Document Owner: Model and Contract Implementation

**REVISION HISTORY**

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| VERSION NO. | DATE | REVISED BY | DESCRIPTION |
| 1.0 | 06/04/15 | Monica | Created Document |
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Table of Contents

[Purpose 3](#_Toc519609018)

[Background 3](#_Toc519609019)

[Instructions 3](#_Toc519609020)

[Notification of UDC ID 4](#_Toc519609021)

[UDC ID Request Form 4](#_Toc519609022)

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.

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 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%3A%5CUsers%5Cmmouanetry%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CM5HIGI0L%5CPDR%40caiso.com) and allow ten (10) business days to process the request.