

Federal Energy Regulatory Commission



Electronic Tariff System User Guide

Version 1.0

Office of Markets, Tariffs & Rates

July 29, 2004

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Introduction

The FERC Tariff Submission Software (or FERC Tariff System) can be used to create and file tariffs, and then create and file revisions to FERC-approved tariffs through section changes.

While software can be used to create and edit an initial tariff immediately after installation, there are two requirements before it can be used to submit initial tariffs and subsequent tariff revisions. These requirements include:

1. The regulated entity filing the tariff must register with the FERC Office of Markets, Tariffs and Rates (OMTR) and receive a PIN. This PIN is required by the FERC Tariff System at the time of submission.
2. The person in the regulated entity who is legally responsible for the tariff (the “signer”) must be registered in the FERC eRegistration system. eRegistration is a requirement for all individuals and organizations seeking to do business with FERC.

Using this Guide

This document is comprised of the following sections:

- Introduction, which describes the FERC Tariff System in the context of the Tariff submission and approval process, defines important terms, and describes the application startup sequence.
- Using the FERC Tariff System, which lists the steps required to create initial tariffs and tariff revisions, and for submitting to FERC and receiving FERC responses, with links to the relevant sections in this document.
- FERC Tariff System Controls, which describes the various screens and functions of the software.

Overview

The Tariff Submission Process

The life of a tariff has many milestones, starting with the drafting of the tariff and ending with approval of the tariff by order of FERC.

The initial tariff, once approved by FERC, serves as the foundation, or *baseline*, for future revisions. Until approval is achieved, the tariff is considered *non-baselined*.

The *baselined* or *non-baselined* status of the selected tariff is used to control the functions that are available through the user interface: the content of a baselined tariff is controlled to a greater degree than that of a non-baselined tariff.

When working on a *non-baselined* tariff with the FERC Tariff System, the system acts as a tool for the creation of tariffs section by section. Once a tariff is

baselined, the system is used to create revisions containing changes to specific sections of the baselined version.

Initial (Baseline) Tariffs

The process for creating and submitting a baseline tariff is outlined below.

1. A new, *non-baselined*, tariff filing record is created in the FERC Tariff System application. This serves as a container for the tariff sections and any related files that are submitted as part of a filing.
2. The text of the actual tariff sections is drafted. This can be done in an external word processing application and copied into the FERC Tariff System tariff filing record (the preferred method), or actually written using the FERC Tariff System application.
3. Any file attachments for the tariff filing, such as the Transmittal Letter, spreadsheets, testimony, maps, etc., are added to the tariff filing record in the FERC Tariff System.
4. The tariff filing record, containing all the text and file attachments, is submitted to FERC using the FERC Tariff System application.
5. The filing is reviewed by the FERC Office of the Secretary to ensure that all required elements are included. If everything is correct, the filing is “Accepted,” assigned a Docket Number, and made available to the Office of Markets, Tariffs and Rates (OMTR) staff for analysis. If the filing is not complete, it is “Rejected.”¹
6. The Office of Markets, Tariffs and Rates (OMTR) staff analyzes accepted tariff filings and makes recommendations to the Commissioners.
7. Tariff filing dockets are brought before the Commissioners and Approved or Denied accordingly.
8. Approval of a tariff filing docket is recorded in the FERC Tariff System by FERC and the FERC Tariff System software updates the status of the specific tariff filing record to *Baselined*.

Revisions to Baselined Tariffs

Once a tariff filing has been Approved and the status changed to *Baselined*, revisions can be made against the approved version and submitted for approval.

The process for creating and submitting a tariff revision is outlined below.

1. A tariff revision record is created in the FERC Tariff System application. This serves as a container for the tariff sections being revised and any related files that are submitted as part of the filing.

¹ The tariff filing record in the FERC Tariff System application is updated with current status information, such as Acceptance or Rejection by OSEC, Docket Numbers, eLibrary Accession Numbers, and Approval by FERC, each time the application is started.

2. The tariff sections are added to the tariff revision record and edited. This can be done in an external word processing application and copied into the FERC Tariff System tariff revision record (the preferred method), or actually written using the FERC Tariff System software.
3. Any file attachments for the tariff filing revision, such as the Transmittal Letter, spreadsheets, testimony, maps, etc., are added to the tariff revision record in the FERC Tariff System.
4. The tariff revision record, containing all the text and file attachments, is submitted to FERC using the FERC Tariff System application.
5. The tariff revision is then processed by FERC in a similar manner to the original tariff.

Definition of Terms

Accepted	The state of a filing when it has been received by FERC, reviewed by the Office of the Secretary, and deemed complete.
Approved	The state of a filing when an order has been published by FERC implementing the terms of the filing.
Baselined	A status code unique to the FERC Tariff System indicating that tariff record has been Approved by FERC. This status prevents the record from being submitted again and allows for the creation of revisions based on the approved version.
Non-Baselined	A status code unique to the FERC Tariff System indicating that a tariff record has not been approved by FERC.
Rejected	The state of a filing when it has been received by FERC, reviewed by the Office of the Secretary, and deemed incomplete.

Starting the FERC Tariff System

To Start the FERC Tariff System, select the FERC Tariff System Program Item from the Start menu. Click on Start | Programs | FERC Applications | FERC Tariff System.



Figure 1: FERC Tariff System Icon

Each time the FERC is started, the application uses an Internet connection to check with the Tariff System server at FERC and determine if updated software is available. These application updates are automatically downloaded to the workstation and installed during the startup process, ensuring that the copy of the FERC Tariff System software in use is the most current version.

On initial startup, the system displays a splash screen that identifies the application version. This splash screen is displayed each time the application is started, and contains the system version number in the top right screen corner, as well as the title text “FERC Tariff System”, the FERC Seal, and a message display area. Pop-up messages are also periodically displayed as balloon text over the top-right corner of the splash screen during the startup process.

Database Location Warning Message Box

If the database is located on a local drive (such as your workstation’s C drive), the system displays the Database Location Warning message box in front of the splash screen reminding the user of the multi-user requirements of the FERC Tariff database file location.



Figure 2: Database Location Warning Message Box.

In some rare cases, the system at the user site may have significant data problems. The most frequent cause of this is the accidental deletion of important data files. Therefore, it is very important that data be backed up on a regular basis. Network drives usually have a backup process in place. It is recommended that the database (e.g. Destination Location) be located on a network drive.



Figure 3: FERC Tariff System Startup Screen

Startup Message Displays

The splash screen’s message display area, in which the messages appear as red text, displays the following information during the startup sequence:

- FERC Tariff System version [Version Number]
- Checking Data Download Status
- Scanning for version updates...
- Getting FERC versions. Please wait...

Note: This is accompanied by a message displaying “[Number of] bytes transferred”.

Once the startup display closes, the system presents the FERC Tariff System Main Window.

Options/Data Download Button

The FERC Tariff System Splash Screen also displays the Options/Data Download button in the bottom right screen corner for several seconds immediately after the user closes the Database Location Warning Message Box.



Selecting this button opens the application’s Internet Setup Options Dialog Box. If not selected, the system continues with the startup process and automatically displays the FERC Tariff System window at the end of the startup process.

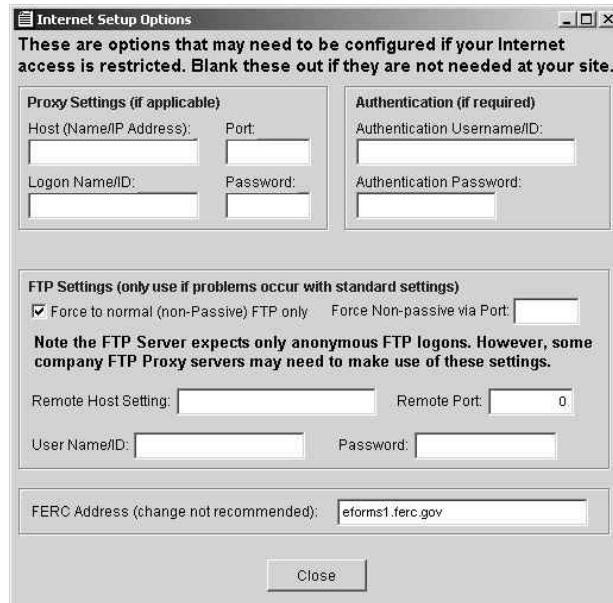


Figure 4: Internet Setup Options Dialog Box

The default settings should be sufficient for most environments. Consult your network management if you need to adjust the settings in the Internet Setup Options Dialog Box.

