Align User Guide

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Welcome to Align. Along with the Align <u>instructional videos</u>, this user guide will help you navigate through all of the features included in release 1. Click on a topic in the list below or in the ribbon above to begin.

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To gain access to Align, submit a Helpdesk ticket. When you log your help ticket:

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Select 'NERC Align Access' as the Service

2

3

Enter the type of access you need in the **Description** box: *Basic Access, Report Writer Access, Standards Writer Access*

Click the Submit button

NERC Helpdesk	Ticket Submission Sy	ystem
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ervice * ^{Select} ile Attachment (If you need to send mul Choose File No file chosen	tiple files, ple		
ur Personal Information			
ast Name *	First Name *	Email Address *	
ser ID	Phone * (Format: xxx-xxxx)	Company *	
scription			
escription * (1000 characters remaining))		
-			

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Once you have access to Align, navigate to the Align <u>login page</u> (this link is for the Training environment)

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Enter your User Name

Click the OK button

2 Enter your Align Password

3

Click the Align for NERC button



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Forgot Password/Username? Please contact the NERC Helpd

This is a North American Electric Reliability Corporation no reasonable expectation of privacy regarding commun time and for any lawful purpose, NERC may monitor, stored on this information system. At NERC's sole discr and its authorized representatives to protect the security or to comply with any applicable law, regulation, leg acknowledge that you understand and consent to the unauthorized access, use, or modification of this system administrative action.



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In addition to knowing the business process that Align supports, it's important to know the way data flows through Align. Roll over the icons to learn about each stage represented below.

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I Dashboard and Tasks

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The Align dashboard is your default view. Here you can see most of your actionable items, including dispositions, mitigations and items that need to be reported to FERC in the Items Awaiting My Review section (a) and a quick breakdown of how many items you have in review in the My Dashboard section (b).

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4								NEWS AND UPDATES		
	N							11/21/2019 End to End Testin Thank you in advance for your h	g is in Progress ard work and dilige (hover for details)	
Welcome to Aligr system by selectii and FERC Report information.	1 This is Releasing activities above the second	e 1 of the Align s e. In the Enforc In the Mitigation	system. This is your ement Processing Management section	Dashboard screen. Tasks that section, you can review Potentia on, you can review and approve	t are awaiting action and either assigne I Noncompliances, and Enforcement A Mitigation Plans. And in the Reportin	ed to you or unassign ctions, review Penalt g section, you will be	ed are shown below. Navigate the ies and Sanctions, and track Filings able to view and analyze data and			
TEMS AWAITIN	G MY REVIEW						b	MY DASHBOARD		
ГҮРЕ	UNIQUE ID	CEA	NCR	ENTITY	STANDARD AND REQ	DUE DATE	ASSIGNED TO			
Screening	2020-00281	MRO	NCR99999	Test Entity	CIP-002-5.1a R1.	03/27/2020		A CEA IS NEDO Daviau		
Screening	2020-00280	MRO	NCR99999	Test Entity	BAL-003-1.1 R2.	03/27/2020		SES IN NERC Review -		
Screening	2020-00279	MRO	NCR99999	Test Entity	CIP-003-7 R1.	03/27/2020				
Screening	2020-00272	MRO	NCR99999	Test Entity	CIP-003-7 R1.	03/13/2020				
Screening	2020-00271		NCR99999	Test Entity	CIP-002-5.1a R1.	03/26/2020		MPs in NERC Review -		
Confirmed Violation	2020-00271		NCR99999	Test Entity	CIP-002-5.1a R1.					
Screening	2020-00178		NCR99999	Test Entity	CIP-004-6 R1.	02/20/2020				
Screening	2020-00177	MRO	NCR99999	Test Entity	CIP-003-7 R2.	02/20/2020		FFTs in NERC Review-		
Screening	2020-00176	MRO	NCR99999	Test Entity	CIP-002-5.1a R1.	02/20/2020				
Notice of Alleged Violation and	2020-00176	MRO	NCR99999	Test Entity	CIP-002-5.1a R1.	02/20/2020				
Dismissal	2020-00176	MRO	NCR99999	Test Entity	CIP-002-5.1a R1.			CEs in NERC Review -		
Screening	2020-00175	MRO	NCR99999	Test Entity	CIP-002-5.1a R1.	02/20/2020				
Screeninn	2020-00165	MRO	NCR00000	Test Entity	RAI -005-1 R7	02/20/2020		•		10.0
I	1 of 1	• и о						0.0 1.0 2.0	3.0 4.0 5.0 6.0 7.0 8.0 9.0	10.0
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Align for NERC

Reviewing the Dashboard (Sorting/Filtering)

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You can sort or filter tables in Align by any column to locate the item you are looking for. To sort:

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Hover over a column title and click the dropdown arrow

Click the Sort Ascending or Sort 3 **Descending** option

To filter:

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Hover over a column title and click the dropdown arrow

Select the Filters option

Enter part or all of the item that 6 vou are looking for

> To remove the filter, click the checkbox next to the Filters option



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Another feature that you will see on all tables is the ability to export the table data. To export:

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8 Click the 📑 icon

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Hover over the scope of data that you want to export

