



## 2025 ERCOT Membership Application and Agreement FAQs

**SUBMITTING THE 2025 ERCOT MEMBERSHIP APPLICATION AND AGREEMENT** ..... 1

    How do I submit a 2025 ERCOT Membership Application and Agreement? ..... 1

    How do I register for the ERCOT Public Portal (ServiceNow)? ..... 1

    Who can register for ERCOT’s Public Portal (ServiceNow)? ..... 1

    Will I receive a confirmation after the 2025 ERCOT Membership Application and Agreement is submitted? ..... 2

    How do I print and/or save the submitted 2025 ERCOT Membership Application and Agreement? ..... 2

    Will I be notified when the 2025 ERCOT Membership Application and Agreement is approved? ..... 2

    How often will the 2025 ERCOT Members document be updated on ERCOT’s website? ..... 3

**MEMBERSHIP DUES** ..... 3

    Will I receive an invoice for 2025 ERCOT Membership dues? ..... 3

    How do I receive banking instructions and information for 2025 ERCOT Membership dues? ..... 3

**CONTACTS** ..... 4

    Who do I contact for questions? ..... 4

### SUBMITTING THE 2025 ERCOT MEMBERSHIP APPLICATION AND AGREEMENT

#### How do I submit a 2025 ERCOT Membership Application and Agreement?

ERCOT requires submission of all Applications for the 2025 Membership Year electronically through ERCOT’s Public Portal (ServiceNow) at [Annual Membership Request](#).

Applicants with existing credentials will log in and complete the form. Applicants without existing credentials will need to register using the **New Users Click here to Register** link from the log in screen and complete the **Sign Up** form. Please note that new users are required to verify their email address after submitting the **Sign Up** form.

#### How do I register for the ERCOT Public Portal (ServiceNow)?

For detailed instructions, please refer to the **ERCOT Portal Registration Guide** under Key Documents on the Membership landing page <https://www.ercot.com/about/governance/members>.

#### Who can register for ERCOT’s Public Portal (ServiceNow)?

If the Applicant Contact is also the submitting entity’s Authorized Representative (AR) or Backup Authorized Representative (BAR) and used their AR/BAR email address to access the ERCOT

*Public Portal prior to April 24, 2024, then you may continue to use those credentials. In other words, if you used your AR/BAR email address last year to access the 2024 Membership Application and Agreement, then you will be able to use those credentials this year.*

*If the Applicant Contact is also the submitting entity's Authorized Representative (AR) or Backup Authorized Representative (BAR) and did **not** use their AR/BAR email address to access ERCOT's Public Portal prior to April 24, 2024, then the Applicant Contact may **not** use their AR/BAR email address to login to the ERCOT Public Portal and complete the Membership Application – **an alternate email address must be used**. In other words, if you have been your company's AR/BAR since before April 24, 2024, but have never used your AR/BAR email address to access ERCOT's Public Portal, then you will not be able to use your AR/BAR email address to gain access to the Public Portal; the system will block you.*

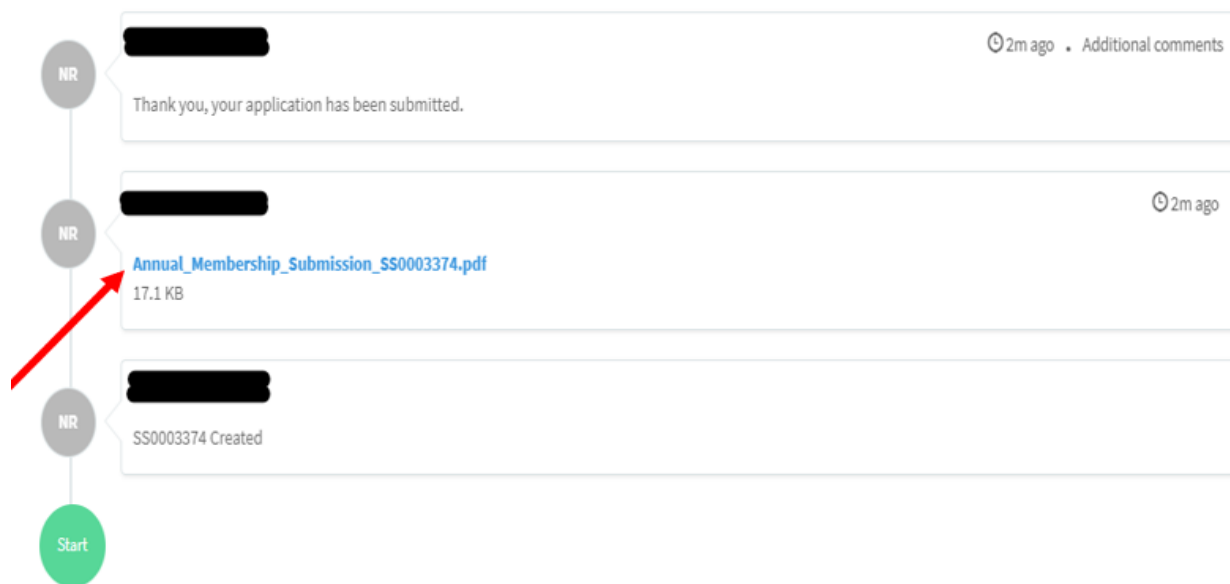
*This login issue is scheduled to be resolved next year.*

