Emergency Procedures User Profile

- *The following presentation is a guide to assist a non-Guest Emergency Procedure application user through the profile setup process to receive automated messaging.*

- *Please contact EPAdmin@pjm.com with any questions related to this presentation.*
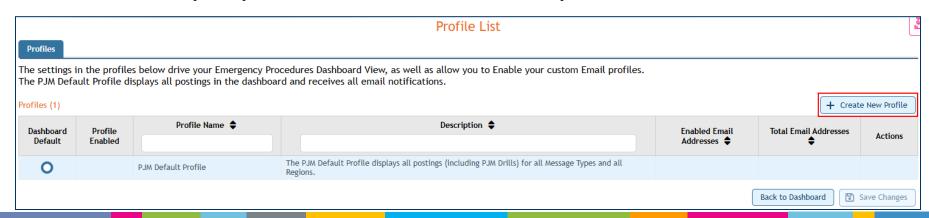
- To get access to Emergency Procedures (EP) go to Account Manager: https://accountmanager.pjm.com/
  - On the account access tab, click on 'Request Access'
  - Filter by typing in 'Emergency Procedures'
  - Select 'Emergency Procedures Read Only' and click on '>' to move the access over to the 'Selected Access' area.
  - Click on 'Next' button to complete your registration
  - Once you have access, you can log in and setup your profile
  - If you do not have the 'Request Access' button, please contact your CAM Admin or email *EPAdmin@pjm.com*
- EP Production: https://emergencyprocedures.pjm.com/
- EP Training: https://emergencyprocedurestrain.pjm.com/
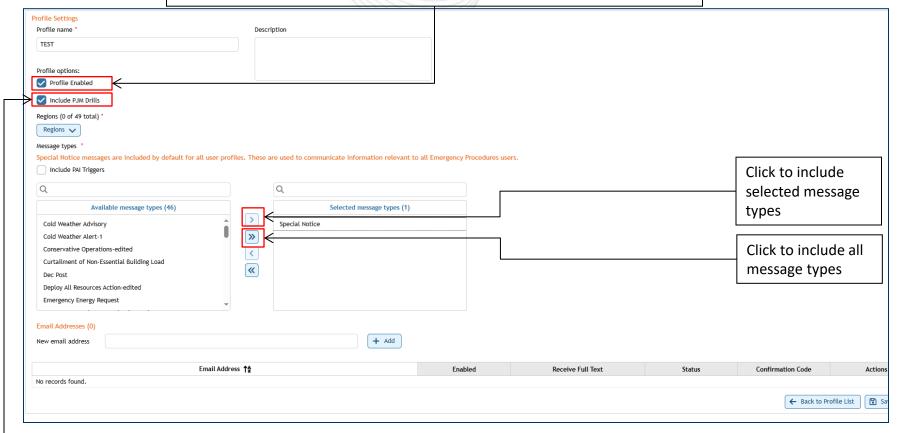
- When logged in, click 'Profiles' at the top right corner.
  - PJM Default Profile is created for every logged in user and includes all Message Types and all Regions.
  - The PJM Default Profile cannot be edited.
- Click on Create New Profile to create a personalized profile for use on the Dashboard and for email notifications.
  - Multiple profiles can be created per user.

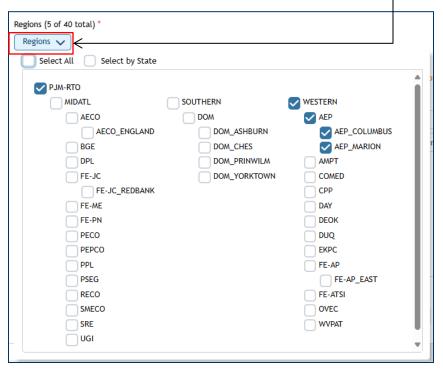If checked, account is active. Uncheck to temporarily stop email notifications (useful during vacations).

Profile Settings

Profile name *
TEST

Description

Profile options:
☑ Profile Enabled
☑ Include PJM Drills

Regions (0 of 49 total) *
Regions ∨

Message types *
Special Notice messages are included by default for all user profiles. These are used to communicate information relevant to all Emergency Procedures users.

☐ Include PAI Triggers

🔍

🔍

Available message types (46)		Selected message types (1)
Cold Weather Advisory	>	Special Notice
Cold Weather Alert-1	»	
Conservative Operations-edited	<	
Curtailment of Non-Essential Building Load	«	
Dec Post		
Deploy All Resources Action-edited		
Emergency Energy Request		

Click to include selected message types

Click to include all message types

Email Addresses (0)

New email address [   ] [+ Add]

Email Address ↑↓	Enabled	Receive Full Text	Status	Confirmation Code	Actions
No records found.					

← Back to Profile List   💾 Sa

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

Click to expand list of Regions

Note that applicable Parent Regions will be automatically selected if the child Region is selected

Regions can also be selected by State

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.

- Multiple email addresses can be set up per profile.
- Phone numbers can also be setup in email format.
  Check with your service provider for their email-to-text option.

- 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 ↑↓	Enabled	Receive Full Text	Status	Confirmation Code	Actions
	☑	☑	Confirmed		→ ✓ AB🗑
	☑	☑	Confirmed		→ ✓ AB🗑
	☐	☑	Pending Confirmation		→ ✓ AB🗑

← Back to Profile List   💾 Save Profile