Select the format of the data you want to export

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		ks							
1									NEWS AND UPDATES
Welcome system by and FERO information	to Align! This y selecting active C Reporting Ob on.	is Release 1 of the vities above. In the digations. In the M	e Align system e Enforcemen itigation Man;	n. This is your Dash It Processing sectio agement section, yo	board screen. Tasks that are awa n, you can review Potential Noncon u can review and approve Mitigation	iting action and either assigne npliances, and Enforcement Ac n Plans. And in the Reporting	d to you or unassigned are shor tions, review Penalties and Sar section, you will be able to view	wn below. Navigate the nctions, and track Filings w and analyze data and	
ITEMS A	WAITING MY	REVIEW			E→ R	lilestone Extension Request	2020-00715	8	MY DASHBOARD
Ξ	YPE	UNIQUE ID	CEA	NCR	CUIT	ent nage	2020-00715	SIGNED TO	
	litigation Plan	2020-00064	SERC	NCR01166	Alabama	ent page			SEs in NERC Review -
	itination Plan	2020-00083	NPCC	NCR00126	All fil	tered data 🕨	2020-00715	_	
ð	litigation Plan	2020-00286	MRO	NCR00961	9 All da	ata 🕨 🕨	Excel xlsx		
M	litigation Plan	2020-00541	NPCC	NCR00124	Ips. IV	nugauon	CSV		MPs in NERC Review -
M	litigation Plan	2020-00569	RF	NCR00780	Dominion	E Letter Respons		10	
М	litigation Plan	2020-00555	RF	NCR00780	Dominion	El Doopopoo for	HTML		
М	litigation Plan	2020-00570	RF	NCR00780	Dominion Energy Fairless, LLC	PRC-019-2 R1.	08/15/2020		FFTs in NERC Review -
М	litigation Plan	2020-00580	RF	NCR00778	Exelon Generation Company, LLC Nuclear	C - Exelon CIP-002-5.1a R1.	08/15/2020		
М	litigation Plan	2020-00601	SERC	NCR00022	Florida Municipal Power Agency	CIP-010-3 R1.	08/22/2020		
М	litigation Plan	2020-00582	RF	NCR00778	Exelon Generation Company, LLC Nuclear	C - Exelon VAR-002-4.1 R2.	09/17/2020		OF a la NEDO Basilaria
M	litigation Plan	2020-00689	TXRE	NCR04015	Brazos Electric Power Co Op, Inc	CIP-005-6 R2.	10/15/2020		CES IN NERC Review -

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Align Flow Dashboard Dispositions Pending	g Closure	ligations	Mitigation	s Extens	ion	Mitigatio	ng Miligarton II IS N	Aitigations Reportion	ng	Information
Approving/Failing	g a l	Disp) 0 S	itio	n					ALIGN
Navigate to the Enforcement Processing view to see all	C My Ali 2 My Ali Enforce Mitiga	Align gn cement Processing tion Management	~	1	Chi PN PNCS A	Enforcement Cs and Enforce	nt Processing V ment Actions 4 Dispositions Av MENT ACTIONS	vaiting Review 4- Disposition	s Pending Closure	수 Closed Enforcement Actions 다 Filings
PNCs, EAS, and dispositions	Welcol Entity	Reporting	Align s	ystem. This is your D	TYPE	OR LRE	UNIQUE ID	STATUS	NCR	ENTITY
in the ERO.	and FERC Rep	porting Obligations. In	the Mitigation I	ment Processing se Management section	PNC	MRO	2020-00279	Preliminary Screening	NCR99999	Test Entity of
	into matori.				PNC	MRO	2020-00277 2020-00276 (Consolidation)	Preliminary Screening	NCR99999	Test Entity
\sim	ITEMS AWAIT	TING MY REVIEW		_	EA	WECC	2020-00275, 2020-00276 2020-00274 (Consolidation)	CEA Processing	NCR00082	Plains End II, LLC 😹
1 Click the dropdown arrow	TYPE	UNIQUE ID	CEA	NCR	EA	MBO	2020-00273, 2020-00274	CEA Processing	NCR00082	Taet Entity @
	Settlement	2019-00453	RF	NCR00168	EA	MRO	2020-00272	CEA Processing	NCE00000	Tost Entity @
Select the Enforcement Processing	Confirmed Violation	2019-00595	WECC	NCR00086	PNC	NPCC	2020-00271	PNC Paview	NCR00126	North Attleborough Electric Department a
2 view	Dismissal	2019-00694	SERC	NCR01166	PNC	NPCC	2020-00270	PNC Review	NCR00126	North Attleborough Electric Department 🖓
	Dismissal	2019-00616	SERC	NCR01166	FA	NPCC	2020-00267 (Consolidation)	Settlement Pending Close	NCR00126	North Attleborough Electric Department 🖓
	Dismissal	2019-00739	WECC	NCR00086	FA	WECC	2020-00267, 2020-00268 2020-00265 (Consolidation)	CEA Processing	NCR00020	Roise-Kuna Irrination District
By default, you will land on	Dismissal	2019-00704	RF	NCR00168	FA	WECC	2020-00265, 2020-00265 2020-00263 (Consolidation)	CEA Processing	NCR00086	Boise-Kuna Irrigation District 📽
the PNCs and Enforcement	Dismissal	2019-00699	WECC	NCR00086	FA	WECC	2020-00263, 2020-00264	CEA Processing	NCR00086	Boise-Kuna Irrigation District
Actions tab (a) where you	Dismissal	2019-00703	WECC	NCR00082	FA	WECC	2020-00261	CEA Processing	NCR00086	Boise-Kuna Irrigation District
Actions tub (u), where you	Dismissal	2019-00696	WECC	NCR00082	FA	WECC	2020-00260	CEA Processing	NCR00086	Boise-Kuna Irrigation District
can view all PNCs and EAs in	Dismissal	2019-00688	NPCC	NCR00124	PNC	MRO	2020-00259	Preliminary Screening	NCR99999	Test Entity a
the ERO.	Dismissal	2019-00695	SERC	NCR01166	EA	WECC	2020-00258	CEA Processing	NCR00086	Boise-Kuna Irrigation District 🔐
	Dismissal	2019-00683	WECC	NCR00086	FA	WECC	2020-00257	CEA Processing	NCR00086	Boise-Kuna Irrigation District
		2010_00671	WECC	NCR00086	FA	WECC	2020-00256	CEA Processing	NCR00086	Boise-Kuna Irrigation District
	No.				14 4	Page 1	of 25 M 2	search foodoning		

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Dispositions awaiting your review will appear on the **Dispositions Awaiting Review** tab as well as on your **My Align** dashboard.

