

# DRIS Training: Documentation Management

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Distributed Resources Operations

**WebEx Training**

February 2019

# Background of Documentation Requests

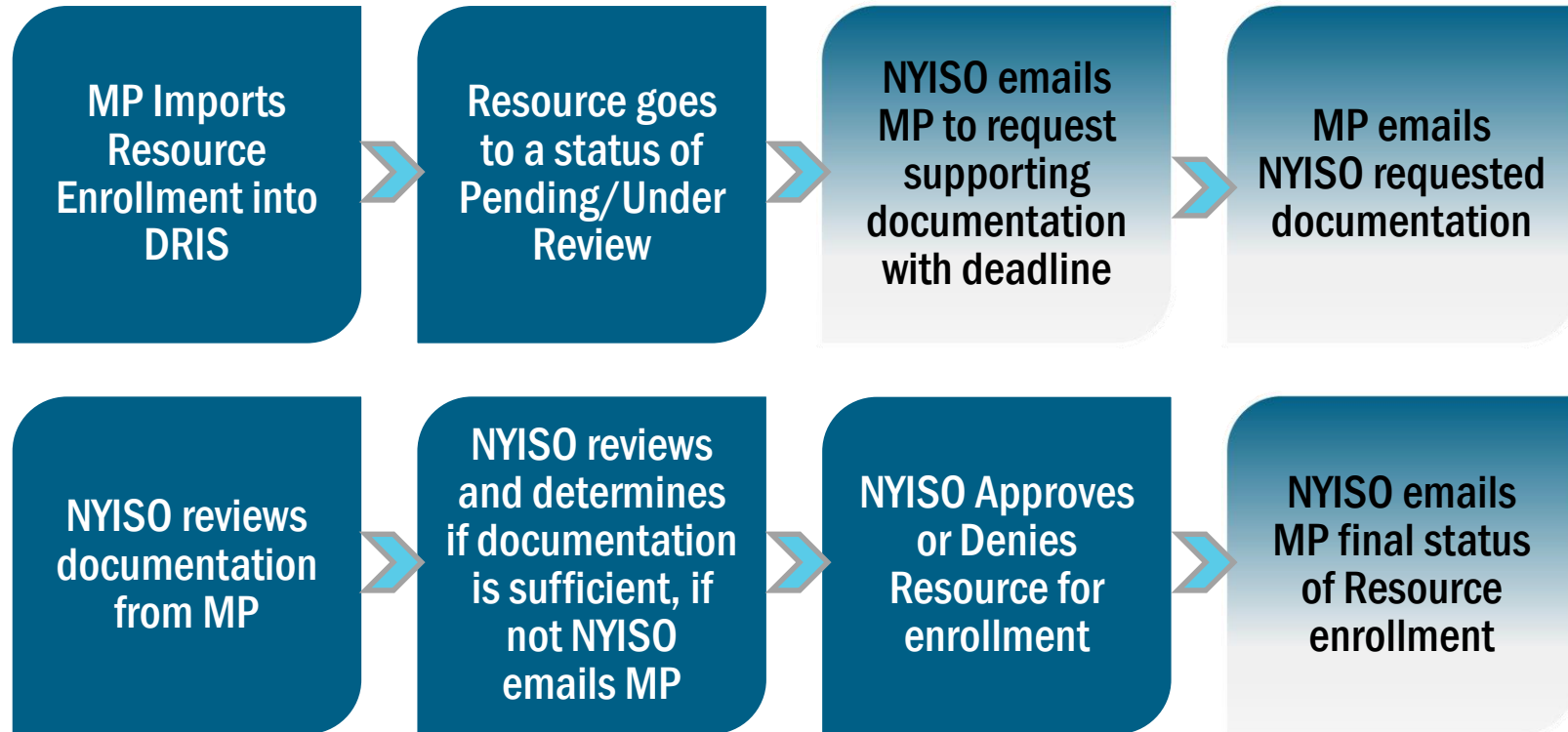
# Background

- Resources enrolled in NYISO Demand Response Programs require supporting documentation, such as utility bills, to validate the attributes submitted into DRIS
- A Market Participant (MP) is required to provide these documents periodically, usually when a resources enrollment status in DRIS is “Pending/Under Review” or when an enrollment verification is requested

# Background

- Current process for documentation requests involves exchanging documents and other information primarily through email
- NYISO looked for ways to streamline the process while adding more value to all parties involved

# Documentation Request - Current Flow



# Background

- **NYISO has created a new documentation management system within DRIS**
  - Improvement to current manual process for documentation requests
  - There are no changes to any SCR Program or EDRP rules as part of this effort
- **Documentation management system provides MPs with:**
  - Automated documentation requests in DRIS for supporting documentation
  - A central repository to manage resource documentation throughout its lifecycle
  - A clear direction of the actions and responsibilities MPs need to fulfill the resource enrollment request

# Benefits

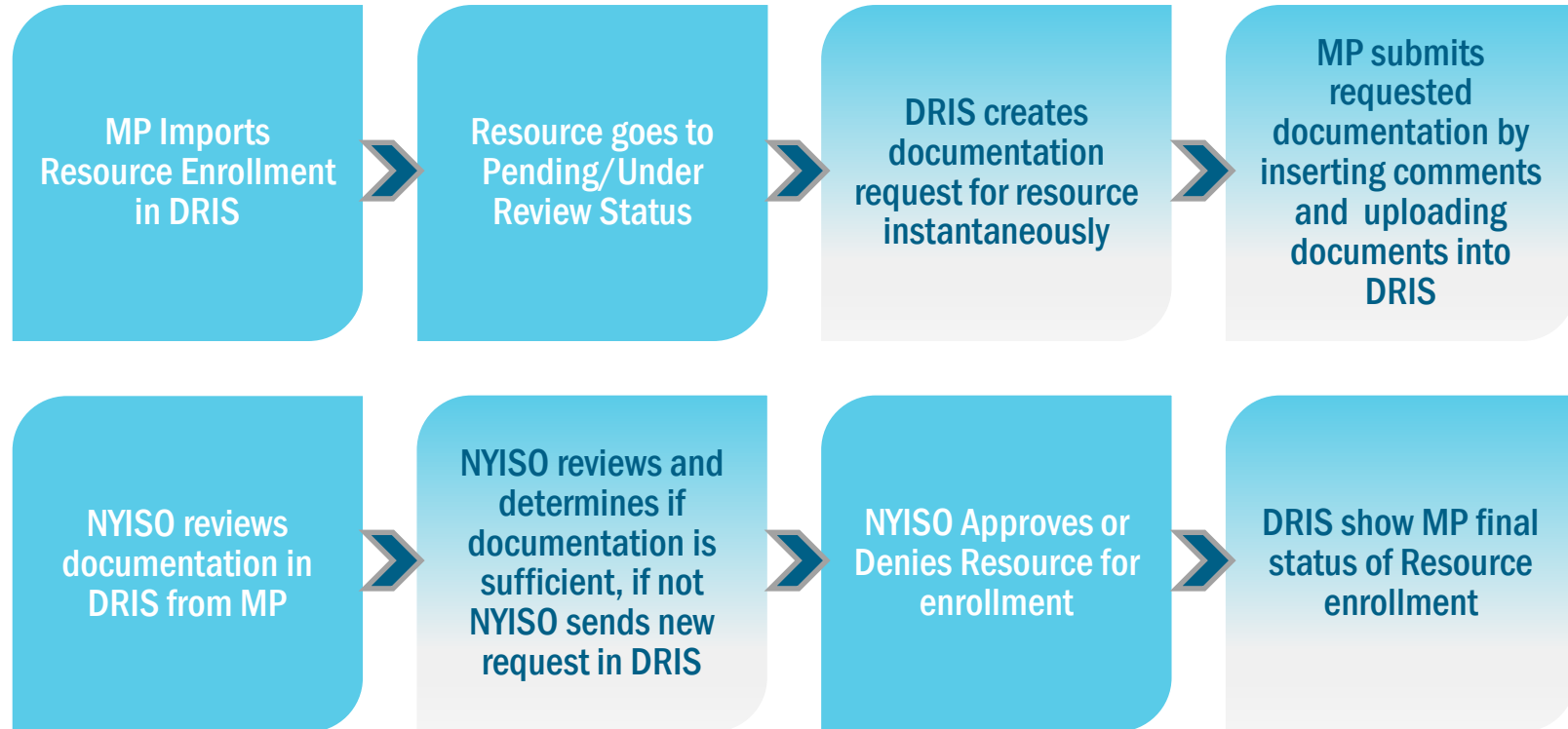
- **Automated requests in DRIS for supporting documentation**
  - Ability for MPs to act immediately
    - Allow for more time, MP's no longer have to wait for NYISO to contact them
  - Mitigate any potential miscommunication between the MP and NYISO
  - Decrease the overall time required in the enrollment request and verification process
  - Increase efficiency for MP communication with NYISO

# Benefits

- **Central repository to manage resource documentation through lifecycle**
  - Documentation retention
  - Replace management of documentation by email
  - Provides a history of the resource for future verification
- **Direction for MP responsibilities for documentation requests**
  - Establish expectations for the MP
  - Instructions for each type of documentation



# Documentation Request - New Flow



# What is Documentation Management

- The documentation management functionality in DRIS allows for exchange of Demand Side Resource enrollment data and documentation between MPs and the NYISO
- The documentation management functionality allows MPs to provide resource-specific documentation directly into DRIS, which will:
  - Reduce administrative burden
  - Provide instant feedback on the documentation necessary to process enrollments
  - Enhance document retention

# Process Change with Documentation Management

- After DRIS documentation management functionality goes live on 2/19/2019:
  - DRIS will be the sole mechanism for MPs to be notified of pending documentation requests
    - NYISO will no longer use emails to notify MPs of the pending documentation requests, except for duplicate enrollment requests and for periodic verifications
    - MPs are recommended to routinely check DRIS Dashboard screen for any pending documentation requests
  - DRIS will be the sole mechanism to submit documentation to NYISO
    - NYISO will not accept documentation submitted through emails after the documentation management functionality goes live

**NOTE:** Consistent with the current practice, all the documentation requested should be submitted in DRIS by the stated deadline. Please be aware that failure to submit documentation by the deadline may lead to the resource being “Separated” from your portfolio.

