

# Align PDS User Guide



Welcome to the Align User Guide for the Periodic Data Submittals (PDS) module specific to the registered entity role. Along with the Align [instructional videos](#), this user guide will help you navigate through all the features included in this module. Click on a topic in the list below or in the ribbon above to begin.

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- 11 Completed PDS Requests Tab
- 12 Create PDS Tab

*Notice:* Updates to the PDS and Attestation functionality remain under development as of this version update. This User Guide reflects current functionality in the Align and updates will be made as future releases are deployed to improve PDS and Attestation functionality.



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



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# 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 [Align User Access Guide](#) for details.

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# PDS Overview



CEAs require Periodic Data Submittals in accordance with the schedule stated in the applicable Reliability Standards; please refer to the current ERO Enterprise Periodic Data Submittals Schedule for further information. Each CEA issues annual and quarterly PDS requests for the required standards. A few standards have additional data submittals to the CEA specified in their requirements, typically based on the date of occurrence of specific events.

Within the PDS module, entity users can access PDS requests awaiting response, PDS in review with CEAs, completed PDS, create PDS for certain requirements (event driven), and quickly locate PDS requests for extension.



# Responding to a PDS Request

Requests for PDS are sent to the Primary Compliance Contact (PCC).

To navigate to the **Periodic Data Submittal** view:

1 Click the **Dropdown Arrow**.

2 Click the **Periodic Data Submittal** view.

3 Click the **Active PDS Requests** tab.

*Notice:* For Coordinated Oversight groups, entities will receive PDS for each region.

**My Align**

- Self Reports and Logs
- Periodic Data Submittals
- Self Certifications
- Enforcement Processing
- Mitigation Management
- Technical Feasibility Exception
- Attestations
- Reports

**Periodic Data Submittals**

- Active PDS Requests
- PDS Submittals
- Completed PDS Requests
- Create PDS
- PDS RFEs

**ACTIVE PDS REQUESTS AWAITING MY RESPONSE**

PDS ID	TYPE	REPORTING PERIOD	ENTITY
PDS2021-001136	FAC-003-4	07/01/2021 - 09/30/2021	NCR55555 - Test Entity Name Change in WECC
PDS2021-000987	FAC-003-4	07/01/2021 - 09/30/2021	NCR55555 - Test Entity Name Change in WECC
PDS2022-000032	FAC-003-4	01/01/2022 - 03/31/2022	NCR55555 - Test Entity Name Change in WECC
PDS2022-000204	FAC-003-4	01/01/2021 - 12/31/2021	NCR55555 - Test Entity Name Change in WECC
PDS2022-000843	FAC-003-4	03/01/2022 - 06/30/2022	NCR55555 - Test Entity Name Change in WECC
PDS2022-000506	FAC-003-4	01/01/2021 - 12/31/2021	NCR55555 - Test Entity Name Change in WECC
PDS2022-001163	FAC-003-4	01/01/2021 - 12/31/2021	NCR55555 - Test Entity Name Change in WECC

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**INSTRUCTIONS**

Above are Periodic Data Submittals awaiting your response. When you open a Periodic Data Submittal, if you are authorized to respond on behalf of your company, you will be asked to complete a questionnaire providing details about the data request. You may then be asked to submit data to the SEL.

Period Data Submittals that have been sent to your Region can be reviewed on the next tab. If you need to upload files to the SEL, you can get a locker reference for your PDS there as well.

# Responding to a PDS Request



4 Click the **PDS ID** to open the PDS Request and view details, such as: monitoring period, dates to submit response, and description of the PDS request.

5 To begin responding, you will need to assign the requirement(s) in the PDS request by clicking the **Click to Assign** link.

The screenshot shows the 'Periodic Data Submittals' interface. On the left, a table lists 'ACTIVE PDS REQUESTS AWAITING MY RESPONSE'. The table has columns for PDS ID, TYPE, REPORTING PERIOD, ENTITY, SHORT NAME, and DUE DATE. A circled '4' highlights the PDS ID 'PDS2022-000013' in the second row.

The main view displays details for the selected 'Test PDS':

- Unique ID:** PDS2022-000013
- PDS for:** PRC-023-4 R5. **Region/LRE:** MRO
- Registration:** NCR9999999 - Second Game Day Friday Entity in MRO
- PDS Name:** Test PDS
- Description of Request:**
  - Submit on or after:** April 15, 2022
  - But no later than:** April 29, 2022
  - Monitoring Period Start:** April 1, 2022
  - Monitoring Period End:** April 8, 2022
- 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.
- PDS ASSIGNMENTS:**

SUBJECT	REVISION	STATUS
PRC-023-4 R5 <a href="#">Click to Assign</a>	Not Assigned	Not Assigned

A circled '5' highlights the 'Click to Assign' link in the PDS ASSIGNMENTS table. At the bottom of the modal, there are 'Update' and 'Close' buttons.

*Notice:* The **Submit on or After** (A) date indicates when an entity can start entering information, but you may have visibility of the PDS before that date. The due date of entity response is the date listed for **But no later than**.



# Responding to a PDS Request



6 Click the **Click Here to Finalize** link.

7 Click the **Link** icon to select an Assignee.

To remove an assignee, check the checkbox click the **Unlink** icon.

