'Comments,' are limited to 5,000 characters each.

Please note: An RE seeking part 3 commissioning approval for a new resource during the summer or winter inspection season “must submit the appropriate declaration of preparedness prior to the resource commissioning date established in the ERCOT interconnection process for resources” (refer to 16 TAC §25.55(c)(3)(C)). Please refer to, '[Instructions for New Resources Submitting a Declaration of Weather Preparedness for Part 3 of the ERCOT Commissioning Process](#),' located on ERCOT.com on the [Summer](#) and [Winter Weather Readiness](#) webpages, at <https://www.ercot.com/files/docs/2025/01/03/Part-3-Commissioning-Process-for-Submitting-Declarations-of-Weatherization-Preparedness-Updated.pdf>.

Instructions for submitting Appendix A:

1. Navigate to 'Submissions & Requests' from the portal homepage.
2. Navigate to the Categories menu on the left to select the appropriate inspection season (e.g., DoWP – RE – Summer).
3. Select the season's 'Notarized Attestation.'

Navigate to the Appendix A form. Please note that attempting to complete the 'Notarized Attestation' or 'Attachment K' before submitting Appendix A will result in an error message stating that, “You must first submit the Appendix A form.”

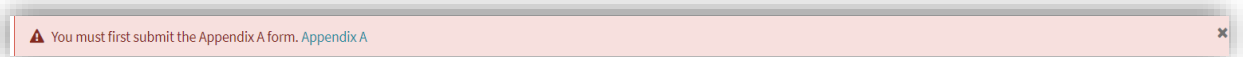


Figure 15: Error Message - complete Appendix A first

- a. Verify the appropriate year is selected (e.g., 2025). This field is auto populated with the year the inspection season begins and should not require an MP representative to manually change.
 - i. Please note that an MP representative who submits a late DoWP with permissible reasons during the winter inspection season will submit under the year the inspection season began. For example, an MP representative who submits a DoWP in January or February of 2025 will select 2024 as the inspection season, as this is the year the current inspection season began.
- b. Review resources/substations to ensure all are present in Appendix A.

- c. Update the list and fields as necessary. Use the 'pencil' icon to edit, the 'X' icon to delete, and the 'Add' button to add a resource to the Appendix A. Ensure all the required fields are completed, including the 'Summary of Activities.' If a supplemental document will be included in the DoWP, please reference the title of the document in the 'Summary of Activities' or 'Comments' field.
 - i. To save information added on the Appendix A, the MP representative must use the 'Submit' button. The Appendix A remains in draft form and may be revised as needed until the Notarized Attestation is uploaded and Declaration of Weather Preparedness documents are submitted.
 - ii. When adding a resource or substation/switchyard to the Appendix A, it must be selected from the dropdown list. Any resource or substation/switchyard not included in the dropdown list is most likely a new resource that was not included in the model at the time the portal was updated.
 - In this case, information about the resource or substation/switchyard may be provided in the 'Comments' field within one of the rows in Appendix A and included in a supplemental document attached to the DoWP.
 - iii. Please note that a large list may be exported to an XLS, CSV, or PDF file for ease of review. Before an Appendix A may be exported, it must be submitted through the portal. After Appendix A is submitted, navigate back to the Attestation page, and print to XLS, CSV, or PDF. Review the exported file and make any necessary corrections. Navigate back to the Appendix A digital form in the portal and make the required updates. **The updated Appendix A form must be resubmitted.**

