

NERC

NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

Entity Registration: CFRs

End User Guide: Registered Entities

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RELIABILITY | ACCOUNTABILITY



3353 Peachtree Road NE
Suite 600, North Tower
Atlanta, GA 30326
404-446-2560 | www.nerc.com

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1 Overview

1.1 Entity Registration Overview

The North American Electric Reliability Corporation (NERC) is a not-for-profit international regulatory authority whose mission is to ensure the reliability of the bulk power system (BPS) in North America. NERC develops and enforces Reliability Standards; annually assesses seasonal and long-term reliability; monitors the BPS through system awareness; and educates, trains, and certifies industry personnel.

The objective of the Entity Registration Application is to take the core registration functions currently distributed across multiple systems and move those functions to a single, consolidated registration system. Doing so will allow for an expansion of current functionality, more control over the future of the application, and ultimate reduction in costs through the long-term transfer of the remaining functions provided by those three systems into a single, purpose-built system.

Phase one of the Entity Registration Application will deal with the implementation of Coordinated Functional Registrations (CFRs). This new application will address the registration, tracking, and management of CFRs, as well as facilitate deeper communication between NERC, regional entities, and registered entities alike.

1.2 CFR Overview

A Coordinated Functional Registration (CFR) is an arrangement between multiple entities to clearly identify compliance responsibilities. The CFR submission must include a written agreement that governs itself and clearly specifies the entities’ respective compliance responsibilities for requirements or requirement parts for selected Reliability Standards, all pertaining to a specific function. This tool allows for seamless maintenance when a CFR is created and modified, and is designed for easy use and flexibility over prior practices.

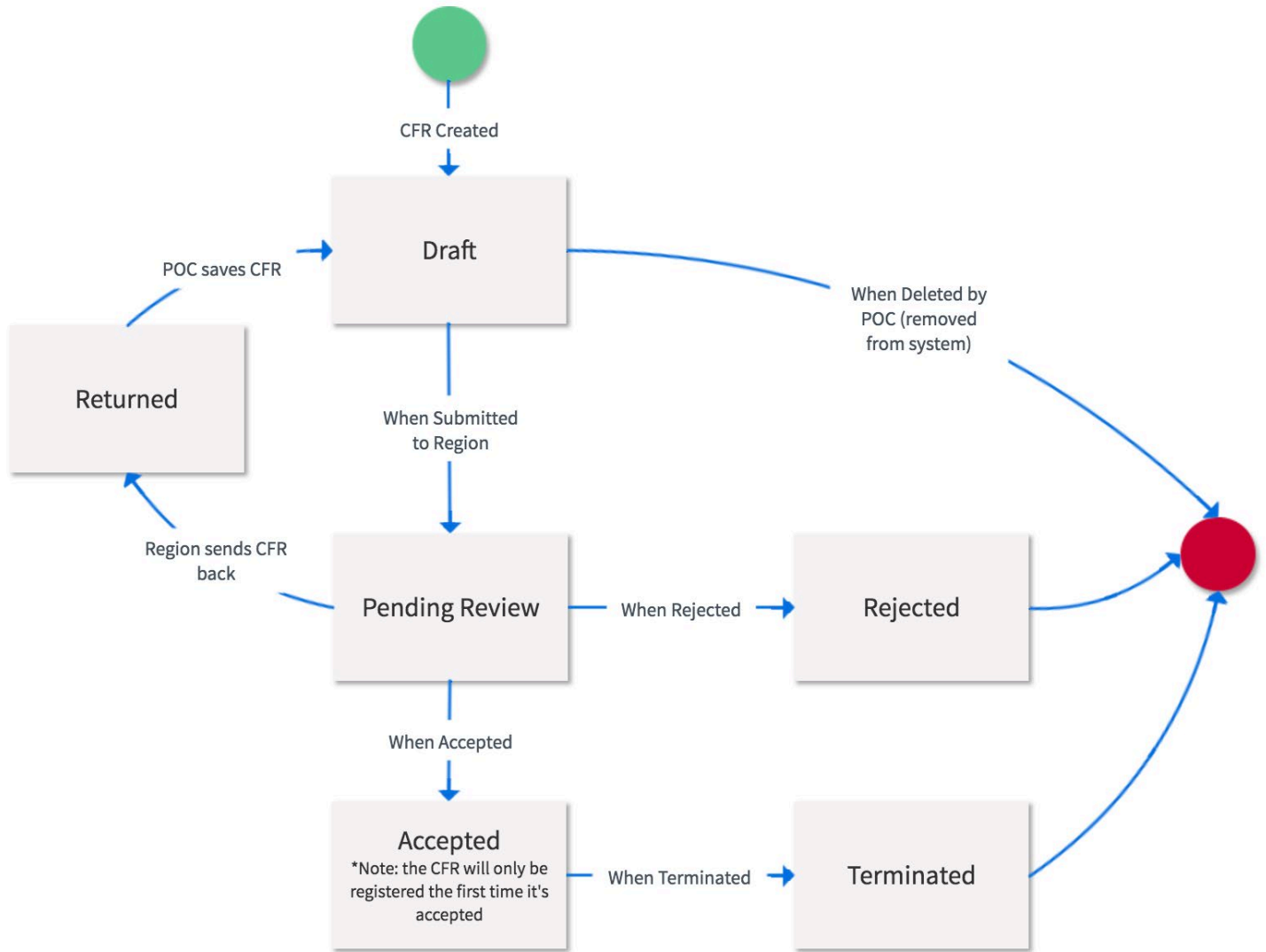
Please note that NERC or the Regional Entity may request clarification of any CFR submitted to them in reference to compliance responsibilities and may request such additional information as NERC or the Regional Entity deems appropriate.

This application also encompasses the concept of a continuous CFR with revisions that regions can accept.

1.2.1 CFR States

- Overall, a CFR can either be *Registered*, *Not-Registered* or *Terminated*. (The default state is *Not-Registered*)
- Responsibility Sets can be in 5 different states: *Draft*, *Pending*, *Returned*, *Accepted*, *Rejected*. (The default state is *Draft*)

1.2.2 CFR Status Flow Diagram



1.2.3 CFR Actors

- Registered Entities can have two roles:
 - Lead registered entity, a.k.a. the CFR Point of Contact
 - Participant registered entity
- Regional Entities
- NERC

1.3 How It Fits into the Current Business Process

This tool will take the place of the manual spreadsheet-based process currently being used by NERC and the Regions.

