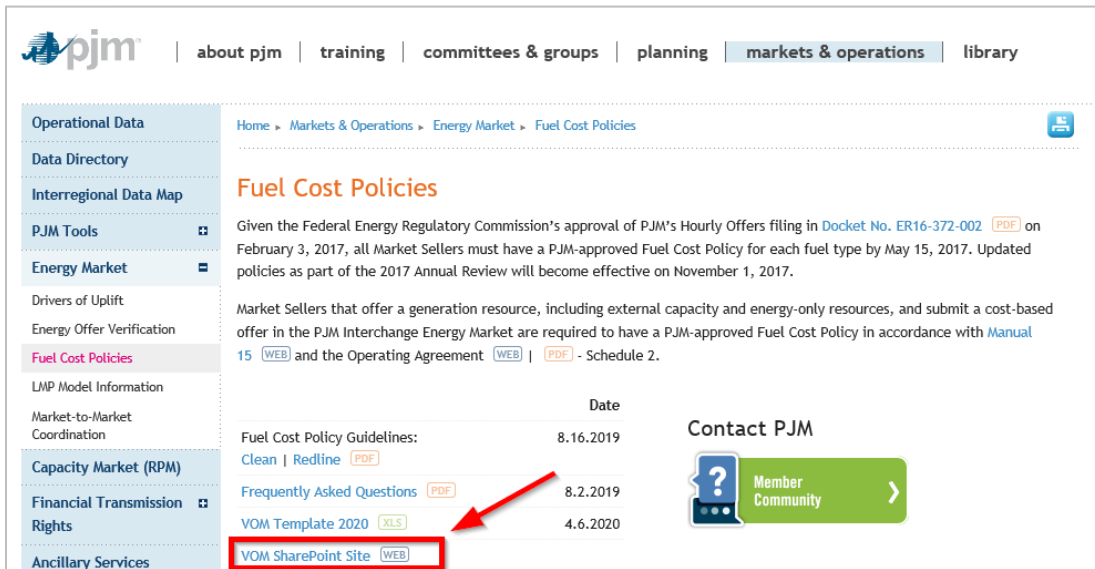


## VOM SHAREPOINT LOGIN INSTRUCTIONS

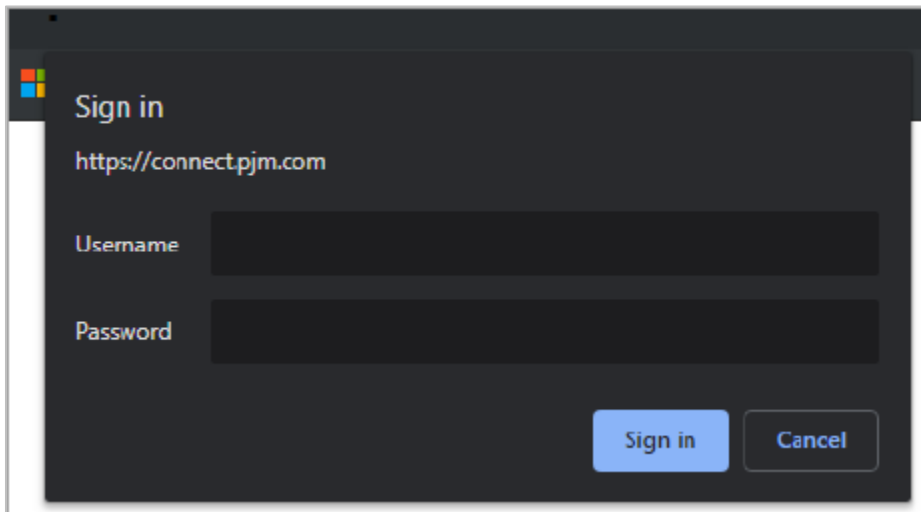
1. Click on the "VOM SharePoint Site" link below:

<https://connect.pjm.com/vomadders/SitePages/Home.aspx>

Alternatively, access the site from <https://pjm.com/markets-and-operations/energy/fuel-cost-policies.aspx> and find the site link as highlighted in screenshot below:



2. Enter your credentials to log into SharePoint via the web browser. You must use the following format: DMZ\username



- Once you have successfully logged in, you will be directed to the VOM homepage below. You can submit your template by click **New** button or view the submittals created by you.

The screenshot shows the VOM SharePoint homepage with the following content:

- Navigation: BROWSE, PAGE, PUBLISH
- Header: PJM Connect Rooms, Variable Operations and Maintenance Adders
- Left sidebar: Libraries, Site Pages, Lists, Calendar, Tasks, Discussions, Team Discussion, Pages, EDIT LINKS, Site contents
- Main content:
  - VOM Submittal Instructions**
    - Please utilize the "VOM Adder Submission" button and the "New" button to create a new submittal.
    - To attach more than one LTSA document or other supporting document, utilize the checkbox next to the text that reads "Must add another attachment submission box. If you need to attach more than two, utilize the "Add Another Document" button link.
    - The unit ID that the form asks for is the 6-digit market ID for the unit, which can be found in the unit's Fuel Cost Policy.
    - When submitting a revised VOM template or adding supporting documentation, please return to the existing submittal ID set.**
    - If you need any assistance, email the Fuel Cost Policy team at [FuelCostPolicyAnalysis@pjm.com](mailto:FuelCostPolicyAnalysis@pjm.com).
  - VOM Adder Submission**
    - New | Actions | Settings
    - Table with columns: ID, Name, Participant Name, Applicable Year, Applicable Unit, PIMStatus

ID	Name	Participant Name	Applicable Year	Applicable Unit	PIMStatus
480	MidEnergy*	MidEnergy Marketing LLC	2019-2021	MidEnergy	Pending on Information
481	MidEnergy Marketing, LLC - 2019-2021	MidEnergy Marketing LLC	2019-2021	MidEnergy	Pending on Information
475	North Carolina State Membership Cooperative - 2019-2021	North Carolina State Membership Cooperative	2019-2021	NCMCO	Pending on Information
482	MidEnergy North Carolina, LP - 2019-2021	Mid Energy North Carolina LP	2019-2021	MidEnergy	Completed
483	MidEnergy	MidEnergy Marketing LLC	2019-2021	MidEnergy	Pending on Information

- If you successfully log into your account, but are not directed to the VOM homepage, you do not have access to the VOM site. Notify your PJM contact or [FuelCostPolicyAnalysis@pjm.com](mailto:FuelCostPolicyAnalysis@pjm.com) so your access can be provisioned. Go to step 6.
- If you do not have a PJM Tools username, navigate to <https://accountmanager.pjm.com/accountmanager/pages/public/new-user.jsf> to create an account. Once the account is created, an email will be sent to the email address that you provided asking for a password. Please click the link in the email to set your password. After your password is set, notify your PJM contact so that your access can be provisioned.
- You will be notified by an email once your VOM homepage access has been granted. Go back to step 2 to log in. If still have issues, please email [FuelCostPolicyAnalysis@pjm.com](mailto:FuelCostPolicyAnalysis@pjm.com) and [Sharepoint\\_support@pjm.com](mailto:Sharepoint_support@pjm.com) for assistance.