

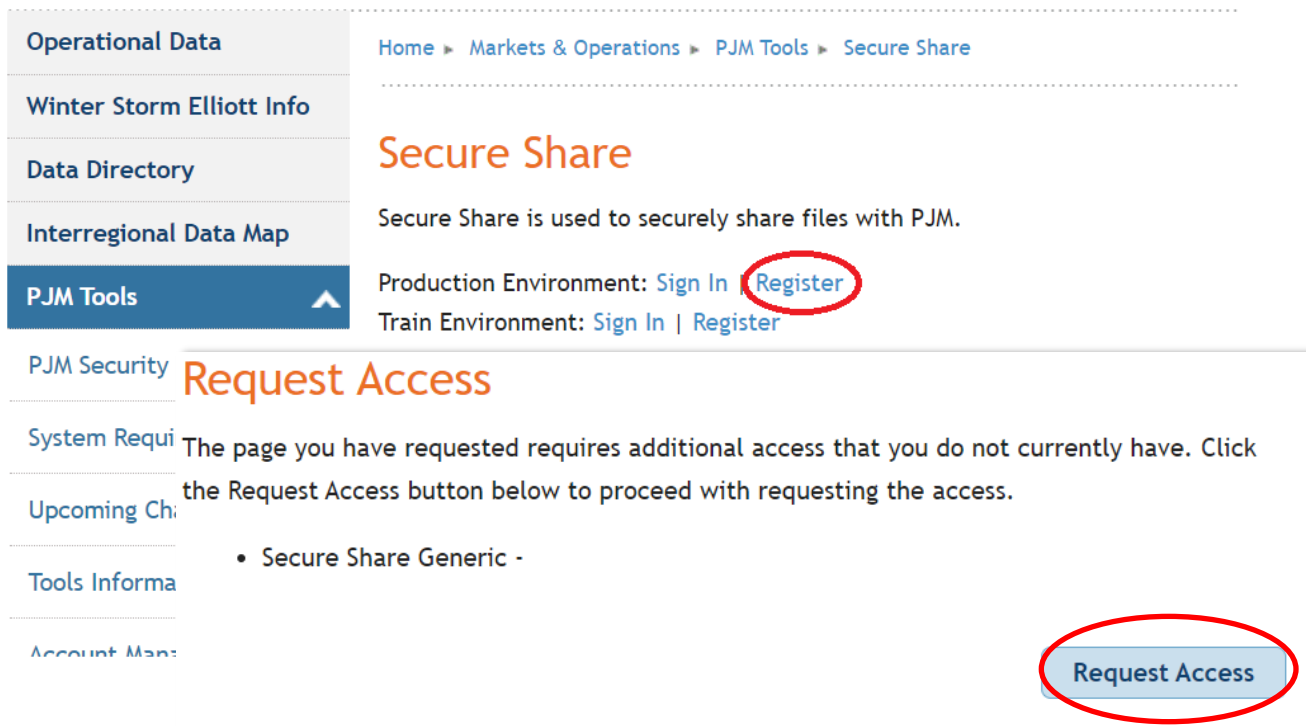
Secure Share Instructions

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.



Operational Data | Home ▶ Markets & Operations ▶ PJM Tools ▶ Secure Share

Winter Storm Elliott Info

Data Directory

Interregional Data Map

PJM Tools ▲

PJM Security

System Requi

Upcoming Chi

Tools Informa

Account Man:

Secure Share

Secure Share is used to securely share files with PJM.

Production Environment: Sign In | **Register**

Train Environment: Sign In | Register

Request Access

The page you have requested requires additional access that you do not currently have. Click the Request Access button below to proceed with requesting the access.

