



**ALIGN**  
TRAINING





Align Release 2  
Registered Entity Training

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# Antitrust Policy

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- All WECC meetings are conducted in accordance with the WECC Antitrust Policy and the NERC Antitrust Compliance Guidelines
- All participants must comply with the policy and guidelines
- This meeting is public—confidential or proprietary information should not be discussed in open session

# Antitrust Policy

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- This webinar may be recorded and may be posted publicly
- By participating, you give your consent for your name, voice, image, and likeness to be included in that recording
- WECC strives to ensure the information presented today is accurate and reflects the views of WECC
- However, all interpretations and positions are subject to change
- If you have any questions, please contact WECC's legal counsel



**WELCOME**

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# Welcome

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- Align Release 2—Periodic Data Submittals (PDS), Self-Certifications (self-cert), and Technical Feasibility Exceptions (TFE)
- Today we will cover PDS and self-cert
- TFE training—July 15, 2021
- For training purposes only, not actual compliance data

# Release 2 Go-Live Date

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- Align Release 2 functionality includes PDS and self-cert effective **July 19, 2021**
- WECC will phase in over the next few months

# Release 2 Implementation Schedule

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- Periodic Data Submittals
  - Event-driven PDS beginning August 2, 2021
  - WECC will initiate Q3 FAC-003 PDS on October 1, 2021
- Self-Certifications beginning September 1, 2021



# ERO Portal and Align

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- Request Align permissions in the ERO Portal under Request Application Access
  - Entity admins approve requests
- CORES—Source of registration information and entity contact roles
  - Entity admins update contacts in CORES
  - Integrated into ERO Portal Access ("My Entity" menu)
- Align gets registration and contact information from CORES daily
- Keeping CORES up to date keeps Align up to date

# Align and webCDMS

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- Updates to contacts must be made in CORES **and** webCDMS
- Digital Certificates
- Download historical data from webCDMS, as it will not be migrated to Align

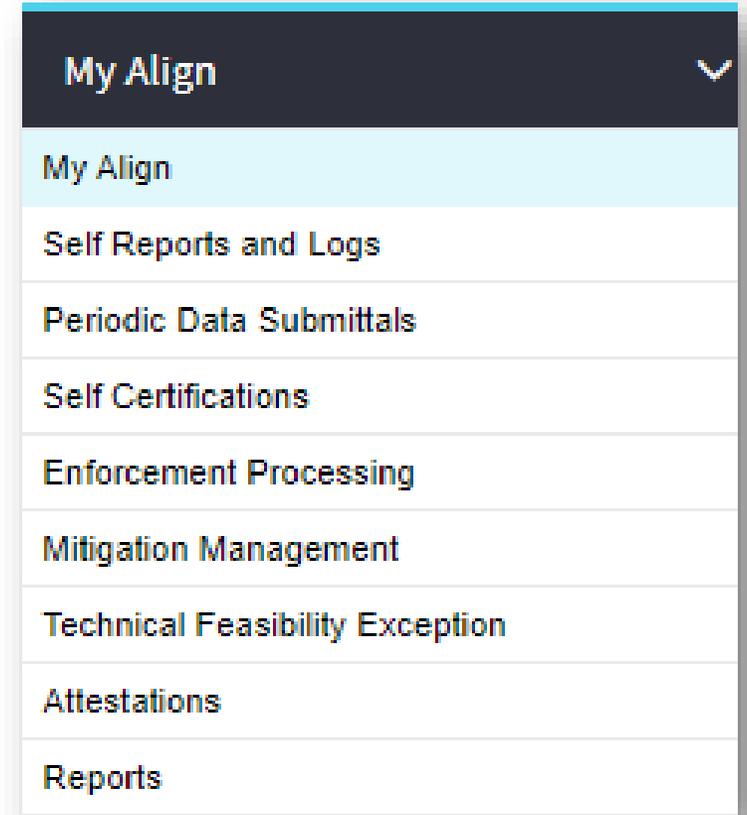
# Align Notifications

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- The PCC and ACC will receive email notifications when WECC requests a PDS or self-cert
- Log into Align to read any instructions

# Navigating the System

- **Periodic Data Submittals (PDS)**— Respond to PDS , monitor status, and create event-driven PDS
- **Self-Certifications (self-cert)**— Respond to and monitor status of self-cert
- **Attestations**— Manage attestations





# PERIODIC DATA SUBMITTAL

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# Check Your Knowledge: True or False

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1. Clicking the “Save” button permits you to modify your response.
2. Relevant forms can be downloaded directly from within the request.
3. If WECC approves a Request for Extension, the record will reflect the requested new due date.
4. Entities are required to submit attestations for every response.
5. If you submitted a PDS to webCDMS in the past, submit any updates to Align.

