Voting Application

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Agenda

- Introduction
- Voting Tool Access
- Voting
- Support Resources

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Introduction

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Voting Application

- Voting is a secure PJM web application that allows users to submit votes during PJM Members Committee (MC), Markets and Reliability Committee (MRC),Market Implementation Committee (MIC), Operating Committee (OC), Planning Committee (PC) meetings, Risk Management Committee (RMC), as well as for Sr. Task Forces
  - Used by both remote and on-site meeting attendees
- Streamlines quorum establishment, vote tallying and reporting

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Who Can Vote Via Committee Voting?

- All eligible voters may vote via the Voting application
  - User must be on the roster for that committee

  OR

  - User must be designated as a voter for a specific meeting by a roster member (proxy)

  AND

  - User must have a PJM Tools account with Voting Read/Write Access

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Multiple Voters

- Voters that are eligible to vote for multiple companies will vote for all companies through a single Voting account
  - Such users should only set up one PJM Tools account with Voting Read/Write access.
  - PJM Voting Support will ensure that such users can vote for all eligible companies through that designated account.

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Voting Tool Access

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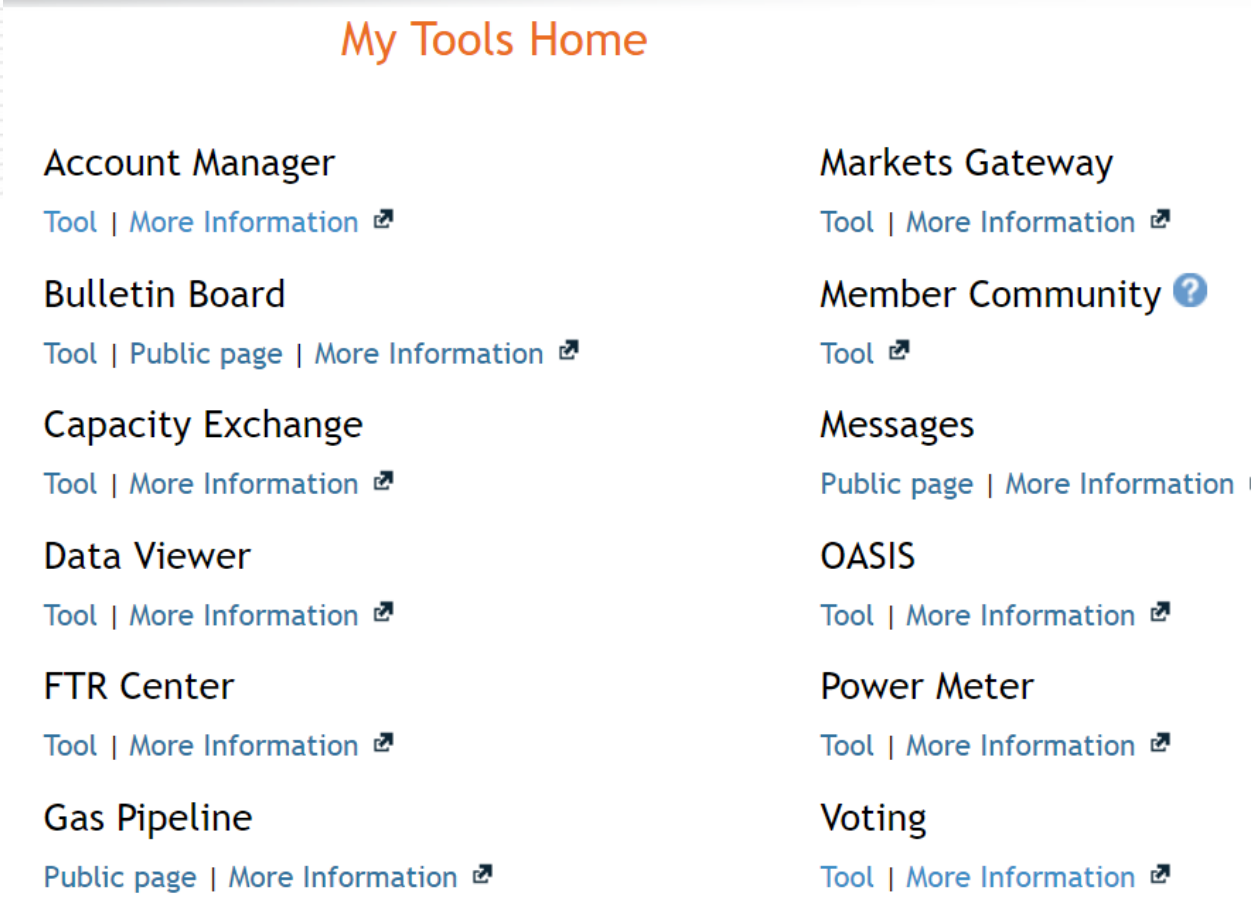
Access to Voting Tool

- Voting will be accessible via the PJM Tools homepage: https://sso.pjm.com/
- A username and password are required to access the application.



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Voting Company Authorization

- PJM member companies with eligibility to vote will be given Voting application access upon membership approval.
- Each member company will be responsible for registering individual Voting users via the PJM Tools registration process.

