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.*

PJM©2016

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

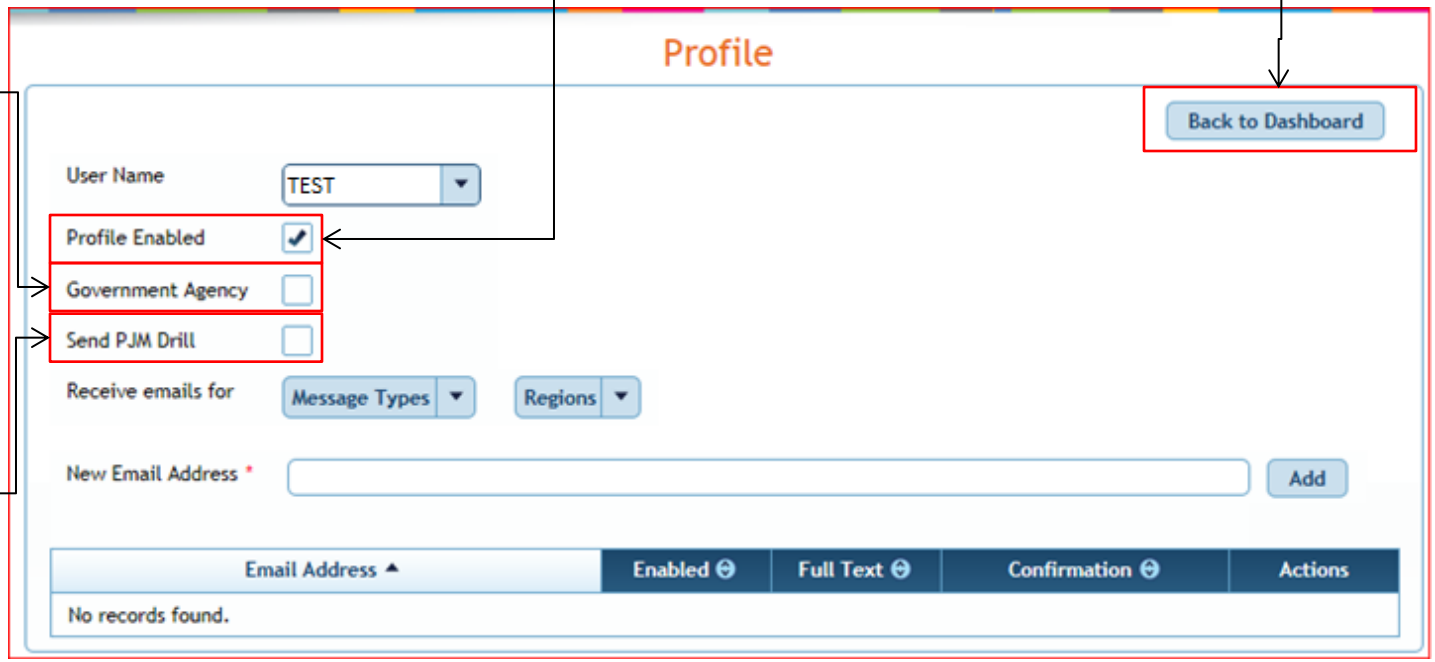
PJM©2016

- 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).

Return to Postings page.