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Click on the **Dispositions** 3 Awaiting Review tab

Click on the Unique ID to open a disposition

Review the information on the disposition form



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Click on the **Enforcement** Action IDs to review the EAs under this disposition

								LITTE I			
命 Enforc	ement Processing 🗸										Ali
PNCs and E	nforcement Actions	- Dispositions Awaiting	Review	-∕ Disposi	itions Pending C	losure 4-	Closed Enforcement Actions	-∕⊷ Filings			
DISPOSITIONS	AWAITING REVIEW									INSTRUCTIONS	
ТҮРЕ	UNIQUE ID	🔺 CEA				2020-0027	2 20-000303				
Compliance	2020-00272	MRO									
Confirmed Vio.	2020-00271	MRO	5			General In	formation				
Settlement	2020-00223	MRO		-	Disposition ID	20-000303			Registration	NCR999999 - Test Entity in MRO	
Find, Fix, Track	2020-00161	TXRE			Туре 🎯 *	Compliance	Exception	•	Case File ID 😡	12345	
Settlement	2020-00146	NPCC			CEA Action	Submit			NERC NOC #		
Compliance Exception	on 2020-00139	MRO							NERC Review		•
Find, Fix, Track	2020-00043	WECC								· · · · · · · · · · · · · · · · · · ·	
						Related EA	s				
I ▲ Page	1 of 1 🕨 🔰	0		_							
RELATED ENFO	RCEMENT ACTIONS				ORIGINAL FINDING		ENFORCEMENT ACTION ID	APPLICABLE F	EQUIREMENT REGISTR	CATION REGION - JUH	ISDICTION(S) IN W
TYPE	UNIQUE ID	CEA	S		2020-00272	6	2020-00272	CIP-003-7 R1.		MRO-US	
Self-Report	2020-00223	MRO	53		2020-00178		EA2020021800006	CIP-004-6 R1.		MRO-US	
Self-Report	2020-00223	MRO									
Self-Report	2020-00223	MRO				Related No	otifications				
Self-Report	2020-00223	MRO									
Self-Report	2020-00222	NPCC	TYP	ΡE		NAME		SENT		RESPONSE DUE	
Self-Report	2020-00114	MRO	Con	npliance Exce	aption Letter	20-000	0366	03/24	2020		
Self-Report	2020-00216	NPCC									

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eaion - Jurisdiction(s) in

which the Potential Non-Compliance occurred

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Review the information on the EA form

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Click the PNC IDs to review the PNCs related to this EA

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Click the Close button when you have completed your review of the PNC

Click the Save or Close button when you have completed your review of the EA



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Mitigation Mitigations Reporting Information Align Mitigations **Approving/Failing a Disposition** AHGN 2020-00087 20-000125 11 Click on the notification link **Related Notifications** 2020-00087 NAME TYPE Open the attachment sent 12 11 Find Fix Track Letter Notification to the entity to review Find Fix Track Letter Notification ID 20-00087 Туре From MRO Editor 1 Respondent Comments Click the Close button to 13 June 29, 2020 No Response Sent Date Response return to the Disposition Contestation Comments 12 Attachments 🖶 Test.docx Response Attachments I Page 1 of 1 M C . Acknowledged Date Response Due Date June 30, 2020 ERO Private Internal Notes Settlement Information Attachments MRO|NCR9999999|F2020-00087--N20-000087 SEL Reference OBLIGATION ID 3 **Related EAs and PNCS** TYPE REQ UNIQUE ID METHOD **Region Drafts for CE, FFT, SNOI** Ð EA 2020-00087 Self-Report CIP-004-6 R2 **Draft Filing Attachments** Attach file PNC CIP-004-6 R2 2020-00087 Self-Report PNC 2020-00141 Self-Report CIP-004-6 R3. 20-000125 EORM: NERCViewer Save and Action Save Close 13 Save Previous Page Next Page 📀

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On the disposition form, scroll down to the **Settlement Information** section. In general, this section is reserved for Settlement or NOCV dispositions, but in some cases, CEAs might use this section for CEs or FFTs as well.

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Click the **Obligation ID** for each obligations



Review the obligation details

Click the Close button

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2020-00271 | 20-000304 2020-00271 | 20-000304 Obligation 20-000053-S **Related Notifications** 15 Obligation Type 🕖 Penalty NAME Obligation Details @ Notice of Confirmed Violation 20-000367 Due date 🔍 04/30/2020 Completion Date @ Completion Verified By @ **Completion Verified Date** 0 Attachments |∢ ∢ Page 1 of 1 > > Of 1 Settlement Information OBLIGATION ID **OBLIGATION TYPE** 20-000053-S Penalty 14 20-000054-S Non-monetary sanctions Region Drafts for CE, FFT, SNOP, or NO **Draft Filing Attachments** Attach file 20-000304 FORM: NERCViewe 16 Save and Action Save Close Close

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Approving/Failing a Disposition: Settlements

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In the case of a Settlement disposition, you will see a few additional fields in the **Settlement Information** section for your review.

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You also have access to a Settlement Status field that you can use to communicate with your CEAs.



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Click the **Settlement Status** dropdown arrow

Select a status that you want to communicate to the CEA

Click the **Save** button to update the disposition

PNCs and Enforcemer	nt Actions		2020-00223 20-000305		
SPOSITIONS AWAITIN	G REVIEW		Related Notifications		
PE	UNIQUE ID	TYPE	NAME	SENT	RESPONSE DUE
npliance Exception	2020-00272	Final Settlement Agreement	20-000368	03/24/2020	
firmed Violation	2020-00271	Final Settlement Agreement	20-000369	03/24/2020	
ttlement	2020-00223	Final Settlement Agreement	20-000370	03/24/2020	
d, Fix, Track	2020-00161				
ttlement	2020-00146				
mpliance Exception	2020-00139	I ✓ Page 1 of 1	1 ▶ ₩ 8		
d, Fix, Track	2020-00043				
Page 1	NT ACTIONS	Settlement Status	In Drafting	17 Proposed settlemen amount (USD	t
PE UNIC	DUE ID	Settlement Requested On	None	Final settlement amoun	t l
f-Report 2020	-00223	Settlement Execution Date	In Drafting	Settlement Agreemen	t Attach file
			Settlement not Satisfied	Attachment	S
		10	Settlement Relacted by NEDC		Settlement Agreement.docx 11.22 KB
		Sett. LO	Settlement Approved by NERC		
		distory	Settlement Rejected by FERC		
			Settlement Approved		
			Settlement Satisfied		
		OBLIGATION ID	TYPE	OBLIGATION DETAILS	DUE DATE