Using the FERC Tariff System

The FERC Tariff System is a tool for creating, managing and filing tariff submissions and revisions with FERC. The following sections provide the steps for accomplishing these tasks, and include links to the specific instructions for each step presented later in this document.

Creating a New (Non-Baselined) Tariff

1. [Start the FERC Tariff System.](#)
2. [Select the Company to Create the Tariff For.](#)
3. [Create a New Tariff filing record.](#)
4. [Open the Tariff Contents Window.](#)
5. [Create a Title Page.](#)
6. [Add Sections to the Tariff.](#)
7. [Add File Attachments to the Tariff.](#)
8. [Submit the Tariff to FERC.](#)
9. [View Responses from FERC.](#)

Creating a Tariff Revision

1. [Start the FERC Tariff System.](#)
2. [Select the Company to Create the Revision For.](#)
3. [Select the Tariff to Revise.](#)
4. [Create the Tariff Revision.](#)
5. [Create Tariff Revision Options.](#)
6. [Open the Tariff Contents Window.](#)
7. [Revise the Title Page.](#)
8. [Add Sections to the Revision.](#)
9. [Add File Attachments to the Revision.](#)
10. [Submit the Tariff to FERC.](#)
11. [View Responses from FERC.](#)

FERC Tariff System Controls

Tariff System Main Window

After the startup sequence is completed, the system displays the FERC Tariff System Main Window.

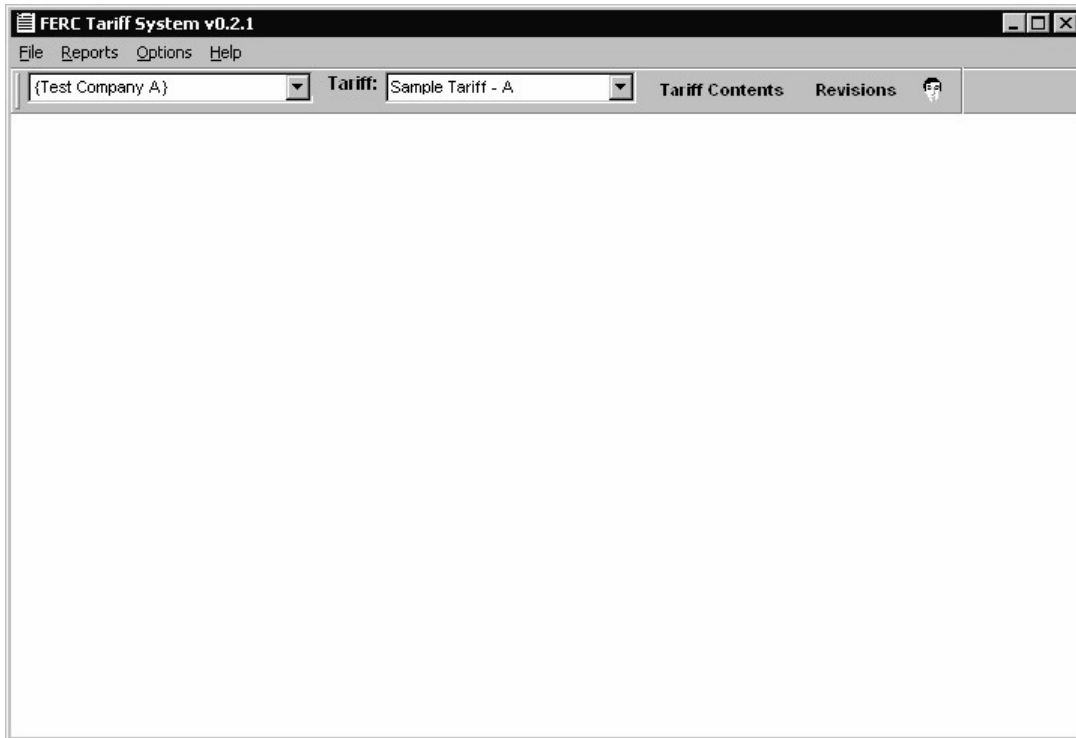


Figure 5: FERC Tariff System Main Window

In addition to the standard display features of the application window (including the window frame, title bar, and standard window controls), the FERC Tariff System Main Window displays a menu bar and a tool bar. The menu bar includes the File, Reports, Options, and Help menus. The tool bar includes the Company Name list box, Tariff list box, Tariff Contents button, Revisions button, and Current User display control.

File Menu

Printer Setup

This selection opens the standard Windows Print Setup Dialog Box.

Exit

This selection exits the application.

Reports Menu

Selecting a report title from this menu will display the report in the main application window. This feature is not yet implemented

Options Menu

The options menu allows the selection of two tariff-level commands (Create New Tariff and Delete Current Tariff) as well as configuration and troubleshooting functions.

Create New Tariff

The system displays the Creating a New FERC Tariff dialog box with the selected company name displayed in bold text immediately below the title bar.

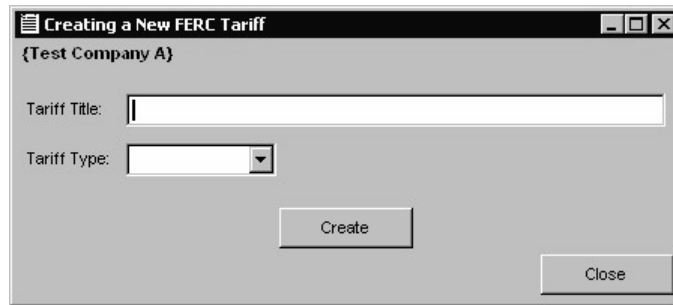
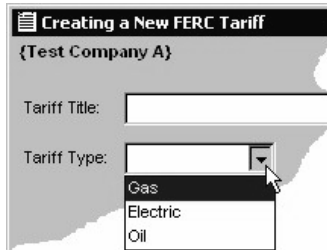


Figure 6: Creating a New FERC Tariff Dialog Box

1. Use the Creating a New FERC Tariff dialog box to enter Tariff Title text and select a Tariff Type for the new Tariff.
2. Enter the title text for the new tariff in the Tariff Title field.
3. Click the Tariff Type list box control and select a Tariff Type value. Tariff Type list box values include Gas, Electric, and Oil.



4. Select the Create button to complete the process, or select Close to cancel.
5. The system displays the New Tariff Created message box indicating that the tariff is now available for use within the system.



Figure 7: New Tariff Created Message Box

6. Select OK to close the display. The tariff as titled is now included in the main window's Tariff list box, located on the toolbar.

Delete Current Tariff

This option displays the Deleting a FERC Tariff Dialog Box with a Company display field and a Tariff Title display field. Both fields are read only.

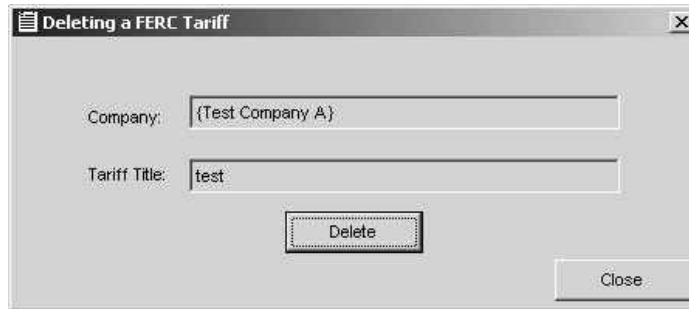


Figure 8: Deleting a FERC Tariff Dialog Box with Company and Tariff Title Display Fields

Note: The Delete Current Tariff function acts on the tariff displayed in the Tariff list box, not any tariffs displayed in Tariff Contents or Revisions windows in the body of the Main Tariff Window.

