

New User Registration Quick Guide



March 2022

TABLE OF CONTENTS

User Registration Overview.....	1
How to Set Up a New PJM User Account as a User	2
How to Add a New PJM User Account as a CAM Admin.....	10
How to Set Up a New PJM User Account as a Non-Member, “Other” 3522 Account.....	19
How to Set Up a New System Account as a User	23
How to Add a New System Account as a CAM Admin	30

User Registration Overview

During the new user account registration process, the user and/or CAM Admin will have the option to create a PJM user account or a system account. The user and/or CAM Admin will have the ability to select a main company account and its subaccounts, along with selecting tools for each company account. **ONLY for new user system accounts, users or CAMs will have the ability to select a subaccount to act as their main account if a Single User Multi Account (SUMA) is not preferred.**

PREREQUISITE TO CREATE NEW PJM USER OR SYSTEM ACCOUNT

CAM Admins must ensure that all of their users' email domains are allowlisted. If a user's email domain is not allowlisted for the selected main company account(s) and their subaccount(s), the new user or CAM Admin will not be able to create a new PJM user or system account for those company accounts/subaccounts. A CAM Admin will need to add the email address or email domain to the allowlist before creating a new PJM user or system account.

See the [Allowlist Quick Guide](#) for more information about creating and maintaining Allowlists.

REGISTRATION PAGE FOR A NEW PJM USER OR SYSTEM ACCOUNT

- A. Click [Sign In](#) in the upper-left corner of the pjm.com homepage.
- B. Go to pjm.com > Markets & Operations > PJM Tools > [Account Manager](#).

New User Registration Workflows

How to Set Up a New PJM User Account as a User

1. Click **Register** on the pjmc.com homepage or the Account Manager tool page.

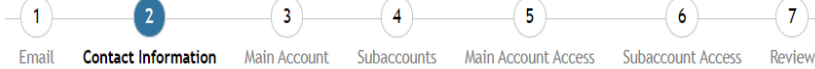
2. Enter your company email address in the prompt.

The screenshot displays a registration workflow with seven steps: 1. Email, 2. Contact Information, 3. Main Account, 4. Subaccounts, 5. Main Account Access, 6. Subaccount Access, and 7. Review. Step 1 is highlighted. Below the progress bar, the text reads: "To register for a PJM account, please complete the following information. If you already have an account, please sign in. If you would like to register for a System Account, use this form." Under the heading "Email Verification", there is a prompt "Enter your company email address *" and a text input field containing "carter.holliday@pjm.com". A "Next" button is located at the bottom right of the form.

3. Click **Next**.

New User Registration Workflows

4. Fill in:
- A. Sign In information
 - B. Contact Information
 - C. Security Questions



Warning: This warning will not prevent you from creating a new user account; however, if you have an existing user account, please log in to your current account.

A Sign In Information

Username *

Between 6 and 12 characters
First character cannot be a special character. Allowed special characters are (!)\$%^&*_}

Email *

Warning: Your email address is already associated with a PJM account.

B Contact Information

First Name * Last Name *

Job Title * Phone *

C Security Questions

For your protection, these will help us verify your identity in the future.
Answer a minimum of 3 questions below. Capitalization is not important.

Show Security Answers

Q1 * Who is your favorite basketball team?

Q2 * What is/was the make and model of your first car?

Q3 * What is the name of your current pet?

5. Click Next.

New User Registration Workflows

6. Select your relationship to the main company account in the **Employed as** field.

The screenshot shows a registration workflow with seven steps: 1. Email, 2. Contact Information, 3. Main Account, 4. Subaccounts, 5. Main Account Access, 6. Subaccount Access, and 7. Review. Step 3 is highlighted. The 'Main Account Selection' section contains an 'Employed as *' dropdown menu with a list of options: 'Select One', 'Agent', 'Consultant', 'Contractor', and 'Employee'. A dashed orange box highlights the dropdown menu. To the right, a table with the header 'Main Member' is partially visible.

7. Select the main member company account.

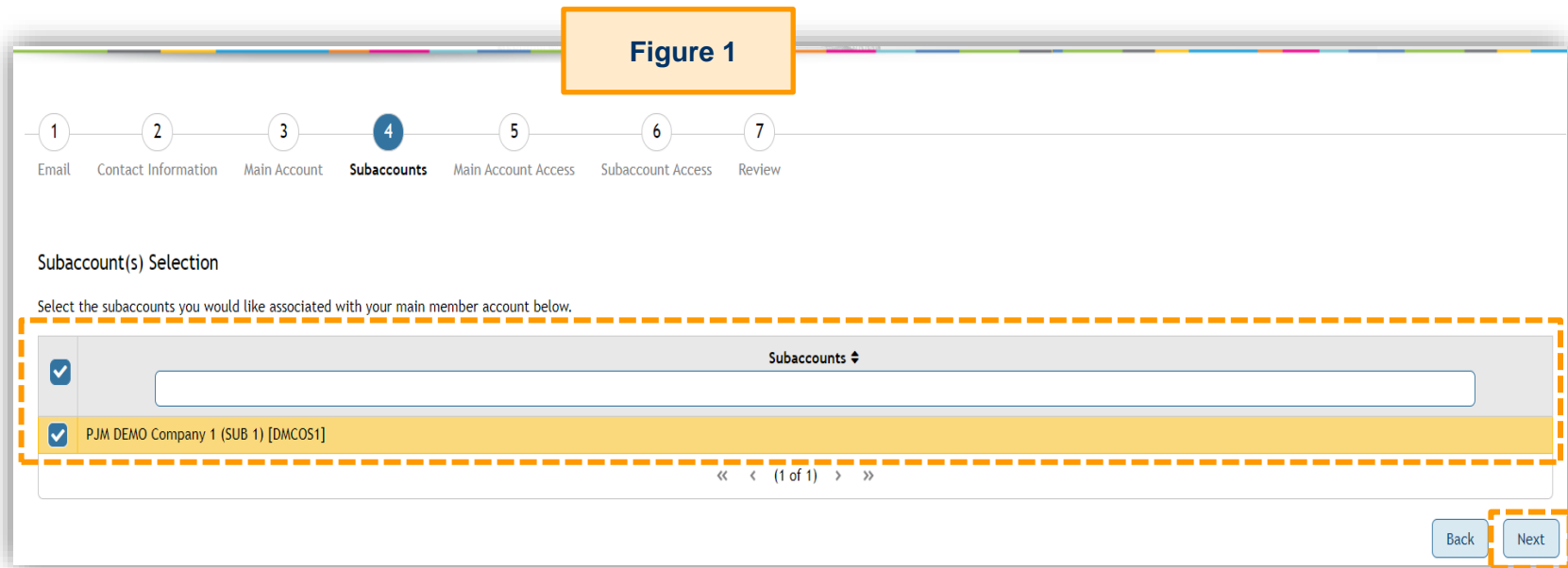
The screenshot shows the same registration workflow as above. In the 'Main Account Selection' section, the 'Employed as *' dropdown menu is now set to 'Employee'. Below this, a table titled 'Main Member Account' is shown with a search bar and a list of four company accounts: 'PJM DEMO Company 1 [DEMCO1]', 'PJM DEMO Company 2 [DEMCO2]', 'PJM DEMO Company 3 [DEMCO3]', and 'PJM DEMO Company 4 [DEMCO4]'. The first option is selected with a radio button. A dashed orange box highlights the table. At the bottom right, there are 'Back' and 'Next' buttons. A callout box points to the 'Next' button.

8. Click Next.

New User Registration Workflows

If the main company account has subaccounts, it will proceed to the *Subaccount(s) Selection* screen (Figure 1), or, if the main company account has no subaccounts, it will proceed to the *Tools Selector* screen for the main company account (Figure 2).

9. On the *Subaccount(s) Selection* screen, you can select one, multiple or all subaccounts, and then click **Next**.



Reminder that subaccounts need to be allowlisted to appear on the *Subaccount(s) Selection* screen.

New User Registration Workflows

Figure 2

10. Assign tool access for the main account by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Next** to proceed.

Request Access for Main Company Account
Select the tools below for which you will need access to.

Access	Selected Access
Markets Gateway Generator Read Write	Voting Read/Write
Markets Gateway Load Read Only	eCredit Read/Write
Markets Gateway Load Read Write	eCredit Read Only
Planning Center Gen Model Read Only	eCredit R/W with Collateral
Planning Center Gen Model Read Write	MSRS Read Only
Planning Center Queue Point Read Only	PJM Public
Planning Center Queue Point Read Write	Member Community Public
Power Meter Read Only	
Power Meter Read/Write	
Resource Tracker Read Only	

Comments

Please use the comments field to provide information to the Company Account Manager to help determine what access you require.


