



Secure Share User Guide

Corporate Records Management

February 26, 2025

For Public Use

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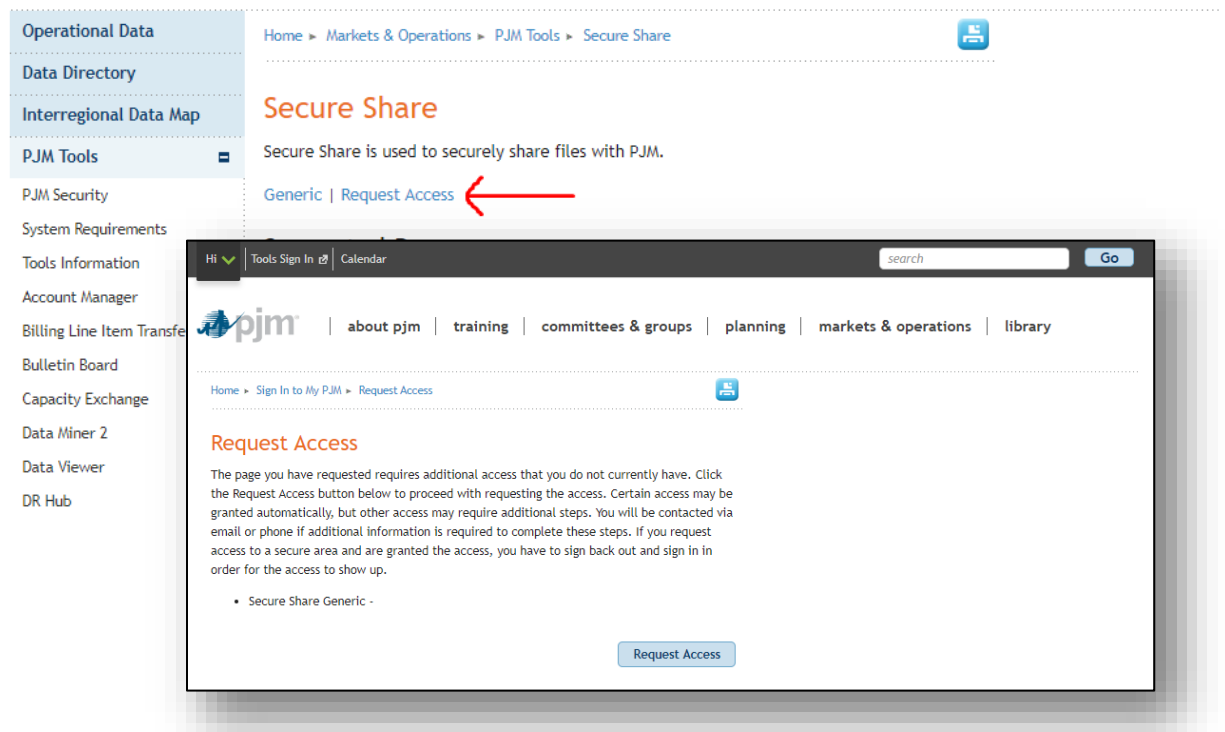
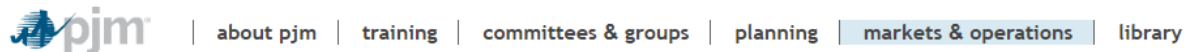
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1. Create PJM Account and Request Access

1. If you don't have a PJM account, create one at <https://accountmanager.pjm.com/accountmanager/pages/public/new-user.jsf>. If you already have PJM account, proceed to step #2
2. Visit <https://www.pjm.com> and click on Sign In