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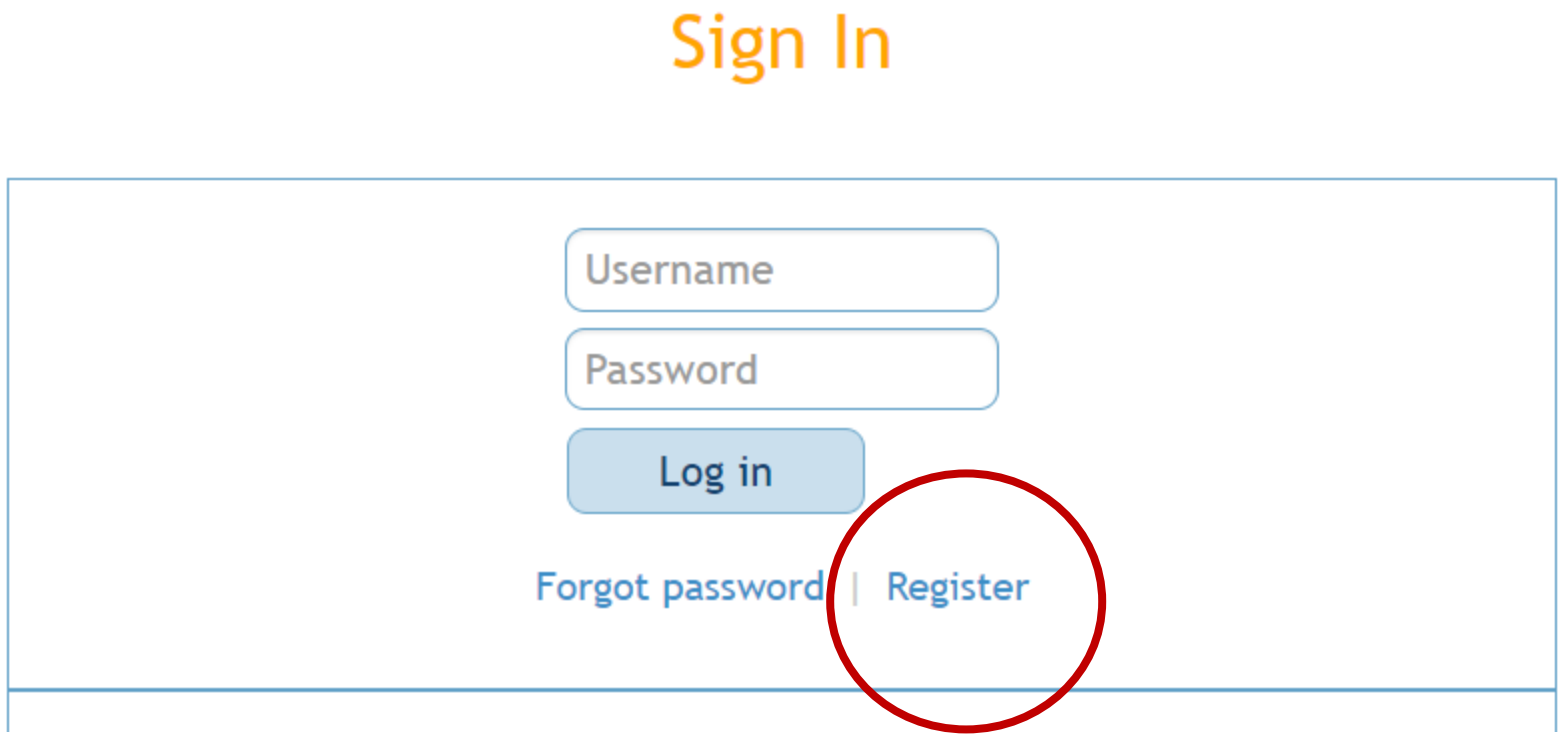
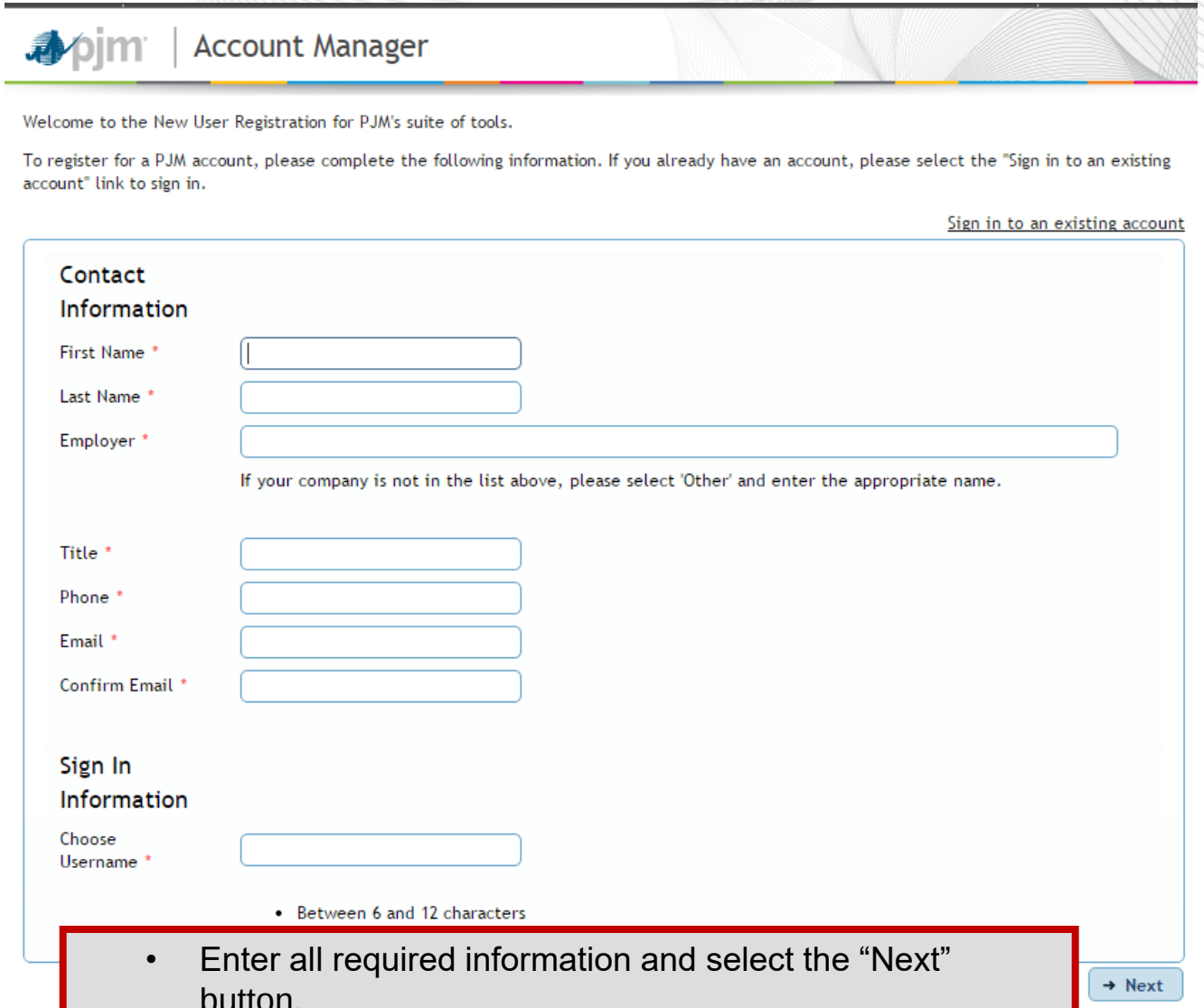
New User Registration Process



New User Registration Process – Personal Information



- Enter all required information and select the “Next” button.

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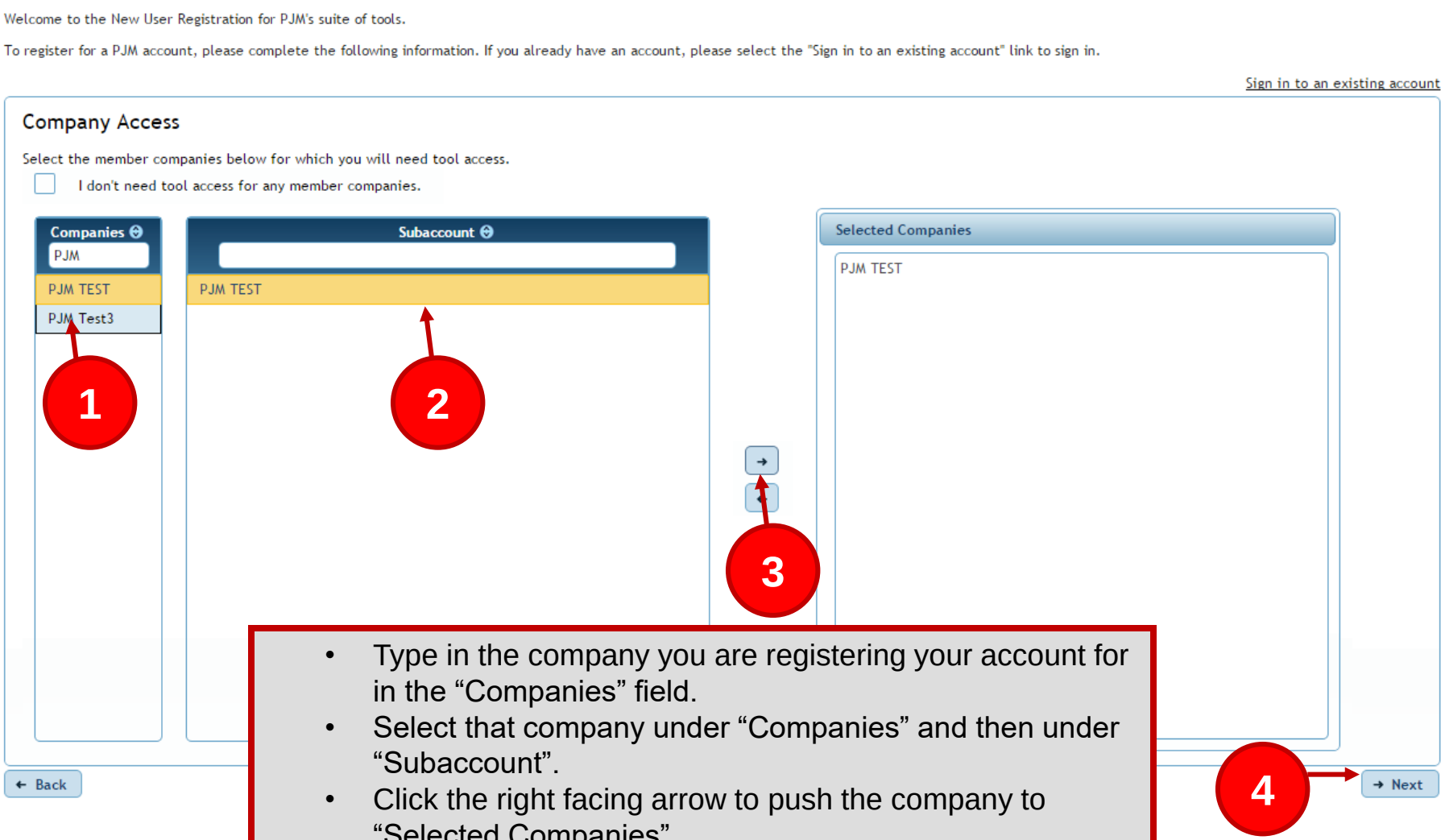
New User Registration Process – Company Selection



