Queue Point User Guide – Reliability Resource Initiative (RRI)

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Contents

Introduction

This user guide will show you how to request access for and how to use the Queue Point module in PJM's Planning Center tool, as well as provide other helpful tips. Queue Point is a module that allows users to enter data for New Service Requests.

The guide consists of the following sections:

1. What Is Queue Point?
2. How To Request Access to Queue Point
3. Submitting a New Service Request in Queue Point
4. Legacy Queue Requests in Queue Point
5. Definitions

Section 1: What Is Queue Point?

Queue Point is a module within PJM's Planning Center tool that allows users to enter data for multiple attachment forms in a single location. It consolidates New Service Request data and As-Is Study data.

The information provided through these forms is used to conduct various studies to identify any transmission system enhancements needed to maintain grid reliability while accommodating the New Service Request.

Queue Point is able to handle the deficiency process, including automated notifications, integration with PJM calendars and role-based functionality.

Section 2: How To Request Access to Queue Point

In order to use Queue Point, you first must be provided access.

If your company is an active member of PJM:

- Go to PJM's Account Manager page. Log in to Account Manager with your user ID and password, and request *Planning Center Queue Point Read Only* or *Read/Write Access*.
- If you do not see *Planning Center Queue Point Read Only* or *Read/Write Access* as an option, request access through your Company Account Manager (CAM). They will be able to authorize your access to *Planning Center Queue Point Read Only* or *Read/Write Access*. You may be required to create a new user ID under the specific organization provided by your CAM.

If your CAM administrator is not familiar with *Planning Center Queue Point Read Only* or *Read/Write Access*, please contact PJM Customer Service.

Production accounts differ from Training (Sandbox) test accounts. If you do not have an account in either environment, you should work with your CAM to provision the accounts or follow the New User Registration instructions within the Account Manager User Guide (PDF).

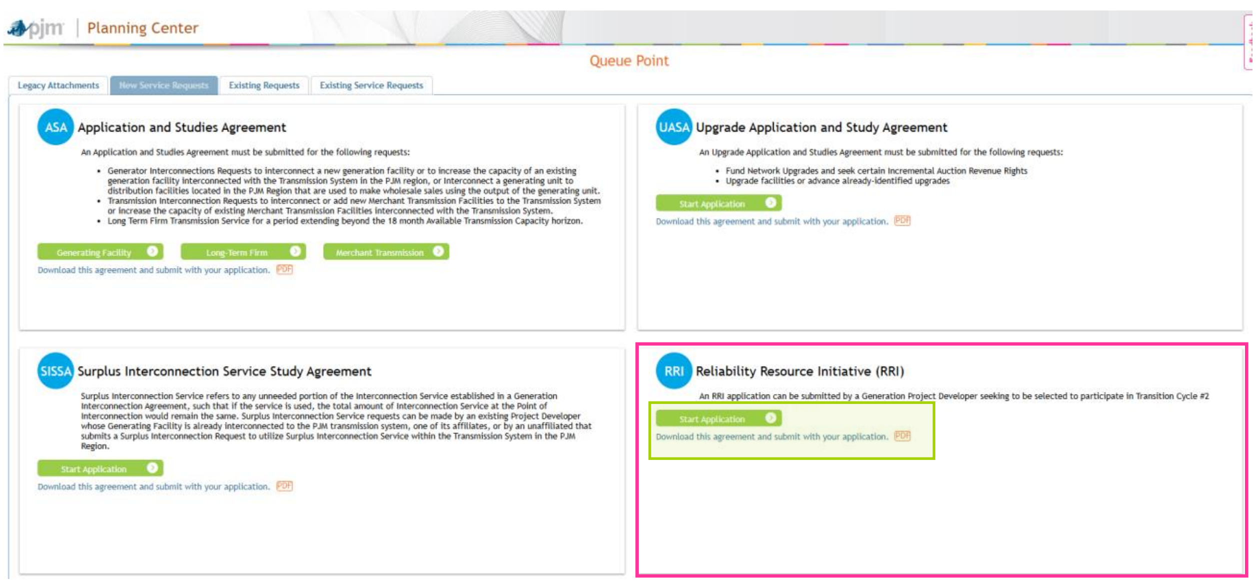
If your company is not a PJM member, you must first create a new company account. To create an account and gain access:

- Follow the New User Registration/CAM Access process available on pages 2–8 in the [Account Manager User Guide](#) (PDF).
- When you reach step 2, select the checkbox to enter your company account name, which will create the account without tools access (default tools access only, including Queue Point).
- When you select **Next**, you will receive a confirmation review page with default tools access.
- Select **Submit** to complete registration. You will receive a second confirmation message once registration is complete.
- You will receive an email containing a link to set up your password. Once this is complete, you will be able to access Queue Point.

Section 3: Submitting a New RRI Service Request in Queue Point

To begin a Reliability Resource Initiative (RRI) request, download and complete the corresponding Application and Studies Agreement via the link below the corresponding section. The completed form will be uploaded to Queue Point during the application process.

To submit a request, click the green button for the appropriate request type. *Please ensure when you work on this application you only have one Queue Point page open at once; multiple tabs and applications open can cause sections to not submit properly.

