

Secure Share Train Instructions

1. Create PJM Train Account and Request Access

1. If you don't have a PJM Train account, create one at <https://accountmanagertrain.pjm.com/accountmanager/pages/public/new-user.jsf>.
2. Enter your email address.

The screenshot shows the 'Account Manager' header with a progress bar indicating 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, complete the following information. If you already have an account, sign in.' There is a link for 'Register for a system account' and a section titled 'Email Verification' with the prompt 'Enter your company email address *'. A text input field contains the email 'TESTPJMUSER@[REDACTED].com'.

3. Fill out the "Contact Information Form" as shown below.

The screenshot shows the 'Account Manager' header with a progress bar where step 2, 'Contact Information', is highlighted. Below the progress bar, the text reads: 'The email you entered is not associated with any PJM member company.' There is a 'Company name *' input field. A warning message states: 'If you are associated with a member account, please contact your Company Account Manager to have your email domain (excelon.com) added to the account. Tool access is significantly limited for non-member accounts.' The 'Sign In Information' section includes a 'Username *' input field with instructions: 'Between 6 and 12 characters. First character cannot be a special character. Allowed special characters are {}!\$%^*_[]' and an 'Email' input field containing 'TESTPJMUSER@[REDACTED].com'. The 'Contact Information' section includes 'First Name *', 'Last Name *', 'Job Title *', and 'Phone *' input fields. The 'Security Questions' section includes the instruction: 'For your protection, these will help us verify your identity in the future. Answer a minimum of 3 questions below. Capitalization is not important.' and a 'Show Security Answers' checkbox. A question 'Q1 * Who is your favorite football team?' is shown with a dropdown menu and a masked answer field containing '*****'.

4. On the “Main Account Access” screen, select “Next”.

Account Manager

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

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

Access

- Data Viewer Read/Write
- My PJM Public
- Emergency Procedures Read Only
- Markets Gateway Public
- System Map Read Only
- Planning Center Queue Point Read Write

Selected Access

Comments

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

Back Next

5. On the “Review” screen, select “Submit”.

Account Manager

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

Review

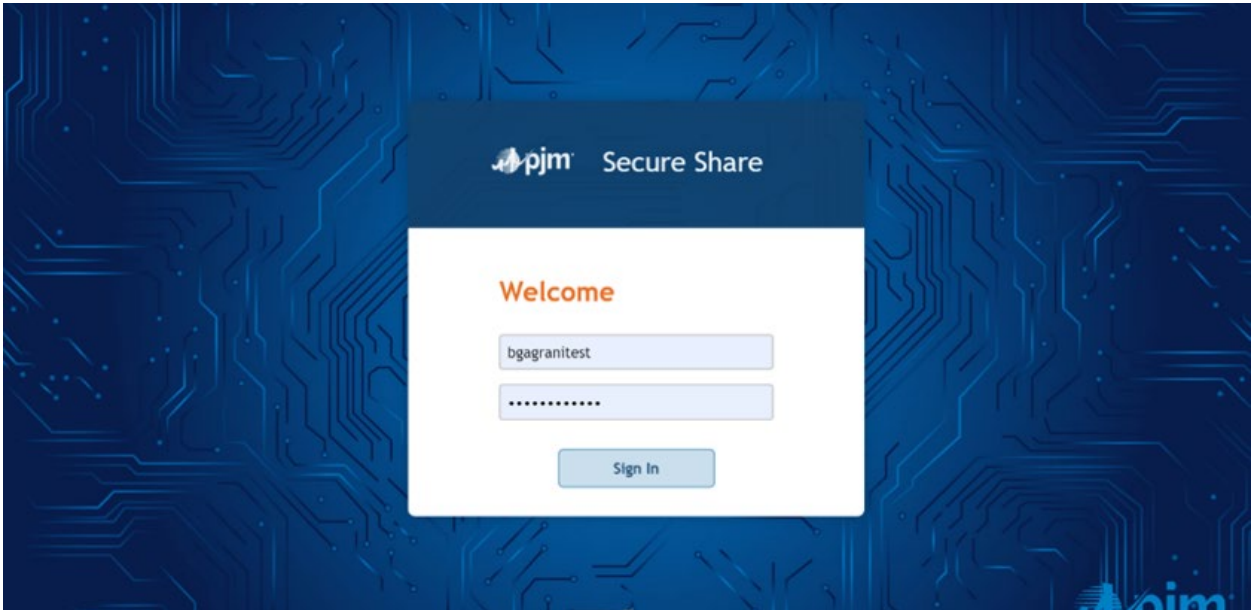
Contact PJM if you have questions regarding your new access.

Back Submit

6. After your account is requested, notify your PJM contact so that your access request can be reviewed.
7. You will receive an email once your access is approved.