1. Click the Delete button.
2. The system displays the Deleting Tariff message box requiring that you confirm the deletion.



Figure 9: Deleting Tariff Message Box

3. Click Yes, or abort the process by selecting the No button.
4. The system deletes the tariff from the database and displays the Process Complete message box.



Figure 10: Process Complete Message Box

Set FERC Tariff DB Location

This option displays the Setting Database Location Dialog Box to confirm that the operation before starting.

1. Click the Yes button to continue or No to abort the database location change.

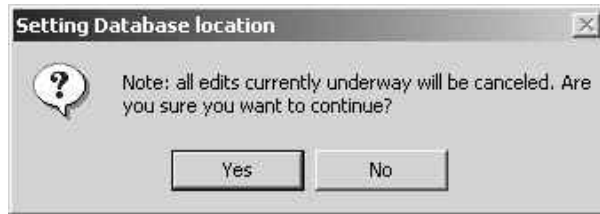


Figure 11: Setting Database Location Message Box

2. The Select Directory Dialog Box is displayed. Navigate to the new directory and press Select, or press Cancel to abort the database location change.



Figure 12: Select Directory Dialog Box

3. If changed, the Database Changed Message Box appears.



Figure 13: Database Changed Message Box

FERC Communications Setup

This option displays the Internet Setup Options Dialog Box with Company display field and Tariff Title display field.

Internet Setup Options

These are options that may need to be configured if your Internet access is restricted. Blank these out if they are not needed at your site.

Proxy Settings (if applicable)

Host (Name/IP Address): Port:

Logon Name/ID: Password:

Authentication (if required)

Authentication Username/ID:

Authentication Password:

FTP Settings (only use if problems occur with standard settings)

Force to normal (non-Passive) FTP only Force Non-passive via Port:

Note the FTP Server expects only anonymous FTP logons. However, some company FTP Proxy servers may need to make use of these settings.

Remote Host Setting: Remote Port:

User Name/ID: Password:

FERC Address (change not recommended):

Close

Figure 14: Internet Options Setup Dialog Box

The default settings should be sufficient for most environments. Consult your network management if you need to adjust the settings in the Internet Setup Options Dialog Box.

Troubleshooting – Send DB to FERC

This feature is not yet implemented

Help Menu

Help

This feature is not yet implemented

Documentation

This feature is not yet implemented

About the FERC Tariff Software

This menu option displays the FERC Tariff Software message box containing the following message:



Figure 15: About the FERC Tariff Software message box

Close the message box by clicking the OK button.

Version Release Notes

This menu option displays the Version Release Information window.

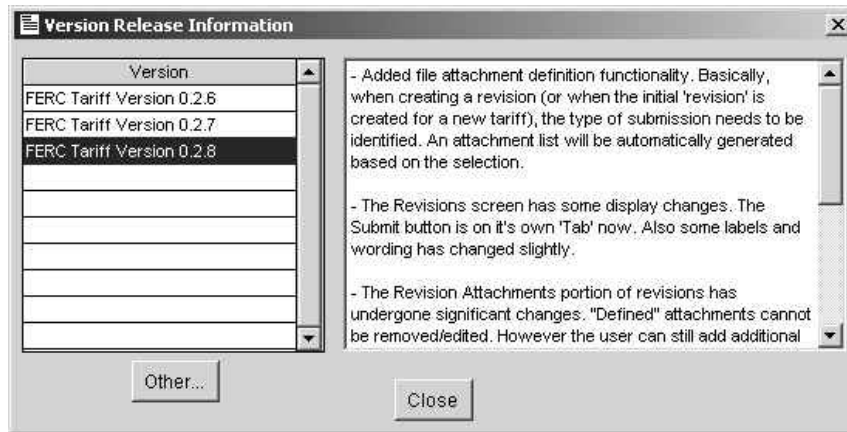


Figure 16: Version Release Information Window

The window includes a version release notes field that is updated with the latest version each time the software is updated. The information presented is read only.

1. Click the desired version to see the abbreviated release notes.
2. Select the More... button to display the Other Release Notes message box.

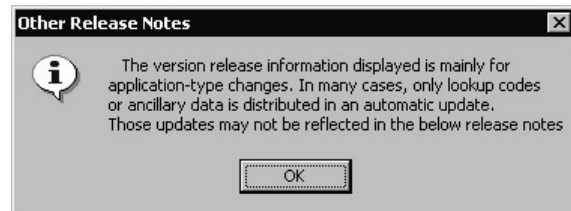


Figure 17: Other Release Notes message box

Toolbar

The FERC Tariff System Main Window toolbar includes the Company Name list box, Tariff list box, Tariff Contents button, Revisions button, and Current User display control.

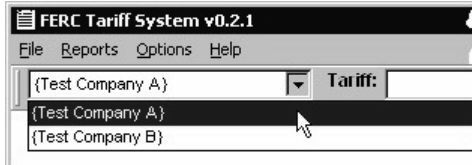
Company List Box

When the FERC Tariff System software is first installed, a company database is downloaded from the FERC Tariff System server. This company is included in the FERC Tariff System application's database and displayed in the toolbar's Company Name list box. If only one company database is downloaded, that company will be the default value for this list box.

After the FERC Tariff System software is used for the first time, the system retains the last company selected during the previous session as the default value, and displays this value within the toolbar's Company Name list box. All tariff level functions act upon the value displayed here.

To Select a Specific Company...

1. With the FERC Tariff System main window open, select a Company using the toolbar's first/leftmost control, the unlabeled Company Name list box.
2. Open the Company Name list by clicking the Company Name list box on the tool bar.



3. Select the desired company name from the list to designate the company filing the tariff.
4. When a company is selected, the system updates the tariffs listed in the Tariff list box to include only the tariffs created for that company.

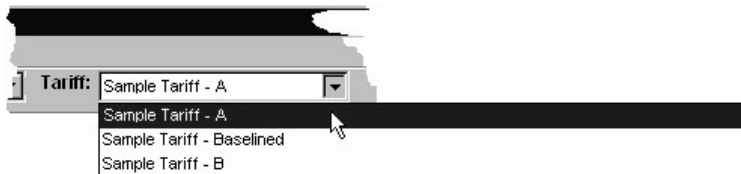
Tariff List Box

The tariffs listed in the Tariff list box include only those tariffs were created for the selected company (currently showing in the Company Name list box).

The system retains the last tariff selected during the previous session as the default value, and displays this value in the toolbar's Tariff list box. All tariff level functions act upon the value displayed here.

To Select a Specific Tariff...

1. Open the Tariff list by clicking the Tariff list box on the tool bar.



2. Select the desired tariff from the list.

The system updates the toolbar display to include the name of the selected tariff within the Tariff list box. Other functions can now be performed on the tariff, as determined by the tariff's baselined/non-baselined status.

Tariff Contents Button

This button displays the FERC Tariff Contents window for the company and tariff displayed in respective list boxes. This window is discussed later in this document.

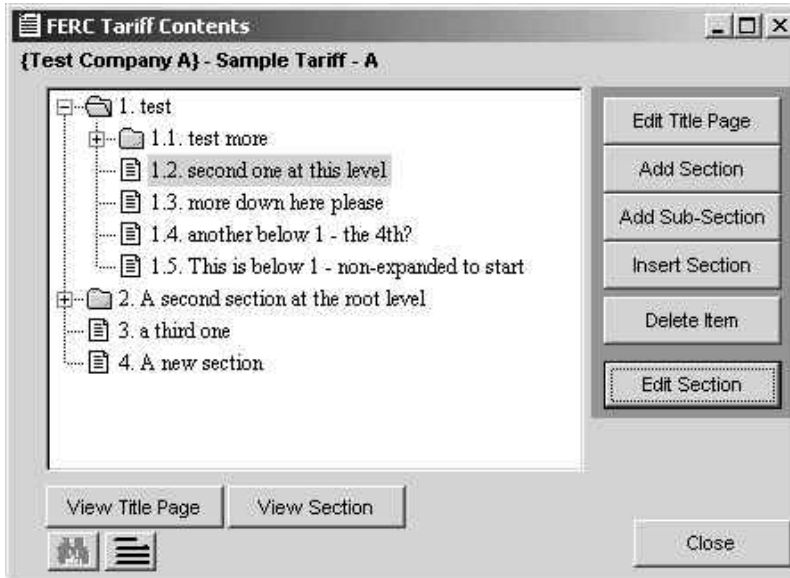


Figure 18: FERC Tariff Contents window

Revisions Button

This button displays the Tariff Revisions window for the company and tariff displayed in respective list boxes. This window is discussed later in this document.

