**INTRODUCTION**

Base Schedules must be submitted for all generating resources in a WEIM Entity BAA, including WEIM non-participating resources and must include disaggregation of forward export schedules to other BAAs. Base import schedules to a WEIM Entity BAA from BAAs other than CAISO must be submitted at the relevant intertie scheduling points. A Base schedule is a forward energy schedule with hourly granularity that is the baseline to measure deviations for settlement through the WEIM. Base Schedules include the hourly forecasts of load, hourly generation schedules, and hourly interchange schedules. The BSCID is used to submit the Base Schedule via the Base Schedule Aggregator Portal (BSAP). Also refer to Business Practice Manual (BPM) for [Energy](http://www.caiso.com/Energy) Imbalance Markets

**Pre-Requisites**

* And executed WEIM Entity SC agreement or an executed WEIM Participating Resource SC agreement
* A previously established SCID and BSCID for WEIM
* WEIM SC identified in the letter has either the WEIM Entity SC agreement or the WEIM Participation Resource SC agreement in place.

**Timeline**

It takes 11 business days from the submittal of the Request for BSCID letter for an effective start date for the BSCID in the Master File. Once in Master File, UAAs can provision access to employees (please reference AIM user guide for instructions).

# PROCEDURE

1. Submit a CIDI Ticket to request a new BSCID. Please include any preferred BSCIDs on the request, otherwise one will be created for you. How to submit this type of documentation can be found here: <http://www.caiso.com/Documents/How-to-Submit-Documentation-for-Applications-and-Ongoing-Obligations.pdf>
2. Once the BSCID is approved, CAISO will provide you with the BSCID and BAID.
3. Submit the Additional BSCID Letter (below).
4. SC Requests will process and confirm once the BSCID has been set up.

# Additional BSCID Request Letter Instructions:

* To submit documentation, please review <http://www.caiso.com/Documents/How-to-Submit-Documentation-for-Applications-and-Ongoing-Obligations.pdf> for proper steps

# Letter templates must be printed on applicable WEIM Entity company letterhead, signed, scan as a pdf.

# Review the master file full network model dates to verify effective dates do not fall in the week where changes cannot be made. If your effective date falls during a ‘blackout time’ you will need to resubmit. <http://www.caiso.com/market/Pages/NetworkandResourceModeling/Default.aspx>

# Remove this text box when copying to resource owner letterhead

***[Enter current date]***

California Independent System Operator

250 Outcropping Way

Folsom, CA 95630

Dear ***[SC Requests]:***

As an existing WEIM **\*\*** Scheduling Coordinator, we would like to request a BSCID to be provided by the California Independent System Operator (CAISO.)

**WEIM Entity: *[enter WEIM Entity name]***

**Balancing area: *[enter the balancing area within the WEIM Entity]***

**Select one \*:**

WEIM Entity SC Name: ***[enter Legal Name]***

WEIM Participating Resource SC Name: ***[enter Legal Name]***

**SCID: *[enter SCID used for WEIM].***

Effective Start Date in Master File: ***[mm/dd/yyyy enter*** ***date as 11 business days after the letter submittal date]***

**Do you want this resource available in MAP Stage on the effective date in Production:**

Yes  No

Resource information will be requested separately under the applicable process along with any user application access for this SCID. In connection with this request, we (the SC) agree to the following:

* To comply with the SCA & CAISO tariff;
* To notify the ISO anytime there are changes to either the SC, SCID or the BSCID including bank information, name changes, or other changes.
* To commit to working with the ISO in resolving any Operational or Market abuse concerns and/or errors that may arise;

Please inform me if you have any questions.

***[Signature required with contact information]***

**\*\*NOTE:** The above named WEIM SC has either the WEIM Entity SC agreement or the WEIM Participation Resource SC agreement in place.