Quick Guide

eFiling Guidelines for
Submitting Accounting Filings and Requests

Step 1.   Prepare your submission in the same manner as if submitting a paper filing.

Step 2.   Log In to *FERC Online* at http://www.ferc.gov/docs-filing/ferconline.asp.

    2.01   Enter your individual registered email and password. Click **Submit** button.

           Note: You must be eRegistered to access the eFiling System or any other FERC Online application. To register, click the Sign-up link and follow the Registration process.

Step 3.   On the *FERC Online Home* page, click eFiling link.

Step 4.   On the *FERC eFile* page, click Create Filing link.

Step 5.   On the *Filing Type Selection* page, click Accounting Filing or Request link (in respective area).

           Note: "Accounting Filings or Requests" category is in reference to "AC" docketed workload items which include: issues related to the Commission's Uniform Systems of Accounts, financial forms – including requests for extensions of time to file those forms, and preservation of records requirements.

Step 6.   On the *File Upload* page, click **Browse** button.

    6.01   Locate and highlight the desired file. The file description block is optional and need not be used unless you have multiple files and want to enter a description for each file. Click **Attach** button. Repeat to add up to a maximum of 10 files.

    6.02   Click on **Upload Files** button.

    6.03   You will see an on screen message that FERC has received your file(s). Click **Ok** button.

Step 7. On the *Specify Filing Party/Parties* page, choose **"On behalf of another party(ies)"** or **"For an Individual."** If the filing is for another party, query and select the organization name. Click **Next** button.

Step 8. On the *Specify the Primary Person/Counsel of Record to be Served* page, type in an email address for the person responsible for the filing. Click **Add** button. Repeat to list multiple contacts.

  8.01 Click **Next** button once all contacts have been added.

Step 9. On the *Submission Description* page, modify the default submission description to more fully describe your submission. The description will include the term "New Docket" at the end. If your submission pertains to an existing AC Docket, please replace "New Docket" with the applicable AC Docket. Click **Next** button.

Step 10. On the *Summary* page, you will see a summarization of your submission. If you attached the wrong file, you must cancel and start over. Otherwise, click **Submit** button to complete the filing process.

  Note: You will receive a confirmation of receipt email within a couple of minutes. This email will contain a link that provides information about your filing.

  Note: Once the filing is reviewed and accepted for filing, you will receive a second email with a hyperlink to the document in eLibrary. If you file late in the day, it may be the following day before you receive the Acceptance for Filing email. The time of Acceptance for Filing does not affect the date and time of your submission, nor does Acceptance for Filing constitute approval of your request.