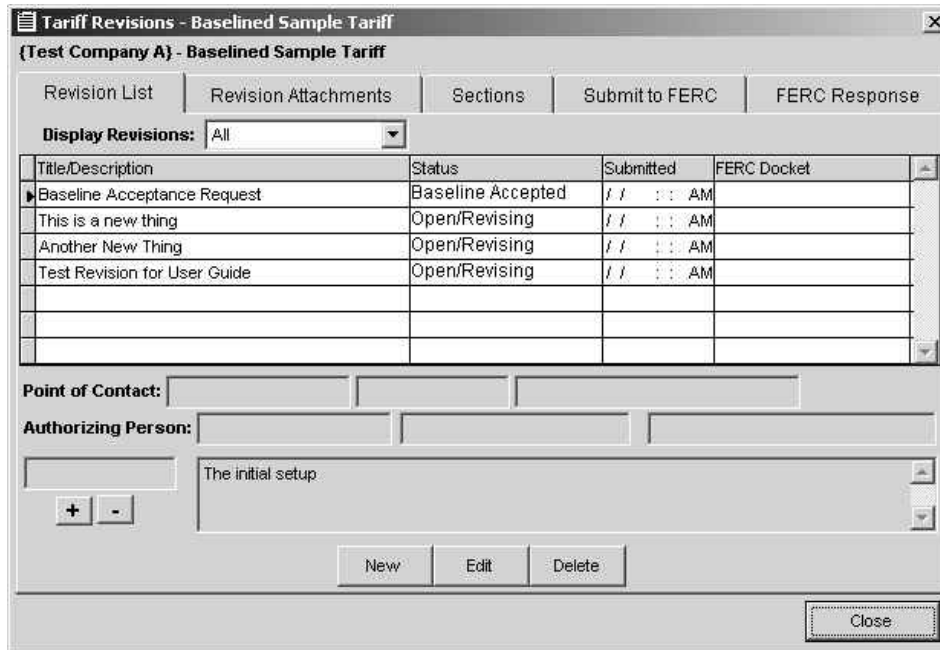
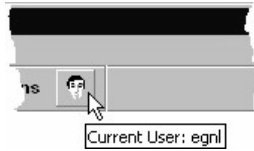


Figure 19: Tariff Revisions Window

Current User

Placing the mouse cursor over the Current User button on the toolbar causes the system to display a tool-tips bubble identifying the current system user.



Tariff Contents Window

Once a company and tariff have been selected using the toolbar controls, the sections and subsections that comprise a tariff’s contents can be accessed by opening and using the FERC Tariff Contents window.

The options available in the FERC Tariff Contents window change depending on the status of the tariff as illustrated below:

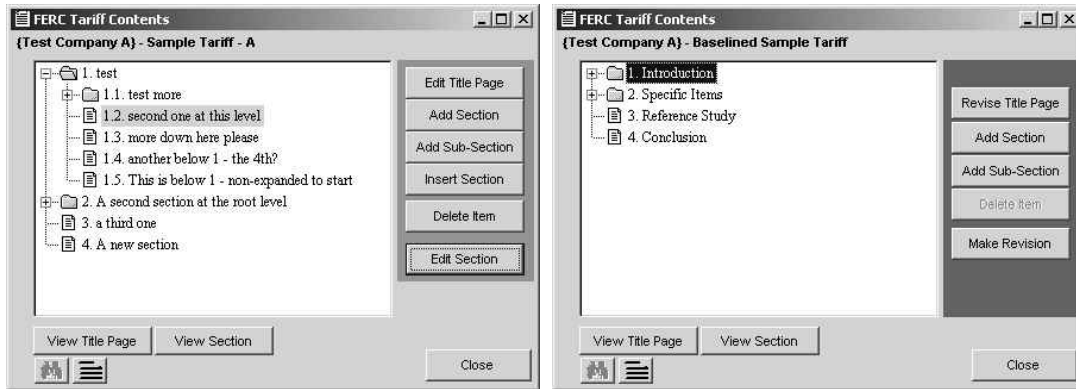


Figure 20: FERC Tariff Contents Window for New and Baselined Tariffs

The FERC Tariff Contents window identifies the selected tariff by company name and tariff title. An outline of the specific tariff’s contents is contained within the Tariff Contents list, the large rectangular tree-like list control that occupies most of the FERC Tariff Contents window.

The Tariff Contents List

The Tariff Contents List provides a graphic depiction of the selected tariff’s contents in outline format, including the sections and subsections of the tariff as they relate to each other.

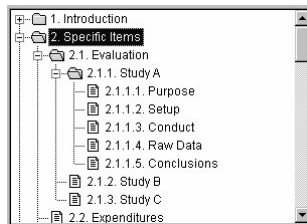


Figure 21: Tariff Contents List

The Tariff Contents List functions as a cascading list of section and subsection titles. Sections and Subsections are represented in the list by the document (📄) icon to the left of the listed section's name.

Within the Tariff Contents list, any section or subsection can contain other subsections. Sections that contain subsections are represented by the folder icon (📁) and are referred to as “parent” sections. They contain child sections and subsections within them that are represented by the document (📄) icon). Parent sections and subsections can be opened or “expanded” to reveal contained subsections by clicking the plus sign (⊕) located next to the folder icon. Use the list's scroll bar to move up or down through the tariff's contents list. Parent sections can be closed or “collapsed” by clicking the minus sign (⊖).

Manipulating Sections and Subsections

After using the list to navigate through the tariff contents, a desired section or subsection can be selected by clicking the section's title. A section-level command can then be performed by clicking one of the buttons located to the right of the list. The system will execute the command on the currently selected section or subsection.

Note: This applies only to enabled command buttons.

For non-baselined tariffs, the following command buttons use the currently selected section or subsection as a point of reference for performing specific actions.

View Title Page

Displays the Tariff Section window for the tariff's Title Page. The window is displayed in Viewing (read only) mode.

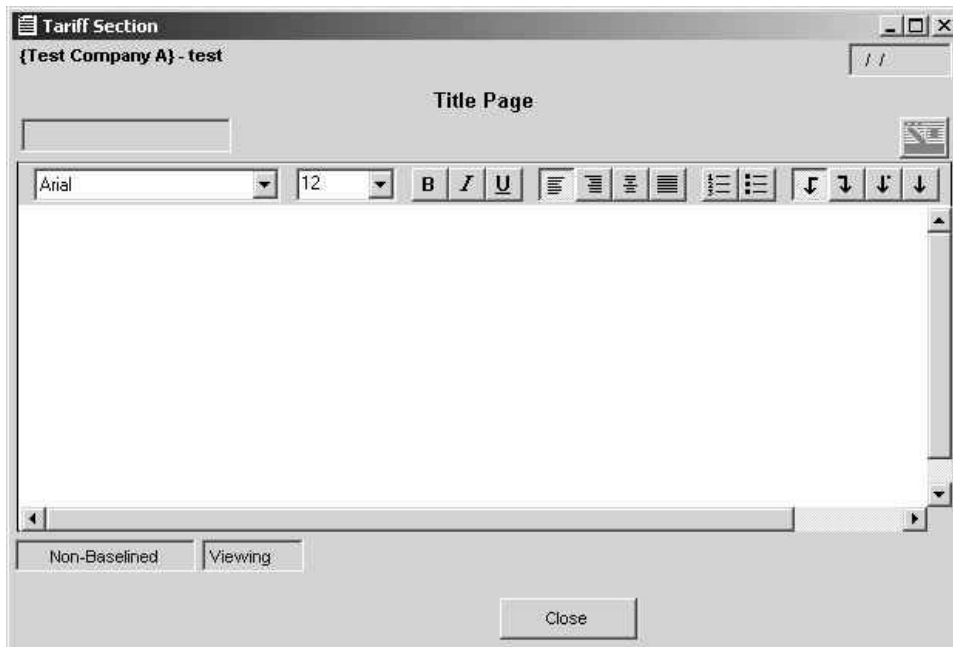


Figure 22: Tariff Title Page in Viewing Mode

When finished, close the Tariff Section window by clicking the Close button.