8 Select **Assign** from the Action dropdown menu.

9 Click **Update**.

Test PDS

PDS for PRC-023-4 R5. Region/LRE MRO

Registration NCR9999999 - Second Game Day Friday Entity in MRO

PDS Name Test PDS

Description of Request

Submit on or after April 15, 2022 Monitoring Period Start April 1, 2022

But no later than April 29, 2022

Questions

Instructions To create a new Assignment  
Once Assignment is creat  
Open the questions below  
Need more time? Scroll d  
Have evidence to upload

PDS ASSIGNMENTS

SUBJECT

PRC-023-4 R5. 6  
Assignment Finalization Incomplete - Click here to Finalize

Update Close

AS-22-00000030

Assignment

Instructions Assignment must have only **One** Person assigned.  
To submit the Assignment, select **Assign** in the **Action** field  
and click the **Save** button.

Persons

ASSIGNEE

NCR9999999 Second Day Training Test 2 Editor 2 7

PDS Scope PRC-023-4 R5. x

Action

Action Assign 8  
-- None --  
None  
Assign

Update Close 9



# Responding to a PDS Request



10 Click the **Click here to answer** to open the PDS questions.

11 Respond to the questions specific to the PDS.

*Notice:* You will not be able to edit your responses to the questions after you click **Save**. If you are not ready to mark your responses final, click **Save Draft**.

Also, there are often links to specific forms (A) you will need to upload to the SEL. If you answer no, there may be no need to upload to the SEL. If you have questions, contact your region to review.

12 If responses are final, click **Save**.

13 Click **Yes**.

**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.

PDS ASSIGNMENTS		
SUBJECT	REVISION	STATUS
PRC-023-4 R5   Assign Again Assigned to you (NCR9999999 Second Day Training Test 2 Editor 2) - Click here to answer	Initial Response	NEW

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**Transmission Vegetation Management**

As an applicable Transmission Owner or applicable Generation Owner, is FAC-003 applicable to your Facility(ies)? Yes

As an applicable Transmission Owner or applicable Generation Owner, have you identified any Sustained Outages of applicable lines operated within their Rating and all Rated Electrical Operating Conditions for this submittal period? Yes

Please indicate the quantity of type 1A Sustained Outage(s). \*

Please indicate the quantity of type 2A Sustained Outage(s). \*

Please indicate the quantity of type 3 Sustained Outage(s). \*

Please indicate the quantity of type 4A Sustained Outage(s). \*

Please also complete the following form and submit to the SEL using the reference number shown on this PDS.  
Data Submittal Form - FAC-003-4

By clicking **Save as Draft**, you will have the ability to save your progress and come back and revise these responses prior to submit. Please note that prior to submitting your responses, you must finalize them as described above.

**SAVE**

**Stored answers cannot be changed. Do you want to continue?**

Yes No

Save Save Draft Close

# Responding to a PDS Request

If you need to assign the PDS questions to someone else, click **Assign Again (A)**.

*Notice:* Upon using the Assign again functionality, a new row will be populated into the PDS assignments portlet. This row will say **Assignment Finalization Incomplete – Click here to Finalize (B)**.

Once assigned, the new row and previous assignment row will show (appearing duplicated). Currently, this duplication cannot be avoided but may be fixed in future enhancement work.

Test PDS

**Description of Request**

Submit on or after	April 15, 2022	Monitoring Period Start	April 1, 2022
But no later than	April 29, 2022	Monitoring Period End	April 8, 2022

**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.

PDS ASSIGNMENTS

SUBJECT	REVISION	STATUS
PRC-023-4 R5.   <a href="#">Assign Again</a> Assigned to you (NCR9999999 Second Day Training Test 2 Editor 2) - <a href="#">Click here to answer</a>	Initial Response	NEW <div style="width: 100%; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div>



PDS ASSIGNMENTS

SUBJECT	REVISION	STATUS
PRC-023-4 R5. <a href="#">Assignment Finalization Incomplete - Click here to Finalize</a>	Not Assigned	Not Assigned
PRC-023-4 R5.   <a href="#">Assign Again</a> Assigned to Courtney Vetter   <a href="#">View Draft</a>	Initial Response	NEW <div style="width: 100%; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div>
PRC-023-4 R5.   <a href="#">Assign Again</a> Assigned to you (NCR9999999 Editor 1) - <a href="#">Click here to</a>	Initial Response	NEW <div style="width: 100%; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div>

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# Responding to a PDS Request



14 To upload evidence for the PDS to the ERO SEL, use the provided SEL Reference ID.

15 If the PDS response is ready for region review, in the Action section, select **Submit** from the dropdown and check the box indicating evidence is uploaded (A).

*Notice:* If you are not ready to submit your PDS response, select **In Progress**. Or, if you have no data to provide, select **Submit Without Data**.

16 Click **Update** and the PDS will be submitted to the region.

The PDS will now appear under the PDS Submittals tab.

*Notice:* **Submitting without Data** will list the PDS in the Completed PDS Requests tab.

