

7.4.1 Instructions for Standard Letter of Authorization

- RMS has approved a standard Letter of Authorization (LOA) that will be used by all TDSPs. See Appendix B1 and B2. TDSPs will be posting on their website.

- You can now use the same LOA for all TDSPs
- New format requires you to check the related TDSPs that are serving the Customer
- Muni-Coop names can be added to the LOA when a request is made for an ESI ID in their territory
- Attachments will be a standard approach if multiple TDSPs are requested on the same LOA
- If an attachment is used, use a separate attachment per TDSP with the ESI IDs that are specific to a TDSP. TDSP will reject if an attachment is submitted with ESI IDs that are not associated with their territory.

TDSPs are requesting the attachment in Excel format with the ESI ID in the first column. See Attachment C3 for the spreadsheet to be used for attachment Expiration date is now a field for completion.

- There are examples of customers allowing the use of the same LOA for longer than a year. In this case, the Customer needs to state when they would request the LOA to expire.
- A Customer also has the opportunity to put an expiration date of a shorter timeline (less than a year).
- Footer can be customized by each CR with information that they would like to see used. This does not have to be standard by each CR. Examples would be CR name, e-mail address, phone number, LOA identifier (if you use one)
- At the minimum, the Company name (Customer) must be in file name when submitting to the TDSP. If you choose to put additional information in the file name, make sure the Company name is first.
- Examples: CompanyABC.xls, CompanyABC.pdf, CompanyABC-AEP.xls
- Appendix C4 contains a sample of the Excel format that will be used by the TDSP to provide data to CR.