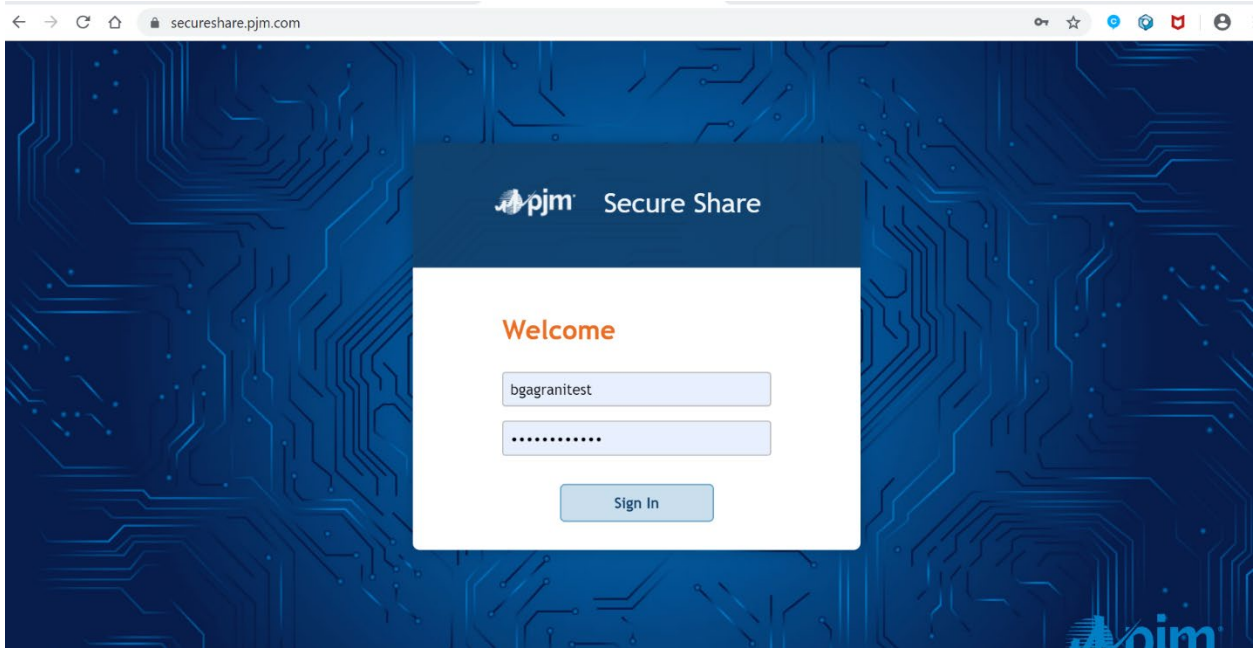
- Secure Share Generic -

Request Access

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

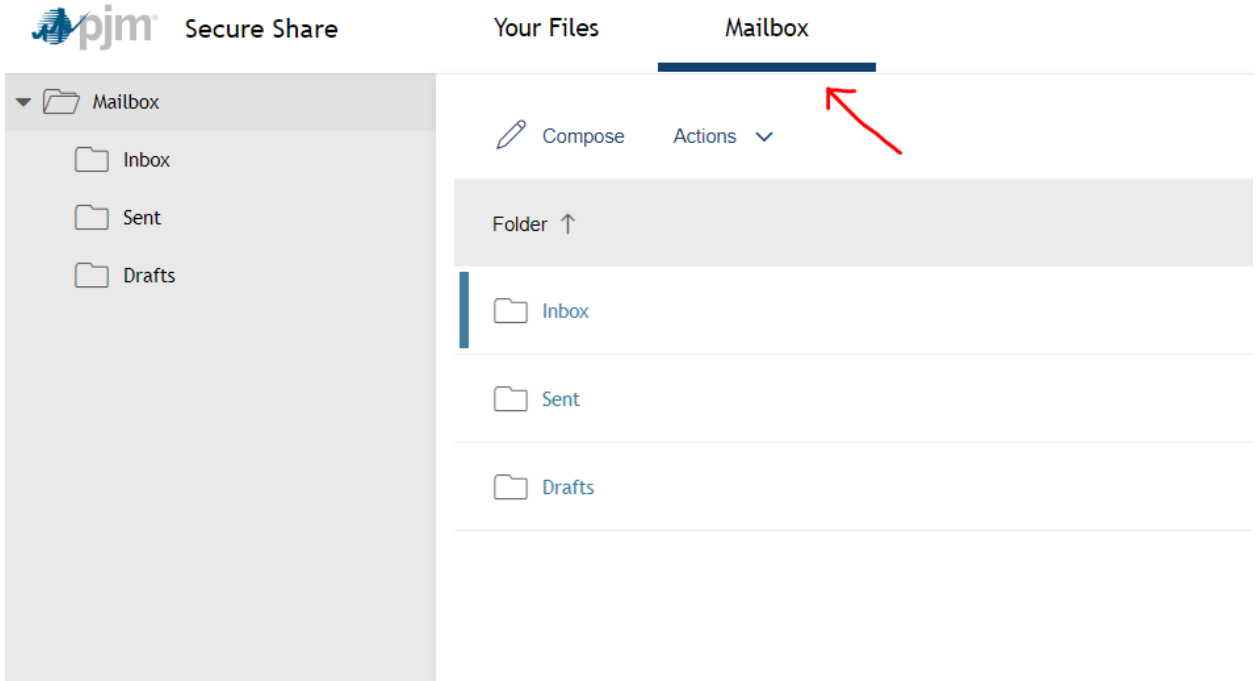
1. Navigate to <https://seureshare.pjm.com/>
2. Log in with PJM account username and password



