

# **Secure Share User Guide**

Corporate Records Management February 26, 2025

For Public Use



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#### 1. Create PJM Account and Request Access

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

Operational Data	Home ► Markets & Operations ► PJM Tools ► Secure Share	<b>E</b>	
Data Directory			
nterregional Data Map	Secure Share		
PJM Tools	Secure Share is used to securely share files with PJM.		
PJM Security	Generic   Request Access		
System Requirements			
Tools Information	Tools Sign In 🛃 Calendar	search	Go
		anning   markets & operations   libra	_
Billing Line Item Transfe			_
Billing Line Item Transfe			_
Billing Line Item Transfe	pjm   about pjm   training   committees & groups   pl		_
Billing Line Item Transfe Bulletin Board Capacity Exchange Data Miner 2 Data Viewer The	pjm   about pjm   training   committees & groups   pl   we + Sign in to My PJM + Request Access   equest Access   page you have requested requires additional access that you do not currently have. Click		_
Capacity Exchange Data Miner 2 Data Viewer DR Hub DR Hub gran emai acce orde	pim   about pjm   training   committees & groups   pl هه + Sign In to My PJM + Request Access المعالية equest Access		_

- 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://secureshare.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

pin Secure Share	Your Files	Mailbox	
▼ □ Mailbox	🖉 Compose	Actions 🗸	
L Inbox	U compose		
Sent	Folder 个		
Drafts	[ Inbox		
	Sent		
	Drafts		

2. Select Compose

pim Secure Share	Your Files	Mailbox	
▼ [ Mailbox	🖉 Compose	Actions V	
lnbox			
Sent	Folder ↑	•	
Drafts	lnbox		
	Sent		
	Drafts		



- 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 Atta	ach button to add some.
Message	Options
To: Cc B	cc Expiration:
Enter recipients	7 days 🔹
Subject:	Access:
AD/egank	Select delivery method
Message:	

- 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 att	achment link with security question	
Security que	stion:	
What is the	e name of your best friend from childhood?	
Answer:		π

9. Once complete Send the email