- Type in the company you are registering your account for in the “Companies” field.
- Select that company under “Companies” and then under “Subaccount”.
- Click the right facing arrow to push the company to “Selected Companies”.
- Select “Next”.

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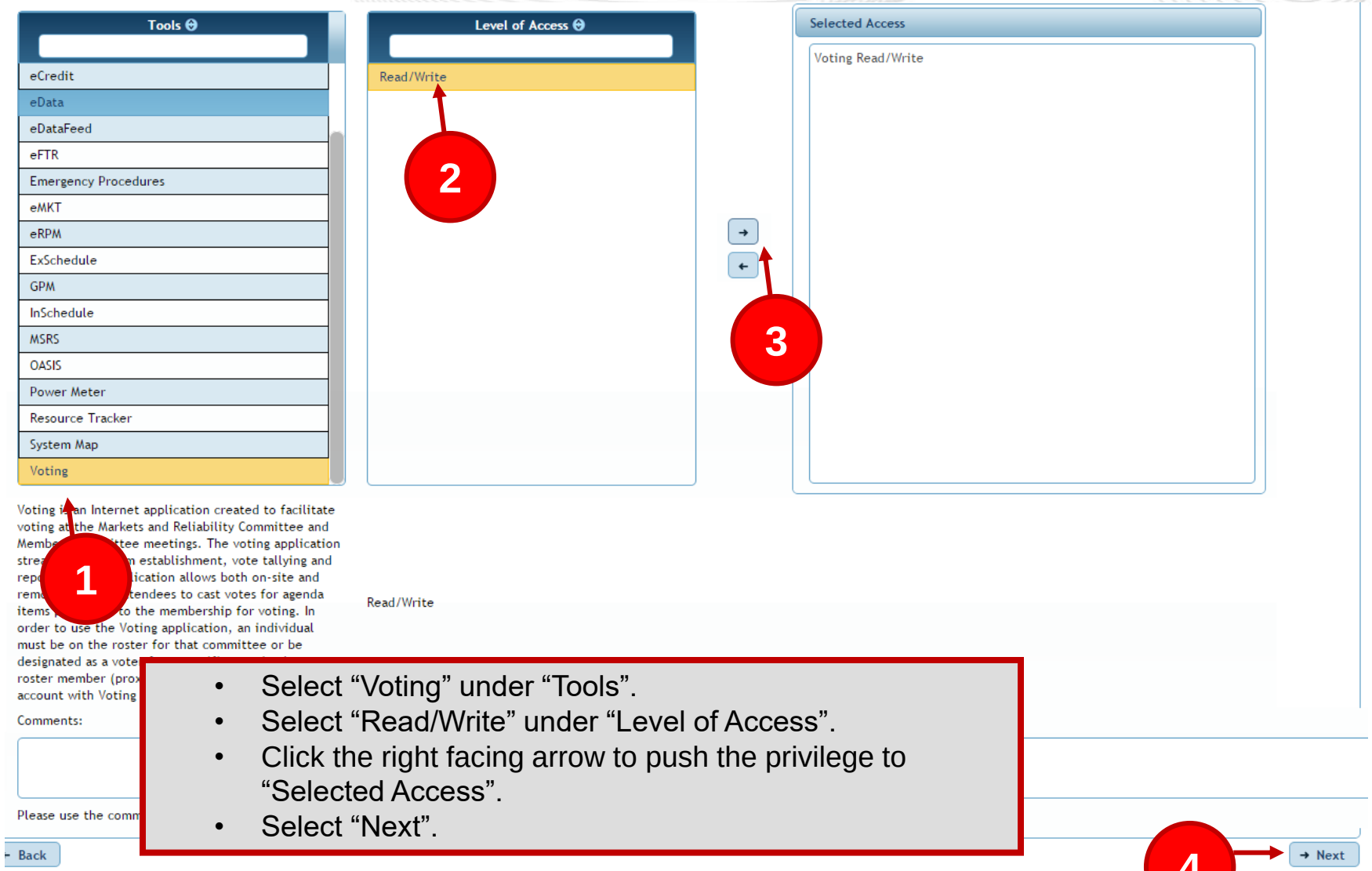
New User Registration Process – Privilege Selection



- Select “Voting” under “Tools”.
- Select “Read/Write” under “Level of Access”.
- Click the right facing arrow to push the privilege to “Selected Access”.
- Select “Next”.