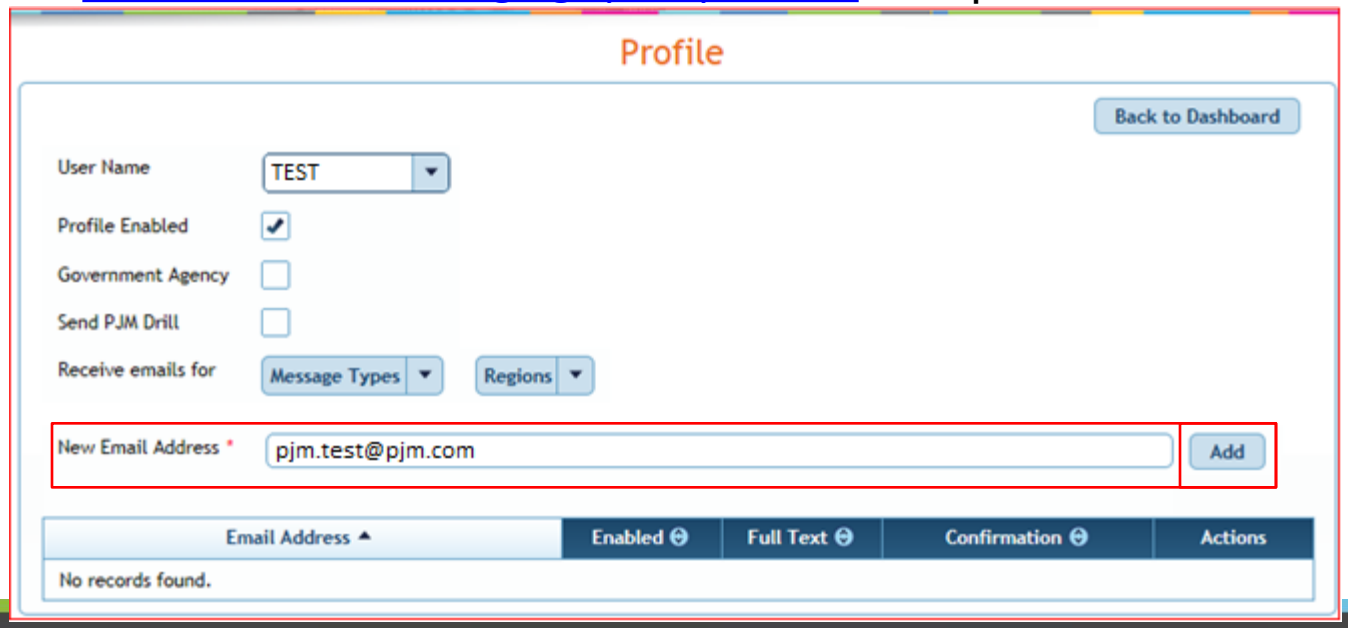


If checked, user will receive notifications of postings flagged as PJM Drill.

