

The background features a blurred image of a person's hands working on a circuit board. A ruler is visible at the top, and the board has various components and traces. The text 'ALIGN TRAINING' is overlaid on a semi-transparent blue band across the center.

ALIGN

TRAINING



Periodic Data Submittal Entity Training

Duane Cooke

Senior Compliance Analyst

Daja Bell

Administrative Coordinator



Antitrust Policy

- 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

- 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

ALIGN TRAINING

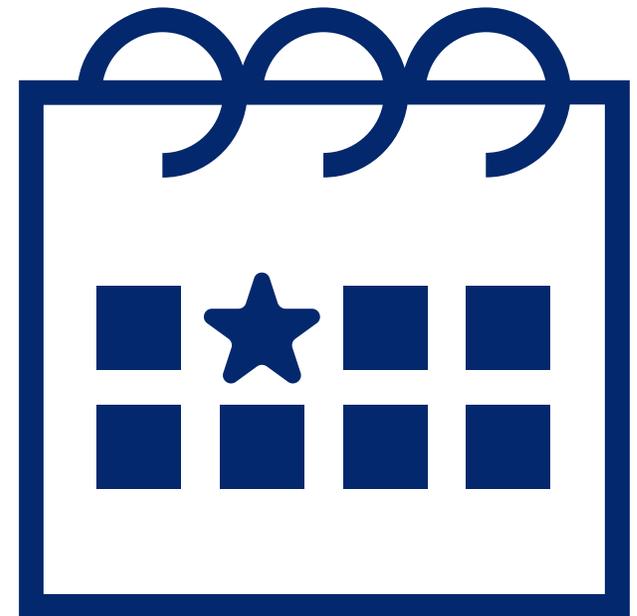


Welcome

- Today we will cover the following items for the BC Align transition:
 - Periodic Data Submittals (PDS)
 - Requests for Extension (RFE)
 - Requests for Information (RFI)
 - Secure Evidence Locker (SEL)
 - Note: We will cover Attestations in Align after a pending update to functionality is complete

Implementation Schedule

- Periodic Data Submittals
 - Event-driven PDS beginning July 1
 - WECC will initiate Q2 FAC-003 PDS on July 1 with a due date of July 21



ERO Portal and Align

- 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 Notifications

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

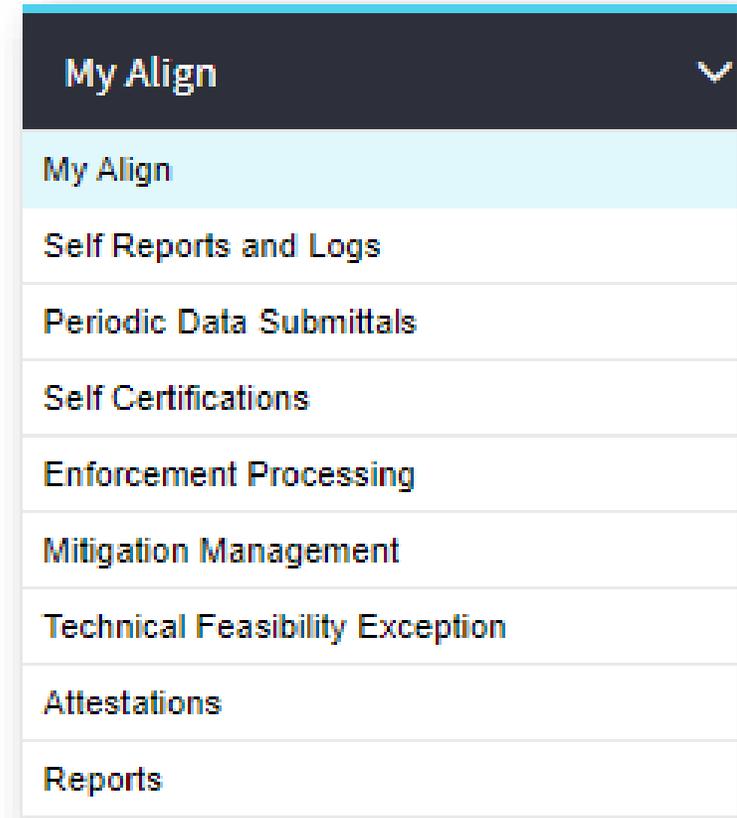
Align Contact Updates

- Updates to contacts must be made in CORES
- Primary and Alternate Compliance Contact information is updated by the Entity
- Please email oversight@wecc.org or support@wecc.org to receive instructions to update PCC and ACC records



Navigating the System

- Periodic Data Submittals (PDS)—Respond to PDS, monitor status, and create event-driven PDS
- Attestations—Manage attestations





PERIODIC DATA SUBMITTAL

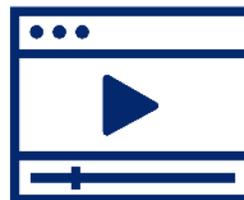
01
ALIGN TRAINING

Standard-Driven 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 4–9 of Align PDS User Guide



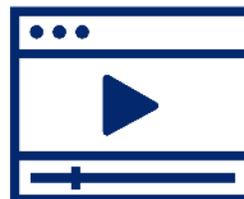
Video 22—Responding to a PDS request

Request for Extension

- Under the “Request for Extension” section, click the “plus” icon
- Enter “Requested New Due Date” and the reason for the extension request
- Click “Update” button to send request to WECC for review
- If approved, date automatically updates to show new due date