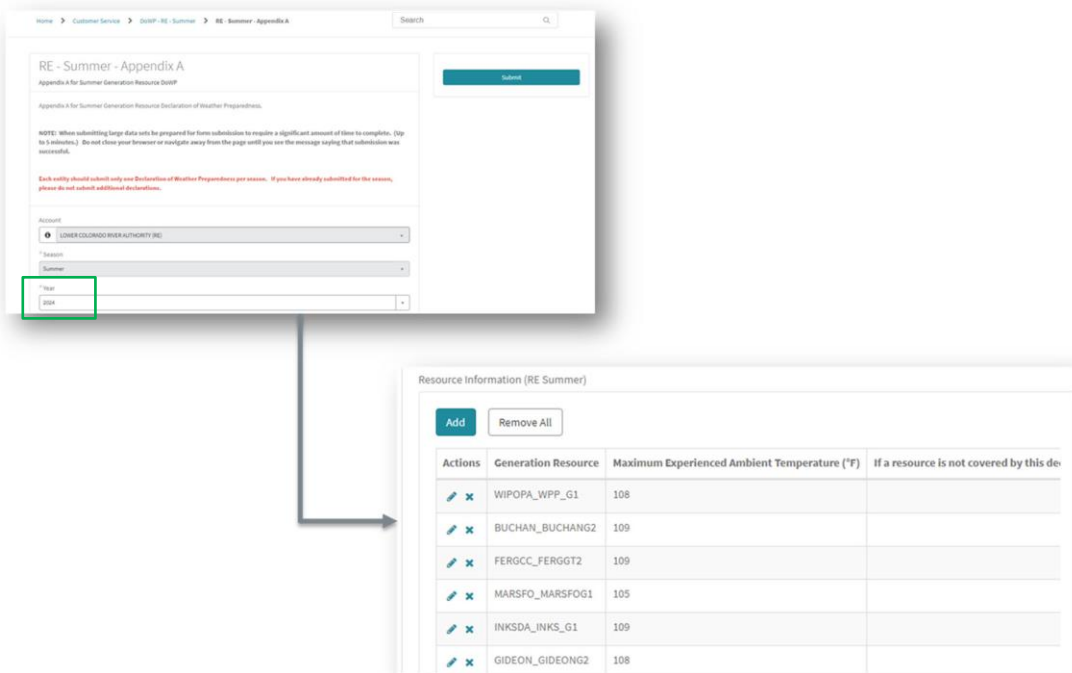


Figure 16: Appendix A edits

4. For additional guidance regarding ambient temperature and wind speed design values required in the Appendix A, please refer to the [Public Utility Commission of Texas \(PUCT\) memo](#), located on [ERCOT.com](#) on the [Winter Weather Readiness](#) webpage, at https://www.ercot.com/files/docs/2023/07/21/54444_44-PUCT-Memo-Summarizing-Implementation-of-Wind-Chill-Values-2023-07-20.PDF
5. Submit Appendix A
 - a. Please note that successful submission of Appendix A will result in a green banner at the top of the page that states, “Your request has been successfully submitted.”



Figure 17: Appendix A submission successful

Attachment K and Supplement to Attachment K (if applicable)

Once Appendix A is successfully submitted, proceed to fill out the Attachment K and Supplement to Attachment K forms, if applicable. TSPs will skip this section and navigate directly to ‘Complete Notarized Attestation.’

Instructions for submitting Attachment K and Supplement to Attachment K:

1. Navigate to ‘Submissions & Requests’ on the homepage.
2. Navigate to the ‘Categories’ menu on the left to select the appropriate inspection season (e.g., DoWP – RE – Summer).
3. Select Attachment K.

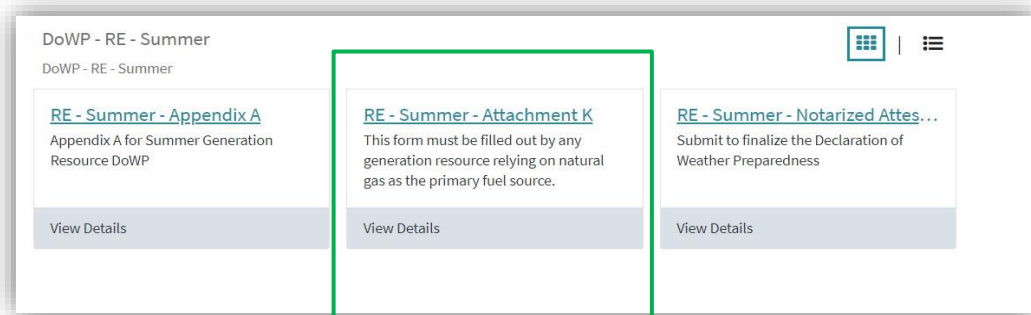


Figure 18: Attachment K form access

4. In the field labeled, ‘List Generation Resource(s),’ select the resources that use natural gas as the primary fuel source.

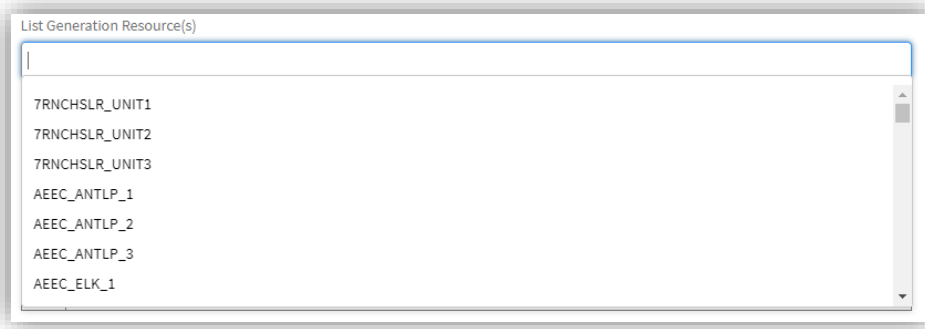


Figure 19: Attachment K - List Generation Resource(s)

5. On the 'Supplement to Attachment K' form, an MP representative may:
 - a. Edit preexisting data to ensure it is correct using the 'pencil' icon under the 'Actions' heading.
 - b. Add new resources and pipeline information using the 'Add' button at the top of the form.
 - c. Remove pre-existing items using the 'X' icon under the 'Actions' heading.

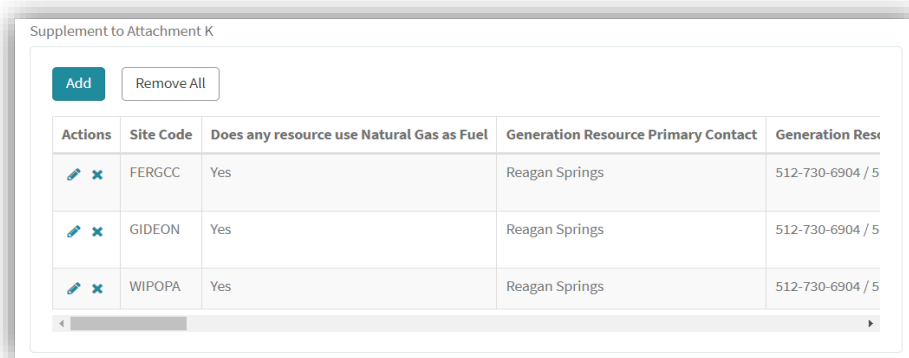


Figure 20: Supplement to Attachment K

6. Complete sections 3 and 4 on the Attachment K form. The fields and items are the same as those on the "paper/Excel" version of the form.
7. Submit Supplement to Attachment K.
 - a. Please note that successful submission of Supplement to Attachment K will result in a green banner at the top of the page that states,

*"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**"*

The hyperlink, 'Final Declaration Submission,' included in this message, links to the next step for submitting the Notarized Attestation.

