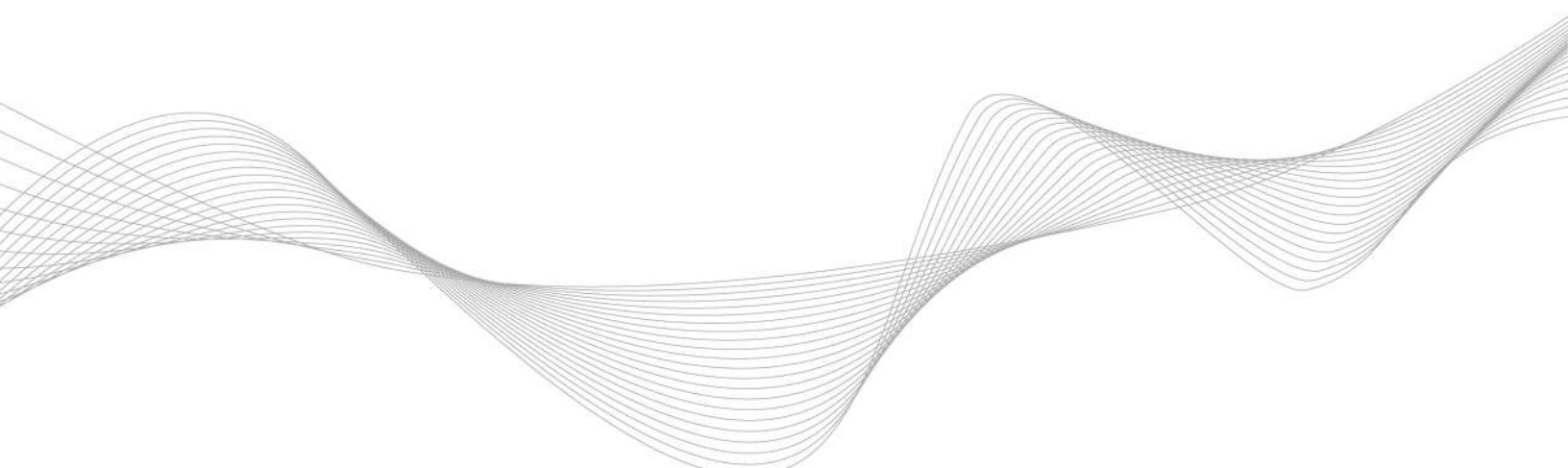




Queue Point User Guide

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PJM Interconnection



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Introduction

This user guide will show you how to request access for and how to use the Queue Point module in PJM's Planning Center tool, as well as provide other helpful tips. Queue Point is a module that allows users to enter data for New Service Requests.

The guide consists of the following sections:

1. What Is Queue Point?
2. How To Request Access to Queue Point
3. Submitting a New Service Request in Queue Point
4. Legacy Queue Requests in Queue Point
5. Definitions

Section 1: What Is Queue Point?

Queue Point is a module within PJM's Planning Center tool that allows users to enter data for multiple attachment forms in a single location. It consolidates New Service Request data and As-Is Study data.

The information provided through these forms is used to conduct various studies to identify any transmission system enhancements needed to maintain grid reliability while accommodating the New Service Request.

Queue Point is able to handle the deficiency process, including automated notifications, integration with PJM calendars and role-based functionality.

Section 2: How To Request Access to Queue Point

In order to use Queue Point, you first must be provided access.

If your company is an active member of PJM:

- Go to PJM's [Account Manager page](#). Log in to Account Manager with your user ID and password, and request *Planning Center Queue Point Read Only* or *Read/Write Access*.
- If you do not see *Planning Center Queue Point Read Only* or *Read/Write Access* as an option, request access through your Company Account Manager (CAM). They will be able to authorize your access to *Planning Center Queue Point Read Only* or *Read/Write Access*. You may be required to create a new user ID under the specific organization provided by your CAM.

If your CAM administrator is not familiar with *Planning Center Queue Point Read Only* or *Read/Write Access*, please contact PJM [Customer Service](#).

Production accounts differ from Training (Sandbox) test accounts. If you do not have an account in either environment, you should work with your CAM to provision the accounts or follow the New User Registration instructions within the [Account Manager User Guide](#) (PDF).

