

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/>
 - 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

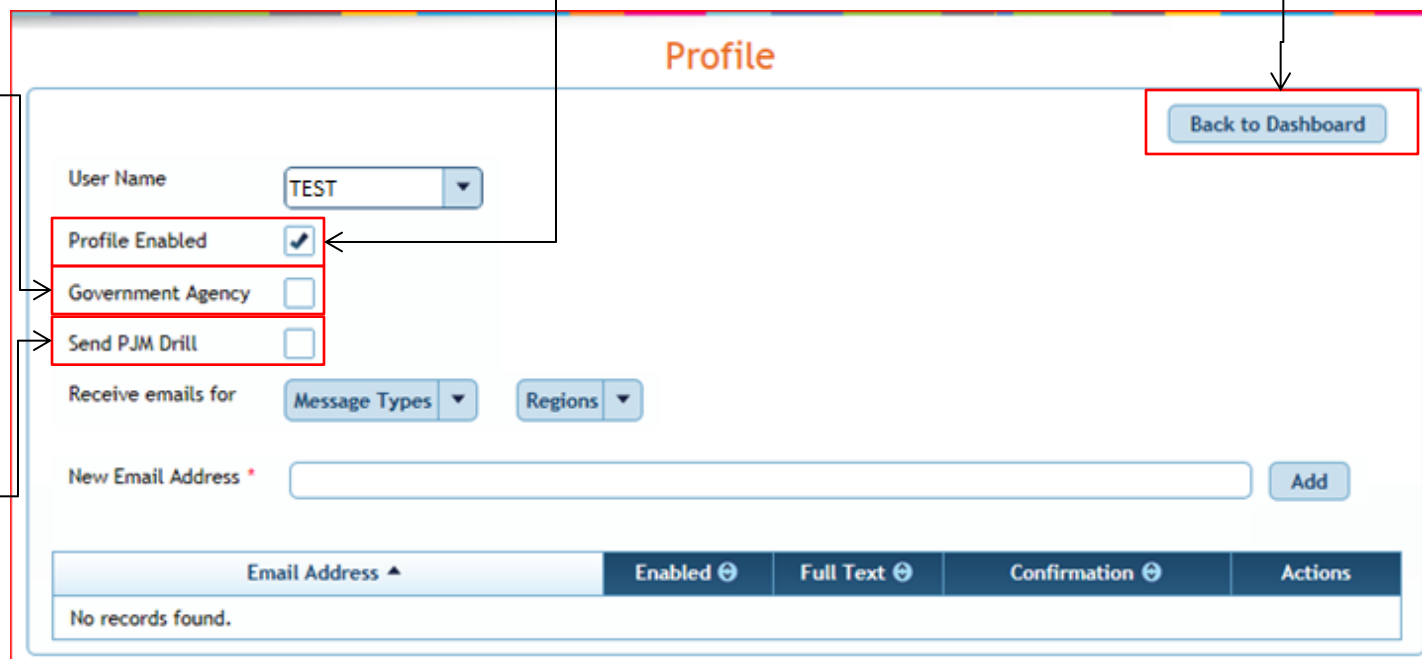
- When logged in, click 'Profile' at top right corner.

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).

