



## ISO New England Security Administrator Signatory Page Instructions

This document provides the necessary form for companies to provide information regarding their Security Administrators. Companies are encouraged to authorize more than one in the event that the primary Security Administrator is absent or is unable to perform his or her duties. If a company desires to designate multiple Security Administrators, then a *Security Administrator Signatory Page* should be submitted for each, duly notarized.

The *Security Administrator Signatory Page* serves the primary purpose to identify their status for the Standard Market Design. A notarized company officer signature is required for a new designation and revocation of an existing Security Administrator. **Please note ISO New England can only process original forms.**

### ***ISO New England Security Administrator Signatory Page*** **Checklist for Required Fields:**

- Company Name
- Customer ID for pending and/or active customers
- Status Request
- Security Administrator Name
- Security Administrator Title
- Security Administrator Address including City, State, Zip Code
- Security Administrator E-mail
- Security Administrator Phone
- Security Administrator Fax
- Authorizing Company Officer's Notarized Signature, Printed Name and Title
- Notarization of Company Officer's Signature

Please complete this form and mail to:

Casey Dubin  
ISO New England  
One Sullivan Rd.  
Holyoke, MA 01040



<b>Company Name</b>	
<b>Customer ID</b>	
<b>Security Administrator – Standard Market Design Request</b>	
<input type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revoke</b>	

**ISO New England Security Administrator Signatory Page**

The undersigned hereby acknowledge that: (i) the Security Administrator is the person authorized and responsible for providing and maintaining User information to ISO New England; (ii) it is the responsibility of the Company to notify ISO New England of changes to the person designated as Security Administrator; and (iii) the Company will promptly submit changes to the person designated as Security Administrator by resubmitting this form, duly notarized.

The undersigned further hereby acknowledge that: (i) ISO New England provides a Public Key Infrastructure (PKI) for authenticity, integrity and non-repudiation of messages and transactions; (ii) the Security Administrator will take appropriate security measures for the storage and management of his or her Company's Digital Certificates so as to minimize the risk of unauthorized access to his or her Company's Digital Certificates; and (iii) the Company will be accountable for all actions in relation to the use of its Digital Certificates.

**Security Administrator Information**

Security Administrator Name:	
Security Administrator Signature: <i>(Not required for revoking)</i>	
Security Administrator Title:	
Security Administrator Address:	
City, State, Zip Code:	
Security Administrator E-mail:	
Security Administrator Phone:	
Security Administrator Fax:	

**Signature of Company Officer**

<i>Authorizing Company Officer</i>
_____
Company Officer Signature
_____
Company Officer Name
_____
Company Officer Title

**Notarization of Company Officer's Signature**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
State

\_\_\_\_\_  
My County of Residence

\_\_\_\_\_  
My Commission Expires