# Training Objectives

# Training Objectives

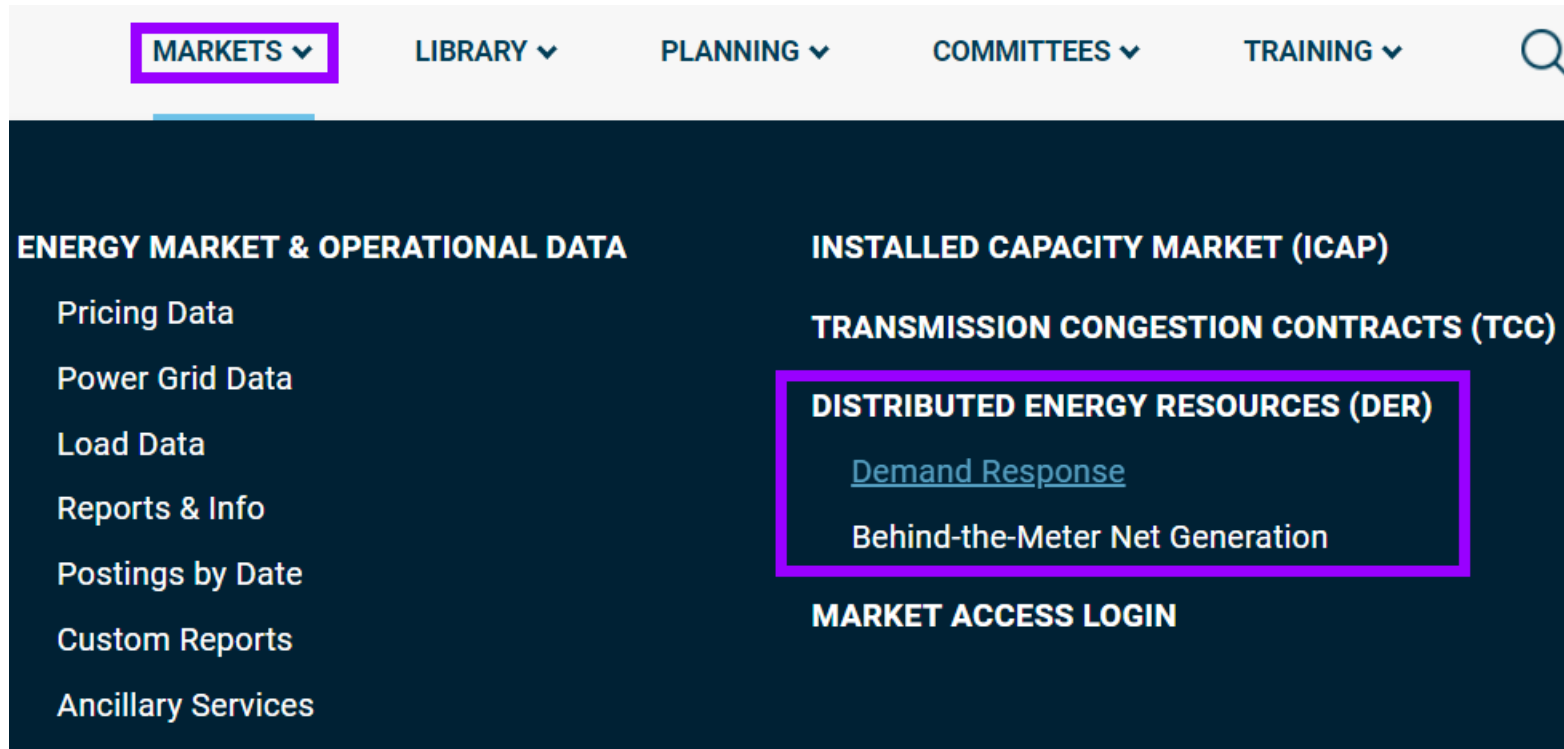
- **Explain Documentation Management**
- **Identify benefits of Documentation Management**
- **Describe Enhancements and Additions to DRIS**
- **Navigate New Documentation Management screens**
- **Identify MP responsibilities**
- **Define Documentation Vault Management Terminology and List DVM Rules**

# NYISO Website

# New NYISO Website and DER

- **In December 2018 NYISO launched a redesign of its website**
  - New Distributed Energy Resources (DER) section
  - <https://www.nyiso.com/distributed-energy-resources-der->
  
- **New DER page consists of three sections**
  - Distributed Energy Resources (DER)
  - Demand Response
  - Behind-the-Meter Net Generation

# NYISO Website Redesign





# NYISO Website Redesign

[About Us](#) ▾[Sitemap](#)[Calendar](#)[Support](#) ▾[Login](#) ▾[MARKETS](#) ▾[LIBRARY](#) ▾[PLANNING](#) ▾[COMMITTEES](#) ▾[TRAINING](#) ▾[MARKETS](#) / [DISTRIBUTED ENERGY RESOURCES \(DER\)](#)

## DISTRIBUTED ENERGY RESOURCES (DER)

DER are poised to transform New York's wholesale electric system. The NYISO's DER Roadmap identifies a clear path toward integrating DER into the wholesale markets.

### Contact Customer Support

[stakeholder\\_services@nyiso.com](mailto:stakeholder_services@nyiso.com) 518-356-6060

### Useful Links

- [ICAP Working Group](#)
- [Price-Responsive Load Working Group](#)
- [Market-Issues Working Group](#)
- [NYISO Key Topics Tracker \(DER\)](#)
- [pdf DER Roadmap](#)

### Markets

[Real-Time Dashboard](#)[Interactive Energy Pricing Map](#)[System Conditions](#)[Energy Market & Operational Data](#) ▾[Installed Capacity Market \(ICAP\)](#)[Transmission Congestion Contracts \(TCC\)](#)[Distributed Energy Resources \(DER\)](#) ▴[Demand Response](#)[Behind-the-Meter Net Generation \(BTMNG\)](#)

## Distributed Energy Resources Participation Model

The NYISO released its DER Roadmap in February 2017, as a first step to enhancing its market rules for DER participation in the NYISO's energy, ancillary services, and capacity markets. The NYISO is also currently evaluating potential modifications to its existing Demand Response programs as part of this effort. This project will continue developing the market design concepts outlined in the Roadmap.

To learn more, download our [DER Roadmap](#).

DER Roadmap <span>↗</span>		
Name	Published	Type
▾ DER01 - DER Roadmap		

# NYISO Website Redesign



MARKETS / DISTRIBUTED ENERGY RESOURCES (DER) / DEMAND RESPONSE

## DEMAND RESPONSE



NYISO's demand response programs pay qualifying participants to reduce their consumption ("load") for discrete periods of time at the NYISO's direction.

**DEMAND RESPONSE INFORMATION SYSTEM (DRIS) LOGIN**

### Contact Customer Support

stakeholder\_services@nyiso.com 516060


### Useful Links

-  [NYISO Registration Information](#)
-  [DRIS Users Guide](#)
-  [ICAP Manual](#)
-  [EDRP Manual](#)
-  [DADRP Manual](#)

# Documentation Management

New management tool implemented in DRIS

# Documentation Vault Screen


Demand Response Information System
Documentation Vault

[Main](#) ▾ [MP](#) ▾ [Resource](#) ▾ [SCR](#) ▾ [Performance Factors](#) ▾ [DR Event](#) ▾ [Mitigation](#) ▾ [Tables](#) ▾ [Notification](#) ▾ [DSASP](#) ▾

Resource ID:

Active:

Capability Period:

Doc Type:

MP:

Status:

Month:

Monitored Field:

Enrollment Request Status:

Program:

Enrollment Status:

Source Type:

Display ▾

**Documentation Vault**

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up Requ...	Created Date	Due Date	Enrollment Status	Enrollment Request Status	
											Total cou

**Documentation Details**

Resource ID	Documentation Type	Monitored Fields	Created Date	Due Date	Status	Follow Up...	Submitted Date	MP Comments	NYISO Comments
<div style="border: 1px solid #ccc; height: 100%; width: 100%;"></div>									

Total count: 0
Reply
 Excel

**Attachments**

Filename	Download	Documentation Type

Doc Type:

More Info:


Description:

MP Comments:

# Dashboard

Screen enhancement

# Dashboard



**Demand Response Information System**  
**Dashboard**

Main ▾ MP ▾ Resource ▾ SCR ▾ Performance Factors ▾ DR Event ▾ Mitigation ▾ Tables ▾ Notification ▾ DSASP ▾

### SCR

Capability Period:

Auction Month:

**Enrollment Requests**

Pending:

Approved:

Denied:

Cancelled:

MP Action Req'd:

[View Requests](#)

**Enrollments**

Under Review:

**Aggregation Requests**

Pending:

Approved:

Denied:

Cancelled:

[View Requests](#)

### EDRP

Capability Period:

Month:

**Enrollment Requests**

Pending:

Approved:

Denied:

Cancelled:

[View Requests](#)

**Enrollments**

Under Review:

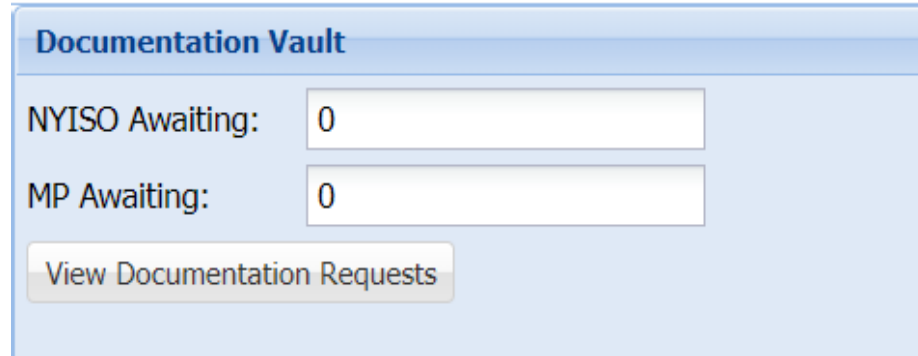
### Documentation Vault

NYISO Awaiting:

MP Awaiting:

[View Documentation Requests](#)


# Dashboard – Documentation Vault

A screenshot of a web dashboard titled "Documentation Vault". It features two input fields: "NYISO Awaiting:" with a value of "0" and "MP Awaiting:" with a value of "0". Below these fields is a button labeled "View Documentation Requests".

Documentation Vault	
NYISO Awaiting:	0
MP Awaiting:	0
<a href="#">View Documentation Requests</a>	

- Two new fields, NYISO Awaiting and MP Awaiting
- These fields inform the MP how many resource documentation requests are active and who has actionable tasks, the MP or the NYISO
- View Documentation Requests button takes user directly to the Documentation Vault screen

# Dashboard



## Demand Response Information System Dashboard

Main ▾ MP ▾ Resource ▾ SCR ▾ Performance Factors ▾ DR Event ▾ Mitigation ▾ Tables ▾ Notification ▾ DSASP ▾

### SCR

Capability Period: Winter 2018-2019

Auction Month: February 2019

Enrollment Requests

Pending: 1

Approved: 0

Denied: 0

Cancelled: 0

MP Action Req'd: 0

View Requests

### EDRP

Capability Period: Winter 2018-2019

Month: February 2019

Enrollment Requests

Pending: 0

Approved: 0

Denied: 0

Cancelled: 0

View Requests

Enrollments

### Documentation Vault

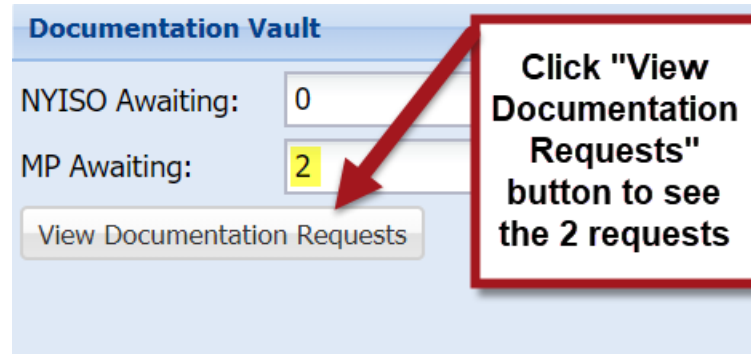
NYISO Awaiting: 0

MP Awaiting: 2

View Documentation Requests



# Dashboard – Documentation Vault

A screenshot of a web dashboard titled "Documentation Vault". It contains two rows of data: "NYISO Awaiting:" with a value of "0" and "MP Awaiting:" with a value of "2". Below these is a button labeled "View Documentation Requests". A red arrow points from a text box to the button. The text box contains the instruction: "Click 'View Documentation Requests' button to see the 2 requests".


