



Item 13: ERCOT 2025 Membership Application and Agreement Updates

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Technical Advisory Committee

ERCOT Public
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Overview

- **Purpose**

Provide an update on improvements made to ERCOT's Public Portal (ServiceNow) Annual Membership Request form for the 2025 ERCOT Membership Application and Agreement period

- **Key Takeaways**

- Applicants will be able to access a PDF version of the application after the form is submitted
- Information hidden in the 2024 form behind a ? icon is fully displayed in the 2025 form
- After form submission, an auto generated email attaching banking instructions will be sent to the Applicant Contact (person who submitted the form)

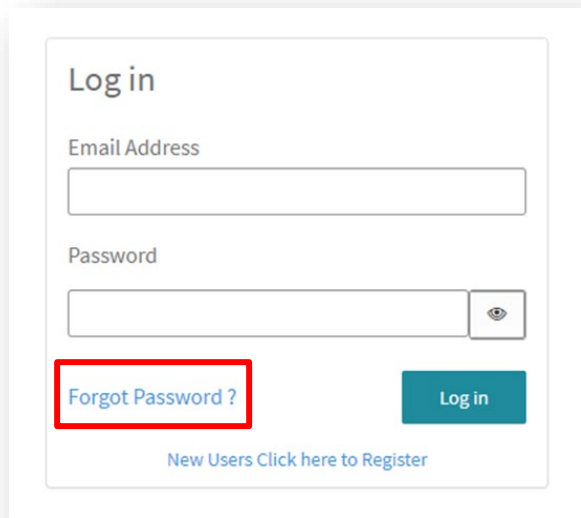
Accessing ERCOT's 2025 Membership Application & Agreement

- Email and Market Notice initiating the 2025 Membership process will contain a link to ERCOT's Public Portal (ServiceNow) that will take applicants directly to the application form
- Link can also be found on ERCOT's Membership webpage
- Applicants **with** existing credentials to ServiceNow will log in and complete the form
- Applicants **without** existing credentials to ServiceNow will need to register using the *New Users Click here to Register* link from the log in screen and complete the *Sign Up* form
 - New users are required to verify their email address after to submitting the *Sign Up* form – don't miss this email and this step
- **IMPORTANT** – the email address for the Applicant Contact must not be an email address associated with ERCOT as an Authorized Representative (AR) or Backup Authorized Representative (BAR)



Password Reset

- Applicants with an email address previously registered with ServiceNow can reset a forgotten password using the *Forgot Password ?* link on the *Log in* screen
- Use link within email generated from ServiceNow to reset password



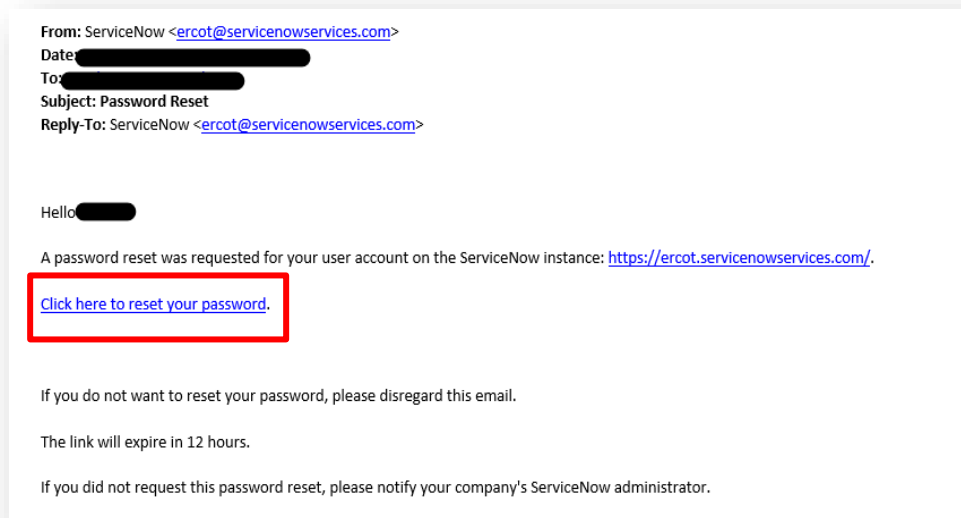
Log in

Email Address

Password

[Forgot Password ?](#)

