



**Manual No. 001**

# ***Business Practices Manual***

## ***Market Registration***



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## Disclaimer

This document is prepared for informational purposes only to support the application of the provisions of the Open Access Transmission, Energy and Operating Reserve Markets Tariff ("Tariff") of the Midcontinent Independent System Operator, Inc. ("MISO"), Tariff and the services provided under the Tariff. MISO may revise or terminate this document at any time at its discretion without notice. However, every effort will be made by MISO to update this document and inform its users of changes as soon as practicable. Nevertheless, it is the user's responsibility to ensure you are using the most recent version posted on the MISO website. In the event of a conflict between this document and the Tariff, the Tariff will control, and nothing in this document shall be interpreted to contradict, amend or supersede the Tariff. If any such conflict pertains to a NERC Reliability Standard or term referenced in this document, the MISO Tariff shall govern unless or until FERC orders otherwise. Any perceived conflicts should be reported to the Legal Department.

This Business Practices Manual ("BPM") contains information to augment the filed and accepted Tariff. In all cases the Tariff is the governing document and not the BPMs. Additionally, if not otherwise defined herein, all capitalized terms in this BPM have the meaning as defined in the Tariff.



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BPM-001-r11

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### Revision History

Doc Number	Reason for Issue	Revised by:	Effective Date
BPM-001-r11	Annual Review completed. Updated department name throughout. Added reference to register any pseudo-ties with OATI webRegistry. Updated former certificate vendor name. Updated references to NERC ID to reflect Entity Code.	A. Peterson	JUL-30-2016
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BPM-001-r9	Annual Review completed. Updated references to Demand Response Resource Type I and Type II resources; updated formatting throughout.	A. Peterson	SEP-01-2014
BPM-001-r8	Annual Review completed. Updated screen shot of online registration tool. Added information on ICCP and XML communications. Clarified language on Legal Entity requirements. Removed registration requirements for Security Officer and replaced with details on registration with OATI.	A. Peterson	OCT-01-2013
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BPM-001-r4	Updated formatting throughout; updated	A. Peterson	APR-06-2010



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	disclaimer; added steps to request application access; updated modeling information based on updated Network and Commercial Model BPM; added requirements for Aggregators of Retail Customers; removed section discussing Demand Response as details now covered in other asset sections; updated references to Credit Exhibits; updated Attachment B – Notice of Change of Information section; updated Attachment C – Request for MP Termination; added new sections for Station Power and Reactive Power; added additional frequently asked questions		
CS-BPM-001-r3	Updated Customer Service team contact information throughout; updated Credit & Security Agreement, Attachment B – Change of Information Form, and Section 6.2.9.5 Service Worksheet / Initial Credit Requirement Worksheet	A. Peterson	SEPT-16-2009
CS-BPM-001-r2	Updated Exhibit V: Cash Collateral Agreement per MISO Legal team	A. Peterson	FEB-12-2009
CS-BPM-001-r1	Updated the following forms: Cash Collateral Agreement, Attachment B, Notice of Change of Information Form, Credit and Security Agreement; removed all references to Attachment F; added new section to further explain Attachment B requirements; updated ASM launch dates; updated link to ASM Asset Registration tool and EDR documents. Updated Attachment B with Fed Ex Address. Added Emergency Demand Response Information	B. Jenkins	JAN-06-2009
CS-BPM-001	Updated logo, header/footers	A. Heinzelman	APR-01-2008



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## 1 Introduction

This introduction to the Midcontinent Independent System Operator, Inc. ("MISO") *Business Practices Manual ("BPM") for Market Registration* includes basic information about this BPM and the other MISO BPMs. The second section (Section 1.2) of this Introduction provides information about the MISO BPMs. The third section (Section 1.3) is an introduction to this BPM. The sixth section (Section 1.6) identifies other documents in addition to the BPMs, which can be used by the reader as references when reading this BPM.

### 1.1 About MISO

On April 1, 2005, MISO began operating a competitive wholesale Energy Market that allowed entities to trade wholesale energy in robust day-ahead and real-time spot Energy Markets. On January 6, 2009, MISO, as a Balancing Authority, began operating a competitive wholesale Energy and Operating Reserve Market that allows entities to trade wholesale Energy and sell Operating Reserve in co-optimized spot Day-Ahead and Real-Time Energy and Operating Reserve Markets. (All of the wholesale Energy and Operating Reserve Market options shall be herein referred to generally as the "Energy and Operating Reserve Market.")

Prior to the initial market opening on April 1, 2005, MISO served as the coordinator for all Transmission Services in its footprint in the United States and portions of Canada, offering non-discriminatory open-access to transmission lines throughout the region. This footprint encompasses 15 states, one Canadian province, and over 65,000 miles of transmission.

With the opening of the Energy Markets, and the subsequent expansion into the Energy and Operating Reserve Markets, MISO continues to provide Transmission Services as well as market services to entities wishing to engage in transactions through centrally operated Energy and Operating Reserve Markets.

### 1.2 Purpose of MISO Business Practices Manuals ("BPMs")

The BPMs developed by MISO provide background information, guidelines, business rules, and processes established by MISO for the operation and administration of the MISO markets, provisions of transmission reliability services, and compliance with the MISO settlements, billing, and accounting requirements. A complete list of MISO BPMs is available for reference through MISO's website. All definitions in this document are as provided in the MISO Tariff, the NERC Glossary of Terms Used in Reliability Standards, or are as defined by this document.

### 1.3 Purpose of this Business Practices Manual

The *BPM for Market Registration* focuses on the guidelines, rules, business processes, and the tools used to comply with the Tariff, in addition to describing a Market Participant's ("MPs") obligations for Market Registration. It is important for all Applicants to review these MP obligations as described in Section 38.2.5 of the Tariff prior to registering as a MISO MP.

This BPM does not address registration as a MISO Member. Becoming a MISO Member provides opportunity for giving input to MISO on strategic and operational business decisions and is separate from any MP registration activities. For more information on becoming a MISO Member, please refer to the MISO public website: [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Members.

MISO prepares and maintains this BPM to facilitate the reliable operation of MISO's region. This BPM conforms and complies with MISO's Tariff, the North American Electric Reliability Council ("NERC"), also known as the Electric Reliability Organization ("ERO") operating policies, and the applicable NERC Regional Reliability Council ("RRC") reliability principles, guidelines, and standards and is designed to facilitate administration of efficient Energy and Operating Reserve Markets.

This BPM benefits readers who want answers to the following questions:

- Who can register as a MISO MP?
- Why does a company or organization need to register as an MP?
- How does a company or organization register?
- What tools are used for MP registration?
- Where do we go for answers to our registration questions?

### 1.4 Online Market Participant ("MP") Application Introduction

The following letter serves as an introduction to the Market Registration process for MPs. This letter is also included in the Online Market Participant ("MP") Registration Tool User Guide.

Dear Applicant:

An Online Market Participant ("MP") Registration tool has been created to help you access registration information online and complete the necessary application documents to apply to become an MP and participate in the Open Access Transmission, Energy and Operating Reserve Markets operated by MISO. This online tool is the sole entry point for MP registration.





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Once you have accessed the system and started the online registration process, you will be required to complete the application sections based on your intended market activities.

When you select the activities that apply to your organization, the tool will direct you to complete the applicable sections. It is important to follow the directions carefully for each section as the Applicant's organizational structure and type of activities it wants to engage in will determine the MP's rights and obligations under the MISO Open Access Transmission, Energy Operating Reserve Markets Tariff ("Tariff"). Be sure to complete all applicable forms and supporting documentation; failure to do so will delay processing of your application.

The majority of the application components are completed and submitted via the online tool; however, there are specific legal documents that must be printed, signed, and returned via mail at the address provided in the MISO Contact Information section of this BPM. The list of documents requiring signatures can be found in Section 6.3: Supporting Application Documents within this BPM.

Completed, signed original copies of the legal documents, and submitted online registration documents, should be received by MISO in accordance with the deadlines of the Commercial Model. This will allow new Applicants to be adequately informed and their facilities properly modeled before they participate in MISO as an MP.

If you need any assistance completing your online registration application, please contact the Customer and Asset Registration Services Team by email at [register@misoenergy.org](mailto:register@misoenergy.org) or by phone at any of the following numbers: 317-249-5182, 317-249-5858, 317-249-5342, or 317-249-5582. We will be happy to assist you.

We look forward to serving you as an MP in the Open Access Transmission, Energy and Operating Reserve Markets operated by MISO.

Yours truly,

Anastasia Sauer

Senior Manager, Customer and Asset Registration Services

## 1.5 Energy and Operating Reserve Markets Tariff

MISO is responsible for administering the Tariff, which facilitates open markets for Energy and Operating Reserves and open access to the Transmission System within the MISO footprint.

The organizational structure of the Applicant and the type of business it wants to perform will determine the MP's rights and obligations under the Tariff. For additional information on the general rights and responsibilities of an MP, refer to Section 38.2.1 of the Tariff.

It is highly recommended that all Applicants read the relevant parts of the Tariff to best understand the Open Access Transmission, Energy and Operating Reserve Markets, rules, and its associated obligations. While the online registration tool, online registration tool user guide, and this BPM are designed to be informative and assist you through the application process, the Tariff determines the binding rights and obligations of all MPs.

A copy of the Tariff is available on the MISO website: [www.misoenergy.org](http://www.misoenergy.org). Go to "Library" then click the "Tariff" link in the left-hand pane. All documents related to the Tariff are stored within this area of the public website.

## 1.6 Reference Information

Other reference information related to this BPM includes the following documents:

- ASM ICCP Data Exchange Specification (RTO-SPEC-005)
- BPM-002 Energy and Operating Reserve Markets
- BPM-005 Market Settlements
- BPM-010 Network and Commercial Models
- BPM-011 Resource Adequacy
- DART MUI Participant XML Specification (RTO-SPEC-001)
- Demand Response Tool User Guide
- Local Security Administrator (LSA) Policy and LSA User Guide
- MISO Open Access Transmission, Energy and Operating Reserve Markets Tariff
- MISO Tariff, Attachment L – Credit Policy
- Online MP Registration Tool User Guide

## 1.7 Market Communications

MISO uses ICCP data exchange as its primary means of communication with all MPs and Local Balancing Authorities ("LBAs"). ICCP communications must take place over a dedicated network managed by MISO. This dedicated network is commonly known as the MISO Wide Area Network ("WAN").

Upon the successful receipt of the Application, MISO evaluates the need of a WAN for an Energy and Operating Reserve Provider ("ORP") and distributes an ORP agreement to the



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Applicant, if applicable. Upon the successful execution of an ORP agreement (if applicable), the MISO data networking team begins the process of expanding the MISO WAN to the data centers that hosts the Applicant's ICCP servers.

It has been MISO's experience that this WAN expansion can take between 60 to 120 Calendar days for setup. Applicants must be mindful of this lead time while deciding when to begin their registration process. In addition to ICCP, MISO also requires Applicants to demonstrate their ability to receive Backup Market Dispatch messages via XML (Extensible Markup Language), described as XML Notifications in MISO BPMs. In addition to being a back-up source for Real-Time Market Dispatch, XML Notifications are used to communicate both Day-Ahead and Real-Time Market Clearing and Pricing, and Resource Commitments (Start and Stops). Please note that Unit Commitments are only sent out via XML and not via ICCP.

For more information on which communications are sent via ICCP and which are sent via XML, please refer to the BPM for Energy and Operating Reserves Markets, RTO-SPEC-001 DART MUI Participant XML Specification, and RTO-SPEC-005 ASM ICCP Data Exchange Specification.

All information regarding Bilateral Transactions, Bids and Offers shall flow only between the MP, or its designated Scheduling Agent, and MISO. Any financial and/or other liabilities that arise out of any disputes related Open Access Transmission, Energy and Operating Reserve Markets shall be the responsibility of the MP.

The MP shall be responsible and liable for ensuring that MISO Setpoint Instructions are followed by operators of Resources that the MP identifies in its Application to support its Offers.

In the course of operations, MISO reserves the right to request permission to communicate directly with the Resource operator, which the MP shall not unreasonably withhold. Only under force majeure or MISO-declared Emergencies, as defined by MISO, shall MISO communicate directly with the Resource operator without first seeking permission from the MP, and such information shall be limited to matters directly related to the force majeure and Emergency circumstances.

## 2 Market Registration Process

In order to ensure fair, efficient, and competitive markets, MISO requires all entities desiring to participate in the Open Access Transmission, Energy and Operating Reserve Markets to undergo Market Registration and Qualification processes. This section provides an overview of who must register with MISO, along with the tasks that an MP can perform within the Open Access Transmission, Energy and Operating Reserve Markets once they become certified. Section 3 of this BPM will discuss the qualification process, including the steps that an Applicant must take to become a certified MP.

### 2.1 Description of a Market Participant (“MP”)

A Market Participant (“MP”) is a valid legal entity that is qualified, pursuant to criteria and procedures established by MISO, to:

- Submit Bilateral Transactions to MISO;
- Submit Bids to purchase Energy and Operating Reserves, and /or Offers to supply Energy and Operating Reserves in the Day-Ahead and/or Real-Time Energy and Operating Reserve Markets;
- Hold Financial Transmission Rights (“FTRs”) and submit Bids to purchase, and /or Offers to sell such rights;
- Hold Auction Revenue Rights (“ARRs”); and
- Settle all payments and charges with MISO.

Only valid Legal entities not otherwise prohibited from market participation by FERC or any appropriate regulatory authority may register as an MP. MISO requires that the Market Participant Name registered with OATI webRegistry, MISO Market Participant Application, as well as all legal documents and agreements must match how the entity is registered with its appropriate Secretary of State.

### 2.2 Intended Market Activities

During the online application process, the Applicant will need to provide yes/no answers to the following questions which will determine the MP’s rights and obligations under the Tariff. These questions will be answered on the Opening Questions tab within the online registration tool, and will drive which sections of the online application and supporting documents are required.

- A. Does your organization intend to submit Bids for purchasing energy in the Energy and Operating Reserve Markets?
- B. Does your organization intend to submit Offers for selling Energy and Operating Reserve in the Energy and Operating Reserve Markets?

- C. Does your organization intend to submit financial Bilateral Transactions?
- D. Does your organization intend to submit Offers for Generation Resource(s) into the MISO Energy and Operating Reserve Markets?
- E. Does your organization intend to submit Offers for DRR-Type I(s) into the MISO Energy and Operating Reserve Markets? If yes, has your organization received all approvals, if any, from all applicable state regulatory agencies to enable such DRR-Type I(s) to participate in the Energy and Operating Reserve Markets?
- F. Does your organization intend to submit Offers for DRR-Type II(s) into the MISO Energy and Operating Reserve Markets? If yes, has your organization received all approvals, if any, from all applicable state regulatory agencies to enable such DRR-Type II(s) to participate in the Energy and Operating Reserve Markets?
- G. Does your organization intend to submit Offers for EAR(s) into the MISO Energy and Operating Reserve Markets?
- H. Is your organization a Load Serving Entity as defined by the MISO Tariff?
- I. Does your organization intend to submit Bids and/or Offers to serve an LSE(s)?
- J. Does your organization intend to employ the services of a Scheduling Agent?
- K. Does your organization intend to employ the services of a Meter Data and Management Agent?
- L. Will your organization hold FTRs?
- M. Does your organization intend to offer to sell or bid to purchase FTRs?
- N. Does your organization plan to take Transmission Service?
- O. Does your organization intend to use Combined Cycles?
- P. Does your organization intend to participate as an Aggregator of Retail Customers ("ARC")?
- Q. Will your entity be registering assets as a part of the Southern Region Integration?
- R. Does your organization intend to submit physical bilateral transactions/Interchange Schedules?

## 2.3 Who Must Register as a Market Participant in MISO

All users of the FERC jurisdictional transmission facilities in the MISO Footprint are subject to the terms and conditions of the Tariff, including provisions related to the scheduling and settlement of congestion, losses, energy imbalance and Operating Reserve. Any entity that fails to register is ineligible to submit schedules or use the transmission facilities under the Tariff.

MPs can fill all roles or may designate Scheduling, Meter Data and Management, Settlements, and Billing Agents. The MP is financially responsible for all its actions and those of its agents.



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As described in Section 2.1 of this BPM, an MP is a legal entity that is qualified, pursuant to criteria and procedures established by MISO, to:

- Submit Bilateral Transactions to MISO;
- Submit Bids to purchase Energy and Operating Reserves, and/or Offers to supply Energy and Operating Reserves in the Day-Ahead and/or Real-Time Energy and Operating Reserve Markets;
- Hold Financial Transmission Rights ("FTR") and submit Bids to purchase, and/or Offers to sell such rights;
- Hold ARRs; and
- Settle all payments and charges with MISO.

Examples of MPs include:

- An external market buyer who wants to conduct business in the MISO Open Access Transmission, Energy and Operating Reserve Markets needs to register as an MP or designate another entity to act as the MP on its behalf.
- An Aggregator of Retail Customers ("ARC") who intends to submit offers for demand response on behalf of eligible retail customers must register as an MP.
- An entity with assets in multiple Local Balancing Authorities, or LBAs can register as a single MP.

A Local Balancing Authority ("LBA") or Transmission Owner ("TO") must register as an MP if it:

- Owns generation;
- Is responsible for full requirement Loads;
- Owns or holds FTRs; or
- Is serving as a Load Serving Entity ("LSE").

An LBA or TO needs to register as an MP if it wishes to:

- Submit Interchange Schedules and Financial Schedules to MISO;
- Submit Bids to purchase Energy and Operating Reserves, and/or Offers to supply Energy and Operating Reserves in the Day-Ahead and Real-Time Energy and Operating Reserve Markets;
- Hold FTRs and submit bids to purchase and sell such rights;
- Hold ARRs; or
- Settle all payments and charges with MISO.