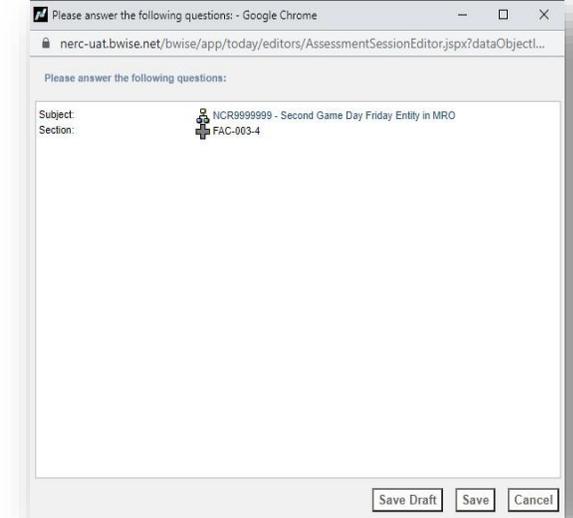
Pages 9–11 of Align PDS User Guide



Video 23—Requesting a PDS Extension

Reopened PDS

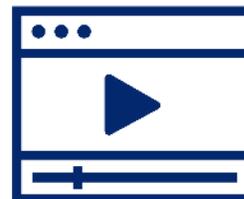
- WECC may reopen a PDS after you submit
 - Region-created PDS will show under Active PDS Requests tab
 - Entity-created PDS will show under “My Self-Created Periodic Data Submittal Drafts”
- After clicking on the link in the Action column, close or cancel the pop-up screen.



| 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 |



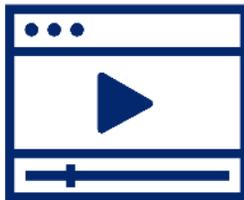
Page 22 of Align PDS User Guide



Video 28—Reopened PDSs

Event-Driven PDS

- Create PDS as required by the standard
 - Add a note if PDS applies to several functions
- New drafts will appear in the “My Self-Created Periodic Data Submittal Drafts” section after the screen updates
 - Click “refresh” at the bottom to update the screen



Video 27—Creating a Periodic Data Submittal

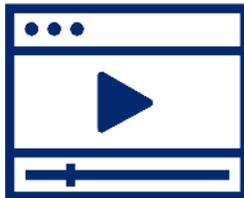


Responding to a Request for Information

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



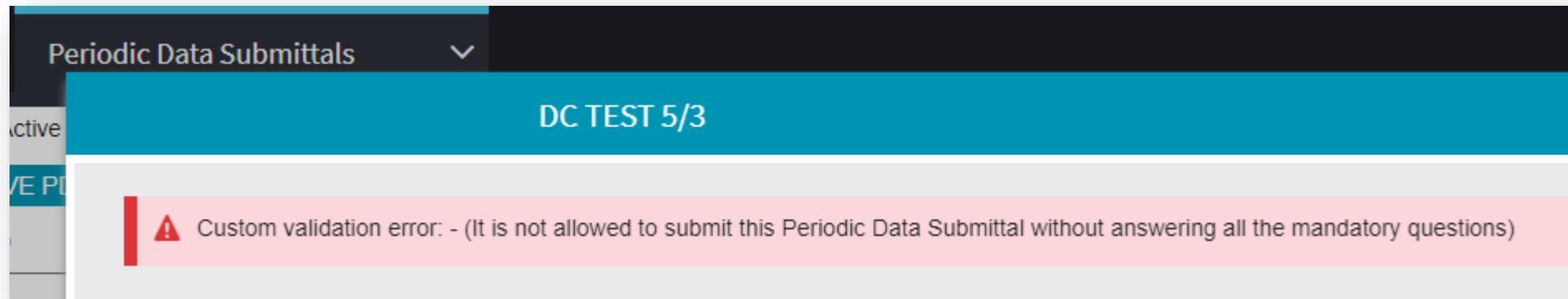
Page 13 of Align PDS User Guide



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



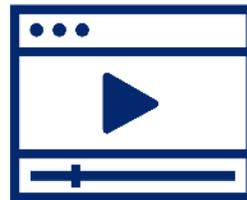


Secure Evidence Locker

- All evidence and attachments for PDS are provided through the SEL
- Reference IDs from Align tell the SEL where to save the evidence
- Manifests confirm successful upload
- Please note, the SEL is not used for submitting “No Outage” records or “Attestations”



SEL Portal Guide



Video 17—Submitting Evidence to the SEL

Resources

- Resources are available on NERC's training site (<https://training.nerc.net/>)
 - [NERC Align Training Videos](#)
 - [Registered Entities: PDS User Guide](#)
 - [Registered Entities: SEL Portal Guide](#)
- Report any issues through NERC's Helpdesk
 - <https://support.nerc.net>
- Refer to WECC's initial training presentation (March 2025), which includes more information on Align access and the Secure Evidence Locker (SEL)
 - [BC Align Enforcement Training Self Reports and Mitigation](#)
- Contact us with questions
 - support@wecc.org or oversight@wecc.org



Closing

- 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



WWW.WECC.ORG | (801) 582-0353



155 N 400 W, Salt Lake City, UT 84103, USA