Back Next

11. Select tool access for subaccounts by clicking the **pencil** icon in the *Actions* column.

Email Contact Information Main Account Subaccounts Main Account Access **Subaccount Access** Review

Request Access for Subaccount(s)

Accounts	Access Selected
	None

Actions	
	PJM DEMO Company 1

Back Next

New User Registration Workflows

Select Access for Subaccount PJM DEMO Company 1 (SUB 1)

Only SUMA-enabled tools will be available to select for the subaccount.

Access	Selected Access
Billing Line Item Transfer Read Only	Capacity Exchange Read/Write
Billing Line Item Transfer Read/Write	/MSRS Read Only
Bulletin Board Read Only	Markets Gateway Generator Read Write
Bulletin Board Read/Write	InSchedule Read/Write
Capacity Exchange Read Only	
DR Hub CSP Full Member	
DR Hub Read Only	
DR Hub Read/Write	
ExSchedule Read Only	
ExSchedule Read/Write	

InSchedule (formerly known as eSchedules) is an Internet application used by Power Marketers, Load Serving Entities (LSEs) and Generation Owners in PJM to submit their internal PJM energy schedule data. All PJM internal transactions, including load and generation interchange adjustment modeling and implicit internal Spot Market schedules are handled through the PJM InSchedule system

Comments

Cancel Submit

12. Assign tool access for the subaccount by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Submit**.

Repeat steps 11 & 12 for each selected subaccount.

New User Registration Workflows

On the *Request Access for Subaccount(s)* screen, you can review the access selected for each selected subaccount. If you missed any tools, click the **Back** button. Follow the previous steps to select additional tools. When you have completed access selection, click **Next**.

1 2 3 4 5 6 7
Email Contact Information Main Account Subaccounts Main Account Access **Subaccount Access** Review

Request Access for Subaccount(s)

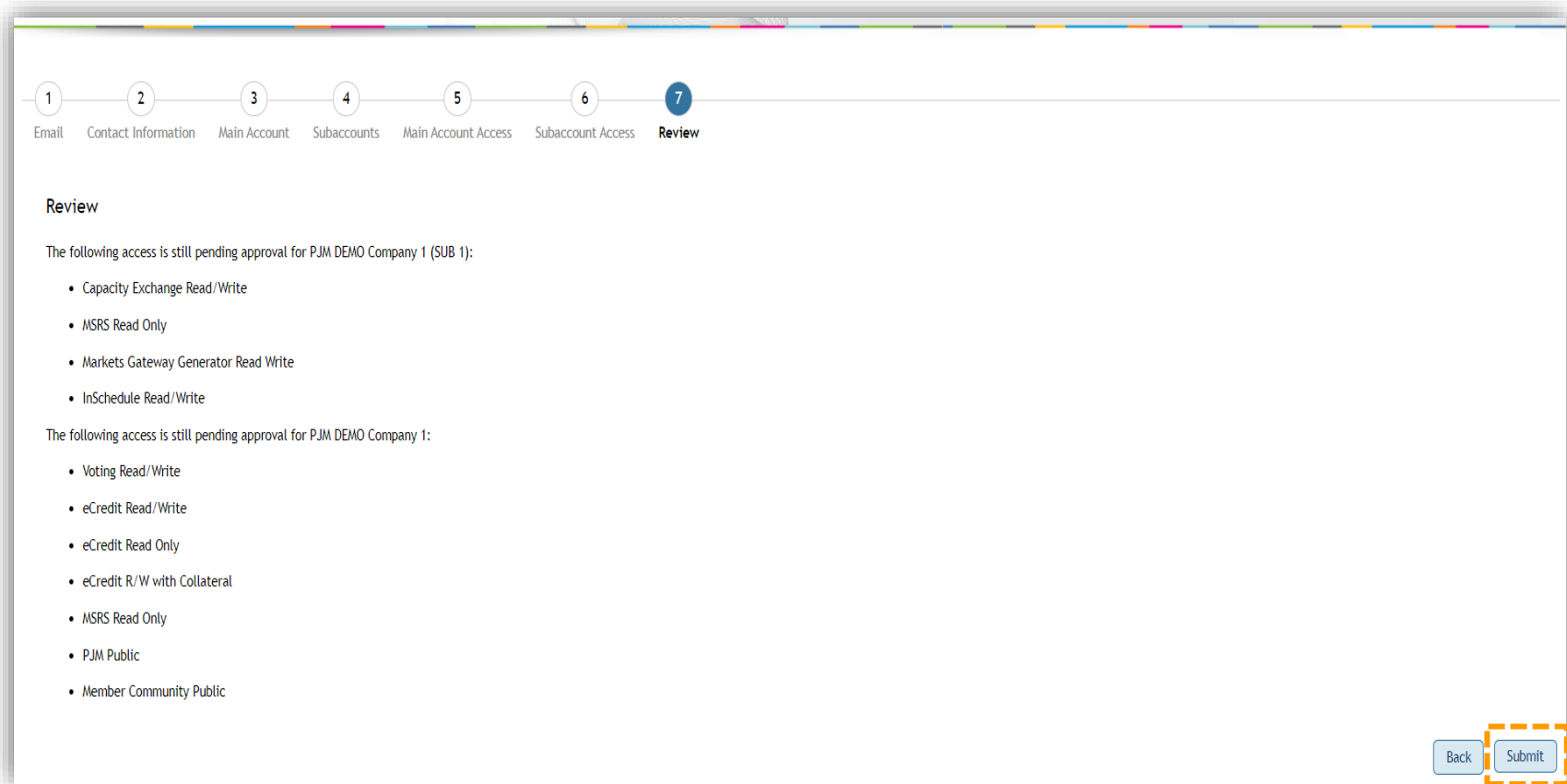
Select the subaccount and select the tools below for which you will need access to.

Actions	Accounts	Access Selected
	PJM DEMO Company 1 (SUB 1) [DMCOS1]	Capacity Exchange Read/Write, MSRS Read Only, Markets Gateway Generator Read Write, InSchedule Read/Write

Back Next

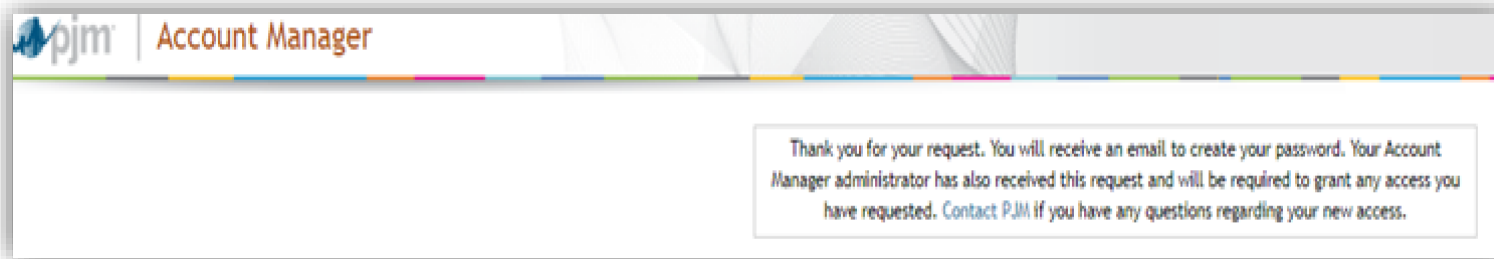
New User Registration Workflows

On the *Review* screen, review all company account assignments and accesses being granted to the new user account, and click **Submit** to finalize this request.



