

Checklist for Model Change Submission

**NOTE* New Market Participants, Transmission Customers and Meter Agents will follow the Customer Relations onboarding process*

Market Participant

Add, Terminate or Modify Asset Owner	
	Submit an updated Attachment AH via the Request Management System (RMS)
Add, Terminate or Modify Meter Agent	
	Submit an updated Attachment AM via RMS
	Submit an updated Attachment AH via RMS
	Notify counter party of Meter Agent updates
Add, Terminate or Modify Contacts	
	Submit updated Point of Contact chart with applicable changes via RMS
Add, Terminate or Modify TC to AO Mapping	
	Submit an updated Attachment AH via RMS
Modify Market Participant	
	Submit an updated Attachment AH via RMS
	Submit an updated Articles of Incorporation via RMS

Resource

Add Resource	
	Submit a new project via the Model Change Submission Tool (MCST)
	Attach Appendix B from MCST User Guide , with ICCP data , one-lines and wind resource data, to the MCST project to add the resource
	Register Source/Sink in OATI webRegistry (EIR) per settlement location
	Submit an Attachment AM
	Submit a Generator Interconnection Agreement (GIA)
	Submit FERC form 556 if registering as a Qualifying Facility (QF)
	Include Network Transmission Service (NITS) agreement reference number in the MCST project description if registering as a Designated Network Resource (DNR)
	Coordinate with SPP Regulatory department to submit Schedule 2 documentation if registering as a Reactive Qualified Generator (QG)
Terminate Resource	
	Submit a new project via the Model Change Submission Tool (MCST)
	Attach Appendix B from MCST User Guide to the MCST project to remove the resource
	Submit an updated Attachment AM via RMS using the quick pick 'Meter Agent Agreement Update'
Modify Resource	
	Submit a new project via the Model Change Submission Tool (MCST)
	Attach Appendix B from MCST User Guide to the MCST project to edit the resource
	Submit an updated Attachment AM via RMS
	Submit a Transfer Letter if the resource will be transferring
	Submit an updated Generator Interconnection Agreement (GIA) if model change effects originally submitted GIA

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	Submit FERC form 556 if changing resource to a Qualifying Facility (QF)
	Coordinate with SPP Regulatory department to submit Schedule 2 documentation if changing resource to a Reactive Qualified Generator (QG)
Pseudo-Tied Resource into or out of the SPP footprint	
	Submit Attachment AO agreement via RMS
	Submit an updated Attachment AM via RMS
	Register Source/Sink in OATI webRegistry (EIR) and provide documentation via RMS
	Provide Transmission Service Request (TSR) number via RMS

Load

Add Load	
	Submit a new project via the Model Change Submission Tool (MCST)
	Attach Appendix B from MCST User Guide , with ICCP data and onelines, to the MCST project to add the load
	Register Source/Sink in OATI webRegistry (EIR) per settlement location
	Submit an Attachment AM
	Submit Network Transmission Service (NITS) agreement for NITS Load
Terminate Load	
	Submit a new project via the Model Change Submission Tool (MCST)
	Attach Appendix B from MCST User Guide to the MCST project to remove the load
	Submit an updated Attachment AM via RMS using the quick pick ' <i>Meter Agent Agreement Update</i> '
Modify Load	
	Submit a new project via the Model Change Submission Tool (MCST)
	Attach Appendix B from MCST User Guide to the MCST project to edit the load
	Submit an updated Attachment AM via RMS
	Submit a Transfer Letter if the load will be transferring
	Submit Network Transmission Service (NITS) agreement if load is changing to or from a NITS Load
Pseudo-Tied Load into or out of the SPP footprint	
	Submit Attachment AO agreement via RMS
	Submit an updated Attachment AM via RMS
	Register Source/Sink in OATI webRegistry (EIR) and provide documentation via RMS
	Provide Transmission Service Request (TSR) number via RMS

Hub

Add, Terminate or Modify Market Hub	
	Submit Hub spreadsheet via RMS for Trading Hubs
	Submit Hub spreadsheet via MCST for Resource Hubs

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Meter Data Submittal Location (MDSL) Tie Interface

Add, Terminate or Modify MDSL Tie Interface	
	Submit a new project via the Model Change Submission Tool (MCST)
	Submit an Attachment AM via RMS
	Notify counter party of internal Tie Interface changes so they may register the reciprocal Tie Interface