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Approving/Failing a Disposition HGN 2020-00272 | 20-000303 Once you have reviewed the information on the disposition form (including EAs and **General Information** PNCs), return to the top of the form to Disposition ID 20-000303 Registration NCR99999 - Test Entity in MRO Type @ * Compliance Exception * Case File ID 0 12345 either approve or fail the disposition. CEA Action Submit NERC NOC # 9 Ē Violation Closed Date 20 NERC Review @ Click the NERC Review dropdown -- None --20 J **Related EAs** Approved 21 Failed ORIGINAL FINDING ENFORCEMENT ACTION ID APPLICABLE REQUIREMENT TION REGION - JURISDICTION(S) IN W. 2020-00272 CIP-003-7 R1 MRO-US 2020-00272 P 21 Select Approved or Failed 2020-00178 EA2020021800006 CIP-004-6 R1 MRO-US **Related Notifications** 22 Click the Save and Action button TYPE NAME SENT RESPONSE DUE Compliance Exception Letter 20-000366 03/24/2020 Save and Action Save Close

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Mouse over for more information

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REL TYPE Review

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After you approve a disposition, it will move to the **Dispositions Pending Closure** tab (a). From here, you can open any record to review.

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Once the CEA closes a disposition, the EAs consolidated under that disposition will move to the Closed Enforcement Actions tab (b). You can open any of these for review, but they are not editable at this stage.

ය Enf	orcement Processing	~	_							
PNCs an	d Enforcement Actions	4 Dispositi	ons Awaiting	-∕- Dispositions Pen	ding Closure	- Closed Enforcement Act	ions 4 Filings			
DISPOSITIO	NS PENDING CLOSURE									Same -
TYPE	UNIQUE ID	CEA	NCR	ENTITY NAME			CASE FILE ID	NERC NOC #	FILING ID	FILING TYPE
Find, Fix, Track	2020-00006	WECC	🔶 Enfo	rcoment Processing	~					
Compliance Exc	eption 2020-00126	RF		reement Processing						
Compliance Exc	eption 2020-00125	RF	PNCs and	Enforcement Actions	-∕- Dispositio	ns Awaiting Review	 Dispositions Pend 	ing (D A (Closed Enforcement Actions	-슈- Filings
Compliance Exc	eption 2020-00121	RF	CLOSED ENF	ORCEMENT ACTIONS		NOD#	CNT	TV NAME		
Compliance Exc	eption 2020-00107	MRO	DISPOSITION		UNIQUE ID	NCR#	Alliar	I Y NAME		
Compliance Exc	eption 2020-00174	NPCC	Compliance Excer	otion	2020-00026	NCR00961	CO C	Broup No. 5 - Alliant 🚉		
Find, Fix, Track	2020-00122	RF	Compliance Excep	otion	2020-00027	NCR00961	CO C	Broup No. 5 - Alliant 🧟		
			Dismissal		2020-00042	NCR00961	Alliar CO 0	at Energy - East Broup No. 5 - Alliant 🧟		
I4 ◀ Pa	age 1 of 1 🕨	ыю	Dismissal		2020-00044	NCR00961	Alliar CO 0	nt Energy - East Group No. 5 - Alliant 🚉		
RELATED PE	ENALTIES AND SANCTIO	SNC	Dismissal		2020-00081	NCR00961	Alliar CO 0	nt Energy - East Broup No. 5 - Alliant 💸		
Desette			Dismissal		2020-00102	NCR00961	Alliar CO 0	nt Energy - East Group No. 5 - Alliant 🗟		
Ne Beneth			Dismissal		2020-00353	NCR00961	Alliar	nt Energy - East Broup No. 5 - Alliant R		
Non-monotony or	anctions		Compliance Excep	otion	2020-00009	NCR00086	Boise	e-Kuna Irrigation District	k.	
Non-monetary se			Dismissal		2020-00154	NCR04015	Braz	os Electric Power Co Op, I Broup No. 10 - Brazos 🔐	nc.	
			Find, Fix, Track		2020-00028	NCR00124	Ipswi	ch Municipal Light Depart	ment 🌊	
			Dismissal		2020-00112	NCR00130	Nept	une Regional Transmissio	n System, LLC 🌊	
			Settlement		2020-00066	NCR00126	North	Attleborough Electric Dep	partment 武	
I Pa		на	Compliance Excep	otion	2020-00074	NCR00126	North	Attleborough Electric Dep	partment 🧟	
	A A		Dismissal		2020-00086	NCR00126	North	Attleborough Electric Dep	partment 🧟	
			Compliance Excep	otion	2020-00092	NCR00126	North	Attleborough Electric Dep	partment 🜊	
	K	X	Compliance Excer	ation	2020-00002	NCR00126	North	Attlehorough Electric Der	artment .	

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The Mitigation Management view shows:

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a) Mitigations Awaiting Review

This tab shows all Mitigation Plans that you need to approve or fail.

b) Active Mitigations

You can review Active mitigations for information, but there is no action for you to take during this stage.

c) Completed Mitigations

Completed mitigation are stored here for your review but are uneditbale.

d) Consolidations Go <u>here</u> for a description.

e) All Mitigations

Use this tab to search for mitigations in any stage of the mitigation life cycle.

