

# Roles and Contact Types

## Roles

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There are two main types of Roles within the CDAA:

- **Contributors** may read, write, and delete data in a given area.
- **Viewers** may only view the data in a given area.

Entity	Roles	Delete
A Test Company	<input type="checkbox"/> [EA] Entity Administrator <input type="checkbox"/> [CC] Compliance Contributor <input type="checkbox"/> [CV] Compliance Viewer <input type="checkbox"/> [TFEC] TFE Contributor <input type="checkbox"/> [TFEV] TFE Viewer <input type="checkbox"/> [AuthS] Authorized Signatory <input type="checkbox"/> [BASIC] Basic User	Delete

ADD NEW ROW

### Entity Administrator (EA)

- Read-write access to the entire Entity Portal, except this user cannot sign Self-Certification and Mitigation Plan forms.

### Compliance Contributor

- This role can create, edit, and view all compliance reporting forms

### Compliance Viewer

- This role can view all compliance reporting forms

### TFE Contributor

- This role can create, edit, and view all TFE Request forms

## TFE Viewer

- This role can view all TFE Request forms

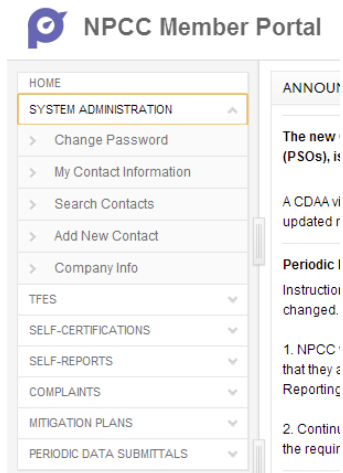
## Authorized Signatory

- This role can sign and submit Self-Certification forms and Mitigation Plan forms
- Can sign off on TFEs and needs to be the CIP Senior Manager or delegate
- **Section 3.0, Appendix 4C of the NERC Rules of Procedure:** *Any report or other submission of information by a Registered Entity required by the Compliance Program shall be signed by an officer, employee, attorney or other authorized representative of the Registered Entity. Electronic signatures are permitted in accordance with processes established by NERC and the Regional Entity. NERC or the Compliance Enforcement Authority may require the signer to provide a statement of the basis of his or her authority to sign on behalf of the Registered Entity.*

## Contact Types

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Note: To edit Contact Types go to the "Company Info" page under "System Administration"



ENTITY CONTACTS		
Contact Name	Contact Type	Delete
Test MA (dcerasoli@npcc.org)	Primary Compliance Officer	<a href="#">Delete</a>
LEEEEEERROY Jenkins (compliance-support@npcc.org)	Primary Compliance Contact	<a href="#">Delete</a>

### Primary Compliance Contact

- Point of contact for all compliance communication from NPCC and periodically NERC
- Distribution emails

### Primary Compliance Officer

- Officer level responsible for compliance activities
- Point of contact for all enforcement notices (i.e. Notice of Possible Violation, Confirmed Violation, Mitigation Plan Acceptances, etc.)
- Point of contact for escalated requests from NPCC or NERC for data, information, or other reports