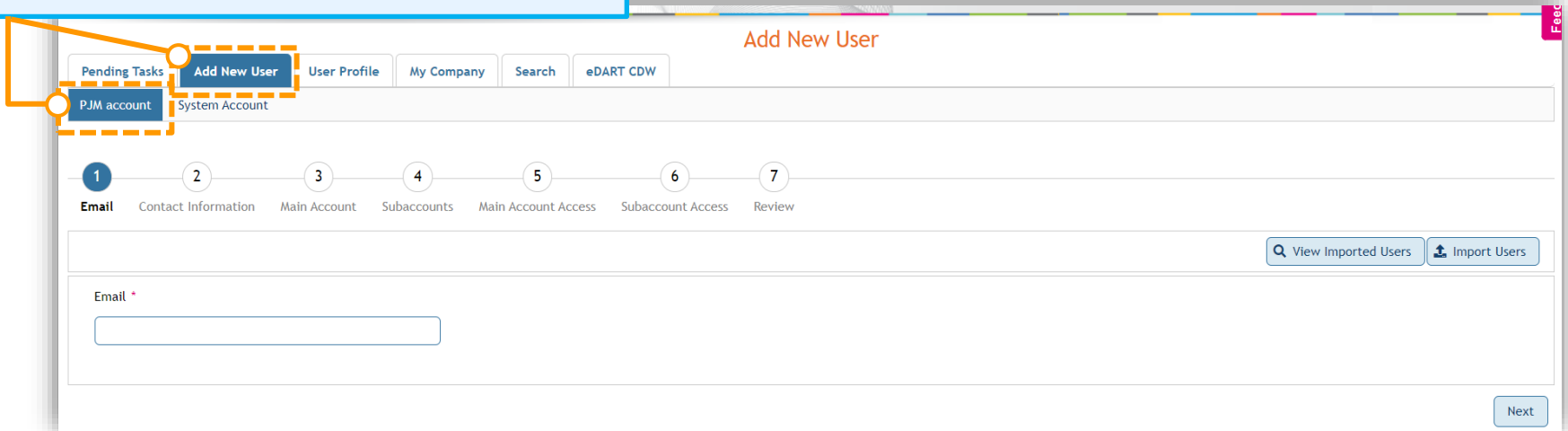
New User Registration Workflows

Lastly, the following confirmation screen will appear, and an automated password setup email will be sent to the email address provided in the contact information section. **This password setup link expires four hours after issuance.**



How to Add a New PJM User Account as a CAM Admin

1. Click **Add New User**, then **PJM account**.



New User Registration Workflows

2. In the **Email** field, type the user's company email address.

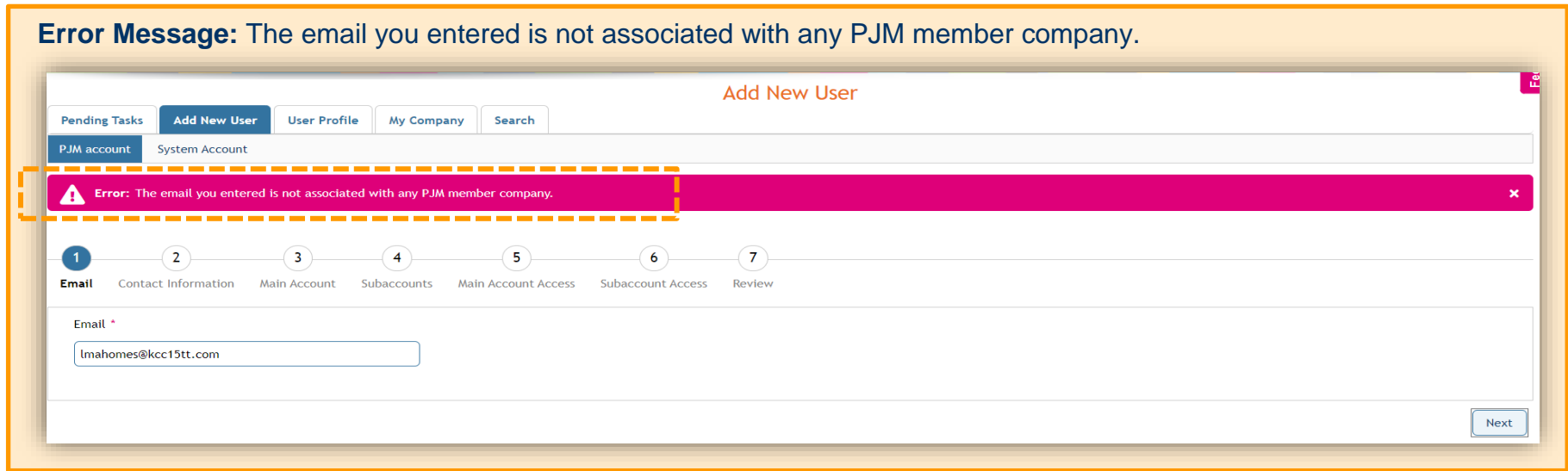
ERROR MESSAGES WHEN CREATING NEW USER ACCOUNTS AS A CAM

CAMs can only create a new user for the accounts they manage, and the ability to create new user accounts will be limited to those with email addresses on domains that are allowlisted. The error message below will appear if an email address or domain that is not on the allowlist is entered in the contact information for the new user. This error will not allow a CAM to continue until the allowlist is updated or an approved email address is provided.

The CAM will need to add the email domain to their [Allowlist](#) for the main company and any applicable subaccounts to proceed.

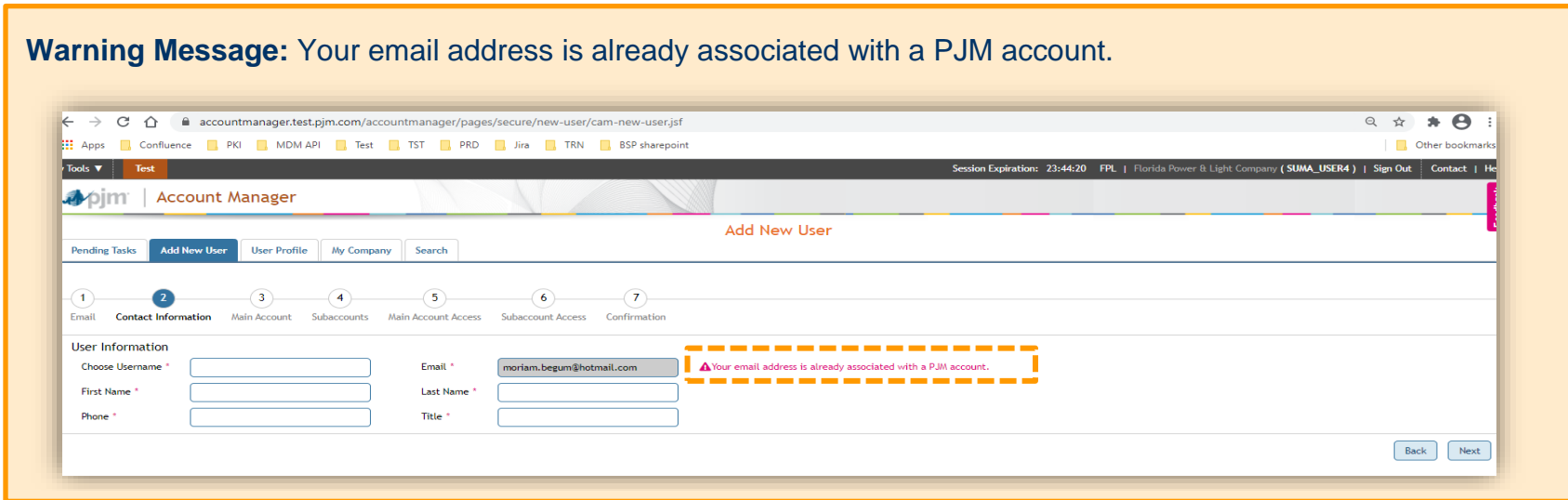
New User Registration Workflows

Error Message: The email you entered is not associated with any PJM member company.



If a user account is already associated with the email address entered, the CAM Admin will see a warning message. Users should be encouraged to update their existing account instead of creating a new one, but this will not prevent the CAM from creating a new user account if that is the decided course of action.