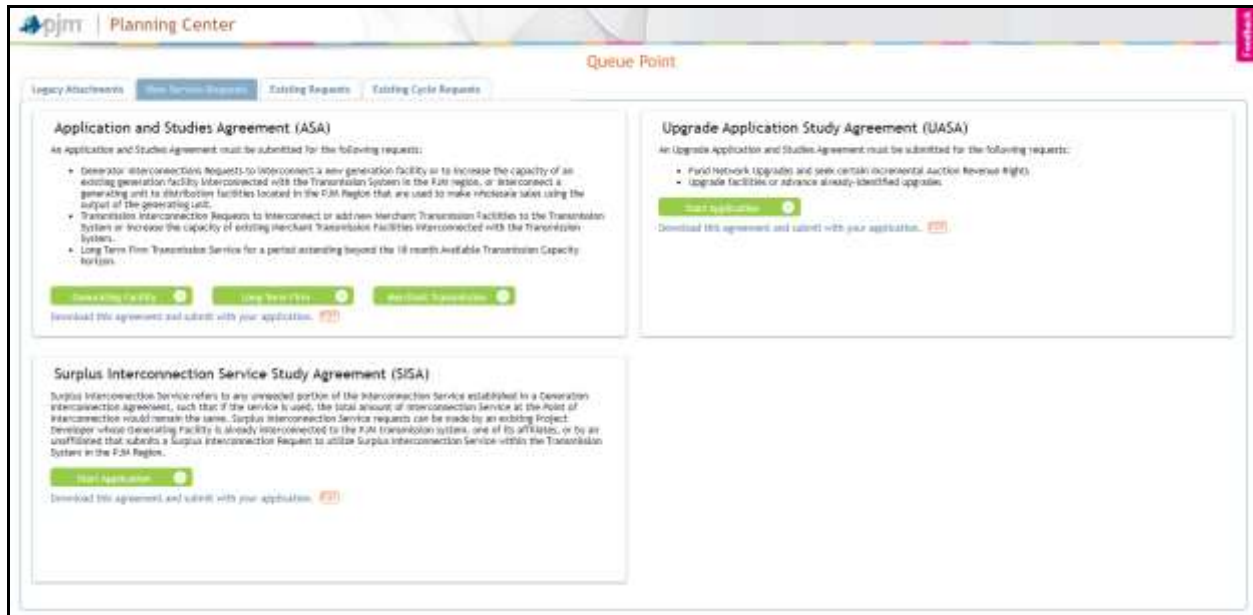
If your company is not a PJM member, you must first create a new company account. To create an account and gain access:

- Follow the New User Registration/CAM Access process available on pages 2–8 in the [Account Manager User Guide](#) (PDF).
- When you reach step 2, select the checkbox to enter your company account name, which will create the account without tools access (default tools access only, including Queue Point).
- When you select **Next**, you will receive a confirmation review page with default tools access.
- Select **Submit** to complete registration. You will receive a second confirmation message once registration is complete.
- You will receive an email containing a link to set up your password. Once this is complete, you will be able to access Queue Point.

Section 3: Submitting a New Service Request in Queue Point

Queue Point was formerly used to collect Feasibility Study data and System Impact Study data (if applicable) for Attachment N, Attachment BB, Attachment EE, Attachment S, and Attachment Y and As-Is Study data through a single application. It is now used to maintain existing requests and collect As-Is Study data for these former submissions and submit new Application and Studies Agreements, Upgrade Application and Studies Agreements, and Surplus Application and Studies Agreements.

To begin a New Service Request, download and complete the corresponding Application and Studies Agreement, Upgrade Application and Studies Agreements, or Surplus Application and Studies Agreement via the link below the corresponding section. The completed form will be uploaded to Queue Point during the application process. To submit a request, click the green button for the appropriate request type.

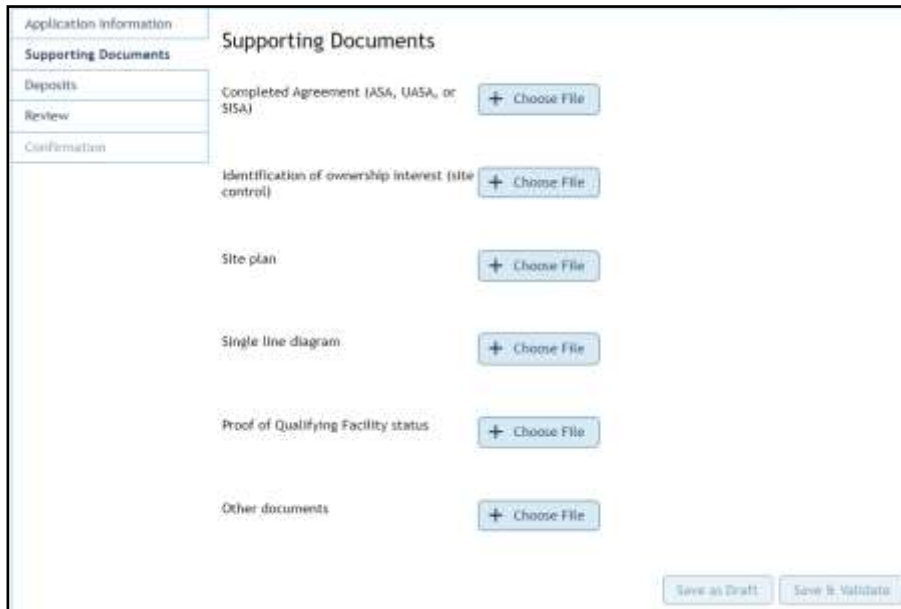


Application Information

The first part of the application collects the general application information. To save the application at any time, click **Save as Draft**.

