

EDC and LSE Registration Review Process in DR Hub

Overview

Locations represent a physical site, uniquely identified by the EDC, EDC Account Number (usually the meter number as established by the EDC) and Zone. Registrations indicate which Demand Response Market a location is participating in for a designated time period. A registration review is required by the EDC (and LSE for Economic registrations) to ensure the Curtailment Service Provider (CSP) has entered accurate information on the registration. All registrations are reviewed by the EDC. The LSE reviews Economic registrations that include Energy and/or Ancillary Services (but not if the only market is regulation). EDCs review the following fields for accuracy (as applicable to the registration's program): EDC Account Number, Zone, Pricing Point, Peak Load Contribution, Capacity Loss Factor, EDC Meter, Energy Loss Factor, and RERRA. The LSE review consists of verifying that the end-use customer(s) on the registration are their customer(s).

The registration review must be completed within 10 business days of submission. If the EDC does not approve or deny a registration by the end of the period, the registration is automatically approved if the EDC is large (greater than 4 million MWHrs last year) or automatically denied if EDC is small (less than 4 million MWHrs last year). If the LSE does not approve or deny, their review is automatically approved.

The EDC reviews each registration on a field-by-field basis. If a field is incorrect, the EDC/LSE will deny that field. If a field is correct, the EDC/LSE does not need to mark the field approved as any fields not denied are considered approved. Once the fields on a registration have been reviewed, the registration is selected and the "Submit Selected Reviews" button is clicked to complete the review. If the CSP resubmits a previously denied registration, the EDC/LSE will only be shown previously denied field(s) to review as all fields previously approved remain approved.

Review Process in DR Hub

1. EDC or LSE is notified of registration to review or user can simply go to DR Hub Task list to see which registration need to be reviewed.
 - a. The reviewer may log into DR Hub to search for registrations to review either through the task list or through the Registration Search page.
 - b. An email from DR Hub will be sent if user signed up for emails when a CSP submits a registration for review. The email states the registration's name, CSP, EDC, LSE (if applicable), the effective and termination dates and the date the review is due.
2. Log into DR Hub.
3. Navigate to the Tasks tab.
4. Click the sub-tab that you want to review depending on your role. "EDC Registration", "EDC Registration Extension", "LSE Registration" or "LSE Registration Extension".
 - a. "EDC Registration Extension" and "LSE Registration Extension" only apply to Economic registrations.

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Tasks

Tasks Locations Registrations Events Dispatch Groups Account and Users Reports RERRA

EDC Registration

Refresh Reset Submit Selected Reviews

Select	Due Date	Reg ID	Program	Effective Date	Termination Date	CSP	Zone	Location ID	Address	EDC Account Number	Meter Type	Peak Load Contribution (kW)	Capacity Loss Factor	Energy Loss Factor
☐	01/30/2018	3257898	Load Management DR Full	06/01/2018	05/31/2019	PJM72	BGE Pending	69722	200 training lane, kjk, Exton, MD 56789	5345345234 Pending	EDC Meter Approved	790 Pending	1.07 Pending	1.111 Pending
							BGE Pending	69724	222 training lane, kjk, Exton, MD 56789	543543 Pending	EDC Meter Approved	888 Pending	1.08 Pending	1.111 Pending
☐	01/25/2018	3257836	Load Management DR Full	06/01/2018	05/31/2019	PJM72	BGE Approved	69721	100 training lane, kjk, Exton, MD 56789	5656565657 Approved	EDC Meter Approved	780 Approved	1.05555 Pending	1.111 Approved

Records Per Page: 15 (1 of 1) 3 record(s)

5. Review data for the registration. Each line represents a location on a registration. Fields to be reviewed are all on one line per location (name, address, EDC Account number, etc.).
 - a. Note: LSEs only check if this location is their customer by reviewing the address and EDC Account Number. If the customer is not yours, deny the EDC Account Number field in step 4.

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Tasks

Tasks Locations Registrations Events Meter Data Energy Settlements Dispatch Groups Account and Users Reports RERRA

EDC Registration

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One Registration with 2 locations

6. If the field is accurate, you do not need to take any action on the field.
7. If the field is inaccurate, then click the "X" button under field.
 - a. If there is a pencil icon, the CSP allows you to correct the value and mark the changed field as "Approved as Modified"
8. A box opens and a comment may be entered to explain the denial to the CSP. (example comment: "The Capacity Loss Factor should be 1.03454").

Enter Denial Comment
Click Deny

9. Click "Deny" button at bottom of popup.
10. When all fields on the registration have been reviewed, click box under Action column.
11. When all reviews are completed, click button on top right "Submit selected reviews".

When finished review

1. Click registration's checkbox
2. Click button "Submit Selected Reviews"

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☐	01/25/2018	3257836	Load Management DR Full	06/01/2018	05/31/2019	PJM72	BGE Approved	69721	100 training lane, kJk, Exton, MD 56789	5456565457	EDC Meter Approved	780 Approved	1.0555 Pending	1.111 Approved