

FERC Online v1.0: Reference Guide

eFiling v6.0

Summary of Changes:

- Allows multiple filing parties to be entered;
- Allows multiple signers/primary person(s)/counsel of record(s) to be entered;
- Allows multiple “Other Contacts”; and
- Submission date is stamped after File Upload step.

Steps to follow before you begin eFiling:

Be sure that you have a validated eRegistration account (<http://www.ferc.gov/docs-filing/eregistration.asp>, eRegistration link). Validation consists of clicking on a link in an email you receive after entering and submitting your eRegistration information. The following persons must have validated eRegistration accounts:

- 1) the person logging on to eFiling to submit a document;
- 2) anyone who will be entered as a signer (primary person/counsel of record) of a document;
- 3) anyone who will be listed on a service list as either a primary person/counsel of record or as an other contact;
- 4) anyone who downloads email addresses from a web service list.

If you use MS Word, be sure to click on Accept All Changes in Document, and save the document, to eliminate redline markings.

Step 1: Log on

- Go to <http://www.ferc.gov/docs-filing/efiling.asp> to access eFiling application.
- Log on to eFiling using your eRegistered email address and password (FERC staff use their network ID and password). We recommend that the person at the keyboard log on using their own account. The login account no longer defaults the account holder’s name to the signer or signer’s organization fields.

Step 2: Filing Type Selection

- Select the single filing type that characterizes what you are filing.
- Be sure that the document you are filing is a “qualified document” eligible for eFiling. “Testimony” is a new filing type for eFiling v6.0.
- If you’re filing a Motion to Intervene, you must select that category.

Step 3: Select Docket

- Enter the root docket number (no subdocket) for your filing in the “Enter Docket

Number” field. Click on Search.

- Select the applicable docket and root (000) or subdocket number for the document you are submitting.
- If additional dockets or subdockets apply, repeat the process until the table at the bottom of the screen contains all dockets and subdockets in the heading of the document .
- [If there are a large number of dockets and subdockets, you can build a list in Word or any other text application with a semicolon after each entry, including the last one, and no spaces after the semicolons. You can copy/paste the entries in the box at the bottom of the screen in lieu of searching for each docket and subdocket.]

Step 4: File Upload

- Browse, locate and select the file you are submitting. Be sure that the file name does not exceed 25 characters and does not contain spaces or special characters (an underscore is the only special character allowed). If you need to rename a file, you must do so BEFORE you select it. Do not make changes once the path and file name are in the Select File box.
- Click on Attach; the file name will appear in a table at the bottom of the screen.
- Repeat the process for any additional files in the submission – up to a maximum of 10 files.
- For multiple files, make sure the files are in the logical order – use the Up/ Down icons to change the sequence.
- Click on Upload Files.
- You will see an onscreen message that FERC has received you file(s). Click on OK. You have established the “time of filing” for your submission. However, you MUST complete additional screens and “checkout” in order for your submission to be “filed.”

Step 5: Specify the Filing Party/Parties

- If you are filing on behalf of another party (and not as an Individual):
- Enter a character string that the name of the filing party “begins with” or “contains” (depending on the radio button you select) and click on Search.
- Select the appropriate name of the filing party from the search results.
- Use Add New Organization if you do not see the appropriate name in the search results.
- Repeat the process for any additional parties. If the parties are members of an ad hoc group, you may also search/select the appropriate group name.
- The party or parties (and group designation, if applicable) you select will appear in a table at the bottom of the screen.
- If you are filing on your own behalf as an Individual:

- Enter “Individual” in the text box and click on Search.
- Select the entry for Individual.

[If there are multiple entries for the same entity in the search results, it makes no difference which one you select as long as it is an appropriate form of the name]

Step 6: Specify the Primary Person/Counsel of Record to be Served

- You must enter the eRegistered email address of at least one primary person/counsel of record for the party selected on the previous screen. You may enter more than one email address, provided that the additional entries are signatories to the document you are submitting.
- If you specified more than one party, use the down arrow in the Party field to select the second party. Repeat the process until you have entered at least one email address for each party. You cannot proceed until there is at least one Primary Person/Counsel of record for each party.

If you selected “Individual” as the party, enter the email address for the “Individual.”

Step 7: (Optional) Specify Other Contacts to be Served (this screen is only applicable for interventions, and the few “applications” eligible for eFiling)

This is an optional screen for specifying contacts other than those who legally represent the party(ies) making the filing. Any “Other Contacts” you select should reflect those that are listed in the document you are submitting.