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 21: Attachment K submission complete

Complete Notarized Attestation

Once the Appendix A, Attachment K, and Supplement to Attachment K forms have been successfully submitted, the final document to submit is the Notarized Attestation. Notarized Attestations must be submitted to the W&I team through the portal by May 1 for the summer inspection season and December 1 for the winter inspection season. Please note that this timeline may be different for resources in part 3 of the commissioning process.

Instructions for submitting a Notarized Attestation:

1. Navigate to 'Submissions & Requests' on the homepage.
2. Navigate to the 'Categories' menu on the left to select the appropriate inspection season (e.g. DoWP – RE – Summer).
3. Select Notarized Attestation.
4. Please note that the Notarized Attestation must be submitted AFTER Appendix A and Attachment K/Supplement to Attachment K documents are submitted.

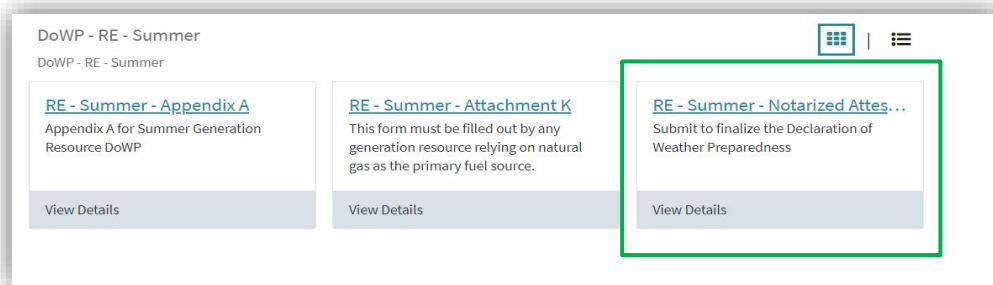


Figure 22: Notarized Attestation submission

Reminder: To perform a more exhaustive review of Appendix A and/or Attachment K, the documents may be downloaded by selecting one or all the hyperlinks.

5. Download and print the Notarized Attestation, Appendix A, and other supplemental documents to provide a complete package for review by the “highest-ranking representative, official, or officer with binding authority...”
 - a. For 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 23: Notarized Attestation - download documents

6. Obtain signature and notarization on the Attestation form.
7. Scan the signed and notarized Attestation form.
8. Upload the completed Notarized Attestation form to the portal.

* Indicates required

DoWP

Account

Season

Year

* Notarized Document

Figure 24: Notarized Attestation - upload document

9. Additionally, supplemental documents that provide support for the DoWP may be attached. Attached files may not exceed 25MB each or 100MB in total.

* Notarized Document

Figure 25: Notarized Attestation - upload supplemental documents

10. Submit the Notarized Attestation and supplemental documents.
 - a. Upon submission of the Notarized Attestation, confirmation to finalize the DoWP is required. No modifications or updates may be made after confirming final submission.

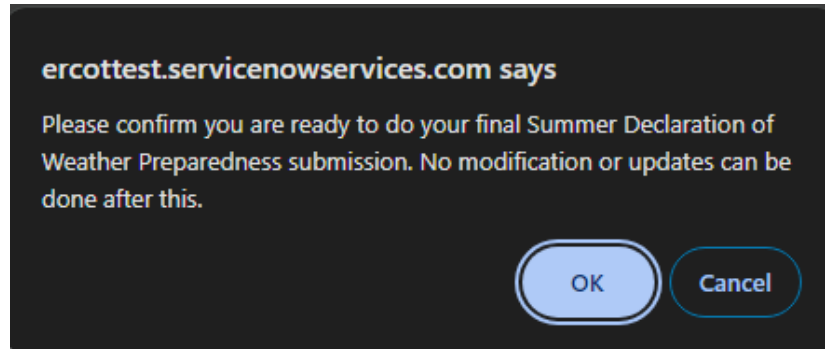


Figure 26: Final declaration confirmation warning

- b. Confirming submission of the final DoWP results in a green banner at the top of the page that states, "Thank you for submitting your Declaration of Weather Preparedness. You have completed the process. You can view your submission from "My Lists."

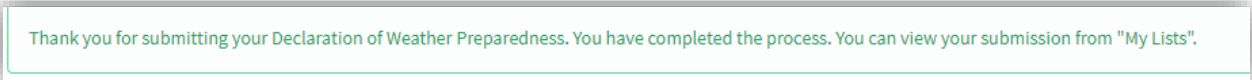


Figure 27: Declaration of Weather Preparedness (DoWP) submission complete

- c. An MP representative may confirm that a DoWP submission is successful by navigating to the 'My Lists' or 'Completed Submissions' section in the portal. Completed DoWP submissions are listed in both sections and the documents may be viewed.
 - d. In the event a submission is made in error, or an update is necessary, an MP representative must create a wSUP through the portal detailing the situation. If it is determined that a re-submission is appropriate, the W&I team will re-open the summer declaration catalog item to allow an additional submission.