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	a 🖉 🖉 Mitigatio	ons Awating Review	Active Mitigatio	ns 😂 Completed	d Mitigation	Mitigations Awating	b S Active Mitigations	Completed N	litigations
	MITIGATIN	G ACTIVITIES AN	D MITIGATION PLANS	WAITING NERC RE	VIEW ACTI	VE MITIGATIONS	-		
	TYPE	UNIQUE	ID REGION OR LRE	NCR#	E TYPE		UNIQUE ID REGION OR LRE	NCR# EN	TITY NAME
企 Mitigation M	lanagement 🗸	2020.00		NODAME	<u>ش</u>	Mitigation Ma	anagement 🗸		
Search Mitigations Awating	Review 😂 Activ	ve Mi	Completed Mitigation:	S S Consolidation	ons ≨ 😂 M	litigations Awating F	Review 😂 Active Mitigations	Scompleted M	it 🖌 🗟 Consolidations 🛛 😂 All Mitigat
COMPLETED MITIGAT	TING ACTIVITIES AN	ID MITIGATION P	LANS		CONS	SOLIDATED MITIC	GATING ACTIVITIES AND MITIGAT	ION PLANS	-
TYPE	UNIQUE ID	REGION N	CR# ENTITY !	IAME	TYPE	U	NIQUE ID REGION OR LRE	NCR	ENTITY NAME
Mitigating Activities	2020-00129			~	40				Alliant Energy - East 💸
Miliastica Disp	2020 00005	UU MIT	gation management	Č				-1	Alliant Energy - East 💸
Miligation Plan	2020-00060	Se Mitigation	ns Awating Review	Active Mitigations	Second Completed Mitig	ations 😂 Co	nsol e 🔍 🏵 All Mitigations		North Attleborough Electric Department 🧟
Mitigation Plan	2020-00127	MITIGATING	ACTIVITIES AND MITIG	ATION PLANS					Alliant Energy - East ঐ
Mitigating Activities	2020-00106	OR LRE	TYPE	UNIQUE ID	▲ STATUS	NCR#	ENTITY NAME	99	Second Game Day Friday Entity 💸
Mitigating Activities	2020-00143	RF	Mitigating Activities	2020-00146	CEA Processing	NCR00168	Lakewood Cogeneration, LP 💸		North Attleborough Electric Department
Mitigation Plan	2020-00144	MRO	Mitigation Plan	2020-00144	Complete	NCR9999999	Second Game Day Friday Entity 💐		Alliant Enormy . East @
Mitigating Activities	2020-00123	MRO	Mitigating Activities	2020-00143	Complete	NCR9999999	Second Game Day Friday Entity 💐		Alliant Energy - East 🐝
I Page 1	of 1 🕨 🕨	NPCC	Mitigation Plan	2020-00142	Verification	NCR00130	Neptune Regional Transmission System	, LLC 🗟	Alliant Energy - East 🧟
FORM PORTLET	_	MRO	Mitigating Activities	2020-00141	Complete	NCR99999999	Second Game Day Friday Entity 💸		North Attleborough Electric Department 💐
XXX	10 M	NPCC	Mitigating Activities	2020-00140	Verification	NCR00126	North Attleborough Electric Department	99	Second Game Day Friday Entity 💐
		RF	Mitigating Activities	2020-00133	CEA Processing	TEST00200	TEST Energy Corp. 🧟		
		NDOO	8 60		O constata	10000400	North Attabaroush Flostris Donortmost	a	
		I	age 1 of 4	ИВ					ž
		FORM PORT	LET						
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To review new Mitigation Plans from the **Mitigation Awaiting Review** tab:

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Click on the Unique ID of the Mitigation Plan that you need to review



Scroll down to review additional sections

MITRAINIGACIVITIES AND MITCANTON IT TYFE UNQUE ID Mitgation Plan 2029-00054 Mitgation Plan 2029-00054 Mitgation Plan 2029-00054 Mitgation Plan 2029-00054 Mitgation Plan Calculate Plan Contact Note NCR0999999 - Second Game Day Friday Entity in MRO Mitgation Plan Calculate Plan Contact Note NCR0999999 - Second Game Day Friday Entity in MRO Mitgation Plan NCR0999999 - Second Game Day Friday Entity in MRO Mitgation Plan NCR0999999 - Second Game Day Friday Entity in MRO Applicable Registration NCR0999999 - Second Game Day Friday Entity in MRO Applicable Registration NCR0999999 - Second Game Day Friday Entity in MRO Applicable Registration NCR0999999 - Second Game Day Friday Entity in MRO Mitgation Plan 2029-00054 Applicable Registration NCR0999999 - Second Game Day Friday Entity in MRO Mitgation Plan 2029-00054 Mitgation Plan CitP-044 R2. Applicable Registration NCR090991 Applicable Registration October 4. 2020 Expected Completion Date October 4. 2020	Mitigations Awating Review	Active	2020-00087						
Image I of I I Image I of I Image I of I Image Im	MITIGATING ACTIVITIES AND MITIG TYPE UNIQUE ID Mitigation Plan 2020-00117 Mitigation Plan 2020-00094 Mitigation Plan 2020-00083 Mitigation Plan 2020-00064	ATION P Type Registration Mitigation Plan Contact Mitigation Status Applicable Requirement Applicable Part(s)	General Information Mitigation Plan NCR9999999 - Second Game Day Friday Entity I NCR99999999 Editor 1 × NERC Processing CIP-004-6 R2. CIP-004-6 R2. Part 2.; CIP-004-6 R2. Part 1.; CIP R2. Part 3.	Related PNC I MRO	2020-00087 Last Workflow Comments Applicable Reliability Function(s) Region-Jurisdiction(s) in which the Potential	RC MRO-US	CEA	MRO	•
Region Review Due Date Suite 21, 2020 Revised Region Due Date Revised NERC Due Date Region Revision NERC Revision Explanation NERC Revision Region Acceptance Date May 21, 2020	FORM PORTLET	Expected Completion Date Entity Completion Date Actual Completion Date	Dates and Reviews October 4, 2020		Noncompliance occurred	luna 01 2020			
		Region Review Due Date Revised Region Due Date Region Revision Explanation Region Acceptance Date Region Review Results	May 21, 2020 Accept		NERC Revised NERC Due Date	June 21, 2020			

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Click on the Unique ID of each Mitigation Milestone to review

Click on the Extent of Condition, Root Cause, and Risk Analysis from Potential Non-Compliance Review section

Review the Interim Risk Reduction

NOTE: Align does not programmatically require Registered Entities to enter an interim risk reduction statement on Mitigation Plans, so make sure that this field is not blank

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Type any comments you want to share with the Entity in the NERC Comments Shared with Entity field. Type any comments that you want to keep private in the ERO Private Internal Notes field



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By default, Align will give you 30 days to review a Mitigation Plan. If you need more time:

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Select a new due date in the **Revised NERC Due Date** field

Type any notes regarding the review extension in the NERC Revision Explanation button

