

Align Attestation User Guide

Welcome to the Align User Guide for the Attestation module specific to the entity role. This user guide will help you navigate all the features included in this module. Click on a topic in the list below or in the ribbon above to begin.

- 1

Accessing Align
- 2

Attestation Overview
- 3

Creating an Attestation (PDS)
- 4

Creating an Attestation (SC)
- 5

Attestations
- 6

Active Attestations Tab
- 7

Modifying an Attestation
- 8

Rescinding an Attestation
- 9

Attestations in Review Tab
- 10

Attestations to Renew Tab
- 11

Renewing an Attestation
- 12

Bulk Renewing Attestations
- 13

Inactive Attestation Tab

Notice: The Align [instructional videos](#) may offer additional guidance or instruction, however the videos were produced before the enhancements were made in Align and information may be outdated in the video.



This email icon indicates when an email notification will be sent to the entity



Home



Previous Page

Next Page



Accessing Align



From the *Align Log-in Page*

- 1 Enter the **Align Username**
- 2 Enter the **Align Password**

Notice: All Align users MUST have an ERO Portal Account. Refer to the [Registered Entities: User Access Guide](#) for details.



Attestation Overview



What is an Attestation?

In Align, an attestation is a method for a registered entity to state a particular Standard or Requirement does not apply for either Periodic Data Submittal (PDS) or Self-Certification (SC) activities. A registered entity should include a detailed justification when an Attestation is requested.

How is an Attestation Used?

Attestations are used to prevent PDS or Self-Certification requests on requirement(s) that do not apply to a registered entity. If approved by the Regional Entity, any distribution which includes the Standard or Requirement that do not apply pursuant to an approved Attestation will not be submitted to the entity. Attestations are intended to reduce the administrative burden on both registered entities and Regional Entities.

Attestation Overview - Definitions



Refer to the following definitions for terms commonly used with Attestations in Align:

- Requested** – Status of Attestation when an entity either creates a new Attestation or modifies an existing Attestation.
- Approved** – Status of Attestation after the Regional Entity approves the new or modified request.
Notice: When a request for modification to an Attestation occurs, the originally approved Attestation remains in active status until the modification request has been approved or disapproved by the Regional Entity.
- Active** – Upon approval of an Attestation request, the state is changed from Inactive to Active. Active Attestations will result in filtering out Standards or Requirements from PDS or Self-Certification distributions.
- Inactive** – An Attestation is one of the following statuses: Requested, Disapproved, Rescinded, or Expired. Inactive Attestations will not result in filtering out Standards or Requirements from PDS or Self-Certification distributions.
- Disapproved** – Status of Attestation after the Regional Entity disapproves a request.
Notice: If a modification to an Attestation is disapproved, the Attestation will revert to the last approved version.

Attestation Overview - Definitions



- **Rescinded** – Status of Attestation if the entity chooses to cancel an Attestation. This can be performed at any time while the Attestation is active or prior to the Regional Entity approving an Attestation request.
- **Expired** – Status of Attestation if the renewal date has passed without an approved Attestation renewal request.
- **Modification** – A request by an entity to make changes to an Approved Active Attestation. An entity can request an early termination, add registered functions, or remove registered functions. The Regional Entity must approve these requests. If they are disapproved, the last approved version of the Attestation will remain Active.
- **Renewal** – A request generated by the Regional Entity when an Active Attestation is approaching the renewal date. The request is sent to the entity to verify that the Attestation still applies. If the Attestation is renewed, the CEA will set the next renewal date when approving the renewal.

Attestation Overview - Tabs

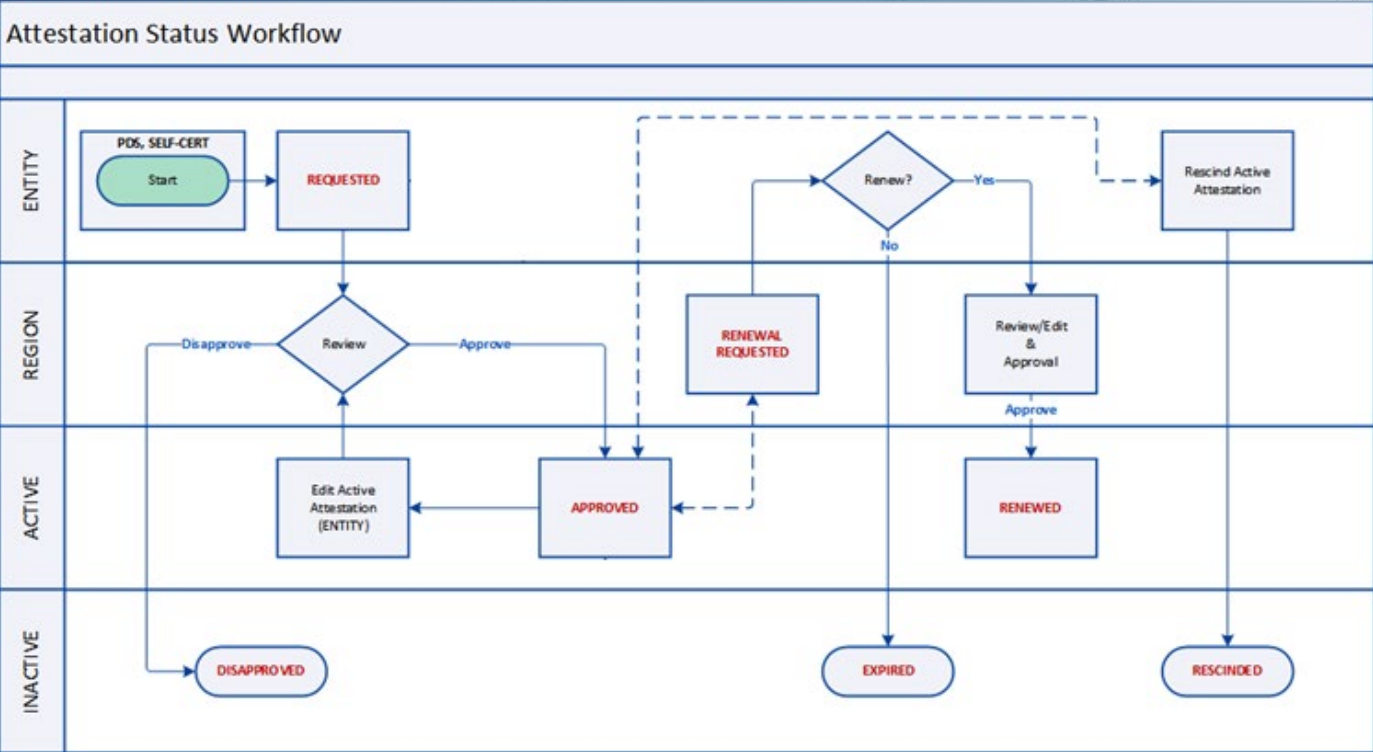
In the registered entity view of the Attestation module in Align, there are several tabs with different purposes:

