**Lubbock Electric Delivery**

**CR Sign-Up Process**

Lubbock will assume that all required agreements between the CR, ERCOT and the PUCT are in place when the CR contacts Lubbock. The CR must have:

1. PUCT Certification Number
2. ERCOT Digital Certification Listing Production DUNS #

The next steps with Lubbock are:

1. The CR and Lubbock execute all required documents, such as the Access Agreement. The CR should only choose options in the Access Agreement that were made available through testing.
	1. Access Agreement will be provided upon emailed request at MarketOps@mylubbock.us
2. The CR will be requested to provide a number and email for Lubbock to contact for various questions/issues.
	1. CR Primary Contact
	2. EDI Contact
	3. Escalated Issues Contact
3. When ready for production connectivity testing, the CR should contact Lubbock Market Test Contact (s) to begin the process. Production connectivity testing will be scheduled.
	1. Lubbock EDI Testing Contact
		1. Darrell Miller darrell.miller@dsgglobal.com
	2. Lubbock EDI Connectivity Contact
		1. Jim Hewitt jhewitt@energyservicesgroup.net
		2. John Brooks john.brooks@esgglobal.com
		3. Derek Fabrizio derek.fabrizio@esgglobal.com
	3. Lubbock Penny Testing Contact
		1. LPLAccounting@mylubbock.us
4. Upon completion of production connectivity testing the CR will be in production with Lubbock.

**Lubbock Power & Light Retail Market Entry Requirements**

Congratulations on completing qualification testing for ERCOT’s retail commercial operations systems and business processes.

Lubbock Power & Light would like to provide the following information which includes details for transitioning the newly tested DUNS number(s) from Testing to Production.

Once all ERCOT requirements have been met, ERCOT will send a copy of the letter indicating the DUNS number(s) has qualified for the ERCOT EDI Interface(s) to your company and Lubbock Power & Light.

When your company receives the letter from ERCOT, contact LP&L via email at MarketOps@mylubbock.us to begin the process of executing an Access Agreement. Upon execution of the Access Agreement, a member of Lubbock’s testing team will contact your designated connectivity representative to schedule production connectivity testing, which may take up to seven business days to schedule, test and process.

Once production connectivity testing has successfully completed, Lubbock will activate the DUNS number in our production environment. Lubbock Power & Light will notify you once activation has been completed so that you may begin enrolling customers.

Additionally, your Lubbock Power & Light REP Account Manager will provide a Welcome Packet. Please complete the form and return via email to your Lubbock REP Account Manager.

If you have any questions, please contact us at **MarketOps@mylubbock.us** .

We look forward to working with you.

*Lubbock Power & Light’s REP and Market Relations Team*