The screenshot shows a web form for responding to a PDS request. At the top, there is a pagination bar showing "Page 1 of 1". Below this are two buttons: "Click here to make an Attestation" and "Click here to Request an Extension". The "Evidence" section contains a heading "Secure Evidence Locker Instructions" and a text block: "Submit Evidence or Attachments related to this item via ERO Secure Evidence Locker (SEL) located at <https://eusstg.eroenterprise.com/nerc-infrastructure> with the following reference number: WECC|NCR55555|PDS2024-000009|PDS2024-000009|FAC-003-4|. If the entity is hosting its own SEL, please provide a hyperlink to their locker in the comment section above." An annotation "14" points to the reference number. The "Action" section has instructions: "Please select 'Submit' in the Action option below if you have uploaded PDS form to the SEL. Select 'Submit Without Data' in case you have not submitted any data. In case you requested a Request for Extension please leave the status 'In Progress'. Click 'Update' to save the PDS and process it according to the selected Action." There is a dropdown menu for "Action \*" with options: "In Progress", "In Progress", "Submit Without Data", and "Submit". An annotation "15" points to the "Submit" option. Below the dropdown is a checkbox labeled "I have uploaded evidence related for this PDS to the SEL" with an annotation "A" pointing to it. At the bottom of the form are "Update" and "Close" buttons. An annotation "16" points to the "Update" button.



# PDS Requests for Extension



To request an extension for an active PDS:

- 1 In the Active PDS Request tab, click the **PDS ID**.
- 2 Click to expand the **Request an Extension** section of the PDS.
- 3 Click the **plus icon**.

Periodic Data Submittals

Align For Entities

NCR9999999 Second Day Training Test 2 Editor 2

ACTIVE PDS REQUESTS AWAITING MY RESPONSE

PDS ID	TYPE	REPORTING PERIOD	ENTITY	SHORT NAME	DUE DATE
PDS2021-001844	PRC-023-4 R5.	05/11/2021 - 05/17/2021	NCR9999999 - Second Game Day Friday Entity in MRO	Jeff Test Eta	05/31/2021
PDS2021-001678	FAC-003-4	01/01/2021 - 03/31/2021	NCR9999999 - Second Game Day Friday Entity in MRO	MRO Test 5/20/2021	06/20/2021
PDS2021-001840	FAC-003-4	05/01/2021 -	NCR9999999 - Second Game Day Friday Entity in MRO	Jeff Test Epsilon	06/23/2021
PDS2021-001849	FAC-00				

Click here to make an Attestation

Click here to Request an Extension

Click on the + sign to add a new Request for Extension

LABEL	REQUEST DATE	SOURCE DUE DATE	REGION APPROVE DATE	REASON FOR REQUEST	REGION COMMENT	REQUIREMENTS	STATUS
RFE-000042	12/01/2021	09/30/2021		Reason	asdfa	FAC-003-4	Disapproved

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# PDS Requests for Extension



- 4 Select a **Requested New Due Date** for the PDS.
- 5 Provide a **Reason for extension** in the textbox.
- 6 Click **Update**. Once Update is clicked, the request is immediately sent to the region.
- 7 In the Action Section, select **In Progress**.
- 8 Click **Update**.

Create Request for Extension

**Request for Extension**

Source Registration \* NCR55555 - Test Entity Name Change in WECC

Parent Source \* PDS2021-001136

Standard / Requirements / Part FAC-003-4

Requested New Due Date \*  4

Reason for extension \*  5

---

**Action**

Action Send  
Update will send this RFE to the CEA.

FORM: CEA\_WFE\_00000

6 Update Close

PDS2021-001136

[Click here to Request an Extension](#)

Click on the + sign to add a new Request for Extension +

LABEL	REQUEST DATE	SOURCE DUE DATE	REGION APPROVE DATE	REASON FOR REQUEST	REGION COMMENT	REQUIREMENTS	STATUS
RFE / 000064	10/31/2024	09/30/2021		Revision needed.		FAC-003-4	Requested
RFE-000042	12/01/2021	09/30/2021		Reason	asdfa	FAC-003-4	Disapproved

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Note: To view newly created Requests for Extensions please refresh the table above.

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**Evidence**

Secure Evidence Locker Instructions Submit Evidence or Attachments related to this item via ERO Secure Evidence Locker (SEL) located at <https://eusstg.eroenterprise.com/nerc-infrastructure> with the following reference number:  
**WECC|NCR55555|PDS2021-001136|PDS2021-001136|FAC-003-4|**  
If the entity is hosting its own SEL, please provide a hyperlink to their locker in the comment section above.

---

**Action**

Instructions Please select "Submit" in the Action option below if you have uploaded PDS form to the SEL. Select "Submit Without Data" in case you have not submitted any data. In case you requested a Request for Extension please leave the status "In Progress". Click "Update" to save the PDS and process it according to the selected Action.

Action \*  7

8 Update Close



# PDS Requests for Extension



9

To check the status of a Request for Extension, navigate to the PDS RFEs tab and check in the status column (A).

*Notice:* Status will be listed as either Approved, Disapproved or Requested.

	Active PDS Requests	PDS Submittals	Completed PDS Requests	Create PDS	PDS RFEs 9				
RFES RELATED TO PDS									
	RFE ID	RELATE...	REGISTRATION	ORIGINAL DUE DATE	REQUESTED DUE DATE	NEW DUE...	STATUS	CRE...	MOD... BY
	<a href="#">RFE-000004</a>			07/07/2021	07/14/2021	07/15	Approved	NCR0101 Editor 1	Admin Admin



# Requests for Information



To respond to a PDS Request for Information:

- 1 Navigate to the **My Align dashboard**.
- 2 Click the **Unique ID** to open the Request for Information. RFIs can also be opened from the PDS record opened through the PDS module.
- 3 Type comments in the **Respondent Comments** textbox and upload any needed evidence to the ERO SEL.
- 4 If the response is ready, click **Save and Action** to send the response for region review or click **Save** to continue drafting.