[New Users Click here to Register](#)



Applicant Contact v. Applicant Legal Name

- **Applicant Contact** field and associated email address are associated with the person completing the form
- **Applicant Legal Name** field is where the full corporate name of the entity applying for Membership should be listed **NOT** the legal name of the individual submitting the application

Annual Membership Request

Annual Membership Request

ELECTRIC RELIABILITY COUNCIL OF TEXAS, INC.
MEMBERSHIP APPLICATION AND AGREEMENT

This Membership Application and Agreement for the Membership Year identified below at *Annual Membership Request for Membership Year* (Agreement) is made and entered into by and between Electric Reliability Council of Texas, Inc. (ERCOT) and (Applicant). In consideration of the mutual covenants contained herein Applicant hereby submits its application for ERCOT Membership (Membership) and agrees to be bound by the obligations of Membership as further described herein and the ERCOT Bylaws. ERCOT will review this application and will provide Member services and benefits described herein, subject to the terms and conditions of this Agreement and the ERCOT Bylaws, provided that Applicant meets the requirements to become an ERCOT Member (Member). This Agreement shall be effective as of the date that ERCOT provides written notice approving this application for the Membership Year identified below at *Annual Membership Request for Membership Year* (Effective Date). Please note that being registered as a Market Participant is independent from being a Member. Membership is completely optional and does not interfere with your Market Participant status.

Capitalized terms that are not defined in this Agreement shall have the meaning as defined in the ERCOT Bylaws, as amended from time to time.

* Indicates required

Membership Application Information

* Annual Membership Request for Membership Year

2025

* Applicant Contact Email

* Applicant Legal Name ?

Provide full corporate name and, if applicable, assumed "doing business as" name, of Applicant applying for Membership. ✘




Submitting the 2025 Membership Application and Agreement


- Review the form to ensure all information is accurate, check *“I agree to the terms of the Membership Agreement”* and insert typed signature
- Add attachments, as applicable, for required designated segments (i.e., PGC registration for Independent Generator Segment)
- All fields denoted with a red asterisk (*) are required fields – application submission will not go through without population of all required fields
- Click *Submit*


IN WITNESS WHEREOF, Applicant certifies that:

(i) Applicant meets the requirements for ERCOT Membership in the Segment designated herein;
(ii) All information provided herein is true and correct to the best of Applicant's knowledge;
(iii) The signatory for Applicant is a representative authorized by Applicant with authority to bind Applicant contractually; and
(iv) Through the signature of its authorized representative below, Applicant agrees to be bound by the terms of this Agreement, the ERCOT Bylaws, applicable ERCOT Protocols, and any other requirements duly adopted by the Board of Directors or required by the PUCT or applicable law.