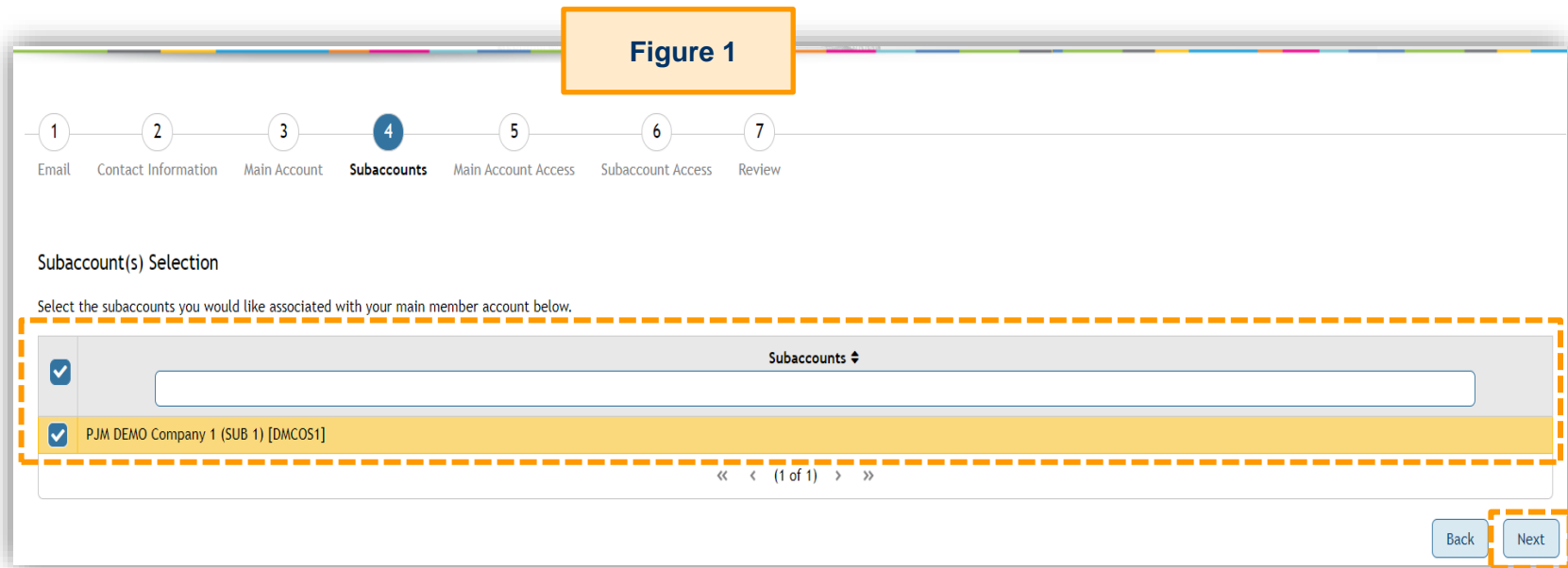
Warning Message: Your email address is already associated with a PJM account.



New User Registration Workflows

If the main company account has subaccounts, it will proceed to the *Subaccount(s) Selection* screen (Figure 1), or, if the main company account has no subaccounts, it will proceed to the *Tools Selector* screen for the main company account (Figure 2).

4. On the *Subaccount(s) Selection* screen, you can select one, multiple or all subaccounts, and then click **Next**.



Reminder that subaccounts need to be allowlisted to appear on the *Subaccount(s) Selection* screen.

New User Registration Workflows

Figure 2

5. Assign tool access for the main account by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Next** to proceed.

Request Access for Main Company Account
Select the tools below for which you will need access to.

Access	Selected Access
Markets Gateway Generator Read Write	Voting Read/Write
Markets Gateway Load Read Only	eCredit Read/Write
Markets Gateway Load Read Write	eCredit Read Only
Planning Center Gen Model Read Only	eCredit R/W with Collateral
Planning Center Gen Model Read Write	MSRS Read Only
Planning Center Queue Point Read Only	PJM Public
Planning Center Queue Point Read Write	Member Community Public
Power Meter Read Only	
Power Meter Read/Write	
Resource Tracker Read Only	

Comments

Please use the comments field to provide information to the Company Account Manager to help determine what access you require.


Back Next

6. Select tool access for subaccounts by clicking the **pencil** icon in the *Actions* column.

Email Contact Information Main Account Subaccounts Main Account Access **Subaccount Access** Review

Request Access for Subaccount(s)

Accounts	Access Selected
	None

Actions	
	PJM DEMO Company 1

Back Next

New User Registration Workflows

Select Access for Subaccount PJM DEMO Company 1 (SUB 1)

Only SUMA-enabled tools will be available to select for the subaccount.

Access	Selected Access
Billing Line Item Transfer Read Only	Capacity Exchange Read/Write
Billing Line Item Transfer Read/Write	/MSRS Read Only
Bulletin Board Read Only	Markets Gateway Generator Read Write
Bulletin Board Read/Write	InSchedule Read/Write
Capacity Exchange Read Only	
DR Hub CSP Full Member	
DR Hub Read Only	
DR Hub Read/Write	
ExSchedule Read Only	
ExSchedule Read/Write	

InSchedule (formerly known as eSchedules) is an Internet application used by Power Marketers, Load Serving Entities (LSEs) and Generation Owners in PJM to submit their internal PJM energy schedule data. All PJM internal transactions, including load and generation interchange adjustment modeling and implicit internal Spot Market schedules are handled through the PJM InSchedule system

Comments

Cancel Submit

Repeat steps 6 & 7 for each selected subaccount.

7. Assign tool access for the subaccount by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Submit**.

New User Registration Workflows

On the *Request Access for Subaccount(s)* screen, you can review the access selected for each selected subaccount. If you missed any tools, click the **Back** button. Follow the previous steps to select additional tools. When you have completed access selection, click **Next**.

1 2 3 4 5 6 7
Email Contact Information Main Account Subaccounts Main Account Access **Subaccount Access** Review

Request Access for Subaccount(s)

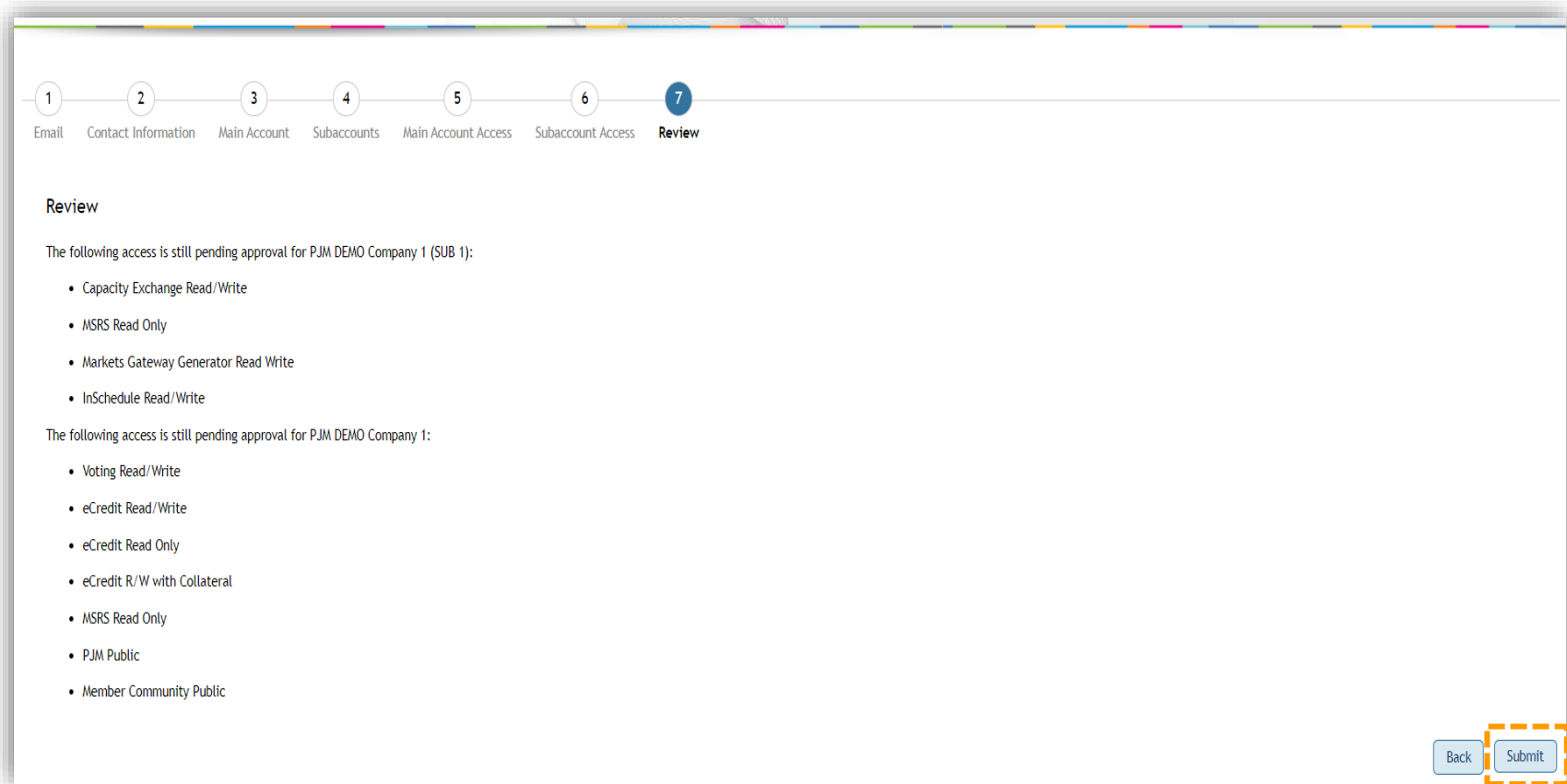
Select the subaccount and select the tools below for which you will need access to.