A TO could also choose to designate another entity, such as the merchant department in its company or another company, to act as the MP on its behalf. MPs are responsible for assuring



compliance with all FERC and state regulatory standards of conduct applicable to their operations and affiliates.

Generation and Transmission Cooperatives that serve Distribution Cooperatives and other customers at the wholesale level need to register to qualify for MP status in order to submit Bilateral Transactions for their generation and the Load they serve, as well as hold FTRs. In addition, as an MP, they may wish to engage in other types of transactions.

Distribution Cooperatives only need to register to qualify as MPs if they individually wish to engage in market transactions. Otherwise, for all intents and purposes, they are most likely full requirements customers of an electric utility and need not register. In addition, if a full requirements customer desires to purchase Operating Reserve from the Open Access Transmission, Energy and Operating Reserve Markets or to take other Ancillary Services from MISO, and is not represented by an MP, it must register as an MP.

There is no separate registration process for entities conducting business in States with retail access. Once an entity is an MP, it may transact business in the Open Access Transmission, Energy and Operating Reserve Markets regardless of whether it is serving Load in a retail access state or not.

A Generation Resource, Demand Response Resource ("DRR") Type I, DRR Type II, Stored Energy Resource, or External Asynchronous Resource ("EAR") must be registered by a single MP. If one entity owns a Resource, but another controls the Resource, it is up to the two parties to determine who the designated MP is for the Resource.

## **2.4 Description of Energy and Operating Reserve Market Activities for Certified MPs**

MPs will be authorized to engage in the following MISO Open Access Transmission, Energy and Operating Reserve Market activities:

### **2.4.1 Submit Bilateral Transactions to MISO**

An MP may engage in transactions that do not include the Locational Marginal Price ("LMP") derived through the Open Access Transmission, Energy and Operating Reserve Markets. An MP may submit Bilateral Transactions, which consist of a quantity (MW) of energy per hour purchased and sold by two entities. Bilateral Transactions are subject to a binding Day-Ahead Transmission Congestion Charge ("TCC") and Transmission Losses Charges ("TLC"), which is the difference between LMPs at locations where the energy transaction originates and



terminates. An MP may specify the maximum amount of TCC it is willing to pay above which it is willing to be curtailed. Refer to the *BPM for Energy and Operating Reserve Markets* for additional information.

#### **2.4.2 Submit Bids to Purchase Energy**

An MP may submit Demand Bids, External Demand Bids, and Virtual Demand Bids to purchase energy in the Open Access Transmission, Energy and Operating Reserve Markets Only a MP that represents Load may submit Demand Bids, which may be submitted in the Day-Ahead Energy and Operating Reserve Markets. Virtual Demand Bids are bids to purchase energy in the Day-Ahead Energy and Operating Reserve Market. Demand Bids, External Demand Bids, and Virtual Demand Bids are hourly Bids in which the price and quantity (MW) component may vary per hour. MISO will maintain a list of Zones and Buses at which an MP may submit Demand Bids and Virtual Demand Bids. External Demand Bids are submitted at any external proxy Bus on the boundaries of the MISO Footprint.

#### **2.4.3 Submit Offers to Supply Energy and Operating Reserve**

An MP may submit Generation Offers, DRR-Type I Offers, DRR-Type II Offers, Stored Energy Resource Offers, and EAR Offers to supply Energy and Operating Reserve in the Day-Ahead or Real-Time Energy and Operating Reserve Markets. An MP may submit Virtual Supply Offers and Dispatchable Interchange Schedule Import Schedules to supply Energy in the Day-Ahead Energy and Operating Reserve Market only. Dispatchable Interchange Schedule Import Schedules are Offers at an external proxy Bus on the boundary of the MISO Footprint. Virtual Supply Offers are offers to supply Energy in the Day-Ahead Energy and Operating Reserve Market that are not supported by specific Resources. Refer to the *BPM for Energy and Operating Reserve Markets* for additional information.

#### **2.4.4 Hold Financial Transmission Rights (“FTRs”) and Auction Revenue Rights (“ARRs”)**

An MP may hold Financial Transmission Rights (“FTRs”) and may bid to purchase and/or offer to sell such rights. An FTR is a financial instrument that allows the holder to receive compensation for, or requires the holder to pay, certain transmission congestion-related charges. The payment or charge attributed to the FTR Holder is equivalent to the cost of congestion, which is the difference in the marginal congestion component of LMP at the FTR receipt point and the marginal congestion component of LMP at the FTR Delivery Point. The FTR receipt/delivery points identified for the purpose of defining the FTR need not correspond with energy transaction receipt/delivery points. Holders of FTRs will not be required to schedule Transmission Service in order to receive value from the FTR.





Auction Revenue Rights ("ARRs") are financial instruments that entitle their holders to a share of the revenue generated in the annual FTR auction. ARRs are initially allocated to MPs based on firm historical usage of the transmission network. Incremental ARRs may be allocated for Network Upgrades, new and replacement of Network Resources.

Refer to the BPM for Financial Transmission Rights and Auction Revenue Rights for additional information on FTRs and ARRs.

## **2.4.5 Settle on all Payments and Charges with MISO**

Only an MP may settle with MISO on Energy and Operating Reserve Market transactions. The MP shall remain responsible and liable to MISO for all Energy and Operating Reserve Market activities conducted by the MP or the MP's agent(s) on behalf of the MP.

In the settlement of the Day-Ahead Energy and Operating Reserve Market, each MP that purchased Energy shall be charged the Day-Ahead LMP (\$/MWh) applicable at the relevant Load Bus and hour for the quantity (MW) of energy scheduled to be purchased. Bilateral Transactions are settled against the marginal cost of losses and the marginal cost of congestion, based on the difference in the Day-Ahead LMPs at the Energy transaction receipt/delivery points. An MP that is scheduled in the Day-Ahead Energy and Operating Reserve Market to supply Energy shall be paid the Day-Ahead LMP (\$/MWh) at the relevant Bus and hour for the amount of Energy scheduled to be supplied (MW). An MP that is scheduled in the Day-Ahead Energy and Operating Reserve Market to supply Operating Reserve shall be paid the applicable Day-Ahead MCP (\$/MW) at the relevant Bus and hour for the amount of Operating Reserve scheduled to be supplied (MW). Also in the Day-Ahead Energy and Operating Reserve Market, FTR Holders shall receive a payment equivalent to the cost of congestion when there is congestion along the path for which it holds an FTR. When there is congestion in the opposite direction along the path for which it holds an FTR, the FTR Holder shall be charged the value of the cost of congestion.

In the settlement of the Real-Time Energy and Operating Reserve Market, each MP that purchases Energy shall pay (or be paid) the after-the-fact LMP (\$/MWh) at the relevant Bus and hour for quantity (MWh) deviations from Day-Ahead Schedules of Energy purchased. As in the Day-Ahead Energy and Operating Reserve Market, MPs that submit Bilateral Transactions are subject to the marginal cost of losses and the marginal cost of congestion, based on the difference in Real-Time LMP at the energy transaction receipt/delivery points. MPs that supply Energy in the Real-Time Energy and Operating Reserve Market shall be paid (or shall pay) the

after-the-fact LMP (\$/MWh) at the relevant Bus and hour for the quantity (MWh) deviations from Day-Ahead Schedules of energy supplied. MPs that supply Operating Reserve in the Real-Time Energy and Operating Reserve Market shall be paid (or shall pay) the applicable after-the-fact MCP (\$/MW) at the relevant bus and hour for the quantity (MW) deviations from Day-Ahead Schedules of Operating Reserve supplied. FTRs are not settled in the Real-Time Energy and Operating Reserve Market. Refer to the *BPM for Market Settlements* for additional information.

### 3 Market Participant (“MP”) Qualification Process

As mentioned in the previous section, MISO requires all entities desiring to participate in the Open Access Transmission, Energy and Operating Reserve Markets to undergo Market Registration and Qualification processes, which are also described in Section 38.2.2 of the Tariff. This section discusses the qualification process, including the steps that an Applicant must take to become a certified MP.

If you have any questions regarding the qualification process, or need assistance in completing the online application, please contact the Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org). The team can also provide you with a user guide for the online registration tool.

#### 3.1 MP Qualification Process

The MP Qualification Process has been designed by MISO to prepare eligible MPs to participate in the Open Access Transmission, Energy and Operating Reserve Markets operated by MISO. Ultimately, the MP Qualification Process objectives are to:

1. Provide prospective MPs with the information they need to qualify as MPs and to do business in the Energy and Operating Reserve Markets; and
2. Provide MISO with the information it needs to facilitate and operate the Open Access Transmission, Energy and Operating Reserve Markets.

In preparation to participate in the Open Access Transmission, Energy and Operating Reserve Markets, Applicants must:

- Be a valid legal entity as registered with its appropriate Secretary of State;
- Ensure the entity, as well as any individuals who will be transacting on behalf of the entity, are not otherwise prohibited from market participation by FERC or any appropriate regulatory authority;
- Fulfill the application requirements described in the MISO Tariff, this BPM, and the online registration application;
- Validate the asset/Load modeling information developed by MISO; and
- Demonstrate basic technical and operational market infrastructure connectivity.

## 3.2 Phases of MP Qualification Process

The MP Qualification Process is comprised of two phases:

1. Completion of the online application, including submission of required, signed documents; and
2. MP System Development, including verification of assets, both Load and generation.

Completing your online application, along with mailing signed legal and certification documents, is the first phase of this process. Further details on the application are provided in Section 6 of this BPM. Details on the verification of assets, both generation and Load, can be found in Section 8 of this BPM.

### 3.2.1 Steps Required in Phase 1

The following is an overview of the steps required in Phase 1:

- Applicant submits the online application and all required legal and certification documents in accordance with the Commercial Modeling Topology and Non-Topology timelines.
- MISO reviews the application for completeness and contacts the Applicant if there are any deficiencies.
- If MISO determines that the application is complete, MISO relates assets to the Applicant in Asset Registration Database.

### 3.2.2 Steps Required in Phase 2

The following is an overview of the steps required in Phase 2:

- MISO provides Applicant with an Asset Confirmation Report that identifies the entity and assets (if applicable) registered by the Applicant.
- Applicant reviews Entity/Asset Confirmation Report; if in agreement with the registered data, Applicant signs and dates the report, then returns the report to the Customer and Asset Registration Services team\*.
- MISO reviews asset registration including identifying Unclaimed assets.
- MISO resolves Unclaimed assets.
- Credit team ensures the Applicant meets credit requirements through the extension of unsecured credit to the Applicant and/or submission of financial security by the Applicant.

\* The Entity/Asset confirmation tasks must be executed by one of the following individuals:

- a) *General Contact* as identified in the General Information Section of the online application;
- b) The contact identified as *Authorized to Execute Market Participant Agreement*, also in the General Information Section of the online application;
- c) An officer of the company\*\* applying to become an MP; or
- d) Mayor of a city or municipality.

\*\*The officer of a company is designated by being a Chief title or as designated by the Articles of Incorporation, Company Charter or some other legally-accepted document with this pertinent information.

### 3.3 Commercial Model Timeline

Opportunities to join in the Open Access Transmission, Energy and Operating Reserve Markets for asset owning and non-asset owning MPs will be in accordance with Commercial Model timelines which allows new Applicants to be adequately informed and have their facilities properly modeled before they participate as MPs. In order to become an MP, an Applicant must complete the MP Qualification Process with MISO by completing the online application, submitting all sections and required documents, and completing the verification of assets by the quarterly Commercial Model deadline.

For example, if an Applicant wanted to become an MP on September 1, then the application is due to the Customer and Asset Registration Services team by June 15. MPs are not to be admitted to the market during any period of time other than these Commercial Model timelines, including Topology and Non-Topology changes.

For more information on upcoming Commercial Model deadlines, contact a member of the Customer and Asset Registration Services team by sending an email to [register@misoenergy.org](mailto:register@misoenergy.org). Additionally, a copy of the Network and Commercial Model deadlines can be found on MISO website at [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants.

### 3.4 Candidate Market Participants

Applicants will qualify as Candidate Market Participants ("Candidate MPs") once Phase 1 is complete. Candidate MPs will be certified by MISO once both phases have been completed and the Candidate MP meets all certification requirements, including all Credit requirements.

### 3.5 Form of Market Participant Agreement (Attachment W)

The *Form of Market Participant Agreement* (Attachment W to the Tariff) is a required legal document for all Applicants. All Applicants will be prompted to download and complete this document as a part of the online application process which is covered in Section 6.3: Supporting Application Documents.

The *Form of MP Agreement* must be executed by one of the following individuals from the MP organization and sent to Customer and Asset Registration Services as a part of the application process:

- *General Contact* as identified in the General Information Section of the online application;
- The contact identified as *Authorized to Execute Market Participant Agreement*, also in the General Information Section of the online application;
- An officer of the company; or
- Mayor of a city or municipality.

After all certification requirements are completed, as determined by MISO in its sole discretion, the Candidate MP could be eligible for Certified MP status corresponding with the Commercial Model timeline. If the Candidate MP has met all certification requirements, MISO will duly execute the *Form of MP Agreement* (Attachment W to the Tariff), thereby certifying the Candidate MP.

A copy of the counter-signed *Form of MP Agreement* will be sent back to the General Contact of the MP for their records once the Candidate MP is certified. If the Applicant wishes to have an original counter-signed copy, the Applicant must submit two executed copies of the *Form of MP Agreement* at the time of application.

### 3.6 Acknowledgement of Certified Market Participant Status

Candidate MPs that are certified by MISO to participate in the Open Access Transmission, Energy and Operating Reserve Markets will receive acknowledgement in the form of a *Welcome Letter*. This information is sent via email to the General Contact as designated in the General Applicant Information section of the online registration application.

The *Welcome Letter* is sent via email and will include access information for the Local Security Administrator ("LSA"), as well as other pertinent information regarding participation in the Open Access Transmission, Energy and Operating Reserve Markets operated by MISO. Receipt of



the *Welcome Letter* indicates that Phases 1 and 2 of the MP Qualification Process are complete.

## 4 Market Participant (“MP”) Configuration

MP Configuration is a financial representation of the physical Network Model used to facilitate operations and settlement. In the Open Access Transmission, Energy and Operating Reserve Markets, there may be multiple entities that may participate in the Day-Ahead Energy and Operating Reserve Market, Real-Time Energy and Operating Reserve Market, and FTR Market. The Market Registration process defines the relationships between entities in order to allocate charges and credits appropriately.

Please reference the *BPM for Network and Commercial Models* for additional details on how relationships between entities and assets are defined.

### 4.1 Market Participant (“MP”) Definitions

For the purposes of the MP Configuration, the MP may be comprised of one, or any combination, of the following entities. Alternatively, an MP may represent any of the entities listed below for the purposes of effectuating market transactions. In either case, the MP is responsible for linking MISO-identified pricing nodes to the market activities in which it shall engage, as related to the business entities identified below.

#### 4.1.1 Transmission Owner (“TO”)

A TO Member is an entity that owns, leases, or otherwise has a possessory interest in facilities used for the transmission of electric energy in interstate commerce.

#### 4.1.2 Generation Owner (“GO”)

A GO is an entity that owns, or leases with rights equivalent to ownership, facilities for generation of energy that are located within or are used to supply energy in MISO’s market footprint.

#### 4.1.3 Other Marketing Entity (“OME”)

An OME is an entity that does not own, or lease with rights equivalent to ownership, transmission or generating facilities within the MISO market footprint. Such an entity may only submit virtual Bids and virtual Offers and buy, hold, or sell FTRs in the market.

#### 4.1.4 Load Serving Entity (“LSE”)

An LSE is any party, including any TO, taking Transmission Service on behalf of wholesale or retail power customers, which has undertaken an obligation to provide or obtain electric energy for end-use customers by statute, franchise, regulatory requirement or contract for Load located within or attached to the Transmission System.

## 4.2 Commercial Model

The Commercial Model contains information used to identify assets, the owners of the assets, and the Asset Owner’s representative MP. It also defines all of the locations where prices are established and can be used for business transactions in MISO markets. The data in the Commercial Model is stored in the following categories:

- Elemental Pricing Nodes (“EPNodes”)
- Commercial Pricing Nodes (“CPNodes”)
- Assets
- Asset Owners
- Market Participants (“MPs”)

The following is a short description of the different pricing node types used by MISO. A more complete description is provided in the *BPM for Network and Commercial Models*.

### 4.2.1 Elemental Pricing Node (“EPNode”)

The EPNode is the lowest level of the hierarchy of data in the Commercial Model. EPNodes are directly related to the Network Model. EPNodes can either be Load EPNodes, Generation EPNodes, or Non-injection/Non-withdrawal (“NINW”) EPNodes.

A Locational Marginal Price (“LMP”) is calculated at each EPNode. Any Node in the Network Model can have an LMP. The price for generating electricity and consuming it are the primary concerns for Settlements so each generation and load location will have an EPNode associated with the electrical Node where it is connected. NINW EPNodes are created at select locations and may be used in the representation of Hubs, External Interfaces, below threshold generation, and behind-the-meter loads.



EPNode names are established automatically based on LBA, station name, and equipment ID. The three types of EPNodes identified above are defined by a standard Network Model naming convention. Each has a four-part unique name. The convention for each is described as follows:

- **Generation EPNodes** – The letter “U” concatenated with the Energy Management System (“EMS”) LBA name, the EMS station name, and the EMS Unit ID.

Example: U WECPORTWAS0 PWASH PW1

- **Load EPNodes** – The letter “L” concatenated with the EMS LBA name, the EMS station name, and the EMS Load ID.

