

UNITED STATES OF AMERICA
FEDERAL ENERGY REGULATORY COMMISSION

Midwest Independent Transmission
System Operator, Inc.

Docket No. ER04-691-000

Public Utilities With Grandfathered
Agreements in the Midwest ISO Region

Docket No. EL04-104-000

NOTICE OF AVAILABILITY OF FILING
INSTRUCTIONS AND SUMMARY TEMPLATE

(June 22, 2004)

1. Pursuant to the Commission's Notice of Availability of Executive Summary and Index Templates, issued June 17, 2004, the Commission staff is hereby issuing instructions to all parties for filing Grandfathered Agreement (GFA) Information pursuant to the Commission's May 26, 2004 Order in the above captioned dockets.¹ The template for filing summary GFA information is available with this notice on www.ferc.gov under "What's New."
2. Parties should review the instructions for the template before using it; the template contains macros that preclude use of the Save and Save As functions in Excel. Summary information should be submitted using the Commission's electronic filing system (eFiling link at www.ferc.gov). Parties filing testimony and exhibits should also use the eFiling system, provided the material is public and meets the maximum file number and file size restrictions.
3. All submissions are due by 5:00 pm Eastern time on June 25, 2004.

Magalie R. Salas
Secretary

¹ Midwest Independent Transmission System Operator, Inc., et al., 107 FERC ¶ 61,191 (2004) (May 26 Order).

**Instructions to All Parties for Filing Grandfathered Agreement Information
Pursuant to the Commission's May 26, 2004, Order in Docket Nos. ER04-691-000
and EL04-104-000**

These instructions apply to all parties when making joint or individual summary filings pursuant to the notice issued in these dockets on June 17, 2004. These instructions include procedures for parties to submit: 1) summary information using the Commission's pro forma template and 2) testimony and exhibits. These instructions should be followed precisely.

For all persons submitting information via the Commission's electronic filing system:

- If you do not already have an eRegistration account, you must create one before you can submit an electronic filing. Before you can use the account, you must validate the email address by clicking on the link in the email that you will receive after you submit the eRegistration account information.
- The eFiling system can only accept 10 files per session with a maximum file size of 10 Mb for each file. If a party can not accommodate these limits, the party must file on CD ROM.
- File names are limited to 25 characters, including the file extension, but not including the directory path. All file names should contain only letters, numbers, and the underscore symbol. Do NOT use spaces, hyphens, ampersands, or other special characters.
- For the Party Name portion of a file name, use the first word, acronym, or abbreviated name form, as necessary to stay within the 25 character limit. In any case, file names should effectively convey the party's identity.

In addition, for parties eFiling testimony and exhibits, please be aware of the following:

- Where possible, parties should make electronic filings.
- Privileged material must be submitted on CD ROM and paper. The eFiling system can only accept Public documents.

Please make your electronic submission as soon as possible.

Composing Summary Filings (spreadsheets):

Summary filings should be submitted using the Commission's eFiling system at www.ferc.gov. Parties should submit a separate summary filing for each contract. Parties should only make electronic submissions of their summaries and NOT include paper copies of the summary filing in other supporting documents.

Parties should download the Excel template posted on the FERC web site at:

www.ferc.gov under “What’s New.”² Parties should use Windows Explorer to make an appropriate number of copies of the template and then edit each copy accordingly. Parties should NOT use Excel’s “Save As” function to make copies of the template as this will overwrite previously saved data and will not create a new copy.

1. Select the type of summary filing (individual or joint).

When all parties to a contract can agree on all six facts, the summary filing should be filed jointly. In such case, one party can file on behalf of all the parties. Where any party to an agreement disputes any of the six facts, each party to that agreement should individually file their summaries (see paragraph numbers 69 through 71 of the Commission’s May 26, 2004 Order in Docket Nos. ER04-691-000 and EL04-104-000, 107 FERC ¶ 61,191). Where there is agreement among all the parties to several contracts, a summary filing must be submitted for each contract. See additional instructions below:

For joint filings:

- One of the joint parties should make an e filing of the summary data on behalf of all the parties.
- Upon choosing “joint,” a window will appear for all of the joint parties to be listed in the summary. The scroll list of parties displays the party names as shown on the MISO June 7 filing to the extent possible, with some adjustments made for uniformity across contracts.
- Select each applicable party name from the scroll list and choose “Add.” If a party name does not appear, return to FERC’s website under “What’s New” and conduct a search of the party listing for the missing name. If the missing name is still not found, select “Add New Available Party” and type the missing name.
- After entering all of the joint parties - including itself – the filing party should choose “Finished.”

2. Select the filing party’s identification from the scroll list.

If the filing party’s name does not appear, return to FERC’s website under

² If parties have established high macro security settings, they may experience problems opening the spreadsheet. Such parties should see instructions at the end of this section.

“What’s New” and conduct a search of the party listing for the missing name. If the missing name is still not found, scroll to the bottom of the list, choose “Not on List” and type the missing name. This adds the name to the list. Next, choose the name from the list.