2 Getting Started

2.1 Contact Region(s)

The first step to becoming a CFR is to contact your applicable RE(s) regarding the Registry Criteria and the Registration process pertaining to your entity or upcoming project(s)

Region Name | Registration Website | Email Address

Midwest Reliability Organization (MRO) | [Website](#) | [Contact by Email](#)

Northeast Power Coordinating Council (NPCC) | [Website](#) | [Contact by Email](#)

Reliability First (RF) | [Website](#) | [Contact by Email](#)

SERC Reliability Corporation (SERC) | [Website](#) | [Contact by Email](#)

Texas Reliability Entity, Inc. (Texas RE) | [Website](#) | [Contact by Email](#)

Western Electricity Coordinating Council (WECC) | [Website](#) | [Contact by Email](#)

Informative CFR registration information can be found on NERC's Organization Registration and Organization Certification webpage.

2.2 Setup and Configuration

This application supports all modern browsers; the latest versions of Chrome, Internet Explorer 11 or later, and Firefox.

2.3 Prerequisites for Using the System

A web browser and an internet connection is needed to run the Entity Registration application. Also make sure you have Excel or similar application for opening spreadsheets installed on your computer.

2.4 Register for a New Account

If you do not have an account in the NERC ERO Portal yet, you must first register for a new account at <https://eroportal.nerc.net>

1. Click on the **REGISTER** button in the upper right hand corner

Welcome to the ERO Portal

The ERO Portal allows new users to register for an account and perform the following functions upon completion:



SELF SERVICE ACCOUNT

Change Password, Update Security Questions



VIEW MAILING LISTS & RESOURCES

Access to Datastores and Applications



REQUEST ACCESS

Get Access to Resources & Mailing Lists

2. Fill out the form below. Please use your email and contact information that is associated with the Registered Entity you represent.

Register for a new local account

* First Name

* Last Name

* Email

* Username

* Password

* Confirm Password



* Captcha

Register

3. Once you are done click **REGISTER** and return to **HOME SCREEN** in order to sign in

2.5 Login to Your Account

1. Click the button to **SIGN IN** in the upper right hand corner

Welcome to the ERO Portal

The ERO Portal allows new users to register for an account and perform the following functions upon completion:



SELF SERVICE ACCOUNT

Change Password, Update Security Questions



VIEW MAILING LISTS & RESOURCES

Access to Datastores and Applications



REQUEST ACCESS

Get Access to Resources & Mailing Lists

Sign In Register

Sign in with a local account

Username

Password

Remember me?

Sign in Forgot Your Password? Forgot Your Username?

2. Input your account information. Click **SIGN IN**. Now you can see your name and the entity you are associated with in the upper right hand corner

NERC
NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

Jon Snow NCR00024 - Florida Power & Light Co.

Home My Profile My Resources My Groups NERC Membership Help Desk Contact Us

3. Click on the **MY RESOURCES** tab and select **REQUEST ACCESS** in order to place a request for the Entity Registration CFR Application. Search for "Entity Registration CFR" and place a request. Once a NERC administrator approves your request please continue to next step

Request Access

The page allows you to request access to resources such as datastores and applications. Below you will find a list of resources that are available..

New Resource Access Request

Resource *

Next

- Under the **MY RESOURCES** tab click on **ENTITY REGISTRATION - CFR**. From here on you will be in the Entity Registration CFR part of the application

The screenshot shows the NERC portal header with the 'My Resources' dropdown menu open. The menu items are: My Resources, MIDAS Portal, Entity Registration - CFR (highlighted), Request Access, and My Requests. The main content area shows the title 'Welcome to the ERO Portal' and the start of a paragraph: 'The...ers to register for an account and perform the following functions upon completion:'.

3 Registered Entity Tutorials

3.1 Actions Available on a CFR

There are different actions that can be taken on a CFR depending upon its status and state and whether or not the logged in user is the CFR POC (Point of Contact).

Any user that is associated with a Registered Entity that is only a participant in a CFR will have VIEW ONLY access. Otherwise, if the logged in user is the CFR POC the following options will be available:

User Role	State	Status	Available Actions
POC	Not Registered	Draft	Edit Draft, Delete Draft, Transfer POC

POC	Not Registered	Pending	No actions available, view only since Region is reviewing it
POC	Not Registered	Returned	Edit Draft, Delete Draft, Transfer POC
POC	Registered	Accepted	Update CFR, Terminate CFR, Transfer POC, Update Entity Contacts
POC	Not Registered, Registered	Rejected	No actions available, view only
POC	Registered	Terminated	No actions available, view only
Participant	Not Registered, Registered	Draft	No actions available, view only
Participant	Not Registered, Registered	Pending	No actions available, view only
Participant	Not Registered, Registered	Returned	No actions available, view only
Participant	Not Registered, Registered	Accepted	No actions available, view only
Participant	Not Registered, Registered	Rejected	No actions available, view only
Participant	Not Registered, Registered	Terminated	No actions available, view only

3.2 Footer Buttons

Throughout the CFR process there will be multiple buttons located at the bottom of screen. Below is an explanation of how you can interact with each one

3.2.1 Next

The Next button will always **automatically save** your progress while creating or updating a CFR. Click it to continue to the next step in the process

3.2.2 Previous

The Previous button will not save any selections you have made on the screen, so make sure you hit that Save Draft button if you need your selections saved. Click it to continue to the previous step in the process

3.2.3 Cancel

The Cancel button will not save any selections on the screen and will return you to the CFR Landing Page

3.2.4 Save Draft

The Save Draft will save any selections you have made on the screen so you can return to your work at a later time

3.2.5 View Matrix

The View Matrix button will open a new tab with the current CFR Matrix for all the information you have selected

3.3 Create a New CFR

There are **7 steps** in creating a CFR. Please follow the instructions below.

In order to create a new CFR between you and other Registered Entities, you can click the **CREATE A CFR** button the top right hand side

The screenshot shows the NERC user interface. At the top left is the NERC logo. On the top right, there is a user profile dropdown for 'Jon Snow' and a home dropdown for 'NCR00024 - Florida Power & Light Co.'. Below this is a navigation bar with links: My Profile, My Resources (dropdown), My Groups, NERC Membership, Help Desk, and Contact Us. A breadcrumb trail reads 'Home / My Resources / Entity Registration'. The main content area features a table titled 'All CFRs' with a 'CREATE NEW CFR' button in the top right corner. The table has columns for CFR (with an upward arrow), State, Status, Effective Date, Inactive Date, POC, Region Admin, Function, and Modified On (with an upward arrow).