- **Active Attestations** – This tab lists Active Attestations for the entity. Information such as effective date, date last renewed, and renewal date are available in this tab. In addition, Active Attestations can be rescinded or modified from this tab.
- **Attestations in Review** – This lists new or modified Attestation Requests that are pending Regional Entity review. This tab is purely informational and displays various details, such as the status and state of the Attestation requests in review.
- **Attestations to Renew** – This lists Active Attestations the Regional Entity has requested the entity to renew. The Registered Entity can choose to renew or allow the Attestation to expire.
- **Inactive Attestations** – This tab shows a list of all Inactive Attestations for the entity. Information such as inactive date and the reason for inactivity are available in this tab.



Attestation Overview - Workflow

This diagram provides an overview of the process an Attestation record progresses through in Align. Once an entity requests an Attestation from a PDS or Self-Certification activity, the region reviews and approves or disapproves the Attestation request. Once approved, there is a periodic renewal process to ensure that the Attestation is active and valid.



Creating an Attestation from a PDS



To create an Attestation request related to a PDS activity, there must be an active PDS request pending entity response.

Navigate to the **Periodic Data Submittal (PDS)** module:

- 1

Click the **dropdown arrow**.
- 2

Select the **Periodic Data Submittal (PDS)** view.

Notice: Attestations are created by entities after they have received a PDS or Self-Certification request. Attestations are separated based on the type of activity they were created from. This can be determined by looking at the Unique ID, which will either start with PDS or SC.

My Align

Align For Entities

NCR55555 Entity Editor 1

NEWS AND UPDATES

Periodic Data Submittals

			STATUS	REGISTRATION	STANDARD AND REQ	DUE DATE	CREATED BY	MODIFIED BY	MODIFIED ON	
<input type="checkbox"/>	Mitigation Plan	2024-00166	MRO	Submit as Mitigation Plan	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.		NCR55555 Entity Editor 1	MRO Editor 1	07/17/2024
<input type="checkbox"/>	Notice of Completion...	2023-00159 NO23-000438	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.		mariam	Admin Admin	02/08/2024
<input type="checkbox"/>	RFI for Finding	2024-00123 RF24-000818	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	06/19/2024 Overdue by	MRO Editor 1	NCR55555 Entity Edit...	07/01/2024
<input type="checkbox"/>	Mitigating Activities	2024-00124	MRO	Resubmit	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R2.	07/24/2024	NCR55555 Entity Editor 1	MRO Editor 1	07/17/2024
<input type="checkbox"/>	Compliance Exception...	2023-00159 NO24-000603	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by	MRO Editor 1	MRO Editor 1	07/01/2024
<input type="checkbox"/>	RFI for EA	2023-00159 RF24-000829	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by	MRO Editor 1	MRO Editor 1	07/01/2024
<input type="checkbox"/>	RFI for Mitigation	2024-00123 RF24-000830	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by	MRO Editor 1	NCR55555 Entity Edit...	07/02/2024
<input type="checkbox"/>	Dismissal	2024-00216	MRO	Awaiting your	NCR55555 - test confirm	CIP-002-5.1a R1.	11/11/2024	MRO Editor 2	MRO Editor	11/11/2024

Page 1 of 1

Creating an Attestation from a PDS



- 3 Click on a **Unique ID** of the PDS for which you wish to create an Attestation related to.
- 4 Click on the **Attestations Tab** within the PDS.

Periodic Data Submittals

Align For Entities

Active PDS Requests

PDS Submittals

Completed PDS Requests

Create PDS

PDS RFEs

NCR55555 Ent

ACTIVE PDS REQUESTS AWA

☐

PDS ID

☐

PDS2021-002275

☐

PDS2024-000232

☐

PDS2024-000029

☐

PDS2024-000444

☐

PDS2021-001676

☐

PDS2024-000953

☐

PDS2024-001130

☐

PDS2024-001202

Page 1

INSTRUCTIONS

Above are Periodic Data Submittals available for review if you are authorized to respond on behalf of the entity. Please complete the questionnaire providing details about the request.

Periodic Data Submittals that have been sent to your Region can be reviewed on the next tab. If you need

Periodic Data Submittals

Align For Entities

PDS2024-000444

General

Attestation

General

Unique ID PDS2024-000444

PDS for PRC-023-4 R5.

Registration NCR55555 - test confirm name change in MRO

PDS Name test 20993

Description of Request

Submit on or after February 26, 2024

But no later than March 31, 2024

Region/LRE MRO

Monitoring Period Start February 1, 2024

Monitoring Period End February 22, 2024

Questions

Instructions To create a new Assignment click **Click to Assign** below. Once Assignment is created click **Edit and Finalize Assignment** to submit Assessment

Update

Close

Creating an Attestation from a PDS



5 Click on the **Create Attestation** button to create a new Attestation request.

Notice: If there is already an attestation for the Standard/Requirement it will be listed in the table (A).

For PDS, if there is already an Attestation requested, the button will not display.

If an Attestation was just created, the button will display, and clicking the button will not open a new form.

To change an Attestation request, the Attestation will need to be rescinded and then recreated or modified after the Attestation has been approved.