Actions	Accounts	Access Selected
	PJM DEMO Company 1 (SUB 1) [DMCOS1]	Capacity Exchange Read/Write, MSRS Read Only, Markets Gateway Generator Read Write, InSchedule Read/Write

Back Next

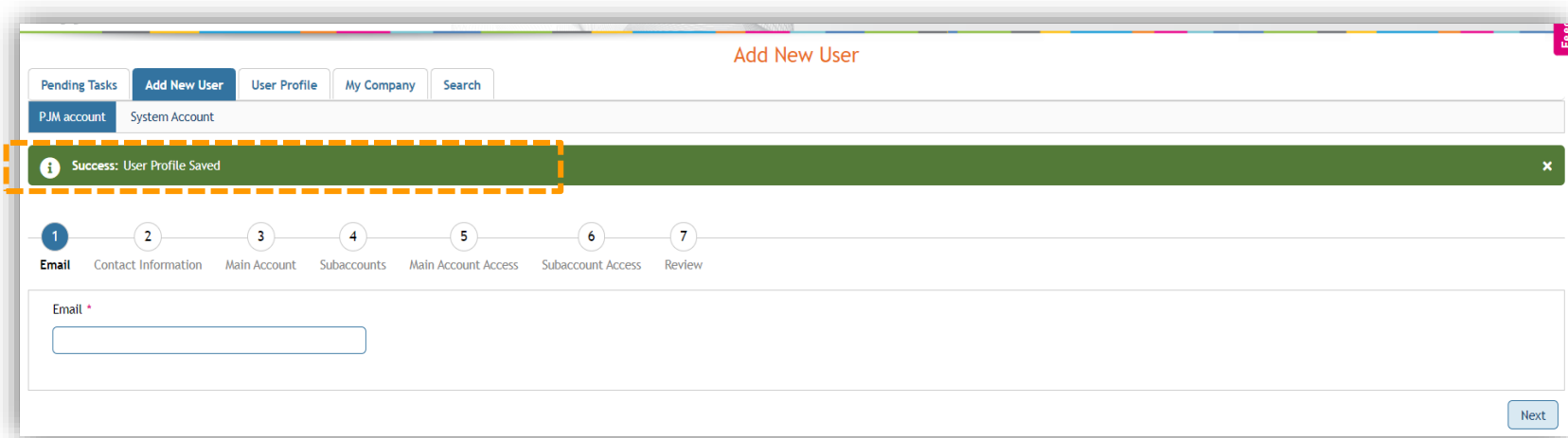
New User Registration Workflows

On the *Review* screen, review all company account assignments and accesses being granted to the new user account, and click **Submit** to finalize this request.



New User Registration Workflows

After submission, you will be taken back to the *Add New User* screen. It will also provide a notice that the new user profile has been saved. The new user's email address assigned to this account will receive an automated email containing a link to set up a password for this newly created user account. **The password setup link expires four hours after issuance.**



Repeat the steps above for any additional user accounts that need to be created.

New User Registration Workflows

How to Set Up a New PJM User Account as a Non-Member, “Other” 3522 Account

1. Click **Register** on the pjmc.com homepage or the Account Manager tool page.

2. Enter your company email address in the prompt.

1 2 3 4 5 6 7

Email Contact Information Main Account Subaccounts Main Account Access Subaccount Access Review

To register for a PJM account, please complete the following information. If you already have an account, please sign in.
If you would like to register for a System Account, use this form.

Email Verification

Enter your company email address *

janedoe@pjmyzco.com

3. Click Next.

Next

New User Registration Workflows

4. Fill in:
 - A. Company name
 - B. Sign In Information
 - C. Contact Information
 - D. Security Questions

A

Other Company

The email you entered is not associated with any PJM member company.

Company name *

PJM XYZ Training Company

▲ If you are associated with a member account, please contact your Company Account Manager to have your email domain (pjmxyzco.com) added to the account. Tool access is significantly limited for non-member accounts.

B

Sign In Information

Username * JaDoeTest12

Email * janedoe@pjmxyzco.com

Between 6 and 12 characters

First character cannot be a special character. Allowed special characters are (!\$%^&_{})

C

Contact Information

First Name * Jane

Last Name * Doe

Job Title * PJM Tester

Phone * 610-555-1212

D

Security Questions

For your protection, these will help us verify your identity in the future.

Answer a minimum of 3 questions below. Capitalization is not important.

Show Security Answers

Q1 * Who is your favorite basketball team?

Q2 * What is your favorite hobby?

Q3 * Where was your favorite place to vacation as a child?

5. Click Next.

Back Next

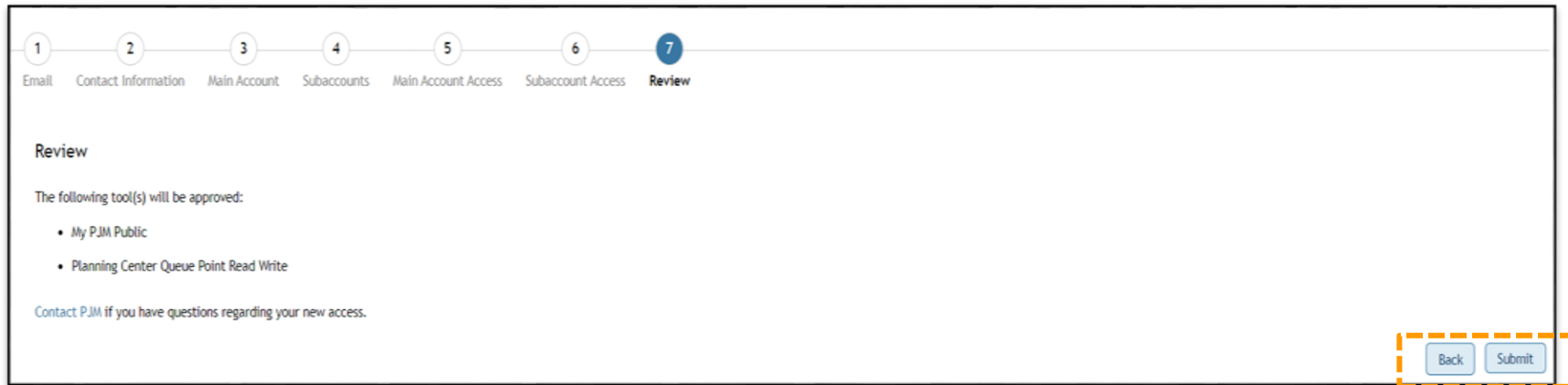
New User Registration Workflows

6. Assign tool access for your main account by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*.

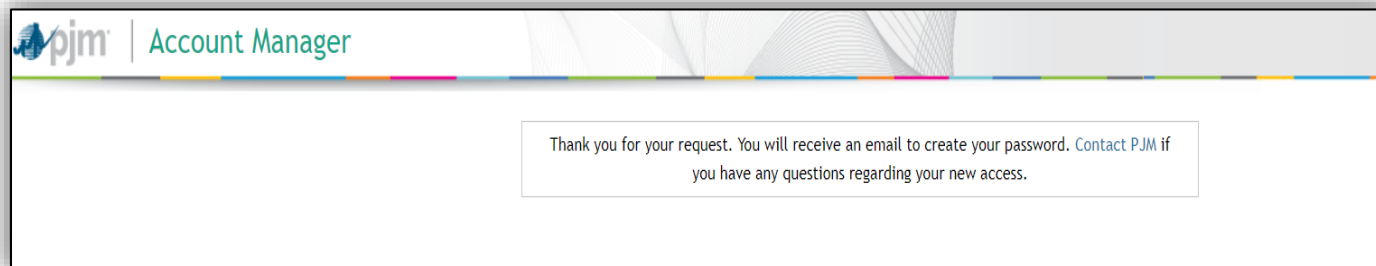
The screenshot displays the 'Request Access for Main Company Account' page. The breadcrumb trail includes: Email, Contact Information, Main Account, Subaccounts, **Main Account Access**, Subaccount Access, and Review. The main heading is 'Request Access for Main Company Account' with the instruction 'Select the tools below for which you will need access to.' Below this, there are two columns: 'Access' and 'Selected Access'. The 'Access' column contains a search bar and a list of tools: Data Viewer Read/Write, My PJM Public, Emergency Procedures Read Only, Markets Gateway Public, System Map Read Only, and Planning Center Queue Point Read Write. A double-arrow icon is positioned between the two columns. Below the tool lists are navigation arrows: >, >>, <, and <<. At the bottom of the page, there is a 'Comments' text area and a note: 'Please use the comments field to provide information to the Company Account Manager to help determine what access you require.' At the bottom right, there are 'Back' and 'Next' buttons. A blue callout box with the text '7. Click Next.' points to the 'Next' button.