Example: L CIN 08OBRIEN LD

- **NINW EPNodes** – The letter “N” concatenated with the EMS LBA name, the EMS station name, and the node ID.

Example: N CWLP EASTDALE 51

#### 4.2.2 Commercial Pricing Node (“CPNode”)

The CPNode is the next level of the hierarchy of the Commercial Model. Each CPNode consists of a grouping of one or more EPNodes. Market Settlements utilizes the CPNode to calculate the LMPs that are published and used for Settlement.

The standard naming convention for CPNodes is to have the NERC registered LBA acronym followed by a “.” and then an asset name of the MP’s choosing made up of with the rest of the characters. The only two special characters allowed are the dot “.” and the underscore “\_”. The CPNode name cannot exceed 14 characters.

A CPNode may be assigned to an asset that is in turn associated with an Asset Owner.

CPNodes are grouped into the following types:

- Generation Resource, including DRR-Type II, Dispatchable Intermittent Resources (“DIRs”), and Stored Energy Resources
- DRR-Type I
- Combined Cycle or Cross Compound Collection
- External Asynchronous Resource (“EAR”)
- External Pseudo-Tied Generator (“PSG”)
- Load Zone
- External Interface



- Hub
- External Pseudo-Tied Load
- ARR Zones (Defined as Hub Type)

#### **4.2.2.1 CPNode to EPNode Relationship**

The relationship of CPNodes to EPNodes is ultimately used to determine the settlement price for the CPNodes. This relationship involves the association of the MISO Network Model to the Customer Care and Settlements Systems.

The resource CPNode is for all market Generation Resources, Stored Energy Resources, and DRRs-Type II operating within the MISO Market Footprint only. External PSG CPNodes are for generators connected to the MISO Transmission System but Pseudo-Tied to an External Balancing Authority. These three resource type CPNodes have one-to-one relationships to EPNodes.

A Combined Cycle (or Cross Compound) Collection CPNode has a one-to-many relationship with the associated EPNodes.

Load Zone, DRR-Type I, External Interface, Hub, ARR Zone, and External Pseudo-Tie Load CPNodes have one-to-one or one-to-many relationships with EPNodes.

EAR CPNodes have one-to-one relationships with EPNodes.

#### **4.2.3 Asset Definition**

Assets, for registration purposes, are physical entities that inject or withdraw Energy and/or supply Operating Reserve within the market area. Assets must be associated with a CPNode. Additional details, including required parameters for registration, can be found in the *BPM for Network and Commercial Models*.

##### **4.2.3.1 Generation**

CPNodes representing individual Generation Resources are considered Assets and must be assigned to an Asset Owner. This includes generation resources designated as Dispatchable Intermittent Resources, or DIRs.

A single generation Asset will have one Asset Owner and will be represented for Market Settlements by one CPNode. The CPNode will contain the EPNode that is the direct

representation of the generator. Generation Asset Owners may have multiple Generation Resources, each represented by a CPNode.

If an MP wishes to register a Generator that is greater than or equal to 1MW and less than 5MW in the MISO market, it will be modeled in the Commercial Model as a price taker. For each request of this type, a NINW type EPNODE will be created in the Commercial Model corresponding to the Electrical Node where this generator will be injecting into the Transmission System. A Load Zone type CPNode will be created to calculate the LMP at this Electrical Node. This CPNode will represent a Load Type Asset in the Commercial Model and that Asset will be associated with an Asset Owner.

#### **4.2.3.2 Dispatchable Intermittent Resources**

Dispatchable Intermittent Resources (“DIRs”) are Generation Resources whose maximum limit is dependent on a forecast of their variable fuel source. Resources that are fueled by wind, solar, or other types of variable energy can be DIRs.

In the Day-Ahead Energy and Operating Reserve Markets, DIRs are treated in the same manner as other Generation Resource types, including the submittal of Economic and Emergency Maximum Limits. In both Day-Ahead and Real-Time Markets, DIRs are eligible for commitment in the same manner as other Generation Resource types, including being considered for Economic commitment.

DIRs are not eligible to provide Operating Reserves to the Day-Ahead or Real-Time Energy and Operating Reserves Markets. For this reason, DIRs do not submit Dispatch Statuses for Regulating, Spinning, On-Line Supplemental, or Off-line Supplemental Reserves.

For more information on DIRs, please refer to the *BPM for Energy and Operating Reserve Markets*.

#### **4.2.3.3 Jointly Owned Unit (“JOU”)**

A JOU will have multiple Asset Owners. There are two different conditions that determine how a JOU will be handled in the Commercial Model. The CPNode to EPNODE relationship will depend on which of the following options are chosen.

- **Single Asset Owner to MISO** – All Asset Owners agree contractually to allow one entity to Offer on behalf of all parties and settle for their shares through Financial Schedules or outside of MISO Energy and Operating Reserve Markets.

- **Pseudo-tie Units** – A different CPNode can represent each portion of the JOU that is owned by a different Asset Owner.

For additional details on modeling a JOU, please refer to the *BPM for Network and Commercial Models*.

#### **4.2.3.4 Combined Cycle Generation**

Combined cycle plants have steam turbines that use the exhaust heat produced by one or more combustion turbine units to create the steam for the steam turbine. An EPNode will be assigned to each component unit. The number of component units varies per generator but the aggregate should have at least one steam turbine and one combustion turbine. There will be one CPNode for each EPNode so that each component unit can be offered individually. One additional CPNode will be established to represent the aggregate of the component EPNodes. CPNodes representing combined cycle aggregates are considered Assets and must be assigned to an Asset Owner. The Asset Owner of the aggregate must also be the Asset Owner of each of the individual component generators.

For additional details on Combined Cycle or Cross Compound Collection, please refer to the *BPM for Network and Commercial Models*.

#### **4.2.3.5 External Asynchronous Resource (“EAR”)**

External Asynchronous Resources (“EARs”) represent an asynchronous DC tie between the synchronous Eastern Interconnection grid and an asynchronous grid that is represented within the MISO Region through a Fixed Dynamic Interchange Schedule. EARs are located where the asynchronous tie terminates in the synchronous Eastern Interconnection grid. Qualified EARs are eligible to provide Regulating Reserve, Spinning Reserve, and Supplemental Reserve in addition to Energy.

A special EAR EPNode/CPNode is created that is modeled internal to the MISO Balancing Authority. An EAR CPNode is not the same as an Interface CPNode but may have the same definition as an Interface CPNode.

EAR Fixed Dynamic Interchange Schedules are a special type of Dynamic Interchange Schedule that needs to be specifically linked to an EAR CPNode. The Fixed Dynamic Interchange Schedule is required to provide a mechanism to move EAR Energy into the MISO BA when dispatched. EAR Settlement is based upon the EAR Resource dispatch and not on the Fixed Dynamic Interchange Schedule Energy.

For additional information about the operation and settlement of the EAR, please refer to the *BPM for Energy and Operating Reserve Markets* and the *BPM for Energy Markets Settlements*.

#### **4.2.3.6      Stored Energy Resource**

A Stored Energy Resource is capable of supplying Regulating Reserve, but not Energy or Contingency Reserve, through short-term storage and discharge of Electrical Energy in response to Setpoint Instructions. Commercial modeling of Stored Energy Resource is similar to the modeling of a Generator. The following rules apply to modeling of Stored Energy Resource:

- All Spin Qualified Resources in the Day-Ahead Energy and Operating Reserve markets must be physically located within the MISO Balancing Authority Area or the entire resource must be pseudo-tied into the MISO Balancing Authority Area and must remain pseudo-tied into the MISO Balancing Authority Area until next Network Model update.
- Stored Energy Resources are offered into the MISO Market by the MPs to supply Regulating Reserves. Stored Energy Resources cannot Self-Schedule Regulating Reserve in the Real-Time Energy and Operating Reserve markets.
- All Resources, except Stored Energy Resources registered as Regulation Qualified Resources, will be registered as Spin Qualified Resources by default.
- Reserves cleared on the Stored Energy Resources will be ineligible to satisfy Reserve Zone Operating Reserve requirements.
- Regulating Reserve MCP's may be less than or equal to Spinning Reserve MCP's in the event that all the Regulating Reserve is cleared by SERs.
- All Regulation Qualified Resources in the Day-Ahead Energy and Operating Reserve Market must be capable of supplying Regulation Reserve for a minimum continuous duration of Sixty (60) minutes.

For qualification requirements to register a Stored Energy Resource please refer the *BPM for Energy and Operating Reserve Markets*.

#### **4.2.3.7      Demand Response Resource ("DRR") Type I**

Customer programs such as industrial interruptible load programs, controlled hot water heater programs, controlled air conditioner programs and load reduction programs registered by Aggregators of Retail Customers ("ARCs") can register them as DRR-Type I resource to provide a specific amount of Energy or Contingency Reserve into the MISO Market through physical load interruption. Commercial modeling of DRR-Type I is done using a special DRR-Type I

(DRRNODE1) CPNode. This CPNode is modeled similar to the Load Zone CPNode. The following rules apply to modeling of DRR-Type I resources:

- DRR-Type I resource CPNode can have the same EPNODE relationship as the EPNODEs that make up a Load Zone of a MP or can have relationship with any number of EPNODEs as long as all such EPNODEs are in the same LBA.
- Multiple DRR-Type I CPNodes can be created that are owned by the same MP to represent different Demand Reduction Programs. The Asset Owner can submit offers for target demand reduction through the Market Portal.

For qualification requirements to register a DRR-Type I resources and modeling examples please refer to the *BPM for Energy and Operating Reserve Markets*.

#### **4.2.3.8 Demand Response Resource (“DRR”) Type II**

Behind the meter generators that are capable of receiving electronic (via ICCP) dispatch instructions from MISO can register them as DRR-Type II resources in the MISO Energy and Operating Reserve Market to supply a range of Energy and/or Operating Reserves. The Commercial modeling of a DRR-Type II resource is similar to that of modeling the Generator. The following rules apply to modeling of DRR-Type II:

- A single Resource EPNODE/DRR-Type II CPNode representation is used to model a DRR-Type II resource in the Commercial Model.
  - a) If the DRR-Type II is not committed, the net metered output will be used as load consumption for Settlement purposes.
  - b) If the DRR-Type II is committed, the hourly Economic Minimum limit represents the DRR-Type II Load Forecast for Settlement purposes;

For qualification requirements to register a DRR-Type II resources and modeling examples please refer to the *BPM for Energy and Operating Reserve Markets*.

#### **4.2.3.9 Load**

EPNODE Loads must be aggregated into Load Zone assets and must be associated with an Asset Owner. A Load Zone is represented by a CPNode that contains an aggregate of EPNODEs. One EPNODE can belong to multiple Load Zone CPNodes with the percent of Node ownership defined for the amount in each Load Zone CPNode. Individually owned loads can also be aggregated in a single Load Zone CPNode.

CPNodes representing Load Zones are considered assets and must be assigned to an Asset Owner. The CPNode to EPNODE relationship for these is typically one-to-many except for



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isolated municipal or industrial load assets that have only one elemental load point in the Network Model.

\*Note: Any request to create a Load Zone, including pseudo-tied load, shall have approvals from the LBA(s).

Load Zones are typically defined as dedicated Load Zones (Option 1 described below) or slice of the system (Option 2 described below).

- **Option 1:** Defines a new Load Zone consisting of specific load EPNodes. This approach is typically used for large industrial loads that have long term supply contract relationships and the loads where the supplier is easily identifiable.
- **Option 2:** Define new Load Zones using slice of system. This approach is typically utilized by Market Participants that cannot precisely identify the load EPNodes in advance (e.g. in retail choice states) but still have a requirement to create their own CPNodes for participation in Open Access Transmission, Energy and Operating Reserve Markets. This option produces the same LMP for each CPNode since the constituent EPNodes are the same for each Load Zone. The slice of the system percentages can be adjusted on a quarterly basis, given the adjustment to be uniform across all constituent EPNodes in order to maintain feasibility of previously issued FTRs.

All MPs that participate in the slice definition should coordinate with the corresponding LBA and shall agree to the slice percentages defined by them. MISO will request the LBA to redefine the slice whenever there are additions or terminations to the Load Zones in the slice definition.

Note that adding or terminating Load Zones may change the slice definition of all or many MPs participating in the slice. MPs participating in the slice definition shall be aware that they may need to confirm the changes to the Commercial Model even though they did not request any change.

Beginning in June 2012, under the new MISO Resource Adequacy construct, all Load Zones participating in the Retail Choice program are required to provide the name of the Electric Distribution Company ("EDC") at the time of registration.

For additional details on defining Load Zones, please refer to the *BPM for Network and Commercial Models*.

#### **4.2.3.10 Hubs**

CPNodes representing the Hubs are not related to any specific Asset Owner. All MPs are allowed to submit Virtual Supply Offers and Virtual Demand Bids at these locations as well as use them as a delivery point for trading. The Hubs have a one-to-many CPNode to EPNODE relationship. The weighting factors for each EPNODE are established by MISO as equal weighting in HUB LMP calculations.

For additional details on Hubs, please refer to the *BPM for Network and Commercial Models*.

#### **4.2.4 Asset Owners**

The next level of the Commercial Model hierarchy represents the Asset Owners. An Asset Owner must represent each Asset. This is the operating entity level where all Bid and Offer data submittals, portal and Extensible Markup Language ("XML") security, Settlement Statement aggregation, and Bilateral Transactions are conducted. Asset Owners are commonly referred to as LSEs or Generation Owners but an Asset Owner can own any combination of generation and load. However, not all Asset Owners must have physical Assets of load and generation. The operating entities associated with Bilateral Transactions and FTRs are also considered Asset Owners. All Open Access Transmission, Energy and Operating Reserve Market transactions for generation, load, FTRs and bilateral schedules are settled to the level of the Asset Owners and then invoiced to the MP. Asset Owners must be represented by one MP, but a MP may have multiple Asset Owners. This second entity layer allows for full flexibility for a MP to manage its users' access and to separate internal business units or provide MP services for multiple entities with separate settlements for each.

#### **4.2.5 Market Participant**

The MP represents the highest-level data component of the Commercial Model. The MP is the entity that is financially obligated to MISO for Market Settlements. The MP must have associations with at least one Asset Owner. The LSA for the MP is the sole authority responsible to MISO for establishing the security roles for its Asset Owners to submit all operating information.

#### **4.2.6 Common Bus**

Common Bus is a single nominal Bus to which two or more resources (Generator and DRR-Type II) are connected in an electrically equivalent manner when all breakers are placed in their normal status. Multiple resources connected to a single Common Bus are treated as a single resource for compliance monitoring purpose. Common Buses are nominated by an MP during the asset registration process. Each Common Bus nominated by a MP will be checked and



verified against the nominal network model with all breakers in their nominal or normal positions that is built during the regular network model update. The accepted Common Bus definitions will be implemented in the Commercial Model and will remain active unless a network model change reconfigures the nominal bus or a MP chooses to terminate it.

For more information on Common Bus implementation details please refer to the *BPM for Market Settlements*.

## 5 Online Application Overview

The following section describes the online application process including how to request access to the Market Portal as an Applicant.

### 5.1 Accessing the Online Registration Tool

The online registration tool is accessed through MISO's secure Market Portal and is the sole entry point for all Applicants. In order to obtain access to the Market Portal, an Applicant must complete the following steps:

1. Obtain a Dun & Bradstreet Number ([www.dnb.com](http://www.dnb.com))
2. Obtain a Digital Certificate from a trusted certificate authority (see section 5.1.2)
3. Register an Entity Code with OATI webRegistry (<https://www.naesbwry.oati.com/NAESBWRY/sys-index.wml>)
  - a) Registration will require the use of a Digital Certificate
  - b) Entity Legal Name must match what was submitted in Step 5 and should reflect how your Entity is registered with your appropriate Secretary of State
  - c) Entity must be in Approved state
  - d) Entities wishing to become a Market Participant should register as a Purchase / Selling Entity Type ("P/SE")
4. Request Portal access by contacting the Customer and Asset Registration Services team
5. Complete the *System Access Request Form* (provided by Customer and Asset Registration Services)\*

**\*NOTE:** the individual who completes the *System Access Request Form* is the person responsible for submitting the online application. This individual **must** be listed as a General Contact within the application.



Once the *System Access Request Form* is processed, the Customer and Asset Registration Services team will notify the Applicant that the online registration tool can be accessed via the Portal.

### 5.1.1 About the NAESB/OATI webRegistry

On March 28, 2012, the North American Energy Standards Board (“NAESB”) opened registration for the Electric Industry Registry (“EIR”) system - OATI webRegistry. The new system replaced the TSIN Registry after parallel operations successfully completed on November 13, 2012.

For technical support questions, please contact OATI via email ([support@oati.net](mailto:support@oati.net)) or phone Monday through Friday, from 8:00 am to 8:00 pm Eastern (763-201-2020). For general questions, please contact NAESB via email ([naesb@naesb.org](mailto:naesb@naesb.org)) or phone (713-356-0060).

Additional details, including User Guides and FAQs, can be found at the following link:

[www.naesb.org/weq/weq\\_eir.asp](http://www.naesb.org/weq/weq_eir.asp)

### 5.1.2 Obtaining a Digital Certificate

Applicants are required to obtain a client-side digital certificate from a trusted certificate authority. The vendors who are accepted by MISO include:

- IdenTrust [www.identrust.com](http://www.identrust.com)
- Entrust [www.entrust.com](http://www.entrust.com)
- OATI [www.oaticerts.com](http://www.oaticerts.com)
- Thawte [www.thawte.com](http://www.thawte.com)
- Symantec [www.symantec.com/digital-id/](http://www.symantec.com/digital-id/)

Please ensure you have obtained the appropriate client-side digital certificate. Certificates types such as intermediate certificates will not be accepted. Examples of certificates and distinguished name strings can be found in the MISO Local Security Administrator User Guide which can be found on the MISO public website in the Stakeholder Center: [www.misoenergy.org](http://www.misoenergy.org).

