Secure Share Instructions
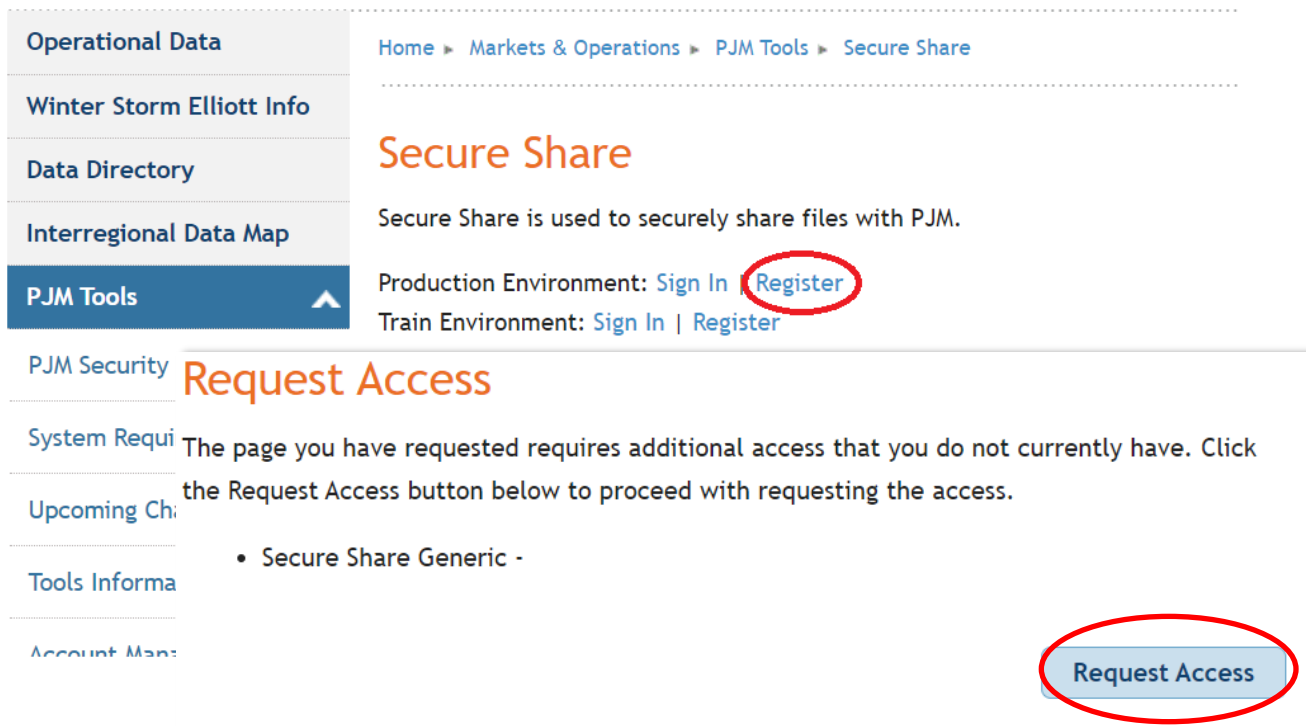
1. Create PJM Account and Request Access

1. If you don't have a PJM account, create one at
   https://accountmanager.pjm.com/accountmanager/pages/public/new-user.jsf. If you already
   have a PJM account, proceed to step #2
2. Visit https://www.pjm.com and click on Sign In