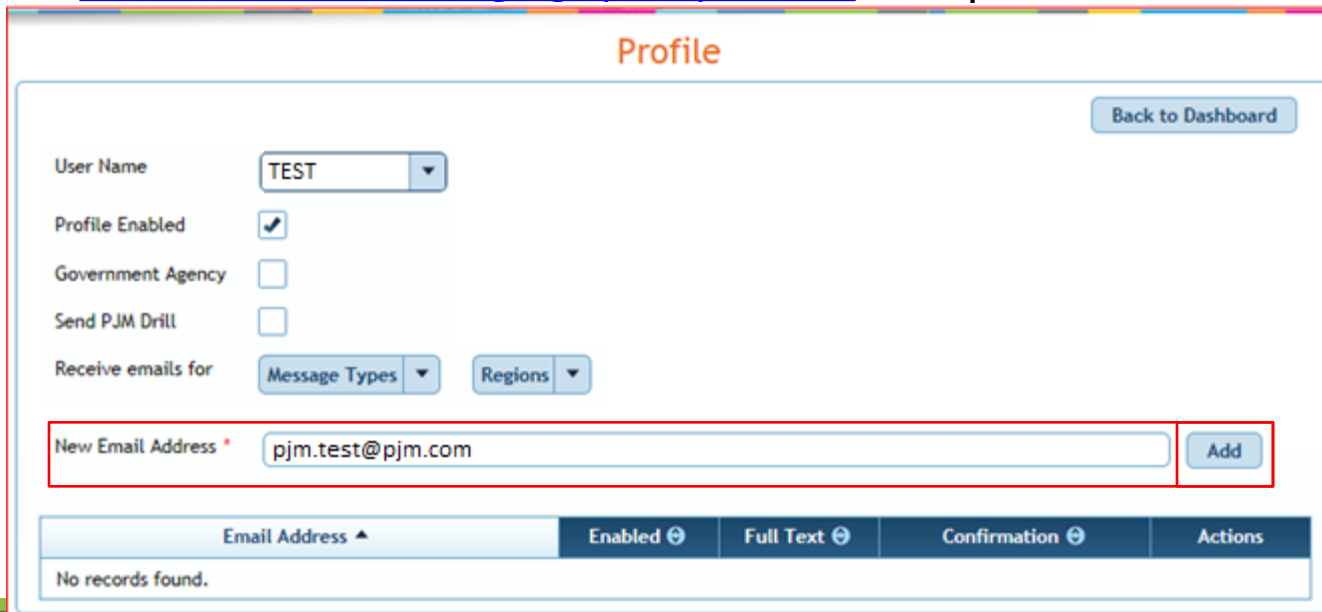
Return to Postings page.

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



The screenshot shows the 'Profile' setup interface. At the top right, there is a 'Back to Dashboard' button. Below it, the 'User Name' is set to 'TEST'. Three checkboxes are highlighted with a red box: 'Profile Enabled' (checked), 'Government Agency' (unchecked), and 'Send PJM Drill' (unchecked). Below these are 'Receive emails for' dropdowns for 'Message Types' and 'Regions'. A 'New Email Address' field with an 'Add' button is also present. At the bottom, there is a table with columns: 'Email Address', 'Enabled', 'Full Text', 'Confirmation', and 'Actions'. The table currently shows 'No records found.'

- 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



The screenshot shows a web interface titled "Profile" with a "Back to Dashboard" button in the top right. The form includes the following fields and options:

- User Name: TEST (dropdown menu)
- Profile Enabled:
- Government Agency:
- Send PJM Drill:
- Receive emails for: Message Types (dropdown) and Regions (dropdown)
- New Email Address *: pjm.test@pjm.com (text input) with an Add button

Below the form is a table with the following columns: Email Address ▲, Enabled ☺, Full Text ☺, Confirmation ☺, and Actions. The table content shows "No records found."

- 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.

Profile

[Back to Dashboard](#)

User Name: TEST

Profile Enabled:

Government Agency:

Send PJM Drill:

Receive emails for: Message Types: Regions:

New Email Address * [Add](#)

Email Address ▲	Enabled ☺	Full Text ☺	Confirmation ☺	Actions
pjm.test@pjm.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed	
test@pjm.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confirmed	

Check/Uncheck to enable/disable email address.

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

Click to remove email address.

Profile

[Back to Dashboard](#)

User Name TEST

Profile Enabled

Government Agency

Send PJM Drill

Receive emails for Message Types Regions

New Email Address * [Add](#)

Email	Confirmation	Actions
pjm.test@pjm.com	Confirmed	
test@pjm.com	Confirmed	

Cold Weather Alert
 Curtl Bldg Load
 Emergency Energy Request
 Emergency Load Mgmt Reduction Action
 Emergency Voluntary Energy Only Demand Respons
 Geomagnetic Disturbance Action
 Geomagnetic Disturbance Warning
 HLY Action

Select Message Types and Regions to receive notifications for

Check to select all