Documentation Vault	
NYISO Awaiting:	0
MP Awaiting:	2
<a href="#">View Documentation Requests</a>	

Click "View Documentation Requests" button to see the 2 requests

# Enrollment Request

Screen enhancement

# Enrollment Request Screen


Demand Response Information System
Resource Enrollment Requests

[Main](#) ▾ [MP](#) ▾ [Resource](#) ▾ [SCR](#) ▾ [Performance Factors](#) ▾ [DR Event](#) ▾ [Mitigation](#) ▾ [Tables](#) ▾ [Notification](#) ▾ [DSASP](#) ▾

MP Name:

Resource ID:

Capability Period:

Program:

Submittal From Date:

Month:

Status:

### Enrollment Requests Summary

MP	Resource ID	Resource Name	Begin Effective Date	Program	Duplicate or Monitored Status	Use Existing ACL Data Status	Duplicate Enrollme...	Monitored Fields	Use Existing ACL Data	Doc Vault Status	Comments
MP 123	207076	RID 1	03/01/2019	SCR	Pending		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MP Awaiting	

# Enrollment Request Screen

## Enrollment Requests Summary

MP	Resource ID	Resource Name	Begin Effective Date	Program	Duplicate or Monitored Status	Use Existing ACL Data Status	Duplicate Enrollme...	Monitored Fields	Use Existing ACL Data	Doc Vault Status	Comments
MP 123	207076	RID 1	03/01/2019	SCR	Pending		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MP Awaiting	

Page 1 of 1

## Enrollment Requests Details

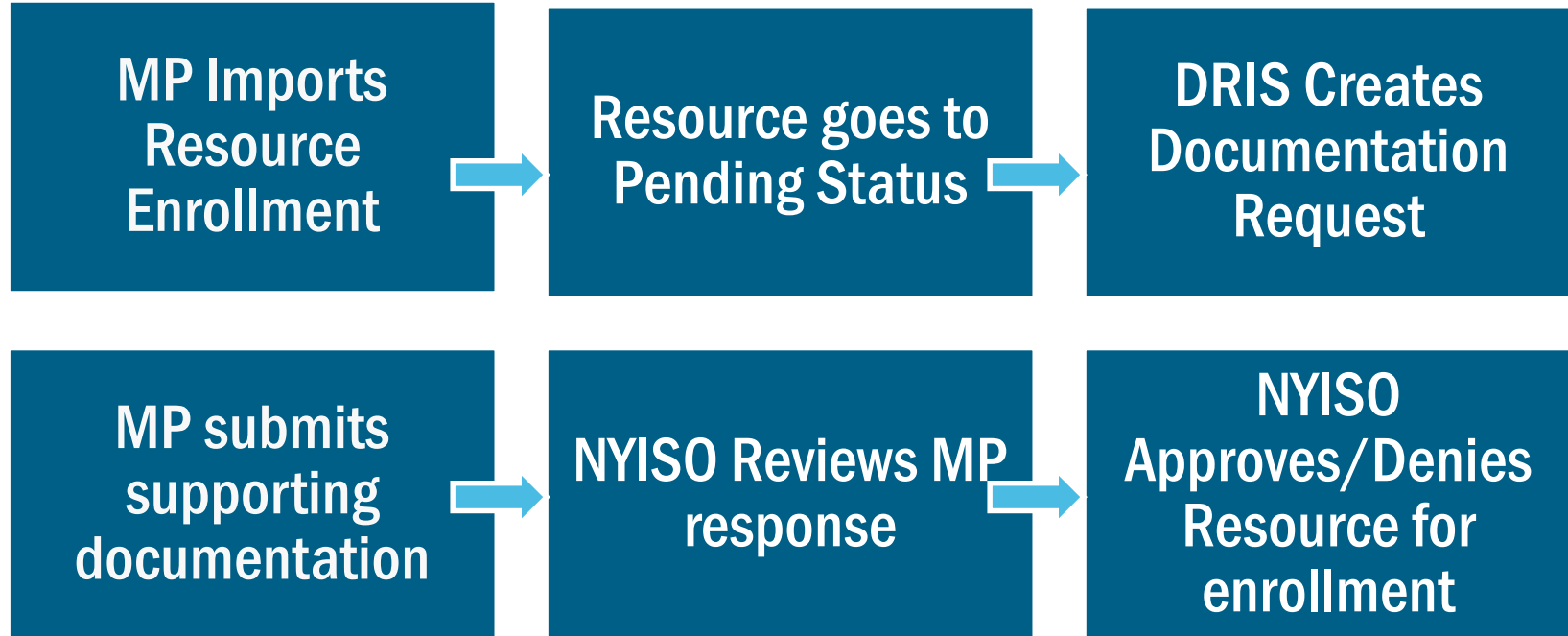
MP	Resour...	Resource Name	Begin Effective ...	Progr...	Duplicate or Monitored Status	Use Existing ACL Data Status	Duplicate Enrollme...	Monitored Fields	Use Existing ACL Data	Doc Vault Status	Reasons for Pending Request
MP 123	207076	RID 1	03/01/2019	SCR			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
MP 123	207076	RID 1	03/01/2019	SCR	Pending		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MP Awaiting	Field Name: Str...

# Documentation Request Flow


Responding to documentation requests

# Documentation Request Flow

## One Resource



# MP Imports Enrollment File



**Demand Response Information System**  
**Imports/Exports**

[Main](#) ▾ [MP](#) ▾ [Resource](#) ▾ [SCR](#) ▾ [Performance Factors](#) ▾ [DR Event](#) ▾ [Mitigation](#) ▾ [Tables](#) ▾ [Notification](#) ▾ [DSASP](#) ▾

Capability Period:

**Imports**

SCR Resource Imports

Provisional ACL Eligibility

EDRP Resource Import

DSASP Resource Import

Resource Auction Sales

Event Response

**Exports**

SCR Resource Exports

Provisional ACL Eligibility



EDRP Resource Export

Import Type:

Month:

SCR Resource File:

# Enrollment Import Summary


**Summary**


Import Type: 
Record Count:

File Name: 
Records Added:

Start Time: 
Records Exception:

End Time: 
Records General Alerts:

Records Pending:

Records Payment:

Records No Change:

**Message**


The NYISO requires the records sent to a status of Under Review/Pending to provide supporting documentation to validate the changes made to its enrollment.

The instructions and method to submit the required documentation can be found in DRIS at the Documentation Vault screen. The location is DRIS > Resources > Documentation Management

Field Name	Field Value	Exception Code	Unique Id
Street	STREET	Detected Monitored Field Change. Old Value: 'RID 1' New Value: 'STREET'	Resource ID:207061



# Dashboard View



## Demand Response Information System Dashboard

Main ▾ MP ▾ Resource ▾ SCR ▾ Performance Factors ▾ DR Event ▾ Mitigation ▾ Tables ▾ Notification ▾ DSASP ▾

### SCR

Capability Period: Winter 2018-2019

Auction Month: February 2019

Enrollment Requests

Pending: 1

Approved: 0

Denied: 0

Cancelled: 0

MP Action Req'd: 0

View Requests

### EDRP

Capability Period: Winter 2018-2019

Month: February 2019

Enrollment Requests

Pending: 0

Approved: 0

Denied: 0

Cancelled: 0

View Requests

Enrollments

### Documentation Vault

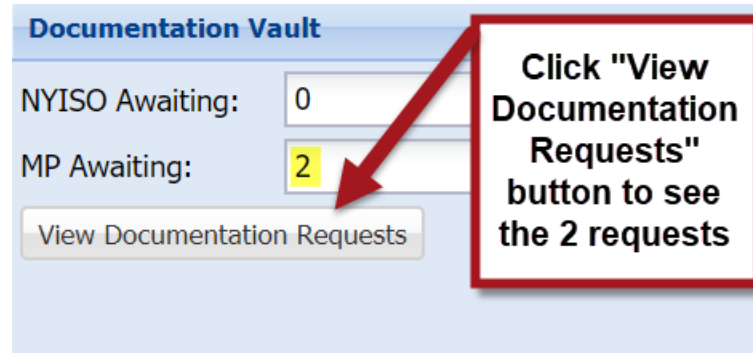
NYISO Awaiting: 0

MP Awaiting: 2


View Documentation Requests

# Dashboard to Documentation Vault

- From the Dashboard the MP can go directly to the Documentation Vault screen to see requests



# Documentation Vault


Demand Response Information System
Documentation Vault

[Main](#) ▾ [MP](#) ▾ [Resource](#) ▾ [SCR](#) ▾ [Performance Factors](#) ▾ [DR Event](#) ▾ [Mitigation](#) ▾ [Tables](#) ▾ [Notification](#) ▾ [DSASP](#) ▾

Resource ID:  ▾ Active: Y  ▾ Capability Period: Winter 2018-2019 ▾ Doc Type:  ▾  
 MP: MP 123 ▾ Status:  ▾ Month: February 2019 ▾ Monitored Field:  ▾  
 Enrollment Request Status:  ▾ Program:  ▾ Enrollment Status:  ▾ Source Type:  ▾

Display ▾

**Documentation Vault**

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up Required	Created Date	Due Date	Enrollment Status	Enrollment Request Status
207061	MP 123	February 2019	Enrollment	Street	MP Awaiting	<input type="checkbox"/>	01/17/2019 15:12:30	01/25/2019 17:00:00	Under Review	Pending

Total count: 1 [Reply](#) [Excel](#)

**Documentation Details**

Resource ID	Documentation Type	Monitored Fields	Created Date	Due Date	Status	Follow Up Required	Submitted Date	MP Comments	NYISO Comments

Total count: 0 [Reply](#) [Excel](#)

Doc Type:   
 More Info:

Description:


MP Comments:

**Attachments**

Filename	Download	Documentation Type	Last Updated By	Last Update Date

Total count: 0 [Excel](#)

# Documentation Vault



## Demand Response Information System

### Documentation Vault

[Main](#) ▾
 [MP](#) ▾
 [Resource](#) ▾
 [SCR](#) ▾
 [Performance Factors](#) ▾
 [DR Event](#) ▾
 [Mitigation](#) ▾
 [Tables](#) ▾
 [Notification](#) ▾
 [DSASP](#) ▾

Resource ID:  ▾
Active:  ▾
Capability Period:  ▾
Doc Type:  ▾

MP:  ▾
Status:  ▾
Month:  ▾
Monitored Field:  ▾

Enrollment Request Status:  ▾
Program:  ▾
Enrollment Status:  ▾
Source Type:  ▾
Display ▾

#### Documentation Vault

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up Required	Created Date	Due Date	Enrollment Status	Enrollment Request Status
207061	MP 123	February 2019	Enrollment	Street	MP Awaiting	<input type="checkbox"/>	01/17/2019 15:12:30	01/25/2019 17:00:00	Under Review	Pending

Total count: 1
[Reply](#)
[Excel](#)

# Documentation Vault

- Select the resource record from the Summary section
- The resource documentation information will populate the Documentation Details section below

## Documentation Vault

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up Required	Created Date	Due Date	Enrollment Status	Enrollment Request Status	
207061	MP 123	February 2019	Enrollment	Street	MP Awaiting	<input type="checkbox"/>	01/17/2019 15:12:30	01/25/2019 17:00:00	Under Review	Pending	

Total count: 1 [Reply](#) [Excel](#)

## Documentation Details

Resource ID	Documentation ...	Monitored Fields	Created Date	Due Date	Status	Follow Up Requ...	Submitted Date
207061	Reason for Cha...	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting	<input type="checkbox"/>	
207061	Utility Bill	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting	<input type="checkbox"/>	

## Attachments

Filename	Downlo...	Documentation ...	Last Upd
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Total count: 2 [Reply](#) [Excel](#)

# Documentation Vault - Details

- Each record in the Details section is for a separate documentation request
- Each documentation request record has a description of the requirements

Documentation Details									
Resource ID	Documentation Type	Monitored Fields	Created Date	Due Date	Status	Follow Up Required	Submitted Date	MP Comments	NYISO Comments
207061	Reason for Change	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting	<input type="checkbox"/>			
207061	Utility Bill	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting	<input type="checkbox"/>			

Total count: 2 [Reply](#) [Excel](#)

Doc Type: Reason for Chan  
More Info:

**Description:**  
Please provide the reason for the change in the value of the monitored fields that resulted in the resource to go into the status of Under Review/Pending  
  
Documentation should be submitted by the stated deadline of the associated documentation request record. Please be aware that failure to submit documentation by the deadline may lead to the resource being "Separated" from your portfolio.

