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Distribution Restriction		None	

INTRODUCTION

Per Tariff 4.5.1.2, a Scheduling Coordinator (SC) Applicant is granted one Scheduling Coordinator Identification Code (SCID) with its application fee. Requests may be made for additional Scheduling Coordinator Identification Codes (SCID). Additional SCIDs are subject to Grid Management Charges (GMC) based on activity (for more information, please review our [GMC Rates](#)). An SC may request an additional SCID, or multiple SCIDs, for the purpose of de-aggregating scheduling portfolios and/or for representing multiple Load customers such as Community Choice Aggregators (CCA) or other such Load Serving Entities (LSE) including Energy Service Providers (ESPs) while retaining financial responsibility for the additional SCID. Also refer to Business Practice Manual (BPM) for Scheduling Coordinator Certification and Termination section 4.5.1

[https://bpmcm.caiso.com/Pages/BPMDetails.aspx?BPM=Scheduling Coordinator Certification and Termination](https://bpmcm.caiso.com/Pages/BPMDetails.aspx?BPM=Scheduling%20Coordinator%20Certification%20and%20Termination)

How to submit documentation: <http://www.caiso.com/Documents/How-to-Submit-Documentation-for-Applications-and-Ongoing-Obligations.pdf>

Link to the Additional SCID Request letter template:

<http://www.caiso.com/Documents/ExistingSchedulingCoordinatorRequestsAdditionalSCID-LetterTemplate.doc>

Org Type in master file

Additional SCID(s) will be set up in Master File with the same Org Type as the parent SCID, based on the agreements in place for the parent SCID. If the new SCID would like additional Org Types that an agreement is not set up for, the SCID would have to apply and go through the Scheduling Coordinator (SC), Convergence Bidding (CB) and/or Congestion Revenue Rights (CRR) Holder process

Example 1:

Parent SCID has SC, CRR and CB agreements. Additional SCID would be set up with an Org Type of SC. In order to have additional SCID have CRR and CB, then an Org Type Change form needs to be submitted with the SCID request letter. Both the SCID and the Org Type can be set up at same time.

Example 2:


Parent SCID has SC, and CB agreements and is an SC for CB only. Additional SCID would be set up with an Org Type of CB. New SCID wants to add CRR. New SCID would need to go through the CRR Holder registration process. Refer to our Congestion Revenue Rights webpage for more information on registering as a CRR holder:

<http://www.caiso.com/participate/Pages/MarketProducts/CongestionRevenueRights/Default.aspx>

Example 3:

Parent SCID has CRR agreement. Additional SCID would be set up with an Org Type of CRR. In order to have additional SCID have SC and CB, the new SCID would need to go through the SC certification and CB registration process. Refer to our Scheduling Coordinator webpage for more information: <http://www.caiso.com/participate/Pages/BecomeSchedulingCoordinator/Default.aspx>

IMPORTANT NOTE for SCIDs for load: When requesting a new SCID to represent load, SC must have the full legal name of the Load Serving Entity (LSE) and know if the LSE is California Public

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Utility Commission (CPUC) jurisdictional or not. If not, SC must obtain the Local Regulatory Authority (LRA) full legal name, address and 2 main contacts and their contact information. This information is required on the letter template.

Timeline Scenarios

There are several timeline scenarios that can be used to determine how long requesting a new SCID will take to implement. Typical timeline process is approximately 2 - 6 weeks depending on if there is a requirement for banking tests and resource transfers. Prior to submitting the Additional SCID Request letter template, the SC should send an CIDI ticket to a specific SCID; SC Requests will ensure that the SCID being requested is available and assigns the Business Associate Identification (BAID) number. Once this is reserved, SC Requests will send notification of approval then the Additional SCID Request letter template can be submitted.

Shortest timeframe is 10 business days from date of submission of new SCID letter. This timeline assumes that the SC is using existing banking information, no additional Org Type requests and no resource transfers.

The various timelines are contingent on a variety of factors from setting up a new bank account for the new SCID, to associating a generator or load.