A filing party on behalf of all joint parties must select its identity here even though it previously indicated that it was a party to the joint filing.

3. Choose the associated contract number from the scroll down list.
4. Select the GFA Responsible Entity as defined in Midwest ISO’s Transmission and Energy Markets Tariff (TEMT) from the scroll list.

If the name of the responsible entity does not appear, return to FERC’s website under “What’s New” and conduct a search of the party listing for the missing name. If the missing name is still not found, scroll to the bottom of the list, choose “Not on List” and type the missing name. This adds the name to the list. Next, choose the name from the list.

5. Select the GFA Scheduling Entity as defined in Midwest ISO’s Transmission and Energy Markets Tariff (TEMT) from the scroll list.

If the name of the scheduling entity does not appear, return to FERC’s website under “What’s New” and conduct a search of the party listing for the missing name. If the missing name is still not found, scroll to the bottom of the list, choose “Not on List” and type the missing name. This adds the name to the list. Next, choose the name from the list.

6. Select if the Contract falls under a Mobile Sierra Standard of Review.
7. and 8. Insert source and sink points using the naming convention employed by the Midwest ISO in its Informational Filing of Illustrative Financial Transmission Rights.³
9. Insert the number of megawatts associated with the source and sink nodes.
10. State whether service under the contract is firm (yes, no or undetermined).
11. Save data. Each item of the form must be filled out for the filer to save the data.

³ See Information Filing of Illustrative Financial Transmission Rights filed in Docket No. ER04-691-000 on April 28, 2004.

Use the following file naming convention (25 character limit including extension): GFAxxx_Party Identity.xls. (use abbreviation, acronym, or short form, e.g., GFA001_XYZCorp.xls).

Submitting Summary Filings (please use FERC’s electronic filing system):

1. Go to www.ferc.gov and select the eFiling link.
2. Log in with your email address and password.
3. Select the filing type “Production of Document.”
4. Select the signer and organization you are filing on behalf of if different from the login account information. If there are multiple parties, you will add that information in Step 6.
5. On the Docket screen, enter ER04-691, click on Query, and select ER04-691-000. Repeat the process to select EL04-104-000, then click on Submit Docket.
6. At the Submission Description screen, please amend the default description as follows:
 - For jointly-filed summary filings: Replace “Production of Document” with “Joint Summary Filing Agreeing to GFAxxx” of (names of joint parties).” Include Docket Number ER04-691 et al in the description.
 - For individual summary filings: Replace “Production of Document” with “Summary Filing for GFAxxx of (party name). Include Docket Number ER04-691 et al in the description.
7. On the File Upload screen, click on Browse; in the Choose File box, locate and highlight the summary Excel file, then click on Open; the directory string and file name will be added to the Select File box – do not make changes to the directory string and file name at this point.
8. There is an optional description field to provide more detail about the file.
9. Click on Attach – the file appears in a table below the Attach icon.
10. Repeat the process if you need to select additional files (max of 10 files – use another eFiling session if you have more than 10 files to submit; for multiple sessions, indicate Part 1, Part2, etc. in the description). Attach files in order, or use the Up/Down keys to revise the order.
11. Submit only the summary filing(s) for the GFA(s) in this eFiling. Supporting documents such as explanations, testimonies and exhibits should be submitted in a separate eFiling session (see Instructions below).
12. After attaching all Summary Filings, click on Submit Files.
13. On the Confirmation screen, click on Done to complete the transaction.
14. You will receive conformation emails for your submission.

Testimony and Exhibits (Public content and within eFiling file/file size limits)

Testimony and Exhibits may be filed using the eFiling link at www.ferc.gov, provided the content of the submission is entirely public and the number and size of the files do not

exceed current eFiling system limits.

Use the following file naming conventions (25 character limit including extension):

- The file containing the testimony should be named Testimony_Party Identity.doc (e.g., Testimony_XYZCorp.doc).
- Each exhibit should be named in accordance with its reference in the testimony (e.g., ExA_Party Identity.ext, ExB_Party Identity.ext, etc.).
- Include GFA Contract Numbers in the description of the filing (Step 6 below).

Submit your document files to FERC through FERC's electronic filing system as follows (do not email the testimony and exhibits).

1. Go to www.ferc.gov and select the eFiling link.
2. Log in with your email address and password.
3. Select the filing type "Brief / Statement of Position."
4. Select the signer and organization you are filing on behalf of if different from the login account information. If there are multiple parties, you will add that information in Step 6.
5. On the Docket screen, enter ER04-691, click on Query, and select ER04-691-000. Repeat the process to select EL04-104-000, then click on Submit Docket.
6. At the Submission Description screen, please amend the default description as follows: Replace "Brief / Statement of Position" with "Testimony and Exhibits for GFAXxx (add GFAyyy, GFAzzz, etc., if applicable)." Leave the party name and docket number ER04-691 et al in the description.
7. On the File Upload screen, click on Browse; in the Choose File box, locate and highlight the testimony file, then click on Open; the directory string and file name will be added to the Select File box – do not make changes to the directory string and file name at this point.
8. There is an optional description field to provide more detail about the file.
9. Click on Attach – the file appears in a table below the Attach icon.
10. Repeat the process to attach exhibits (max of 10 files). Attach files in order, or use the Up/Down keys to revise the order.
11. When you have selected all files, click on Submit Files
12. On the Confirmation screen, click on Done to complete the transaction.
13. You will receive conformation emails for your submission.

