Emergency Procedures User Profile

(Instructions to Set up User Accounts on Slides 7 & 8)

- The following presentation is a guide to assist a non-Guest Emergency Procedure application user through the profile setup process in order to receive automated text messaging.
- Please contact EPAdmin@pjm.com with any questions related to this procedure.
When logged in, click ‘Profile’ at top right corner.

If checked, user will receive Government Agency comments in postings. Contact PJM to check/uncheck.

If checked, account is active. Uncheck to temporarily stop email notifications (useful during vacations).

If check, user will receive notifications of postings flagged as PJM Drill.

Return to Postings page.
• Enter the new email address* and click “Add.”
  • An email will be sent to the address which will contain a hyperlink and an Activation Code.

* Phone numbers can be set up in email format. E.g. 1234567890@txt.att.net
• To activate email:
  – Click the Activation Link in the email. OR
  – Enter the Activation Code for the email in the Confirmation box and click the check sign to activate.

• Emails will not be sent to addresses that are not activated.

• Emails will be either sent in the full format (Full Text is checked) or abbreviated (Full Text is unchecked).
  – The abbreviated method is best for emails sent to pagers and phones.
Email Address Set up

Check/Uncheck to enable/disable email address.

Check/Uncheck to enable/disable full text for email address.

Click to remove email address.
Notification Set up

Select Message Types and Regions to receive notifications for.

Check to select all.
• Go to eSuite Sandbox and lick on "New User" button located in the lower right.
  – [https://esuitetrain.pjm.com/mui/index.htm](https://esuitetrain.pjm.com/mui/index.htm)
  – In Step 1, select the company name.
  – Fill out the information in Steps 2 and 3.
  – In Step 4, select ‘Emergency Procedures Read Only’, (you may also select additional tools) from the Available box and move it to the Requested box.
  – FINISH to complete your registration
  – Follow up with CAM or PJM Member Relations to authorize access.
• Log into eSuite and click on ‘My Account’ **
  – [https://esuite.pjm.com/mui/index.htm](https://esuite.pjm.com/mui/index.htm)
  – Submit to complete your account request.
  – Follow up with CAM or PJM Member Relations to authorize access.

**If user does not have an eSuite account, go to [https://esuite.pjm.com/mui/index.htm](https://esuite.pjm.com/mui/index.htm) and follow the steps on the previous slide.