3.3.1 Step One: Basic Information

Step One in the process is to assign the CFR a **FUNCTION** and an **EFFECTIVE DATE**. Please note the function you select will affect the standards and requirements available. The Effective Date on the CFR can be any date in the past, present or future.

Create CFR: Basic Information

A Coordinated Functional Registration (CFR) is an arrangement between multiple entities to clearly identify compliance responsibilities. The CFR submission must include a written agreement that governs itself and clearly specifies the entities' respective compliance responsibilities for requirements or requirement parts for selected Reliability Standards, all pertaining to a specific function. This tool allows for seamless maintenance when a CFR is created and modified, and is designed for easy use and flexibility over prior practices.

Please note that NERC or the Regional Entity may request clarification of any CFR submitted to them in reference to compliance responsibilities and may request such additional information as NERC or the Regional Entity deems appropriate.

Please begin by selecting the registered function and effective date for your entity's CFR. If you have any questions when creating or modifying a CFR, please contact your Regional Entity(ies), and they will be able to assist you.

Function *

Effective Date *

NEXT

CANCEL

3.3.2 Step Two: Basic Information

In Step #2 you will notice the Lead Entity of the CFR is already set to the Registered Entity you are associated with.

Click the **ADD ENTITY** button to begin by selecting all entities that will be participating in your CFR. Next select the **PROPOSED REGIONAL CFR ADMINISTRATOR**; this field will give the selected region access to Accept, Reject or Send Back your CFR.

Note: Don't worry if you select the wrong region, the region can re-assign this field to the correct one

Create CFR: Basic Information

Lead Entity

Florida Power & Light Co.

Participant Entities

ADD ENTITY

Entity Name ↑

NERC Number

There are no records to display.

Proposed Regional CFR Administrator *

VIEW MATRIX

PREVIOUS

NEXT

CANCEL

3.3.3 Step Three: Entity Contacts

On Step #3 you can designate primary contacts for the entities participating in the CFR.

If you do not see the contact you are looking for, please reach out to your region to make sure they are added to the system. You can always come back to this step to select them at a later point in time

Create CFR: Entity Contacts

Entity Name	CFR Contact
California Ethanol & Power LLC	Daenerys Targaryen (daenerys.targaryen@paulbrennaman.com)
Colorado Power Partners	Daenerys Targaryen (daenerys.targaryen@paulbrennaman.com)
Georgia Power Company	Ned Stark (ned.stark@paulbrennaman.com)
New York Transco LLC	Choose One

[VIEW MATRIX](#)
[PREVIOUS](#)
[NEXT](#)
[SAVE DRAFT](#)
[CANCEL](#)

3.3.4 Step Four: Choose Applicable Requirements

In Step #4 you can select the requirements that apply to your CFR. Note these standards and requirements have been filtered out to only those that are relevant to the function you selected in the first step and they do not include inactive or expired requirements.

The page is laid out in a tree structure in a Standard Family, Standard, Requirement, and Sub-Requirements hierarchy.

There also is a ‘Select All’ functionality at the Standard Family and Standard level to help you be more efficient in your selections.

Note: You must choose at least 1 requirement to continue on to the next step

Create CFR: Choose Applicable Requirements

Filter 0 Requirements Selected

BAL STANDARDS <input type="checkbox"/> SELECT ALL	
STANDARD BAL-001-2 <input type="checkbox"/> SELECT ALL	EFFECTIVE 06/21/2015
STANDARD BAL-001-TRE-1 <input type="checkbox"/> SELECT ALL	EFFECTIVE 01/15/2014
STANDARD BAL-002-1 <input type="checkbox"/> SELECT ALL	EFFECTIVE 01/09/2011
STANDARD BAL-002-2 <input type="checkbox"/> SELECT ALL	EFFECTIVE 04/02/2017
STANDARD BAL-002-WECC-2a <input type="checkbox"/> SELECT ALL	EFFECTIVE 01/23/2017
STANDARD BAL-003-1.1 <input type="checkbox"/> SELECT ALL	EFFECTIVE 11/12/2015
STANDARD BAL-004-0 <input type="checkbox"/> SELECT ALL	EFFECTIVE 06/17/2007
STANDARD BAL-004-WECC-02 <input type="checkbox"/> SELECT ALL	EFFECTIVE 10/15/2013
STANDARD BAL-005-0.2b <input type="checkbox"/> SELECT ALL	EFFECTIVE 09/12/2012
STANDARD BAL-006-2 <input type="checkbox"/> SELECT ALL	EFFECTIVE 01/05/2011
CIP STANDARDS <input type="checkbox"/> SELECT ALL	

COM STANDARDS	<input type="checkbox"/> SELECT ALL
EOP STANDARDS	<input type="checkbox"/> SELECT ALL
INT STANDARDS	<input type="checkbox"/> SELECT ALL
IRO STANDARDS	<input type="checkbox"/> SELECT ALL
MOD STANDARDS	<input type="checkbox"/> SELECT ALL
NUC STANDARDS	<input type="checkbox"/> SELECT ALL
PER STANDARDS	<input type="checkbox"/> SELECT ALL
PRC STANDARDS	<input type="checkbox"/> SELECT ALL
TOP STANDARDS	<input type="checkbox"/> SELECT ALL

[VIEW MATRIX](#)
[PREVIOUS](#)
[NEXT](#)
[SAVE DRAFT](#)
[CANCEL](#)

3.3.5 Step Five: Set Responsibilities

After choosing all applicable requirements, continue onto Step #5. This step allows you to set responsibilities for each entity on the requirement level.

On the left hand side, you can select from the standards you selected on the previous page. Upon selecting a standard, the requirements for that specific standard will show to the right of it.

You can hover over the info icon of the Standard to see it's description text

STANDARD BAL-005-0.2b ⓘ Automatic Generation Control

FLORIDA POWER & LIGHT GEORGIA POWER COMF

You can also click the info icon next the requirement to see modal with the description and any sub-requirements related to the requirement

REQUIREMENT R12. ✕

Description

Each Balancing Authority shall include all Tie Line flows with Adjacent Balancing Authority Areas in the ACE calculation.