The screenshot shows the 'My Align' dashboard with a 'MY TASKS' table and a detailed view of a 'Request for Information' (RFI) for PDS.

**MY TASKS Table:**

TYPE	UNIQUE ID	REGION OR LRE
RFI for Mitigation	2020-00087   20-000064-R	MRO
RFI for Mitigation	2020-00108   20-000086-R	MRO
RFI for Mitigation	2020-00715   20-000214-R	RF
RFI for Mitigation	2020-00723   20-000221-R	RF
RFI for PDS	RF21-000364	MRO
RFI for PDS	RF21-000378	MRO
RFI for TFE	RF21-000344	MRO
RFI for TFE	RF21-000352	MRO

**Request for Information Details (RF21-000378):**

- Original Finding:** Requestor: MRO Editor 1
- Requestor Comments:** test
- Requestor Attachments:** Request Sent On: June 11, 2021; Response Due By: July 11, 2021
- Evidence:** Secure Evidence Locker Instructions: Submit Evidence or Attachments related to this item via ERO Secure Evidence Locker (SEL) located at <https://eusstg.eroenterprise.com/nerc-infrastructure> with the following reference number: ||Test 5-24 EM|Test 5-24 EM,RF21-000378||

**Action:** Save and Action, Save, Close

*Notice:* Regions can send RFIs anytime after the PDS has been sent to the entity.



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# Findings



Any Findings related to the scope of the PDS can be reviewed through the Findings section of the PDS record.

To locate:

1 Navigate to either the **PDS Submittals (A)** or **Completed PDS Requests (B)** tab.

2 Click on a **PDS ID**.

3 Scroll to the **Findings** section and click to expand.

4 Click on any **ID**, if any, to see further details about the finding.

The screenshot shows the 'Periodic Data Submittals' interface. The top navigation bar includes tabs for 'Active PDS Rec', 'PDS Submittals', 'Completed PDS Requests', 'Create PDS', and 'PDS RFEs'. The 'Completed PDS Requests' tab is selected, indicated by a yellow arrow 'A'. A yellow circle '1' highlights the 'Periodic Data Submittals' header. Below the navigation bar, a table titled 'MY COMPLETED PERIODIC DATA SUBMITTALS' lists several PDS records. A yellow arrow 'B' points to the 'Completed PDS Requests' tab. One record, 'PDS2021-001134', is highlighted in blue. A yellow circle '2' is placed over this record. To the right, the expanded view for 'PDS2021-001134' is shown. The 'Findings' section is expanded, indicated by a yellow circle '3'. It contains a table of 'Related Existing Findings' with columns for ID, REGISTRATION, and REQUIREMENT. The first row is highlighted in blue, and a yellow circle '4' is placed over the ID 'WECC2017017098'. At the bottom of the interface, there are buttons for 'Request for Extension' and 'Request for Information', and a pagination control showing 'Page 1 of 1'.

PDS ID	TYPE	REPOR... PERIOD	REGISTRATION	START DATE	DUE DATE	SUBMITT... DATE	SUBMITTED BY	STATUS	CREATE...	MODIFIED BY	MODIFIED ON
PDS2023-000201	TPL-001-5.1	-		08/01/2023							
PDS2021-001105	PRC-023-4 R5.	08/26/2021									
PDS2021-000738	FAC-003-4	05/01/2021									
PDS2021-000650	EOP-008-2 R8.	12/31/2021									

ID	REGISTRATION	REQUIREMENT
WECC2018019296 Type: Potential Non-Compliance	NCR55555 - Test Entity Name Change in WECC	FAC-003-4 R6.
WECC2018020264 Type: Potential Non-Compliance	NCR55555 - Test Entity Name Change in WECC	FAC-003-4 R2.
WECC2019021260 Type: Potential Non-Compliance	NCR55555 - Test Entity Name Change in WECC	FAC-003-4 R6.
WECC2019021886 Type: Potential Non-Compliance	NCR55555 - Test Entity Name Change in WECC	FAC-003-4 R6.
WECC2017017099 Type: Potential Non-Compliance	NCR55555 - Test Entity Name Change in WECC	FAC-003-4 R7.
WECC2017017098 Type: Potential Non-Compliance	NCR55555 - Test Entity Name Change in WECC	FAC-003-4 R6.



# Related Issues



After review of the PDS response, the CEA may have offer other conclusions. These include Positive Observations, Areas of Concern, and Recommendations.

If the CEA includes any of these conclusions, they will be visible once the PDS is marked completed.

