Emergency Procedures User Profile

- 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.
To get access to Emergency Procedures go to Account Manager using the link below

- [https://accountmanager.pjm.com/](https://accountmanager.pjm.com/)
- On the account access tab, click on ‘Request Access’
- Filter by typing in ‘Emergency Procedures’
- Select and push the ‘Emergency Procedures Read Only’ 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
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 checked, user will receive notifications of postings flagged as PJM Drill.

Return to Postings page.
Email Address Setup

- 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 also be setup in email format.
  - 1234567890@txt.att.net for AT&T
  - 1234567890@vtext.com for Verizon
  - 1234567890@tmomail.net for T-mobile
  - 1234567890@messaging.sprintpcs.com for Sprint
Email Address Setup

• 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 Setup

Profile

User Name: TEST

Profile Enabled

Government Agency

Send PJM Drill

Receive emails for

New Email Address: 

Email Address | Enabled | Full Text | Confirmation | Actions
---|---|---|---|---
pjm.test@pjm.com | ✔ | ✔ | Confirmed | 
test@pjm.com | ✔ | | Confirmed | ❌

Check/Uncheck to enable/disable email address.

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

Click to remove email address.
Select Message Types and Regions to receive notifications for

Check to select all