2. Login to Secure Share

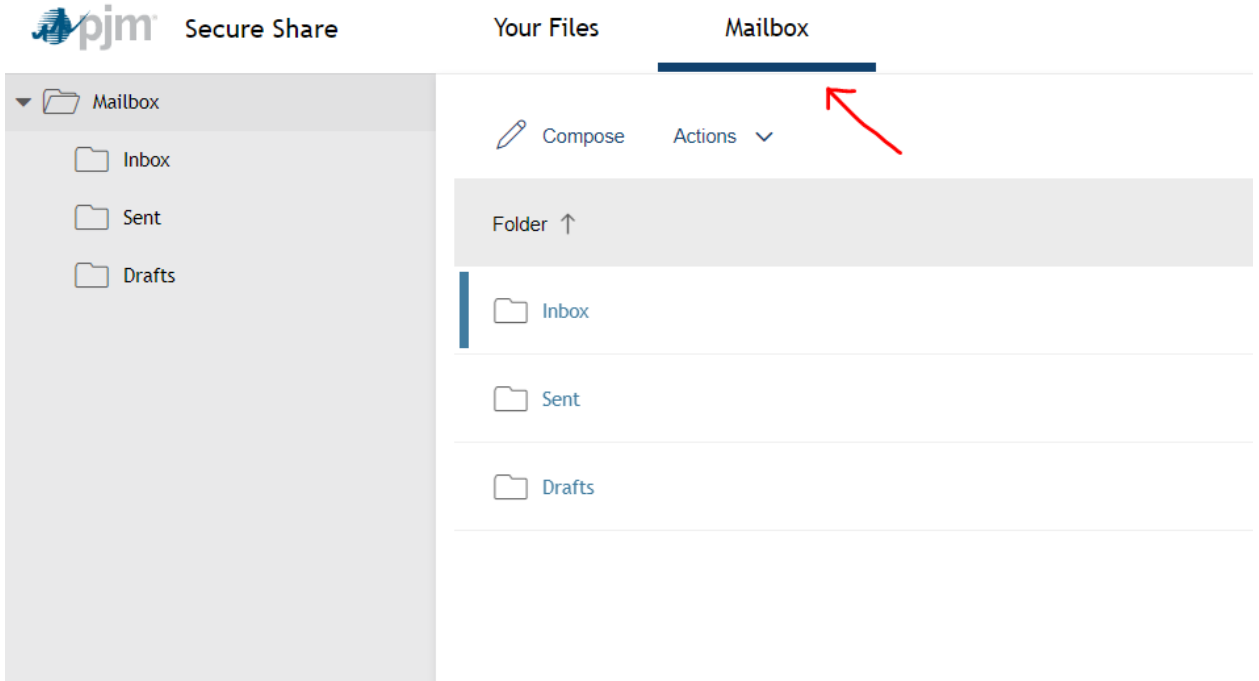
1. Navigate to <https://seuresharetrain.pjm.com/>
2. Log in with PJM Train account username and password



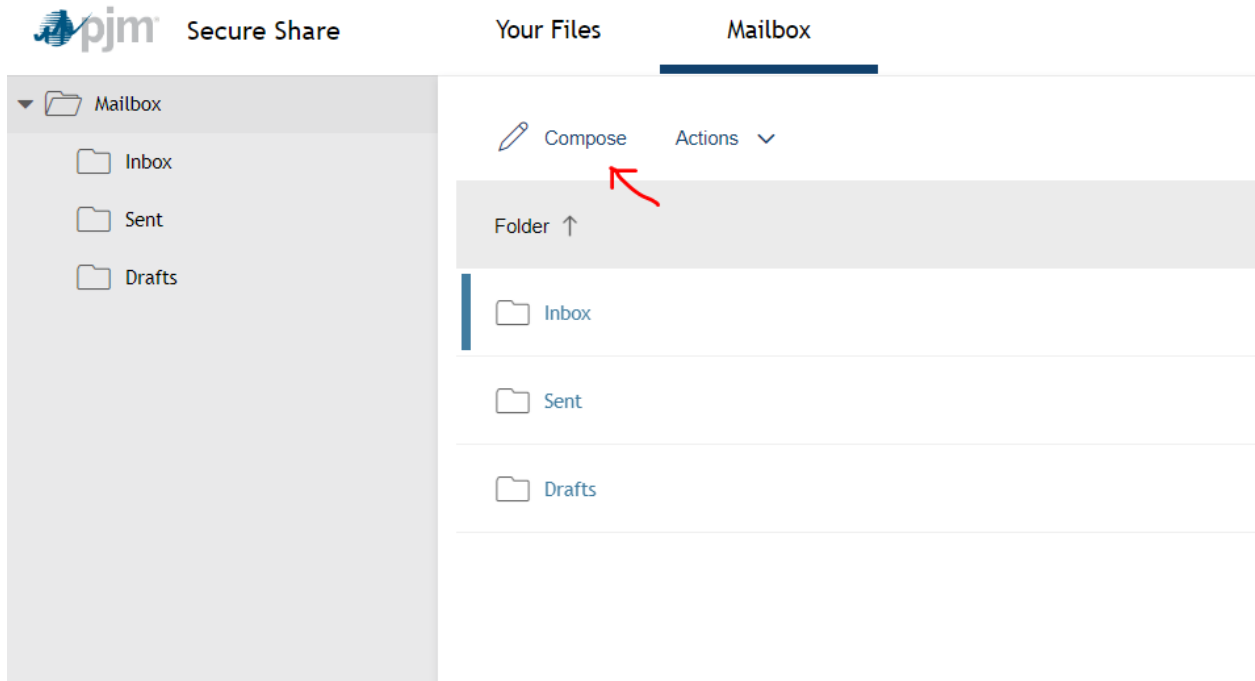
3. Select Sign In

3. Send Ad-hoc Emails

1. Select the Mailbox option



2. Select Compose



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 Attach button to add some.

Message	Options
<p>To: Cc Bcc</p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter recipients"/>	<p>Expiration:</p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="7 days"/>
<p>Subject:</p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="AD/egank"/>	<p>Access: ←</p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Select delivery method"/>
<p>Message:</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	

- 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:

Access:

Security question:

Answer:

9. Once complete Send the email