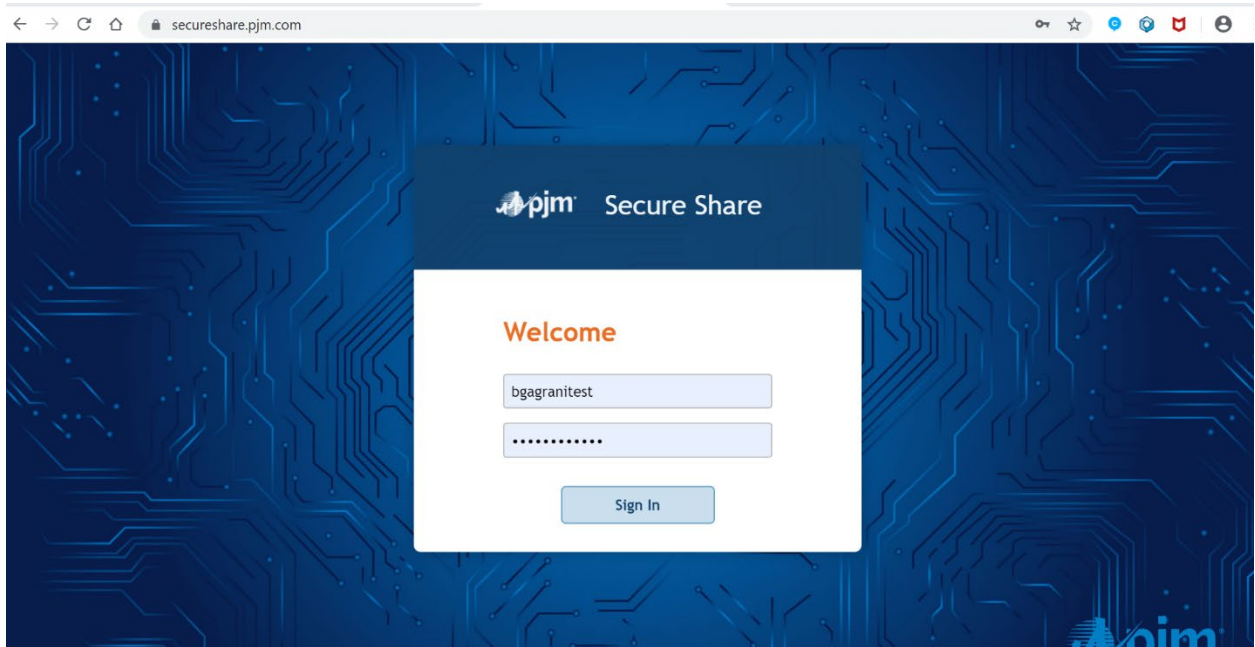
3. Go to Secure Share page on <https://www.pjm.com/markets-and-operations/etools/secure-share.aspx>
4. Click on Request Access and then again on the next page



5. After access is requested, notify your PJM contact so that your access request can be reviewed.
6. You will receive an email once your access is approved.

2. Login to Secure Share

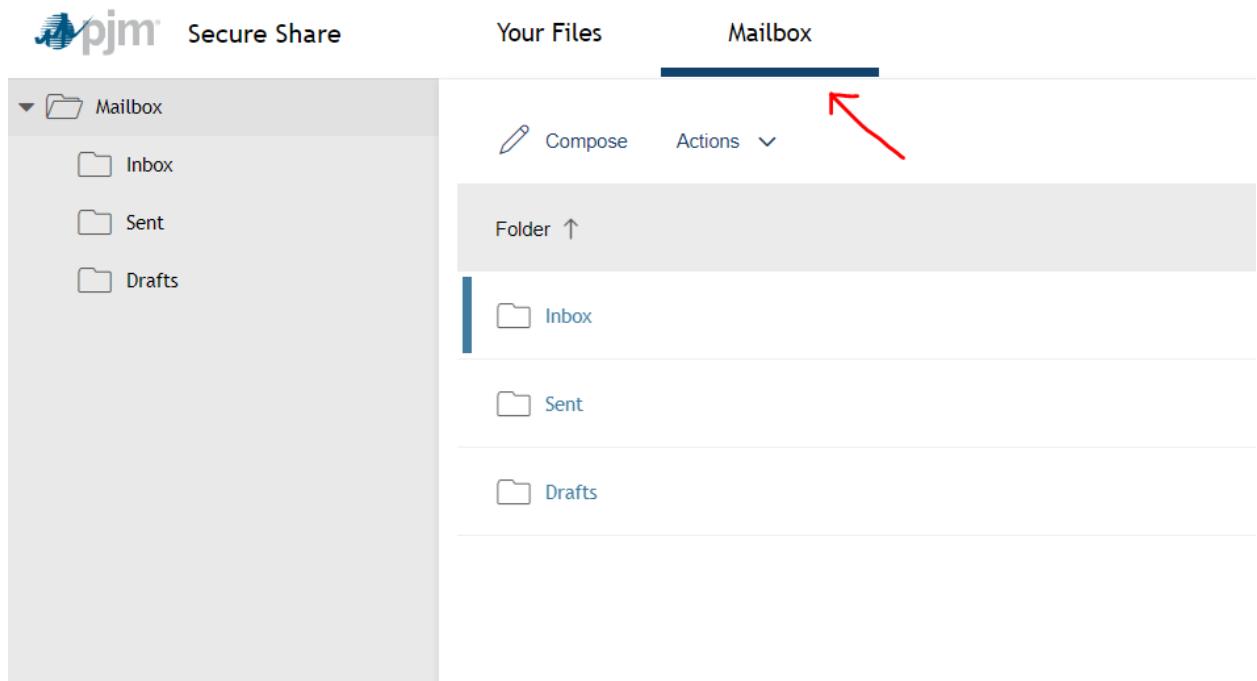
1. Navigate to <https://seureshare.pjm.com/>
2. Log in with PJM account username and password