View Section

Once the Tariff Contents window for a specific tariff has been displayed, a tariff section or subsection can be viewed by locating the desired section within the list, selecting the title, and clicking the View Section button.

The system displays the Tariff Section window for the selected tariff section or subsection. The window is displayed in Viewing (read only) mode.

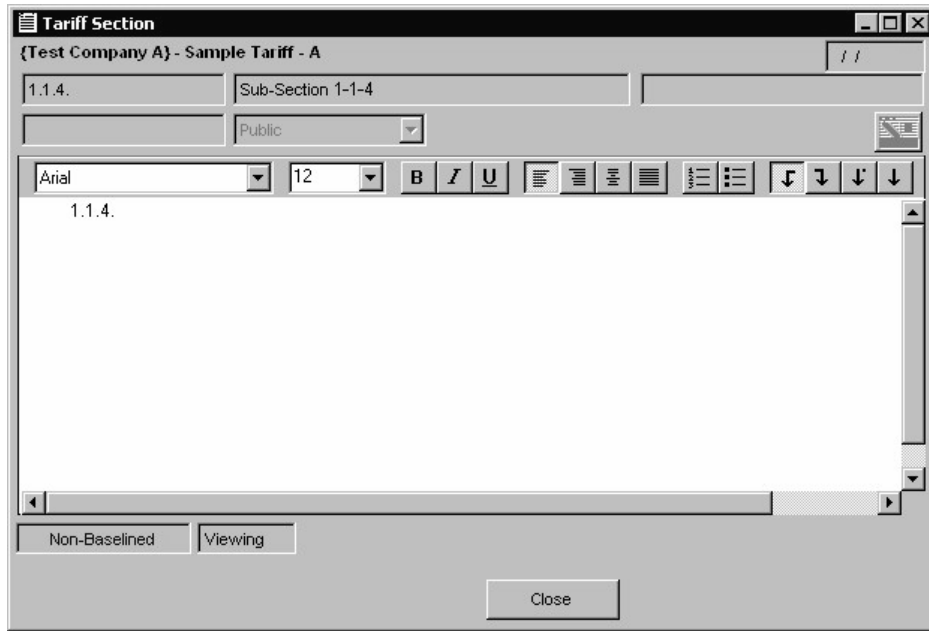


Figure 23: Tariff Section Window for Title Page in Viewing Mode

When finished, close the Tariff Section window by clicking the Close button.

Searching For Text Within A Tariff

This feature is not yet implemented. When implemented, the search button will be displayed as active, as illustrated below:



Figure 24: Search Button

Printing A Tariff

The FERC Tariff System's Print Dialog Box allows a tariff to be printed by specifying a number of possible output options, including:

- Print the tariff using System-assigned section numbers
- Print the tariff using Alternate Page Numbering.
- Print with a break between sections
- Preview Printing Results
- Generate a Table Of Contents
- Export Print Results in several formats.

To Use the Print Dialog Box...

1. Select the Print button to display the FERC Tariff System's Print Dialog Box.



2. The system displays the FERC Tariff Print Dialog Box.

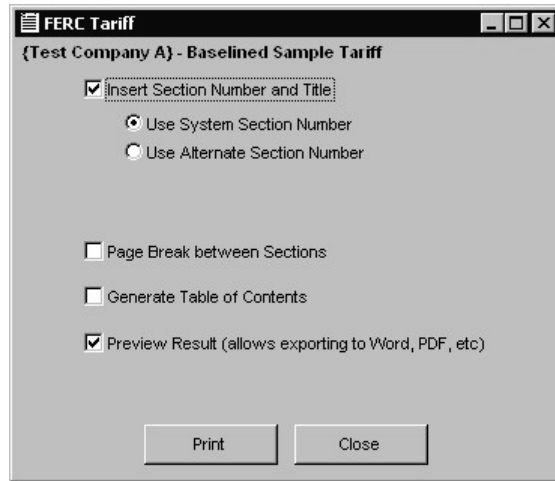


Figure 25: FERC Tariff Print Dialog Box

3. Select the output options required.
4. When finished designating options, select Print, or abort the process by selecting Close.

Edit/Revise Title Page

The system displays the Tariff Section window for the tariff or revision's Title Page. The FERC Tariff System reserves a special section in each filing for the Title Page. The window is displayed in Edit mode.

Note: This section cannot be deleted through use of the Delete Item command button.

The preferred method for creating the Title Page is to copy it from a word processing application. To do so:

1. Open the source file in the native file application.
2. Select and copy the Title Page text using the word processing application window.
3. Switch back to display of the FERC Tariff System using your preferred window-switching method.
4. Paste the copied Title Page text into the displayed Tariff Section window to create the Title Page.

5. Make any necessary content changes using the Tariff Contents window controls.

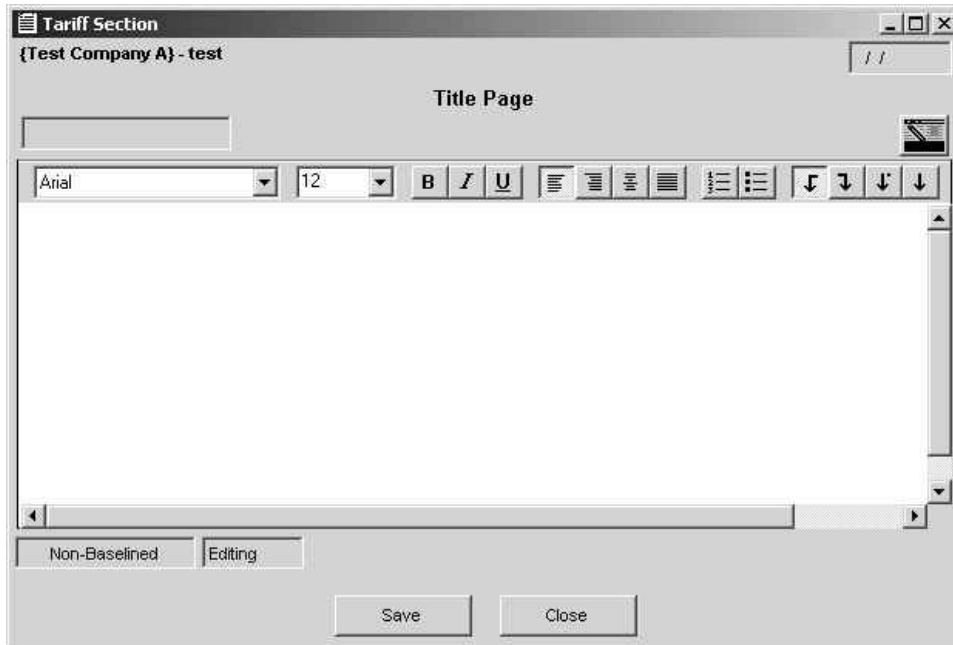


Figure 26: Tariff Section Window for Title Page in Edit Mode

Note: The Effective Date field, located in the top right window corner, is reserved for use with Baselined tariffs.

6. Click the Save button to retain the new Title Page contents.
7. Click the Close button to return to the FERC Tariff Contents window.

