

# Self Certification

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An attestation by a Registered Entity that it is compliant or noncompliant with a Reliability Standard Requirement that is the subject of the Self-Certification, or that it does not own Facilities that are subject to the Reliability Standard Requirement, or that the Reliability Standard Requirement is not applicable to the Registered Entity.

## How do I create, edit, or view a Self-Certification form?

1. Log onto the CDAA at <https://cdaa.npcc.org>
2. Select **Self-Certifications**
3. Click **Search Self-Certifications**
  - a. This page will allow you to search by Standard Family, Submittal Status, Due Date and Reporting Period
4. Click **Select** next to the appropriate form
5. To view in-progress or historical Self-Certification forms that have been previously submitted to NPCC, select **Self-Certifications** and click **Search Historical Forms**
  - a. This page will allow you to search by Standard Family, Submittal Status, Due Date, Reporting Period and Date Submitted

## How do I notify my Authorized Signatory?

Once the forms are “Pending Signature” the Authorized Signatory must sign forms to be submitted to NPCC. To move the appropriate forms to the “Pending Signature” state and notify your Authorized Signatory:

1. Select **Self-Certifications**
2. Click **Search Self-Certifications**
3. Click **Select** next to the appropriate form
4. Click **Ready for Signature** at the top of the form
5. Select the Authorized Signatory from the drop-down box  
NOTE: If your Authorized Signatory does not appear in the list, contact your EA to assign the appropriate user the **Authorized Signatory Role**
6. Click **OK** to move these to the **Pending Signature** state and Notify your Authorized Signatory

## How does an Authorized Signatory review and sign a Self-Certification Form?

Once a user has moved the form to a **Pending Signature** state and has notified its Authorized Signatory, an email will be generated and sent to the Authorized Signatory informing them that there is form pending their approval.

1. Click the link in the automatically generated email

- To access this page from the Portal Homepage:
  - Select **Self-Certifications**
  - Click **Search Self-Certifications**
- 2. Click **Select** next to the appropriate form
- 3. Click **Sign** at the top of the form
- 4. Click **OK**

### **What do the different submittal statuses mean?**

Each form will have a submittal status based on where it is at in the submittal process to NPCC. Submittal Status:

- **New:** The form has been posted and available for the user
- **In Progress:** The user has accessed the form and saved their progress
- **Pending Signature:** The user has clicked **Ready for Signature** and the form is available for the Authorized Signatory to sign and submit
- **Completed:** The form has been submitted to NPCC

### **How do I edit a form that has been submitted to NPCC?**

You will need to contact NPCC at [compliance-support@npcc.org](mailto:compliance-support@npcc.org) to unlock a form.