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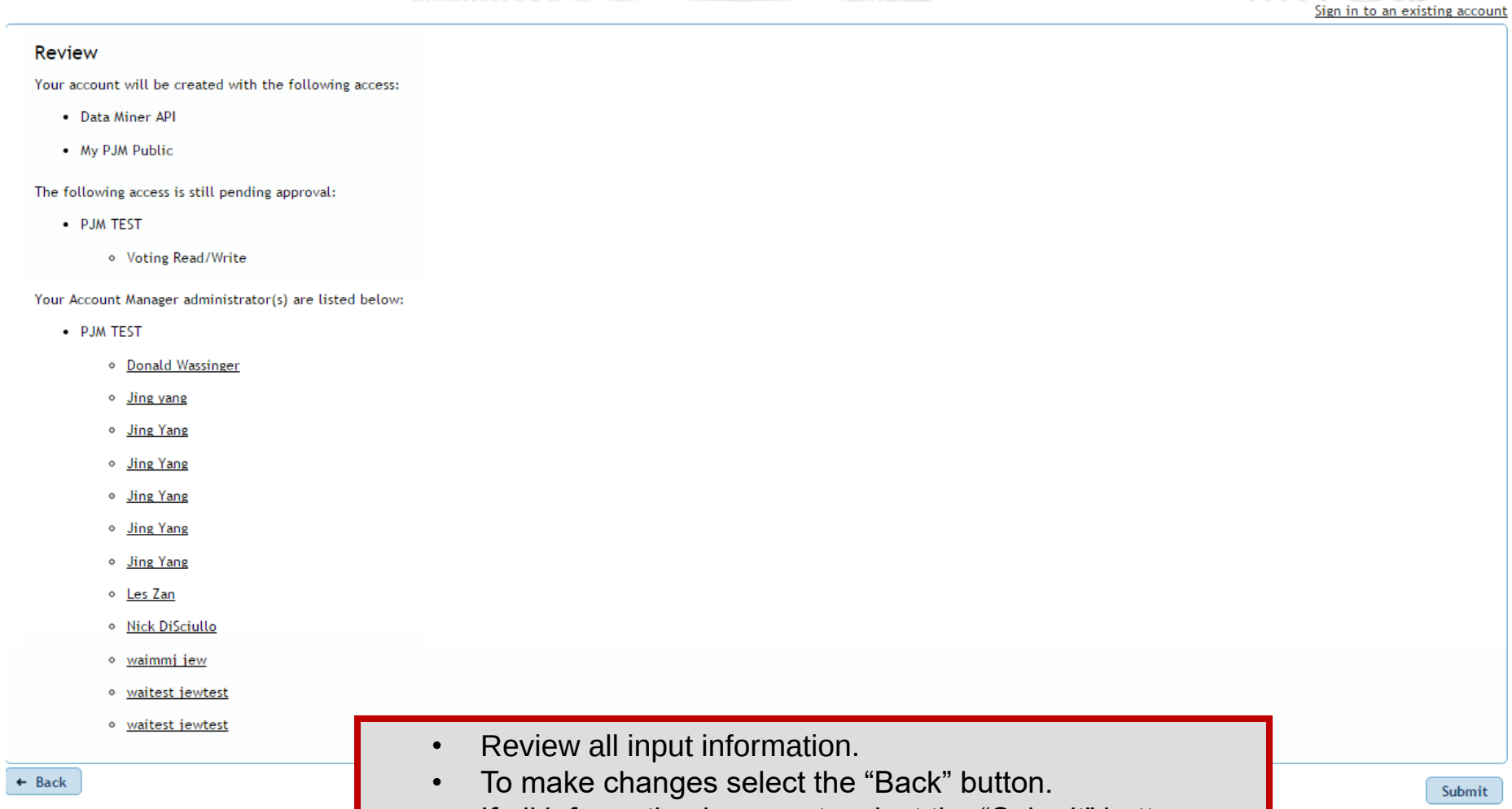
New User Registration Process – Review Information



- Review all input information.
- To make changes select the “Back” button.
- If all information is correct, select the “Submit” button.

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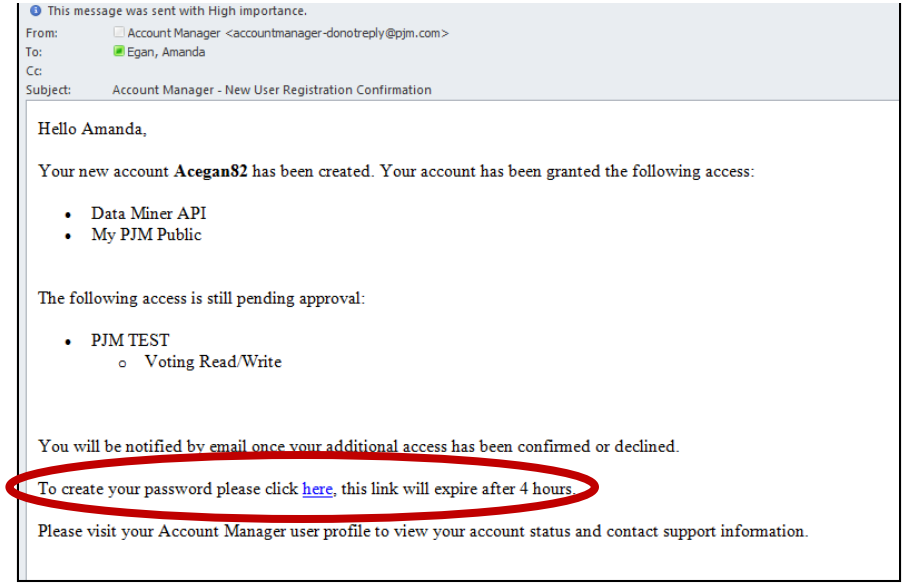
New User Registration Process – Password

pjm | Account Manager

Thank you for your request. You will receive an email to create your password. Your company Account Manager administrator has also received this request and will be required to grant any access you have requested. Contact PJM if you have any questions regarding your new access.



This message was sent with High importance.

From: Account Manager <accountmanager-donotreply@pjm.com>
To: Egan, Amanda
Cc:
Subject: Account Manager - New User Registration Confirmation

Hello Amanda,

Your new account **Acegan82** has been created. Your account has been granted the following access:

- Data Miner API
- My PJM Public

The following access is still pending approval:

- PJM TEST
  - Voting Read/Write

You will be notified by email once your additional access has been confirmed or declined.

To create your password please click here, this link will expire after 4 hours.

Please visit your Account Manager user profile to view your account status and contact support information.

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New User Registration Process – Privilege Request

- After submitting your request to be a Voting user in Account Manager, your Company Account Manager (CAM) will review your request and either grant or deny permissions requested.
- An email will be sent to the requestor with the status of the request.

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Current PJM Tools User – Privilege Request

- The process is the same for a current PJM Tools user.
  - After submitting your request to be a Voting user in Account Manager, your company CAM will review your request and either grant or deny permissions requested.
  - An email will be received with status of the request.