Add Section

The system displays the Naming Section Dialog Box. The Dialog Box identifies the selected tariff (including Company Name and Tariff) immediately below the title bar.

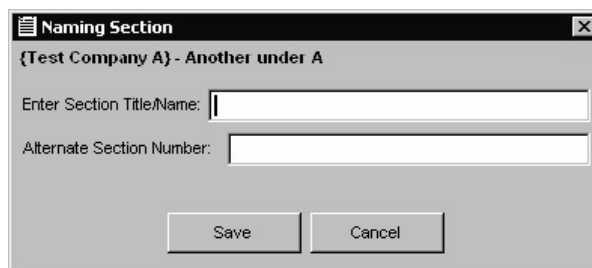


Figure 27: Naming Section Dialog Box

1. Enter text for the new section's title/name into the dialog box's Enter Section Title/Name field.
2. Enter an alternate section number value into the Alternate Section Number field, if so desired.
3. Click Save to create the new section, or select Cancel to abort the process.

After Save is clicked, the system retains the new section information, closes the Naming Section Dialog Box, and displays the Tariff Section window for the new section. The system also updates the FERC Tariff Contents window.

Note: If, before clicking Save, the Naming Section Dialog Box is closed by clicking the Close Window button , the system will also create the new section and display the FERC Tariff Section window for the new section in Editing mode.

The Tariff Section window is discussed later in this document.

Add Subsection

The system initiates the Add Section process to add a new subsection to the selected section.

Note: When a subsection is added, the system creates the new section and adds a new indented subsection number and title to the Contents List immediately *below* the currently selected section or subsection. The number assigned will be the next available subsection number relative to the preceding section number.

For example, if section 1.2 is highlighted in the contents list and the Add Subsection button is clicked, the system will create an indented entry immediate below the 1.2 section title and assign the subsection number 1.2.1 (if no other subsections exist for section 1.2).

Insert Section

The system initiates the Add Section process, placing a new section immediately *above* the currently selected section or a new subsection immediately *above* the currently selected subsection.

Delete Item

The system initiates the Delete Item process for the currently selected section or subsection.

Edit Section

The system opens the Tariff Section window for the currently selected section or subsection in Editing mode.

Right Click

The system opens the Tariff Section window for the currently selected section or subsection in Editing mode.

Note: The system uses the currently selected section or subsection, not the section or subsection that the mouse is pointing to when right-clicked.

Make Revision

The system displays the Select Revision Dialog Box to copy the selected section into an existing tariff revision, and opens the Tariff Section Window for editing. Tariff revision creation is discussed later in this document.

1. Select the revision from the Select Revision Dialog Box.

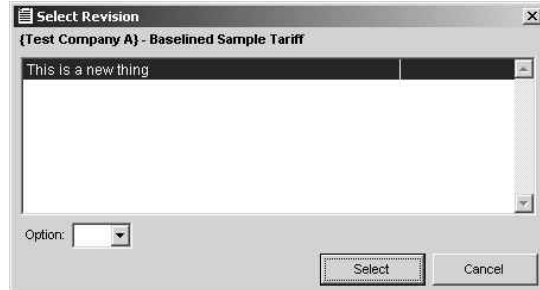


Figure 28: Select Revision Dialog Box

2. Select the revision option using the Option list box or retain the default value. Revision options are discussed later in this document.
3. Click the Select button. The system opens the Tariff Section window for the section to be revised and displays the Revise Section message box indicating the section has been added to the revision.

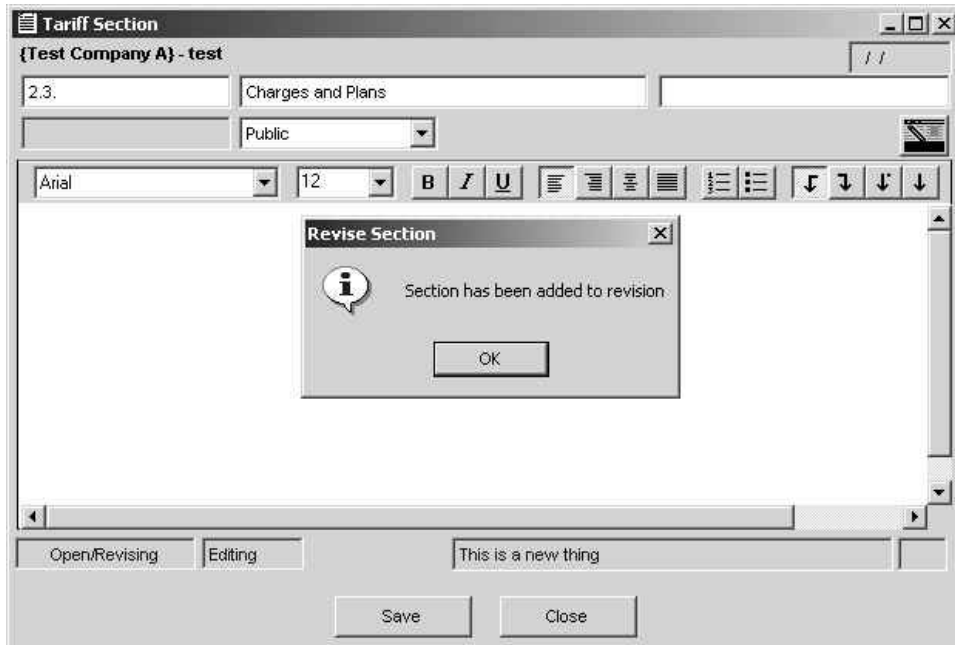
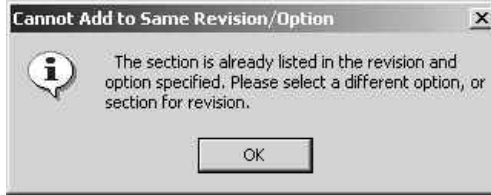


Figure 29: Tariff Section Window with Revise Section Message Box

Note: If the section has already been included in the revision and option that you specified, the system displays a message box indicating this.



4. Make any revisions that you may require in the Tariff Section window.
5. Click the Save button to retain the section revision.

Close

The system closes the FERC Tariff Contents window.

Tariff Section Window

When the Edit/Revise Title Page, Add/Edit Section, Add/Edit Subsection, or Insert Section buttons are pressed, the system displays the Tariff Section window for the selected tariff section. The window is displayed in Editing mode and displays a tariff status of “Non-baselined” for new tariffs, or Open/Editing for tariff revisions.

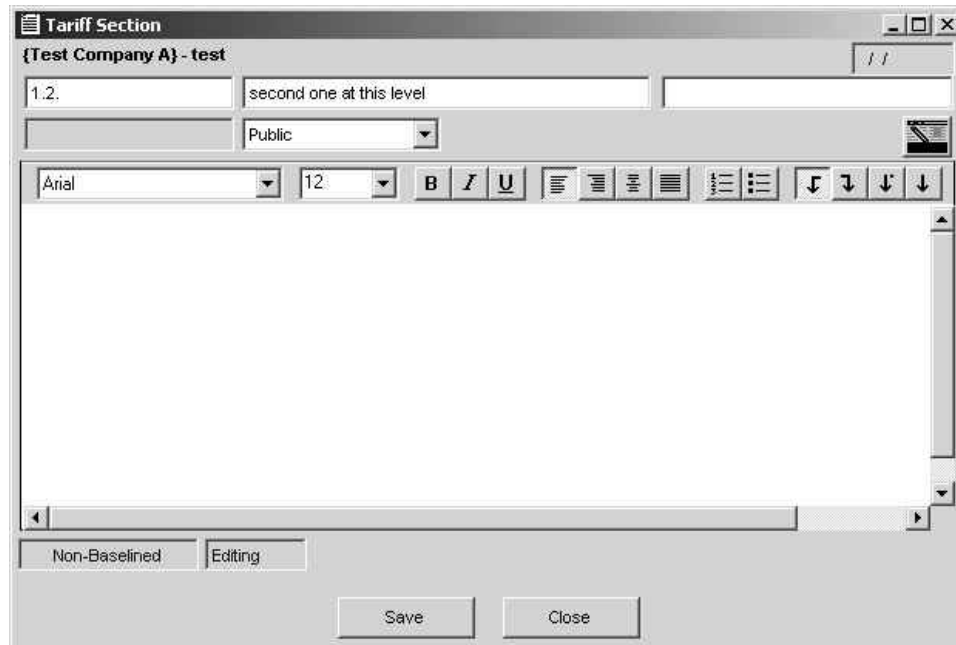


Figure 30: Tariff Section Window in Editing Mode

Effective Date

This date reflects when the displayed section was Approved by an order from FERC. This field is read only and populated when the Approved status for the filing is downloaded from the FERC Tariff Server.

