

ESCO Qualification Checklist

A new ESCO*or Direct Customer (DC) applying to EDI Phase III test with NYSEG &/or RG&E must:

- Be approved by the New York State Public Service Commission as an Energy Service Company. [Retail Access Application - General Information | Department of Public Service](#). For questions, the PSC can be reached at 518-486-2432
- Meet the New York State Public Service Commission Electronic Data Interchange (EDI) Phase 1 certification requirements for Utility Bill Ready (UBR) transactions.
- Electric ESCO/Direct Customer must be registered with the New York Independent System Operator (NYISO) [New York State Independent System Operator \(NYISO\)](#). For questions, the NYISO can be reached at 518-356-6060.
- Complete the Application Process outlined below and email the required documentation to supplier_relations@rge.com no later than 30 days before the next scheduled EDI test batch start date.
 - NYSEG EDI Test Schedule: [Test Schedules - NYSEG](#)
 - RG&E EDI Test Schedule: [EDI Test Schedules - RGE](#)

APPLICATION PROCESS	
EDI Test Application	Complete one application
Data Security Agreement (DSA)	Complete one DSA per utility
W9	Provide
PSC Approval letter	Provide
NYISO Approval	Provide

- Once the above documentation is received and approved, the ESCO/DC will be scheduled for the next available EDI test batch occurring at least 30 days out, in accordance with the EDI test schedule.
- The remaining agreements listed in the Document Process below must be completed and emailed to supplier_relations@rge.com at least 15 days prior to the start date of the test batch start.

DOCUMENT PROCESS (Links below)	
Operating Agreement (OA)	Complete one OA per utility.
Billing Services Agreement (BSA)	ESCO/DC testing Single Bill complete one BSA per utility.
Designation of Agency Agreement	If designating an Agent, complete one agreement per utility.
Designation of Agent for Service Process Agreement	ESCO/Direct Customer not located in NYS must designate an Agent in NYS on their behalf. Complete one Agreement per Utility.

Document Links:

- [Forms and Agreements - Electric - NYSEG](#)
- [Forms and Agreements - Natural Gas - NYSEG](#)
- [Forms and Agreements – Electric - RGE](#)
- [Forms And Agreements – Natural Gas - RGE](#)

***This is for a brand new ESCO or Direct Customer to the Utility; not an existing ESCO testing as a CCA ESCO.**