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Voting Tool Login

My Tools Home

Account Manager
Tool | More Information

Bulletin Board
Tool | Public page | More Information

Capacity Exchange
Tool | More Information

Data Viewer
Tool | More Information

FTR Center
Tool | More Information

Gas Pipeline
Public page | More Information

Markets Gateway
Tool | More Information

Member Community
Tool

Messages
Public page | More Information

OASIS
Tool | More Information

Power Meter
Tool | More Information

Voting
Tool | More Information

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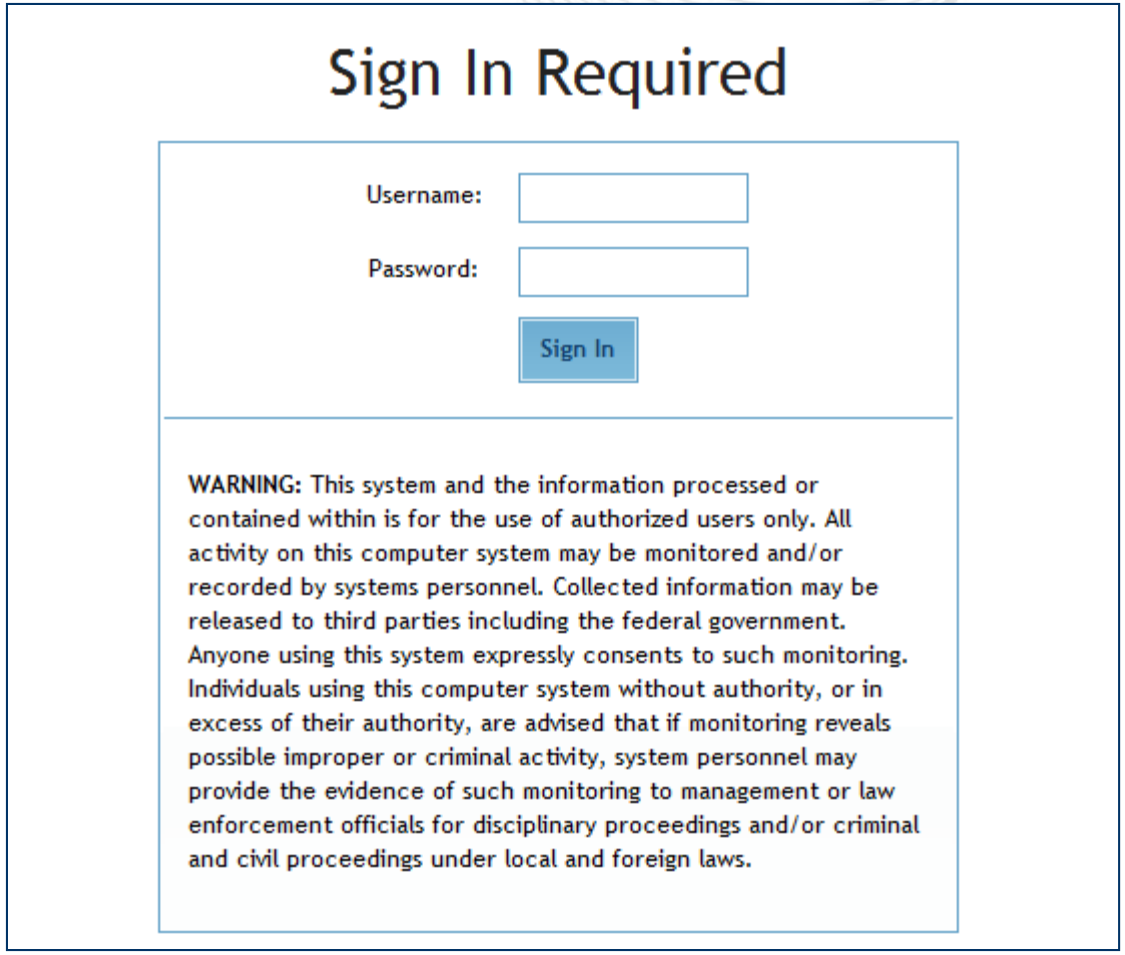
Voting Tool Login



Enter your User Name and Password

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Voting

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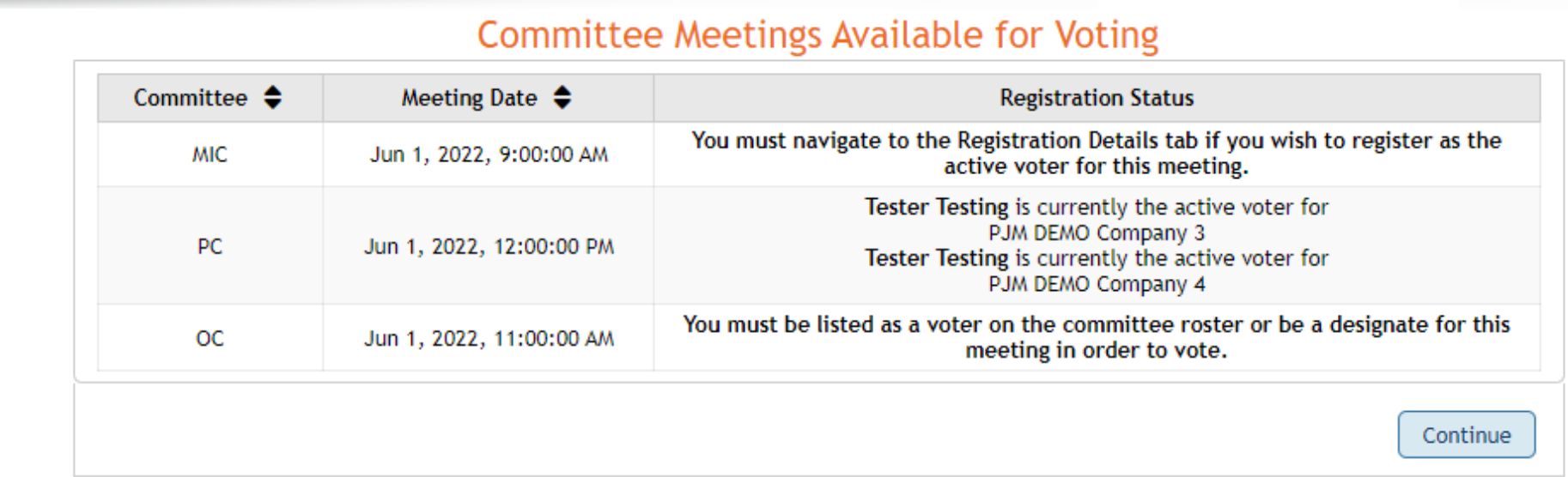
Welcome Screen

- Upon logging into the Voting application, users will be directed to the Welcome Page.
- On the Welcome Screen a user can see all open meetings and the following information relevant to the user:
  - Listed on roster or listed as designate voter and able to register as the active voter
  - Active voter is already established
  - Not listed on roster or listed as designate



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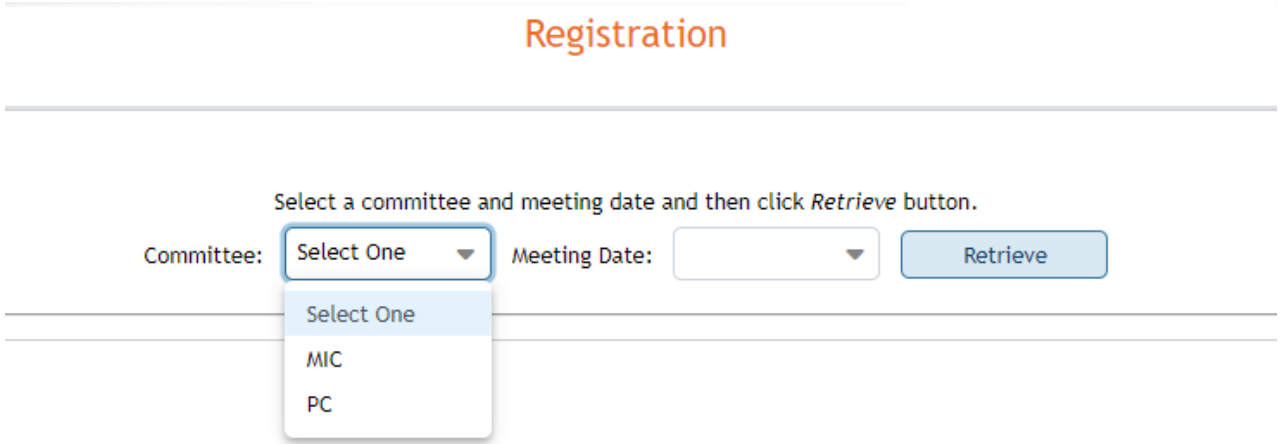
Registration Details Page

- Upon clicking the “Continue” button on the Welcome Screen, user’s will be directed to the Registration Details tab.
- Utilize this page to register or unregister as the active voter or view other roster representatives for a company
- In order to register as the active voter, a user must select the committee and date for which they wish to register.
  - The dropdown will only populate with those committees for which the user is on the roster.