Periodic Data Submittals

Align For Entities

PDS2024-000444

55555 Ent

GeneralAttestation

5+ Create Attestation

ATTESTATION ID	APPLICABLE TO	APPLICABLE FUNCT...	RENEWAL DATE	ATTESTATION STATUS	STATUS
No data to display					

A

UpdateClose

Period Data Submittals that have been sent to your Region can be reviewed on the next tab. If you need

Creating an Attestation from a PDS



6 In the **Function** field, add or remove the functional registrations for which the Attestation will apply.

To add a function, click the **dropdown arrow (A)** and select the desired functional registration.

To remove a function, click the **“X” (B)** next to the applicable function.

7 Provide a detailed justification for the Attestation request in the **Submitter Comments** textbox. The Regional Entity will review this information when determining whether to approve or disapprove the Attestation request.

8 Click **Update**.

The screenshot shows the 'Attestation' form in the Align system. The form is titled 'Attestation' and is part of a 'Periodic Data Submittals' workflow. It shows fields for 'Attestation ID', 'Standard', 'Registration', 'Requirement', 'Part', and 'Function'. The 'Function' field has a dropdown arrow (A) and a close button (B). The 'Submitter Comments' field is a large text area with a rich text editor toolbar. The form has 'Update' and 'Cancel' buttons at the bottom right.



Creating an Attestation from a PDS



9 Click **Update**.

Notice: After successful creation of an Attestation request, it will appear both in the table on the PDS request (as shown) and in the **Attestations in Review** tab of the Attestations module.

The entity should complete and submit the PDS response as normal. Upon approval of the Attestation, future PDS distributions for the requested Standard/Requirement will not be sent when active Attestations apply.

Periodic Data Submittals

Align For Entities

PDS2024-000444

General

Attestation

ATTESTATION ID	APPLICABLE TO	APPLICABLE FUNCTIONS	RENEWAL DATE	ATTESTATION STATUS	STATUS
PDS2024-000444 - AT25-00000038	PRC-023-4 R5	DP, GO, TO		Requested	Inactive

1 item

9 Update Close

Creating an Attestation from a Self-Cert



To create an Attestation request related to a Self-Certification activity, there must be an active Self-Certification request pending entity response.

Navigate to the **Self-Certifications (SC)** module:

- 1

Click the **dropdown arrow**.
- 2

Select the **Self-Certifications (SC)** view.

Notice: Attestations are created by entities after they have received a PDS or Self-Certification requests. Attestations are separated based on the type of activity they were created from. This can be determined by looking at the Unique ID, which will either start with PDS or SC.

My Align

Align For Entities

NCR55555 Entity Editor 1

My Align

Risk and Planning

Self-Reports and Logs

Periodic Data Submittals

Self-Certifications

Audits and Spot Checks

IRA and COP

Enforcement Processing

Mitigation Management

Request For Information

NEWS AND UPDATES

ired platform for the ERO Enterprise Compliance Monitoring and Enforcement Program. This is your Dashboard screen. Navigate the Self Reports/Self Logs, track and manage Mitigation, submit and/or respond to Periodic Data Submittals, Self-Certifications, and Compliance Activities related to Audits, Spot Checks, and Investigations. Finally, you can respond to Inherent Risk Assessments and module are available at <https://training.nerc.net/>

	TYPE	UNIQUE ID	REGION OR LRE	STATUS	REGISTRATION	STANDARD AND REQ	DUE DATE	CREATED BY	MODIFIED BY	MODIFIED ON
<input type="checkbox"/>	Mitigation Plan	2024-00166	MRO	Submit as Mitigation Plan	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.		NCR55555 Entity Editor 1	MRO Editor 1	07/17/2024
<input type="checkbox"/>	Notice of Completion Letter	2023-00159 NO23-000438	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.		mariam	Admin Admin	02/08/2024
<input type="checkbox"/>	RFI for Finding	2024-00123 RF24-000818	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	06/19/2024 Overdue by 211	MRO Editor 1	NCR55555 Entity Editor 1	07/01/2024
<input type="checkbox"/>	Mitigating Activities	2024-00124	MRO	Resubmit	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R2.	07/24/2024	NCR55555 Entity Editor 1	MRO Editor 1	07/17/2024
<input type="checkbox"/>	Compliance Exception Letter	2023-00159 NO24-000603	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by 169	MRO Editor 1	MRO Editor 1	07/01/2024
<input type="checkbox"/>	RFI for EA	2023-00159 RF24-000829	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by 169	MRO Editor 1	MRO Editor 1	07/01/2024
<input type="checkbox"/>	RFI for Mitigation	2024-00123 RF24-000830	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by 169	MRO Editor 1	NCR55555 Entity Editor 1	07/02/2024
<input type="checkbox"/>	Dismissal Letter	2024-00216 NO24-000611	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-003-8 R1.	11/11/2024 Overdue by 66	MRO Editor 2	MRO Editor 2	11/11/2024
<input type="checkbox"/>	Audit RFI	ME24-00645 RI24-000372	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	FAC-008-5 R1., FAC-008-5 R6.	12/08/2024 Overdue by 39	MRO Editor 1	MRO Editor 1	11/08/2024
<input type="checkbox"/>	RFI for Mitigation	2024-00218 RF24-000853	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-003-8 R4.	12/11/2024 Overdue by 36	MRO Editor 2	MRO Editor 2	11/11/2024
<input type="checkbox"/>	Renewal Requests	PDS2021-002275 - AT24-00000033	MRO	Renewal Requested	NCR55555 - test confirm name change in MRO	FAC-003-4	08/23/2025	NCR55555 Entity Editor 1	MRO Editor 1	01/13/2025

Page 1 of 1

Creating an Attestation from a Self-Cert



- 3 Click on a **Unique ID** of the Self-Cert for which you wish to create an Attestation.
- 4 Click on the **Attestations Tab** within the Self-Cert.

Self-Certifications

Align For Entities

Active Self-Cert Requests

MY ACTIVE SELF-CERTS

UNIQUE ID

SC2025-000001

SC2024-000068

SC2024-00049

SC2024-000048

SC / 000207

INSTRUCTIONS

Above are Self-Certifications awaiting your review. If you are the owner of your company, you will be asked to confirm and submit data to the SEL.