To locate them, if any:

1 Navigate to **Completed PDS Requests**.

2 Click on a **Unique ID**.

3 Scroll to **Related Issues** section.

The screenshot shows the 'Periodic Data Submittals' interface. At the top, there are navigation tabs: 'Active PDS Requests', 'PDS Submittals', and 'Completed PDS Requests' (highlighted with a circled '1'). Below the tabs is a table titled 'MY COMPLETED PERIODIC DATA SUBMITTALS'. The table has columns for PDS ID, TYPE, REPORT... PERIOD, REGISTRATION, START DATE, DUE DATE, SUBMITTAL DATE, SUBMITTED BY, STATUS, CREATED..., MODIFIED BY, and MODIFIED ON. A row is selected, and a pop-up window shows details for PDS2024-00009 (highlighted with a circled '2'). This pop-up has a 'Related Issues' section (highlighted with a circled '3') containing a table with columns: PARENT NAME, ISSUE TYPE, ISSUE ID, REGISTRATION, STANDARD / REQUIREMENTS, and ISSUE STATUS. The table lists three issues: 'Area of Concern' (AC24-00049), 'Positive Observations' (PO24-00040), and 'Recommendations' (RC24-00029). At the bottom of the pop-up, there is a pagination control showing 'Page 1 of 1'.

PDS ID	TYPE	REPORT... PERIOD	REGISTRATION	START DATE	DUE DATE	SUBMITTAL DATE	SUBMITTED BY	STATUS	CREATED...	MODIFIED BY	MODIFIED ON
PDS2024-00009	FAC-003-4	09/26/2023 - 09/26/2024	NCR55555 - Test Entity Name Change in WECC	10/17/2024	10/31/2024	10/17/2024	NCR55555 Test Company in WECC Editor 1	Review Completed with...	ImportUser	WECC Editor 1	12/02/2024

PARENT NAME	ISSUE TYPE	ISSUE ID	REGISTRATION	STANDARD / REQUIREMENTS	ISSUE STATUS
PDS2024-00009	Area of Concern	AC24-00049	NCR55555 - Test Entity Name Change in WECC	FAC-003-4	Draft
PDS2024-00009	Positive Observations	PO24-00040	NCR55555 - Test Entity Name Change in WECC	FAC-003-4	Draft
PDS2024-00009	Recommendations	RC24-00029	NCR55555 - Test Entity Name Change in WECC	FAC-003-4	Draft



# Related Issues



For any Related Issues included with PDS, it will show the Issue Type, related Registration and Standard/Requirements.

To view the details of the Issue:

4 Click on an **Issue ID**, if any, to view more information.

5 Review details, particularly the **Description** field.

6 Click **Close** when finished.

*Notice:* The “Issue Status” column (A) may indicate an issue is not yet final and “draft.” Please contact the CEA to clarify if the issue is final.

Currently, entities are not automatically notified of Related Issues on PDS and will need to navigate to this section to identify such records.

PDS2024-000009

### Related Issues

PARENT NAME	ISSUE TYPE	ISSUE ID	REGISTRATION	STANDARD / REQUIREMENTS	ISSUE STATUS
PDS2024-000009	Area of Concern	AC24-00049	NCR55555 - Test Entity Name Change in WECC	FAC-003-4	Draft
PDS2024-000009	Positive Observations	PO24-00040	NCR55555 - Test Entity Name	FAC-003-4	Draft

PO24-00040

#### General

Name	Test PO	ID	PO24-00040
Description	This is a drafted positive observation.		
Related Parent	PDS2024-000009	Created On	December 2, 2024
		Prepared By	WECC Editor 1
Registrations	NCR55555 - Test Entity Name Change in WECC	No Additional Review Needed	No
Standard / Requirements	FAC-003-4	Status	Draft

#### Comments

Reviewer Comments	
Follow-up Comments	
Reviewed By	Reviewed On

FORM-02\_Est\_Positive\_Obs\_PDS

Close



# PDS Attestations



Attestations are used when a PDS is not applicable to an entity.

To create an Attestation for a requirement related to a PDS:

1 In the Active PDS Request tab, click the **PDS ID** to open the PDS.

2 Click to expand the **Attestation** section.

3 Click the **plus icon**.

*Notice:* Currently, attestations are not able to be approved by the CEA.

At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.

The screenshot shows the 'Active PDS Requests Awaiting My Response' section. A table lists PDS requests with columns for PDS ID, Type, Reporting Period, Entity, Short Name, and Due Date. The first row is highlighted, and a callout '1' points to the PDS ID 'PDS2021-001844'. Below the table, a modal window titled 'CREATE ATTESTATION' is open. It has two sections: 'CREATE ATTESTATION' and 'ATTESTATION OVERVIEW'. The 'CREATE ATTESTATION' section has a table with columns for Attestation Scope, Function, and Create Attestation. Two rows are shown: 'FAC-003-4' with 'GO' and 'FAC-003-4' with 'TO'. Callout '2' points to the 'Click here to make an Attestation' link above the table, and callout '3' points to the plus icon in the 'CREATE ATTESTATION' column. The 'ATTESTATION OVERVIEW' section has columns for Attestation ID, Attestation Scope, Effective Date, Renewal Date, and Status. At the bottom of the modal, there is a 'Click here to Request an Extension' link and 'Update' and 'Close' buttons.



# PDS Attestations



- 4 Type justification comments in the **Notes textbox**; this is required information.
- 5 Click **Update** to save the Attestation.
- 6 Click **Update** to send the attestation request to the region.