Document Export & Review

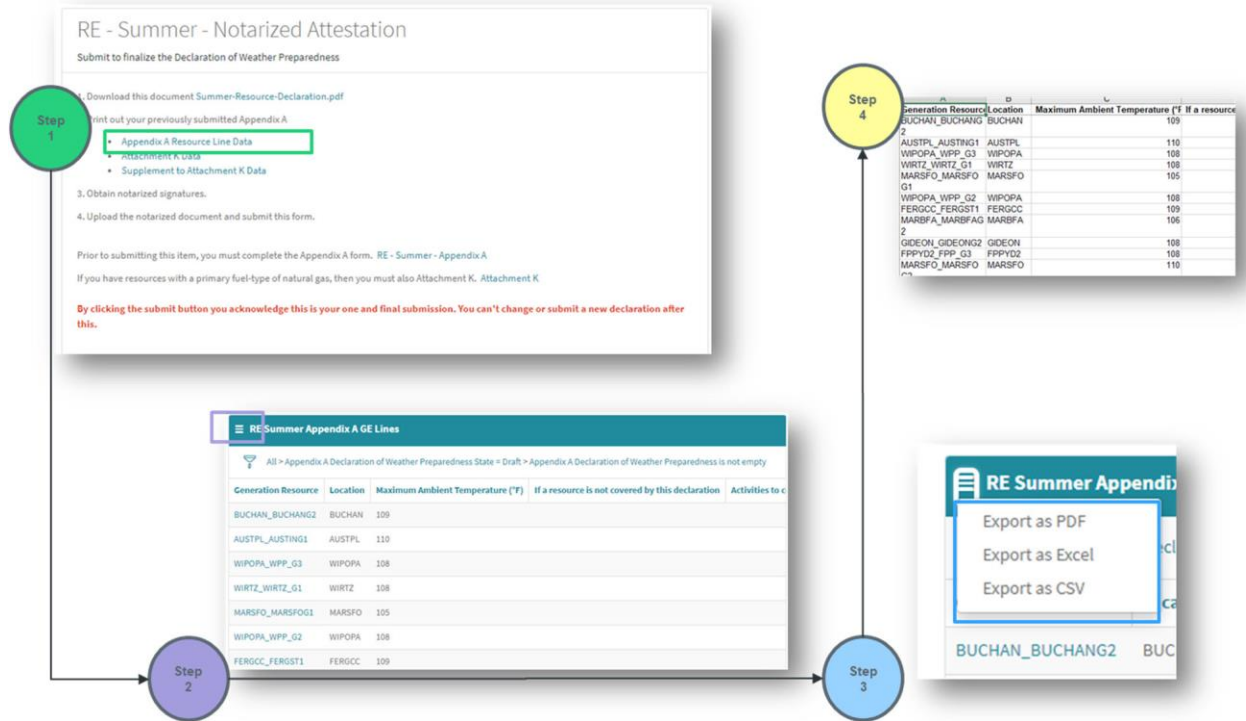


Figure 28: Document export & review process

Correspondence with Weatherization and Inspection Team

Create a Weatherization Support Case (wSUP)

Communication between an MP representative and the W&I team takes place through the portal. Weatherization and inspection related questions and concerns must be submitted through portal by creating a wSUP case. Most wSUP cases are addressed within 2-3 business days.

Instructions for creating a wSUP:

1. Navigate to 'Submissions & Requests' on the homepage.
2. Select Weatherization Support under the 'Support' heading.
 - a. Complete the wSUP form. The fields with a red asterisk are required to be completed prior to submitting the form and is the minimum information needed for the W&I team to respond to the request. As a best practice, please be as specific and thorough as possible and include attachments when applicable.

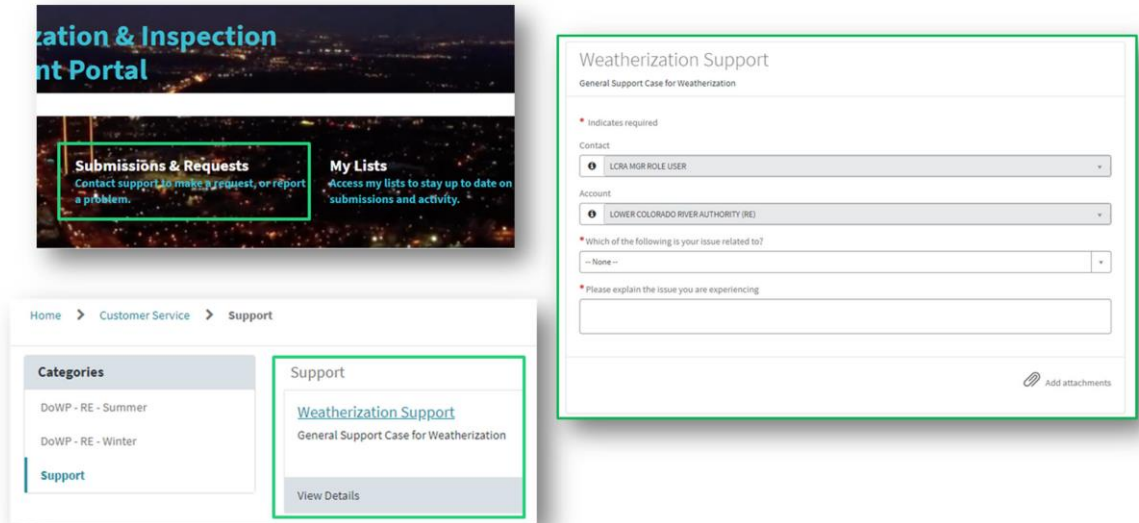


Figure 29: Weatherization Support (wSUP) case navigation

Notice of Inspection (NOI)