**Reason for Change record is selected in the details section.**  
  
**The Description section populates with the instructions for that particular documentation request.**

# Documentation Vault - Details

- Each record in the Details section is for a separate documentation request
- Each documentation request record has a description of the requirements

Documentation Details									
Resource ID	Documentation Type	Monitored Fields	Created Date	Due Date	Status	Follow Up Required	Submitted Date	MP Comments	NYISO Comments
207061	Reason for Change	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting	<input type="checkbox"/>			
207061	Utility Bill	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting	<input type="checkbox"/>			

Total count: 2 Reply Excel

Doc Type: Utility Bill

More Info: [Utility Bill 1](#)

**More Info:**  
Links to examples and references

**Description:**

The request for a utility bill (not older than 2 months) is to substantiate/confirm the nominated values submitted into DRIS for the resources enrollment in the demand response program.

Please ensure the documentation submitted validates the following

- TO name
- TO Account Number
- Utility Service Address
- TO Service Voltage Level
- Zone

**Utility Bill record is selected in the details section.**

**The Description section populates with the instructions for that particular documentation request.**

# Documentation Vault – Details Reply

- After clicking on the details Reply button, it opens the Reply window
- The Reply is where comments can be added or documents uploaded

Documentation Details

Resource ID	Documentation Type	Monitored Fields	Created Date	Due Date	Status
207061	Reason for Change	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting
207061	Utility Bill	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	MP Awaiting

ISO Comments

Reply

MP takes action by clicking on the "Reply" button. This opens a window to allow the MP to submit their supporting documentation

Total count: 2

Reply

Excel



# Reply Window – Single Resource

MP:

Capability Period:

Doc Type:

Enrollment Status:

Month:

Source Type:

Extension Request Date:

Complete: ☐

MP Comments:

Copy To Selected Rows

Documentation Details

Resource ID	Documentation Type	Source Type	Status	Due Date	Extensi... Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061	Reason for Change	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207061	Utility Bill	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Total count: 2

Save

Detail Description

Doc Type:

More Info:

Description:

Upload progress:

File:

Browse

Attachments


Filename	Download	Delete
<div></div>		

# Reply Window

- The Reply Window will have a informational header that displays the
  - MP Name
  - Applicable Capability Period
  - Doc Type
  - Enrollment Status
  - Applicable Month
  - Source Type

Reply			Reply Header		
MP:	MP 123	Capability Period:	Winter 2018-2019	Doc Type:	
Enrollment Status:	Under Review	Month:	201902	Source Type:	Enrollment



# Reply Window



Extension Request Date:    
Complete: ☐

MP Comments:

Copy To Selected Rows

**Documentation Details**

Resource ID	Documentation Type	Source Type	Status	Due Date	Extensi... Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061	Reason for Change	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207061	Utility Bill	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Total count: 2 Save   Excel

**Detail Description**

Doc Type:   
More Info:

Description:

Upload progress:

File:

**Attachments**

Filename	Download	Delete

# Reply Window – MP Action Options

Extension Request Date:

Complete: ☐

MP Comments:

**MP Comments**  
MP enters comments for the documentation request

**Extension Requests**  
If MP wants to request an extension, enter desired date in the window









**Complete**  
MP checks "Complete" box when finished submitting supporting documentation for that single documentation request record

**Documentation Details**

Resource ID	Documentation Type	Source Type	Status	Due Date	Extensi... Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061	Reason for Change	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207061	Utility Bill	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Total count: 2

# Reply Window – MP Action Options

Documentation Details										
Resource ID	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061	Reason for Change	Enrollment	MP Awaiting	01/25/2019 17:00:00						
207061	Utility Bill	Enrollment	MP Awaiting	01/25/2019 17:00:00						

## Extension Requests

If MP wants to request an extension,  
Check and enter desired date

## MP Comments

MP enters comments for  
the documentation request

## Attach Document

MP uploads documents by browsing  
local system using Drag & Drop  
functionality or clicking on paper  
clip to Browse using local system

## Complete

MP checks  
"Complete" box when  
finished submitting  
supporting  
documentation for that  
single documentation  
request record

Upload progress:  
%

File:

# Reply Window – Single Record Action

- MP can elect to Reply one record at a time
- MP selects record, inserts comment, click complete, then **Update**

Documentation Details

Resource ID	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061	Reason for Change	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>		Service Address update	Browse...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
207061	Utility Bill	Enrollment	MP Awaiting	01/25/2019					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update

Cancel

Total count: 2

Save

Excel

Detail Description

Doc Type: Utility Bill

More Info: [Utility Bill 1](#)

Description: The request for a utility bill (not older than 2 months) is to substantiate/confirm the nominated values submitted into DRIS for the resources enrollment in the demand response program.





Attachments

Filename	Download	Delete
.Blank Doc...		



# Reply Window – Single Record Action

- When the MP clicks “Update,” it saves the information and if “Complete” is selected it closes the record
- When Completed, the record then goes to NYISO Awaiting for review

**Note:** Select “Completed” only if record submission is complete. Once the “Completed” is selected, the MP will no longer be able to submit any additional documentation for that record

Documentation Details										
Resource ID	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061	Utility Bill	Enrollment	MP Awaiting	01/25/2019 17:00:00						

When a documentation request record is "Completed" by the MP, it goes to NYISO Awaiting, thus no longer viewable in the MP Reply window

Total count: 1 Save   Excel

- MP attaches documents by using the Drop & Drag or paper clip function
- All documents are attached one record at a time
- MPs can submit multiple attachments for a single documentation request record

Total count: 1

Save

Detail Description

Doc Type: Utility Bill

More Info: [Utility Bill 1](#)

Description:

The request for a utility bill (not older than 2 months) is to substantiate/confirm the nominated values submitted into DRIS for the resources enrollment in the demand response program.

Please ensure the documentation submitted validates the following

Drop and Drag

→ Move

Upload progress:  
%

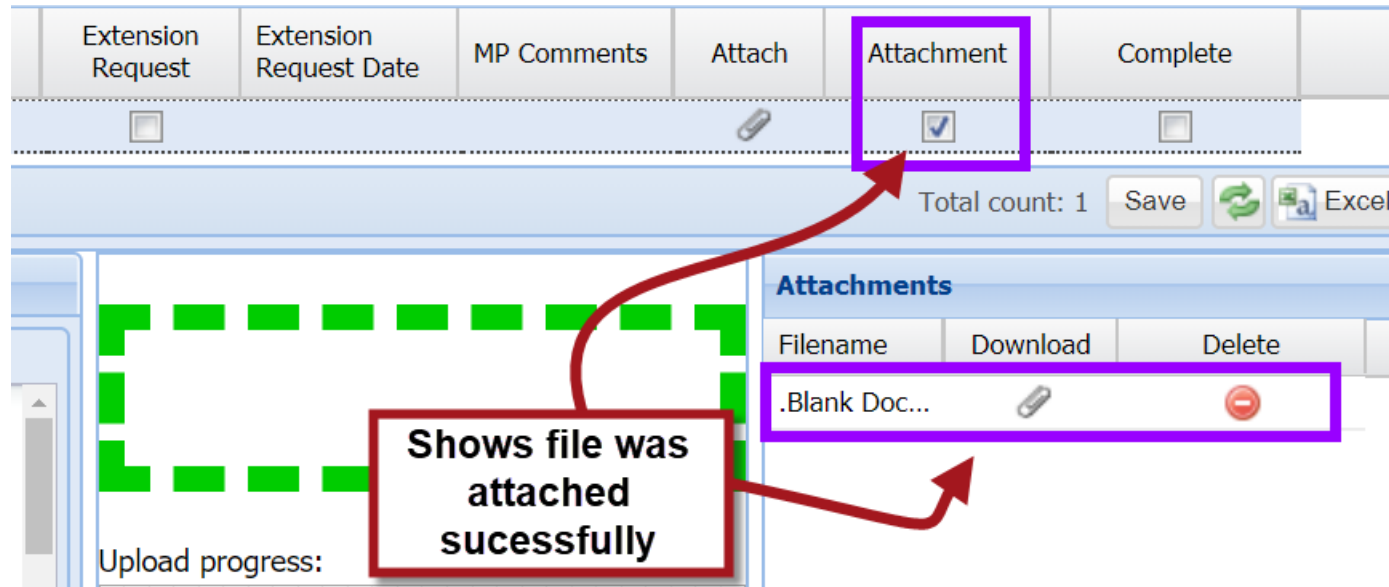
Attachments

Filename	Download	Delete
----------	----------	--------



# Reply Window – Single Record Action



- When the document is attached a check will indicate success
- In the Attachments section, MPs can view the file name, download or choose to delete the attached file if necessary before completing



Extension Request   Extension Request Date   MP Comments   Attach   **Attachment**   Complete