Create Applicability Exception

**General**

Source: Attestation

Registration: NCR55555 - Test Entity Name Change in WECC      Function(s): GO

Standard: FAC-003-4      Requirement      Part

Notes

4

5 Update Close

Click here to make an Attestation

CREATE ATTESTATION			ATTESTATION OVERVIEW				
ATTESTATION SCOPE	FUNCTION	CREATE ATTESTATION	ATTESTATION ID	ATTESTATION SCOPE	EFFECTIVE DATE	RENEWAL DATE	STATUS
FAC-003-4	GO	+	AE / 000074	FAC-003-4	10/17/2024		Requested
FAC-003-4	TO	+					

6 Update Close

To review submitted attestations, navigate to the **Attestations** Module and click **Active Attestations** tab or **Attestations in Review** tab.

At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.



# PDS Attestations



To navigate to the **Attestations** view:

1 Click the **Dropdown Arrow**.

2 Click the **Attestations** view.

3 Navigate between the tabs as needed.

If there is an Attestation to reaffirm, click the **Attestations to Reaffirm** tab.

At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.

The screenshot shows the Align PDS interface. A dropdown menu is open, highlighting the 'Attestations' option. The 'Attestations to Reaffirm' tab is selected. A table lists various attestations with columns for Type, Unique ID, Region or LRE, Status, and Action. The 'Attestations Awaiting My Reaffirmation' section is active, showing a table with columns for Registration, Applicable To, Renewal Date, Reaffirm Renewal Date, Action, Created By, Modified By, and Modified On. The 'Attestations to Reaffirm' tab is highlighted with a yellow circle.

TYPE	UNIQUE ID	REGION OR LRE	STATUS
Compliance Exception Letter	2020-00107	MRO	Awaiting your Response
Mitigating Activities	2020-00085	RF	Incomplete
NAVAPS	2020-00075	MRO	Awaiting your Response
RFI for Mitigation	2020-00087   20-000064-R	MRO	Awaiting your Response
RFI for Mitigation	2020-00108   20-000086-R	MRO	Awaiting your Response
Find Fix Track Letter	2020-00087	MRO	Awaiting your Response
RFI for Finding	2020-00621   20-000180-R	MRO	Awaiting your Response
RFI for Finding	2020-00707   20-000210-R	RF	Awaiting your Response
RFI for Mitigation	2020-00715   20-000214-R	RF	Incomplete

REGISTRATION	APPLICABLE TO	RENEWAL DATE	REAFFIRM RENEWAL DATE	ACTION	CREATED BY	MODIFIED BY	MODIFIED ON
NCR55555 - Test Entity Name Change in WECC	EOP-011-1 R3.1.	08/08/2021		REAFFIRM	NCR55555 Test Company in WECC Editor 1	WECC Editor 1	07/19/2024

# Reaffirming PDS Attestations



- 4 Click **Reaffirm** in the action column.
- 5 Select **Reaffirm** from the **dropdown**.
- 6 Type any **comments** to support reaffirmation.
- 7 Click **Update**.

REGISTRATION	APPLICABLE TO	RENEWAL DATE	REAFFIRM RENEWAL DATE	ACTION	CREATED BY	MODIFIED BY	MODIFIED ON
NCR55555 - Test Entity Name Change in WECC	EOP-011-1 R3.1	08/08/2021		REAFFIRM	NCR55555 Test Company in WECC Editor 1	WECC Editor 1	07/19/2024

**Create Attestation Reaffirmation**

**Action**

Instructions Select "Reaffirm," provide a comment below, and click Update to submit your Reaffirmation. Select Close to cancel.

Attestation Reaffirmation Reaffirm

Reaffirmation Comment

Update Close

At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.



# Bulk PDS Reaffirmations



To reaffirm multiple Attestations:

- 1 Click the **Bulk Reaffirm** button.
- 2 Click the **link icon**.
- 3 Check the **checkbox** next to the relevant attestations to affirm.
- 4 Click **Confirm** once all selected.

The screenshot shows the 'Attestations' page with a 'BULK REAFFIRM' button highlighted by a red circle 1. A 'Create Attestation Reaffirmation' dialog is open, showing a 'Relate Existing' dialog with a table of attestations. The table has columns for Attestation ID, Registration, Attestation Scope, Effective Date, Renewal Date, Reaffirmed Renewal Date, and Status. A checkbox is highlighted by a red circle 2 next to the first row. A red circle 3 highlights the checkbox for the second row. A red circle 4 highlights the 'Confirm' button at the bottom of the dialog.

ATTESTATION ID	REGISTRATION	ATTESTATION SCOPE	EFFECTIVE DATE	RENEWAL DATE	REAFFIRMED RENEWAL DATE	STATUS	
<input type="checkbox"/>							
<input type="checkbox"/>	AE / 281070	NCR9999999 - Second Game Day Friday Entity in MRO	PRC-023-4 R5.	05/24/2021	05/24/2022	06/02/2021	Reaffirmation Requested

At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.



# Bulk PDS Reaffirmations



5 Select **Reaffirm** from the **dropdown**.

6 Type any **comments** to support reaffirmation.

7 Click **Update**.

Create Attestation Reaffirmation

**Instructions** Click the link on the left to choose one or more Attestations you would like to relate to this Reaffirmation. Then, select "Reaffirm," provide a comment below, and click Update to submit your Reaffirmation. Select Close to cancel.