Self-Certifications that have been sent to the SEL but have already submitted your Self-Certification data as well.

Self-Certifications

Align For Entities

SC2024-000068

4

General

Attestation

General

Self-Cert ID

Registration

Self-Cert Name

Instructions

Submit on or after

But no later than

Distribution Point of Contact

Self-Cert Point of Contact

Originally Created By

SC2024-000068

NCR55555 - test confirm name change in MRORegion/LRE

TEST TEST TEST TEST

August 19, 2024

September 18, 2024

MRO

Requested by CEA

MRO

Compliance Year

2020

Monitoring Period Start

February 4, 2024

Monitoring Period End

April 17, 2024

Questions

Instructions

To create a new Assignment click **Click to Assign** below. Once Assignment is created click **Edit and Finalize Assignment** to submit Assessment. Open the questions below and answer each question. Need more time? Scroll down to **Request an Extension**. Have evidence to upload? Scroll down to the **Evidence** section.

SELF-CERT ASSIGNMENTS

SUBJECT

REVISION

STATUS

Update

Close

5 Click on the **Create Attestation** button.

Notice: The portlet on the left **(A)** displays Standards and Requirements from the Self-Cert for which the Registered Entity can create and Attestation request. The portlet on the right **(B)** displays the Standards and Requirements the entity has either requested or approved Attestations. The status of requested Attestations can be reviewed with the **Attestation Status (C)** and **Status (D)** columns.

[Home](#)
[Previous Page](#)
[Next Page](#)

Creating an Attestation from a Self-Cert

Notice: Most of the fields on this form will populate after the request has been saved. For example, since the Regional Entity has already selected the functions for the Standard and Requirement, they can be auto-populated. If the entity wishes to add additional functional registrations to the Attestation, it is recommended that a modification request be submitted after approval.

6 Provide a detailed justification for the Attestation in the **Submitter Comments** textbox. The Regional Entity will review this information when determining whether to approve or disapprove the Attestation request.

7 Click **Update**.

Self-Certifications

Align For Entities

SC2024-000068

General

Attestation

Attestation

Overview

General

Attestation ID <Value will be generated>

Requirement Requirement will populate after save.

Registration Registration name will populate after save.

Function Functions will populate after save.

Please provide a justification to CEA why this attestation is necessary.

Submitter Comments *

6

7

Update

Cancel

Update

Close

Creating an Attestation from a Self-Cert



8 Click **Update**.

Notice: After successful creation of an Attestation Request, it will appear both in the table on the Self-Cert request (as shown) and in the **Attestations in Review** tab of the Attestations module.

The entity should complete and submit the Self-Cert form as normal. Upon approval of the Attestation, future Self-Cert distributions for the requested Standard/ Requirement will not be sent when active Attestations apply.

Self-Certifications

Align For Entities

SC2024-000068

General

Attestation

APPLICABLE TO	APPLICABLE F...	
FAC-001-3 R4.	BA, DP, DP-UFLS, GO, GOP, TO, TOP	Create Attestat
FAC-002-3 R3.	BA, DP, DP-UFLS, GO, GOP, TO, TOP	Create Attestat
FAC-003-4 R3.	BA, DP, DP-UFLS, GO, GOP, TO, TOP	Create Attestat
FAC-003-4 R4.	BA, DP, DP-UFLS, GO, GOP, TO, TOP	Create Attestat

6 items

ATTESTATI...	APPLICABL...	APPLICABL...	EFFECTIVE ...	RENEWAL D...	ATTESTATION ST...	STATUS
00000045						
SC2024-000068 - AT24-00000037	FAC-003-4 R1.	BA, DP, DP-UFLS, GO, GOP, TO, TOP	11/15/2024		Requested	Inactive
SC2024-000068 - AT25-00000047	FAC-003-4 R2.	BA, DP, DP-UFLS, GO, GOP, TO, TOP	01/16/2025		Requested	Inactive
SC2024-000068 - AT25-00000047	PRC-005-6 R5.	BA, DP, DP-UFLS, GO, GOP, TO, TOP	01/7/2025	01/7/2026	Approved	Active

5 items

8 Update Close

Attestations



Navigate to the **Attestations** module:

- 1

Click the **dropdown arrow**.
- 2

Select the **Attestations** view.

Notice: Attestations are created by entities after they have received a PDS or Self-Certification requests. Attestations are separated based on the type of activity they were created from. This can be determined by looking at the Attestation Unique ID, which will either start with “PDS” or “SC”.

My Align

1

Self-Reports and Logs

Periodic Data Submittals

Self-Certifications

Audits and Spot Checks

IRA and COP

Enforcement Processing

Mitigation Management

Request For Information

Technical Feasibility Exception

Attestations

2

Align For Entities

NCR55555 Entity Editor 1

NEWS AND UPDATES

ired platform for the ERO Enterprise Compliance Monitoring and Enforcement Program. This is your **Dashboard** screen. Navigate the **Self Reports/Self Logs**, track and manage **Mitigation**, submit and/or respond to **Periodic Data Submittals**, **Self-Certifications**, and Compliance Activities related to **Audits**, **Spot Checks**, and **Investigations**. Finally, you can respond to **Inherent Risk Assessments** and module are available at <https://training.nerc.net/>