Total count: 1   Save   Excel

**Attachments**

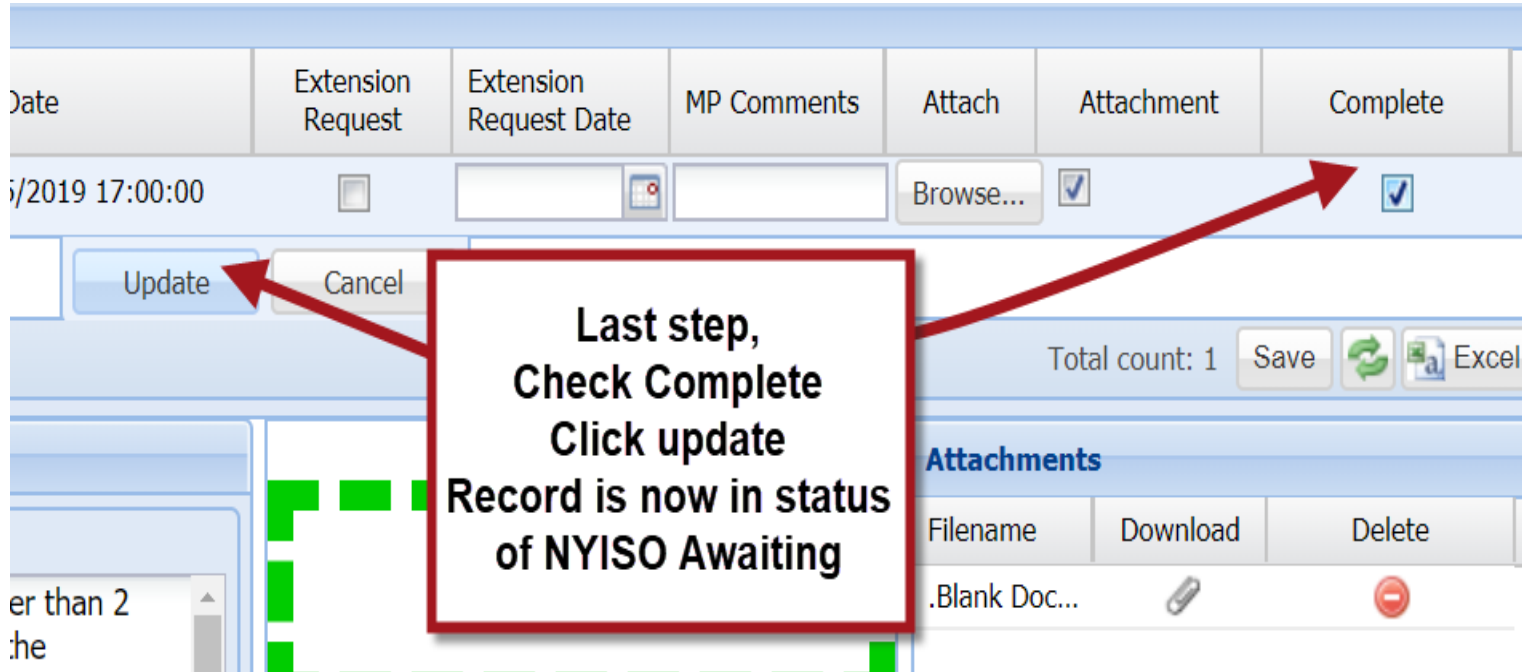
Filename	Download	Delete
.Blank Doc...		

Upload progress:

**Shows file was attached successfully**

# Reply Window – Single Record Action

- When finished attaching documents, select “Complete” and click “Update”
- This closes the record and submits it for NYISO review



The screenshot shows a web application interface for managing records. At the top, there is a header bar with the following tabs: Date, Extension Request, Extension Request Date, MP Comments, Attach, Attachment, and Complete. Below the header, there is a row of input fields and buttons. The 'Complete' tab is selected, and a red arrow points to the 'Complete' button. Below the input fields, there is a row of buttons: Update, Cancel, and a red box highlighting the 'Complete' button. A red arrow points from the 'Update' button to the 'Complete' button. A red box highlights the 'Complete' button with the text: 'Last step, Check Complete Click update Record is now in status of NYISO Awaiting'. Below the buttons, there is a section titled 'Attachments' with a table showing the filename, download link, and delete link. The table has one row with the filename '.Blank Doc...' and a red minus button next to it.

**Last step,  
Check Complete  
Click update  
Record is now in status  
of NYISO Awaiting**

# Reply Completed – NYISO Awaiting

- When the MP completes submitting information for all documentation requests, the record then goes to NYISO Awaiting
- Its now NYISO's action to review all documents submitted by the MP.

**NOTE: When a MP checks “Complete” and updates the record, it becomes final, and the MP can no longer submit documentation for that record**

Documentation Vault

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up Required	Created Date	Due Date	Enrollment Status	Enrollment Request Status	
207061	MP 123	February 2019	Enrollment	Street	NYISO Awaiting	<input type="checkbox"/>	01/17/2019 15:12:30	01/25/2019 17:00:00	Under Review	Pending	

Total count: 1 

Re

Documentation Details

Resource ID	Documentation Type	Monitored Fields	Created Date	Due Date	Status	Follow Up Required	Submitted Date	MP Comments	NYISO Comments
207061	Reason for Change	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	NYISO Awaiting	<input type="checkbox"/>			
207061	Utility Bill	Street	01/17/2019 15:12:30	01/25/2019 17:00:00	NYISO Awaiting	<input type="checkbox"/>			

Attachments

Filename	Downl
.Blank Doc-01...	

# Reviewed

- NYISO completed its evaluation, the record goes to Reviewed.
- NYISO then proceeds to Approve/Deny Enrollment Request.

Documentation Vault					
Source Type	Monitored Fields	Status	Follow Up Requ...	Enrollment Status	Enrollment Request Status
Enrollment	Street	Reviewed	<input type="checkbox"/>	Enrolled	Approved

Documentation Details	
Extension Request Date	Status
	Reviewed
	Reviewed

**Documentation Request Reviewed  
NYISO Approved Enrollment Request**

***\*Reviewed records = Not Active***

# Reply Window – Multi-Record Action

- Option to select and Reply to multiple documentation requests. The multiple selection only applies to Comments and Extension Requests.
- All attachments must be uploaded one at a time.

Documentation Details

Resource ID	Documentation ...	Source Type	Status	Due Date	Extension Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207076	Reason for Cha...	Enrollment	MP Awaiting	02/07/2019 17:00:00						
207076	Utility Bill	Enrollment	MP Awaiting	02/07/2019 17:00:00					<input checked="" type="checkbox"/>	

Total count: 2 Save

Detail Description

Doc Type: Utility Bill

More Info:

MP attaches document Utility Bill document by Drag & Drop function

Attachments

Filename	Downlo...	Delete
.Blank Doc-01312019...		

into DRTS for the resources enrollment in the demand

# Reply Window – Multi-Record Action

Extension Request Date:

Complete: ☒

MP Comments:  
Multiple documentation request record selected  
MP chooses to insert comment for Reason for Change and Utility Bill  
Comment = Service Address updated.  
Complete = Yes

**MP chooses to insert comments for both Reason for Change and Utility Bill.**

**MP selects both records (Ctrl + Select)**

**MP checks "Completed"**

**MP clicks on "Copy to Selected Rows"**

**A Save warning message pops up**


Copy To Selected Rows

Resource ID	Documentation ...	Source Type	Status	Due Date	Extension Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207076	Reason for Cha...	Enrollment	MP Awaiting	02/07/2019 17:00:00	<input type="checkbox"/>		[PHIL commen...		<input type="checkbox"/>	<input type="checkbox"/>
207076	Utility Bill	Enrollment	MP Awaiting	02/07/2019 17:00:00	<input type="checkbox"/>		[PHIL commen...		<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Reply Window – Multi-Record Action

MP Comments:  
Multiple documentation request record selected  
MP chooses to insert comment for Reason for Change and Utility Bill  
Comment = Service Address updated.  
Complete = Yes

**Warning**

 This action saves immediately **Copying to 2 rows** and this might override data! Do you want to continue?

**MP confirms correct numbers of rows selected  
MP Clicks "Yes"  
Both records comments are saved and Completed**


# Reply Window – Multi-Record Action

- MP completes submitting information for all documentation requests, the record then goes to NYISO Awaiting.

Documentation Details


Resource ID	Documentation ...	Monitored Fields	Created Date	Due Date	Status	NYISO Comments	
207076	Reason for Cha...	Street	01/31/2019 13:46:38	02/07/2019 17:00:00	NYISO Awaiting		
207076	Utility Bill	Street	01/31/2019 13:46:38	02/07/2019 17:00:00	NYISO Awaiting		

Attachments

Filename	Downlo...	Documentatio...
.Blank Doc-01...		Utility Bill

Total count: 2

Reply

 Excel

Doc Type: Utility

More Info:

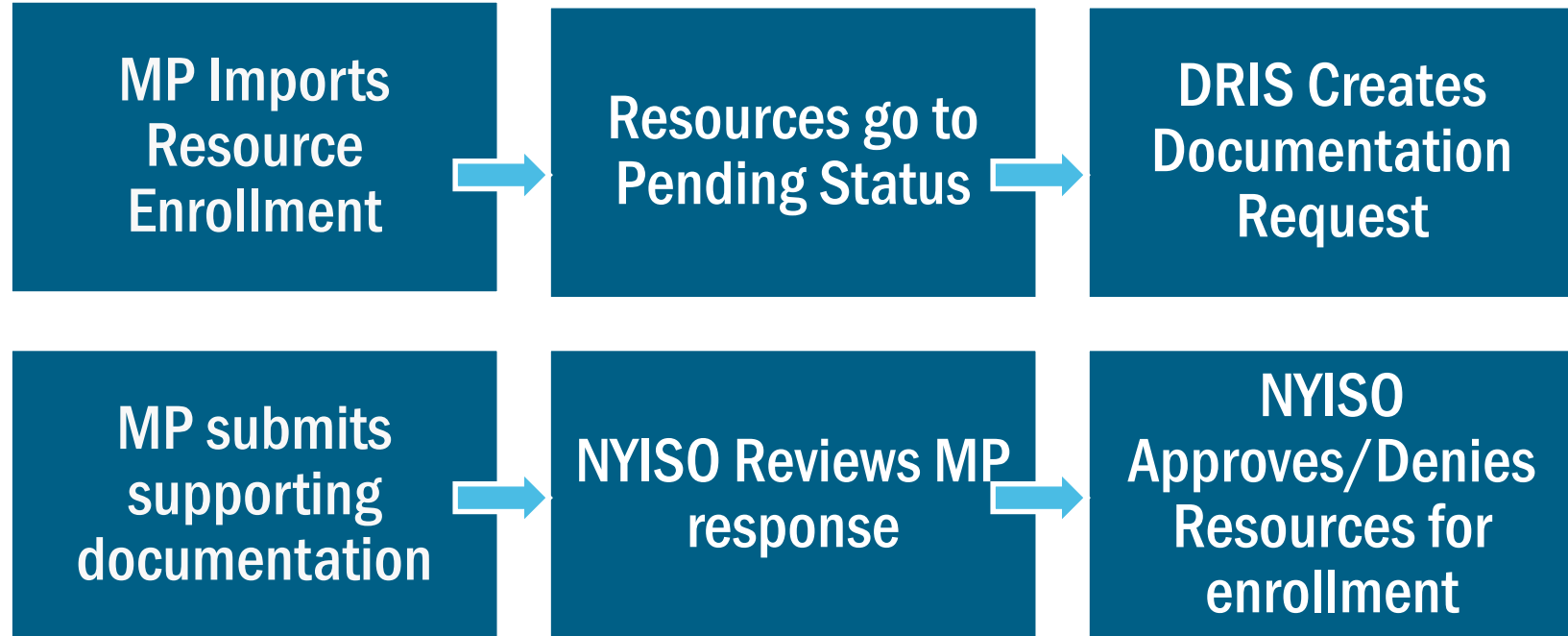
Description:  
The request for a utility bill (not older than 2 months) is to substantiate/confirm the nominated values submitted into DRIS for the resources enrollment in the demand response program.