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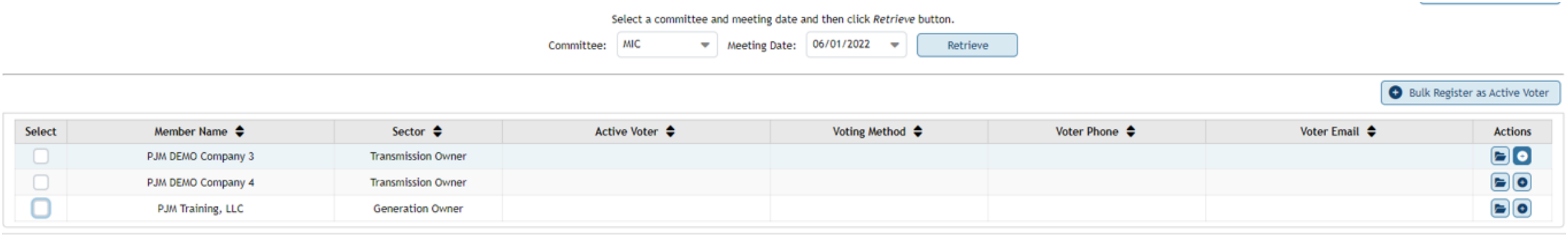
Registration Details Page

- Upon selecting a committee, date and clicking the “Retrieve” button, the user will be presented with a table displaying the company(s) the user is eligible to vote for, for the committee meeting selected.



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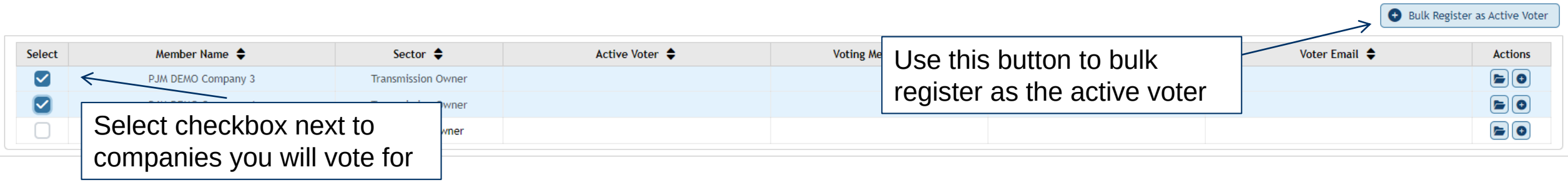
Bulk Registration Process

- The user can select the checkbox next to the company(s) for which they wish to register as the active voter and click the “Bulk Register as Active Voter” button



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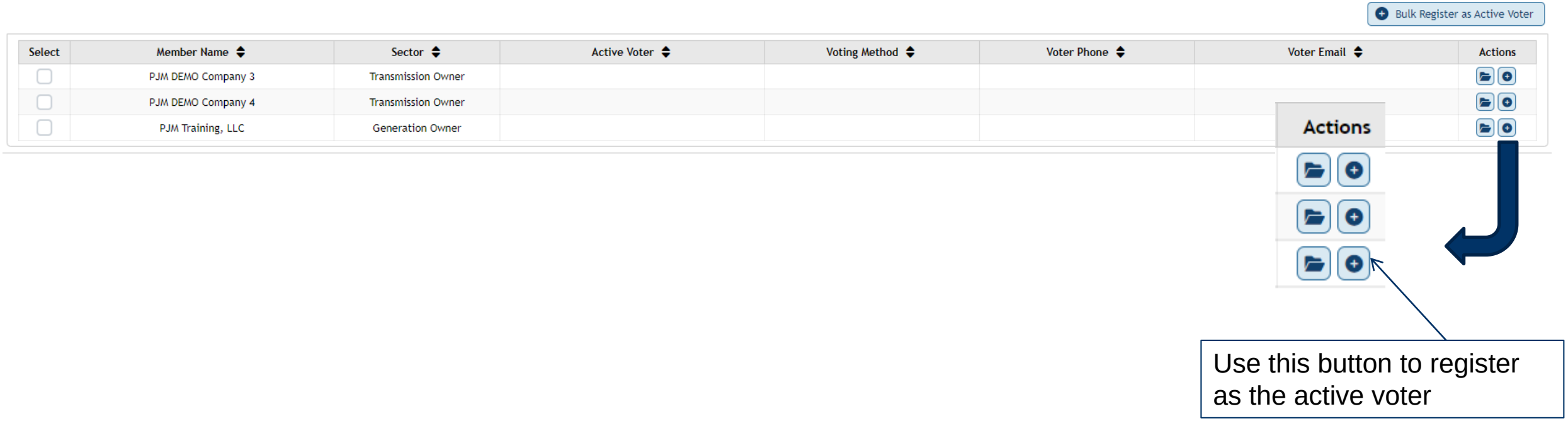
Single Registration Process

- The user can select the plus icon on the line associated with the company for which they wish to register as the active voter



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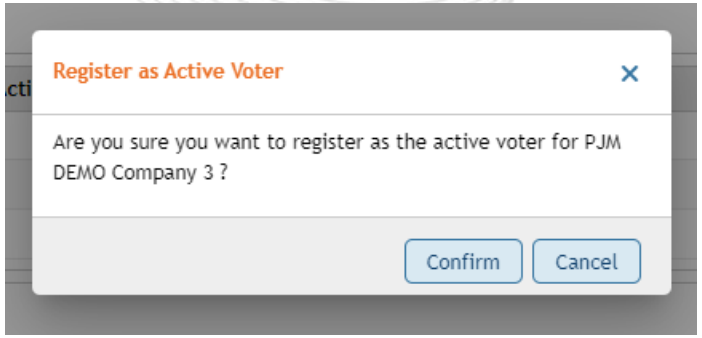
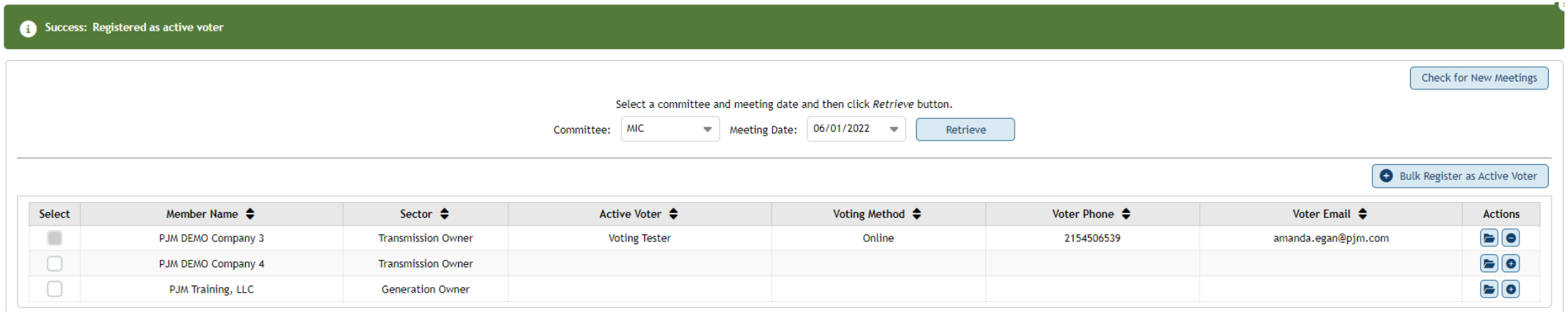
Registration Confirmation

- Users will be asked to confirm their active voter registration



- Upon confirmation, a success message will appear and the table will update to show the user listed as the active voter.



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Registering for 2+ Meetings

- If two or more meetings are taking place on the same day, the registration process will need to take place for each meeting.
  - After the user registers as the active voter for one committee meeting, they will need to go back to the committee dropdown, select the other committee, enter the date and hit the “Retrieve” button.
  - The user will then need to select the company(s) for which they will be voting on behalf of at the meeting selected.