Sub-Requirements

- R12.1.:Balancing Authorities that share a tie shall ensure Tie Line MW metering is telemetered to both control centers, and emanates from a common, agreed-upon source using common primary metering equipment. Balancing Authorities shall ensure that megawatt-hour data is telemetered or reported at the end of each hour.
- R12.2.:Balancing Authorities shall ensure the power flow and ACE signals that are utilized for calculating Balancing Authority performance or that are transmitted for Regulation Service are not filtered prior to transmission, except for the Anti-aliasing Filters of Tie Lines.
- R12.3.:Balancing Authorities shall install common metering equipment where Dynamic Schedules or Pseudo-Ties are implemented between two or more Balancing Authorities to deliver the output of Jointly Owned Units or to serve remote load.

CLOSE

The table is shown in a matrix format. The column headers are all the entities in the CFR and the first row indicates the requirement for that standard. The Lead Entity is always the first entity in the table. You may select 1 of 5 possible values for the responsibility.

**FLORIDA POWER & LIGHT
CO. - NCR0024**

A dropdown menu with a scrollable list of options. The first option is 'Choose One' with a checkmark. Below it are 'Partial', 'Full', 'Normal', 'NA', and 'None'. The menu is currently open, showing the list.

PARTIAL: This indicates that there is a division of compliance responsibilities for a requirement between two or more entities (Lead and Signatory(ies)). In general, this requires that additional details or language must be provided to explain the actual delineation of responsibility between the Lead and Signatory Entities. Notes MUST be provided to specify what this partial responsibility is

FULL: This indicates that the identified entity is taking full responsibility for the requirement for all signatory entities that are party to the CFR agreement. All other entities should have the responsibility of NONE

NORMAL: This indicates the identified entity (the lead or any of the signatories) has not transferred any responsibility for the requirement;

they remain completely responsible for the requirement in its entirety, bounded by the scope of their existing functional registration.

N/A: This indicates that the requirement, while accounted for in the CFR agreement, does not explicitly apply to the identified entity.

NONE: This indicates that the identified entity has NO responsibility for the requirement under this CFR Agreement. Another entity must take on the FULL responsibility then

Data Entry Accelerator: ROLL DOWN

The top row of the table has the option to “Roll Down” your choices. This will auto-select that value for all dropdowns in that column

- For a given requirement, if PARTIAL is selected for the first entity (column), then all entities in that row will populate to PARTIAL
- For a given requirement, if FULL is selected for any entity in the row, then all other entities will populate to NONE

After choosing an option for each dropdown under a standard a green check will appear in the left side panel for that standard to indicate it is complete

Create CFR: Set Responsibilities

STANDARD BAL-005-0.2b ⓘ		ADD NOTES			
	CO. - NCR00024	- NCR01247	PARTNERS - NCR10195	POWER LLC - NCR10215	N
STANDARD BAL-005-0.2b EFFECTIVE 09/12/2012 ✔	ROLL DOWN	Full	Choose One	Choose One	Choose One
STANDARD BAL-006-2 EFFECTIVE 01/05/2011	R10. ⓘ	Full	None	None	None
STANDARD BAL-004-0 EFFECTIVE 06/17/2007	R11. ⓘ	Full	None	None	None
STANDARD BAL-002-2 EFFECTIVE 04/02/2017	R12. ⓘ	Full	None	None	None

Click on the **ADD NOTES** button to enter further explanation for all requirements under the selected standard. You can also use the **COPY DOWN** feature to copy text from the first text box to all text boxes below it

NOTES FOR STANDARD BAL-005-0.2b COPY DOWN ✕

R10.

this is a note

R11.

this is a note

CLOSE

3.3.6 Step Six: Upload Documents

After setting responsibilities, you can upload documents in Step #6. NERC recommends you upload the written CFR agreement and any signatures or files pertinent to the CFR.

There is a maximum file size of 200 MB. If you upload a file by mistake you can always click the arrow in table row to delete it

Note: All uploaded documents will be at a global level throughout all revisions for that CFR

[Home](#) / [My Resources](#) / [Entity Registration](#) / [Create CFR](#)

Create CFR: Upload Documents

Choose Files to Upload (Max file size of 200MB)

ADD FILES

NEW FOLDER

Name ↑	Modified	
10Mfile (10240 KB)	9/17/2017 8:48 PM	▼

VIEW MATRIX

PREVIOUS

NEXT

SAVE DRAFT

CANCEL

3.3.7 Step Seven: CFR Submission

The last step in Creating a CFR, Step #7; the CFR Submission page.

You must enter a comment in the text box before submitting a CFR for review. This comment will be seen by the region reviewing your CFR

[Home](#) / [My Resources](#) / [Entity Registration](#) / [Create CFR](#)

Create CFR: Submit CFR

CFR Submission

Add any comments you would like to send to the Proposed Regional CFR Administrator when submitting this CFR

Comments *

VIEW MATRIX

PREVIOUS

SUBMIT

SAVE DRAFT

CANCEL

3.4 Viewing a CFR

In order to view a CFR, navigate to the CFR Landing Page. Click on the label in the CFR column that is highlighted and underlined in blue

All CFRs ▾ CREATE NEW CFR

CFR ↑	State	Status	Effective Date	Inactive Date	POC	Region Admin	Function	Modified On ↑
N/A	Not Registered	Pending	9/5/2017		Jon Snow	WECC	BA	9/17/2017 8:57 PM
N/A	Not Registered	Draft	9/28/2017		Jon Snow	NPCC	PCPA	9/15/2017 2:19 PM ▾
N/A	Not Registered	Draft	9/5/2017		Jon Snow	NPCC	DPUF	9/15/2017 2:06 PM ▾
CFR900006	Registered	Accepted	9/16/2017	9/21/2017	Jon Snow	FRCC	BA	9/15/2017 1:51 PM ▾

The CFR Details page is accessible for all Registered Entities participating in a CFR and for the CFR POC (Point of Contact)

CFR Details

CFR

CFR900006

State

Registered

Status

Accepted

Function

Balancing Authority

Lead Entity

Florida Power & Light Co.