Acknowledge and Accept

The W&I team begins scheduling inspections in May and November for the upcoming inspection season. Although nearly all MPs submit a DoWP, an NOI may be sent to MPs that have not submitted a DoWP.

Instructions for acknowledging and accepting an NOI:

1. The Authorized Representative (AR) and Backup Authorized Representative (BAR) on file receive notification through email from ercot@servicenowservices.com to acknowledge and accept the NOI.
 - a. To ensure timely responses to NOIs and other communications from the W&I team through the portal, please confirm that AR and BAR email spam or other filters allow email from ercot@servicenowservices.com.
 - b. Please note that the AR/BAR are responsible for forwarding the NOI email notification to any other MP representative responsible for completing the NOI acknowledgment form. To access the NOI acknowledgement link, an MP must have the appropriate digital credential and role assignment. Work with the MP USA to receive the required credentials.

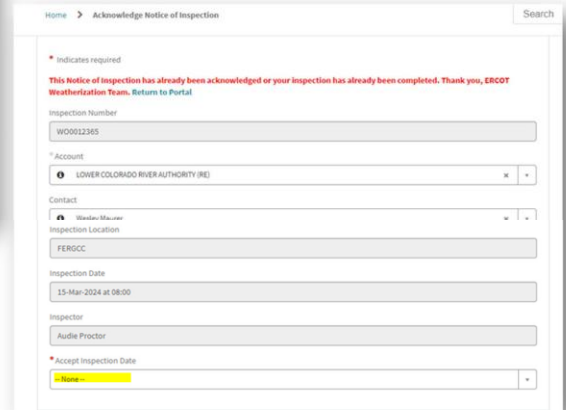
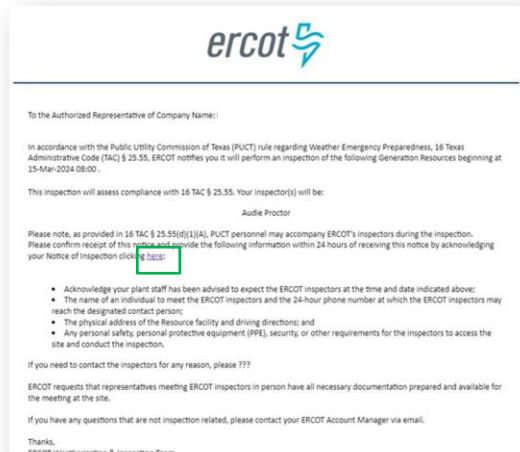


Figure 30: Notice of Inspection (NOI) - email and acknowledgement form

2. An MP representative must first log in to the portal.
3. Once logged in to the portal, the MP representative may then click the NOI acknowledgement link in the email to be redirected to the acknowledgement form (see Figure 30 and 31).
 - a. In the case that there is a technical issue in accessing the acknowledgement form through the NOI email link, consider the following steps:
 - i. Confirm that the correct credentials are assigned. To acknowledge and accept an NOI, the manager role must be assigned - SN_M_W_MGR_ECEII. If the manager and view roles are concurrently assigned, the role assignment will default to the limited privileges associated with the view role and the MP representative will not be able to acknowledge or accept the NOI.
 - ii. Open a new browser window and copy the NOI acknowledgement link from the NOI email into the browser.
4. Select 'Accept' from the drop-down list under the field, 'Accept Inspection Date' to accept and confirm the inspection date.
5. Once the inspection date is accepted, complete the additional fields to provide 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 31: Notice of Inspection form questions

Request Alternative Inspection Date

Another option within the 'Accept Inspection Date' drop-down list is "Request an Alternative Inspection Date." A request for an alternate inspection date will only be accepted for unique circumstances and will be determined by the W&I leadership team on a case-by-case basis. An MP that is assigned an inspection but who has not completed all the appropriate commissioning process steps must select this option and provide details for the circumstance.

Inspection Report Availability

Communication Regarding Inspection

To correspond with an inspector before an inspection report is received, an MP representative may access open work orders within the 'Work Orders' section on the header of the portal homepage. Navigate to 'Work In Progress' to submit your question or submit a message via the 'Activity' section. A member of the W&I team will receive the message and respond within 2-3 business days.