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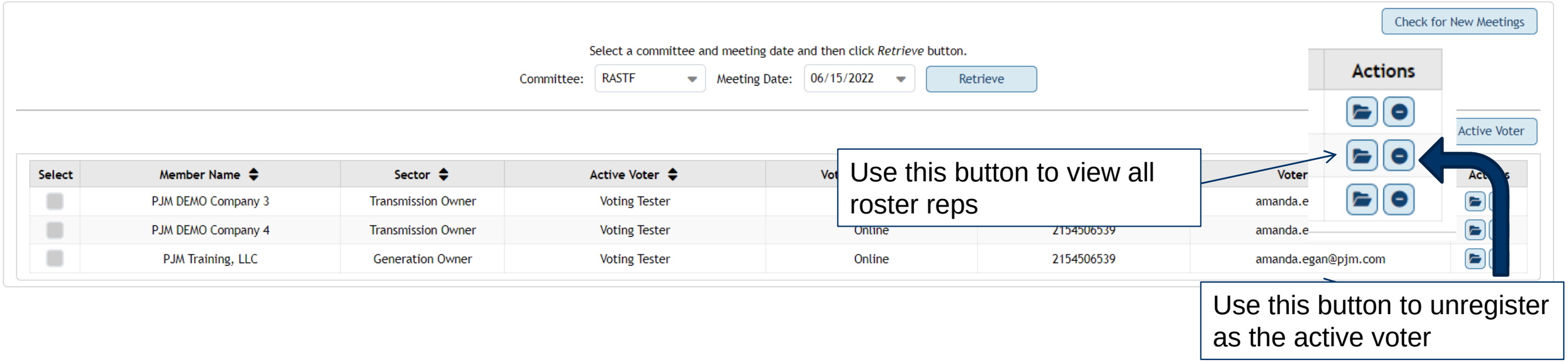
Registration Details Page

- This page may also be used for the following:
  - Unregister as the active voter
  - View roster representation



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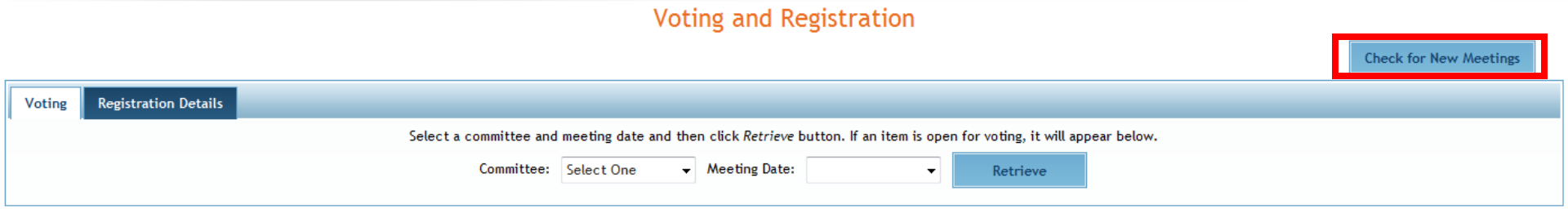
Check for New Meetings



- The ‘Check for New Meetings’ button will refresh the application to look for newly opened meetings

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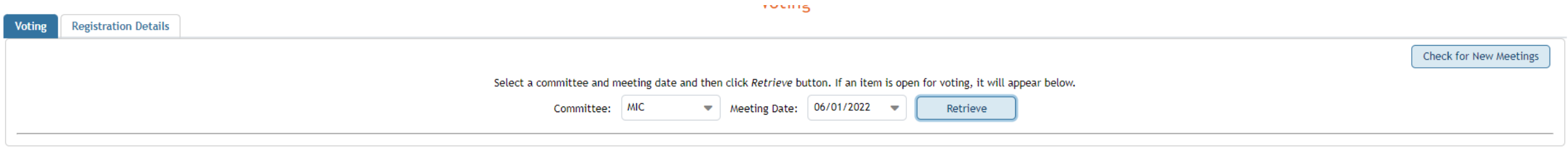
Voting Page

- Upon registering as the active voter, the user can proceed to the Voting tab.
  - This screen allows voters to cast a vote on any agenda item that is currently open for voting
    - If no item is open for voting, the page will display the following message: “There is no question open for voting at this time. When a question opens, you will be instructed to refresh your screen to view the question.”



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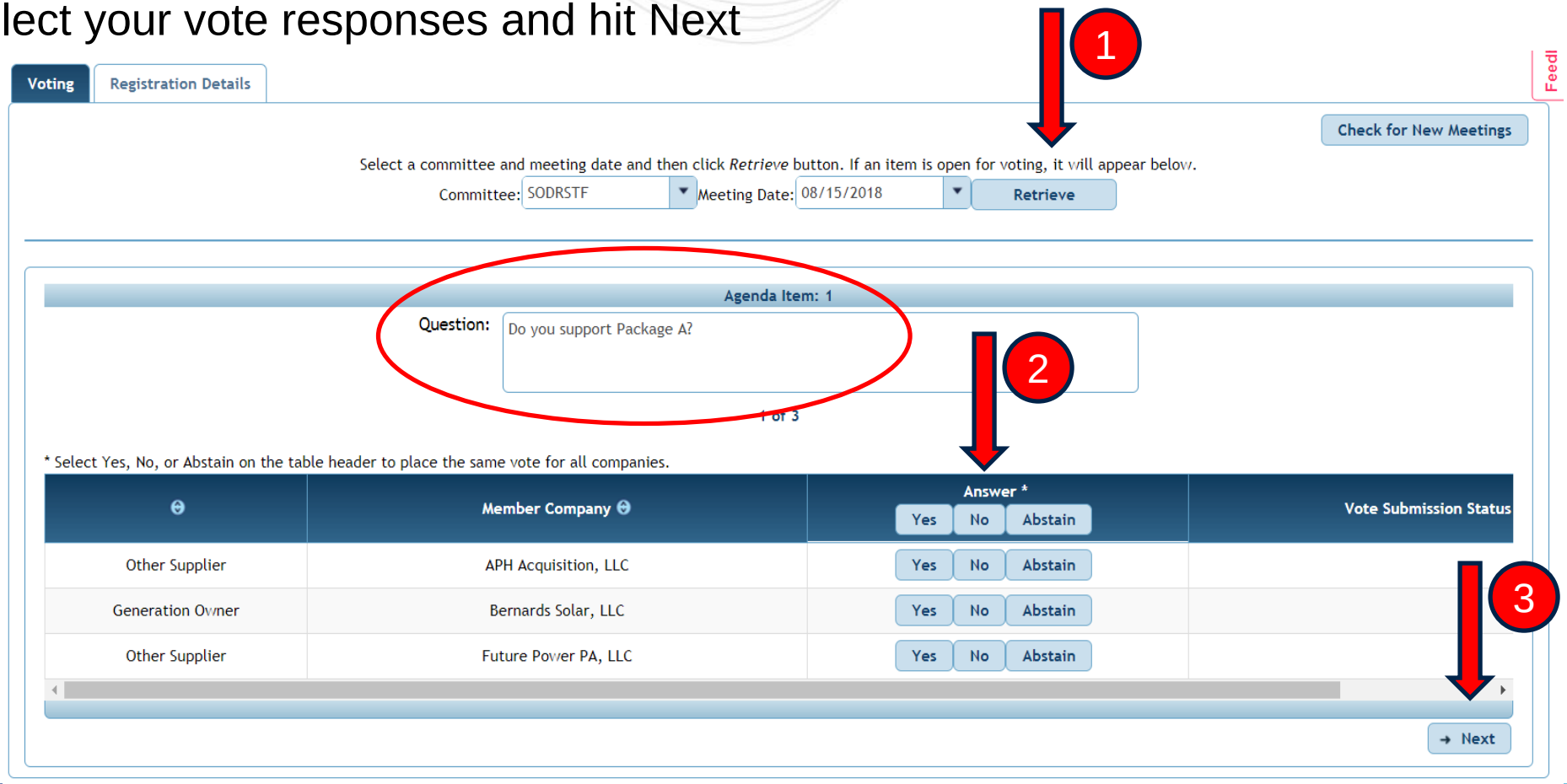
Voting Page