Entity Name ↑	NERC Number
4C Acquisition LLC	NCR11664
625K 8ME LLC	NCR11634
Acadia Power Partners, LLC	NCR10124
Colorado Power Partners	NCR10195

Region Admin

FRCC

CFR Effective Date

9/16/2017

CFR Inactive Date

9/21/2017

Files Uploaded

Name ↑	Modified
10Mfile (10240 KB)	9/15/2017 1:44 PM

Comments

Created On ↑	From	Comment
9/15/2017 1:44 PM	Jon Snow	all doneeeee

- [VIEW CFR MATRIX](#)
[DOWNLOAD CFR MATRIX](#)
[VIEW ENTITY CONTACTS](#)
[GO BACK](#)

On this page you can also View the CFR Matrix, Download the CFR Matrix to Excel, View the Registered Entity Contact Information, or return to the CFR Landing Page

3.5 View the In-Browser CFR Matrix

Click on the VIEW CFR MATRIX either from the CFR Details page or while creating or updating a CFR

Home / My Resources / Entity Registration / CFR Matrix

CFR Matrix

CFR	CFR900003	Function	Distribution Provider	Regional CFR Administrator	NPCC	CFR Effective Date	09/21/2017				
								FLORIDA POWER & LIGHT CO.	4C ACQUISITION LLC	ACADIA POWER PARTNERS, LLC	ACE COGENERATION COMPANY
STANDARD	EFFECTIVE DATE	INACTIVE DATE	REQUIREMENT	NCR00024	NCR11664	NCR10124	NCR05001				
CIP-002-5.1a	12/26/2016		R1.	Full	None	None	None				
CIP-002-5.1a	12/26/2016		R2.	Full	None	None	None				
CIP-003-6	03/30/2016		R1.	Partial	Partial	Partial	Partial				
CIP-003-6	03/30/2016		R2.	Partial	Partial	Partial	Partial				
CIP-003-6	03/30/2016		R3.	Partial	Partial	Partial	Partial				
CIP-003-6	03/30/2016		R4.	Partial	Partial	Partial	Partial				

3.6 Update a CFR

If a CFR that has already been Registered needs to be updated, select the UPDATE CFR option in the dropdown for the given CFR

CFR900006	Registered	Accepted	9/16/2017	9/21/2017	Jon Snow	FRCC	BA	9/15/2017 1:51 PM	▼
CFR900085	Registered	Pending	9/22/2017		Jon Snow	FRCC	BA		Transfer POC Update Entity Contacts Terminate CFR Update CFR
CFR900743	Registered	Accepted	9/13/2017	9/15/2017	Jon Snow	FRCC	BA		
N/A	Not Registered	Pending	9/16/2017		Jon Snow	NPCC	PCPA		PM

Updating a CFR is a very similar process to Creating a CFR. While updating a CFR each step will pre-populate selections from the previous CFR version

3.6.1 Step One: Basic Information

You cannot change the **FUNCTION** of a CFR revision. If you feel the function needs to be changed, you must create a new CFR.

The **EFFECTIVE DATE** of the CFR can be any date after the previous version's effective date.

[Home](#) / [My Resources](#) / [Entity Registration](#) / CFR

Update CFR: Basic Information

A Coordinated Functional Registration (CFR) is an arrangement between multiple entities to clearly identify compliance responsibilities. The CFR submission must include a written agreement that governs itself and clearly specifies the entities' respective compliance responsibilities for requirements or requirement parts for selected Reliability Standards, all pertaining to a specific function. This tool allows for seamless maintenance when a CFR is created and modified, and is designed for easy use and flexibility over prior practices.


Please note that NERC or the Regional Entity may request clarification of any CFR submitted to them in reference to compliance responsibilities and may request such additional information as NERC or the Regional Entity deems appropriate.

Please begin by selecting the registered function and effective date for your entity's CFR. If you have any questions when creating or modifying a CFR, please contact your Regional Entity(ies), and they will be able to assist you.

Function *

Balancing Authority

Effective Date *

9/17/2017 

[VIEW MATRIX](#)

[NEXT](#)

[CANCEL](#)

3.6.2 Step Two: Basic Information

The Lead Entity of the CFR is still set to the Registered Entity you are associated with; all previous CFR Entity Participants have been preloaded as well as the previously selected Regional CFR Administrator.

Click the **ADD ENTITY** button to add any entities that will be participating in your CFR or you may delete entities by clicking the arrow next to the entity.

You may also select a new **PROPOSED REGIONAL CFR ADMINISTRATOR**; this field will give the selected region access to Accept, Reject or Send Back your CFR.

Update CFR: Basic Information

Lead Entity

Florida Power & Light Co.

Participant Entities

ADD ENTITY

Entity Name ↑	NERC Number	
California Ethanol & Power LLC	NCR10215	▼
Colorado Power Partners	NCR10195	▼
Georgia Power Company	NCR01247	▼
New York Transco LLC	NCR11639	▼

Proposed Regional CFR Administrator

WECC ✕ 🔍

VIEW MATRIX

PREVIOUS

NEXT

CANCEL

3.6.3 Step Three: Entity Contacts

On Step #3 you can designate primary contacts for the entities participating in the CFR. Previous contacts will be preloaded into the dropdowns

If you do not see the contact you are looking for, please reach out to your region to make sure they are added to the system. You can always come back to this step to select them at a later point before submission

Update CFR: Entity Contacts

Entity Name	CFR Contact
California Ethanol & Power LLC	Daenerys Targaryen (daenerys.targaryen@paulbrennaman.com) ▼
Colorado Power Partners	Daenerys Targaryen (daenerys.targaryen@paulbrennaman.com) ▼
Georgia Power Company	Ned Stark (ned.stark@paulbrennaman.com) ▼
New York Transco LLC	Choose One ▼

VIEW MATRIX

PREVIOUS

NEXT

SAVE DRAFT

CANCEL

3.6.4 Step Four: Choose Applicable Requirements

In Step #4 you can select the requirements that apply to your CFR; all previously selected requirements will be pre-selected on this page. Note these standards and requirements have been filtered out to only those that are relevant to the function you selected in the first step and they do not include inactive or expired requirements.

The page is laid out in a tree structure in a Standard Family, Standard, Requirement, and Sub-Requirements hierarchy.

There also is a ‘Select All’ functionality at the Standard Family and Standard level to help you be more efficient in your selections.

Note: You must choose at least 1 requirement to continue on to the next step

Home / My Resources / Entity Registration / CFR

Update CFR: Choose Applicable Requirements

Filter 71 Requirements Selected

BAL STANDARDS <input checked="" type="checkbox"/> SELECT ALL	
STANDARD BAL-001-2 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 06/21/2015
STANDARD BAL-001-TRE-1 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 01/15/2014
STANDARD BAL-002-1 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 01/09/2011
STANDARD BAL-002-2 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 04/02/2017
STANDARD BAL-002-WECC-2a <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 01/23/2017
STANDARD BAL-003-1.1 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 11/12/2015
STANDARD BAL-004-0 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 06/17/2007
STANDARD BAL-004-WECC-02 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 10/15/2013
STANDARD BAL-005-0.2b <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 09/12/2012
STANDARD BAL-006-2 <input checked="" type="checkbox"/> SELECT ALL	EFFECTIVE 01/05/2011
CIP STANDARDS <input type="checkbox"/> SELECT ALL	

3.6.5 Step Five: Set Responsibilities

After choosing all applicable requirements, continue onto Step #5. Previous responsibilities will be pre-loaded into the form.