3. Go to Secure Share page on https://www.pjm.com/markets-and-operations/etools/secure-share.aspx
4. Click on "Register" next to the "Production Environment" links, and then click "Request Access"
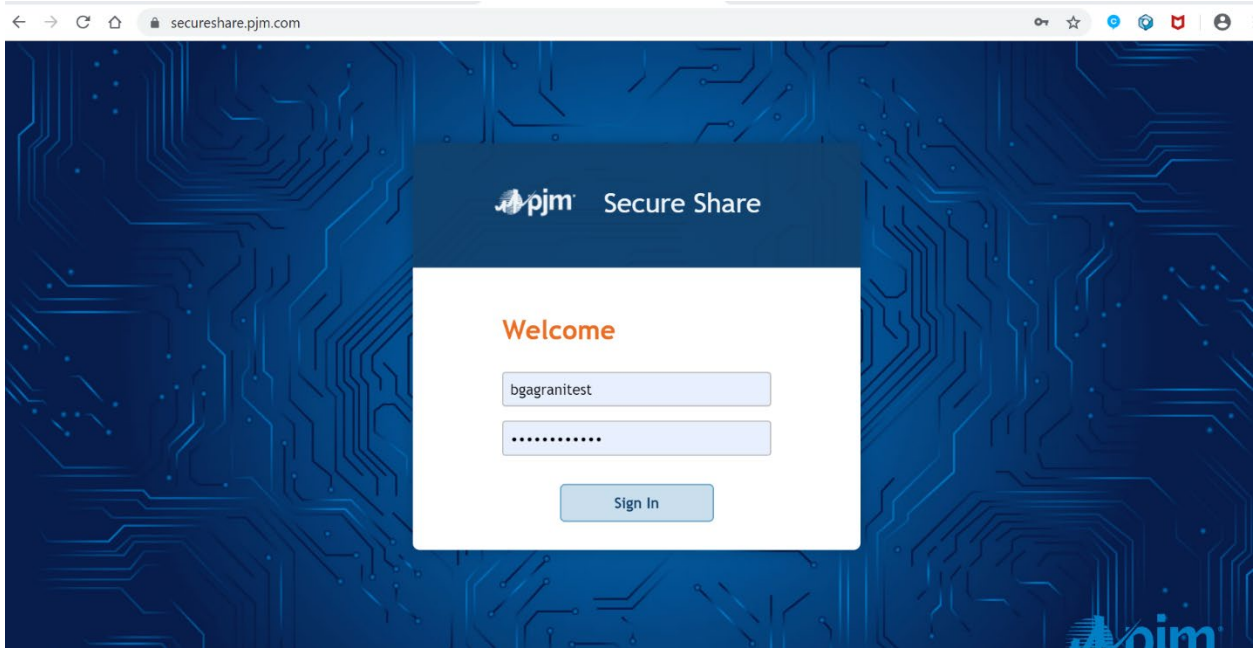   on the next page.

5. After access is requested, notify your PJM contact so that your access request can be reviewed.
6. You will receive an email once your access is approved.
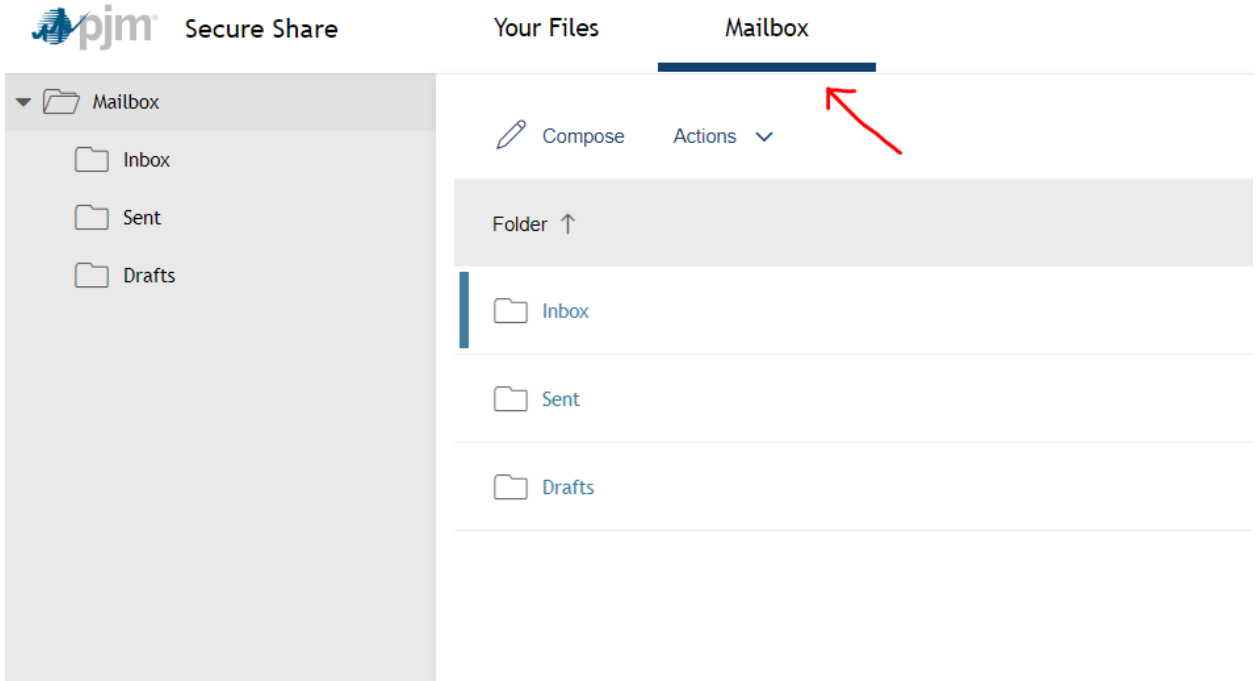
2. Login to Secure Share