MP Comments:  
documentation request record selected  
MP chooses to insert comment for Reason for Change and Utility Bill  
Comment = Service Address updated.  
Complete = Yes



# Documentation Request Flow

## Multiple Resources



# Replying to Documentation Requests for Multiple Resources

Resource ID:	<input type="text"/>	Active:	<input type="text" value="Y"/>	Capability Period:	<input type="text" value="Winter 2018-2019"/>	Doc Type:
MP:	<input type="text" value="MP 123"/>	Status:	<input type="text"/>	Month:	<input type="text" value="March 2019"/>	Monitored Field:
Enrollment Request Status:	<input type="text"/>	Program:	<input type="text"/>	Enrollment Status:	<input type="text"/>	Source Type:

## Documentation Vault

Resource ID	MP	Month	Source Type	Monitored Fields	Status
207082	MP 123	March 2019	Enrollment	Street	MP Awaiting
207083	MP 123	March 2019	Enrollment	City, Generator Name Plate Rating, Generator Type ID, Response Type	MP Awaiting
207084	MP 123	March 2019	Enrollment	ACL kW Discrepancy - Enrollment ACL, Zip Code	MP Awaiting

# Replying to Documentation Requests for Multiple Resources

Resource ID:  MP:  Enrollment R:

**MP has 3 resources Pending for March**  
**207082 - Street**  
**207083 - City, Gen Nameplate, Gen Type, Response Type**  
**207084 - Zip Code, ACL Discrepancy**

Winter 2018-2019  Doc Type:  
March 2019  Monitored Field:  
  Source Type:

**Documentation**

Resource ID	MP	Month	Source Type	Monitored Fields	Status
207082	MP 123	March 2019	Enrollment	Street	MP Awaiting
207083	MP 123	March 2019	Enrollment	City, Generator Name Plate Rating, Generator Type ID, Response Type	MP Awaiting
207084	MP 123	March 2019	Enrollment	ACL kW Discrepancy - Enrollment ACL, Zip Code	MP Awaiting

# Replying to Documentation Requests for Multiple Resources

## ■ In the Documentation Summary Section

- MP can view all 3 resources Pending Enrollment with Documentation Request
- The triggered monitored fields for each resource
- Take action from this section by selecting **Reply**.

Monitored Fields	Status	Follow Up Requ...	Created Date	Due Date	Enrollment Status	Enrollment Req...
Street	MP Awaiting	<input type="checkbox"/>	01/18/2019 13:07:58	01/28/2019 17:00:00	Under Review	Pending
City, Generator Na...	MP Awaiting	<input type="checkbox"/>	01/18/2019 13:07:58	01/28/2019 17:00:00	Under Review	Pending
ACL kW Discrepan...	MP Awaiting	<input type="checkbox"/>	01/18/2019 13:07:58	01/28/2019 17:00:00	Under Review	Pending


Click "Reply" button in the summary section to reply to one or all records

Total count: 3

**Reply** Excel

# Replying to Documentation Requests for Multiple Resources

- After clicking on the Reply button, it opens the Reply window. This is the area where MPs insert comments or upload documents

Extension Request Date:  





Complete: ☐

MP Comments:  
MP can choose to reply to One or ALL resources with documentation requests ("Reply from Summary Section")

## Reply Window for Multiple Resources

[Copy To Selected Rows](#)

### Documentation Details

Resource ID	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207082	Reason for Change	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207082	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	Reason for Change	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

# Replying to Documentation Requests for Multiple Resources

Extension Request Date:

Complete: ☒

**MP Comments:**  
 MP can choose to reply to One or ALL resources with documentation requests ("Reply from Summary Section")  
 Reason for Change is due to operational issues

**Warning**  
 This action saves immediately! Copying to 3 rows and this might override data! Do you want to continue?  
 Yes No

**MP chooses to respond to "Reason for Change" request**

- Select RID's & Reason for Change records.
- Write message in MP Comment section.
- Check Complete
- Click on "Copy to Selected Rows"
- Warning Message informs MP # of rows selected
- Click Yes, records completed, now NYISO

**Documentation Details**

Resource ID	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207082	Reason for Change	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207082	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207083	Reason for Change	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207083	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207083	LRP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207083	Gen Spec	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207084	Reason for Change	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207084	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total count: 11 Save Excel

# Replying to Documentation Requests for Multiple Resources

**The 3 "Reason for Change" records are no longer in the Reply window**

Copy To Selected Rows

Documentation Details		Source Type	Status	Due Date	Extension Request	Extension Request...	MP C...	Attach	Attachment	Complete
207082	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	LRP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	Gen Spec	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	LRP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	Meter Data	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	Confirmation from MSP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Total count: 8

Save

# Replying to Documentation Requests for Multiple Resources

Extension Request Date: ★ 01/31/2019

Complete: ☐

MP Comments:

MP can choose to reply to One or ALL resources with documentation requests ("Reply from Summary Section")

★ Extension Request for RID 207084, data will be available on Friday.

**RID 207084 requests a deadline extension**

**MP enters a comment in "MP Comment" section**

**MP enters desired deadline date in calendar field**

**MP selects all documentation requests for RID 207084**

**MP clicks "Copy to Selected Rows", confirms # selected in confirmation message**

**RID 207084 goes records go to a status of "Extension Request"**

★ Copy To Selected Rows

## Documentation Details

Resource I...	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request...	MP C...	Attach	Attachment	Complete
207083	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	LRP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	Gen Spec	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	Meter Data	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	LRP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207084	Confirmation from MSP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>





Total count: 8 Save



# Replying to Documentation Requests for Multiple Resources

Copy To Selected Rows

## Documentation Details

Resource I...	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request...	MP C...	Attach	Attachment	Complete
207082	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	LRP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083	Gen Spec	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Total count: 4



Save




Excel

# Replying to Documentation Requests for Multiple Resources

Extension Request Date:

Complete:  

MP Comments:  
MP can choose to reply to One or ALL resources with documentation requests ("Reply from Summary Section")

 Please see documents provided to validate the resources enrollment in the SCR program.

**MP Completing RID 207083 Documentation Request**


MP dragged & dropped files for each record. It is indicated by the check mark in the "Attachment" column.

MP enters a comment in "MP Comment" section










MP checks Complete



MP selects applicable records, clicks "Copy to Selected Rows", confirms # selected in confirmation message. Click "Yes" to save.

RID records are now in the status of "NYISO Awaiting"

 Copy To Selected Rows

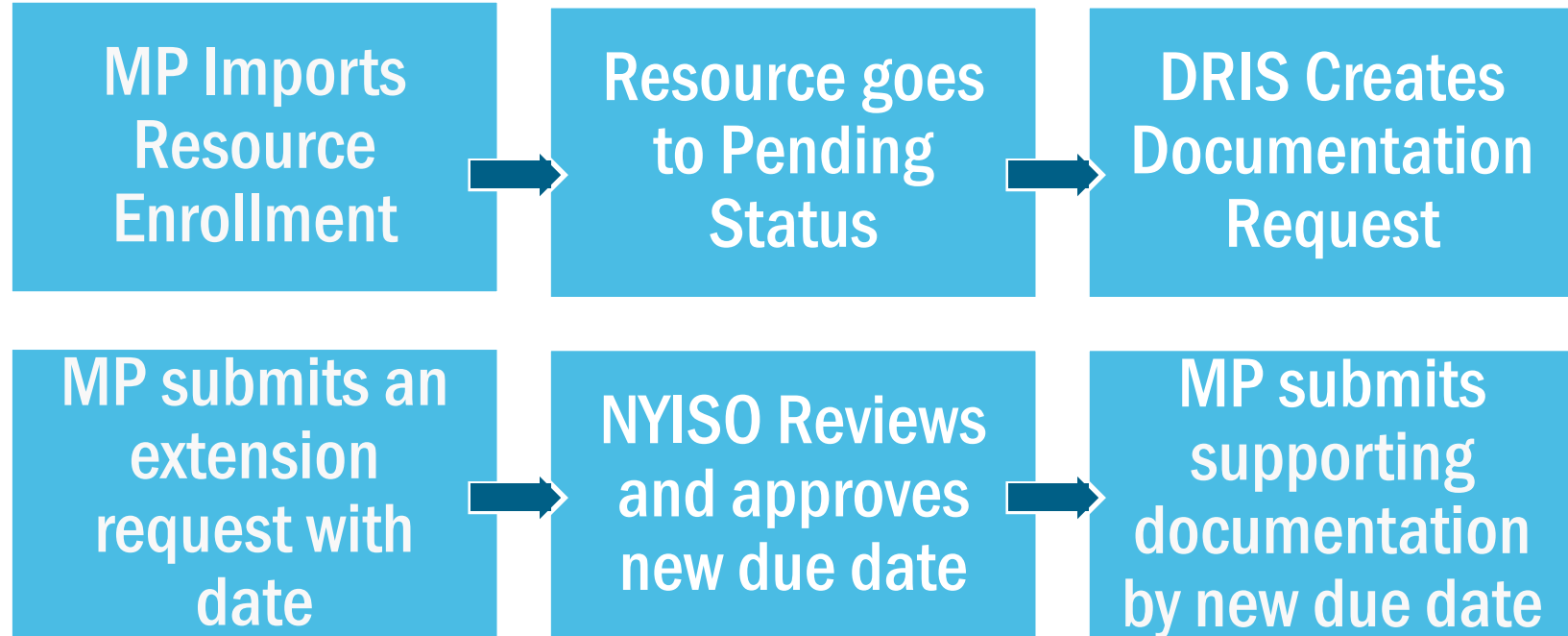
**Documentation Details**

Resource I...	Documentation Type	Source Type	Status	Due Date	Extension Request	Extension Request...	MP C...	Attach	Attachment	Complete
207082	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207083 	Utility Bill	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>				 	<input type="checkbox"/>
207083	LRP	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>					<input type="checkbox"/>
207083	Gen Spec	Enrollment	MP Awaiting	01/28/2019 17:00:00	<input type="checkbox"/>					<input type="checkbox"/>

Total count: 4
Save



# Documentation Request Flow

## Extension Request



# Reply Window – Extension Request

Extension Request Date: 01/29/2019

Complete: ☐

MP Comments:  
Requesting an Extension to 1/29/2019 for RID123  
Documentation Types = Reason for Change, Utility Bill

**Warning**

This action saves immediately! Copying to 2 rows and this might override data! Do you want to continue?

Yes No

**Extension Request**  
MP requests extension to due date.  
MP clicks in calendar and selects desired date.  
MP inserts comment.

**For Extension Requests: Do not select Complete**  
**It closes all records and sends to NYISO Awaiting**

	Extensi... Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061 Utility Bill Enrollment MP Awaiting 01/25/2019 17:00:00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Reply Window – Extension Request

Extension Request Date:

Complete: ☐

MP Comments:  
 Requesting an Extension to 1/29/2019 for RID123  
 Documentation Types = Reason for Change, Utility Bill

Warning



This action saves immediately! Copying to 2 rows and this might override data! Do you want to continue?