# PDS Responses

- Respond to request by selecting PDS ID
- New questions appear depending on previous response
- Submit relevant forms and evidence through the SEL
  - Use associated reference ID



Pages 17-30 of Release 2 User Guide



Video 22—Responding to a PDS request

# Event-Driven PDS

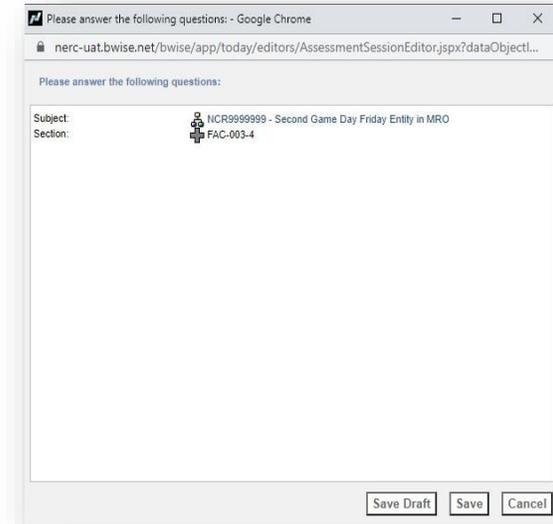
- Create PDS as required by the standard
  - Add a note if PDS is applicable to multiple functions
- New drafts will appear in the “My Self-Created Periodic Data Submittal Drafts” section after the screen updates
  - Push “refresh” at the bottom to update the screen
- Refer to [2021 Periodic Data Submittal Schedule](#) for details



Video 27—Creating a Periodic Data Submittal

# Reopened PDS

- WECC may reopen a PDS after you submit
  - Region-created PDS will show under Active PDS Requests tab
  - Entity-created PDS will show under “My Self-Created Periodic Data Submittal Drafts”
- After clicking on the link in the Action column, close or cancel the pop-up screen.



Please answer the following questions: - Google Chrome  
nerc-uat.bwise.net/bwise/app/today/editors/AssessmentSessionEditor.aspx?dataObject...

Please answer the following questions:

Subject: NCR9999999 - Second Game Day Friday Entity in MRO  
Section: FAC-003-4

Save Draft Save Cancel

QUESTIONS		ACTION
NEW	Questions related to FAC-003-4 VERSION 1 for NCR9999999	
COMPLETED	Questions related to FAC-003-4 VERSION for NCR9999999	You have been requested to perform a re-assessment



# Responding to a Request for Information

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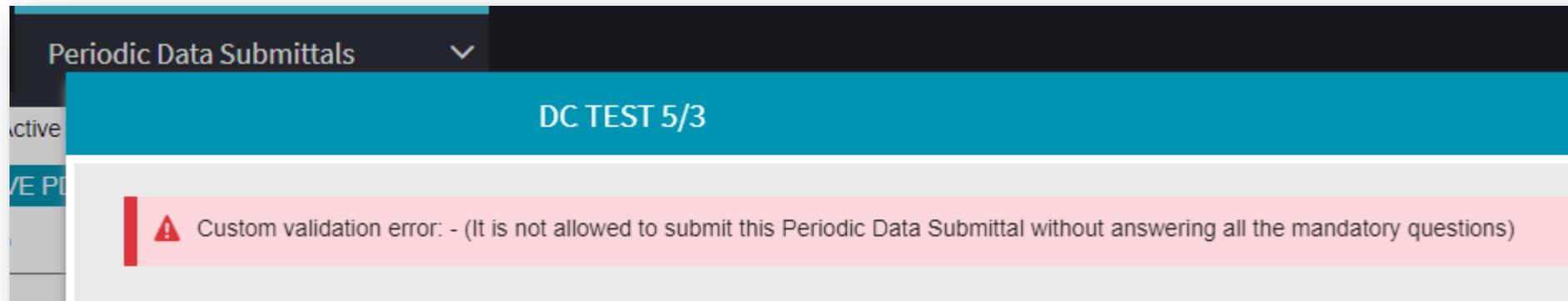
- When you get an RFI, the PCC and ACC at your entity will get an email notification
- Once you login, you'll see a new RFI for Finding with the status "awaiting your response" on your dashboard
- Submit any attachments or evidence associated with any RFI through the SEL