## 5.2 Opening Questions

Before starting the online application process, Applicants are requested to review the list of Opening Questions as shown in Exhibit 5.2.a. These questions address the intended market activities of each Applicant, and will drive the remaining portions of the online registration process. A list of these questions can be seen in the figure below.

## Exhibit 5.2.a: Opening Questions from Online Registration Tool

Opening Questions
<p>Please answer the following questions to determine which sections you will be required to complete. When entry is completed, check "I Accept" and click "Save" at the bottom of this screen.</p> <p><b>Question</b></p> <p>A. Does your organization intend to submit Bids for purchasing energy in the Energy and Operating Reserve Markets?</p> <p>B. Does your organization intend to submit Offers for selling Energy and Operating Reserve in the Energy and Operating Reserve Markets?</p> <p>C. Does your organization intend to submit financial Bilateral Transactions?</p> <p>D. Does your organization intend to submit offers for Generation Resource(s) into the Energy and Operating Reserve Markets?</p> <p>E. Does your organization intend to submit offers for DRR Type I(s) into the Energy and Operating Reserve Markets? If yes, has your organization received all approvals, if any, from all applicable state regulatory agencies to enable such DRR-Type I(s) to participate in the Energy and Operating Reserve Markets?</p> <p>F. Does your organization intend to submit offers for DRR-Type II(s) into the Energy and Operating Reserve Markets? If yes, has your organization received all approvals, if any, from all applicable state regulatory agencies to enable such DRR-Type II(s) to participate in the Energy and Operating Reserve Markets?</p> <p>G. Does your organization intend to submit offers for EAR(s) into the Energy and Operating Reserve Markets?</p> <p>H. Is your organization a Load Serving Entity as defined by the MISO Tariff?</p> <p>I. Does your organization intend to submit bids and/or offers to serve an LSE(s)?</p> <p>J. Does your organization intend to employ the services of a Scheduling Agent?</p> <p>K. Does your organization intend to employ the services of a Meter Data and Management Agent?</p> <p>L. Will your organization hold FTRs?</p> <p>M. Does your organization intend to offer to sell or bid to purchase FTRs?</p> <p>N. Does your organization plan to take transmission service?</p> <p>O. Does your organization intend to use Combined Cycles?</p> <p>P. Does your organization intend to participate as an Aggregator of Retail Customers (ARC)?</p> <p>Q. Will your Entity be registering assets as a part of the Southern Region Integration (i.e. Generation, Load Zone, etc)?</p> <p>R. Does your organization intend to submit physical bilateral transactions/Interchange Schedules?</p>

## 5.3 Required Application Sections

Depending on the answers to the Opening Questions, the Applicant will be guided to the next tab in the online registration tool – Required Application Sections. The section names that are displayed on this tab are driven by the responses to the Opening Questions.

From this area of the online application, the Applicant can navigate to each required application section, access the list of required documents that need signatures, view a PDF version of the application, and submit a final version.

The figure below shows the Required Application Sections tab and includes a list of sections and required signature documents contained within the online registration tool. Please note that based on answers to the Opening Questions, the Applicant's screen may look different than the snapshot below. Further details can be found in the *Online MP Registration Tool User Guide*. To request a copy, please contact the Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org). You may also download a copy from the MISO website at [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Becoming a Market Participant.

### Exhibit 5.3.a: Required Applications Sections Tab

Please complete the required application sections and documents. If you have any credit-related questions, you may email the [Credit Team](#). For all other questions, you may email the [Customer Service Team](#). After saving one or more application sections, you may continue your work at a later time. When you are ready to submit your application, click on the "Submit Application" button at the bottom and follow the instructions.

Required Application Sections	
SECTION NAME	STATUS
<a href="#">General Applicant Information</a>	Not Saved
<a href="#">Billing Contact Information</a>	Not Saved
<a href="#">Authorization for Automatic Debits and/or Credits</a>	Not Saved
<a href="#">Asset Registration Information</a>	Not Saved
<a href="#">Load Zone Identification</a>	Not Saved
<a href="#">Combined Cycle Generation Registration</a>	Not Saved
<a href="#">Designated Agents</a>	Not Saved
<a href="#">Credit - General Applicant Information</a>	Not Saved
<a href="#">Credit - Entity Data and History</a>	Not Saved
<a href="#">Credit - Reference Information</a>	Not Saved
<a href="#">Credit - Credit Support</a>	Not Saved
<a href="#">Local Security Administrator Information</a>	Not Saved
<a href="#">Eligible Customer Qualification Form</a>	Not Saved
<p>The links below are to documents that must be printed, signed, and returned to MISO by applicable Commercial Model deadlines. The MISO Signatory Page will need to be printed, signed, and notarized. The Annual Certification Form must be signed by an officer of the company and also notarized. Upon your completion of the Application, these sections will need to be sent in overnight mail to the following address:</p> <p>MISO ATTN: Customer Service 720 City Center Drive, Carmel, IN 46032</p>	
<a href="#">Certificate Representing Relationship between Applicant and Owners of Generation Resource(s)</a>	
<a href="#">Certificate Representing Relationship between Applicant and Load Serving Entity or Load</a>	
<a href="#">Certificate Representing Joint Ownership of Generation Resource(s)</a>	
<a href="#">Certificate Representing Agency Relationship Between Applicant and Scheduling and/or Meter Data Management Agent</a>	
<a href="#">MISO Signatory Page</a>	
<a href="#">Transmission Service Agreement Completion</a>	
<a href="#">Form of Market Participant Agreement</a>	
<a href="#">Universal Non-Disclosure and Confidentiality Agreement</a>	
<a href="#">Certificate Representing Relationship between Applicant and Owners of Demand Response Resource(s)</a>	
<a href="#">Annual Certification Form</a>	
<a href="#">&lt;&lt;Back to Opening Questions</a> <a href="#">View Application PDF</a> <a href="#">Submit Application</a>	

## 6 Market Participant ("MP") Application

The following section outlines the sections contained in the online application, as well as a description of the required legal documents.

### 6.1 Overview of the Online Application Sections

Depending on the commercial structure and type of business it will undertake in the Open Access Transmission, Energy and Operating Reserve Markets, an Applicant will be required to submit specific sections of the online application via the online registration tool, as well as sign and return various legal documents to MISO.

Exhibit 6.1.a shows a summary of **all** sections found within the tool. In addition, there are several legal documents, as shown in Exhibit 6.1.b, which must be completed, printed, signed, and returned to the Customer and Asset Registration Services team by the designated Commercial Model deadline; **failure to return these documents by stated deadlines will delay processing of your application.**



## Market Registration Business Practices Manual

BPM-001-r11

Effective Date: JUL-30-2016

The online registration tool will guide the Applicant to complete all necessary documents. MISO requires that all applicable sections of the online application be completed in their entirety. Each section of the online application is further described in Section 6.2: Components of the Application found in this BPM.

### Exhibit 6.1.a: Online Application Sections

Sections of Online Registration Tool
Opening Questions*
General Applicant Information*
Billing Contact Information*
Authorization for Automatic Debits and/or Credits*
Asset Registration Information
Load Zone Identification
Combined Cycle Generation Registration
Designated Agents
Credit – General Applicant Information*
Credit – Applicant Entity Data and History*
Credit – Reference Information*
Credit – Credit Support*
Local Security Administration Information*
Eligible Customer Qualification Form*

\*Indicates the section is required for all Applicants

The following is a list of all supporting application documents that can be downloaded via the online registration tool. An Applicant will only see the documents required for their organization; all documents displayed for that Applicant must be completed in their entirety, and sent via **overnight mail** to the attention of the Customer and Asset Registration Services team by stated Commercial Model deadlines.



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### Exhibit 6.1.b: Supporting Application Documents

Document Title
Certificate Representing Relationship between Applicant and Owners of Generation Resource(s)
Certificate Representing Relationship between Applicant and Load Serving Entity or Load
Certificate Representing Joint Ownership of Generation Resource(s)
Certificate Representing Agency Relationship between Applicant and Scheduling and/or Meter Data Management Agent
Certificate Representing Relationship between Applicant and Owners of Demand Response Resource(s)
MISO Signatory Page (also must be notarized)*
Transmission Service Agreement
Form of Market Participant Agreement* (Attachment W)
Credit and Security Agreement
Corporate Guaranty
Foreign Guaranty
Letter of Credit
Cash Collateral Agreement
Security Interest Agreement
W8 Certificate of Foreign Status for US Tax Withholding
W9 Request for Taxpayer Identification Number
Universal Non-Disclosure and Confidentiality Agreement (NDA)*
Annual Certification Form*
Certificate Confirming Fulfillment of Requirements for Applicants Seeking to Participate as Aggregator of Retail Customers (ARC)



Document Title
OATI webOASIS and webTrans Registration

\*Indicates the document is required for all Applicants

## 6.2 Components of the Online Registration Tool

The following sections provide descriptions of each of the application sections found in the online registration tool. Additional details including screen shots of the forms can be found in the *Online MP Registration Tool User Guide*. To request a copy, please contact the Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org). You may also download a copy from the MISO website at [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Becoming a Market Participant.

### 6.2.1 General Applicant Information

The General Applicant Information Section requires basic Applicant and contact information. This data is important so MISO may communicate with the appropriate contact(s) of the Applicant. The field marked “General Contact” in this section will be the individual the Customer and Asset Registration Services team works with to complete the steps to become an MP. Please note that any future contact changes should be made known to MISO by completing and submitting a *Notice of Change of Information Form*. See Section 7 of this BPM for more information on the change of information process.

As previously mentioned, the individual who completes the *System Access Request Form* is the person responsible for submitting the online application. This individual **must** be listed as a General Contact within the application.

All entities applying must be a legal entity registered with an appropriate Secretary of State and have an Entity Code registered with the OATI webRegistry at <https://www.naesbwry.oati.com/NAESBWRY/sys-index.wml>. The Applicant’s Entity Code and Business Entity Name registered with webRegistry must match what is provided in the application. If there is a discrepancy, a member of the Customer and Asset Registration Services team will request that the information be updated. Please note that the Entity Code is not the same as a NERC ID (NCR#) as registered with North American Electric Reliability Corporation.

Along with Applicant information and a General Contact, all Applicants are required to provide designated contacts for the person authorized to execute the Agreement (Authorized Contact),

Alternative Dispute Resolution, Public Relations, Regulatory Counsel, and Data Integrity. It is the responsibility of the Applicant to ensure that all designated contacts have been informed of such designations and are prepared to respond to MISO inquiries as necessary. A description of all available contact types is included in Appendix B of this BPM. Additional contacts may be required based on your responses to the Opening Questions of the application.

An MP is a legal entity. Applicants do not need to designate one particular person (such as an officer of the company) as the actual MP. Applicants only need to identify the individual contacts within the legal entity, as per the application. Various types of application must be executed by each of the following individuals:

- *General Contact* as identified in the General Information Section of the online application;
- The contact identified as *Authorized to Execute Market Participant Agreement*, also in the General Information Section of the online application;
- An officer of the company applying to become an MP;
- Mayor of a city or municipality.

Please reference each section of the application for specific instructions as to which documents must be executed by the aforementioned individuals.

## 6.2.2 Billing Contact Information

Applicants are to complete the billing contact tables in the online registration tool so MISO may ensure prompt delivery of the invoice. Applicants must designate at least one (1) Market Billing contact and may designate two (2) additional contacts for all market billing related issues. If applicable, Applicants can designate one (1) Transmission Billing contact Applicants and may designate two (2) additional contacts for all market billing related issues. The Applicant is required to ensure that the designated billing contacts have been informed of the responsibility and are prepared to respond to inquiries from MISO; a description of both contact types can be found below.

- Market Billing Contacts receive remittance advices for Market revenue and quarterly interest payments on their cash collateral. They also are MISO's approved contacts if MISO needs to follow up on payment activity (i.e. late payments). MISO can provide billing information (i.e. invoice copies) only to approved Market Billing Contacts.
- Transmission Billing Contacts receive Transmission invoices, Open Invoice Status Reports, and remittance advices. They also are MISO's approved contacts if MISO needs to follow up on payment activity (i.e. late payments). MISO can provide billing



information (i.e. invoice copies, OISRs, etc.) only to the individuals listed as Transmission Billing Contacts.

If you would like more than three (3) people to receive any Market or Transmission billing information, it is recommended that the Applicant create an email alias or email distribution account and register that account with MISO. The Applicant would manage the account on their side, allowing them to easily add/remove individuals as business needs arise without needing to update contact information with MISO.

### **6.2.3 Authorization for Automatic Debits and/or Credits**

Applicants must complete the Authorization for Automatic Debits and/or Credits section in the online registration tool. If the accounts payable disbursement bank account is separate from the revenue distribution deposit bank account, the Applicant must check the box at the bottom of the form to indicate that the listed account is to be used for credit transactions (deposits) only and provide bank information for both accounts.

### **6.2.4 Asset Registration Information**

If the Applicant is submitting Offers to supply Energy and Operating Reserve from specific resources, then completion of this section is required. Information regarding assets is verified during the Asset Confirmation process which occurs as a later phase in the qualification process. In order to complete the verification, the Customer and Asset Registration Services team will contact the Applicant's General and/or Authorized Contact to review and confirm their Entity/Asset Confirmation Report (see Section 8 of this BPM for more information).

Applicants may choose to register any of the following via the online registration tool:

- Generator (including DIRs)
- Demand Response Resource – Type I
- Demand Response Resource – Type 2
- External Asynchronous Resource ("EAR")
- Stored Energy Resource

A Generation Resource, DRR Type I, DRR Type II, Stored Energy Resource, or EAR must be registered by a single MP. If one entity owns a Resource, but another controls the Resource, it is up to the two parties to determine who the designated MP is for the Resource.

If the Applicant is interested in registering as an ARC, either the Demand Response Resource – Type I or Demand Response Resource – Type 2 sections must be completed and the Applicant





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will be prompted to complete the following legal document displayed on the Required Application Sections tab:

- Certificate Confirming Fulfillment of Requirements for Applicants Seeking to Participate as Aggregator of Retail Customers ("ARC")

For full details regarding required parameters to register the above asset types, please refer to Attachment E (Asset Parameters for Commercial Model) of the *BPM for Network and Commercial Models*.

For applicants who intend to become a certified MP and also receive transferred assets from an existing certified MP, please refer to Section 7.4 of this BPM for additional requirements.

If an applicant plans to register a pseudo-tie resource (generation or load), please note that all pseudo-tied resources must also register with OATI webRegistry prior to the effective date of the resource to comply with INT-004R3. For details on how to register a pseudo-tie with webRegistry, please access the following guideline document:

<https://www.misoenergy.org/Library/Repository/Procedure/Market%20Participant%20Registration/MISO%20Pseudo%20Tie%20Registration%20Guidelines%20for%20webRegistry.pdf>

### **6.2.4.1 Generation**

If registering a Generation resource, including Dispatchable Intermittent Resources ("DIRs"), completion of this section must be completed. For details regarding the required parameters to register a Generator in the Commercial Model, please refer to Attachment E (Asset Parameters for Commercial Model) of the *BPM for Network and Commercial Models*.

Additionally, it is suggested that the Applicant review posted results for total megawatts tested through the Market Transition Deliverability Test and/or through interconnection request under MISO Generator Interconnection Procedures. This will ensure registered megawatts match MISO studies. To review your interconnection study, go to: [www.misoenergy.org](http://www.misoenergy.org) > Planning > Generator Interconnection and select the Generation Deliverability Workbook.

In addition, the Applicant must also complete the following legal document certifying the underlying relationship between the Applicant and the entity that owns or holds rights equivalent to ownership of the Generation Resource(s). This legal document will be displayed to the Applicant on the Required Application Sections tab:

- Certificate Representing Relationship between Applicant and Owners of Generation Resource(s)

#### **6.2.4.2 Intermittent vs. Dispatchable Resources**

Beginning March 1, 2013, a resource can ONLY register as Intermittent if it meets one of the following scenarios:

1. It is powered by a fuel other than wind;
- OR
2. It began commercial operation prior to 4/1/2005;
- OR
- a) It has Network Resource Interconnection Service ("NRIS") for 100% of its capacity
- b) It has Network Integration Transmission Service ("NITS") for 100% of its capacity
- c) It has Long-Term Firm Point-to-Point Transmission Service for 100% of its capacity
- d) It has any combination of a) through c) that sums to 100% of its capacity, without double counting

Please note that once a resource registers as DIR, it is no longer eligible to register as Intermittent, regardless of its status against these exemptions.

#### **6.2.4.3 Demand Response Resource – Type I**

If the Applicant intends to register a DRR-Type I resource to provide a specific amount of Energy or Contingency Reserve into the MISO Market through physical load interruption, or if the Applicant intends to register a DRR Type I asset in conjunction with its participation as an ARC, this section must be completed. For details regarding the required parameters to register a DRR Type I in the Commercial Model, please refer to Attachment E (Asset Parameters for Commercial Model) of the *BPM for Network and Commercial Models*.

In addition, the Applicant must also complete the following legal document certifying the underlying relationship between the Applicant and the owners of Demand Response Resource(s). This legal document will be displayed to the Applicant on the Required Application Sections tab:

- Certificate Representing Relationship between Applicant and Owners of Demand Response Resource(s)

All Applicants who register a DRR must also register their Physical Locations in the Demand Response Tool in accordance with the Commercial Model timeline. For more information on ARC registration and the Demand Response Tool, please refer to Section 9.5 and Section 9.5.1 of this BPM.