- Select the appropriate committee and date from the drop downs and click Retrieve to display voting item
- Select your vote responses and hit Next



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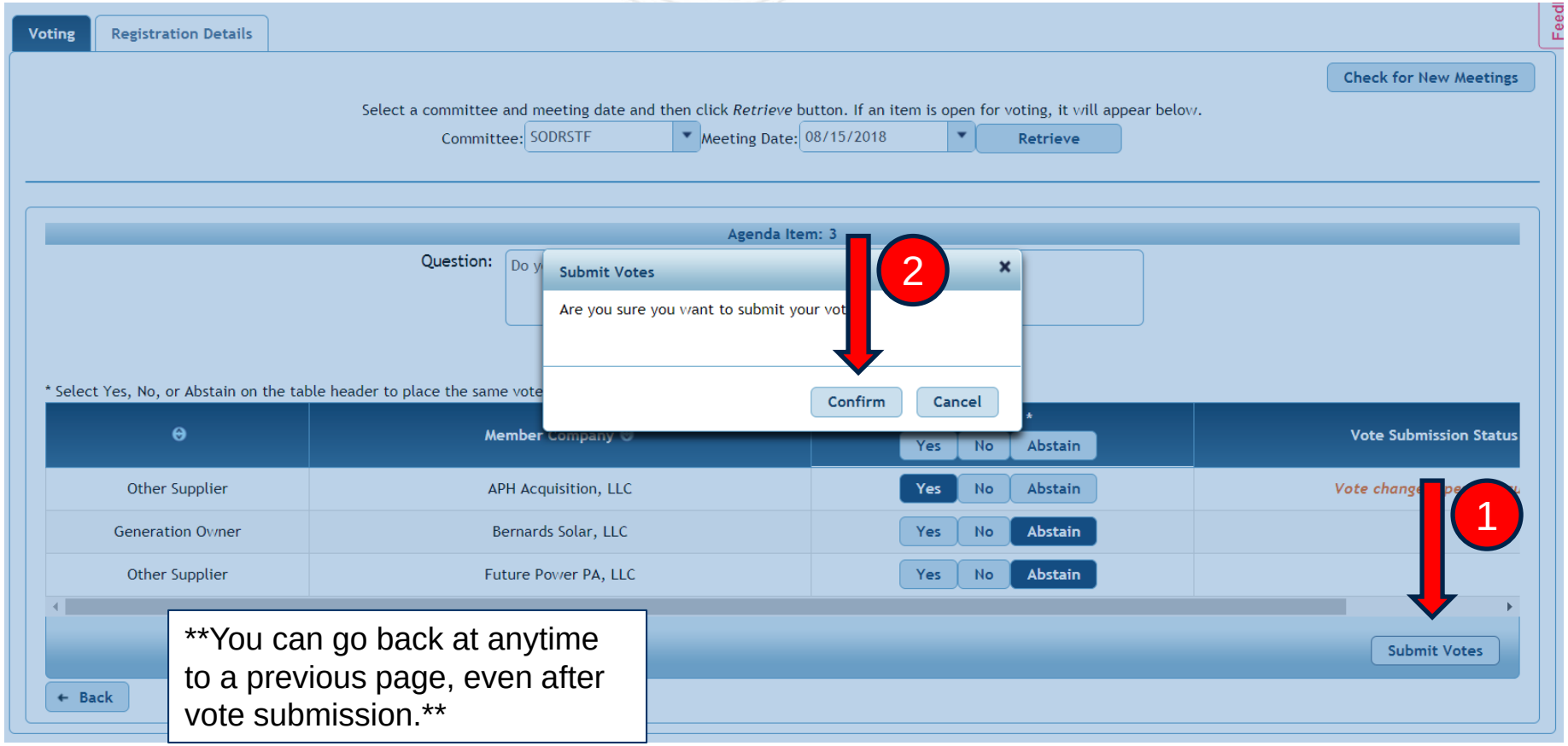
Voting Page

- After navigating through all voting items, click Submit Votes
- Confirm submission



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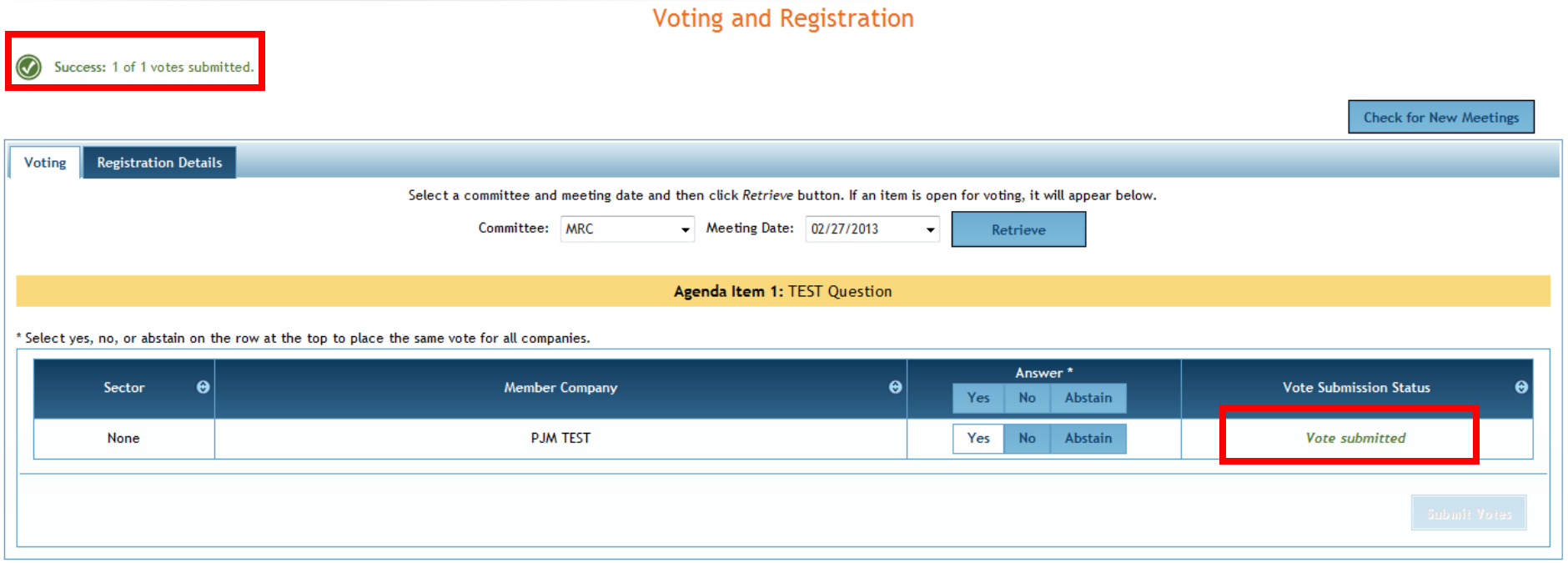
Voting Page – Vote Status



- Once your vote has been successfully submitted, you see “Vote submitted” under the ‘Vote Submission Status’ column, as well as a status message on the top left-hand corner of your screen, telling you how many votes have been successfully submitted.

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Support Resources

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Support Information

- The Voting App can be accessed at https://voting.pjm.com/voting/pages/secure/
- For assistance with issues logging in, please contact voting_support@pjm.com

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