New User Registration Workflows

On the *Review* screen, review all accesses being granted to the new user account. Click the **Back** button if you need to select additional tools or click **Submit** to finalize this request.



Lastly, the following confirmation screen will appear, and an automated password setup email will be sent to the email address provided in the contact information section. **This password setup link expires four hours after issuance.**



New User Registration Workflows

How to Set Up a New System Account as a User

1. Click **Register** on the pjmc.com homepage or the Account Manager tool page.

2. Click **Register for a system account** link.

The screenshot displays a registration workflow with a progress bar at the top containing seven steps: 1. Email, 2. Contact Information, 3. Main Account, 4. Subaccounts, 5. Main Account Access, 6. Subaccount Access, and 7. Review. Step 1 is highlighted with a blue circle. Below the progress bar, the text reads: "To register for a PJM account, complete the following information. If you already have an account, sign in." A dashed orange box highlights the link "Register for a system account". Below this link is the "Email Verification" section, which includes the instruction "Enter your company email address *" and an empty text input field.

New User Registration Workflows

3. Enter your company email address in the prompt, and then click **Next**.

1 Email 2 System Account Owner 3 Main Account 4 Subaccounts 5 Main Account Access 6 Subaccount Access 7 Review

To register for a System Account, please complete the following information. If you already have an account, please sign in.

Email Verification

Enter your company email address *

Jhansen@pjm.com

Next

4. Fill in:
A. Sign In Information
B. System Account Owner

1 Email 2 System Account Owner 3 Main Account 4 Subaccounts

A Sign In Information

System Username * JHansenTest Email * Jhansen@pjm.com

Between 6 and 12 characters
First character cannot be a special character. Allowed special characters are {}!\$%^&_*

B System Account Owner

First Name * Jill Last Name * Hansen

Job Title * PJM Tester Phone * 610-555-1212

5. Click Next.

Back Next

New User Registration Workflows

1 2 3 4 5 6 7
Email System Account Owner **Main Account** Subaccounts Main Account Access Subaccount Access Review

Main Account Selection

Main Member Account

- PJM TEST [PJMST]
- PJM TEST2 [PJMT2]
- PJM Test 5 [PTST5]
- PJM Test 6 [PTST6]
- PJM Test3 [PJMT3]
- PJM Training [PJMTR]
- PJM Training (Subaccount 1) [PJMTR1]
- PJM Training (Subaccount 2) [PJMTR2]
- PJM Training (Subaccount 3) [PJMTR3]
- PJM Training (Subaccount 4) [PJMTR4]

<< < (1 of 2) > >>

Back Next

6. Select the main company, then click **Next**.

Only Allowlisted main company accounts and subaccounts will appear on this list.

If the main company account has subaccounts, it will proceed to the *Subaccounts Selection* screen (Figure 1), or if the main company account has no subaccounts, or a subaccount account was selected as your main company account, it will proceed to the *Tools Selector* screen for the main account (Figure 2).

On the *Subaccount(s) Selection* screen (Figure 1), you can select one, multiple or all subaccounts, and then click **Next**.

New User Registration Workflows

Figure 1

The screenshot shows a progress bar at the top with seven steps: 1. Email, 2. System Account Owner, 3. Main Account, 4. Subaccounts (highlighted), 5. Main Account Access, 6. Subaccount Access, and 7. Review. Below the progress bar, the title is "Subaccount(s) Selection" and the instruction is "Select the subaccounts you would like associated with your main member account below." There is a search bar labeled "Subaccounts" with a dropdown arrow. Below it, two subaccounts are listed, each with a checked checkbox: "PJM DEMO Company 2 (SUB 1) [DZCOS1]" and "PJM DEMO Company 2 (SUB 2) [DZCOS2]". At the bottom right, there are "Back" and "Next" buttons, with the "Next" button highlighted by a dashed orange box.

Figure 2

The screenshot shows a progress bar at the top with seven steps: 1. Email, 2. System Account Owner, 3. Main Account, 4. Subaccounts, 5. Main Account Access (highlighted), 6. Subaccount Access, and 7. Review. Below the progress bar, the title is "Request Access for Main Company Account" and the instruction is "Select the tools below for which you will need access to." There are two side-by-side tables. The left table, titled "Access", lists various tools such as "Billing Line Item Transfer Read Only", "Bulletin Board Read Only", "Capacity Exchange Read Only", "Certificate Based Authentication Opt-In", "Data Miner 2 Non-Member API", "eDataFeed Read Only", "Emergency Procedures Read Only", "ExSchedule Read Only", "ExSchedule Read/Write", and "FTR Center Read Only". The right table, titled "Selected Access", lists "Bulletin Board Read/Write", "Power Meter Read/Write", and "Capacity Exchange Read/Write". A double-arrow icon is positioned between the two tables, and a dashed orange box highlights the "Capacity Exchange Read/Write" row in the "Selected Access" table. Below the tables, there is a text area with a small paragraph and a "Comments" field. At the bottom right, there are "Back" and "Next" buttons, with the "Next" button highlighted by a dashed orange box.

Only API tools will be displayed.

7. Assign tool access for your main account by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Next**.

New User Registration Workflows

8. Assign tool access for each subaccounts by clicking the **pencil** icon in the *Actions* column.

Actions	Accounts	Access Selected
	PJM DEMO Company 2 (SUB 1) [D2COS1]	None
	PJM DEMO Company 2 (SUB 2) [D2COS2]	None

9. Assign tool access for the subaccount by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Submit**.

Only SUMA-enabled API tools will be available to select for each subaccount.

Repeat Steps 8 & 9 for each additional subaccount.

New User Registration Workflows

On the *Request Access for Subaccount(s)* screen, you can review the access selected for each subaccount. If you missed any tools, click the **Back** button. Follow the previous steps to select additional tools. When you have completed access selection, click **Next**.

1 2 3 4 5 6 7
Email System Account Owner Main Account Subaccounts Main Account Access **Subaccount Access** Review

Request Access for Subaccount(s)

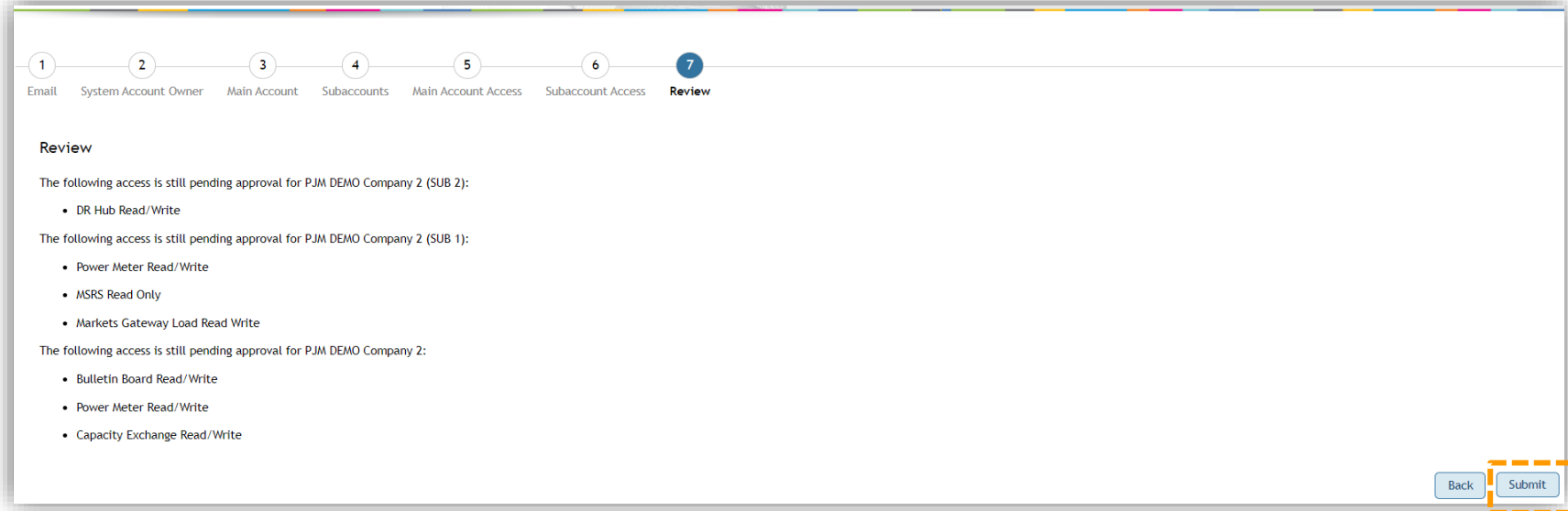
Select the subaccount and select the tools below for which you will need access to.