Click the Save button

2020-00087 Expected Completion Date October 4, 2020 Entity Completion Date Actual Completion Date Region Review Due Date June 21, 2020 NERC Review Due Date June 21, 2020 **Revised NERC Due Date** 07/21/2020 **Revised Region Due Date Region Revision** NERC Revision Paragraph R := Ξ 8 3 6 Explanation Explanation Region Acceptance Date May 21, 2020 reason for extension Region Review Results Accept **NERC Review Action FERC Reporting Information** FERC Mitigation Plan 05/28/2020 ١ MP Sent to FERC Notification Due Date Date MP Sent to FERC ÷ **Mitigation Milestones** × MILESTONE ID TYPE OF MILESTONE MILESTONE NAME DESCRIPTION OF AC. PLANNED COMPLETI. REVISED PLANNED C ... ACTUAL COMPLETIO. description 2020-000050 Corrective Control 05/31/2020 task 1 deate 2020-000051 **Detective Control** task 2 10/04/2020 description 2020-000122 Preventative Control Task 1b 07/30/2020 This task involves actions 2020-000129 07/28/2020 Corrective Control that take a long time to ... 31 Save Save and Action

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Select Approve or Reject from the NERC Review Action dropdown

If you reject the Mitigation Plan review, be sure to contact the CEA prior to rejecting and make sure to document any issues in the comment boxes.

11 Click the Save and Action button

			2020-00087				
					Noncompilar	ice occurred	
			Dates and Reviews				
Exp	pected Comple	tion Date	October 4, 2020				
	Entity Comple	tion Date					
	Actual Comple	tion Date					
R	legion Review	Due Date	June 21, 2020		NERC Revi	iew Due Date	June 21, 2020
Re	evised Region	Due Date			Revised NEF	RC Due Date	
	Region	Revision planation			NE	RC Revision	
R	Region Accepta	ince Date	May 21, 2020			Explanation	
	Region Review	v Results	Accept				
			FERC Reporting Inform	ation	NERC Revi	ew Action 🥪	None Approve
	FERC Mitiga	tion Plan	05/28/2020		MP S	Sent to FERC	Reject
	Notification	Due Date			Date MP S	Sent to FERC	
			Mitigation Milestones				
	MILES	STONE ID	TYPE OF MILESTONE	MILESTONE NAME	DESCRIPTION OF AC	PLANNED COM	MPLETI REVISED PLANNED C ACTUAL COMPLETIO
53	2020	-000050	Corrective Control	task 1	description	05/31/2020	
			Detective Control	tack 2	deate	10/04/2020	
		11	Save and Action Save	Close			
			KY		MX		XXV

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If you need more information during your review, contact the CEA first to see if it can be addressed with them; *if not, you can issue an RFI to the* **Registered Entity:**

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Click the + button to create a new mitigation RFI

Select a contact from the Requestor Contact dropdown

Enter any coments in the Requestor Comments field

Use the Attach File button to add any attachments

Select a Response Due Date

Click Update 6



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It is critical at this point to hit the Save button. If you close without saving, Align will delete the RFI without sending it.

	Mi	tigation Milestones					
MIL	LESTONE ID	TYPE OF MILESTONE	MILESTONE NAME	DESCRIPTION OF AC	PLANNED COMPLETI	REVISED PLANNED C	ACTUAL COMPLETIO
5				This table is empty			
	Re	quests for Informatio	on				
RF	I ID	REQ	UESTOR CONTACT	RESPOND	ENT CONTACT	RESPONSE DUE B	Y
20-	-000091-R	ERO	2	NCR99999	99 Editor 1	06/21/2020	
2		ERO	2			06/21/2020	
	Int	terim Risk Reduction					
	Co	mments from Regior	n and NERC				
CEA Comme wit NERC Comme wit	ents Shared th Entity @ ents Shared th Entity @	7 ave and Action Save	Close				

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When you receive a response, open the mitigation RFI from the mitigation form. Then:

- Review Respondent Comments and any evidence in the evidence locker
- If the RFI is still incomplete, add any further comments into the **Requestor Comments** field
- If the RFI is still incomplete, add any additional attachments
- 11

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Select 'Incomplete' to send the RFI back to the Registered Entity for additional information or select 'Complete' (if the RFI response was acceptable) from the **Review Results** dropdown



Click the Save and Action button (selecting 'Complete' and clicking the Save and Action button will remove this from the Dashboard)



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Every new finding in Align generates an associated mitigation record for that finding (a). As a part of the PNCR, the CEA will decide whether to assign the PNC and its mitigation record to a new Enforcement action or consolidate the PNC with an existing EA that already has a mitigation associated with it (b). If the PNC is consolidated with an existing EA, the mitigation originally associated with that PNC is orphaned and moves to the Consolidates tab (c) and PNC that was consolidated is now associated with the mitigation recor associated with the existing EA (d).

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	a Mitigation	b Mitigation	d Mitigat	ion			
Finding	l Preliminary Screen	PNC Revi	ew Enforce	ement Disposition	Closed	*	
		Mitigation Management Mitigations Awating Review	Active Mitigations Completed Mitig TIES AND MITIGATION PLANS	C Se Consolidations All Mitigations			
		TYPE UNIQUE ID	REGION NCR OR LRE	ENTITY NAME	STANDARD	REQ REGION AND JURISDICTION	STA
		Mitigating Activities 2020-00037	MRO NCR00961	Alliant Energy - East 💸	BAL-001-2	R1. MRO-US	Cor
		Mitigating Activities 2020-00041	MRO NCR00961	Alliant Energy - East 💸	BAL-001-2	R1. MRO-US	Cor
		Mitigating Activities 2020-00068	NPCC NCR00126	North Attleborough Electric Department 💐	PRC-005-6	R5. NPCC-US	Con

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Mitigations in the **Consolidations** tab are closed and cannot be edited, but they are still available for

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Click the Unique ID to review a mitigation

To view the EA that this mitigation was consolidated under:

2 Navigate to the Enforcement Processing view and click the PNCs and Enforcement Actions tab



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Filter the Unique ID column by the ID of the consolidated mitigation; you will see that ID number listed underneath the EA (a)

Click on the **PNC ID** to review the original PNC



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The FERC Reporting tab allows you to view the items that need to be reported to FERC. The actual sending of the reports will take place outside of Align. The items you will see here are Screening Passed, Dismissal, NAVAPS Issued, and Mit Plan Approved.