PJM©2016

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



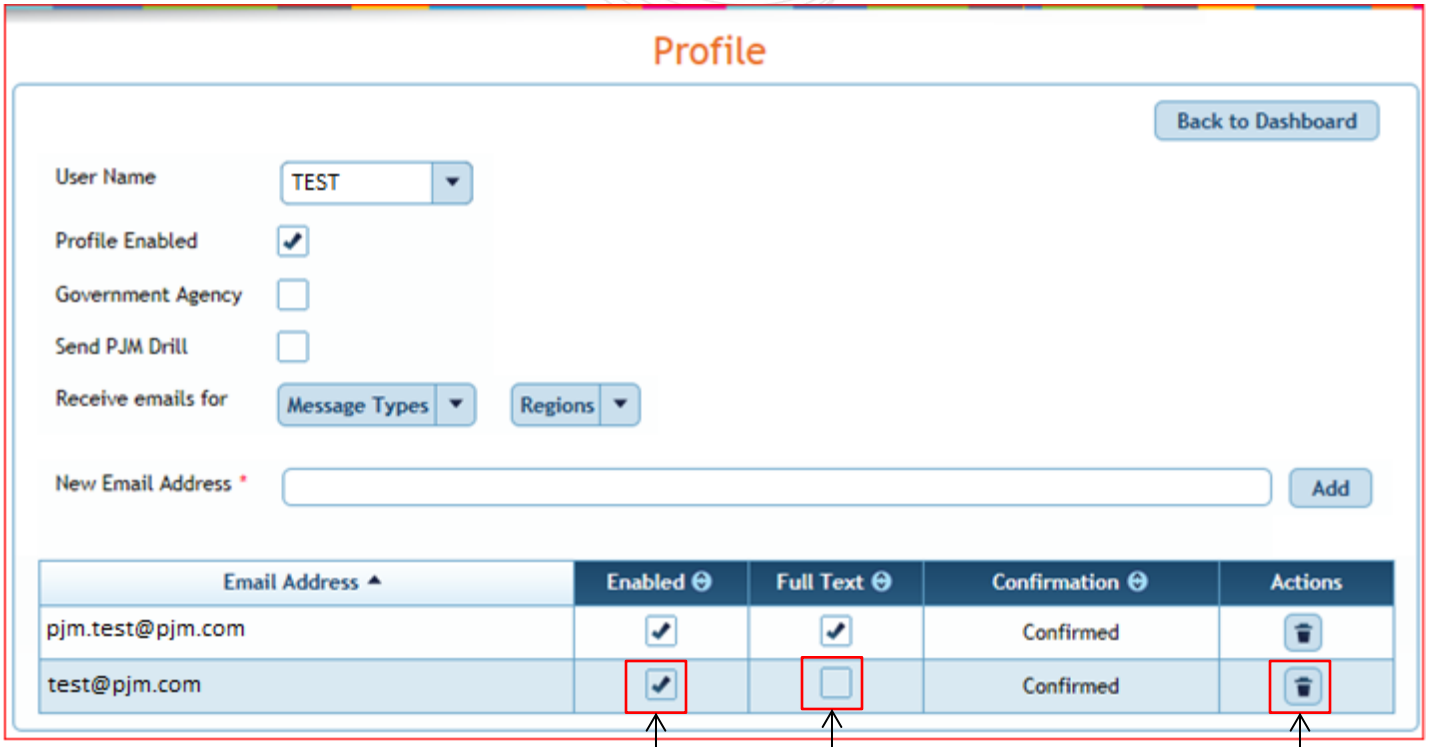
PJM©2016

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.

PJM©2016

Email Address Setup



Check/Uncheck to enable/disable email address.

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

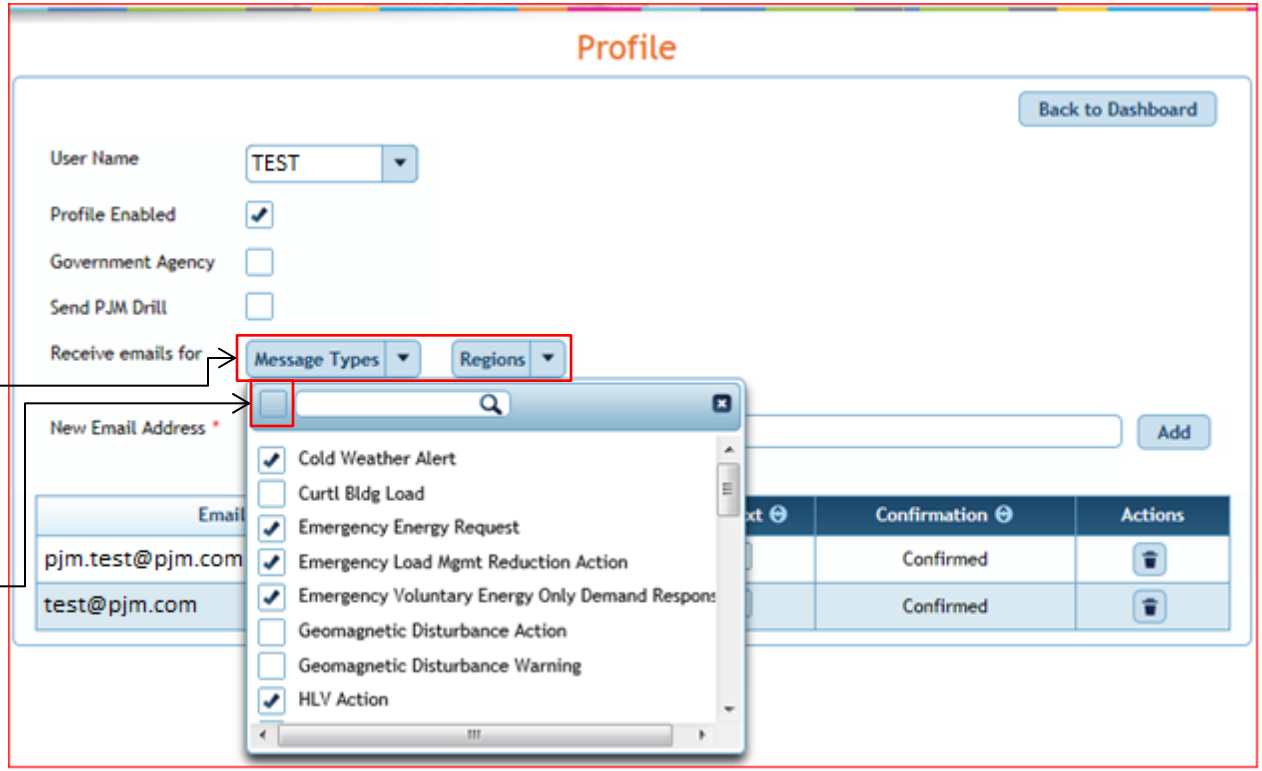
Click to remove email address.

PJM©2016

Notification Setup

Select Message Types and Regions to receive notifications for

Check to select all



PJM©2016