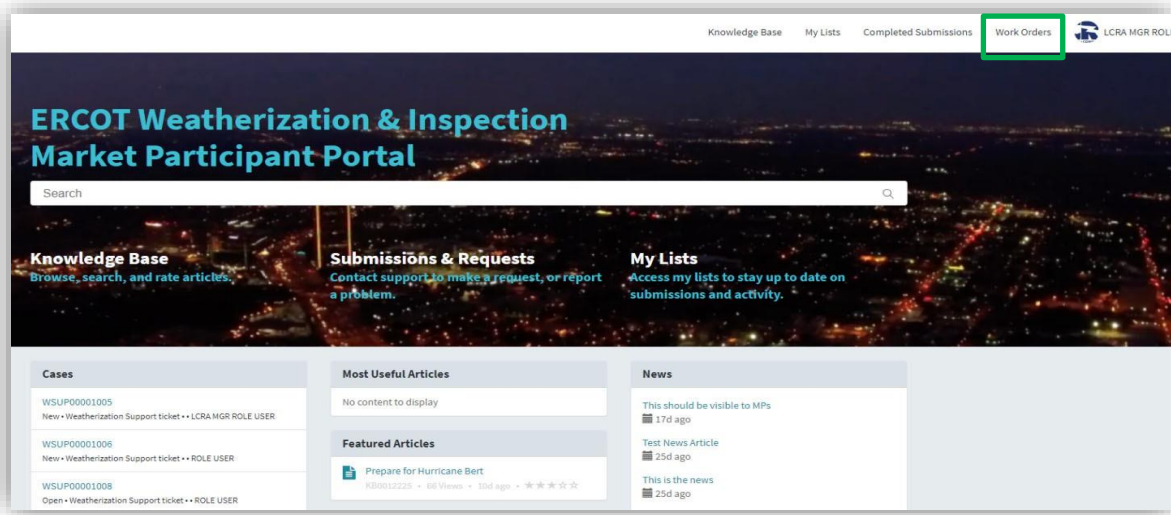


Figure 32: Access work orders, works in progress, and inspection report via Work Order section on portal header

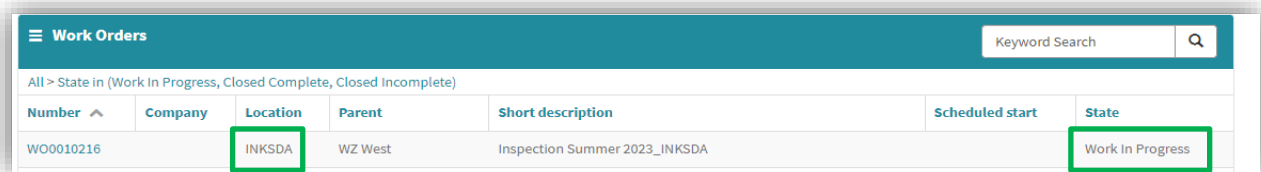


Figure 33: Communication on Work Order

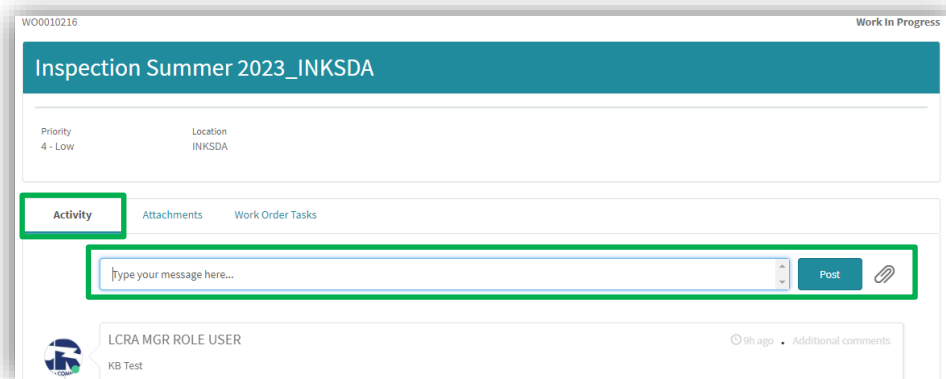


Figure 34: Communication on Work Order Activity section

In addition, an inspector may send a message to an MP representative through the portal with instructions, questions, and/or documentation that may be requested during the inspection. This communication ensures an MP representative has time to collect the appropriate documentation prior to the inspection and ensure a more seamless inspection process.

Work Order Completion – Inspection Report Availability

Once the inspection has been completed, the weatherization inspector summarizes the findings of the inspection in a final inspection report. The final inspection report is reviewed by other ERCOT personnel and then made available in the portal under the 'Work Orders' section in the header of the portal homepage.

If there are follow-up questions or concerns, an MP representative may create a wSUP. A W&I team member will respond within 2-3 business days.