	TYPE	UNIQUE ID	REGION OR LRE	STATUS	REGISTRATION	STANDARD AND REQ	DUE DATE	CREATED BY	MODIFIED BY	MODIFIED ON
<input type="checkbox"/>	Mitigation Plan	2024-00166	MRO	Submit as Mitigation Plan	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.		NCR55555 Entity Editor 1	MRO Editor 1	07/17/2024
<input type="checkbox"/>	Notice of Completion Letter	2023-00159 NO23-000438	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.		mariam	Admin Admin	02/08/2024
<input type="checkbox"/>	RFI for Finding	2024-00123 RF24-000818	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	06/19/2024 Overdue by 211	MRO Editor 1	NCR55555 Entity Editor 1	07/01/2024
<input type="checkbox"/>	Mitigating Activities	2024-00124	MRO	Resubmit	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R2.	07/24/2024	NCR55555 Entity Editor 1	MRO Editor 1	07/17/2024
<input type="checkbox"/>	Compliance Exception Letter	2023-00159 NO24-000603	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by 169	MRO Editor 1	MRO Editor 1	07/01/2024
<input type="checkbox"/>	RFI for EA	2023-00159 RF24-000829	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by 169	MRO Editor 1	MRO Editor 1	07/01/2024
<input type="checkbox"/>	RFI for Mitigation	2024-00123 RF24-000830	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-002-5.1a R1.	07/31/2024 Overdue by 169	MRO Editor 1	NCR55555 Entity Editor 1	07/02/2024
<input type="checkbox"/>	Dismissal Letter	2024-00216 NO24-000611	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-003-8 R1.	11/11/2024 Overdue by 66	MRO Editor 2	MRO Editor 2	11/11/2024
<input type="checkbox"/>	Audit RFI	ME24-00645 RI24-000372	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	FAC-008-5 R1., FAC-008-5 R6.	12/08/2024 Overdue by 39	MRO Editor 1	MRO Editor 1	11/08/2024
<input type="checkbox"/>	RFI for Mitigation	2024-00218 RF24-000853	MRO	Awaiting your Response	NCR55555 - test confirm name change in MRO	CIP-003-8 R4.	12/11/2024 Overdue by 36	MRO Editor 2	MRO Editor 2	11/11/2024
<input type="checkbox"/>	Renewal Requests	PDS2021-002275 - AT24-00000033	MRO	Renewal Requested	NCR55555 - test confirm name change in MRO	FAC-003-4	08/23/2025	NCR55555 Entity Editor 1	MRO Editor 1	01/13/2025

Page 1 of 1

Active Attestations Tab

Active Attestations are displayed in the **Active Attestations (A)** tab. This tab will display all current approved and active Attestations. The list can be filtered by Unique ID, Registration, and Applicable Standard/Requirement by using the **Search (B)** box. Clicking the toggle button that appears will clear the search filter.

This tab is intended to provide pertinent information regarding the entity’s Active Attestations. It should be noted that sometimes a **warning indicator (C)** will display for Active Attestations that are approaching renewal (within 30 days) or past the renewal date.

Additionally, entities can also rescind or modify Active Attestations from this tab.

Attestations

Align For Entities

NCR55555 Entity Editor 1

A

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

B

Search ID / Reg / Scope

ATTESTATION ID	REGISTRATION	APPLICABLE TO	EFFECTIVE DATE	DATE LAST RENEWED	RENEWAL DATE	CREATED BY	MODIFIED BY	MODIFIED ON
PDS2024-000232 - AT24-00000026	NCR55555 - test confirm name change in MRO	FAC-003-4 (Saskatchewan)	06/27/2024	01/13/2025	12/27/2024	MRO Editor 1	MRO Editor 1	01/13/2025
PDS2021-002275 - AT24-00000033	NCR55555 - test confirm name change in MRO	FAC-003-4	08/22/2024		8/23/2025	MRO Editor 1	MRO Editor 1	01/13/2025
SC2024-000068 - AT25-00000045	NCR55555 - test confirm name change in MRO	CIP-008-6 R2.	01/7/2025		1/7/2026	MRO Editor 1	MRO Editor 1	01/7/2025
SC2024-000068 - AT25-00000046	NCR55555 - test confirm name change in MRO	PRC-005-6 R5.	01/7/2025		1/7/2026	MRO Editor 1	MRO Editor 1	01/7/2025

4 items

25

Modifying an Attestation



From time to time, it may be necessary for an entity to modify an already Approved Attestation. To make a modification:

- 1
- Navigate to the **Attestations in Review** Tab.
- 2
- Click on the **Unique ID** to open the Attestation Request record.

Attestations

Align For Entities

NCR55555 Entity Editor 1

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

Search ID / Reg / Scope

ATTESTATION ID	REGISTRATION	APPLICABLE TO	EFFECTIVE DATE	DATE LAST RENEWED	RENEWAL DATE	CREATED BY	MODIFIED BY	MODIFIED ON
PDS2024-000232 - AT24-00000026	NCR55555 - test confirm name change in MRO	FAC-003-4 (Saskatchewan)	06/27/2024	01/13/2025	▲ 12/27/2024	MRO Editor 1	MRO Editor 1	01/13/2025
PDS2024-0002275 - AT24-00000033	NCR55555 - test confirm name change in MRO	FAC-003-4	08/22/2024		8/23/2025	MRO Editor 1	MRO Editor 1	01/13/2025
SC2024-000068 - AT25-00000045	NCR55555 - test confirm name change in MRO	CIP-008-6 R2.	01/7/2025		1/7/2026	MRO Editor 1	MRO Editor 1	01/7/2025
SC2024-000068 - AT25-00000046	NCR55555 - test confirm name change in MRO	PRC-005-6 R5.	01/7/2025		1/7/2026	MRO Editor 1	MRO Editor 1	01/7/2025

4 items

1

Modifying an Attestation

3 Click the **Create Modification** button.

An entity may request the following types of modifications:

- Request to add or remove functional registrations to the Attestation;
- Request an early expiration date (must be after today’s date and before the region-approved renewal date);
- Request both a change to functional registrations and an early expiration date.

Attestations

Align For Entities

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

NCR55555 Entity Editor 1

PDS2024-000232 - AT24-00000026

Overview

Change Log

General

Attestation ID AT24-00000026

Status Active

Registration NCR55555 - test confirm name change in MRO

Attestation Details

Function TO, GO

Standard FAC-003-4 (Saskatchewan)

Submitted By EE NCR55555 Entity Editor 1

Requirement -

Submit Date 06/27/2024

Part -

Request Review Date 06/27/2024

Effective Date 06/27/2024

Request Reviewed By ME MRO Editor 1

Renewal Date 12/27/2024

Submitter Comments * TEST

Request Modification

+ Create Modification

MODIFICATION REQUEST ID

MODIFICATION TYPE

CREATION DATE

REVIEW DATE

STATUS

Update

Cancel

Modifying an Attestation

To request a change to the functional registrations for which the Attestation applies to:

- 1

Click the **Function** bubble to display the Function field for update.
- 2

In the **Function** field, either remove functional registrations by clicking the **"X"** (A) or add functional registrations by clicking the **dropdown arrow** (B) and select the functions you wish to add.
- 3

Provide a detailed justification in the **Comment** textbox. The Regional Entity will review this information when determining whether to approve or disapprove the modification.
- 4

Click **Update**.