* I agree to the terms of the Membership Agreement

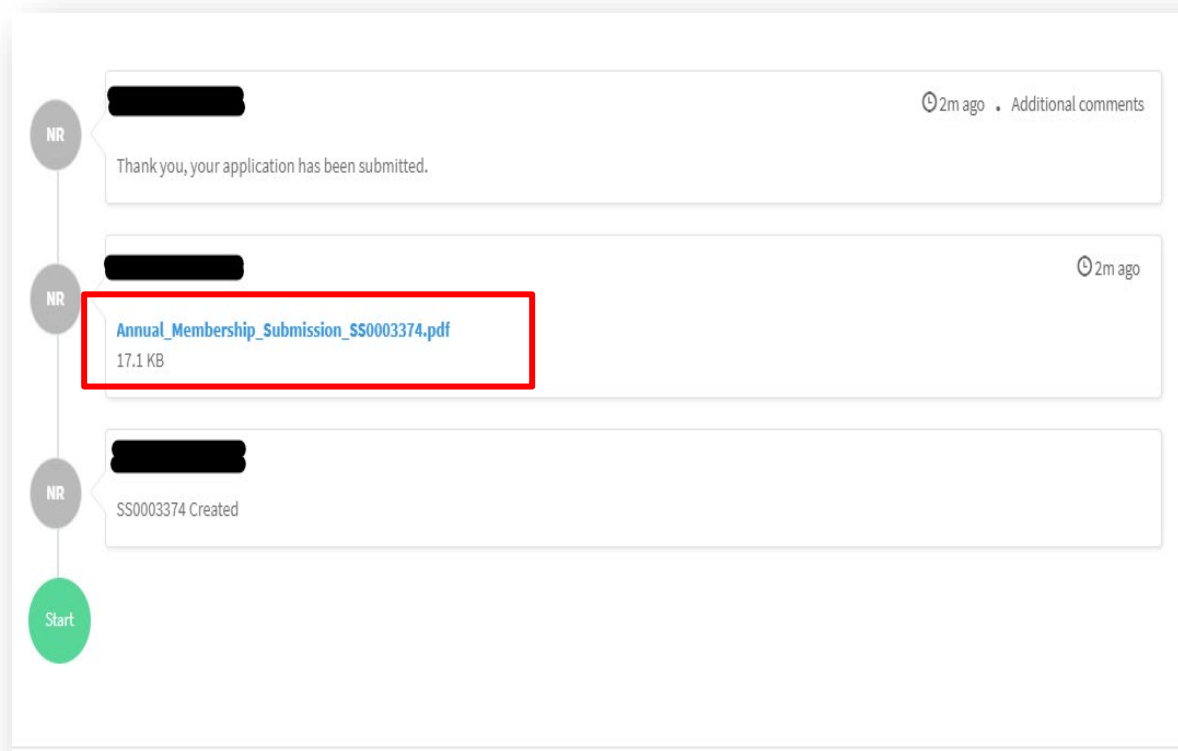
* Signature 

Type your signature 

 Add attachments

Accessing PDF of Submitted Application

- A PDF of the application will appear on the portal screen after the application is submitted
- Click on the link to download and/save the submitted application




2025 Membership Dues Information

- Upon submission of the application, Applicant Contact will receive an email from ServiceNow with detailed information about dues and will attach the ERCOT Bank Letter, Membership Dues Banking Instructions and W-9
- Invoices are not generated by ERCOT for Member Dues payments – email notification serves as invoice

FW: Case SS0003373 has been created - Annual Membership

[Redacted]

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



Hi [Redacted]

This will confirm receipt of a 2025 Membership Application. Please note that membership with ERCOT is not considered complete until both the Application and dues have been received and accepted. All Annual Member Dues shall be submitted by wire transfer. The banking instructions for submitting the 2025 Membership dues, ERCOT W-9, and ERCOT bank letter are attached. Please note the name of the Member entity and ServiceNow case number (for example, SS0001234) on the wire transaction, so the 2025 Membership Dues will be applied to the correct Member.

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

ERCOT will not generate invoices for Member Dues payments. Please consider this notice an invoice for your entity's Annual Member Dues if you plan on submitting an Application for the 2025 Membership Year. See below table for payment amounts. Note, Commercial Consumer includes Small Commercial and Large Commercial Consumers.

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

Accessing ServiceNow Portal after Application Submission

- Log in to ServiceNow using log in credentials, click on My Cases, click on ServiceNow ticket number
- Alternatively, use the link provided in the email received after application submittal titled: *Case SS0001234 has been created - Annual Membership*

The image shows two overlapping screenshots of the ServiceNow portal. The top screenshot shows the 'My Cases' header with a red box around the text 'My Cases' and the subtext 'View and check status of cases you've submitted.' Below it is a 'Most Useful Articles' section with the text 'No content to display'. The bottom screenshot shows the 'My Lists' sidebar on the left and the 'My Cases' main content area on the right. The 'My Cases' area displays a table with one row of case data. The 'Number' column of this row is highlighted with a red box and contains the value 'SS0003374'. The table also shows 'Task type' as 'Support Services', 'State' as 'New', and 'Updated' as '08-13-2024 02:57:05 PM'. Navigation arrows and 'Rows 1 - 1 of 1' are visible at the bottom of the table.

Number	Task type	State	Updated
SS0003374	Support Services	New	08-13-2024 02:57:05 PM

Contact Information

- For **Membership related questions** contact membership@ercot.com or visit [Membership \(ercot.com\)](http://ercot.com) or see *Article 3 Members of [Amended and Restated Bylaws of ERCOT](#)*
- For **technical questions and support** regarding the ServiceNow portal please contact portalsupport@ercot.com
- For **payment related questions** please contact treasury@ercot.com

Questions