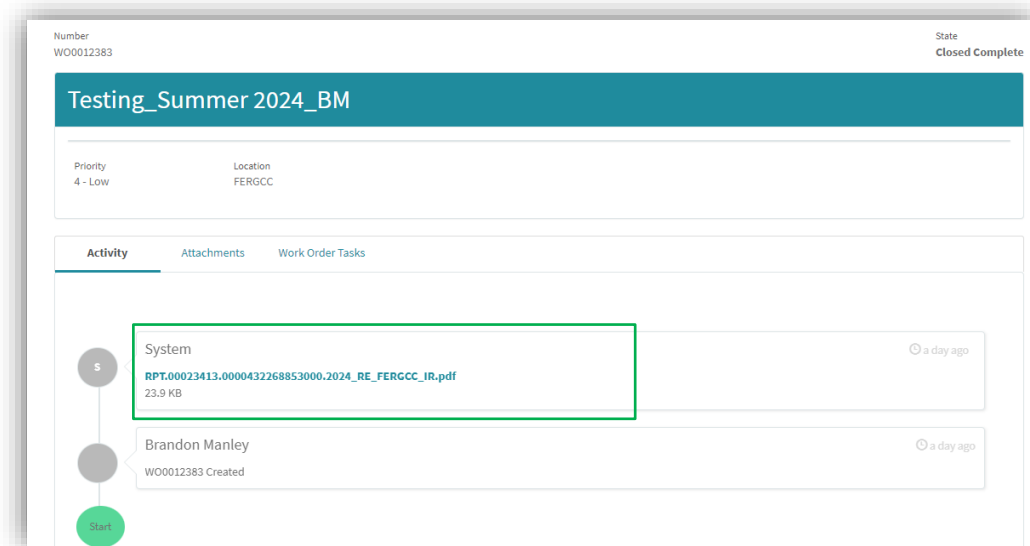


Figure 35: Inspection report location

Cure Periods

If Rule compliance deficiencies are found that cannot be resolved within 3 business days, a cure period will be determined by ERCOT and assigned to the MP. Identified deficiencies that need to be “cured” are included on the issued inspection report. The inspection report identifies the cure period item(s), item number(s), and a deadline for the deficiency to be corrected.

An MP representative is required to report semi-monthly status updates on each assigned cure period. Updates are provided by the MP representative to the W&I team through the portal.

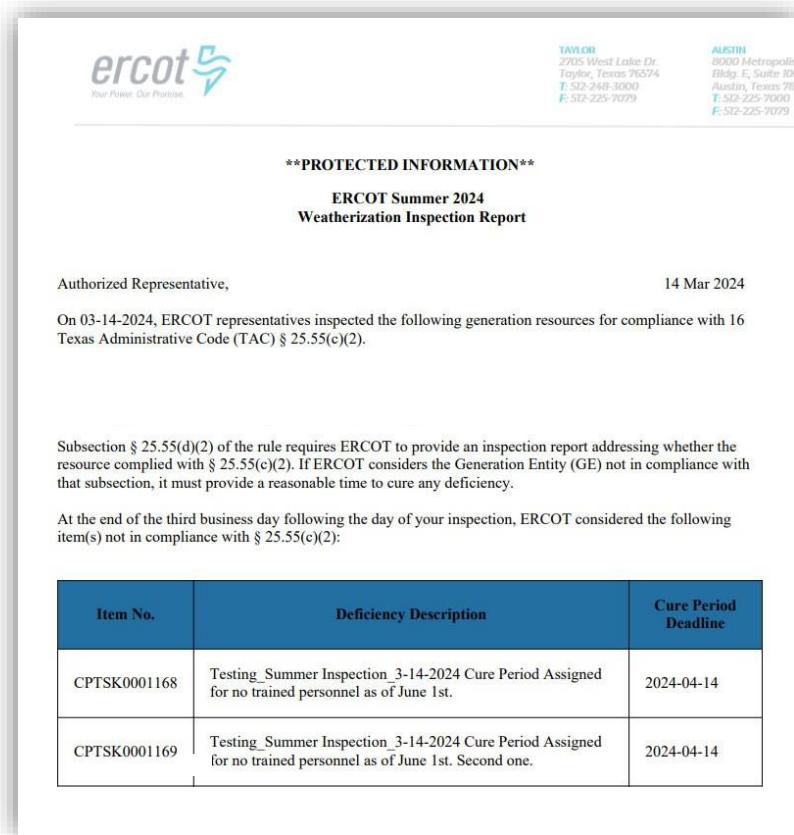


Figure 36: Cure period inspection report

Cure period tasks are viewable on the portal homepage under the 'Tasks' sections and in 'My Lists' located on the portal header.

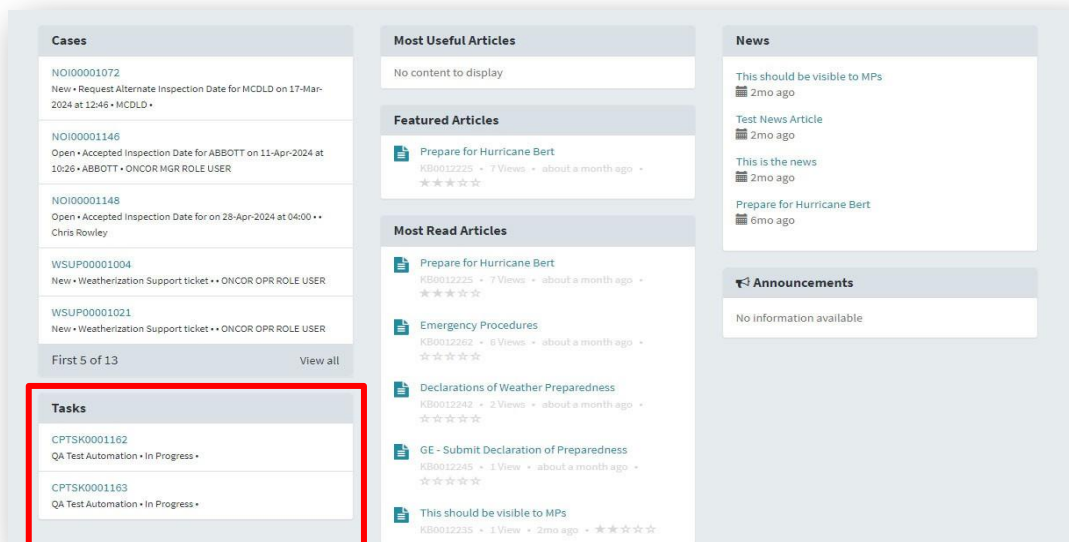


Figure 37: Cure Period Tasks - homepage

Navigating to cure period tasks through 'My Lists' and then 'My Case Tasks,' provides additional cure period details and allows an MP representative to provide semi-monthly updates.