Attestations

Align For Entities

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

NCR55555 Entity Editor 1

PDS2024-000232 - A

Attestation

Overview

General

Attestation Details

Request P

Request R

Submitter C

Request Modification

MODIFICATION REQUE

Attestation Details

Registration NCR55555 - test confirm name change in MRO

Attestation ID AT24-00000026

Function GO, TO

Renewal Date 12/27/2024

Submitted By NCR55555 Entity Editor 1

Standard FAC-003-4 (Saskatchewan)

Submit Date 06/27/2024

Requirement -

Part -

Submitter Comments TEST

Attestation Modification Request

Attestation P -Value will be generated>

Modification Type * ☒ Function ☐ Early Expiration Date ☐ Function and Date

Status Modification Request

Function GO TO

Comment

Update

Cancel

Update

Cancel

Modifying an Attestation

To request an early expiration date for an Attestation:

- 1 Click the **Early Expiration Date** bubble to bring up the Early Expiration Date field.
- 2 Select an **Early Expiration Date** between today's date and the current renewal date (shown in the Attestation Details).
- 3 Provide a detailed justification in the **Comment** textbox. The Regional Entity will review this information when determining whether to approve or disapprove the modification.
- 4 Click **Update**.

Attestations

Align For Entities

NCR55555 Entity Editor 1

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

PDS2024-000232 - A

Attestation

Overview

Change Log

General

Attestation Details

Request For

Request R

Submitter C

Request Modification

MODIFICATION REQUE

Attestation Details

Registration NCR55555 - test confirm name change in MRO

Function GO, TO

Submitted By NCR55555 Entity Editor 1

Submit Date 06/27/2024

Attestation ID AT24-00000026

Renewal Date 12/27/2024

Standard FAC-003-4 (Saskatchewan)

Requirement -

Part -

Submitter Comments TEST

Attestation Modification Request

Attestation Review ID <Value generated>

Modification Type * ☐ Function ☒ Early Expiration Date ☐ Function and Date

Status Modification Request

Early Expiration Date 12/27/2024

Comment

Update Cancel Update Cancel

Modifying an Attestation

To request both a change to the functional registration and the expiration date of an Attestation:

- 1 Click the **Function and Date** bubble to bring up the Function and Date fields.
- 2 In the **Function** field, either remove functional registrations by clicking the **"X"**(A) or add functional registrations by clicking the **dropdown arrow** (B) and select the functions you wish to add.
- 3 Select an **Early Expiration Date** between today's date and the current renewal date.
- 4 Provide a detailed justification in the **Comment** textbox. The Regional Entity will review this information when determining whether to approve or disapprove the modification.
- 5 Click **Update**.

Attestations

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

Align For Entities

NCR55555 Entity Editor 1

PDS2021-002275 - A

Attestation

Overview

Change Log

General

Attestation Details

Request F

Request R

Submitter C

Request Modification

MODIFICATION REQUE

Registration NCR55555 - test confirm name change in MRO

Attestation ID AT24-00000033

Function GO, TO

Renewal Date 01/27/2025

Submitted By EE NCR55555 Entity Editor 1

Standard FAC-003-4

Submit Date 08/22/2024

Requirement -

Part -

Submitter Comments Test

Attestation Modification Request

Attestation Review ID <Value will be generated>

Modification Type * ☐ Function ☐ Early Expiration Date ☒ Function and Date

Status Modification Request

Function GO TO

Early Expiration Date 01/23/2025

Comment Justification goes here.

Update Cancel

Modifying an Attestation

Upon submittal of the modification request, it will populate in the Attestation record’s **Request Modification (A)** section. This section will display the status of the Modification Request. All current and previous Modification Requests are displayed here.

Notice: Until approval, the Attestation will remain unchanged. The unmodified version of the Attestation will remain active. If approved, the modifications will be applied to the Active Attestation.

The only location to view the status of Modification Requests is within the Attestation record itself. Modification requests do not separately appear on the **Attestations in Review** tab.

Attestations

Align For Entities

NCR55555 Entity Editor 1

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

PDS2021-002275 - AT24-00000033

Overview

Change Log

General

Attestation ID AT24-00000033

Status Active

Registration NCR55555 - test confirm name change in MRO

Attestation Details

Function GO, TO

Standard FAC-003-4

Submitted By NCR55555 Entity Editor 1

Requirement -

Submit Date 08/22/2024

Part -

Request Review Date 08/23/2024

Effective Date 08/22/2024

Request Reviewed By MRO Editor 1

Renewal Date 01/27/2025

Submitter Comments * Test

Request Modification

+ Create Modification

MODIFICATION REQUEST ID	MODIFICATION TYPE	CREATION DATE	REVIEW DATE	STATUS
2025-00002	Function and Date	01/16/2025		Modification Request

Update

Cancel

Rescinding an Attestation



From time to time, it may be necessary for an entity to rescind an approved Attestation that is no longer needed. To rescind an Attestation:

- 1

Navigate to the **Active Attestations** Tab.
- 2

Click on a **Unique ID** to open the Attestation Request record.

Attestations

Align For Entities

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

NCR55555 Entity Editor 1

Search ID / Reg / Scope

ATTESTATION ID	REGISTRATION	APPLICABLE TO	EFFECTIVE DATE	DATE LAST RENEWED	RENEWAL DATE	CREATED BY	MODIFIED BY	MODIFIED ON
PDS2024-000232 - AT24-00000026	NCR5555 - test confirm name change	FAC-003-4 (Saskatchewan)	06/27/2024	01/13/2025	12/27/2024	MRO Editor 1	MRO Editor 1	01/13/2025
PDS2021-002275 - AT24-00000033	NCR55555 - test confirm name change in MRO	FAC-003-4	08/22/2024		8/23/2025	MRO Editor 1	MRO Editor 1	01/13/2025
SC2024-000068 - AT25-00000045	NCR55555 - test confirm name change in MRO	CIP-008-6 R2.	01/7/2025		1/7/2026	MRO Editor 1	MRO Editor 1	01/7/2025
SC2024-000068 - AT25-00000046	NCR55555 - test confirm name change in MRO	PRC-005-6 R5.	01/7/2025		1/7/2026	MRO Editor 1	MRO Editor 1	01/7/2025

4 items

1

25

Rescinding an Attestation



- 3
- Navigate to the
- Rescind Attestation**
- section.