1. Navigate to https://secureshare.pjm.com/
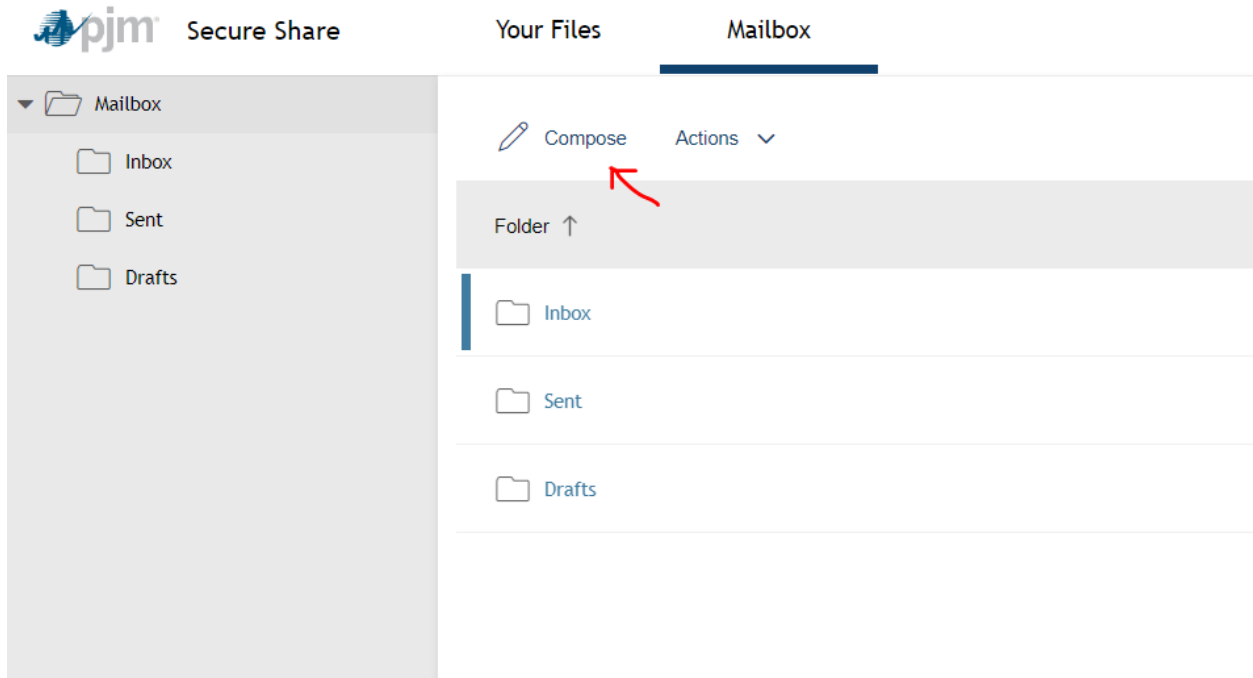2. Log in with PJM account username and password

3. Select Sign In

3. Send Ad-hoc Emails

1. Select the Mailbox option

2. Select Compose

3. Type the **email address** of the recipient you will be sending the file to along with anyone you wish to cc: in the "To:" line.
4. Complete the "Subject:" line.
5. Assign the "Expiration:" period for the file you are sending.
6. Type 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.

   a. "Send attachment link only" will provide a link via email that the user can click to open the file from their desktop/device.
   b. "Protect attachment link with security question" will provide the option to add a challenge question for the end user receiving the mail. If choose this option, you would need to provide the recipient with the answer via phone.

9. Once the form has been completed "Send" the email.

4. Acceptable file types

Below is the list of all file types that are accepted by the system for upload.

.txt
.msg
.mp4
.mov
.ai
.cr2
.nef
.bmp
.jpg
.psd
.tiff
.pptx
.pptx
.pdf
.xlsx
.xls
.docx
.doc
.csv
.zip