Section Number

This field reflects the outline numbering displayed in the Tariff Contents window. It is automatically adjusted when sections are added or removed, but can be manually edited.

Note: If the Section Number field is manually edited, the global numbering in the Tariff Contents window is not adjusted.

Section Title

The Section Title is the second field on the first row (the first enabled field). Edit the tariff section's title, if needed.

Subsection Title

The Subsection Title field is the third field on the first row (the second enabled field). It is only used with subsections (not Title Pages or top level sections).

Access Level

The Access list box (unlabeled) is used to modify the access level of the section displayed by selecting a value (Public, Non-Public, etc.). This function is not currently used.

Main Window

The main body of the window is used to edit the section contents.

The section contents can also be updated from the source document using the Windows Cut and Paste functions:

1. Use the Tariff Section window to select the entire contents of the existing section and delete the contents.
2. Switch to display of the source word processing application
3. Copy the text of the relevant section
4. Switch back to the FERC Tariff System, and
5. Paste the copied content into the displayed Tariff Section window.

Special Formatting and Tables

Click the Special Formatting and Tables button to display the Special Formatting and Tables menu which contains the following items: Font, Paragraph, Insert Table, Insert Column, Insert Row, Table Formatting, Delete Column, Delete Row.



Figure 31: Special Formatting and Tables Button

Font Dialog Box

To use the Font dialog box...

1. Highlight the desired text.
2. Select the Special Formatting and Tables button.
3. Select the Font item from the displayed po-up menu.
4. Use the fields and controls of the Font dialog box to change the format of the highlighted text.

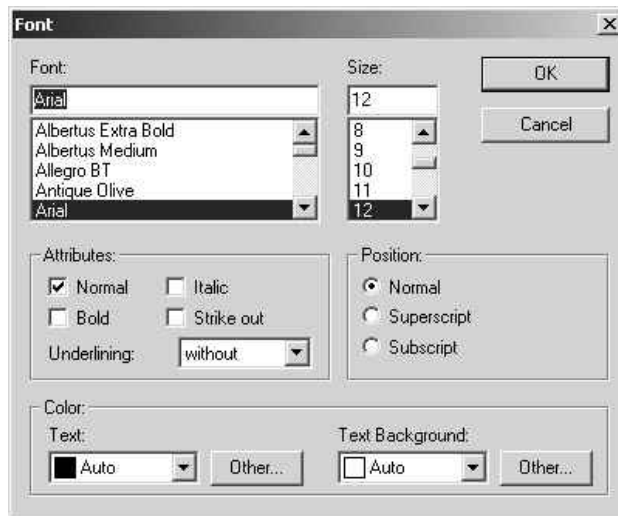


Figure 32: Font Dialog Box

Paragraph Dialog Box

To use the Paragraph dialog box...

1. Highlight the desired text.
2. Select the Special Formatting and Tables button.
3. Select the Paragraph item from the displayed po-up menu.
4. Use the fields and controls of the Paragraph dialog box to change the format of the paragraph containing the text you highlighted.

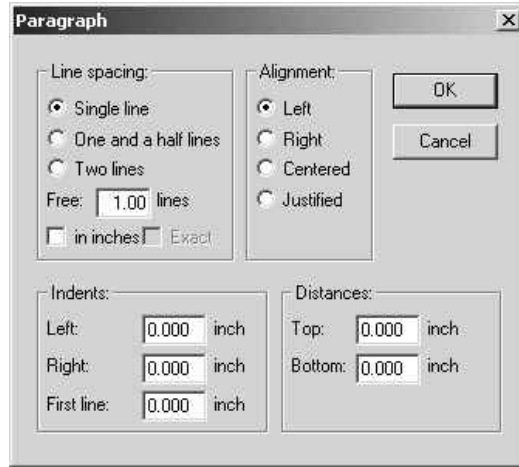


Figure 33: Paragraph Dialog Box

Table Functions

Several table formatting options are available on the Special Formatting and Tables menu: Insert Table, Insert Column, Insert Row, Table Formatting, Delete Column, Delete Row. These functions create or remove tables, rows or columns at the point where the cursor is located.

Table Formatting

The Table Formatting option displays the Table Properties Dialog Box, which provides some options for altering the display of tables.

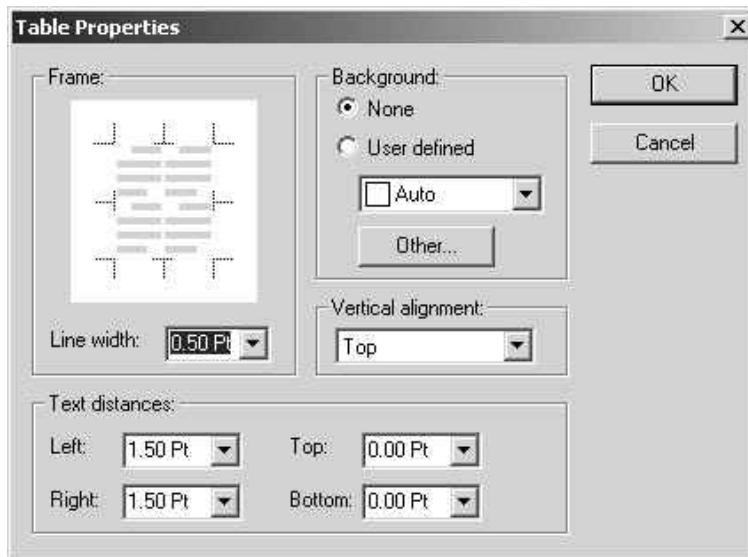


Figure 34: Table Properties Dialog Box

Formatting Toolbar

The Formatting toolbar includes formatting tools that will change the highlighted text's font formatting (including Font Typeface list box, Font Size list box, Bold, Italics, and Underscore buttons) or paragraph formatting (including Left Justify

button, Right Justify button, Center Justify button, Full Justify button, Numbered List button, and the Bulleted List button).

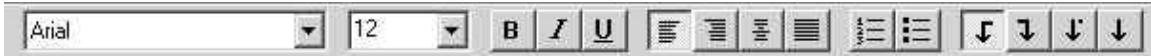


Figure 35: Formatting Tool Bar

1. Highlight the desired text within the Section Contents Text area.
2. Select the desired tool from the Formatting tool bar.
3. The formatting of the highlighted text is modified by the selected formatting tool.

Current Section Status

This field indicates the status of the section displayed. The possible statuses are “Non-Baselined” for new tariffs, or “Open/Revising” for tariff revisions.

Current Editing Mode

This field indicates the editing mode of the section displayed. The possible modes are “Viewing” (read only), or “Editing” (full access).

Save

The Save button retains the edits to the section.

Close

The Close button closes the Tariff Section window and returns control to the FERC Tariff Contents window. Any edits that have not been saved are discarded when the Close button is pressed.

Tariff Revisions Window

Once a company and tariff have been selected using the toolbar controls, the Tariff Revisions Window can be used to manage a baselined tariff and its revisions, including revision options, revision attachments, and revised tariff sections.

The Tariff Revisions window includes the Current Tariff display and the Close button, but the majority of the windows display area is occupied by one of five tabbed displays: Revision List, Revision Attachments, Sections, Submit to FERC, and FERC Response.