### **Will I receive a confirmation after the 2025 ERCOT Membership Application and Agreement is submitted?**

*Yes, an email notification will be sent to the applicant's email address with confirmation that the application has been submitted.*

### **How do I print and/or save the submitted 2025 ERCOT Membership Application and Agreement?**

*After submission of the application, the portal will generate a PDF version of the application, which can be printed and/or saved by the applicant.*



### **Will I be notified when the 2025 ERCOT Membership Application and Agreement is approved?**

*Yes, you will receive an email from the ServiceNow portal once the 2025 ERCOT Membership Application and Agreement is approved. Please note that Membership is not considered complete until both the application and dues have been received.*

**How often will the 2025 ERCOT Members document be updated on ERCOT’s website?**  
 ERCOT Membership will post an updated 2025 ERCOT Members document to [Membership \(ercot.com\)](https://ercot.com) by close of business every Friday until the Record Date. Please note, final approval of the 2025 Membership Application and Agreement is dependent upon several variables, such as submittal of correct information on the application form, timely responses from applicants to follow-up questions asked by Membership staff, and timely payment of Membership dues.

Please note that if you do not find your entity name on the 2025 ERCOT Members document by the Record Date (November 1, 2025), this does not indicate that your entity has not been approved for the 2025 ERCOT Membership Year. If the 2025 Membership Application and dues have been received by November 1, 2025, and there are no outstanding issues, the Application will be considered received by the Record Date.

## MEMBERSHIP DUES

### Will I receive an invoice for 2025 ERCOT Membership dues?

ERCOT does not generate invoices for Membership dues. Please consider the email notification confirming receipt of the submitted Membership Application with a subject line similar to “Case SS0003624 has been created - Annual Membership” as your invoice.

Case SS0003624 has been created - Annual Membership

2024 W-9.pdf  
69 KB

ERCOT Bank Letter.pdf  
136 KB

Membership Dues Banking Instructions.pdf  
239 KB

Reply
 Reply All
 Forward

Wed 9/18/2024 9:59 AM

**This will confirm receipt of the submitted Membership Application.** Please note that membership with ERCOT is not considered complete until both the Application and dues have been received and accepted. All Annual Member Dues shall be submitted by wire transfer. The banking instructions for submitting the Membership dues, ERCOT W-9, and ERCOT bank letter are attached. Please note the name of the Member entity and ServiceNow case number (for example, SS0001234) on the wire transaction, so the Membership Dues will be applied to the correct Member.

Please do not send checks. All payments must be sent electronically by ACH or wire.

**ERCOT will not generate invoices for Member Dues payments. Please consider this notice an invoice for your entity’s Annual Member Dues if you plan on submitting an Application for the applied Membership Year.** See below table for payment amounts. Note, Commercial Consumer includes Small Commercial and Large Commercial Consumers.

Member Dues (Bylaws Section 3.4)	Annual Dues (\$)
Corporate (General) – Voting	2,000
• Residential Consumer – Corporate	100
• Office of Public Utility Counsel – Corporate	Complimentary

### How do I receive banking instructions and information for 2025 ERCOT Membership dues?

An auto generated email will be sent from the ServiceNow portal to the Applicant Contact’s email address and will include dues amounts and attach instructions for submitting 2025 Membership dues.



Reply
 Reply All
 Forward
 

Wed 9/18/2024 9:59 AM

2024 W-9.pdf 69 KB
 ERCOT Bank Letter.pdf 136 KB
 Membership Dues Banking Instructions.pdf 239 KB

This will confirm receipt of the submitted Membership Application. Please note that membership with ERCOT is not considered complete until both the Application and dues have been received and accepted. All Annual Member Dues shall be submitted by wire transfer. The banking instructions for submitting the Membership dues, ERCOT W-9, and ERCOT bank letter are attached. Please note the name of the Member entity and ServiceNow case number (for example, SS0001234) on the wire transaction, so the Membership Dues will be applied to the correct Member.

Please do not send checks. All payments must be sent electronically by ACH or wire.

**ERCOT will not generate invoices for Member Dues payments. Please consider this notice an invoice for your entity's Annual Member Dues if you plan on submitting an Application for the applied Membership Year.** See below table for payment amounts. Note, *Commercial Consumer* includes Small Commercial and Large Commercial Consumers.

Member Dues (Bylaws Section 3.4)	Annual Dues (\$)
<b>Corporate (General) – Voting</b>	2,000
• Residential Consumer – Corporate	100
• Office of Public Utility Counsel – Corporate	Complimentary
• Appointed Residential Consumer TAC Rep. – Corporate	Complimentary
• Commercial Consumer – Corporate	100
<b>Associate (General) – Non-voting</b>	500
• Residential Consumer – Associate	50
• Commercial Consumer – Associate	50
<b>Adjunct – Non-voting</b>	500

## CONTACTS

### Who do I contact for questions?

- For electronic funds transfer instructions or general application questions please contact [membership@ercot.com](mailto:membership@ercot.com).
- For technical questions and support regarding the ServiceNow portal please contact [portalsupport@ercot.com](mailto:portalsupport@ercot.com).
- For payment related questions please contact [treasury@ercot.com](mailto:treasury@ercot.com).