Scenario #1

SCID without a bank change – 10 business days to update production systems with SCID Provision access on effective date

Scenario #2

SCID with a bank change – 30 days

1. Submit Electronic Funds Transfer (EFT) form for new request SCID – 10 business days for testing
 - a. The 10 business days assumes that the SC responds to the test invoice and acknowledges receipt of the test funds in a timely manner
2. New SCID letter submitted - 10 business days to update production systems with SCID and banking information
3. Provision access on effective date

Scenario #3


SCID with a bank change and associate SCID to a generator through transfer of resource – 30- 45 days

1. Submit EFT form for new request SCID – 10 business days for testing
2. New SCID letter submitted - 10 business days to update production systems with SCID and banking information
3. Provision access on effective date
4. Transfer letters submitted (can be submitted 5 business days prior to SCID effective date)- 10 business days to update production systems

Scenario #4

SCID with a bank change and associate SCID to a DLAP for load 30 – 45 days

1. Submit EFT form for new request SCID – 10 business days for testing

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2. Submit project detail form for SQMD for load – this can take 20-40 days (in addition if SQMD not set up prior to start of process. This can be submitted in parallel with #1,)
3. New SCID letter submitted - 10 business days to update production systems with SCID and banking information
4. Provision access on effective date
5. Default Load Aggregated Points (LAP) Selection letter (DLAP) submitted once SQMD is accepted which needs to be at least 5 business days prior to SCID effective date- 10 –14 business days to update production systems

BASIC PROCEDURE

1. SC submits CIDI ticket. The CIDI ticket should describe the business reason for the new SCID(s), indicate specified SCID(s) requested, and indicate if there is a separate bank account needed for the new SCID(s). If there is a new account, an EFT form will need to be submitted and a test completed first. In addition, SC should indicate if these new SCID(s) will be associated with new resources or will be part of a resource transfer or will new SCID(s) be for load.
2. SC Requests will forward the information to the Master File team to ensure the SCID(s) is available for use and assign the BAID
3. SC Requests will notify the requesting SC whether the SCID(s) have been approved or rejected. If approved and available for use, the SC will be instructed to submit the Request for Additional SCID letter
Link: <http://www.caiso.com/Documents/ExistingSchedulingCoordinatorRequestsAdditionalSCID-LetterTemplate.doc>
However, if a bank test needs to be performed, an EFT form will need to be submitted first, and bank test will be conducted prior to SCID request submittal.
4. When the SCID is approved, and no bank test is required, the SC submits a letter on their company letterhead (see attached template), requesting the SCID, indicating the business reason for this new SCID, and providing the anticipated effective **date** in Master File (**indicate no less than 10 business days from the date of letter submittal**). The letter is signed and submitted via CIDI.

Important Note: Additional SCID(s) will be set up in Master File with the same business association (BA) type as the parent SCID, based on the SC agreements in place for the parent SCID. Please see examples above for when Org Type change is needed.

5. For new LSE/ESP you will need to fill out all of the information section for the Local Regulatory Authority (LRA) if you are not inside of the CPUC Jurisdiction.
6. When the SCID is effective in Master File, SC Requests will notify the SC of completion of Master File changes, identifying the new SCID and BAID and will provide the next steps.
7. The SC will then have the UAAs provision access to users – access cannot be provisioned by the UAA until the SCID is effective in Master File
8. After the SCID is effective in master file, the Default LAP letter or Resource Transfer letter can be submitted (see Timeline Scenarios section in this procedure).

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By submitting the Additional SCID Request letter:

- The SC agrees to provide any additional information required for processing of the request for additional SCIDs as indicated in BPM for Scheduling Coordinator Certification and Termination [https://bpmcm.caiso.com/Pages/BPMDetails.aspx?BPM=SchedulingCoordinator Certification and Termination](https://bpmcm.caiso.com/Pages/BPMDetails.aspx?BPM=SchedulingCoordinatorCertificationandTermination)
- The SC is willing to disclose to the CAISO the business-based justification and proposed changes in the use of the original SCID, and obtain CAISO consent for such use;
- The SC will commit to work with the CAISO in resolving any operational or market power concerns that may arise;
- The SC acknowledges that each SCID will generate its own settlement statement and invoices and GMC charges with any activity.

Additional forms:

- Electronic Funds Transfer Form:
<http://www.caiso.com/Documents/ElectronicFundsTransfer-BankAccountChangeForm.pdf>
- EFT Procedure: <http://www.caiso.com/Documents/ElectronicFundsTransferProcedure.pdf>
- Org Type Change Form - <http://www.caiso.com/Documents/OrgTypeChange-LetterTemplate.doc>
- User Access Administrator Establishment and Agreement - <http://www.caiso.com/participate/Pages/UserAccessAdministratorGuide/Default.aspx>
- Resource Transfer letters on this web page under Letter templates: <http://www.caiso.com/participate/Pages/SchedulingCoordinatorOngoingObligations.aspx>
- Default Load Aggregated Points (LAP) Selection letter: <http://www.caiso.com/Documents/DefaultLoadAggregatedPointsSelection-LetterTemplate.doc>