

## How to Submit a Self-Certification in webCDMS

The OATI webCDMS (CDMS) system will be used for one aspect of self-certification. The remainder of the self-certification process is completed using worksheets received as part of a self-certification notification package from Texas Reliability Entity, Inc. (Texas RE) and uploaded to the Texas RE Extranet.

For questions regarding self-certifications contact, [compliance@texasre.org](mailto:compliance@texasre.org)

### Accessing the Self-Certification in CDMS

A person who is a registered user of the CDMS system may complete a self-certification submission. For legal and security reasons, users must use their own account (digital certificate, login ID and password). If you do not know if you have an account, contact your organization's Security Officer. If you do not know who your organization's Security Officer is, contact [support@oati.net](mailto:support@oati.net).

Please click here to access the system: <https://www.cdms.oati.com>

### Submittal Instructions for Self-Certification

1. Log-in to CDMS. Go to the Compliance tab and select "Self-Certification" from the drop down.
2. A new page appears. On the left side, under "Action", click "Edit".
3. An entry form pops up. Complete all Standard Requirements listed by selecting one of four radial button responses.
4. **Comments are required for ALL "Not Compliant", "Not Applicable", or "Do Not Own" responses.** See full definitions below.

If "Not Compliant" is selected, the Open Enforcement Action (OEA) button will be enabled.

- i. Click "Edit OEA" to open the *Self-Certification Requirement - Open Enforcement Action* form.
  - ii. Click on the "Select" button to select a violation which has previously been reported – a list of violations previously created for the Standard Requirement will display. Complete form and click "Save".
5. When all steps are complete, select "Submit" from the bottom of the screen. Once a self-certification has been submitted, the registered entity's Primary Compliance Contact (PCC) will receive an automated response that the self-certification has been received by Texas RE.

6. If Texas RE requires additional information or documentation, the registered entity's PCC will be contacted.

### Term Definitions

**Compliant:** A response of “Compliant” indicates that the registered entity: a) did not have any violations, b) an OEA has completed mitigation *before* the start of the reporting period, or c) an “event” driven Requirement did not occur and the registered entity is fully compliant for the monitoring period.

**Not Compliant:** A “Not Compliant” response indicates that the registered entity had a violation(s) or has an OEA that has *not* completed mitigation prior to the start of the monitoring period. The Violation ID number should be provided in the comments if the violation was previously identified.

**Do Not Own:** A “Do Not Own” response indicates that the registered entity did not own the applicable facilities, and as such the Reliability Standard Requirement does not apply.

**Not Applicable:** A “Not Applicable” response indicates the Requirement does not apply to the registered entity for a reason other than facility ownership.