Actions	Accounts	Access Selected
	PJM DEMO Company 2 (SUB 1) [D2C0S1]	Power Meter Read/Write, MSRS Read Only, Markets Gateway Load Read Write
	PJM DEMO Company 2 (SUB 2) [D2C0S2]	DR Hub Read/Write

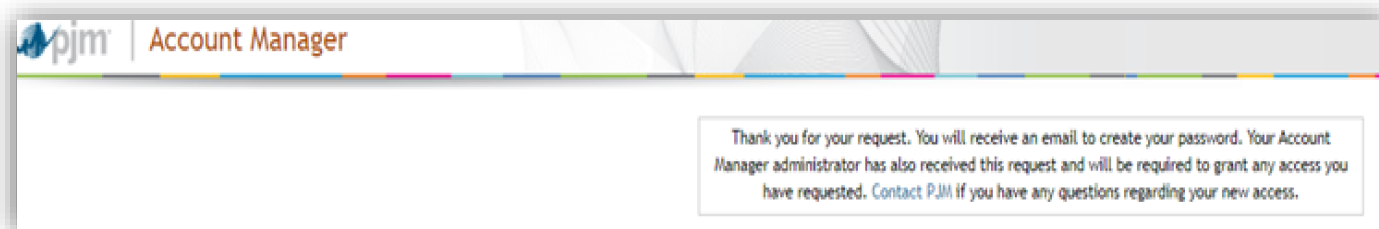
Back Next

New User Registration Workflows

On the *Review* screen, review all company accounts and accesses being granted to the new system account, and click **Submit** to finalize the request.



Lastly, the following confirmation screen will appear, and an automated password setup email will be sent to the email address provided in the contact information section. **This password setup link expires four hours after issuance.**



New User Registration Workflows

How to Add a New System Account as a CAM Admin

1. Click Add New User, then System Account.

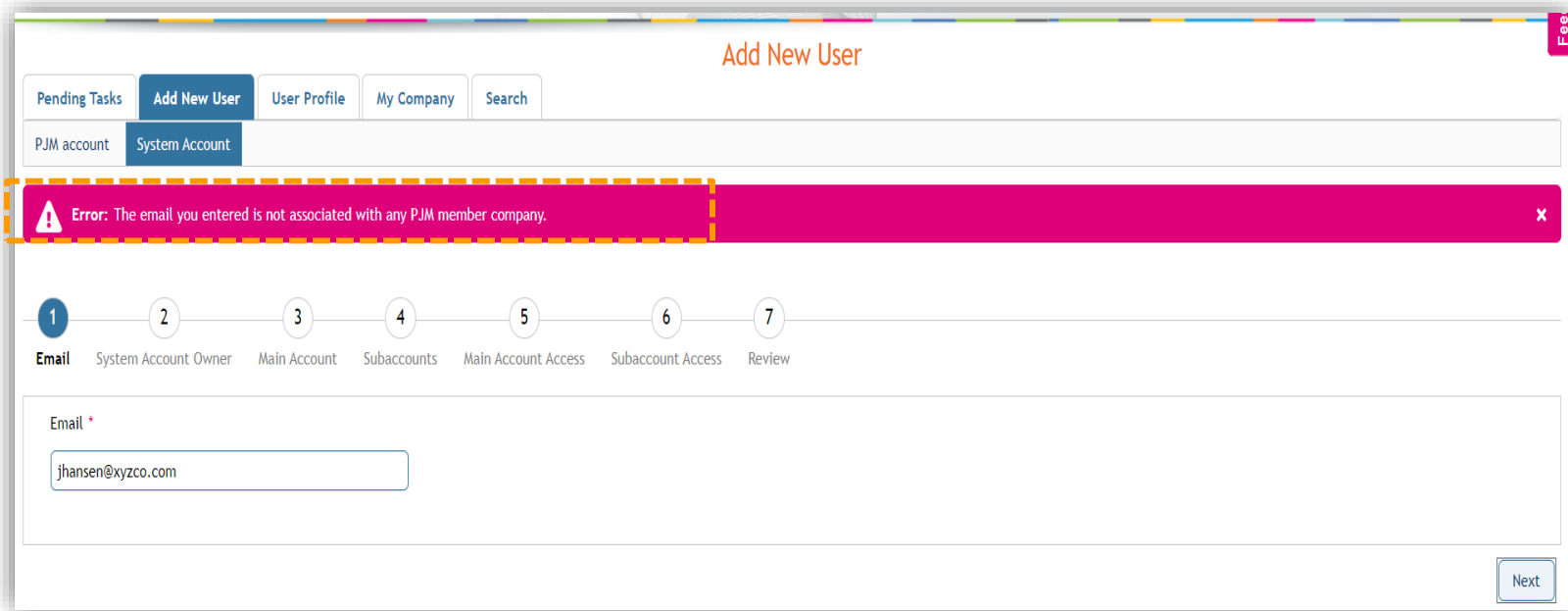
2. Type in the user's company email address in the prompt.

3. Click Next.

New User Registration Workflows

Error Message: Email domain is not on the associated Allowlist.

CAMs can only create a new user for the accounts they manage, and the accounts will be limited by domains that are Allowlisted. The error message below is displayed if an email domain that does not match the Allowlist is entered. This will not allow a CAM to continue until the email domain has been added to the [Allowlist](#) for the main company and any applicable subaccounts.



New User Registration Workflows

4. Fill in the System Account Owner information, then click **Next**.

The screenshot shows the 'Add New User' interface. At the top, there are tabs for 'Pending Tasks', 'Add New User', 'User Profile', 'My Company', and 'Search'. Below these are sub-tabs for 'PJM account' and 'System Account'. A progress bar at the top indicates seven steps, with step 2, 'System Account Owner', currently selected. The form contains the following fields:

System Account Owner	
System Username *	SysOpsDesk
Email *	jhansen@pjm.com
First Name *	Jill
Last Name *	Hansen
Job Title *	Ops
Phone *	610-555-1212

At the bottom right of the form, there are 'Back' and 'Next' buttons.

5. Select the main company, then click **Next**.

The screenshot shows the 'Main Account Selection' interface. At the top, there are tabs for 'Email', 'System Account Owner', 'Main Account', 'Subaccounts', 'Main Account Access', 'Subaccount Access', and 'Review'. The progress bar shows step 3, 'Main Account', is selected. The form features a search bar labeled 'Main Member Account' with 'PJM T' entered. Below the search bar is a list of accounts with radio buttons for selection:

- PJM TEST [PJMTST]
- PJM TEST2 [PJMT2]
- PJM Test 5 [PTST5]
- PJM Test 6 [PTST6]
- PJM Test3 [PJMT3]
- PJM Training [PJMTR]
- PJM Training (Subaccount 1) [PJMTR1]
- PJM Training (Subaccount 2) [PJMTR2]
- PJM Training (Subaccount 3) [PJMTR3]
- PJM Training (Subaccount 4) [PJMTR4]

At the bottom right, there are 'Back' and 'Next' buttons.

Only Allowlisted main company accounts and subaccounts will appear on this list.

New User Registration Workflows

If the main company account has subaccounts, it will proceed to the *Subaccounts Selection* screen (Figure 1), or if the main company account has no subaccounts, or a subaccount account was selected as your main company account, it will proceed to the *Tools Selector* screen for the main account (Figure 2).

6. On the *Subaccount(s) Selection* screen (Figure 1), you can select one, multiple or all subaccounts, and then click **Next**.