Supporting Documents

The required supporting documents are outlined in the applicable studies agreement and the PJM Manuals and Tariff. All required documents must be provided with the application for it to be considered complete. Only one file may be uploaded for each required section. If multiple documents need to be uploaded for a given field, they will need to be combined or zipped first. To upload a file, click **Choose File**.



Document Type	Action
Completed Agreement (ASA, UASA, or SISA)	+ Choose File
Identification of ownership interest (site control)	+ Choose File
Site plan	+ Choose File
Single line diagram	+ Choose File
Proof of Qualifying Facility status	+ Choose File
Other documents	+ Choose File

Save as Draft Save & Validate

Deposits

Payment details for the required deposit(s) must be provided to facilitate associating the payments with the appropriate request. Readiness deposits may be provided in the form of a letter of credit or wire transfer. Select the radial button for the appropriate item to update the required fields. Study deposits must be in the form of a wire transfer.

Review and Confirmation

Review the data before submitting. If you want to edit a field, click **Edit**. Once you have checked all of the fields, you can then submit the data.

You can save the page and complete the information at a later time by clicking **Save as Draft**.

The **Save & Validate** button validates all of the fields in that particular tab and saves them. You can only submit the information in the review section once every tab has been saved and validated. Once submitted, the New Service Request will be added to the Existing Cycle Requests tab.

At this point, the form is available for printing. PJM will review the data provided and follow up via email, Queue Point, or phone as needed.

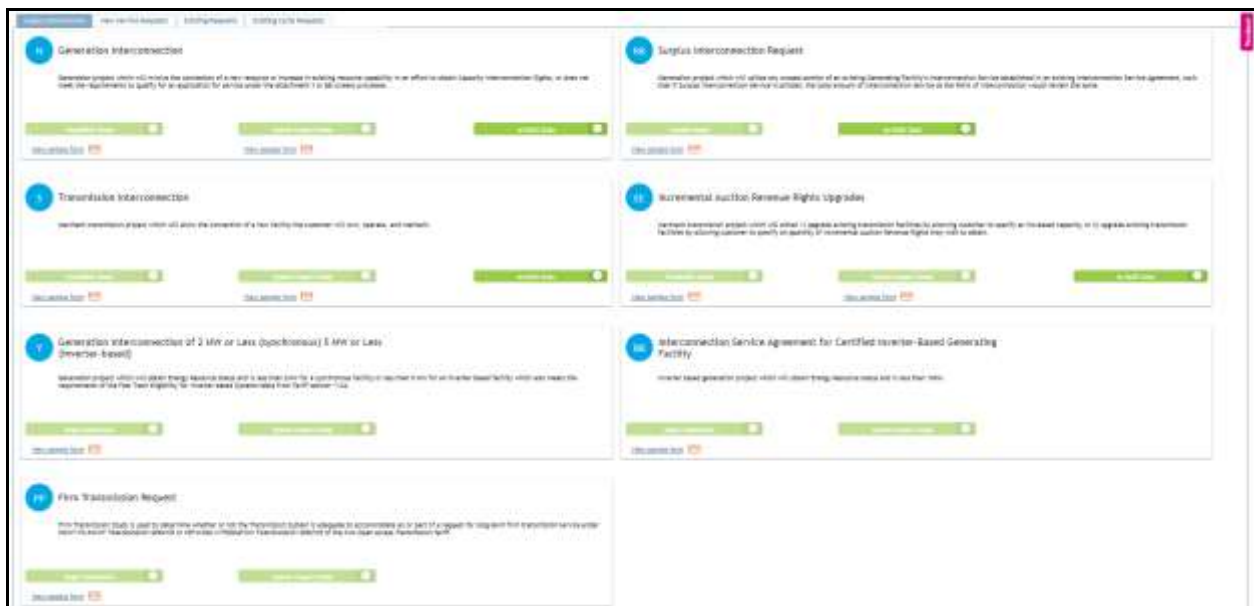
Section 4: Legacy Queue Requests in Queue Point

Queue Point was formerly used to collect Attachment N, Feasibility Study, System Impact Study, Attachment BB, Attachment EE, Attachment S, Attachment Y and As-Is Study data through a single application. Queue Point is now used to make edits to existing queue requests or submit As-Is Study data. New Attachment N, Attachment BB, Attachment EE, Attachment S or Attachment Y applications cannot be submitted.