This step allows you to set responsibilities for each entity on the requirement level.

On the left hand side, you can select from the standards you selected on the previous page. Upon selecting a standard, the requirements for that specific standard will show to the right of it.

You can hover over the info icon of the Standard to see it’s description text

STANDARD BAL-005-0.2b Automatic Generation Control

FLORIDA POWER & LIGHT GEORGIA POWER COMF

You can also click the info icon next the requirement to see modal with the description and any sub-requirements related to the requirement

REQUIREMENT R12. ✕

Description

Each Balancing Authority shall include all Tie Line flows with Adjacent Balancing Authority Areas in the ACE calculation.

Sub-Requirements

- R12.1.:Balancing Authorities that share a tie shall ensure Tie Line MW metering is telemetered to both control centers, and emanates from a common, agreed-upon source using common primary metering equipment. Balancing Authorities shall ensure that megawatt-hour data is telemetered or reported at the end of each hour.
- R12.2.:Balancing Authorities shall ensure the power flow and ACE signals that are utilized for calculating Balancing Authority performance or that are transmitted for Regulation Service are not filtered prior to transmission, except for the Anti-aliasing Filters of Tie Lines.
- R12.3.:Balancing Authorities shall install common metering equipment where Dynamic Schedules or Pseudo-Ties are implemented between two or more Balancing Authorities to deliver the output of Jointly Owned Units or to serve remote load.

CLOSE

The table is shown in a matrix format. The column headers are all the entities in the CFR and the first row indicates the requirement for that standard. The Lead Entity is always the first entity in the table. You may select 1 of 5 possible values for the responsibility.

**FLORIDA POWER & LIGHT
CO. - NCR0024**

PARTIAL: This indicates that there is a division of compliance responsibilities for a requirement between two or more entities (Lead and Signatory(ies)). In general, this requires that additional details or language must be provided to explain the actual delineation of responsibility between the Lead and Signatory Entities. Notes MUST be provided to specify what this partial responsibility is

FULL: This indicates that the identified entity is taking full responsibility for the requirement for all signatory entities that are party to the CFR agreement. All other entities should have the responsibility of NONE

NORMAL: This indicates the identified entity (the lead or any of the signatories) has not transferred any responsibility for the requirement;

they remain completely responsible for the requirement in its entirety, bounded by the scope of their existing functional registration.

N/A: This indicates that the requirement, while accounted for in the CFR agreement, does not explicitly apply to the identified entity.

NONE: This indicates that the identified entity has NO responsibility for the requirement under this CFR Agreement. Another entity must take on the FULL responsibility then

Data Entry Accelerator: ROLL DOWN

The top row of the table has the option to “Roll Down” your choices. This will auto-select that value for all dropdowns in that column

- For a given requirement, if PARTIAL is selected for the first entity (column), then all entities in that row will populate to PARTIAL
- For a given requirement, if FULL is selected for any entity in the row, then all other entities will populate to NONE

After choosing an option for each dropdown under a standard a green check will appear in the left side panel for that standard to indicate it is complete

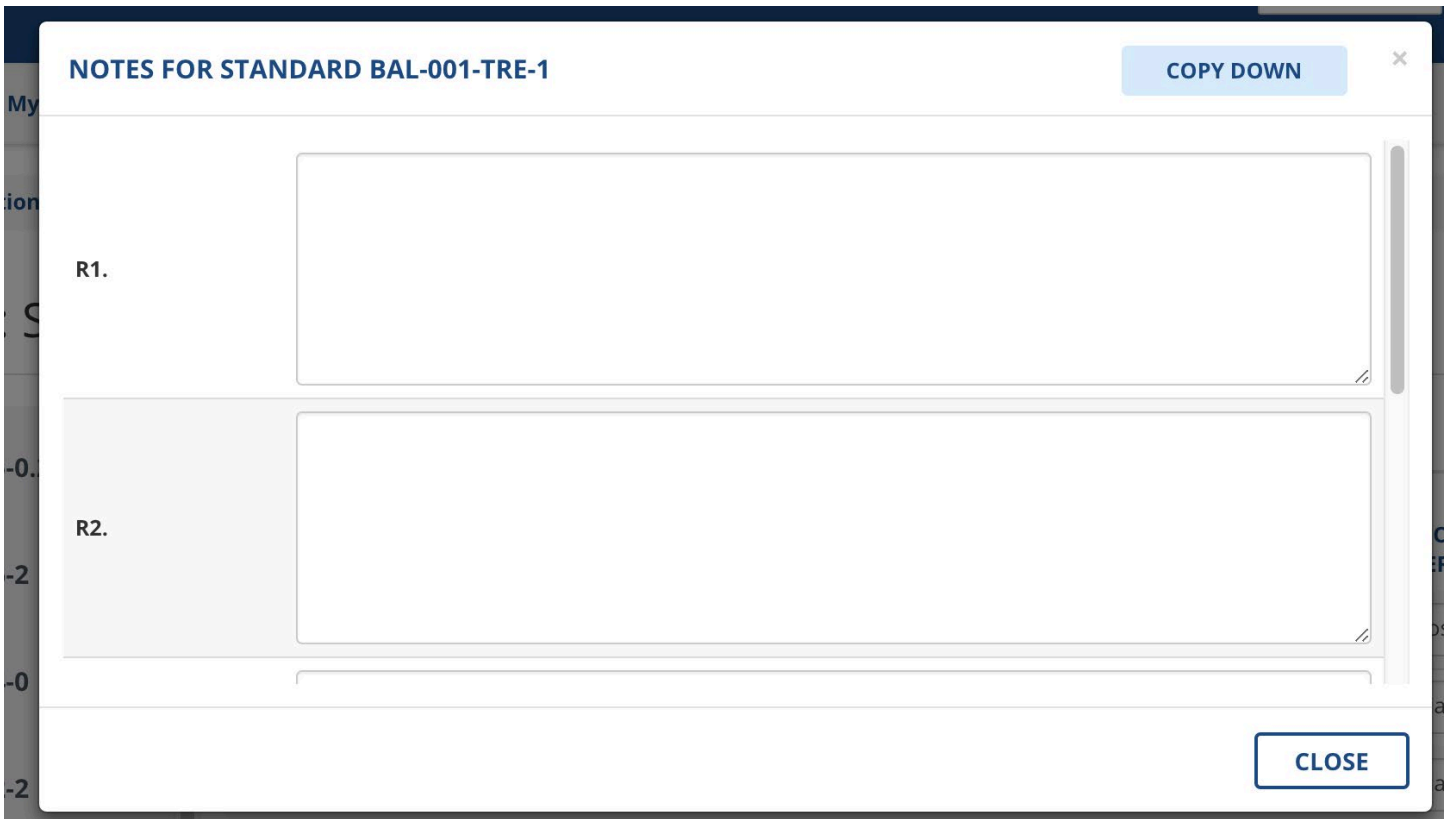
Home / My Resources / Entity Registration / CFR