<input type="checkbox"/>	APPLICABILITY EXCEPTIO...	NAME	REGISTRATION	STANDARD	REQUIREMENT	PART
<input type="checkbox"/>	AE / 281070	AE / 281070	<a href="#">NCR9999999 - Second Game Day Friday Entity in MRO</a>		<a href="#">PRC-023-4 R5.</a>	

Attestation Reaffirmation  5

Reaffirmation Comment  6

FORM: 02\_REC\_Reaffirm\_Attestation

7

At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.



# Reopened PDS Requests



Your CEA may need to re-open a PDS after submitted by the entity.

The only difference with a re-opened PDS is how you respond to the Questions section. To respond:

- 1 Navigate the re-opened PDS and click the **Revise** link where needed.
- 2 **Close** or **Cancel** the screen that pops up.
- 3 Locate the “Revision” for assignment and click on the **Click here to answer** link. Complete the question set as needed.

PDS ASSIGNMENTS		
SUBJECT	REVISION	STATUS
FAC-003-4   <a href="#">Assign Again</a> Assigned to Justin Lofquist   <a href="#">View Draft</a>	Initial Response	NEW
FAC-003-4 Answered by NCR55555 Test Company in WECC Editor 1   <a href="#">View Answers</a>	Initial Response	COMPLETED
FAC-003-4   <a href="#">Assign Again</a> Assigned to Harsimran Ahuja   <a href="#">View Draft</a>	Initial Response	NEW

Please answer the following questions: - Google Chrome

nerc-uat.bwise.net/bwise/app/today/editors/AssessmentSessionEditor.jsp?dataObject...

Please answer the following questions:

Subject: NCR9999999 - Second Game Day Friday Entity in MRO

Section: FAC-003-4

[Save Draft](#) [Save](#) [Cancel](#)

PDS ASSIGNMENTS		
SUBJECT	REVISION	STATUS
FAC-003-4   <a href="#">Assign Again</a> Assigned to you (NCR55555 Test Company in WECC Editor 1) - <a href="#">Click here to answer</a>	Revision 1	NEW
FAC-003-4   <a href="#">Assign Again</a> Assigned to Kevin Kolomi   <a href="#">View Draft</a>	Initial Response	NEW
FAC-003-4   <a href="#">Assign Again</a> Assigned to Justin Lofquist   <a href="#">View Draft</a>	Initial Response	NEW



# PDS Submittals Tab



The **PDS Submittal** tab displays all Periodic Data Submittal requests that have been submitted to the CEA for review.

Periodic Data Submittals will remain in this tab until the CEA either completes their review, at which point it will move to the **Completed PDS Requests** tab, or flags the PDS for revision, at which point it will move back to the **Active PDS Requests** tab.

Periodic Data Submittals											Align For Entities							
Active PDS Requests											PDS Submittals		Completed PDS Requests		Create PDS		PDS RFEs	
MY SUBMITTED PDS											NCR5555 Test Company in WECC Editor 1							
PDS ID	TYPE	REPORTI... PERIOD	ENTITY NAME	SHORT NAME	START DATE	SUBMITTAL DATE	DUE DATE	SUBMITTED BY	CREATE...	MODIFIED BY	MODIFIED ON							
PDS2024-000009	FAC-003-4	09/26/2023 ---	NCR55555 - Test Entity Name Change in WECC	User Guide Test PDS	10/17/2024	10/17/2024	10/31/2024	NCR55555 Test Company in...	ImportUser	NCR55555 Test...	10/17/2024							
PDS2021-001135	FAC-003-4	07/01/2021 ---	NCR55555 - Test Entity Name Change in WECC	Demo - FAC-003 - PDS	09/17/2021	09/20/2021	09/30/2021	NCR55555 Test Company in...	ImportUser	NCR55555 Test...	08/24/2023							
PDS2021-001134	FAC-003-4	07/01/2021 ---	NCR55555 - Test Entity Name Change in WECC	2021Q3 FAC PDS Demo	09/16/2021	09/16/2021	10/20/2021	NCR55555 Test Company in...	ImportUser	NCR55555 Test...	08/24/2023							

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# Completed PDS Requests Tab



The **Completed PDS Requests** tab displays all Periodic Data Submittal requests that are in or have been review by the CEA. The status column will display one of the following statuses:

