

Document Owner: Model and Contract Implementation

**REVISION HISTORY**

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| 1.0 | 06/04/15 | Monica | Created Document |
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Purpose

Provide instructions to the UDC on how to complete and submit a UDC ID request form.

Background

This process was created to identify the steps required to establish a new UDC ID. To request for a new UDC ID, the UDC will need to submit a completed form to [pdr@caiso.com](mailto:pdr@caiso.com).

Instructions

There are two sections on the UDC ID request form (Section 1 & 2).

**Section 1:** (To be completed by the UDC)

The UDC will need to complete the following fields:

1. Submission Date
2. Organization Name
3. Point of Contact (include name, phone, and email)

Once these fields have been updated, please save the document and email it to [pdr@caiso.com](mailto:pdr@caiso.com) for review and approval.

**Section 2:** (To be completed by the PDR Coordinator)

The PDR Coordinator will create an UDC ID, determine a UDC ID effective date, and approve the request.

Notification of UDC ID

The PDR Coordinator shall notify the UDC ID Requestor via email with the following information:

1. Approval/Rejection
2. If approved, the new UDC ID and Master File effective date.

UDC ID Request Form

**Section 1: To be completed the UDC Point of Contact:**

| REQUESTOR INFORMATION |  |
| --- | --- |
| Submission Date |  |
| Organization Name |  |
| Point of Contact  (Name, Phone, Email) |  |

**Section 2: To be completed by CAISO PDR Coordinator:**

|  |  |
| --- | --- |
| NEW UDC ID STATUS |  |
| Approved by PDR Coordinator (Y/N) |  |
| New UDC ID |  |
| Proposed MF Effective Date |  |

Please submit the completed request form to [PDR@caiso.com](file:///C:\Users\mmouanetry\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\M5HIGI0L\PDR@caiso.com) and allow ten (10) business days to process the request.