4

 Click **Rescind**.

5

 Click **Update**.

Notice: Upon clicking **Update**, the Attestation will become Inactive and future PDS or SC activities will be sent to the Registered Entity. The rescinded Attestation will now be listed on the **Inactive Attestations** tab.

Attestations

Align For Entities

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

NCR55555 Entity Editor 1

PDS2024-000232 - AT24-000000026

Overview

Change Log

Submitter Comments *

TEST

Request Modification

+ Create Modification

MODIFICATION REQUEST ID	MODIFICATION TYPE	CREATION DATE	REVIEW DATE	STATUS
No data to display				

Renewal Request Overview

Rescind Attestation

Action *

Rescind

No Action

4 Items

Update

Cancel

Attestations in Review Tab

Attestations pending review are displayed in the **Attestations in Review (A)** tab. This tab will display all current requests related to new or existing Attestations. The list can be filtered by Unique ID, Registration, and Applicable Standard/Requirement by using the **Search (B)** box. Clicking the toggle button that appears will clear the search filter.

Notice: There are no actions that can be taken from the **Attestations in Review** tab. If it is determined that an Attestation Request is no longer needed, reach out to your Regional Entity for guidance.

Attestations

Align For Entities

Active A

Attestations in Review

Attestations to Renew

Inactive Attestations

NCR55555 Entity Editor 1

Search ID / Reg / Scope

ATTESTATION ID	REGISTRATION	APPLICABLE TO	CREATION DATE	DAYS OPEN	ATTESTATION STATUS	STATUS
PDS2024-000444 - AT25-00000038	NCR55555 - test confirm name change in MRO	PRC-023-4 R5.	01/14/2025	2	Requested	Inactive
SC2024-000068 - AT24-00000037	NCR55555 - test confirm name change in MRO	FAC-003-4 R1.	11/15/2024	62	Requested	Inactive
SC2024-000068 - AT25-00000047	NCR55555 - test confirm name change in MRO	FAC-003-4 R2.	01/16/2025	0	Requested	Inactive

3 items

25

Attestations to Renew Tab

Attestations pending renewal are displayed in the **Attestations to Renew (A)** tab. This tab will display all Attestation Renewal requests. The list can be filtered by Unique ID, Registration, and Applicable Standard/Requirement by using the **Search (B)** box. Clicking the toggle button that appears will clear the search filter.

On this tab, the entity will be able to renew a single Attestation or perform bulk renewal of multiple Attestations at one time.

Attestations

Align For Entities

NCR55555 Entity Editor 1

Active Attestations

Attestations

A Attestations to Renew

Inactive Attestations

B Search ID / Reg / Scope

ATTESTATION ID	REGISTRATION	APPLICABLE TO	EFFECTIVE DATE	CURRENT RENEWAL DATE	PENDING RENEWAL DATE	ACTION	MODIFIED BY	MODIFIED ON
<input type="checkbox"/> PDS2024-000232 - AT24-00000026	NCR55555 - test confirm name change in MRO	FAC-003-4 (Saskatchewan)	06/27/2024	12/27/2024	01/31/2026	RENEW	MRO Editor 1	01/16/2025
<input type="checkbox"/> PDS2021-002275 - AT24-00000033	NCR55555 - test confirm name change in MRO	FAC-003-4	08/22/2024	01/27/2025	01/31/2026	RENEW	MRO Editor 1	01/16/2025

2 items

< 1 > 25

Renewing an Attestation

Periodically, Attestations will require a renewal. When the Regional Entity requests a renewal, it can be found on the **Attestations to Renew** tab. To renew a single Attestation:

- 1
- Navigate to the **Attestations to Renew** tab.
- 2
- Identify the **Unique ID** for the Attestation to be renewed.
- 3
- In the **Action** column click **Renew**.

Attestations

1

Align For Entities

NCR5555 Entity Editor 1

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

Search ID / Reg / Scope

?

↺

<input type="checkbox"/>	ATTESTATION ID	REGISTRATION	APPLICABLE TO	EFFECTIVE DATE	CURRENT RENEWAL DATE	PENDING RENEWAL DATE	ACTION	MODIFIED BY	MODIFIED ON
<input type="checkbox"/>	PDS2024-000232 - AT24-00000026	NCR55555 - test confirm name change in MRO	FAC-003-4 (Saskatchewan)	06/27/2024	12/27/2024	01/31/2026	3 RENEW	MRO Editor 1	01/16/2025
<input type="checkbox"/>	PDS2024-000275 - AT24-00000033	NCR55555 - test confirm name change in MRO	FAC-003-4	08/22/2024	01/27/2025	01/31/2026	RENEW	MRO Editor 1	01/16/2025

2 items

⏮

<

1

>

⏭

25

▼

Renewing an Attestation

- 4
- Click either the **Yes** or **No** bubble depending on if you wish to renew the Attestation or not.
- 5
- Add a comment to the **Entity Comments** field.
- 6
- Click **Update**.

Notice: The user can click the **dropdown arrow (A)** to the right of **Attestation Details** to see relevant information about the Attestation being renewed.

Attestations

Align For Entities

NCR5555 Entity Editor 1

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

ATTESTATION ID

PDS2024-000232 - AT24-00000026

PDS2021-002275 - AT24-00000033

MODIFIED ON

01/16/2025

01/16/2025

Attestation Renewal Request

Overview

Change Log

Attestation Details

Attestation Renewal Request

Attestation Renewal ID 2025-00002

Renewal Submitted By ME MRO Editor 1

Renewal Submitted On 01/16/2025

New Renewal Date 01/31/2026

Renewal Comments Comment.