Testimony and Exhibits (Privileged material and/or exceeds eFiling file/file size limits)

Submissions with privileged material should be filed on CD ROM with a separate CD ROM, paper original, and two paper copies for both the privileged material (complete filing) and the redacted public version.

Use the same file naming conventions in the previous section on Testimony and Exhibits.

Use the following description in the cover letter: Testimony and Exhibits for GFAxxx (add GFAYyy, GFAzzz, etc. if applicable) of (enter name of party filing testimony and exhibits) in Docket No. ER04-691, et al.

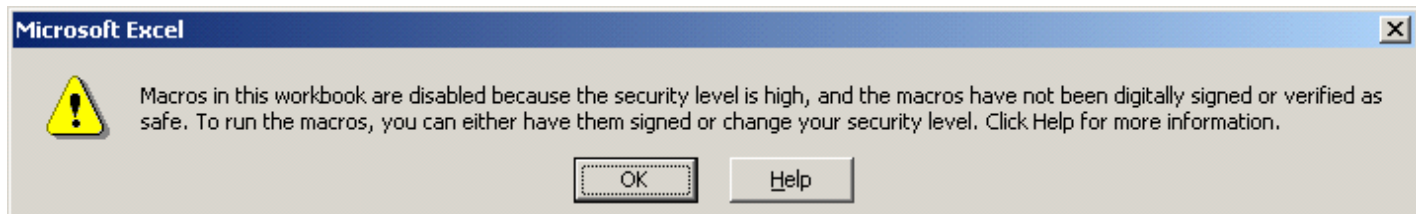
Mark or stamp the original and two paper copies of the public material as “Public”. Mark or stamp the original and two paper copies of the privileged material as “Privileged” or Non-Public.”

Label each CD with the Party Name, the title or description of the contents, and the security access level of the CD – Public or Privileged.

The media and paper copies should be delivered to the Federal Energy Regulatory Commission, Room 1A, 888 First Street, NE, Washington, DC 20426.

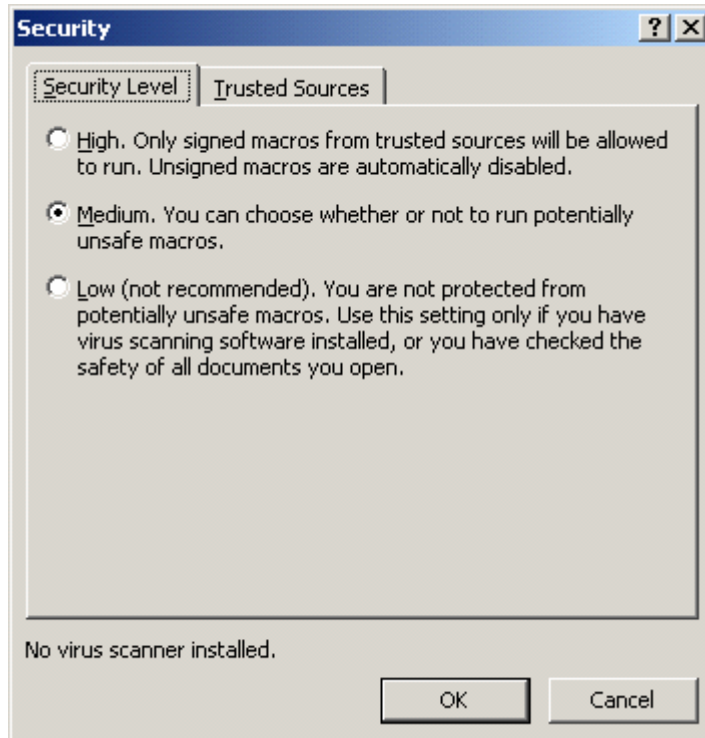
To enable macros in Summary Filing (spreadsheet template):

When opening the Excel spreadsheet, some filers may see the following window:



To open the summary spreadsheet, the filer should do the following:

- Open Excel.
- Select Tools | Options | Security tab from the menu at the top.
- Select Macro Security on the Security screen.
- Choose Medium Security and Select OK.



Help Resources:

Content of Summary Filings: 202-502-6333

Template (copying/saving/using): 202-502-8426

e-Filing Assistance/Problems: FERCOnlineSupport@ferc.gov
or call 202-502-6652 or 1-866-208-3676 (toll free)