



ERCOT Membership Application and Agreement FAQs

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1. SUBMITTING THE ERCOT MEMBERSHIP APPLICATION AND AGREEMENT

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

ERCOT requires that all Applications be submitted electronically through ERCOT's Public Portal at using the **Annual Membership Request** link found at: <https://www.ercot.com/about/governance/members>.

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.

b. How do I register for the ERCOT Public Portal?

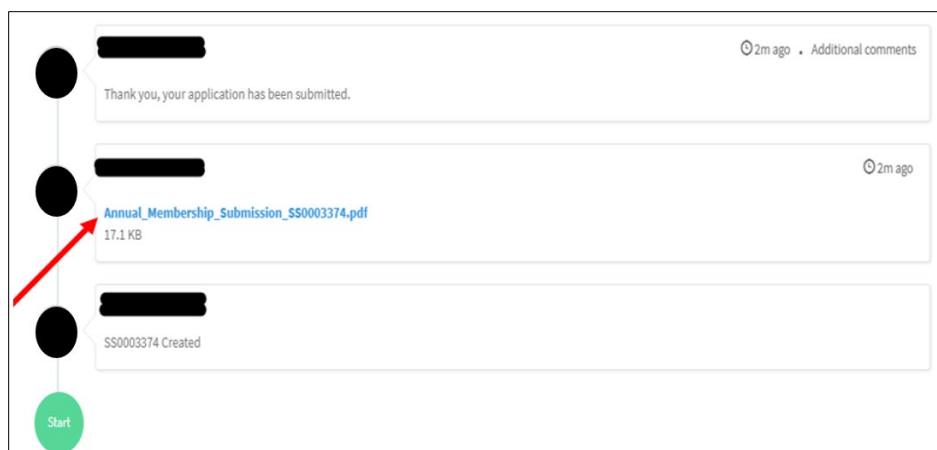
For detailed instructions, please refer to the **ERCOT Portal Registration Guide** under Key Documents on the Membership landing page <https://www.ercot.com/about/governance/members>.

c. Will I receive confirmation after the ERCOT Membership Application and Agreement is submitted?

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

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

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



e. **Will I be notified when the ERCOT Membership Application and Agreement is approved?**

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

f. **How often will the *ERCOT Members* list be updated on the Membership webpage?**

ERCOT Membership will post an updated ERCOT Members list to [Membership \(ercot.com\)](https://ercot.com) by close of business every Friday until the Record Date. Please note, final approval of the Membership Application and Agreement is dependent upon several variables, such as submitting 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, if you do not find your entity's name on the ERCOT Members document by the Record Date, this does not indicate that your entity has not been approved for the applicable ERCOT Membership Year. If the Membership Application and dues have been received by the Record Date, and there are no outstanding issues, the Application will be considered received by the Record Date.

2. MEMBERSHIP DUES

a. **Will I receive an invoice for 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

AV

2024 W-9.pdf

ERCOT Bank Letter.pdf

Membership Dues Banking Instructions.pdf

69 KB

136 KB

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 |

b. How do I receive banking instructions and information for payment of Membership dues?

The auto-generated email confirming receipt of the submitted Membership Application will attach instructions and payment documents along with a table that lists dues amounts for each Membership Type. See above screenshot.

3. CONTACTS

a. Who do I contact with questions?

- membership@ercot.com – for general Membership or application questions and electronic funds transfer instructions
- portalsupport@ercot.com – for technical questions and support regarding ERCOT's Public Portal
- treasury@ercot.com – for payment related questions