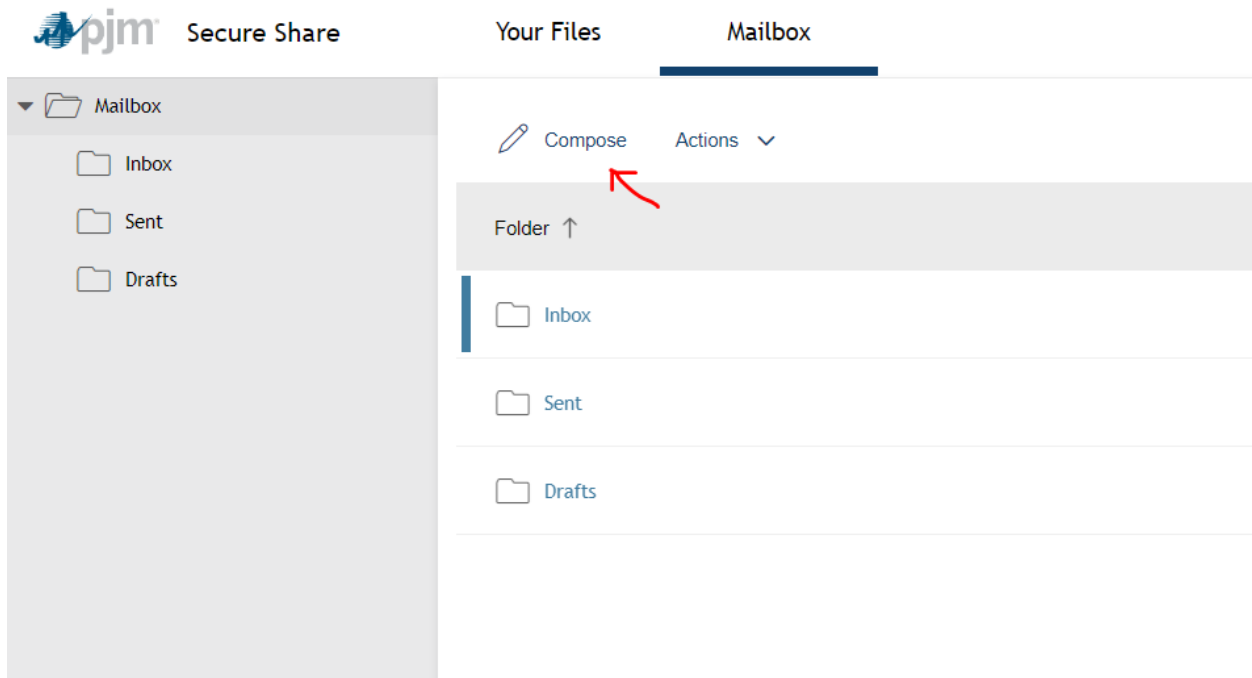
3. Select Sign In

3. Send Ad-hoc Emails

1. Select the Mailbox option








2. Select Compose



3. Type the email address you will be sending to along with any cc's
4. Type in the subject line
5. Select the expiration period for the file you are sending
6. Type in a message
7. Attach Files needed to send securely
8. Select a User Access option by selecting User Access from the right side of the screen

Compose
×

 Send
  Attach
  Address Book

 Save
  Discard

There are no attachments to this message yet. Drop files over this window or use the Attach button to add some.

Message

Options

To:

Cc Bcc

Enter recipients

Subject:

AD/egank

Message:

Expiration:

7 days

Access:

Select delivery method

- a. Send attachment link only will provide a link to allow the user to click the link and open from their desktop/device.
- b. Protect attachment link with security question will provide options to ask a challenge question for the end user receiving the mail. You would have to provide them the answer via phone.

Options

Expiration:

7 days

Access:

Protect attachment link with security question

Security question:

What is the name of your best friend from childhood?

Answer:



9. Once complete Send the email