Yes

No

Copy To Selected Rows

Documentation Details

Resource ID	Documentation Type	Source Type	Status	Due Date	Extensi... Request	Extension Request Date	MP Comments	Attach	Attachment	Complete
207061	Reason for Change	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
207061	Utility Bill	Enrollment	MP Awaiting	01/25/2019 17:00:00	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

# Reply Window – Extension Request

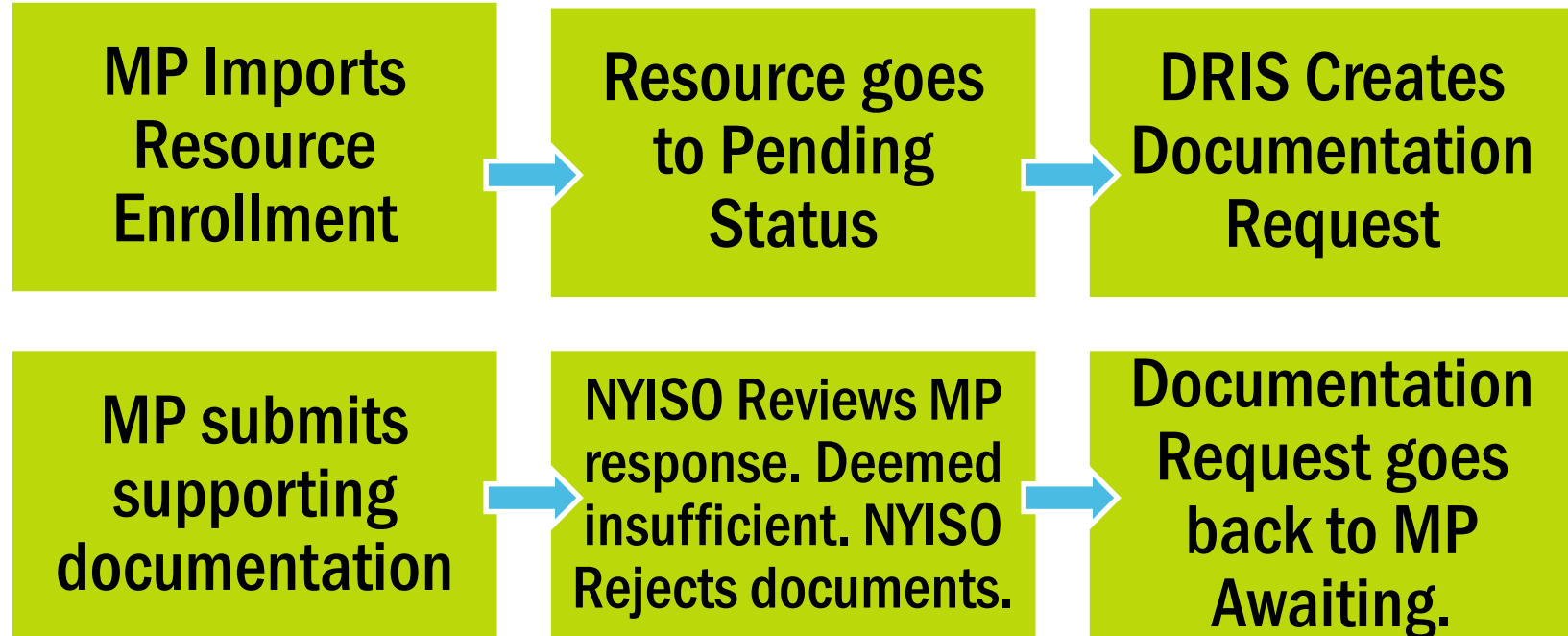
- MP submitted Extension Request for a new due date
- NYISO action to either approve/deny requested date.
  - NYISO may grant the new due date requested by the MP
  - If the Extension Request is granted, a new MP Awaiting record is created.
  - If MP requested due date is unacceptable NYISO may deny the request and keep the original due date or give an alternative due date

Resource ID:	<input type="text"/>	Active:	<input type="text" value="Y"/>	Capability Period:	<input type="text" value="Winter 2018-2019"/>
MP:	<input type="text" value="MP 123"/>	Status:	<input type="text"/>	Month:	<input type="text" value="March 2019"/>
Enrollment Request Status:	<input type="text"/>	Program:	<input type="text"/>	Enrollment Status:	<input type="text"/>

MP submitted Extension Request NYISO to take action on new due date request	Status
	Extension Request


# Documentation Request Flow Rejected



# Resource Documentation Rejected

- MP submitted all documents. Current Status is NYISO Awaiting


## Documentation Vault

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up Requ...	Created Date	Due Date	Enrollment Status	Enrollme...
207076	MP 123	March 2019	Enrollment	Street	NYISO Awaiting		02/01/2019 08:06:13	02/04/2019 17:00:00	Under Review	Pending

## Documentation Details

Resource ID	Documentation ...	Monitored Fields	Created Date	Due Date	Status
207076	Reason for Cha...	Street	02/01/2019 08:06:13	02/04/2019 17:00:00	NYISO Awaiting
207076	Utility Bill	Street	02/01/2019 08:06:13	02/04/2019 17:00:00	NYISO Awaiting

## Attachments

Filename	Download	Documentation Type
.Blank Doc-02...		Reason for Change



# Resource Documentation Rejected

- NYISO Rejected Utility Bill document. Documentation deemed insufficient.

**Documentation Vault**

Resource ID	MP	Month	Source Type	Monitored Fields	Status
207076	MP 123	March 2019	Enrollment	Street	MP Awaiting


NYISO Reviewed Reason for Change request.  
 NYISO Rejected Utility Bill request document insufficient.  
 NYISO leaves comment why it was Rejected.  
 The Due Date is in Future.  
 New Documentation Request for Utility Bill is created to allow MP to reply again.

**Documentation Details**

Resour...	Documentation ...	Monitored ...	Due Date	Status	NYISO Comments
207076	Utility Bill	Street	02/04/2019 17:00:00	MP Awaiting	[GILLSO commented 57 AM]: Docume
207076	Reason for Cha...	Street	02/04/2019 17:00:00	Reviewed	[GIL [GILLSO comm
207076	Utility Bill	Street	02/04/2019 17:00:00	Rejected	

\*MP Awaiting  
 \*Rejected

**Attachments**

Filename	Download	Document
.Blank Doc-02...		Utility Bill

8:33:57 AM]: Document insufficient. Missing Address, Zone

Total count: 3 [Reply](#) [Excel](#)

# Resource Documentation Rejected

- MP submits documentation to the new MP Awaiting Utility Bill request

Extension Request Date:

Complete: ☒

MP Comments:  
Please see new documentation providing all verification of resource

MP replies to new request and provided new document.

Copy To Selected R


Resource ID	Documentation ...	Source Type	Status	Due Date	Extension Request	Extension Request Date	Attach	Attachment	Complete
207076	Utility Bill	Enrollment	MP Awaiting	02/04/2019 17:00:00	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Resource Documentation Rejected

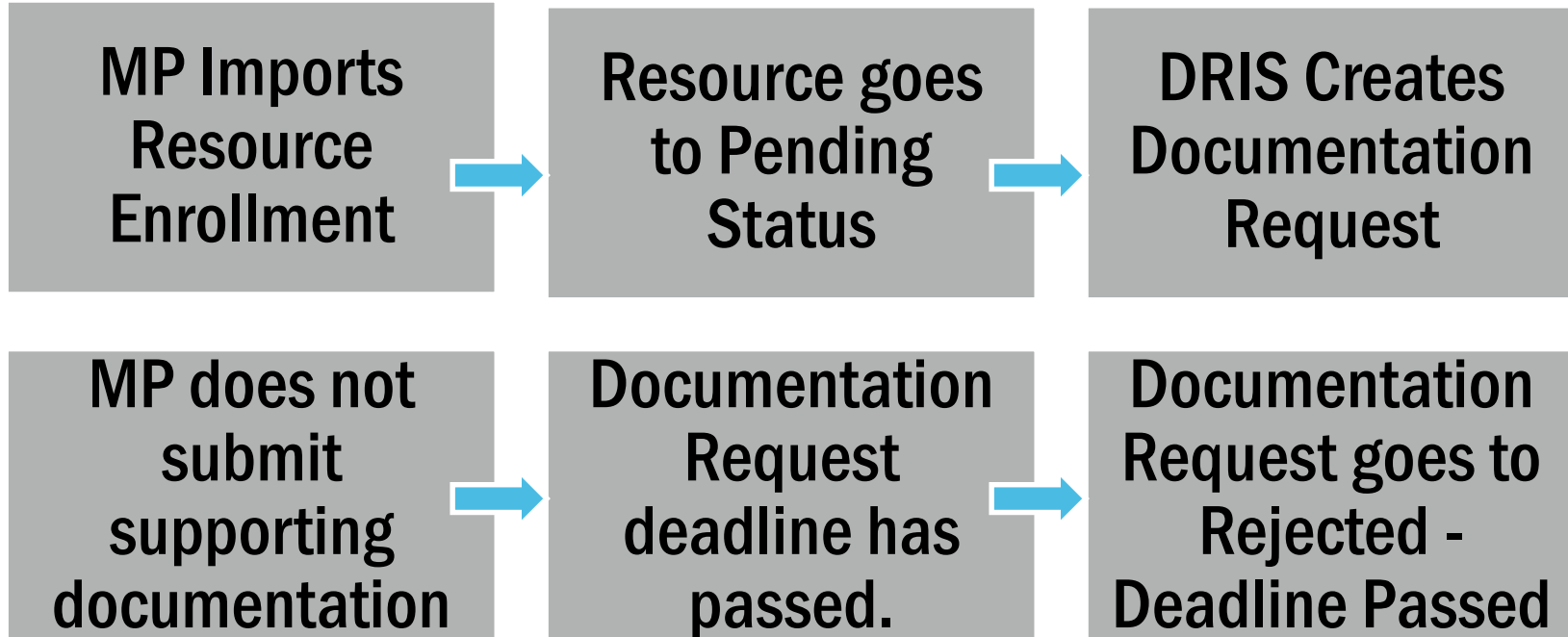
- MP resubmitted Utility Bill documents. Current Status is NYISO Awaiting

Documentation Vault										
Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up Requ...	Created Date	Due Date	Enrollment Status	Enrollment Req.
207076	MP 123	March 2019	Enrollment	Street	NYISO Awaiting	<input type="checkbox"/>	02/01/2019 08:33:57	02/04/2019 17:00:00	Under Review	Pending

Documentation Details							Attachments		
Resource ID	Documentation ...	Monitored Fields	Created Date	Due Date	Status	Follow Up Requ	Filename	Downlo...	Documentation Type
207076	Utility Bill	Street	02/01/2019 08:33:57	02/04/2019 17:00:00	NYISO Awaiting	<input type="checkbox"/>	.Blank Doc-02...		Utility Bill
207076	Reason for Cha...	Street	02/01/2019 08:06:13	02/04/2019 17:00:00	Reviewed	<input type="checkbox"/>			
207076	Utility Bill	Street	02/01/2019 08:06:13	02/04/2019 17:00:00	Rejected	<input type="checkbox"/>			

# Documentation Request Flow Rejected - Deadline Passed



# Resource Documentation Rejected - Deadline Passed

- Current Status is MP Awaiting. MP has not replied.

## Documentation Vault

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up ...	Created Date	Due Date	Enrollment Status	Enrollment Req
207077	MP 123	March 2019	Enrollment	Street	MP Awaiting	<input type="checkbox"/>	02/01/2019 09:10:13	02/01/2019 09:45:00	Under Review	Pending

## Documentation Details

Resource ID	Documentation ...	Monitored Fields	Created Date	Due Date	Status	Follow Up Requ...	Submitted Date	MP Comments	Filename
207077	Reason for Cha...	Street	02/01/2019 09:10:13	02/01/2019 09:45:00	MP Awaiting	<input type="checkbox"/>			
207077	Utility Bill	Street	02/01/2019 09:10:13	02/01/2019 09:45:00	MP Awaiting	<input type="checkbox"/>			

## Attachment

# Resource Documentation Rejected - Deadline Passed

- MP did not reply by due date. The documentation requests records; Reason for Change and Utility Bill go to “Rejected - Deadline Passed”.
- The documentation request is no longer active and the MP cannot reply.