Update CFR: Set Responsibilities

	FLORIDA POWER & LIGHT CO. - NCR00024	GEORGIA POWER COMPANY - NCR01247	COLORADO POWER PARTNERS - NCR10195	CALIFORNIA ETHANOL & POWER LLC - NCR10215	NEV NCF
STANDARD BAL-005-0.2b EFFECTIVE 09/12/2012 ✔					
STANDARD BAL-006-2 EFFECTIVE 01/05/2011 ✔					
STANDARD BAL-004-0 EFFECTIVE 06/17/2007					
STANDARD BAL-002-2 EFFECTIVE 04/02/2017 ✔					
STANDARD BAL-001-TRE-1 EFFECTIVE 01/15/2014 ✔					
STANDARD BAL-002-1 EFFECTIVE 01/09/2011					
	ROLL DOWN				
	Partial	Choose One	Choose One	Choose One	Ch
R1. ⓘ	Partial	Partial	Partial	Partial	Pa
R2. ⓘ	Partial	Partial	Partial	Partial	Pa
R3. ⓘ	Partial	Partial	Partial	Partial	Pa
R4. ⓘ	Partial	Partial	Partial	Partial	Pa
R5. ⓘ	Partial	Partial	Partial	Partial	Pa

Click on the **ADD NOTES** button to enter further explanation for all requirements under the selected standard. You can also use the **COPY DOWN** feature to copy text from the first text box to all text boxes below it

All previous notes will be auto-populated into the modal



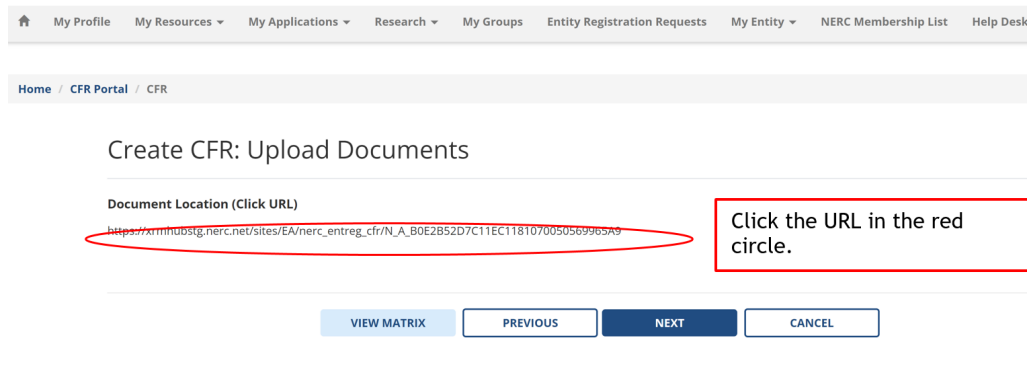
3.6.6 Step Six: Upload Documents

After setting responsibilities, you can upload documents in Step #6. NERC recommends you upload the written CFR agreement and any signatures or files pertinent to the CFR. NERC uses SharePoint for the file uploads and typical file operations are allowed. Some specifications are below.

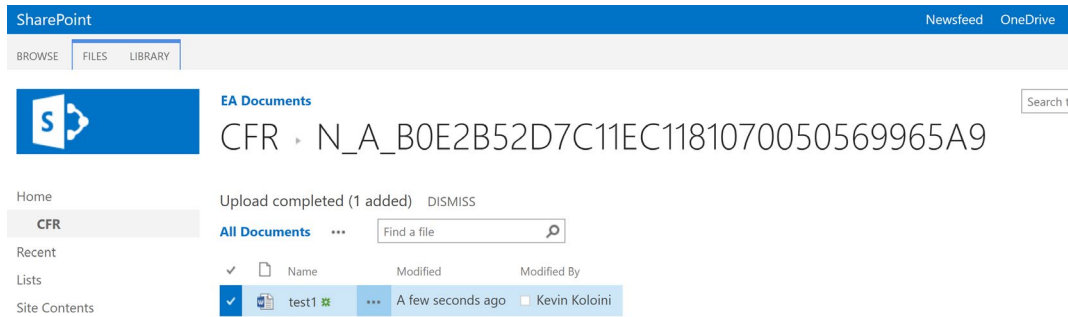
3.6.6.1 File Upload Specifications

- File name can be no longer than 256 characters.
- File name cannot have special characters or spaces.
- File size is limited to a maximum file size of 250 MB.
- File folder view for SharePoint is configured to show a maximum of 5,000 items
- If you upload a file by mistake you can always click the arrow in table row to delete it

Note: All uploaded documents will be at a global level throughout all revisions for that CFR; so you will see any previously uploaded documents from other versions of this CFR here