Video 7—Responding to RFIs

# Validation Rules

- Align will not submit a PDS response if the data doesn't meet its validation rules
- The error message appears at the top of the record





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10-MINUTE BREAK





# SELF-CERTIFICATIONS

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# Check Your Knowledge

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1. When answering “Non-Compliant,” a new self-cert finding—
  - a) is created automatically.
  - b) is automatically received by WECC when you submit the self-cert for CEA review.
  - c) needs to be created with the self-cert record and then submitted separately before completing the self-cert.
2. True/False: Can a submitted self-cert be reopened?

# Self-Certification Responses

- Respond to request by selecting the Unique ID
- Submit relevant forms and evidence through the SEL
  - Use associated reference ID
- Must complete all responses to submit for review
- WECC may reopen a self-cert



Pages 31-35 of Release 2 User Guide



Video 29—Responding to a Self Cert request  
Video 30—Responding to a Reopened Self Cert

# Self-Certification Finding

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- For a non-compliant response:
  - Review “Related Findings”
  - Create a new finding if one doesn’t exist
  - Locate draft finding in the “Self-Reports and Logs” view and submit before sending the Self-Certification for CEA review



Pages 36-39 of Release 2 User Guide



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**10-MINUTE BREAK**



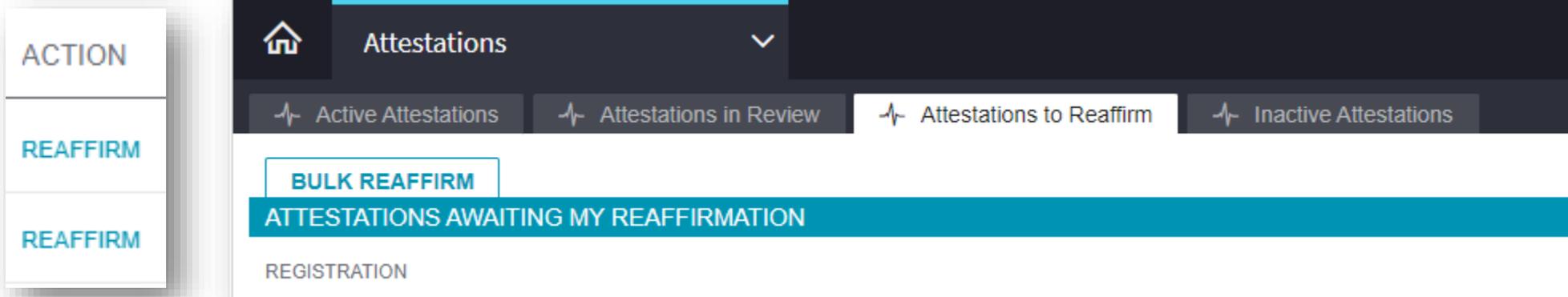


# ATTESTATIONS

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# Attestations

- Create attestation in the PDS or self-cert record
  - Viewable in record
- View pending, approved, and inactive attestations in “Attestations” view
- Reaffirm attestations individually or in bulk



# Secure Evidence Locker

- All evidence and attachments for self-cert and PDS are provided through the SEL
- Reference IDs from Align tell the SEL where to save the evidence
- Manifests confirm successful upload



RE SEL Portal User Guide v.1



Video 17—Submitting Evidence to the SEL

# Resources

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- All the resources are available on NERC's training site (<https://training.nerc.net/>)
  - [NERC Align Training Videos](#)
  - [Registered Entity Release 2 User Guide](#)
  - [Registered Entity SEL Portal User Guide v.1](#)
- You also still have access to the Align training environment
  - [Align Training Environment](#)
- Report any issues through NERC's Helpdesk
  - <https://support.nerc.net>

# Closing

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- WECC is committed to helping everyone learn how to use this new system, so please let us know whether we can help you with anything
- Thank you for being here today!



**WECC**

Electric Reliability and Security for the West

## Contact:

WECC Align

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