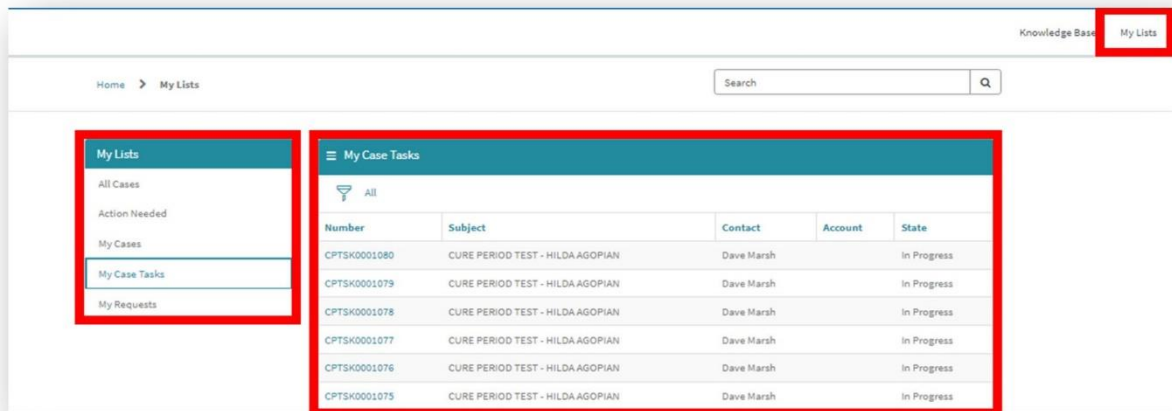


Figure 38: Accessing Cure Period Tasks from My Tasks

An MP representative must provide semi-monthly updates through the 'Activity' section for the cure period task (CPTSK). The W&I team reviews the updates and communicates with an MP representative through the portal as appropriate. An MP representative may submit attachments as part of the cure period tasks and updates. Once the semi-monthly update for each cure period task in the portal is provided, the current update is complete.

Please note that an MP representative must 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.

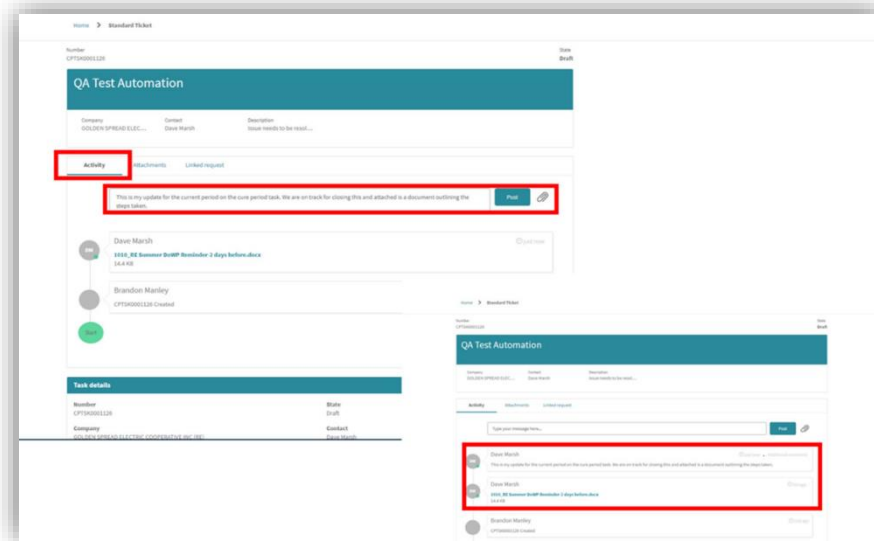


Figure 39: Cure Period communication on bi-monthly updates

Appendix

Glossary of Acronyms

- AR – Authorized Representative
- BAR - Backup Authorized Representative
- CPTSK – Cure Period Task
- DoWP – Declaration of Weather Preparedness
- MIS – Market Information System
- MP – Market Participant
- NOI – Notice of Inspection
- RE – Resource Entity
- TSP – Transmission Service Provider
- USA – User Security Administrator
- W&I – Weatherization and Inspection
- wSUP – Weatherization Support Request

Contact Information

ERCOT Account Manager or ERCOT Client Services	Phone: (512) 248-3900 Email: clientservices@ercot.com
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More Information

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

This document provides Market Participant (MP) USER Security Administrators (USA) 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 Guide provides a general overview of the process for obtaining and handling Digital Certificates. If any conflict exists between this USER 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/resiliency/summerready>

Winter Weather Readiness

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

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