

# PJM Stakeholder Process: New Member Quick Guide

Welcome to PJM's stakeholder process! We hope you're ready to get involved in moving the energy industry forward.

## Setting Up a PJM.com Account

Signing in to [pjm.com](http://pjm.com) allows you to register for meetings, subscribe to email lists and access secure member content, such as the *Liaison Committee Workplace*. If you have a PJM Tools or PJM Connect account, you can already use that account to sign in to [pjm.com](http://pjm.com). If you do not have an account, you can [sign up for an account](#).



## Recommended Reading

[Manual 34](#) focuses on the purpose and procedures of the PJM stakeholder process, including the roles and responsibilities, issue identification and consideration, and stakeholder group protocols. You can print a copy of this manual, or access the PDF on [pjm.com](http://pjm.com) > [Library](#) > [Manuals](#) to view and search keywords in the most current version.



## Recommended Training

### Stakeholder Process Training

This important two-part training includes a governance module covering key governing documents, member sectors, voting, Sections 205 and 206 filing rights, and other basics. The Consensus-Based Issue Resolution (CBIR) module focuses on processes used to facilitate structured problem-solving in the stakeholder process. This session offers a chance for participants to practice using the process in an interactive simulation.

Register for the Stakeholder Process Training from the [Stakeholder Process Forum](#) page.

## Attending Stakeholder Meetings

Stakeholder meetings are held in person and/or via teleconference and Webex. Most in-person meetings are held at the PJM Conference and Training Center in Valley Forge, PA. Stakeholder meetings are integral to developing and refining PJM's rules, policies and processes, and provide members with the opportunity to work collaboratively to develop solutions to complex issues. Most PJM stakeholder meetings are open to any individual who has an interest in a PJM-related topic.



You can register for a meeting at [meetings.pjm.com](http://meetings.pjm.com).

Attire at stakeholder meetings is generally business casual. You can find directions and travel information on [pjm.com](http://pjm.com) > [About PJM](#) > [Who We Are](#) > [Visiting PJM](#).

Meeting materials are located under their respective meeting dates on the stakeholder group's webpage.

## PJM Annual Meeting

The PJM Annual Meeting is held each May and is open to all PJM member companies. Invitations are sent via email to all member companies. While non-member companies may participate in the public stakeholder meetings that take place at the Annual Meeting, they are not invited to participate in the Annual Meeting event.

### Joining a Roster

Open stakeholder groups have their own participant roster. Each voting member and affiliate member (dependent upon committee) is entitled to one primary and three alternate representatives. In order for an individual to be added to a roster, they must submit the [Roster Update Form](#).

To receive emails concerning meetings or other information about particular stakeholder groups, see the section to the right on subscribing to email lists.

### Issues Tracking

Check the [Issue Tracking](#) page to follow the history and current state of active issues in the stakeholder process.

### Stakeholder Documents and Templates

Access documents commonly used in the stakeholder process at [pjm.com > Committees & Groups](#).

Other documents, manuals, maps and agreements can be found on the [Library](#) section of the PJM website.

### Subscribing to Email Lists and Newsletters



PJM uses a number of email lists to send meeting notices, materials, notices of votes or polls, and reminders to stakeholder groups. To subscribe to our various public mailing lists, you must first have a PJM account. While signed in to your [pjm.com](#) account, click the drop-down under Hi [Your Name], select PJM Home and choose My Email Lists in the left navigation.

Browse the various subscription topic categories and select the lists to which you would like to be added. Once you have made your selection(s), click the submit button.

Category	Email List	Subscribed
Committees	Bill Notice	<input type="checkbox"/>
	Customer Information	<input type="checkbox"/>
Communications	Inside Lines	<input checked="" type="checkbox"/>
Forums	Inside Lines	<input type="checkbox"/>
	Inside Lines	<input type="checkbox"/>
Subcommittees	Inside Lines	<input type="checkbox"/>
Task Forces	Inside Lines	<input type="checkbox"/>
User Groups	Training Announcements	<input type="checkbox"/>

**Inside Lines** is a monthly electronic newsletter targeted primarily to members and provides relevant PJM news.

### Feedback

PJM is always open to feedback on ways to improve the stakeholder experience. Consider participating in the [Stakeholder Process Forum](#), a venue for feedback and idea sharing regarding Manual 34 provisions, the stakeholder process implementation and potential enhancements. This forum meets approximately monthly.



Feedback can also be provided on the facilitation of stakeholder meetings using the [Facilitator Feedback Form](#).

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