#### **6.2.4.4 Demand Response Resource – Type II**

If the Applicant intends to register a DRR Type II resource to supply a range of Energy and/or Operating Reserves, or if the Applicant intends to register a DRR Type II asset in conjunction with its participation as an ARC, this section must be completed. For details regarding the required parameters to register a DRR Type II in the Commercial Model, please refer to Attachment E (Asset Parameters for Commercial Model) of the *BPM for Network and Commercial Models*.

In addition, the Applicant must also complete the following legal document certifying the underlying relationship between the Applicant and the owners of Demand Response Resource(s). This legal document will be displayed to the Applicant on the Required Application Sections tab:

- Certificate Representing Relationship between Applicant and Owners of Demand Response Resource(s)

All Applicants who register a DRR must also register their Physical Locations in the Demand Response Tool in accordance with the Commercial Model timeline. For more information on ARC registration and the Demand Response Tool, please refer to Section 9.5 and Section 9.5.1 of this BPM.

#### **6.2.4.5 External Asynchronous Resource (“EAR”)**

If an Applicant intends to register an External Asynchronous Resource (“EAR”) to provide Regulating Reserve, Spinning Reserve, and Supplemental Reserve in addition to Energy, this section of the application must be completed. Please note that a special EAR EPNode/CPNode is created that is modeled internal to the MISO Balancing Authority. An EAR CPNode is not the same as an Interface CPNode but may have the same definition as an Interface CPNode.

For details regarding the required parameters to register an EAR in the Commercial Model, please refer to Attachment E (Asset Parameters for Commercial Model) of the *BPM for Network and Commercial Models*.

#### **6.2.4.6 Stored Energy Resource**

If the Applicant intends to register a Stored Energy Resource to supply Regulating Reserve, but not Energy or Contingency Reserve, through short-term storage and discharge of Electrical Energy in response to Setpoint Instructions, this section of the application must be completed.



For details regarding the required parameters to register a Stored Energy Resource in the Commercial Model, please refer to Attachment E (Asset Parameters for Commercial Model) of the *BPM for Network and Commercial Models*.

### **6.2.5 Combined Cycle Generation**

If an Applicant has Combined Cycle generation, this section must be completed. Note: the Applicant will be required to complete the Generator asset registration information prior to registering Combined Cycle generation.

For details regarding the required parameters to register Combined Cycle Generation in the Commercial Model, please refer to Attachment E (Asset Parameters for Commercial Model) of the *BPM for Network and Commercial Models*.

### **6.2.6 Load Zone Identification**

If an Applicant is submitting Bids to serve Load in the market, then completion of this section is required.

Loads that are served by full requirements contracts should be represented by the contract supplier. Load will typically be settled on an aggregate basis, which is the reason why Load assets are considered Zones. Each MP is settled zonally, using a collection of their nodes. The collection can contain one-to-many EPNodes. Entities may request the creation of Load Zones, as these Zones are used strictly for settlement purposes.

If two entities share the same Load Zone, there should be two Load Zones created and Applicants can assign Load EPNodes to the proper Load Zones. Each Load EPNode can be weighted between entities by percentage of ownership.

Additionally, under the new MISO Resource Adequacy construct, all Load Zones participating in the Retail Choice program are required to provide the name of the Electric Distribution Company ("EDC") at the time of registration.

For additional details Load Zone identification, please refer to the *BPM for Network and Commercial Models*.



### 6.2.7 Designated Agents

If an Applicant intends to designate certain agents to carry out Scheduling and/or Meter Data and Management functions on its behalf, the Applicant must complete the Designated Agents information in the online registration tool.

In addition, such Applicant must complete a required legal agreement, which reflects the underlying relationship between the Applicant and the Scheduling Agent and/or the Meter Data and Management Agent.

This document will be displayed on the Required Applications Section tab:

- Certificate Representing Agency Relationship between Applicant and Scheduling and/or Meter Data Management Agent

### 6.2.8 Credit Application Sections, Process, and Timeline

Pursuant to the Tariff, MISO requires reasonable credit review procedures to be conducted in accordance with standard commercial practices for the purpose of determining the ability of Applicants to meet their financial obligations, including the demonstration of Appropriate Person status as described in 4©(3)(F) of the Commodity Exchange Act ("CEA"). Further details on meeting the Appropriate Person definition are included in Attachment L of the Tariff.

Establishment and maintenance of credit with MISO is subject to the rules and regulations outlined in the MISO Credit Policy, which is Attachment L of the Tariff, which can be accessed via the MISO website at [www.misoenergy.org](http://www.misoenergy.org). Please note that information provided by the Applicant is confidential. MISO does not accept Applicant specific confidentiality agreements.

The Credit portion of the Application, including all forms and attachments, is included in the online registration tool, and as part of the supporting legal documents found on the Required Application Sections tab. Applicants may contact the MISO Credit Department at [misocredit@misoenergy.org](mailto:misocredit@misoenergy.org) if there are any questions regarding the Credit sections or requirements of the Application.

Following receipt of all required Credit information and supplemental documentation, MISO conducts a financial assessment to evaluate an Applicant's financial viability and to determine an appropriate amount of credit limit. In the determination of credit limits, MISO considers rating agency reports, financial conditions as demonstrated by an Applicant's financial information,

third party references and/or MISO records of previously conducted business, and any other available information.

Following receipt of the Credit sections of the Application in their entirety, the MISO Credit Department reviews and processes the Application. The processing of the credit application does not delay the assignment and verification of assets. The Credit Department contacts the Applicant should additional information, including financial assurances, be required. Additional time may be required for completion of processing an Application if financial assurances are required.

### **6.2.9 Components of the Credit Application**

The sections of the Credit Application are described in the following subsections.

#### **6.2.9.1 General Applicant Information**

The Credit contact data included in the General Applicant Information section is important in that it allows MISO to contact the Applicant with credit related questions.

1. The “Designated Primary Credit Contact Information” identifies the Primary Credit Contact information. The Primary Credit Contact is responsible for all ongoing communications with MISO related to Credit. This includes, but is not limited to, providing updated, quarterly and annual financial information, notifying MISO of any material changes in status, and submitting a *Change of Information Form* as necessary. In addition, the Primary Credit Contact is the first point of contact for MISO regarding all credit and financial matters.
2. The “Designated Secondary Credit Contact Information”, requires the name, address and email address for the Secondary Credit Contact of the Applicant. The Secondary Credit Contact serves as a secondary point of contact for credit related issues if the Primary Credit Contact is unavailable.

#### **6.2.9.2 Applicant Entity Data and History**

The Applicant Entity Data and History section is included so that MISO may gain a better understanding of its credit counterparty. This data is used in part to assess the creditworthiness of the Applicant. This section must be completed in its entirety.

In the first section, “Structure,” indicate the type of business entity represented by the Applicant. If the entity is structured in a way not listed in the table, select “Other.”

In the second section, “Line of Business,” select the primary line of business for the Applicant. If the appropriate selection is not available, select “Other.”

The third section, “Miscellaneous,” requires the following information:

- Date of incorporation or founding of the Applicant, as well as the state of incorporation or origination;
- Notice if the Applicant has ever filed bankruptcy (Yes/No);
- Current stock symbol if applicable.

The fourth section, “Affiliate Data,” requires the Applicant to indicate any Affiliates who are current Tariff Customers or are in process of becoming a MISO Market Participant. An Affiliate is defined as: with respect to a person or entity, any individual, corporation, partnership, firm, joint venture, association, joint-stock company, trust or unincorporated organization, directly or indirectly controlling, controlled by, or under common control with, such person or entity.

If the Applicant has any Affiliates who are current Tariff Customers or are in process of becoming a MISO MP, the Applicant would provide the following:

- Affiliate / Individual Name
- Entity Code (as registered with webRegistry)

### **6.2.9.3 Reference Information**

Reference Information is required so that MISO may assess the creditworthiness of the Applicant. This data needs to be completed in the online registration tool.

The first section, “Utility References,” is completed to include three utility references. If utility references are not available, provide trade payable references. Include the utility name, contact name, phone number, and email address of the utility contact person.

The “Bank Reference” section is completed with the following information. If this section is left blank, MISO relies on information currently on file.

- Bank name and complete address of bank
- Account Name
- Account Number
- Account Routing Number
- Years of Banking Relationship



#### **6.2.9.4 Credit Support**

The Credit Support section is required by MISO as a direct input to assessing the creditworthiness of each Applicant. Applicants must ensure that any supporting material including financial statements, notes, and auditor's reports, are provided to MISO, if required.

MISO's Credit Policy requires that Applicants provide updated financial information. The "Financial Data" table captures the method in which such data is provided. Indicate, by checking the appropriate box, whether the Applicant:

- Provides the preceding three years' Annual Financial Statements, including the most recent quarterly financial statements, accompanying notes and auditor's report; or ensure that financials are available on Edgar under a specific symbol and indicate such symbol.
- Provides a Letter of Credit, Corporate Guaranty, or Cash Deposit in lieu of financial statements. Refer to Attachment L of the Tariff for standard MISO forms.

If the Applicant elects to provide cash deposit, the Applicant must contact MISO to initiate account set-up and the processing of wire transfer. Financial Statements should be mailed to the MISO. Refer to Section 11: MISO Contact Information Section, for email, phone and address information.

Also note that MPs are required:

1. No later than one hundred twenty (120) days after the end of each fiscal year, to deliver to MISO its current, audited Financial Statements, including accompanying notes and auditor's report, prepared in accordance with generally accepted accounting principles, and
2. No later than sixty (60) days after the end of each fiscal quarter, to deliver to MISO its current, unaudited quarterly financial statements, including accompanying notes, prepared in accordance with generally accepted accounting principles.

The "Ratings" section must be completed with the Applicant's current unsecured debt ratings. If the Applicant elects to use a guarantor, provide debt ratings for the guarantor, not for the Applicant. Indicate to which party the provided debt ratings apply by checking the appropriate radio button (Applicant or Guarantor).



Complete the Ratings information by providing the following information:

- Provide the S&P Rating for the Applicant or guarantor as appropriate. Indicate, on the same line, the credit watch status. Select: (1) Positive; (2) Stable; or, (3) Negative.
- Provide the Moody's Rating for the Applicant or guarantor as appropriate. Indicate, on the same line, the credit watch status. Select (1) Positive; (2) Stable; or, (3) Negative.
- Provide the Fitch Rating for the Applicant or guarantor as appropriate. Indicate on the same line, the credit watch status. Select: (1) Positive; (2) Stable; or, (3) Negative.

Following credit assessment, MISO may determine that supplemental credit support is required from the Applicant prior to qualifying the Applicant as a Candidate MP. MISO contacts the Applicant if the credit review process determines that this financial assurance is necessary. The Applicant may elect to pre-empt MISO's potential requests by providing additional financial assurance with the Application\*.

\*Note: send any additional Credit Support to the address listed in Section 11: MISO Contact Information section of this BPM.

If you elect to provide supplemental credit support at this time, select one of the three options (Cash Deposit, Letter of Credit, or Corporate Guaranty) by checking the appropriate box. As noted above, if you elect not to provide credit support, you may still be required to submit such support should MISO deem it necessary.

A standard MISO Corporate Guaranty and Letter of Credit can be found in Attachment L of the Tariff. If elected or required, the Applicant must use these standard forms. If the Applicant elects to provide cash deposit, the Applicant must contact MISO directly to initiate account set-up and the processing of wire transfer. Refer to Section 11: MISO Contact Information for details.

Please note that the Corporate Guaranty, Exhibit I, is required for Applicants who are the subsidiary of another entity and who would prefer to utilize the consolidated financial statements of the parent company to establish credit with MISO.

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#### 6.2.9.5 Initial Credit Requirement Worksheet

Each Applicant will present to Transmission Provider its estimated annual peak load for Network Integration Transmission Service by Point of Delivery and its estimated amount of Reserved Capacity for Point-To-Point Transmission Service by Point of Delivery. This information is identified on the “Initial Value of TPE Credit Worksheet” that is located on MISO public website: [www.misoenergy.org](http://www.misoenergy.org) > Markets and Operations > Credit > Initial Value of TPE Credit Worksheet.

The following calculations will be used to determine the initial value of the Total Potential Exposure (“TPE”) component associated with Energy and Operating Reserve purchases and Energy and Operating Reserve supply needed for credit monitoring purposes:

- (i) For Energy and Operating Reserve purchases exposure, the formula is:  
Estimated peak load (MWh purchase requirement for a given hour) x  
600 hours x the average historical Day-Ahead price for the preceding three (3) month period.
- (ii) For Energy and Operating Reserve supply exposure, the formula is:  
Maximum MWh capacity of generating unit(s) x 600 hours x the average historical Day-Ahead price for the preceding three (3) months x five percent (5%). A value of \$47.00 per MWh will be used as the value for the historical Day-Ahead price until changed. A new value will be calculated and made effective May 1, 2006, and every three (3) months thereafter.

#### 6.2.10 Local Security Administrator (“LSA”) Information

Applicants are required to complete the Local Security Administrator (“LSA”) Information section. The LSA is responsible for creating and maintaining Portal User accounts for an MP. Each MP is responsible for identifying an individual(s) to perform the LSA function, as Portal User account maintenance is the responsibility of the MP, not MISO.

In this section, the Applicant may enter two (2) LSA contacts. It is important to note that the Primary LSA contact will be the main point of contact for MISO should any questions arise regarding LSA accounts. It is recommended to have at least two (2) LSA contacts on file – one primary and one secondary.

The individual that performs the Primary LSA role for the MP will have the ability to establish and manage the access of the employees of their company to all or part of the information available in the MISO Market Systems. Note that if an LSA also wishes to be a Portal User, the



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LSA must have two digital certificates – one for its LSA account and a separate certificate for any user account.

MPs need to understand the impact that the LSA role has on their company. The LSA has the responsibility of assigning access to MISO Market Systems to individuals whose actions may have a financial impact on their company. When selecting an individual to perform the role of LSA, the responsibility and impact of the role should be factors in the selection process.

The LSA is responsible for establishing Portal User accounts and managing access to the MISO Market Portal and the associated Application Program Interfaces (“APIs”). The Market Portal encompasses the following market systems:

- Customer Service
- Settlements
- Day-Ahead and Real-Time Energy and Operating Reserve Markets System (“DART”)
- Financial Transmission Right (“FTR”)
- Auction Revenue Rights (“ARR”)
- Module E Capacity Tracking (“MECT”) and Voluntary Capacity Auction (“VCA”)
- Contingency Reserve Sharing
- Generating Availability Data System (“GADS”)

Additional information on the LSA role can be found in the *LSA Policy Guide* and *LSA User Guide for Market Participants* which can be found on the MISO website: [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants. These documents describe the responsibility of MISO, as well as the responsibilities of the MP related to LSAs.

### **6.2.10.1 OASIS Security Officer**

Prior to March 2013, access to the MISO OASIS for entities with approved transmission service was managed by a Security Officer (“SO”). With the transition to OATI webOASIS, Applicants must now register its company and Security Officer directly with OATI.

For entities applying to take MISO Transmission Service or who intend to submit physical bilateral transactions/Interchange Schedules, it is suggested that the Applicant follow instructions provided in the following document which will be displayed in the online registration tool:

- OATI webOASIS and webTrans Registration

### **6.2.11 Eligible Customer Qualification Form**

The last section in the online application is the Eligible Customer Qualification Form. The purpose of this statement of eligibility is to ensure that the Applicant is eligible to take Transmission Service as a customer as defined by the Tariff. The Eligible Customer Qualification Form must be completed by all Applicants.

## **6.3 Supporting Application Documents**

The following sections describe the supporting application documents that may be required for Applicants based on their intended Market Activities or application data.

### **6.3.1 Credit and Security Agreement**

All Applicants planning to participate in the MISO Market, and securing a credit limit with Letter of Credit, must sign the Credit and Security Agreement, found as a PDF document in the online registration tool at the time of submission of the Application.

By signing the Credit and Security Agreement, Participants agree to promptly disclose to MISO, among other things, any material changes in financial status, downgrades to below investment grade rating of any debt instrument, any pending lawsuits that could materially adversely impact financial results, and to comply with other terms and conditions under which MISO conducts all credit related procedures. Refer to the Credit Policy Guide, which can be found at [www.misoenergy.org](http://www.misoenergy.org) > Markets and Operations > Credit.

The Credit and Security Agreement must be printed, completed, signed and returned to MISO via mail to the address provided in Section 11: MISO Contact Information of this BPM.

### **6.3.2 Exhibit I: Corporate Guaranty**

Exhibit I in Attachment L of the Tariff provides the standard, acceptable format for the Corporate Guaranty. The Corporate Guaranty is required for Applicants who are the subsidiary of another entity and who would prefer to utilize the consolidated financial statements of the parent company to establish credit.

A Corporate Guaranty may be accepted from a Guarantor that is organized under the laws of a jurisdiction within the United States or Canada (Non-Foreign Guarantor) or a Guarantor that is organized under the laws of a jurisdiction outside of the United States or Canada (Foreign Guarantor). Through this financial instrument, the parent company or other Affiliate of the Applicant guarantees all the liabilities of the Applicant.

In addition, MISO may require the completion of a Corporate Guaranty if it finds that additional financial assurances are required prior to the Applicant's participation in the market. Should this occur, MISO informs the Applicant of the need to complete this document. The Guarantor is subject to the same financial review procedures as MISO MP Applicants.

The Corporate Guaranty also includes a Secretary's Certificate of Directors' Resolutions and a Resolution of the Board of Directors. Executed copies of the Secretary's Certificate of Directors' Resolutions and the Resolution of the Board of Directors must be provided at the time of Corporate Guaranty submission.

