

# 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](mailto: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](mailto: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.

Profile List

Profiles

The settings in the profiles below drive your Emergency Procedures Dashboard View, as well as allow you to Enable your custom Email profiles. The PJM Default Profile displays all postings in the dashboard and receives all email notifications.

Profiles (1)

+ Create New Profile

Dashboard Default	Profile Enabled	Profile Name <span>⬆</span>	Description <span>⬆</span>	Enabled Email Addresses <span>⬆</span>	Total Email Addresses <span>⬆</span>	Actions
<input type="radio"/>	<input type="checkbox"/>	PJM Default Profile	The PJM Default Profile displays all postings (including PJM Drills) for all Message Types and all Regions.			

[Back to Dashboard](#)
[Save Changes](#)

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

### Profile Settings

Profile name \*

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)

Cold Weather Advisory  
Cold Weather Alert-1  
Conservative Operations-edited  
Curtailment of Non-Essential Building Load  
Dec Post  
Deploy All Resources Action-edited  
Emergency Energy Request

Selected message types (1)

Special Notice

>

>>

<

<<

Email Addresses (0)

New email address

+ Add

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

← Back to Profile List

Save

Click to include selected message types

Click to include all message types

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

Regions (5 of 40 total) \*

<input checked="" type="checkbox"/> PJM-RTO	<input type="checkbox"/> MIDATL	<input type="checkbox"/> SOUTHERN	<input checked="" type="checkbox"/> WESTERN
<input type="checkbox"/> AECO	<input type="checkbox"/> DOM	<input checked="" type="checkbox"/> AEP	
<input type="checkbox"/> AECO_ENGLAND	<input type="checkbox"/> DOM_ASHBURN	<input checked="" type="checkbox"/> AEP_COLUMBUS	
<input type="checkbox"/> BGE	<input type="checkbox"/> DOM_CHES	<input checked="" type="checkbox"/> AEP_MARION	
<input type="checkbox"/> DPL	<input type="checkbox"/> DOM_PRINWILM	<input type="checkbox"/> AMPT	
<input type="checkbox"/> FE-JC	<input type="checkbox"/> DOM_YORKTOWN	<input type="checkbox"/> COMED	
<input type="checkbox"/> FE-JC_REDBANK		<input type="checkbox"/> CPP	
<input type="checkbox"/> FE-ME		<input type="checkbox"/> DAY	
<input type="checkbox"/> FE-PN		<input type="checkbox"/> DEOK	
<input type="checkbox"/> PECO		<input type="checkbox"/> DUQ	
<input type="checkbox"/> PEPSCO		<input type="checkbox"/> EKPC	
<input type="checkbox"/> PPL		<input type="checkbox"/> FE-AP	
<input type="checkbox"/> PSEG		<input type="checkbox"/> FE-AP_EAST	
<input type="checkbox"/> RECO		<input type="checkbox"/> FE-ATSI	
<input type="checkbox"/> SMECO		<input type="checkbox"/> OVEC	
<input type="checkbox"/> SRE		<input type="checkbox"/> WVPAT	
<input type="checkbox"/> UGI			

Regions (18 of 40 total) \*

<input type="checkbox"/> District of Columbia	<input checked="" type="checkbox"/> PJM-RTO	<input checked="" type="checkbox"/> WESTERN
<input type="checkbox"/> Delaware	<input checked="" type="checkbox"/> MIDATL	<input checked="" type="checkbox"/> DUQ
<input type="checkbox"/> Illinois	<input checked="" type="checkbox"/> AECO	<input checked="" type="checkbox"/> FE-AP
<input type="checkbox"/> Indiana	<input checked="" type="checkbox"/> AECO_ENGLAND	<input checked="" type="checkbox"/> FE-AP_EAST
<input type="checkbox"/> Kentucky	<input checked="" type="checkbox"/> FE-ME	
<input type="checkbox"/> Maryland	<input checked="" type="checkbox"/> FE-JC_REDBANK	
<input type="checkbox"/> Michigan	<input checked="" type="checkbox"/> PECO	
<input type="checkbox"/> North Carolina	<input checked="" type="checkbox"/> FE-PN	
<input checked="" type="checkbox"/> New Jersey	<input checked="" type="checkbox"/> PECO	
<input type="checkbox"/> Ohio	<input checked="" type="checkbox"/> PPL	
<input checked="" type="checkbox"/> Pennsylvania	<input checked="" type="checkbox"/> PSEG	
<input type="checkbox"/> Tennessee	<input checked="" type="checkbox"/> RECO	
<input type="checkbox"/> Virginia	<input checked="" type="checkbox"/> SRE	
	<input checked="" type="checkbox"/> UGI	

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.

Email Addresses (0)

New email address

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

- 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
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed		→ ✓ AB 🗑️
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed		→ ✓ AB 🗑️
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending Confirmation	<input type="text"/>	→ ✓ AB 🗑️

[← Back to Profile List](#)
[💾 Save Profile](#)