Click the dropdown arrow to change your view

Click on FERC Reporting

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⊞оМу	Align					
Ent	forcement Processing		G FERC R	eporting 🗸 🗸		
Mit	igation Management		-/- FERC Report	ing		
FE	RC Reporting	2	FERC REPORTI	NG TASK LIST		
Welcoi Ent	tity Information	gn sy:	ST UNIQUE ID	REPORTING TASK	ENTITY NAME	
and FERC	Reporting Obligations.	n the Mitigation N	la 2020-00124	Screening Passed	TEST00200 - TEST00200-RF	
information.	1		2020-00125	Screening Passed	TEST00200 - TEST00200-RF	
			2020-00105	Screening Passed	TEST00200 - TEST00200-RF	
ITEMS AW	AITING MY REVIEW		2020-00120	Screening Passed	TEST00200 - TEST00200-RF	
TYPE	UNIQUE ID	CEA	2020-00121	Screening Passed	TEST00200 - TEST00200-RF	
		1100	2020-00122	Screening Passed	TEST00200 - TEST00200-RF	
screening	2020-00280	MRO	2020-00126	Screening Passed	TEST00200 - TEST00200-RF	
Screening	2020-00279	MRO	2020-00123	Screening Passed	TEST00200 - TEST00200-RF	
creening	2020-00272	MRO	2020-00213	Screening Passed	NCR01145 - Southwestern Public Service Co. (Xcel Energy)	
Screenina	2020-00271	MRO	2020-00088	Screening Passed	NCR99999999 - Second Game Day Friday Entity	
Confirmed	2020 00271		2020-00108	Screening Passed	NCR99999999 - Second Game Day Friday Entity	
/iolation	2020-00271	MRO	2020-00141	Screening Passed	NCR99999999 - Second Game Day Friday Entity	
Screening	2020-00178	MRO	2020-00144	Mit Plan Approved	NCR99999999 - Second Game Day Friday Entity	
Screening	2020-00177	MRO	2020-00087	Mit Plan Approved	NCR99999999 - Second Game Day Friday Entity	
			2020-00107	Screening Passed	NCR99999999 - Second Game Day Friday Entity	
			2020-00087	Screening Passed	NCR99999999 - Second Game Day Friday Entity	

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Like all tables in Align, the FERC Reporting Task List can be sorted and filtered to help you find the item you are looking for.

Bover over the title of any column and click the dropdown arrow

Select an option to Sort or Filter

5 If you

If you select **Filter**, enter in the task you want to filter by



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Click the Unique ID of the item that needs to be reported to FERC

FERC Reportin	g V	\frown				
- √- FERC Reporting		3				
FERC REPORTING TASK	K LIST					
UNIQUE ID	REPORTING TASK	ENTITY NAME		STANDARD	REQ	DUE DATE
2020-00003	Screening Passed	\uparrow^{A}_{Z} Sort Ascending in a Irrigation D	istrict	CIP-002-5.1a	R1.	04/07/2020
2020-00006	Screening Pay	↓ ^A _Z Sort Descending ina Irrigation D	istrict	CIP-003-7	R1.	04/07/2020
2020-00004	Screening Pa	Columns Irrigation D	istrict	EOP-004-4	R1.	04/08/2020
2020-00005	Screening Passed	Filters		FAC-003-4	R2.	04/08/2020
2020-00009	Screening Passed	NCR00086 - Boise-Kuna Irrigation D	istrict	PRC-004-5(i)	R1.	04/08/2020
2020-00015	Screening Passed	NCR00086 - Boise-Kuna Irrigation D	istrict	EOP-004-4	R1.	04/08/2020
2020-00023	Screening Passed	NCR00961 - Alliant Energy - East		BAL-002-3	R2.	04/13/2020
2020-00024	FERC Reportin	ng 🗸				
2020-00025	A- FERC Reporting					
2020-00026	FERC REPORTING TAS	SK LIST				
2020-00027	UNIQUE ID	REPORTING TASK	ENTITY NAME		STANDARD	REQ
2020-00035	2020-00060	NAVAPS Issued	NCR00961 - Alliant Energy - East		BAL-001-2	R1.
2020-00036	2020-00075 6	VAVAPS Issued	NCR9999999 - Second Game Day Friday Entity		CIP-003-7	R1.
2020-00037	2020-00317	NAVAPS Issued	NCR00961 - Alliant Energy - East		CIP-011-2	R1.
2020-00039						
2020-00038						
2020-00040						
2020-00077						
XA						

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Once you open the specific task that needs to be reported to FERC, you can review the details of the task, any attachments that were sent to the Registered Entity, view the Related EAs associated to the Notification object, and then mark it has having been sent to FERC and the Date the task will be sent to FERC

Click the **Sent to FERC** checkbox to confirm that you have sent this item to FERC

Enter the **Date** that the item was sent to FERC

Click the Save button



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11 Check one or more dispositions that you want to add

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12 Click the Confirm button

Click the Save button or the Save Draft button to save this change

2020-00009 2020-00026 2020-00122 2020-00121 2020-00126
2020-00026 2020-00122 2020-00121 2020-00126
2020-00122 2020-00121 2020-00126
2020-00121 2020-00126
2020-00126
2020-00066
2020-00107
2020-00174
2020-00333
2020-00302
2020-00301
2020-00362
2020-00363
2020-00391

July CEs (CE July 14, 2020) **Regulatory Filing** 蔮 Filing Type CE Filing Date 3 07/14/2020 * Name July CEs Docket Number 🥥 Paragraph - B I 🗄 🗄 🔗 🗅 📦 Description **Filing Documents** Attach file Description of Filing 🕞 Test.jpg 1.22 MB **Included Dispositions** TYPE ORIGINAL SOURCE DISPOSITION ID CEA CASE FILE ID NERC NOC # REGISTRATION TEST00200 -Compliance Exception 2020-00125 20-00087 RF TEST00200-RF in RF TEST00200

RF

20-00089

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view lets you review information about your entities and Cordinated Oversight groups brought in from the CORES application. This is also where you will go to enable or disable the selflog function for entities.