4

Renew Attestation * ☒ Yes ☐ No

Entity Comments

5

Comment goes here.

6

Update

Cancel

2 Items

1

25

Bulk Renewing Attestations

To renew multiple Attestations in bulk and at one time:

- 1
- Navigate to the **Attestations to Renew** tab.
- 2
- Identify the **Unique ID(s)** for the Attestation(s) to bulk renew.
- 3
- Click the **Bulk Renew** button that appears in the upper right corner.

Attestations

1

Align For Entities

NCR55555 Entity Editor 1

2 items selected

Search ID / Reg / Scope

3

+ Bulk Renew

ATTESTATION ID	REGISTRATION	APPLICABLE TO	EFFECTIVE DATE	CURRENT RENEWAL DATE	PENDING RENEWAL DATE	ACTION	MODIFIED BY	MODIFIED ON
<input checked="" type="checkbox"/> PDS2024-000232 - AT24-00000026	NCR55555 - test confirm name change in MRO	FAC-003-4 (Saskatchewan)	06/27/2024	12/27/2024	01/31/2026	<input checked="" type="checkbox"/> RENEW	MRO Editor 1	01/16/2025
<input checked="" type="checkbox"/> PDS2024-000275 - AT24-00000033	NCR55555 - test confirm name change in MRO	FAC-003-4	08/22/2024	01/27/2025	01/31/2026	<input checked="" type="checkbox"/> RENEW	MRO Editor 1	01/16/2025

2 items

25

Bulk Renewing Attestations

- 4
- Confirm the Attestations to include in the bulk Renew by clicking the **checkbox** next to each Attestation ID.
- 5
- In the **Action** field, click either **Submit** or **No Action** bubble.
- 6
- Add a comment to the **Entity Comments** field.
- 7
- Click **Update**.

Notice: Once the bulk renew is submitted, the Attestations will go to the Regional Entity for review and approval. Upon approval, the renewal date will be updated in Align.

Attestations

Align For Entities

NCR55555 Entity Editor 1

Active Attestations

Attestations in Review

Attestations to Renew

Inactive Attestations

2 items selected

ATTESTATION ID

☒

PDS2024-000232 - AT24-00000026

ATTESTATION ID

☒

PDS2021-00227 AT24-00000033

Attestation Bulk Renewal Request

Overview

2 items selected

ATTESTATION ID	REGISTRATION	FUNCTIONS	ATTESTATION SUBMITTED BY	ATTESTATION SUBMITTED ON
<input checked="" type="checkbox"/> AT24-00000026	NCR55555 - test confirm name change in MRO	GO,TO	NCR55555 Entity Editor 1	Thu Jun 27 2024
<input checked="" type="checkbox"/> AT24-00000033	NCR55555 - test confirm name change in MRO	GO,TO	NCR55555 Entity Editor 1	Thu Aug 22 2024

2 items

Attestation Renewal Request

Renewal Date 01/16/2026

5

Action * ☒ Submit ☐ No Action

Entity comments

6

7

Update

Cancel

Inactive Attestation Tab



Inactive Attestations are displayed in the **Inactive Attestations (A)** tab. This tab will display all Inactive Attestations. The list can be filtered by Unique ID, Registration, and Applicable Standard/Requirement by using the Filters.

To use a filter:

- 1

Click on the **dropdown** in the column you wish to filter on.
- 2

Navigate down to **Filters**.
- 3

Type in the value you wish to filter on in the **textbox**.

Notice: The reason for why an Attestation is inactive will be displayed in the **Reason (B)** column. This will be listed as either Disapproved, Rescinded, or Expired.

Attestations

Active AttestationsAttestations in ReviewAttestationsInactive Attestations

Align For EntitiesNCR55555 Entity Editor 1

MY EXPIRED, RESCINDED AND DISAPPROVED ATTESTATIONS

ATTESTATION ID	REGISTRATION	APPLICABLE TO	INACTIVE	REASON	CREATED BY	MODIFIED BY	MODIFIED ON
-AT24-00000012	firm name change in MRO	FAC-003-4		Disapproved	NCR55555 Entity Editor 1	MRO Editor 1	06/18/2024
-AT24-00000019	firm name change in MRO	PRC-023-4 R5.		Disapproved	NCR55555 Entity Editor 1	MRO Editor 1	06/24/2024
-AT24-00000003	firm name change in MRO	FAC-003-4		Disapproved	NCR55555 Entity Editor 1	MRO Editor 1	06/17/2024
-AT24-00000005	firm name change in MRO	FAC-003-4		Disapproved	NCR55555 Entity Editor 1	MRO Editor 1	06/17/2024
-AT24-00000004	NCR55555 - test confirm name change in MRO	FAC-003-4	06/17/2024	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	06/17/2024
-AT24-00000006	NCR55555 - test confirm name change in MRO	FAC-003-4	06/17/2024	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	06/17/2024
-AT24-00000007	NCR55555 - test confirm name change in MRO	FAC-003-4	06/18/2024	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	06/18/2024
-AT24-00000013	NCR55555 - test confirm name change in MRO	FAC-003-4	06/20/2024	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	06/20/2024
-AT24-00000018	NCR55555 - test confirm name change in MRO	FAC-003-4	06/24/2024	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	06/24/2024
-AT24-00000020	NCR55555 - test confirm name change in MRO	FAC-003-4	06/26/2024	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	06/26/2024
PDS2024-001130 - AT24-00000022	NCR55555 - test confirm name change in MRO	FAC-003-4	06/27/2024	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	06/27/2024
PDS2024-000444 - AT24-00000023	NCR55555 - test confirm name change in MRO	PRC-023-4 R5.	01/14/2025	Rescinded	NCR55555 Entity Editor 1	NCR55555 Entity Editor 1	01/14/2025

Page 1 of 1

INSTRUCTIONS

The Attestations above have either expired, been voluntarily rescinded, or disapproved when requested.

Appendix: Revision History



Revision Date	Brief Description of Updates
July 2025	Initial Release of Attestation Module User Guide