The Corporate Guaranty must be printed, completed, signed and returned to MISO via mail to the address provided in Section 11: MISO Contact Information of this BPM. Please ensure that all three components of the Corporate Guaranty, as listed below, are completed and returned should the Applicant either elect or be required to utilize the Corporate Guaranty.

- Actual Corporate Guaranty
- Secretary's Certificate of Directors' Resolutions
- Resolution of the Board of Directors

If your entity is organized under the laws of a jurisdiction outside of the United States or Canada (Foreign Guarantor), please contact the Credit department for a copy of the Foreign Corporate Guaranty.

### **6.3.3 Exhibit II: Irrevocable Letter of Credit**

An Irrevocable Letter of Credit, in the amount acceptable to MISO, may be submitted as a form of financial assurance. Exhibit II in Attachment L of the Tariff is the standard, acceptable format for the Letter of Credit. The Letter of Credit may be required if MISO credit assessment determines that the Applicant is in need of financial assurance prior to market participation. Should this occur, the Applicant is informed by MISO of the need to provide financial assurance. The Applicant may preempt this potential request and include a Letter of Credit with the Credit Application. If required or included in the Application, the Letter of Credit must be printed, completed, signed and returned to MISO via mail to the address provided in Section 11: MISO Contact Information of this BPM.

Note that the Credit and Security Agreement document must accompany the Letter of Credit.



### **6.3.4 Exhibit III: Cash Collateral Agreement**

All Applicants planning to participate in the MISO Market, and securing a credit limit with a cash deposit, must sign the Cash Collateral Agreement, found as a PDF document in the online registration tool at the time of submission of the Application.

A Cash Deposit in an amount determined by MISO may serve as a form of Financial Security. The initial Cash Deposit must be accompanied by execution and delivery of a “Cash Collateral Agreement.” Exhibit III in Attachment L of the Tariff is the standard, acceptable format for the Cash Collateral Agreement. MISO may amend the forms of agreement from time to time, either generally or on a case-by-case basis.

If required or included in the Application, the Cash Collateral Agreement must be printed, completed, signed and returned to MISO via mail to the address provided in Section 11: MISO Contact Information of this BPM.

### **6.3.5 Certificate Representing Relationship between Applicant and Owners of Generation Resource(s)**

This legal document certifies the underlying relationship between the Applicant and the entity that owns or holds rights equivalent to ownership of the Generation Resource(s) and is necessary if the Applicant intends to submit offers of that Generation Resource in the MISO Open Access Transmission, Energy and Operating Reserve Markets. Rights equivalent to ownership refers to an entity that leases a Generation Resource and controls its output.

### **6.3.6 Certificate Representing Relationship between Applicant and LSE**

Applicants are required to complete the Certificate Representing Relationship between Applicant and LSE document as proof of the relationship between the Applicant and the LSE. An LSE or municipal that is a full requirements customer of an electric utility need not register or participate in the market. However, if an Applicant buys power in the wholesale market and arranges for Transmission Service to deliver that power, the Applicant, at a minimum, needs to submit Physical and Financial Bilateral Transactions Schedules. This is because all transactions are subject to congestion and marginal loss charges. In addition, an entity must be an MP in order to hold FTRs or ARRs. In addition, if a full requirement customer will take Ancillary Services from MISO and is not represented by an MP, they must register as an MP.



### **6.3.7 Certificate Representing Joint Ownership of Generation Resource(s)**

Applicants are required to complete this legal document to indicate the Joint Ownership of the Generation Resource. The Certificate Representing Joint Ownership of Generation Resource(s) Section certifies the underlying joint or co-owner relationship between the Applicant and the entity that owns or holds the rights equivalent to ownership of the Generation Resource(s). Completion of this section is necessary if the Applicant intends to submit Offers of that Generation Resource in the MISO Open Access Transmission, Energy and Operating Reserve Markets. Rights equivalent to ownership refers to those of an entity that leases a Generation Resource and controls its output.

### **6.3.8 Certificate Representing Agency Relationship between Applicant and Scheduling and/or Meter Data Management Agent**

Complete this legal document as proof of the relationship between the Applicant and the Scheduling Agent and/or Meter Data Management Agent. The Meter Data Management Agent ("MDMA") and the Scheduling Agent ("SA") provide MISO with information on behalf of the MP. Meter Data Management Agents or Scheduling Agents must be designated when completing the Market Registration application. However, the MP can designate itself as the MDMA and is not required to have a Scheduling Agent, since it can schedule itself. In states where choice of metering entities is not permitted, the pre-ASM Balancing Authority Operator that currently performs the metering function continues to do so after the initiation of the Open Access Transmission, Energy and Operating Reserve Markets.

The MP, not the SA/MDMA, must complete this section. The MP registers and completes this document, designating the SA/MDMA. When an MP designates a SA/MDMA, MISO works directly with the SA/MDMA as designated agent. However the MP is ultimately responsible for any of the SA/MDMA's actions and responsibilities.

An organization can register to be an MP while simultaneously serving as another organization's (who must also register as an MP) Scheduling Agent or Meter Data Management Agent.

### **6.3.9 Certificate Representing Relationship between Applicant and Owners of Demand Response Resource(s)**

Applicants are required to complete this legal document as proof of the relationship between the Applicant and the owners of Demand Response Resource(s). Completion of this section is necessary if the Applicant intends to utilize the DRR Asset(s) for the purpose of supporting DRR





Type I or DRR Type II Offers in the Open Access Transmission, Energy and Operating Reserve Markets.

### **6.3.10 Certificate Confirming Fulfillment of Requirements for Applicants Seeking to Participate as Aggregator of Retail Customers (“ARC”)**

Applicants seeking to register as an ARC are required to complete this legal document as proof that the Applicant meets Relevant Electric Retail Regulatory Authority (“RERRA”) laws, regulations, or orders regarding participation in MISO’s Energy and Operating Reserve Markets.

### **6.3.11 MISO Signatory Page**

All Applicants are required to complete the MISO Signatory Page. Please note that notarization is required for this page. The Signatory Page must be printed, signed, notarized and returned via mail to the address provided in Section 11: MISO Contact Information, of this BPM.

### **6.3.12 Transmission Service Agreement Forms**

An MP requesting Transmission Service from MISO will need to complete the forms applicable to each type of service they need to request. There are four (4) types of service available to Applicants. Those are:

1. Non-Firm Point-to-Point Transmission Service
2. Short-Term Firm Point-to-Point Transmission Service
3. Long-Term Firm Point-to-Point Transmission Service
4. Network Integration Transmission Service

MISO requests that an Applicant complete the applications and agreements to all four types of service. All types of service involve completion of the Application for Service and Service Agreement. Please complete both of these documents for all types of service as these are both umbrella agreements. Please print and sign two (2) copies of the Service Agreement(s). One copy will be signed by MISO and sent back to the Applicant for its records.

The Service Agreement forms must be printed, completed and signed, and returned to MISO via mail to the address provided in Section 11: MISO Contact Information found in this BPM. The Service Agreement forms are in a different format from the rest of the application to comply with FERC formatting regulations.

The Short-Term Firm Point-to-Point Transmission Service Agreement, Long-Term Firm Point-to-Point Transmission Service Agreement, and the Network Integration Transmission Service



Agreement also include the transaction specification sheet, which must be completed for each transaction at the time the Transmission Service is requested.

The transaction specification form for Short-Term Firm Point-to-Point Transmission Service will only need to be completed if the Applicant is notified by MISO that System Impact Studies or Direct Assignment Charges are necessary. There is an optional attachment for Wholesale Distribution Service available in the Network Service section.

The information requested on these forms may overlap with previous sections of the registration kit. However, this information is required by FERC and must be completed in the format of the Service Agreement forms in order to begin work with MISO.

### **6.3.13 Request for Taxpayer Identification**

Depending on the location of the Applicant's legal entity, one of the following forms is required:

- W9 Request for Taxpayer Identification Number
- W8 Certificate of Foreign Status for US Tax Withholding

### **6.3.14 Universal Non-Disclosure and Confidentiality Agreement ("NDA")**

The Universal Non-Disclosure and Confidentiality Agreement ("NDA") replaces many other non-disclosure agreements used in the past by MISO. These include non-disclosure agreements for electric system security data, extranet access, finance subcommittee, MAPP-related electric system security data, and power system planning information.

As part of the registration process, each Applicant must complete and submit an executed NDA in accordance with the instructions below. The NDA allows an MP access, upon request, to MISO confidential information during the time in which the entity remains a valid MISO MP.

In order to properly execute MISO's Universal NDA, each signing organization is required to identify a "Compliance Officer," who will be responsible for executing the Universal NDA and apprising MISO of any changes regarding its company's employees and their respective status under the Universal NDA. Such updates include termination, addition, deletion or modification of employees who require access under the Universal NDA.

A new Appendix A needs to be completed and sent to MISO each time employees are either added or deleted. The actual Universal NDA will not need to be resigned. Appendix A, however, does need to be updated to reflect the current, accurate listing of those individuals within a company that require access to the different materials covered by the Universal NDA. Any



employee whose name does not appear on the most recently submitted Appendix A will have their access revoked. Appendix A contains a place to designate whether the employee is “transmission” or “market.” This information is necessary to ensure that employees are granted the proper access so no unauthorized communication of privileged information occurs.

### **6.3.15 Annual Certification Form**

All applicants must provide the Annual Certification form prior to certification, available via the online registration tool. The form must be executed by a duly authorized officer and acknowledged by a Notary Public. The applicant certifies that it meets the Minimum Participation Requirements related to Training, Risk Management, Operational Capabilities, and Capitalization through execution of the form. The Minimum Participation Requirements are set forth in Exhibit VI and Section III of Attachment L.

Subsequent Annual Certification forms must be submitted to the credit department in acceptable form on an annual basis. The deadlines for annual submission are specified in Attachment L of the Tariff. Failure to provide an executed Annual Certification in a form acceptable to the Transmission Provider and by the specified deadlines may result in a Default under the Tariff.

## **6.4 Additional Application Details and Responsibilities**

The following sections outline additional application details and responsibilities as they relate to the application to become an MP.

### **6.4.1 Confidentiality Provisions**

The Applicant agrees to provide MISO with all confidential and/or proprietary information (Confidential Information) that is reasonably needed to determine the Applicant’s eligibility as an MP. MISO does not release any Confidential Information to any party without reasonable prior notice to, and written consent by, the Applicant, or as otherwise required or authorized by the Tariff. MISO shall treat Confidential Information consistent with the Standards of Conduct contained in Part 37 of the Federal Energy Regulatory Commission’s (“FERC”) regulations, and the confidentiality provisions of the Tariff.

### **6.4.2 Duty to Notify MISO of Any Change(s) in Information Contained in Application**

The Applicant agrees to notify MISO within a reasonable time of any change(s) in the information contained in the MP Application submitted by the Applicant. This duty continues to apply even after the Applicant obtains Candidate MP status. MISO reserves the right to reevaluate the Applicant in light of the new information. Applicant’s failure to promptly notify



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MISO of a change in information may result in termination of the MP Qualification Process or revocation of Candidate MP status. Please review Section 7 of this BPM for more information on submitting change of information requests.

### **6.4.3 Terminating an Application**

If an Applicant chooses to terminate an application that is in process or has been previously submitted (prior to certification as an MP), please notify the Customer and Asset Registration Services team by sending an email to [register@misoenergy.org](mailto:register@misoenergy.org). A member of the team will provide the Applicant with necessary instructions to officially terminate the application.

Please note that should the Applicant wish to resume the application process after an application has been terminated, the Applicant would be required to register a new Entity Code with the OATI WebRegistry and restart the application process.

The process to terminate Market Participant status (once the Applicant has been certified) is discussed in Section 10: Terminating Market Participant Status of this BPM.

## **7 Notice of Change of Information**

It is the responsibility of the Applicant and all Certified MPs to ensure all data provided is kept current and that any change(s) to such data is submitted to MISO. For an Applicant, failure to promptly notify MISO of a change in information contained in the application may result in termination of the MP Qualification Process or revocation of Candidate MP status.

Once certified, it is important to submit any information changes in accordance with stated deadlines. Failure to notify MISO of a change in information within stated deadlines may result in the change not being implemented within the requested timeframe. For example, if a requested information change is needed for the next Commercial Model update, those changes must be submitted in accordance with the Network and Commercial Model Update Timeline. Please contact the Customer and Asset Registration Services team via email at [register@misoenergy.org](mailto:register@misoenergy.org) for a list of deadlines.

All Applicants who need to update, amend, and/or correct any information previously submitted to MISO must use the *Non-MP Change of Information Form*. For Certified MPs who need to update, amend, and/or correct any information previously submitted to MISO must using *Attachment B - Notice of Change of Information* form. Both forms must be executed by one of the following individuals:

- *General Contact* as identified in the General Information Section of the online application;
- The contact identified as *Authorized to Execute Market Participant Agreement*, also in the General Information Section of the online application;
- An officer of the company or mayor of a municipality/city utility;
- Mayor of a city or municipality.

If you are an Applicant and need to request a copy of the *Non-MP Change of Information Form*, please contact [register@misoenergy.org](mailto:register@misoenergy.org). To download a blank form from the MISO website, go to: [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants.

Please Note: when completing these forms, it is required to include the Entity Code of the MP or Applicant. This Entity Code can be found at the OATI webRegistry; please note the Entity Code is not the same as the desk code or role-code pair or a NERC ID (NCR#) as registered with the North American Electric Reliability Corporation.

Please complete this form, including an authorized signature, and mail, fax, or scan and email changes using the contact information found in Section 11: MISO Contact Information.

To acknowledge receipt of either change of information form, MISO will send a written notice to the entity and will notify the Applicant or MP of any deficiencies. Notice will be sent via email to the General or Authorized Representative on file at MISO.

## 7.1 Types of Changes

Information to be changed usually includes one of the following categories:

- Contact Information
  - a) Including General Contact, Authorized Representative, or any other type of contact within your company
- Billing, Banking or Wire Transfer Information
  - a) Note: such changes may take up to 2 weeks to be reflected in MISO systems.

- Updated Generation/Resource Registration/Combined Cycle
  - a) Generation tab of the Commercial Model Master template must accompany the form and submission must follow the Commercial Model Update Timelines; Commercial Model Master Template can be found on the MISO public website:
    - [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Commercial Model Asset Registration Templates
  - b) If an MP has an ownership change of a generation asset to another MP, please see Section 7.5: Ownership Change of a Generation Resource, for instructions on how to notify MISO of the ownership change in order for any applicable changes to be made in the Commercial Model.
  - c) Also note that if changing generation, 24 hour contact information must be submitted for the asset.
- Updated Load Zone Identification
  - a) Load Zone tab of the Commercial Model Master template must accompany the form. If you are serving Load for another, the *Certificate Representing Relationship between Applicant and Load Serving Entity or Load* needs to accompany the change request.
  - b) Submission must follow the Commercial Model Update Timelines; Commercial Model Master Template can be found on the MISO public website:
    - [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Commercial Model Asset Registration Templates
- Updated Local Security Administrator Information
  - a) If an MP is requesting a **new** LSA, the MP or Applicant is required to complete the Local Security Administrator (“LSA”) form (Section 16) in addition to completing the change form.
  - b) If an MP is requesting a change to an **existing** LSA account, no further documentation is needed beyond the Attachment B.
- Legal Name Change
  - a) If an MP is updating its legal name, the MP must provide Secretary of State documentation or Certificate of Amendment (Canada) showing the new legal name
  - b) New W-9 (inside US) or W-8 (outside US)
  - c) Updated legal name in OATI webRegistry

Please note that the change to the legal name will not be reflected in MISO's systems immediately. The update to the legal name would be reflected in the next Commercial Model update cycle.

- Credit Information
  - a) Additional documentation will only be required if requested by the Credit Department
- URLs
  - a) As of September 15, 2009, the Market Portal has been expanded to allow MPs to manage their Day-Ahead Real-Time ("DART") XML Notification Listener URLs
  - b) Located on the Production Market Portal under the DART > Notifications > Configure Listener URLs menu, this new screen allows MPs to see the Listener URLs currently registered and provides the ability to update those URLs directly
  - c) By using this new screen, the URL updates will be sent directly to the DART system and made effective immediately
  - d) If you do not see this new menu option, please contact your LSA and ask them to provision your Market Portal account with the "Notification URLs" role.

For questions regarding the information change request process, please contact the Customer and Asset Registration Services team using contact information found in Section 11: MISO Contact Information.

## 7.2 Annual Contact Audit

MISO conducts an annual audit of all Certified Market Participant contacts. It is the responsibility of each MP to review the audit report and provide feedback related to the list of contacts. If there are no changes after reviewing the report, an email from a General or Authorized contact must be received stating that no changes are required. If changes are desired, the General or Authorized contact must complete and return an *Attachment B – Notice of Change of Information* form, along with the annotated contact report describing the requested changes.

MPs may request a contact report at any time. If your entity would like a contact report, please send an email to [register@misoenergy.org](mailto:register@misoenergy.org).



### 7.3 Appendix A of the Universal NDA

A new Appendix A needs to be completed and sent to MISO each time employees are either added or deleted. The actual Universal NDA will not need to be resigned. Appendix A, however, does need to be updated to reflect the current, accurate listing of those individuals within a company that require access to the different materials covered by the Universal NDA. Any employee whose name does not appear on the most recently submitted Appendix A will have their access revoked. Appendix A contains a place to designate whether the employee is “transmission” or “market.” This information is necessary to ensure that employees are granted the proper access so no unauthorized communication of privileged information occurs. A copy of Appendix A can be found in the *Universal Non-Disclosure and Confidentiality Agreement* document located on the MISO website at [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Client Relations (see Related Documents side-bar).