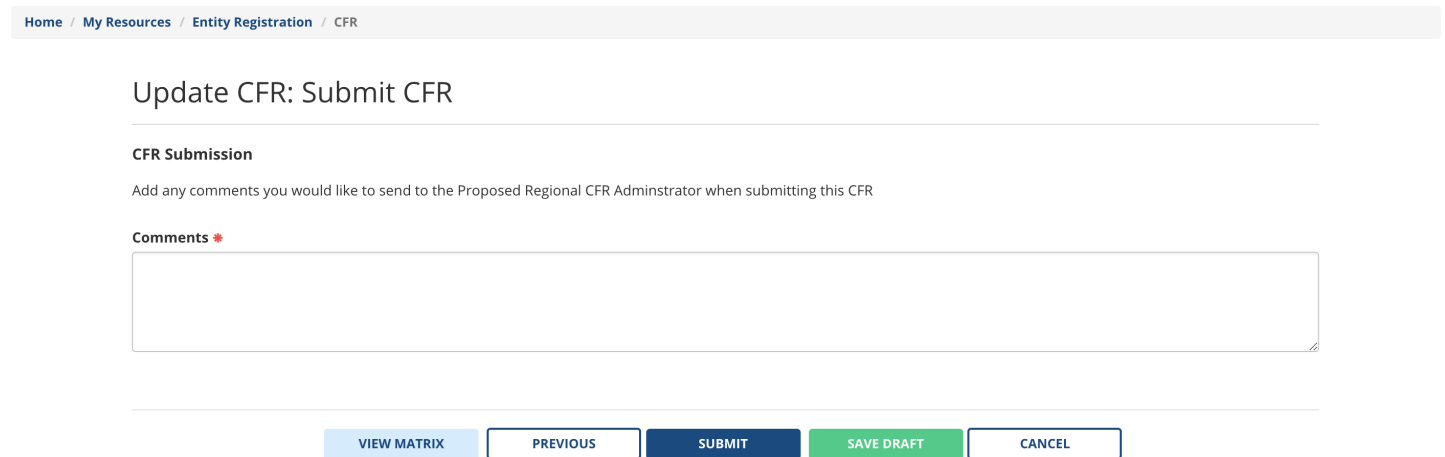
After clicking the URL, the SharePoint upload screen will appear.



3.6.7 Step Seven: CFR Submission

The last step in Creating a CFR, Step #7; the CFR Submission page.

You must enter a comment in the text box before submitting a CFR for review. This comment will be seen by the region reviewing your CFR



3.7 Notifications

Email notifications will be sent out during the process of creating, updating and reviewing a CFR.

CFR Submission (Create or Update)

An email notification will be sent to the Lead Registered Entity's POC, Entity Participant's primary contacts, all participating entity PCCs (including that of the lead entity), and all regional users of the impacted regions, that the CFR is available for review

Transferring the CFR POC on a CFR

An email will be sent out to the new CFR POC (Point of Contact) that they now have access

Update Entity Contacts on a CFR

An email will be sent out to the new Entity Contact that they are now the primary contact for this CFR

Regional CFR Administrator Provides Comments and Sends Back CFR

An email will be sent to the POC with the Regional CFR Administrator's comments and the Entity Participant's primary contacts

Regional CFR Administrator Accepts CFR

An email will be sent to the Lead Registered Entity's POC, Entity Participant's primary contacts, all participating entity PCCs (including that of the lead entity), all regional users of the impacted regions, and all NERC users

Regional CFR Administrator Rejects CFR

An email will be sent to the Lead Registered Entity's POC, Entity Participant's primary contacts, all participating entity PCCs (including that of the lead entity), all regional users of the impacted regions, and all NERC users

Regional CFR Administrator Transfers Region

An email will be sent to the new Regional CFR Administrator that they now have access. The email will also include the lead entity POC, participant POCs, all participating entity PCCs (including that of the lead entity), all regional users of the impacted regions, and all NERC users

NERC Sends Out a Request to Update Standards

An email will be sent out to each contact (POCs and PCCs) that has a CFR with the selected standards, and all regional users of the impacted regions

NERC Sends Out a Request to Update at the Function Level

An email will be sent out to each contact (POCs and PCCs) that has a CFR with the selected functions, and all regional users of the impacted regions

CFR POC or NERC Terminates a CFR

An email will be sent to the Lead Registered Entity's POC, Entity Participant's primary contacts, all participating entity PCCs (including that of the lead entity), all regional users of the impacted regions, and all NERC users

4 Frequently Asked Questions (FAQs)

4.1 What do the various responsibility values mean?

Please see page 13 for complete definitions.

4.2 How do I assign responsibility to requirement parts?

Use the "Add Notes" functionality to spell out responsibilities for requirement parts if necessary. (See page 14 to review the "Add Notes" instructions)

4.3 What happens when I put a CFR effective date retroactive to today?

All standards that were active as of that date will be available for selection. Note

4.4 What happens when I put a CFR effective date in the future?

All standards currently active and active past that future date will be available for selection

5 Support

5.1 How to Get Additional Help

If you have any questions, please contact your regional entity for support.

Region	Web Link
Midwest Reliability Organization (MRO)	https://www.mro.net
Northeast Power Coordinating Council (NPCC)	https://www.npcc.org
Reliability First (RF)	https://www.rfirst.org
SERC Reliability Corporation (SERC)	https://www.serc1.org
Texas Reliability Entity (Texas RE)	https://www.texasre.org
Western Electricity Coordinating Council (WECC)	https://www.wecc.org

5.2 NERC Contact Information

If you have any questions for NERC, please contact the Help Desk at NERC.Registration@nerc.net

6 Glossary

CFR

Coordinated Functional Registration. A CFR is a container that relates all the various data elements that describe responsibilities for given standards

CFR Participant

(AKA Signatory). The CFR participant represents a Registered Entity that is a party to the CFR Agreement and may be associated with multiple entities.

CFR POC

(AKA Lead). The CFR POC is the Point of Contact of the CFR who is responsible for submitting and maintaining the CFR Matrix and/or Agreement and may be associated with multiple entities.

Lead Entity

The registered entity associated with the CFR point of contact

Region

The regional entity is responsible for reviewing the CFR and ensuring its completeness pursuant to the Rules of Procedure.

Proposed Regional CFR Administrator

The initial region who will gain access to the CFR in order to perform operations on it, such as Accept or Reject the CFR

Entity Participants

The registered entities who also named in the CFR, but are not the Lead Entity

Function

The functions that perform various activities as defined in the Reliability Functional Model. These activities must be performed to ensure the Bulk Electric System operates reliably. Standards are written to describe the rules around those activities, and are assigned to entities registered to perform those functions.

Standard

A standard is a collection of requirements that have been approved as applicable to one or more functions within one or more jurisdictions. Standards have many different parts/sections, and not all are discussed here. There are fourteen standards families at NERC, each of which focuses on a certain area of BES activities, and each of which and contains one or more standards.

Requirement

Provides the specific details about a given requirement or sub requirement

Notes

Notes can be used to define the unique responsibilities that may be associated with a given responsibility under the CFR