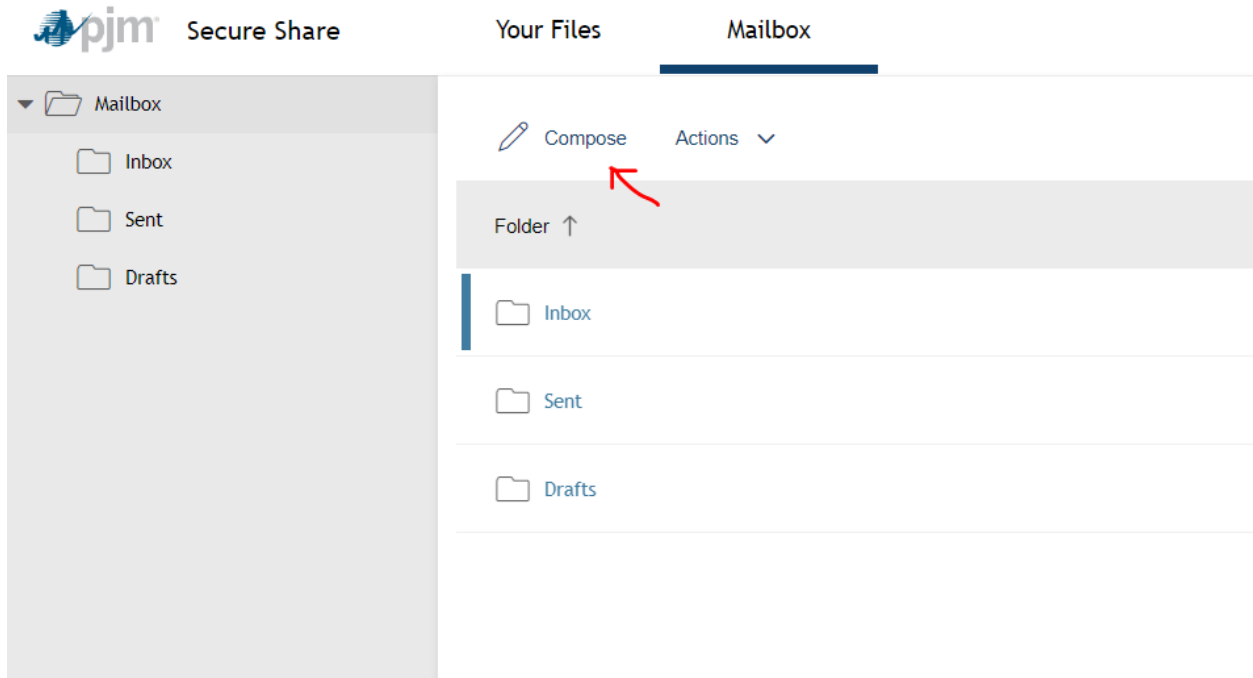
3. Select Sign In

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.

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> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Enter recipients</div> <p>Subject:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">AD/egank</div> <p>Message:</p> <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>	<p>Expiration:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">7 days ▼</div> <p>Access: ←</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select delivery method</div>

- 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.

Options

Expiration:

7 days
▼

Access:

Protect attachment link with security question
▼

Security question:

What is the name of your best friend from childhood?
▼

Answer: 👁

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