## Documentation Vault

Resource ID	MP	Month	Source Type	Monitored Fields	Status	Follow Up ...	Created Date	Due Date	Enrollment Status	Enrollment Req
207077	MP 123	March 2019	Enrollment	Street	Rejected Deadline Passed	<input type="checkbox"/>	02/01/2019 09:10:13	02/01/2019 09:45:00	Under Review	Pending

## Documentation Details

Resource ID	Documentation ...	Monitored Fields	Created Date	Due Date	Status	Follow Up Requ...	Submitted Date	MP Comments	Attachme
207077	Reason for Cha...	Street	02/01/2019 09:10:13	02/01/2019 09:45:00	Rejected Deadline Passed	<input type="checkbox"/>			
207077	Utility Bill	Street	02/01/2019 09:10:13	02/01/2019 09:45:00	Rejected Deadline Passed	<input type="checkbox"/>			

# Duplicate Enrollment Request

- Duplicate enrollment requests (i.e., two MPs trying to enroll the same resource) follow the same process except,
- When a resource goes to Pending/Under Review for duplicate enrollment, NYISO will send out an email to both applicable MPs informing them that there is a documentation request in DRIS for the applicable resource
  - The documentation must be submitted in DRIS by the deadline stated

# Verification Request

- Verification requests follow the same process except
- The NYISO will send out an email to the MPs informing them that there is a documentation request in DRIS for the applicable resource
  - The documentation must be submitted in DRIS by the deadline stated



# Recap

# Documentation Management Recap

- MPs will have an understanding of the DVM system
- MPs will know how to reply to a documentation request in DRIS
- MPs will ascertain what's required in each document request

# Next Steps

- **NYISO will enable the documentation management software feature on 2/19/2019**
- **The documentation management functionality will be active starting the April 2019 SCR/EDRP open enrollment period**
- **The NYISO will send out verification requests through the new documentation management for MPs to become familiar with the new DRIS software functionality and be prepared for the Summer 2019 enrollments**

# Process Change with Documentation Management

- After DRIS documentation management functionality goes live on 2/19/2019:
  - DRIS will be the sole mechanism for MPs to be notified of pending documentation requests
    - NYISO will no longer use emails to notify MPs of the pending documentation requests, except for duplicate enrollment requests and for periodic verifications
    - MPs are recommended to routinely check DRIS Dashboard screen for any pending documentation requests
  - DRIS will be the sole mechanism to submit documentation to NYISO
    - NYISO will not accept documentation submitted through emails after the documentation management functionality goes live

**NOTE: Consistent with the current practice, all the documentation requested should be submitted in DRIS by the stated deadline. Please be aware that failure to submit documentation by the deadline may lead to the resource being “Separated” from your portfolio.**

# Contact Information

- NYISO Stakeholder Services
  - [stakeholder\\_services@nyiso.com](mailto:stakeholder_services@nyiso.com)

# Links

## ■ NYISO Website

- <https://www.nyiso.com/>

## ■ DRIS Users Guide

- [https://www.nyiso.com/documents/20142/3625950/DRIS\\_UG.pdf/82afc884-fdf6-3e41-4729-0047d3c56207](https://www.nyiso.com/documents/20142/3625950/DRIS_UG.pdf/82afc884-fdf6-3e41-4729-0047d3c56207)

## ■ Demand Response

- <https://www.nyiso.com/demand-response>

## ■ Demand Response Information System (DRIS)

- <https://dris.nyiso.com>

# Questions?

We are here to help. Let us know if we can add anything.

# **The Mission of the New York Independent System Operator, in collaboration with its stakeholders, is to serve the public interest and provide benefits to consumers by:**

- Maintaining and enhancing regional reliability
- Operating open, fair and competitive wholesale electricity markets
- Planning the power system for the future
- Providing factual information to policymakers, stakeholders and investors in the power system



**[www.nyiso.com](http://www.nyiso.com)**



# Appendix

# Documentation Status Details

- **MP Awaiting**
  - MP is required to take action and submit documentation requested
- **Extension Request**
  - MP requested a deadline extension
- **NYISO Awaiting**
  - MP completed their documentation request and NYISO can now take action to review submittals.
- **Rejected**
  - MP provided insufficient documentation in order for NYISO make a decision on the enrollment of the resource.
  - If deadline has not passed, a new documentation record with “MP Awaiting” status will be created by DRIS giving the MP another opportunity to submit sufficient documentation
- **Reviewed**
  - NYISO reviewed the documentation
- **Rejected - Deadline Passed**
  - MP failed to submit documentation by the deadline.
- **Canceled**
  - When a MP cancels an Enrollment Request, the associated documentation request record’s status moves to Canceled.

# Documentation Types \*

- Reason for Change
- Utility Bill
- Load Reduction Plan
- Response Type
- Generation Specifications
- Meter Data Request
- Confirmation from metering authority
- Signed and Dated Contract

**\*For informational purpose only and subject to change**

# Documentation Types \*

## Reason for Change

### Description of NYISO's request

- Please provide the reason for the change in the value of the monitored fields that resulted in the resource to go into the status of Under Review/Pending status in DRIS.
- All the documentation requested should be submitted by the stated deadline. Please be aware that failure to submit documentation by the deadline may lead to the resource being “Separated” from your portfolio.

**\*For informational purpose only and subject to change**

# Documentation Types \*

## Utility Bill

### Description of NYISO's request

- The request for the most recent electric utility bill is for the NYISO to verify the resource attributes submitted by your company into DRIS.
- The electric utility bill should not be older than two months from the current calendar month. Please ensure the documentation submitted validates the following:
  - TO name
  - TO Account Number
  - Utility Service Address
  - TO Service Voltage Level
  - Zone
- If the electric utility bill DOES NOT STATE any of the above, please provide alternate supporting documentation that clearly specifies the designated attributes of the resource as submitted into DRIS.
- Municipality resources, in order to verify their enrollments, the NYISO requests written confirmation from the municipal utility staff confirming the following:  
Transmission Owner, TO Service Voltage Level, Service Address, Zone

**\*For informational purpose only and subject to change**

# Documentation Types \*

## Load Reduction Plan

### Description of NYISO's request

- The request for a Load Reduction Plan (LRP) is for the NYISO to verify the alignment between enrollment declared value (kW) in DRIS and the sequence of steps that the RIP intends the resource to follow during an activation.
- Please provide a LRP that indicates the sequence of steps the resource intends to follow, including the Load reduction (in kW) expected to be achieved by each step, when called upon to reduce its Load being supplied from the NYS Transmission and/or distribution system, during a NYISO initiated event or performance test.
- A resource's declared value for the auction month for which the NYISO requested the documentation must not exceed the sum of kW Load reductions expected from each step of the resource's load reduction plan. A sample load reduction plan is available on the NYISO website and linked in the More Info: section on the left.

**\*For informational purpose only and subject to change**

# Documentation Types \*

## ~Continued LRP Description of NYISO's request

- A Load Reduction Plan is the sequence of steps that the SCR intends to follow, and the Load reduction (in kW) expected to be achieved by each step, when called upon to reduce its Load being supplied from the NYS Transmission and/or distribution system, during a NYISO initiated event or performance test.
- A sample load reduction plan is shown below for a resource enrolled with a Response Type “B” and a Declared Value of 300 kW:

Time with respect to the SCR event	Action	Load Reduction (kW)
2 hours prior	Pre-cool the office area from 70 degrees to 65 degrees	-
15 minutes prior	Turn off the HVAC	150 kW
15 minutes prior	Transfer critical load to backup generator	100 kW
At the start	Dim the office lights	50 kW
15 minutes post	Return to normal operations	-

\*For informational purpose only and subject to change

# Documentation Types \*

## Response Type

### Description of NYISO's request

- The request for Response Type is for the NYISO to verify the resources metering configuration and ensure it correctly aligns with the Response Type selected and entered into DRIS.
- Please confirm and provide a description of that the metering configuration at the enrolled facility is consistent with the one of the three options described in section 5.1.2 of the EDRP manual.
- An example of resource Response Types is available on the NYISO website and linked in the More Info: section on the left.
- Please see the EDRP Manual, section 5.1.2. Metering Configuration Requirements for further information. The EDRP Manual is available on the NYISO website and linked in the More Info: section on the left.

**\*For informational purpose only and subject to change**



# Documentation Types \*

## Generator Specification

### Description of NYISO's request

- The request for generator specifications is for the NYISO to verify the resource's Local Generator details support the enrollment attributes submitted into DRIS.
- Please ensure the documentation submitted validates the following
  - The generator's nameplate capacity
  - The generator's fuel type
  - If applicable, energy storage system specifications/cut sheet clearly indicating the name plate AC power (kW) of the inverter and energy (kWh) rating of the batteries.
- Acceptable documentation includes the Local Generator's specification sheet/cut sheet as provided by the manufacturer.

**\*For informational purpose only and subject to change**

# Documentation Types \*

## Meter Data

### Description of NYISO's request

- The request for meter data is to ensure the kW values submitted into DRIS for the resources enrollment is accurate meter data and portrays correct amount of UCAP MW availability in auction months.
- Please ensure the following is submitted for the meter data request
- Hourly interval meter kW data
  - in a excel file
  - Hour Beginning format
  - For all the hours specified in the request

**\*For informational purpose only and subject to change**

# Documentation Types \*

## Confirmation from meter authority

### Description of NYISO's request

- The request for meter data confirmation from a meter authority to verify the kW values submitted into DRIS are accurate.
- Please submit confirmation from the meter authority that meter kW data values, as provided in the Meter Data request excel file, are accurate.

**\*For informational purpose only and subject to change**

# Documentation Types \*

## Signed and Dated Contract

### Description of NYISO's request

- The request for a signed and dated documentation / contract is because another MP has attempted to enroll a resource that your company is attempting to enroll
- If your company wishes to represent the resource for the applicable auction month, please provide the signed and dated documentation / contract from the resource that indicates your company is to represent them in the NYISO demand response programs

**\*For informational purpose only and subject to change**

# Monitored Fields and Documentation Requests\*

Monitored Field	Reason for Change	Utility Bill	Load Reduction Plan	Response Type	Generator Specification	Meter Data	Confirmation from meter authority	Signed & Dated Contract
Street	X	X						
City	X	X						
Zip Code	X	X						
TO Account Number	X	X						
TO Service Voltage ID	X	X						
Transmission Owner	X	X						
Zone	X	X						
Enrollment Inquiry	X	X	X					
Matching Address	X	X	X					
Request to use existing ACL Data	X	X	X					
Generation Type ID	X	X	X	X	X			
Generator Name Plate Rating	X	X	X	X	X			
Response Type	X	X	X	X	X			
ACL kW Discrepancy–Enrollment ACL	X	X	X			X	X	
ACL kW Discrepancy–Verified ACL	X	X	X			X	X	
Duplicate Enrollment	X	X						X

\*For informational purpose only and subject to change