Step 8: Submission Description

The description that appears in the text box will be added to the eLibrary index to describe your submission. Please amend the default description to more fully describe your submission. For example, if you do include comments, a protest, or other motion with an intervention, you should amend the description to fully describe the content. If you file testimony, you should expand the description to describe the type of testimony (initial, rebuttal) and the person testifying.

Step 9: Summary (the Checkout Process – very important)

- This screen summarizes all of the information about your submission. You **MUST** click on Submit Filing to complete the submission process. Otherwise, we will not receive your filing.
- If you detect that you attached the wrong file at this point, you cannot go back and reselect – your only option is to cancel and start over. However, if you a filing a request for rehearing on the statutory deadline for filing, it may be better to submit and correct later if resubmitting will cause you to miss the 5:00 pm deadline.

Note that the time of filing reflects the time that you clicked on Upload Files in Step 4, not the time you completed Step 9.

Step 10: Confirmation of Receipt email

- When you click on Submit Filing, the system automatically sends a Confirmation of receipt email to the logon account email address. Be sure that you receive this email. If you do not receive it within a couple of minutes, contact FERC Online (see Help info below)
- The Confirmation of Receipt email has a link to a page with information about the filing. If the document you are filing is one that must be served on parties, you could forward the email to the contacts for those parties (for dockets created after March 21, 2005). When the filing is accepted the page with information about the filing will contain a hyperlink to the document in eLibrary.

Step 11: Acceptance for Filing email

We review each filing prior to acceptance, and in some cases it's necessary to assign a docket or subdocket number. If you file late in the day, and we have received many filings, it may be the following day before you receive the Acceptance for Filing email.

eService v1.0

You must have a validated eRegistration account in order to access the web service list.

The service list display format has been revised from two columns to three columns:

Column 1: The Party Name

Column 2: The Primary Person/Counsel of Record for the Party (previously referred to as the Representative Contact)

Column 3: "Other" contacts for the Party (previously referred to as the Principal Contact and appearing in the first column with the "Party")

For dockets created after March 21, 2005, the service list will include the eRegistered email addresses for contacts with Internet access.

There is a new "Download Unique Emails" button on the web service list search page.

The "Download List" link downloads the names and mailing addresses for all contacts on the service list. It includes email addresses if the contact entered an eRegistered email address. The download format options have not changed.

The record formats are the same as in the previous version, with the exception that there

are three new elements at the end of each record – the email addresses, if available, for the primary and “other” contacts, and the name of the party. The list of elements in each record is included in the table below.

The Commission will electronically serve issuances on all eRegistered contacts on the applicable service list(s) via an email with a link to the issuance in eLibrary. Persons without Internet access will be served via postal mail.

Parties have several options for serving eRegistered contacts by email:

- 1) Attach the file to the email (recommended only if the file is not large)
- 2) Include a link to the document in eLibrary in the email
- 3) Include a link to the document on the party’s web site (or the party representative’s web site).

Record Format for Service List Download (as of March 21, 2005):

<i>Element Name</i>	<i>Element Description</i>
prnorgname	The “Other” contact’s organization (employer)
prntitle	The “Other” contact’s business title
prnname	The “Other” contact’s name
prnaddress1	The “Other” contact’s mailing address
prnaddress2	The “Other” contact’s mailing address (cont’d)
prnmailstop	The “Other” contact’s mail stop or room number
prncity	The “Other” contact’s city
prnstate	The “Other” contact’s state
prnzipcode	The “Other” contact’s zip code
prncountry	The “Other” contact’s country
reporname	The “Primary Person/Counsel of Record’s” organization (employer)
repname	The “Primary Person/Counsel of Record’s” name
reptitle	The “Primary Person/Counsel of Record’s” business title
reppaddress1	The “Primary Person/Counsel of Record’s” mailing address
reppaddress2	The “Primary Person/Counsel of Record’s” mailing address (cont’d)
reppmailstop	The “Primary Person/Counsel of Record’s” mail stop or room number
reppcity	The “Primary Person/Counsel of Record’s” city
reppstate	The “Primary Person/Counsel of Record’s” state
reppzipcode	The “Primary Person/Counsel of Record’s” zip code
reppcountry	The “Primary Person/Counsel of Record’s” country
Prn_Email	The “Other” contact’s email address
Rep_Email	The “Primary Person/Counsel of Record’s” email address
Party	The name of the party intervening

Help Support:

For assistance with eRegistration, eFiling, eService, eSubscription, and eLibrary

FERCOnlineSupport@ferc.gov

1-866-208-3676 (toll-free)

202-502-6652 (local)

To Report eFiling Problems:

efiling@ferc.gov

202-502-8258