### 7.4 Ownership Change of a Resource between Applicant and Certified MP

For applicants who intend to become a certified MP and also receive transferred assets from an existing certified MP, the following process applies.

The applicant must submit their application and all associated legal documents in accordance with Topology Commercial Model deadlines. In addition to the application, the applicant receiving the assets and the certified MP making the transfer must submit an *Attachment B – Notice of Change of Information Form* along with applicable templates and legal documents. These Attachment B documents must also be received in accordance with Topology Commercial Model deadlines.

The Applicant must meet credit requirements by the first day of the following month. For example, if the application and both Attachment B documents are submitted by September 15 for a December 1 effective date, credit must be met by October 1 even though the Applicant would not be fully certified until December 1.

In order to complete the transfer, both the Applicant accepting the assets and certified MP making the transfer must confirm the change during the next Asset Confirmation period. Both parties will be notified via email by the Customer and Asset Registration Services team when confirmation tasks are required.



If the Applicant does not meet credit requirement by the required date, both the Applicant and certified MP must send an email to the Customer and Asset Registration Services team to withdraw their Attachment B forms. This means that the transfer will not occur at the requested quarterly model update. Updated Attachment B forms can be sent to request the transfer at the next model update; these must be received by stated Commercial Model deadlines.

To obtain the Attachment B form, or if there are questions regarding this process, contact the Customer and Asset Registration Services team; refer to contact information in Section 11: MISO Contact Information.

## **7.5 Ownership Change of a Generation Resource between Certified MPs**

Effective October 1, 2007, if an MP needs to register an ownership change of a Generation Resource, there is a two-step process for making an ownership change to the Generation Resource already registered in the Commercial Model. This will require coordination between both the selling and receiving parties.

This process is defined in BPM 10 Network and Commercial Models, Section 5.2. Please refer to the description of Adhoc Generation Ownership transfer for more detail on requirements and timing.

If your entity plans on following the Adhoc Generation Ownership transfer process, please contact Customer and Asset Registration Services at [register@misoenergy.org](mailto:register@misoenergy.org).

## **8 Asset Registration**

Asset registration is designed to provide MISO with information about what assets the Applicant is claiming and is a means to validate that the MISO Network Model reflects the correct relationships. The following is an overview of the Asset Registration process.

1. MISO pre-populates the Asset Registration Database with existing MISO customer information.
2. The Applicant completes the online application to become a Candidate MP.
3. MISO assigns roles and assets to Applicant in the Asset Registration Database based on data submitted from the online application and performs validations on submitted asset parameters.
4. MISO sends the Applicant an Asset Confirmation Report via email generated from the Asset Registration Database for review and verification.

5. The Applicant reviews Asset Confirmation Report including:
  - (1) Participant configuration
  - (2) Asset configuration
  - (3) Collection configuration
6. The Applicant confirms its assets with MISO by signing the Asset Confirmation Report\* and confirming with the Customer and Asset Registration Services team via email.
7. MISO resolves Unclaimed assets and asset disputes with Applicants.
  - \* The asset confirmation tasks must be executed by one of the following individuals:
    - b) *General Contact* as identified in the General Information Section of the online application;
    - c) The contact identified as *Authorized to Execute Market Participant Agreement*, also in the General Information Section of the online application;
    - d) An officer of the company applying to become an MP;
    - e) Mayor of a city or municipality.

Note: adding new assets, or making changes to existing assets, must be completed through Customer and Asset Registration Services using the Attachment B process. Contact a Customer and Asset Registration Services team member at any of the following: 317-249-5182; 317-249-5235; 317-249-5858 or by email at [register@misoenergy.org](mailto:register@misoenergy.org).

## 8.1 Submission of Hourly Parameters

As part of the asset registration process, Applicants are required to submit one set of twenty-four hourly parameters for use in the Day-Ahead Energy and Operating Reserve Market and one set of twenty-four hourly parameters for use in the Real-Time Energy and Operating Reserve Market. Such hourly parameters are as follows and are submitted via the Market Portal ("DART MUI") and may be subsequently changed via submittal of the Day-Ahead Schedule Offer and Real-Time Schedule Offer. Those parameters include:

1. Energy Offer
2. Regulating Capacity Offer (if qualified)
3. Spinning Reserve Offer (if qualified)
4. On-Line Supplemental Reserve Offer (if not Spin Qualified)
5. Off-Line Supplemental Reserve Offer (if Quick Start Resource)
6. Supplemental Reserve Offer (for DRR-Type I and EAR, if qualified)
7. Start-Up Time (hot, intermediate and cold)

8. Hourly Curtailment Offer (for Demand Response Resource – Type I (“DRR-Type I”))
9. Start-Up Notification Time (hot, intermediate and cold)
10. Shut-Down Time (for DRR-Type I)
11. Shut-Down Notification Time (for DRR-Type I)

Additionally, as part of the asset registration process, Applicants are required to submit one set of daily parameters for use in the Day-Ahead Energy and Operating Reserve Market and one set of daily parameters for use in the Real-Time Energy and Operating Reserve Market. Such daily parameters are as follows and are submitted via the Market Portal (“DART MUI”) and may be subsequently changed via submittal of the Day-Ahead Schedule Offer and Real-Time Schedule Offer:

1. Shut-Down Offer (for DRR – Type I)
2. Maximum Start-Up Limit (for Generation Resources and DRR – Type II)
3. Minimum Run Time (for Generation Resources and DRR – Type II)
4. Maximum Run Time (for Generation Resources and DRR – Type II)
5. Minimum Down Time (for Generation Resources and DRR – Type II)
6. Minimum Interruption Duration (for DRR-Type I)
7. Maximum Interruption Duration (for DRR-Type I)
8. Minimum Non-Interruption Interval (for DRR – Type I)

## 8.2 Asset Registration Database

The Asset Registration Database houses Network and Commercial Model data that is required for market operations. The database is refined as the Applicants complete the registration process and as MISO improves the underlying Network Model.

The Online Asset Registration Tool (discussed in the following section) is populated with all information from the Network Model. The Online Asset Registration Tool includes all existing assets that are in the current Network Model. MISO initially creates the commercial relationships as placeholders until registration is complete.

The Asset Registration Database is periodically updated to reflect Network Model improvements.

The model being used for the Asset Registration Tool is the same model that is used for FTR allocations. All new assets that are not currently part of the EMS Network Model must be added through Customer and Asset Registration Services.

The Asset Registration Database is organized into three main sections: MPs, Assets, and Collections. For each section of the Asset Registration Database, there are four types of data populated by MISO: Names, Parameters, Relationships and Collections. In addition to identifying MPs, Assets, and Collections, the Asset Registration Database also identifies two relationships:

1. The relationship between MPs and Assets (i.e., Generation Owners and Generators); and
2. The relationship between Assets and Collections, including Zone, Hub, Interface, Aggregates, and Stations.

### 8.3 Online Asset Registration Tool

To help minimize the amount of manual paperwork for Applicants and Certified MPs, MISO has developed the Online Asset Registration Tool. The tool provides a visual display of all Resources and Load Zone assets registered in the Asset Registration Database.

Currently, access to the tool is restricted to Certified MPs. Certified MPs can access the tool by going to the Market Portal: <https://markets.misoenergy.org/MISO>. To access the tool, go to the *Customer Service Menu*, then select *ASM Asset Registration*.

Once an Applicant has submitted the application and relationship information to MISO, the tool will pre-assign the assets based on data in the Asset Registration Database. The Customer and Asset Registration Services team will provide the Applicant with an Asset Confirmation Report generated from the Online Asset Registration Tool that is used to verify the pre-assigned data, modify it if necessary, and submit the required forms for the assets. These forms must then be signed and submitted to the Customer and Asset Registration Services team. Applicants must submit the verification of their assets via email before the processing of the application is complete. If the Applicant's assets are not listed on the Asset Confirmation Report, please contact the Customer and Asset Registration Services team to have assets updated in the model.

Following initial market participation, there is a separate process through Customer and Asset Registration Services to confirm new assets or changed asset relationships via the Online Asset Registration Tool.

### 8.3.1 Interactions with the Asset Registration Tool

The interface screens can be viewed in the *Asset Registration Tool User Guide* found on the MISO website at [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Asset Registration Tool User Guide.

- The Asset Common Name is the name that a company wishes to refer to an asset (such as “Generator 1”). The NERC name is the name used by the NERC IDC; and the EMS name is the name the Asset is referred to in the model.
- If an Asset is listed as being owned by an entity, but the entity determines it is not the owner, the un-assign function allows the entity to confirm that it does not own the Asset.
- For Certified MPs, selecting the “Generate Report” option from the browser will allow to print two types of reports:
  - a) **Modified Asset Report** – shows all asset and relationship information that has changed during the selected time period
  - b) **All Asset Report** – shows all asset and relationship information.
- If there is an error reported in the Online Asset Registration Tool or either of the Asset Reports, please contact the Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org).

## 9 Special Registration Initiatives

The following section describes additional registration initiatives for Applicants and certified MPs.

### 9.1 Reactive Supply and Voltage Control Service Under Schedule 2

Per requirements set forth in Schedule 2 of the Tariff, for certified MPs who have a specific Generation Resource that is recognized as meeting the technical qualifications to be deemed a Qualified Generator for receiving compensation for its reactive power and voltage control, the MP must submit a Self-Certification Statement regarding the Qualified Generator status. The Certification Statement can be located on MISO’s public website at: [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Supplemental Registration.

All Certification Statements should be sent with an *Attachment B – Notice of Change of Information Form* and be sent to the Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org). If you need a copy of the Attachment B, please contact a Customer and Asset Registration Services team member using the email above.



If a Qualified Generator has been sold or transferred to a different Certified MP and the Schedule 2 revenue needs to transfer to the new unit owner, both parties must submit an *Attachment B – Notice of Change of Information Form* requesting the revenue transfer. The Attachment B forms should state the unit information and effective date of the transfer.

Upon receipt of the executed Self Certification statement, MISO will notify the generator resource of any deficiency within fifteen (15) days or initiate compensation.

For more information regarding general and technical qualifications for a Generation resource to be considered a Qualified Generator for receiving compensation for its reactive power and voltage control capability, please refer to the *BPM for Reactive Supply and Voltage Control Service* or Schedule 2 of the Tariff.

## 9.2 Station Power Service Under Schedule 20

For certified MPs who are eligible to provide Station Power service under Schedule 20 of the Tariff, the MP must complete an *Attachment B – Notice of Change of Information Form* and all applicable sections of the Station Power Application which is located on MISO's public website at: [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Supplemental Registration.

A completed Station Power application should include:

- Descriptions of the Asset Owner and the facilities for which it intends to provide Station Power under Schedule 20;
- Single line diagrams of the generation facility(ies);
- Designation of the CPNodes associated with the Generation Owner's facility(ies);
- Indicate whether the Generation Owner intends to procure Station Power on a monthly basis (i.e. via On-Site Self-Supply or Remote Self-Supply).

Please submit all completed Station Power application documents to Customer and Asset Registration Services via email at [register@misoenergy.org](mailto:register@misoenergy.org). Application processing will begin when MISO receives the completed application and will take approximately thirty (30) days to complete after all required information has been submitted. Please note that the start date will be effective at the first of the month after the application has been approved.

Please refer to the *BPM for Station Power* or Schedule 20 of the Tariff for additional information.

### 9.3 Emergency Demand Response (“EDR”) Under Schedule 30

Emergency Demand Response (“EDR”) provisions designated in Schedule 30 of the Tariff are designed to encourage certified MPs that have demand response capabilities to offer such capabilities for use by MISO during specified Emergency conditions. Such demand response capabilities include MPs that are able to either reduce Load during Emergency conditions (e.g., through existing demand response programs) or to operate back-up Generation Resources (also referred to as “behind-the-meter” generation) to the same effect MPs with demand response capabilities are encouraged through compensation provisions in the EDR procedures to submit standing Offers to either reduce Load or to increase generation during EEA2 or EEA3 events.

The entity must be a certified MP to register an EDR asset. The process requires completion of an Attachment B, EDR registration form per asset, certification form per asset, and Offer form. These forms can be found by going to on MISO’s public website at: [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Supplemental Registration.

The EDR Offer form is in XML format. Note that the form cannot be submitted until after the registration and certification are accepted by MISO. The Customer and Asset Registration Services team will inform EDR participants of the acceptance via phone and email.

Additional information pertaining to the compensation provisions of EDR is located in the *BPM for Energy Markets Instruments* and Schedule 30 of the Tariff.

For more information about participation in the EDR initiative, please contact the Customer and Asset Registration Services team via email at [register@misoenergy.org](mailto:register@misoenergy.org).

### 9.4 Resource Adequacy Under Module E

Resource Adequacy ensures that LSEs who have been certified as an MP to serve Load in the MISO Region have sufficient capacity to meet their anticipated peak demand requirements plus an appropriate reserve margin. All LSEs must conform to Resource Adequacy Requirements demonstrating that the LSE has met the procedures and requirements of Module E of the Tariff and the Resource Adequacy BPM (BPM-011), including the demonstration that sufficient Planning Resource Credits (“PRCs”) have been designated monthly at each Commercial Pricing Node (“CPNode”) where Demand is forecasted to meet the Planning Reserve Margin Requirement (“PRMR”). LSEs may also purchase PRCS via the Module E Capacity Tracking Tool (“MECT”) in the Voluntary Capacity Auction (“VCA”) and/or enter into bilateral transactions





through MISO's electronic bulletin board in order to meet their Planning Reserve Margin Requirement.

The resources used to achieve long-term Resource Adequacy are called Planning Resources, and consist of Capacity Resources and Load Modifying Resources. For definitions please refer to *BPM for Resource Adequacy BPM*, which can be found on MISO's public website at [www.misoenergy.org](http://www.misoenergy.org) > Library > Business Practice Manuals ("BPMs").

LSEs are obligated to provide the MISO Resource Adequacy Team with Annual and Monthly Resource Plans demonstrating that sufficient PRCs from Capacity Resources and/or from LMRs will be available to meet their PRMR at each Load CPNode for the Planning Year.

All types of Planning Resources are tracked in the ("MECT") tool. LSEs must provide MISO with their forecasted Demand for the upcoming Planning Year no later than March 1. Updates to these forecasts may be submitted monthly no later than the Resource Plan Deadline which is the first day of the Month preceding the applicable Month. For Procedures for Submission of Annual Resource Plans see *BPM for Resource Adequacy*.

Any questions regarding Resource Adequacy under Module E should be directed to a member of the Resource Adequacy team at: [radequacy@misoenergy.org](mailto:radequacy@misoenergy.org).

### 9.4.1 Additional Documentation

The Resource Adequacy calendar, MECT User Guide, and other documents pertaining to Resource Adequacy can be found on the MISO public website at [www.misoenergy.org](http://www.misoenergy.org) > Planning > Resource Adequacy (Module E).

## 9.5 Aggregator of Retail Customers ("ARC")

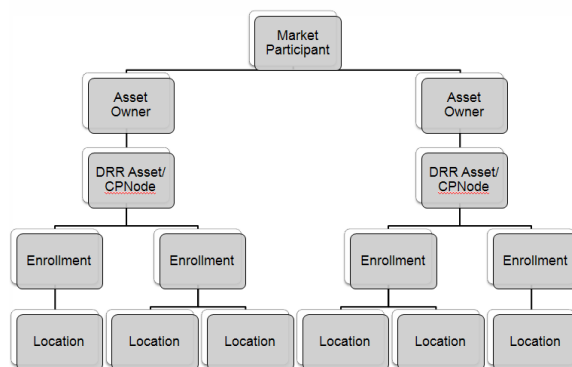
By definition, an Aggregator of Retail Customers ("ARC") is an MP sponsoring one or more DRRs or LMRs provided by customers that it does not serve at retail. An ARC can, but need not, be an LSE sponsoring a DRR or LMR that is the retail customer of another LSE.

An entity may choose to participate as an ARC provided they have met the registration requirements outlined in this BPM and have received approvals from all required parties, including ensuring that their respective state commissions allow for ARC participation. The following sections outline the requirements governing ARC participation, including LSEs that propose to aggregate the customers of other LSEs. Section 38.5 of the Tariff qualifies LSEs to aggregate their own retail customers; therefore, they need not register as ARCs to do so.



The ARC must first register its DRR resource in the online application tool as described in Section 6.2.5 of this BPM. In the case of LMRs, registration of LMRs will occur via the MECT (contact Resource Adequacy for more information on this process). An ARC can bundle multiple retail loads to form an Asset but all such loads must be located within a single LBA. Each Asset (CPNode) may be comprised of one or more Enrollments. Enrollments may be comprised of one or more physical or virtual locations. See the Enrollment hierarchy diagram below.

### 9.3.a Enrollment Hierarchy



In addition to resource information, the entity must provide additional data for each resource (i.e. retail load) comprising the DRR asset. This information will be requested in the Demand Response Tool. A user guide for the Demand Response Tool and a list of Frequently Asked Questions can be found on the MISO public website:

[www.misoenergy.org](http://www.misoenergy.org)> Stakeholder Center > Becoming a Market Participant

The following is a list of information must be submitted in the Demand Response Tool:

- Local Balancing Authority Area where the retail loads are located
- LSE(s) serving the retail loads that the ARC will control
- Relevant Electric Retail Regulatory Authority(s), or RERRA(s), having jurisdiction over the LSE
- Unique identifier in the form of the Customer Account number from the EDC
- Load reduction amount
- Measurement & verification methodology to be used (i.e. baseline calculation)
- List of retail customer accounts that comprise the resources being registered, including names and addresses of such retail customers

In addition, the ARC must certify the following:

- For each retail customer, where the relevant utility distributed more than four million MWh in the prior fiscal year, that the laws, regulations, or order(s) of the RERRA do not preclude the retail customer from participating directly in MISO's Energy and Operating Reserve Markets;
- For each retail customer, where the relevant utility distributed more than four million MWh in the prior fiscal year, that the RERRA specifically permits the retail customer to participate directly in MISO's Energy and Operating Reserve Markets,
- For each retail customer, where the relevant utility distributed four million MWh or less in the prior fiscal year, that the laws, regulations, or order(s) of the RERRA specifically permit the retail customer to participate directly in MISO's Energy and Operating Reserve Markets.