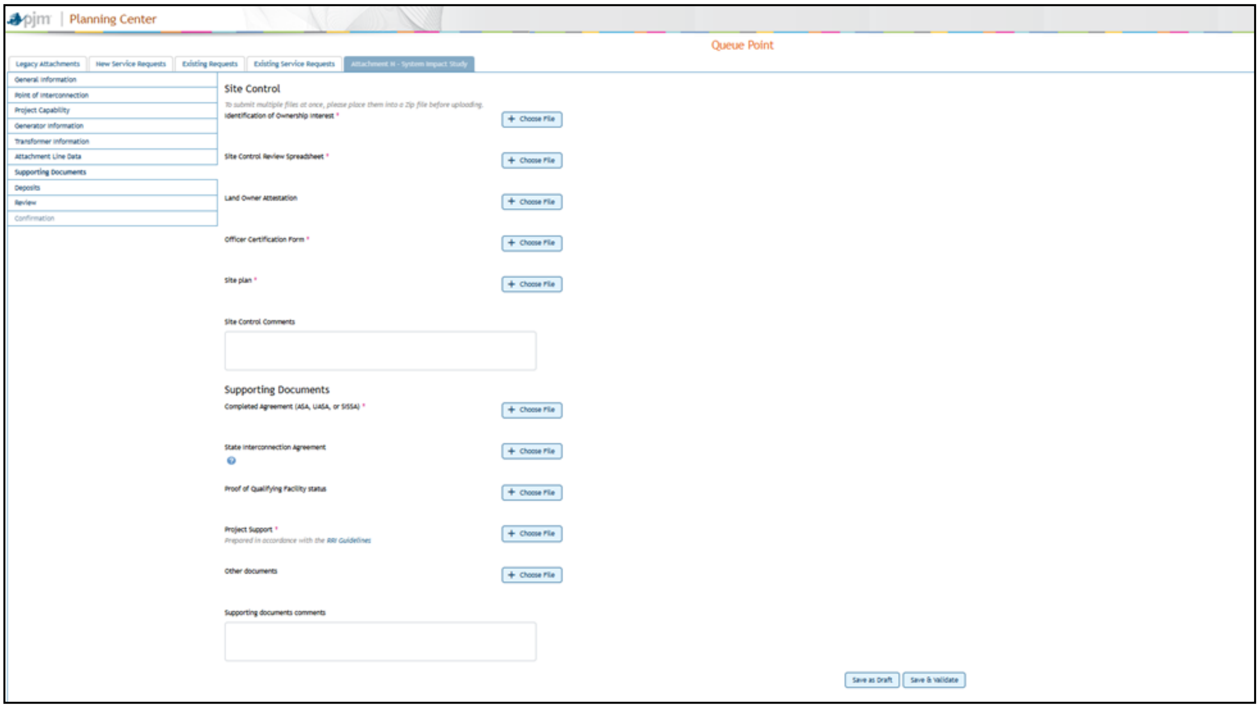


Application Information

The first part of the application collects the general application information. To save the application at any time, click **Save as Draft**.

Supporting Documents

The required supporting documents are outlined in the applicable studies agreement and the PJM Manuals, Tariff and RRI filing Docket No. ER25-712-000. All required documents must be provided with the application for it to be considered complete. Only one file may be uploaded for each required section. If multiple documents need to be uploaded for a given field, they will need to be combined or zipped first. To upload a file, click **Choose File**. Please review the RRI Guidelines under Project Support to ensure you are uploading all the required files for your submission. If your file upload exceeds the size limit for Queue Point, please utilize Secure Share by reviewing the guidelines on page 5.



Deposits

Payment details for the required deposit(s) must be provided to facilitate associating the payments with the appropriate request. Readiness Deposit and the RRI Deposit may be provided in the form of a letter of credit or wire transfer. Select the radial button for the appropriate item to update the required fields. Study Deposit must be in the form of a wire transfer.

Review and Confirmation

Review the data before submitting. If you want to edit a field, click **Edit**. Once you have checked all of the fields, you can then submit the data.

You can save the page and complete the information at a later time by clicking **Save as Draft**.

The **Save & Validate** button validates all of the fields in that particular tab and saves them. You can only submit the information in the review section once every tab has been saved and validated. Once submitted, the New Service Request will be added to the Existing Requests tab.

At this point, the form is available for printing. PJM will review the data provided and follow up via email, Queue Point or phone as needed.

Section 4: Secure Share Guidelines

Secure Share is used for all site control documents that are too large to be uploaded into Queue Point.

Please utilize this mailbox for all site control Secure Share submissions: IPSecureShare@pjm.com.

Instructions for using Secure Share can be found on the PJM website.

Section 5: Share Feature

If you would like multiple users to work on the same submission, you can do so using the Share Feature.

Note: If you are having issues sharing, please make sure you review the guide below and ensure you are the author of the submission. If you cannot edit the submission once shared with you, please check your account manager access to ensure you have Queue Point read/write and that the access shared with you by the admin is also read/write.

Instructions for using the Share Feature (PDF) are available.

Definitions

Application and Studies Agreements
An Application and Studies Agreement is used to initiate studies for generation interconnection requests, transmission interconnection requests, and long-term firm Transmission Service requests for a period extending beyond the 18-month Available Transmission Capacity horizon. Refer for PJM Manual 14H for more information.