Figure 1

The screenshot shows a registration workflow progress bar at the top with seven steps: 1. Email, 2. System Account Owner, 3. Main Account, 4. Subaccounts (highlighted), 5. Main Account Access, 6. Subaccount Access, and 7. Review. Below the progress bar, the title "Subaccount(s) Selection" is displayed. A message reads: "Select the subaccounts you would like associated with your main member account below." A search bar labeled "Subaccounts" is present. Below it, a list of subaccounts is shown, each with a checked checkbox: "PJM DEMO Company 2 (SUB 1) [DZCOS1]" and "PJM DEMO Company 2 (SUB 2) [DZCOS2]". At the bottom right, there are "Back" and "Next" buttons. The "Next" button is highlighted with a dashed orange border.

New User Registration Workflows

Figure 2

1 2 3 4 5 6 7
Email System Account Owner Main Account Subaccounts **Main Account Access** Subaccount Access Review

Request Access for Main Company Account
Select the tools below for which you will need access to.

Access	Selected Access
Billing Line Item Transfer Read Only	Bulletin Board Read/Write
Bulletin Board Read Only	Power Meter Read/Write
Capacity Exchange Read Only	Capacity Exchange Read/Write
Certificate Based Authentication Opt-In	
Data Miner 2 Non-Member API	
eDataFeed Read Only	
Emergency Procedures Read Only	
ExSchedule Read Only	
ExSchedule Read/Write	
FTR Center Read Only	

The PJM eRPM system is an Internet-based application used by market participants to submit resource-specific sell offers or buy bids into RPM auctions. Participants may also view auction results and create capacity transactions via the eRPM system

Comments

Please use the comments field to provide information to the Company Account Manager to help determine what access you require.

Back Next

Only API tools will be displayed.

7. Assign tool access for your main account by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Next**.

New User Registration Workflows

8. Assign tool access for each subaccount by clicking the **pencil** icon in the *Actions* column.

Actions	Accounts	Access Selected
	PJM DEMO Company 2 (SUB 1) [D2C0S1]	None
	PJM DEMO Company 2 (SUB 2) [D2C0S2]	None

Select Access for Subaccount PJM DEMO Company 2 (SUB 1)

Access	Selected Access
Billing Line Item Transfer Read Only	Power Meter Read/Write
Billing Line Item Transfer Read/Write	MSRS Read Only
Bulletin Board Read Only	Markets Gateway Load Read Write
Bulletin Board Read/Write	
Capacity Exchange Read Only	
Capacity Exchange Read/Write	
DR Hub CSP Full Member	
DR Hub Read Only	
DR Hub Read/Write	
ExSchedule Read Only	

EMKT allows PJM members to submit information and obtain data needed to conduct business in the Day-Ahead, Regulation and Synchronized Reserve markets

Comments

9. Assign tool access for the subaccount by selecting the tool name under *Access* then clicking the center **double-arrow** icon to add *Selected Access*. Click **Submit**.

Repeat Steps 8 & 9 for each additional subaccount.

New User Registration Workflows

On the *Request Access for Subaccount(s)* screen, you can review the access selected for each subaccount. If you missed any tools, click the **Back** button. Follow the previous steps to select additional tools. When you have completed access selection, click **Next**.

Request Access for Subaccount(s)

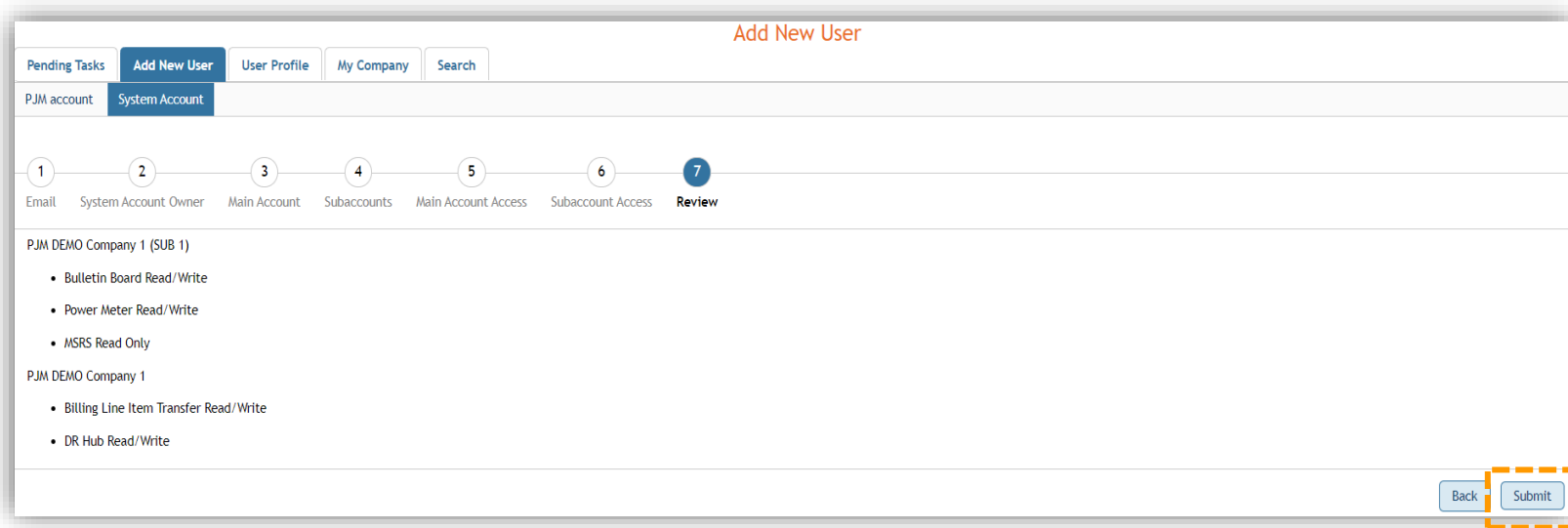
Select the subaccount and select the tools below for which you will need access to.

Actions	Accounts	Access Selected
	PJM DEMO Company 2 (SUB 1) [D2COS1]	Power Meter Read/Write, MSRS Read Only, Markets Gateway Load Read Write
	PJM DEMO Company 2 (SUB 2) [D2COS2]	DR Hub Read/Write

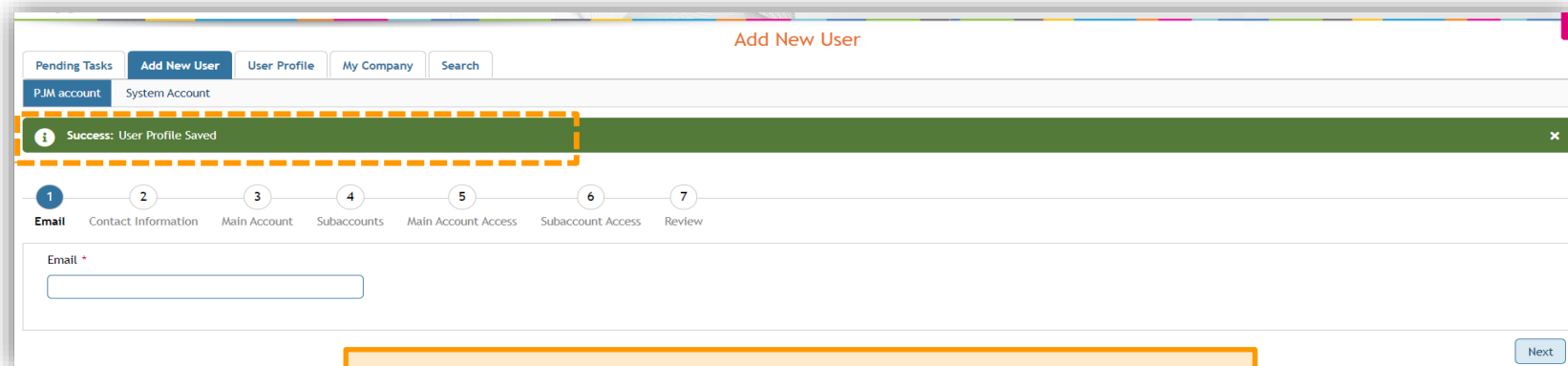
Back Next

On the *Review* screen, review all company accounts and accesses being granted to the new system account, and click **Submit** to finalize the request.

New User Registration Workflows



After submission, you will be taken back to the *Add New User* screen. It will also provide a notice that the new user profile has been saved. The new system account user will receive an automated email containing a link to set up a password for the newly created system account. **The password setup link expires four hours after issuance.**



Repeat the steps above for each additional system account.