**In Review** – The PDS is under review.

**Closed Without Data Submission** – The PDS has been closed as no data was required to be reviewed.

**Review Completed with PNC** – Review of PDS completed with a PNC identified.

**Review Completed without PNC** – Review of PDS completed without a PNC identified.

Periodic Data Submittals												Align For Entities									
Active PDS Requests												PDS Submittals		Completed PDS Requests		Create PDS		PDS RFEs		NCR55555 Test Company in WECC Editor 1	
MY COMPLETED PERIODIC DATA SUBMITTALS																					
PDS ID	TYPE	REPOR... PERIOD	REGISTRATION	START DATE	DUE DATE	SUBMITT... DATE	SUBMITTED BY	STATUS	CREATE...	MODIFIED BY	MODIFIED ON										
PDS2024-000006	PRC-002-2...	06/17/2024	NCR55555 - Test Entity Name Change in WECC	06/18/2024		06/18/2024	NCR55555 Test Company in WECC Editor 1	In Review	NCR55555 Editor 1	NCR55555 Test...	06/18/2024										
PDS2021-000759	FAC-003-4	04/01/2021	NCR55555 - Test Entity Name Change in WECC	07/30/2021	08/20/2021	09/16/2021	NCR55555 Test Company in WECC Editor 1	Closed Without Data Submission	ImportUser	NCR55555 Test...	08/24/2023										
PDS2021-001119	FAC-003-4	09/01/2021	NCR55555 - Test Entity Name Change in WECC	09/13/2021	09/16/2021	09/16/2021	NCR55555 Test Company in WECC Editor 1	Closed Without Data Submission	ImportUser	NCR55555 Test...	08/24/2023										
PDS2021-001071	FAC-003-4	04/01/2021	NCR55555 - Test Entity Name Change in WECC	08/09/2021	08/20/2021	08/11/2021	NCR55555 Test Company in WECC Editor 1	In Review	ImportUser	WECC Editor 1	08/24/2023										
PDS2021-001075	FAC-003-4	04/01/2021	NCR55555 - Test Entity Name Change in WECC	08/09/2021	08/20/2021	08/11/2021	NCR55555 Test Company in WECC Editor 1	In Review	ImportUser	WECC Editor 1	08/24/2023										
PDS2021-001078	FAC-003-4	04/01/2021	NCR55555 - Test Entity Name Change in WECC	08/09/2021	08/20/2021	08/11/2021	NCR55555 Test Company in WECC Editor 1	Review Completed with PNC	ImportUser	WECC Editor 1	08/24/2023										
PDS2021-001081	FAC-003-4	04/01/2021	NCR55555 - Test Entity Name Change in WECC	08/09/2021	08/20/2021	08/11/2021	NCR55555 Test Company in WECC Editor 1	Review Completed with no PNC	ImportUser	WECC Editor 1	08/24/2023										



# Create PDS Tab



The **Create PDS** tab is used for Standards and Requirements with event-based reporting (e.g. EOP-008 R8, PRC-002 R12, etc.).

When a reportable event occurs, navigate to this tab and select the “+” (A) icon next to the applicable Standard or Requirement and complete the form. Upon submission this will go to the CEA for review and the process will continue as normal.

*Notice:* Forms are unique for each of the Standards and Requirements on this tab. Ensure the correct Standard/Requirement has been selected.

Align For Entities ▼

NCR5555 Test Company in WECC Editor 1 ↻

Periodic Data Submittals ▼
Active PDS Requests
PDS Submittals
Completed PDS Requests
Create PDS
PDS RFEs

SELECT REGISTRATION AND REQUIREMENT

REGISTRATION	FUNCTIONS	STD AND REQ	
NCR55555 - Test Entity Name Change in WECC	BA	EOP-008 R8	<span style="background-color: yellow; border: 2px solid blue; padding: 2px;">A</span> +
NCR55555 - Test Entity Name Change in WECC	GO	PRC-002-2 R12	+
NCR55555 - Test Entity Name Change in WECC	GO	TPL-007-4	+

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INSTRUCTIONS

The ERO Enterprise Periodic Data Submittals Schedule is published each year. Each Region issues annual and quarterly Periodic Data Submittal requests for the standards that require it. A number of standards have additional data submittals to the CEA specified in their requirements, typically based on the date of occurrence of specific events. On this page, you can find the necessary information to create and submit a Data Submittal for many of these other standards.

To create a Data Submittal, select the entity and associated standard and requirement for which you are reporting, and click the "plus" sign. Fill out the form that appears and save it. It will then display in the drafts below. When you are ready to submit to your region, you can do by selecting that action at the bottom of the form.

NOTE: the panel to the left ONLY lists standards and requirements which are applicable to you, and only those which are associated with event-driven Data Submittals. If the panel is empty, then you may not have an obligation to submit data in this manner (the Annual and Quarterly PDSs will be issued separately by the Region and shown on your other tabs).

MY SELF-CREATED PERIODIC DATA SUBMITTAL DRAFTS

REGISTRATION	UNIQUE ID	TYPE	SHORT NAME	CREATED BY	MODIFIED BY	MODIFIED ON
<input type="checkbox"/> NCR55555 - Test Entity Name Change in WECC	PDS2021-001353	PRC-002-2 R12	Test - PRC-002-2 R12 - 11/08/2021	NCR55555 Editor 1	NCR55555 Test Company in WEC...	08/24/2023
<input type="checkbox"/> NCR55555 - Test Entity Name Change in WECC	PDS2021-001348	PRC-023-4 R6	Test 10/15/2020	NCR55555 Editor 1	NCR55555 Test Company in WEC...	08/24/2023
<input type="checkbox"/> NCR55555 - Test Entity Name Change in WECC	PDS2021-000752	TPL-007-4	3 Scenario - 7/21 PDS Demo	NCR55555 Editor 1	WECC Editor 1	08/24/2023

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# Email Notifications in Align



*The list below contains all instances when Align will generate an email to the CEA under the scope of Periodic Data Submittals.*

 PDS Extension Request

# Appendix: Revision History



Revision Date	Brief Description of Updates
2021	Initial release of guide (Align Release 2)
December 2024	Retitled user guide to reflect Align module rather than Release 2 Corrected typos Updated steps and screenshots to match recent updates in PDS module