Click the dropdown 1 arrow to change views Select the Entity Infor-2 mation view

STRATIONS				COC	RDINATED OVERSIGHT GROUPS
NCR#	ENTITY NAME	REGION	PERMITTED TO SELF LOG		CO GROUP NAME
NCR00003 in SERC	Bartow, City of	SERC	• No	₽	CO Group No. 1 - AEP
NCR00004 in SERC	Beaches Energy Services of Jacksonville Beach	SERC	• No		CO Group No. 10 - Brazos
NCR00006 in NPCC	Calpin	NPCC	• No		CO Group No. 11 - Calpine
NCR00006 in RF	∞ 2	RF	• No		CO Group No. 15a - Duke
NCR00006 in SERC	Calpin	SERC	• No		CO Group No. 15b - Duke Renewables
NCR00006 in TXRE	Calpine Corporation	TXRE	• No		CO Group No. 16 - Vistra
NCR00006 in WECC	Calpine Corporation	WECC	• No		CO Group No. 16a - Luminant
NCR00021 in SERC	Florida Keys Electric Cooperative Assn	SERC	• No		CO Group No. 17a - Entergy
NCR00022 in SERC	Florida Municipal Power Agency	SERC	• No		CO Group No. 2 - AES
NCR00023 in SERC	Florida Municipal Power Pool	SERC	• No		CO Group No. 21 - NextEra
NCR00024 in SERC	Florida Power & Light Co.	SERC	• No		CO Group No. 23 - Hoosier
NCR00025 in SERC	Florida Public Utilities Company	SERC	• No		CO Group No. 24a - Avangrid
NCR00026 in SERC	Florida Reliability Coordinating Council, Inc.	SERC	• No		CO Group No. 26 - ITC
NCR00027 in SERC	Fort Pierce Utilities Authority	SERC	• No		CO Group No. 27 - Kiowa
NCR00032 in SERC	Gainesville Regional Utilities	SERC	• No		CO Group No. 30 - MISO
NCR00035 in SERC	Hardee Power Partners Limited	SERC	• No		CO Group No. 32 - MISO-RSG
NCR00037 in SERC	Homestead, City of	SERC	• No		CO Group No. 33 - Montana-Dakota
NCR00039 in SERC	Indiantown Cogeneration LP	SERC	• No		CO Group No. 34 - MEAN

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				KF EUILOI 1	07
NATED OVERSIGHT GROUPS					
) GROUP NAME	LRE	O&P LRE	CIP LRE		
O Group No. 1 - AEP	RF	RF	RF		*
) Group No. 10 - Brazos	TXRE	TXRE	TXRE		
) Group No. 11 - Calpine	TXRE	TXRE	TXRE		
) Group No. 15a - Duke	SERC	SERC	SERC		
0 Group No. 15b - Duke Renewables	WECC	TXRE	TXRE		
0 Group No. 16 - Vistra	NPCC	RF	RF		
) Group No. 16a - Luminant	TXRE	TXRE	TXRE		
) Group No. 17a - Entergy	SERC	SERC	SERC		
0 Group No. 2 - AES	WECC		RF		
0 Group No. 21 - NextEra	SERC	MRO	MRO		
0 Group No. 23 - Hoosier	SERC	RF	RF		
) Group No. 24a - Avangrid	WECC	WECC	WECC		
0 Group No. 26 - ITC	RF	RF	RF		1
) Group No. 27 - Kiowa	TXRE	TXRE	TXRE		
) Group No. 30 - MISO	SERC	RF	RF		
) Group No. 32 - MISO-RSG	MRO	MRO	MRO		
) Group No. 33 - Montana-Dakota	WECC	MRO	MRO		
D Group No. 34 - MEAN	WECC	MRO	MRO		Ŧ

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To find a specific entity in the **Registrations** panel, you can sort or filter the table like any other in Align. Or, you can filter the registrations from the **Coordinated Oversight Panel**. To do that:

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Click on the Coordinated Oversight record (anywhere accept the group name) to highlight it

The **Registrations** panel now only shows entities that are a part of that CC group. Click the name link to open the entity information record.

2 -									
EGI				0	COC				
	NCR#	ENTITY NAME	REGION	PERMITTED		CO GROUP NAME	LRE	O&P	CIP
•	NCR10133 in NPCC	Luminant Energy Company, LLC	NPCC	• No	_ [→	CO Group No. 1 - AEP	RF	RF	RF
	NCR10133 in RF	Luminant Energy Company, LLC	RF	• No	-	CO Group No. 10 - Brazos	TXRE	TXRE	TXRE
	NCR10133 in SERC	minant Energy Company, LLC	SERC	• No		CO Group No. 11 - Calpine	TXRE	TXRE	TXRE
	NCR10133 in TXRE	t Energy Company, LLC	TXRE	• No		CO Group No. 15a - Duke	SERC	SERC	SERC
	NCR10133 in WECC	ant Energy Company, LLC	WECC	• No		CO Group No. 15b - Duke Renewables	WECC	TXRE	TXRE
						CO Group No. 16 - Vistra	NPCC	RF	RF
						CO Group No. 16a - Luminar 3	TXRE	TXRE	TXRE
						CO Group No. 17a - Entergy	SERC	SERC	SERC
						CO Group No. 2 - AES	WECC		RF
						CO Group No. 21 - NextEra	SERC	MRO	MRO
						CO Group No. 23 - Hoosier	SERC	RF	RF
						CO Group No. 24a - Avangrid	WECC	WECC	WECC
						CO Group No. 26 - ITC	RF	RF	RF
						CO Group No. 27 - Kiowa	TXRE	TXRE	TXRE
						CO Group No. 30 - MISO	SERC	RF	RF
						CO Group No. 32 - MISO-RSG	MRO	MRO	MRO
						CO Group No. 33 - Montana-Dakota	WECC	MRO	MRO
						CO Group No. 34 - MEAN	WECC	MRO	MRO

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Entity Information records are mostly read-only, but you can edit a few fields related to self-logging and Internal Control Evaluations (ICE).

To respond to a self-log request:

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Enter dates for the Date Entity Requested to Self-Log and either the Date Region Approved or Date Region Rejects field

Click the Permitted to Self-Log checkbox to enable self-logging

To record if the entity has gone through an Internal Control Evaluation:

Select 'Yes' or 'No' from the Did the Entity Go Through ICE dropdown

Click the Update button



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