



REGISTERING YOUR ORGANIZATION WITH SERC

The FERC Rules implementing Section 215 of the Federal Power Act and establishing the Electric Reliability Organization (ERO) and Regional Entities with delegated authority to enforce compliance with Reliability Standards, issued on February 3, 2006, require that:

“Each user, owner and operator of the Bulk-Power System within the United States (other than Alaska and Hawaii) shall register with the Electric Reliability Organization and the Regional Entity for each region within which it uses, owns or operates Bulk-Power System facilities, in such manner as prescribed in the Rules of the Electric Reliability Organization and each applicable Regional Entity.” (18 CFR §39.2(c))

NERC, as the ERO, along with SERC and the other Regional Entities, are assembling a registry of all Bulk-Power System entities that are expected to comply with Reliability Standards. This Compliance Registry will catalogue and maintain information that NERC and the Regional Entities will need to carry out authorized ERO functions and responsibilities.

In order to register your organization with SERC for inclusion in the Compliance Registry as a user, owner or operator of the Bulk-Power System, responsible for meeting requirements set out in NERC's Reliability Standards, please complete and submit the on-line Organization Registration Application Form on the SERC Web Site. The link to the Form is:

<http://www.serc1.org/Application/ComplianceRegistryView.aspx>).

For Organizations With Existing SERC Portal Master Accounts:

If your organization already has an established Master Account on the SERC Portal (see [SERC Portal Overview Document](#)), *AND you have not already registered your organization*,¹ please select your organization name from the drop down list at the top of the form, then complete the remaining information on the form and submit.

For All Other Organizations:

If your organization does not have a SERC Portal Master Account, please enter the appropriate organization name and complete the rest of the information. Once your registration information is submitted, your organization will be assigned a Master Account in the SERC Portal system. Thus, as you complete the registration form, you'll need to specify an individual in the organization to act as your Master Account Administrator (see [SERC Portal Overview Document](#)). Once you have completed your entries on the registration form, please click "Submit."

Reference materials and guidance regarding Organization Registration can be found on the SERC Web Site on the [Organization Registration/Compliance Registry Documents](#)

Note: Registration entries will not become effective until approved by SERC.

If your organization already has a SERC Portal Master Account and you do not see your organization name in the drop down box then your organization has already submitted a registration form. Refer to the Viewing and/or Changing Your Organization Registration Information section of this document.



VIEWING AND/OR CHANGING YOUR ORGANIZATION REGISTRATION INFORMATION

If you've previously submitted an on-line Organization Registration Application Form, you can only view or change your organization's registration information through the SERC Portal.²

To access your registration information, login to the Portal and select "System Administration" from the menu bar, then select "Registration Info" from the drop down menu. Your organization's registration information is displayed.

ONLY THE MASTER ACCOUNT ADMINISTRATOR FOR YOUR ORGANIZATION IS AUTHORIZED TO SUBMIT CHANGES TO YOUR ORGANIZATION REGISTRATION INFORMATION.

To change your current registration information, edit the fields in the edit screen and click "SAVE."

IMPORTANT NOTE: Do not SAVE until ALL changes are complete! Once you save your changes, the edit screen will be locked until SERC Admin approves the changes.

During this transition stage as the Compliance Registry is finalized³ there will be only one chance to edit your registration information via the SERC Portal. Once the Compliance Registry has been finalized, all future changes will be initiated via the SERC Portal.

Note: Registration changes will not become effective until approved by SERC.

If you are unable to view your registration information on the SERC Portal or if you previously submitted a change and your changes are not reflected on the Registration Info screen in the Portal or if your Master Account Administrator is not able to make changes, please contact serccomply@serc1.org. A Compliance Registry Information Summary Report will be emailed to you which can be marked up and returned to serccomply@serc1.org to request further changes to your organization registration information.

Reference materials and guidance regarding Organization Registration can be found on the SERC Web Site on the [Organization Registration/Compliance Registry Documents](#)

For questions regarding Organization Registration, please contact Fred Rains at frains@serc1.org or (704) 414-5225, or contact serccomply@serc1.org.

² Organizations that registered with SERC but did not previously have a SERC Portal Master Account have new Master Accounts assigned to them based on the registration information submitted. In the registration application, you submitted a name and preferred UserName for a Master Account Administrator for your organization. That person will need to login to the Portal initially (see [SERC Portal Overview Document](#)) and create his/her password and create other Portal users for the organization.

³ It is anticipated that the Compliance Registry will be finalized on or before June 1, 2007 (or when the Reliability Standards become enforceable).