The information provided through these forms is used to conduct studies to identify transmission enhancements needed to maintain the system reliability from a new service request being added to the transmission system.

Legacy Attachments Home Screen

Queue Point's Legacy Attachments screen is used to submit As-Built Facility data. The other options have been disabled.



You can also work on existing requests by clicking the Existing Requests tab at the top-left of the page. On the Existing Requests screen, you can edit, copy and delete any application you have started. To edit a study form, click on the pencil icon for the corresponding queue project in the Existing Request tabs. The edit function will first need to be enabled by PJM project managers. To submit a new version of a form, first copy the existing submission on the Existing Requests tab. The existing information will be prepopulated with the ability to make any necessary edits. You are encouraged to double-check the information before submitting.

Queue Number	Project Name	Reference Code	Phase	Status	Project Manager	Submitted	Modified	Actions
100	100000000000000000	100000000000000000	Feasibility Study Agreement	Learning Plan	ACDARC	07.31.2014	07.31.2014	[Pencil] [Copy] [Delete]
101	100000000000000000	100000000000000000	Feasibility Study Agreement	Done Review and	USATAP	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
102	100000000000000000	100000000000000000	Feasibility Study Agreement	Not Started	ACDARC	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
103	100000000000000000	100000000000000000	Feasibility Study Agreement	Not Started	ACDARC	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
104	100000000000000000	100000000000000000	Feasibility Study Agreement	In Progress	ACDARC	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
105	100000000000000000	100000000000000000	System Impact Study	Not Started	ACDARC	07.31.2014	07.31.2014	[Pencil] [Copy] [Delete]
106	100000000000000000	100000000000000000	Feasibility Study Agreement	In Progress	USATAP	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
107	100000000000000000	100000000000000000	Feasibility Study Agreement	Not Started	ACDARC	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
108	100000000000000000	100000000000000000	Feasibility Study Agreement	Not Started	USATAP	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
109	100000000000000000	100000000000000000	Feasibility Study Agreement	In Progress	ACDARC	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
110	100000000000000000	100000000000000000	System Impact Study	Not Started	USATAP	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]
111	100000000000000000	100000000000000000	System Impact Study	Not Started	USATAP	07.31.2016	07.31.2016	[Pencil] [Copy] [Delete]

Definitions

Feasibility Study Data

The data collected in the Feasibility Study data form is used for the Feasibility Study. The Feasibility Study assesses the practicality and cost of incorporating the generating unit or increased generating or transmission capacity into the PJM system. The analysis is limited to short-circuit studies and load-flow analysis. This study does not include stability analysis. The study also focuses on determining preliminary estimates of the type, scope, cost and lead time for construction of facilities required to interconnect the project.

For more information, refer to:

- [PJM Manual 14A, Section 4.2](#) (PDF)
- [PJM Manual 14G, Attachment A and Attachment A-1](#) (PDF)

System Impact Study

The data collected in the Impact Study data form is used for the Impact Study. System Impact studies are conducted to identify transmission expansion needed to maintain the system reliability given the addition of generation onto the network. The data that is submitted is required to perform the power-flow, short-circuit, reactive capability verification, and dynamic simulation analyses that are necessary for the Impact Study phase.

For more information, refer to:

- [PJM Manual 14A, Section 4.3](#) (PDF)
- [PJM Manual 14G, Attachment B, Attachment B-1 and Attachment B-2](#) (PDF)

Application and Studies Agreements

An Application and Studies Agreement is used to initiate studies for generation interconnection requests, transmission interconnection requests, and long-term firm Transmission Service requests for a period extending beyond the 18-month Available Transmission Capacity horizon. Refer for PJM Manual 14H for more information.

Upgrade Application and Studies Agreements

Upgrade customers requesting to: (i) fund Network Upgrades or seek certain Incremental Auction Revenue Rights, or (ii) upgrade facilities or advance already identified upgrades must submit an Upgrade Application and Studies Agreement. Refer for [PJM Manual 14H](#) for more information.

Surplus Application and Studies Agreements

The Surplus Interconnection Service Study Agreement is used to initiate requests for Surplus Interconnection Service. Refer for [PJM Manual 14H](#) for more information.

As-Is Study

An As-Built review is conducted after the plant is built. The user is requested to enter tested data (of the installed equipment) for the facility for PJM to update their models.