### 9.5.1 Using the Demand Response Tool

The Demand Response Tool is an application used to support demand response business processes including the registration and enrollment of physical locations that comprise any DRR asset, regardless of ARC participation. The tool is located on the MISO Market Portal by navigating to the Settlements tab. Access to the Demand Response tool will be provided upon submission of the MP application.

Please note that access to the tool is not instantaneous; Customer and Asset Registration Services must request access after the MP application is received. MISO encourages all applicants registering a DRR asset, including ARC participants, to submit their MP applications as early as possible to ensure ample time to create and enroll all physical locations by stated Commercial Model deadlines.

Once access to the tool has been provided, it is the responsibility of the applicant to enter all physical locations and enrollments in the tool. The user guide for the Demand Response Tool contains further instructions on how to submit this information and can be found on the MISO public website:

[www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Becoming a Market Participant

### 9.5.2 Approvals and Timelines

To register a DRR asset and/or become an ARC, the Applicant must submit all required application data to register a DRR asset, along with legal documents and the registration/enrollment of all physical locations that comprise the asset, in accordance with stated Commercial Model deadlines. Once the Enrollment has been submitted through the

Demand Response Tool, the approval process with the identified LSE, LBA, and RERRA will commence.

#### **9.5.2.1 LSE Approvals**

Once the LSE has received notification of the enrollment, the LSE has ten (10) business days to review and approve/provide the following data:

- Confirm customer is not a LMR or EDR for the LSE
- Approve baseline methodology type
- Provide LSE CPNode for each location

#### **9.5.2.2 LBA Approvals**

Once the LBA has received notification of the enrollment, the LBA has ten (10) business days to review and approve/provide the following data:

- Confirm location information – address is located within the identified LBA
- Confirm designated unique ID – valid account number, tied to the correct address
- Provide the EPNode(s)\*

\*If possible, the LBA will define the specific EPNode or EPNodes that are most representative of where the enrollment demand reduction will occur. For demand reduction capability of 10 MW or more (e.g. large industrial load), we expect the LBA to provide 1-2 EPNodes. In the event that a specific EPNode or EPNodes cannot be determined for a given Enrollment, the LBA must define the CPNode that is representative of where the demand reduction will occur.

#### **9.5.2.3 RERRA Approvals**

Upon ARC registration to participate in the Energy and Operating Reserve or Capacity Markets, MISO will provide a notification to the RERRA(s) provided by the ARC. As the ARC has already certified the RERRA permission or lack of preclusion for participation, MISO will assume that the ARC may participate.

- If the RERRA does not allow the ARC to participate, the RERRA may respond to the email notification from MISO within ten (10) business days and MISO will halt the registration process.
- If the RERRA does not wish to allow the ARC to participate, and it is after the ten (10) business day period, the RERRA may respond to MISO and the ARC will not be able to continue participation in the Energy and Operating Reserve or Capacity Markets.

#### 9.5.2.4 Issues and/or Denials

If an LSE or LBA has an issue with location registration, the Demand Response Tool will notify the entity via email. Please note that if approvals are not received from LSE and LBA within ten (10) business days, the DRR registration will be automatically approved.

For additional information regarding ARC participation, please refer to Section 38.6 of the Tariff, the *BPM for Energy and Operating Reserve Markets* and the *BPM for Demand Response (draft)*.

## 10 Terminating Market Participant Status

If a certified MP wishes to terminate its MP Status from MISO, the entity must submit a signed *Attachment C - Request for Termination of Market Participant Status*. This legal document must be signed by one of the following individuals:

- *General Contact* as identified in the General Information Section of the online application;
- The contact identified as *Authorized to Execute Market Participant Agreement*, also in the General Information Section of the online application;
- An officer of the company or mayor of a municipality/city utility;
- Mayor of a city or municipality.

NOTE: if the MP has Assets in the Commercial Model, those Assets must first be terminated via the Attachment B process prior to submitting an Attachment C. For further information on the Attachment B process, or to obtain a copy of the Attachment B form, please contact [register@misoenergy.org](mailto:register@misoenergy.org).

The Attachment C must be received by the Customer and Asset Registration Services team no later than five (5) days prior to the requested termination. To review a copy of the Attachment C, please refer to Section 12: Attachments within this BPM. A copy can also be downloaded via the MISO public website at:

- [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Market Participants > Terminating Market Participant Status (link at bottom of page)

An MP may reapply to become a MP under the Tariff no earlier than one (1) month after the effective date of termination, and only provided that the MP is not in default of any obligation incurred under this Tariff. Additionally, the MP must reapply with a new Entity Code (as registered with OATI webRegistry).



## 11 MISO Contact Information

Questions regarding MP registration shall be directed to the Customer and Asset Registration Services team by email to [register@misoenergy.org](mailto:register@misoenergy.org) or by phone to 317-249-5182; 317-249-5858, 317-249-5582, or 317-249-5235.

Any required application documents must be mailed to the following address:

MISO

Attention: Customer and Asset Registration Services

P.O. Box 4202

Carmel, Indiana 46082-4202

Overnight address:

MISO

Attention: Customer and Asset Registration Services

720 City Center Drive

Carmel, IN 46032

All training information is available at [www.misoenergy.org](http://www.misoenergy.org) > Training or by sending an email to [training@misoenergy.org](mailto:training@misoenergy.org).

All credit related questions can be e-mailed to [misocredit@misoenergy.org](mailto:misocredit@misoenergy.org).

## 12 Attachments

This section contains copies of the following Attachments:

- Attachment W – Form of Market Participant Agreement
- Attachment C – Request for Termination of Market Participant Status

Please note that these are included for reference purposes only. **Do not print these documents directly from the BPM.** The Applicant will be prompted to download and complete all required forms, including the Attachment W and all other required legal documents, as a part of the online registration process. If your entity requires an Attachment B or Attachment C, please contact a member of the Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org).



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To review additional standard Credit documents such as the Credit & Security Agreement, Corporate Guarantee, Letter of Credit, or Cash Collateral Agreement, prior to completing your registration, please refer to Attachment L of the Tariff.

To review the Universal Non-Disclosure and Confidentiality Agreement prior to completing your registration, please visit the MISO public website at [www.misoenergy.org](http://www.misoenergy.org) > Stakeholder Center > Client Relations.



ATTACHMENT W

Form of Market Participant Agreement

- 1.0 This Market Participant Agreement ("MP Agreement"), dated as of \_\_\_\_\_, is entered into, by and between the Midcontinent Independent System Operator, Inc., ("Transmission Provider") and \_\_\_\_\_ ("Market Participant").
- 2.0 The Market Participant has been determined by the Transmission Provider to be a Market Participant as defined in the Tariff.
- 3.0 The Market Participant agrees to supply the Transmission Provider with any and all information the Transmission Provider deems reasonably necessary in accordance with Good Utility Practice.
- 4.0 The Transmission Provider agrees to provide services to the Market Participant upon a request by an authorized representative of the Market Participant. The Market Participant agrees to take and pay for the requested services in accordance with the provisions of the Tariff and this MP Agreement.



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- 5.0 Market Participant status under the Tariff shall commence upon execution of this MP Agreement by the Transmission Provider. Service(s) under the Tariff shall commence at the time of the requested service(s) commencement date.
- 6.0 This MP Agreement shall terminate on such date as mutually agreed upon by the Parties.
- 7.0 The Market Participant shall provide written notification of any unexpected material adverse changes in circumstances that may affect the Market Participant's status as a Market Participant, within twenty-four (24) hours of having learned of the change.





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- 8.0 The Market Participant shall notify the Transmission Provider in writing of any material adverse change in circumstances that the Market Participant learns of or intends to implement and may affect its status at least seventy-two (72) hours prior to the change.
- 9.0 Any notice or request made to either of the parties to this MP Agreement shall be made to the following representatives:

	<u>Transmission Provider</u>	<u>Market Participant</u>
Title:	Contract Administrator	_____
Address:	720 City Center Drive	_____
	Carmel, IN 46032	_____



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10.0 The Tariff, in its entirety, is incorporated herein and made a part hereof.

IN WITNESS WHEREOF, the parties have caused this MP Agreement to be executed by their respective authorized officials.

Transmission Provider

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Market Participant

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



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### Attachment C

#### Request for Termination of Market Participant Status

In accordance with the terms of the Open Access Transmission, Energy and Operating Reserve Markets Tariff ("Tariff") of the Midcontinent Independent System Operator, Inc. ("MISO"), **[MP Name] [ENTITY CODE]** ("Market Participant") hereby requests to terminate its status as a Market Participant, as that term is defined under the Tariff, effective 0000 hours EST on **[date]**.

In making this request, which shall become effective on the date specified above, Market Participant states that it understands that:

1. Such termination shall not relieve Market Participant of: (i) its obligation to follow MISO's Dispatch Protocol; (ii) any obligation to deliver Energy or related services to MISO's Energy and Operating Reserve Markets pursuant to an Offer made prior to such termination; (iii) any obligation to pay for any purchases made pursuant to a Bid made prior to such termination; (iv) any obligation to pay its share of any fees and charges incurred or assessed by MISO prior to the date of such termination; or (v) any obligation to provide indemnification for the consequences of acts, omissions, or events occurring prior to such termination; and
2. Any Transmission Service Agreement(s) and, if applicable, Network Operating Agreement in place under the MISO Tariff will be terminated either on the above-mentioned effective date or on the latest stop date of any Transmission Service Request (TSR) posted on the MISO OASIS, whichever is later. The termination of these Agreements does not relieve the Market Participant of any obligations or responsibilities for services received pursuant to these Agreements. MISO will file to terminate these Agreements pursuant to Federal Energy Regulatory Commission (FERC) regulations.
3. Market Participant may reapply to become a Market Participant under the Tariff no earlier than one (1) Month after the effective date of termination, and only provided that Market Participant is not in default of any obligation incurred under this Tariff.

This "Attachment C" document must be executed by one of the following individuals: (1) "General Contact" as identified in Section 1 of the Market Participant Application, (2) contact identified as "Authorized to Execute Market Participation Agreement" also in Section 1 of the Market Participant Application, (3) an Officer of the company, or (4) the mayor of a city or municipality as defined in the BPM for Market Registration.

By signing below, **[Signatory Name]**, certifies that he/she is authorized to bind legally Market Participant.

Executed, this **[date]** day of **[month]**, **[year]**.

\_\_\_\_\_  
**[Signatory Name]**  
**[Signatory Title]**

Received by MISO:

\_\_\_\_\_  
Name:  
Date:

## Appendix A: Frequently Asked Questions

**Question:** Who should I contact for general registration questions?

**A:** For general registration questions, contact the MISO Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org) or by phone at one of the following numbers: 317-249-5182, 317-249-5858, 317-249-5342, or 317-249-5582.

**Question:** How do I get access to the MISO Market Portal to view the online application tool?

**A:** To gain access to the MISO Market Portal to view the online application tool, contact the MISO Customer and Asset Registration Services team at [register@misoenergy.org](mailto:register@misoenergy.org). A team member will provide you with a *Request for System Access Form* that will need to be completed and returned for processing. You will be required to provide your Entity Code, Legal Name, and a digital certificate from a trusted certificate authority.

**Question:** How do I get an Entity Code?

**A:** Go to the OATI WebRegistry (<https://www.naesbwry.oati.com/NAESBWRY/sys-index.wml>). If you require further assistance, please contact OATI at [support@oati.net](mailto:support@oati.net) or 763-201-2020.

**Question:** How do I get a DUNS Number?

**A:** At Dun & Bradstreet ([www.dnb.com](http://www.dnb.com)), you can register for a free DUNS number in 30 days. You may also request a DUNS Number in one business day for \$500. You must have a DUNS number in order to get an Entity Code.

**Question:** Which certificate authorities does MISO recognize?

**A:** You may obtain a digital certificate from any of the following trusted authorities:

- Digital Signature Trust (DST) [www.digsigtrust.com](http://www.digsigtrust.com)
- Entrust [www.entrust.com](http://www.entrust.com)
- OATI <http://www.oaticerts.com/>
- Thawte [www.thawte.com](http://www.thawte.com)



- Symantec <http://www.symantec.com/digital-id/>

**Question:** Who should I contact with questions related to the Credit Application?

**A:** All credit related questions should be directed to the MISO Credit Department at the following email address [misocredit@misoenergy.org](mailto:misocredit@misoenergy.org).

**Question:** What is an Extranet Account? And how do I get one?

**A:** An Extranet Account allows the user to subscribe or unsubscribe to mailing lists. It also allows access to information under specific mailing list groups.

To subscribe to the Extranet, contact Client Relations at [ClientRelations@misoenergy.org](mailto:ClientRelations@misoenergy.org).

**Question:** Which Attachments am I required to complete?

**A:** The following is a list of all supporting application documents that can be downloaded via the online registration tool. An Applicant will only see the documents required for their organization; all documents displayed for that Applicant must be completed in their entirety, and mailed to the attention of the Customer and Asset Registration Services team.

Document Title
Certificate Representing Relationship between Applicant and Owners of Generation Resource(s)
Certificate Representing Relationship between Applicant and Load Serving Entity or Load
Certificate Representing Joint Ownership of Generation Resource(s)
Certificate Representing Agency Relationship between Applicant and Scheduling and/or Meter Data Management Agent
Certificate Representing Relationship between Applicant and Owners of Demand Response Resource(s)
MISO Signatory Page (also must be notarized)*
Transmission Service Agreement
Form of Market Participant Agreement* (Attachment W)



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Document Title
Credit and Security Agreement
Corporate Guaranty
Foreign Guaranty
Letter of Credit
Cash Collateral Agreement
Security Interest Agreement
W8 Certificate of Foreign Status for US Tax Withholding
W9 Request for Taxpayer Identification Number
Universal Non-Disclosure and Confidentiality Agreement (NDA)*
Annual Certification Form*
Certificate Confirming Fulfillment of Requirements for Applicants Seeking to Participate as Aggregator of Retail Customers (ARC)
OATI webOASIS and webTrans Registration

\*indicates document is required for all Applicants



## Appendix B: Contact Type Descriptions

The following is a list of available contact types.

Contact Type	Description
General Contact	Serves as the main point of contact for MISO. This individual is authorized to submit the Market Participant (MP) application and is also responsible for submitting and signing all legal documents, including the Attachment B – Notice of Change of Information form, and confirming any registered assets.
Authorized Contact	Individual who is authorized to execute any legal agreements with MISO on behalf of the entity. This individual may also receive inquiries from MISO in the event the General Contact is unavailable.
Primary LSA	The individual that performs the Local Security Administrator (LSA) role will have the ability to establish and manage the access of the employees of their company to all or part of the information available in MISO Market Systems. Each MP is responsible for identifying an individual(s) to perform the LSA function, as Portal User account maintenance is the responsibility of the MP, not MISO.
Secondary LSA	Serves as a secondary point of contact in the event that the Primary LSA contact is unavailable. It is highly recommended to have a secondary LSA on file with MISO.
Primary Credit Contact	Responsible for all ongoing communications with MISO related to Credit. This includes, but is not limited to, notifying MISO of any material changes in status. This individual is the first point of contact for all credit and financial matters.
Secondary Credit Contact	Serves as a secondary point of contact for credit related issues if the Primary Credit contact is unavailable.
Market Billing Contact	Receive remittance advices for Market revenue and quarterly interest payments on cash collateral; may designate up to (3) Market Billing Contacts. MISO can provide billing information (i.e. invoice copies) only to approved Market Billing Contacts.
Transmission Billing Contact	Receive Transmission invoices, Open Invoice Status Reports, and remittance advices; may designate up to (3) Transmission Billing Contacts. MISO can provide billing information (i.e. invoice copies, OISRs, etc.) only to individuals registered as Transmission Billing Contacts.
MISO Settlements Analyst	Individual who verifies the charge types for transactions in the MISO Portal for that Settlement period.
Market Settlements Manager	Individual who oversees all of the Settlement accounting activities (specific to Market Settlements).
Alternative Dispute Resolution	Serves as the primary point of contact for the Alternative Dispute Resolution process.
Public Relations	Serves as the primary point of contact for any questions related to public relations.
Regulatory Counsel	Serves as the primary point of contact for any legal matters pertaining to the entity.
Data Integrity	Individual who is contacted if MISO identifies a problem or discrepancy in the transaction data submitted to MISO, most likely someone in an





## Market Registration Business Practices Manual

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Contact Type	Description
	operations area.
Primary Resource Adequacy	Responsible for ensuring that the organization is compliant with the MISO Resource Adequacy construct including where applicable qualification of Planning Resources, providing annual and monthly resource plans, participating in the Voluntary Capacity Auction and designating capacity to cover the demand forecast plus PRM.
Secondary Resource Adequacy	Serves as a secondary point of contact in the event that the Primary Resource Adequacy contact is unavailable.
Primary GADS	Responsible for ensuring that the organization is compliant with MISO GADS data requirements on a quarterly basis.
Secondary GADS	Serves as a secondary point of contact in the event that the Primary GADS contact is unavailable.
ARC Contact	Responsible for responding to MISO inquiries as necessary related specifically to Demand Response Resource Enrollments. This may also be the contact organization responsible for providing information pertaining to registered ARC Locations.