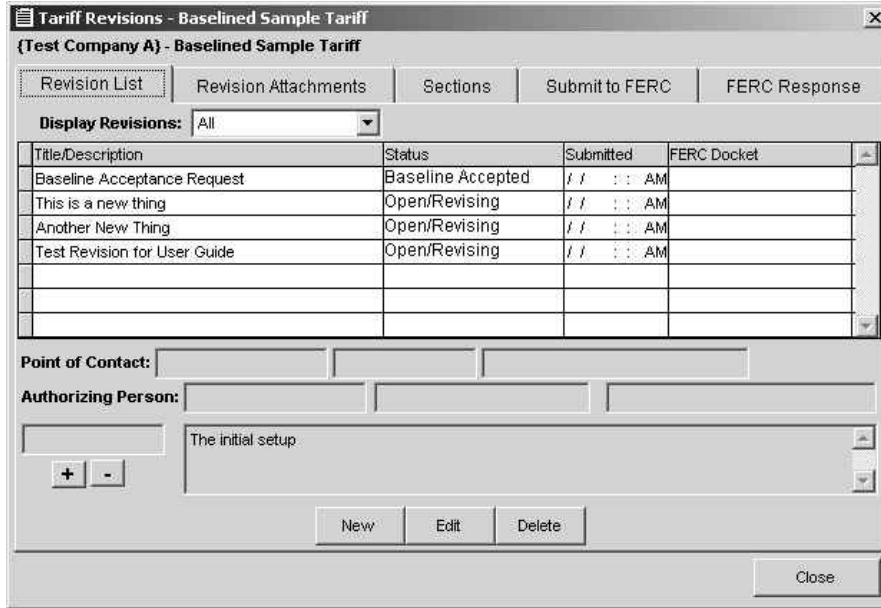
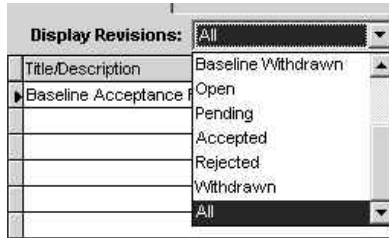


Figure 36: Tariff Revisions Window with Revisions List Tab

Revision List Tab

The Revision List tab’s Display Revisions list box is used to select the revisions to be displayed within the screen’s revision list grid.



The Revisions grid allows selection of a revision from the list of displayed revisions for the tariff.

Several display fields are located immediately below the grid. These read only fields present information for the revision currently selected in the grid, including the Point of Contact information, Authorizing Person information, and the Version Number field. This data is entered using the Creating a New Revision dialog box, and edited using the Editing Revision Data dialog box.

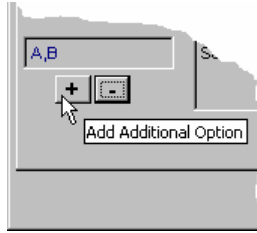
Using Revision Options

The Revision Options controls allow for the creation and removal of revision options. Revision options allow tariff sections to be grouped as a subset within a revision. A section is added to a revision by assigning an option value. Revision options are represented by alphabetic characters, and are assigned in alphabetic order (beginning with A).

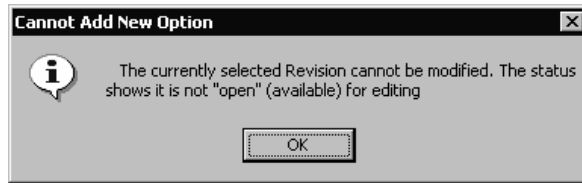
Adding a Revision Option

Create a new revision option by clicking the Increment (+) button.

The system appends the next available alphabetic character to the revision options display field. This character serves as an identifier the new revision.



If the tariff revision is any value except “open”, the system will not allow a revision option to be generated, and instead displays an appropriate error message.



Removing the Last Revision Option

The Decrement (–) button can be selected to remove the last (most recently added) revision option. The system removes the revision options alphabetic identifier from the appended list of revision options, as displayed in the Revision Options field.

Creating A New Revision

When the New button is clicked, the system displays the Creating a New Revision dialog box.

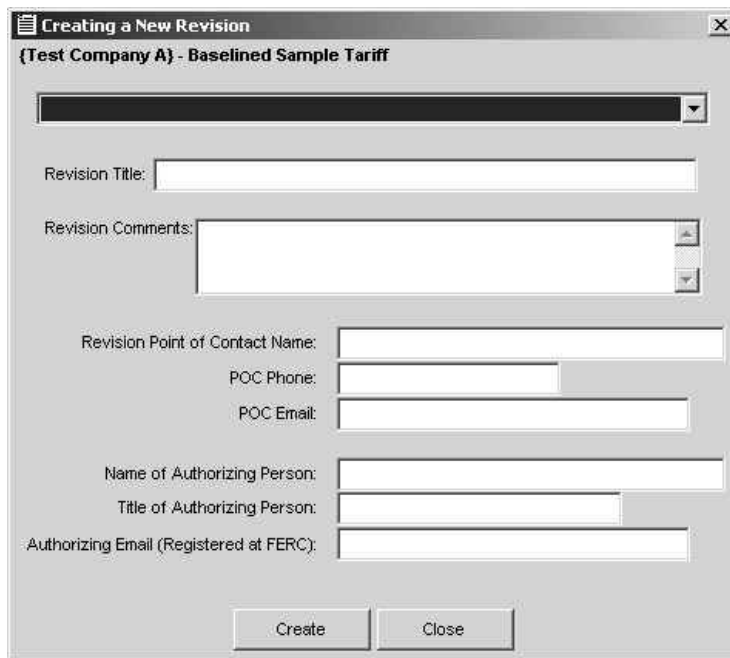


Figure 37: Creating a New Revision Dialog Box

1. Enter the following data for the New revision:
 - a. Revision Type: Select the type of filing for the revision from the selection list. The list displays only the filing types for the industry selected when the baseline tariff was created.

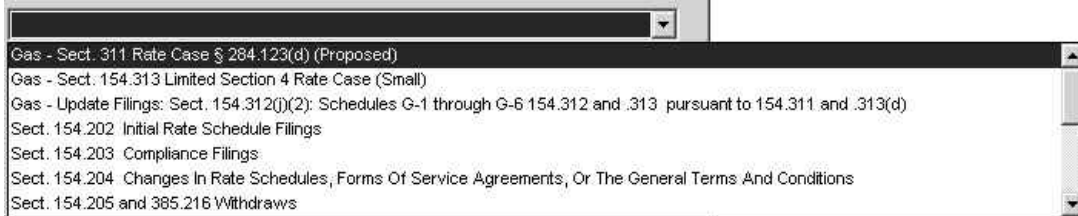


Figure 38: Revision Type Selection List

When a filing type is selected, the Attachments tab of the Tariff Revisions window is updated to list the required attachments for the selected filing type.

- b. Revision Title: Enter the text to be used as the Revision Title.
- c. Revision Comments: Enter Revision Comments text as needed.
- d. Revision Point of Contact Name: Enter the name of the person who is serving as the Point of Contact (POC) for the revision.
- e. POC Phone: Enter the telephone number of the person who is serving revision's Point of Contact.
- f. POC Email: Enter the e-mail address of the person who is serving as the revision's Point of Contact
- g. Name of Authorizing Person: Enter the name of the person who is legally responsible for the revision.
- h. Title of Authorizing Person: Enter the professional title of the person who is legally responsible for the revision.
- i. Authorizing Email: Enter the email address of the person who is legally responsible for the revision.

Note: The Authorizing Email address must be registered in the FERC eRegistration system. eRegistration is a requirement for all individuals and organizations seeking to do business with FERC. Submissions with an unregistered email address will be rejected.

2. Click the Create button to generate the new revision. The system performs edit checks of the entered data and then returns to the Tariff Revisions Window for the current tariff.
3. The New Revision process can be canceled by clicking the Close button and then selecting No when prompted to Save Changes.

The system verifies required fields when the Create button is clicked and displays the Invalid Entry message box when appropriate.



Editing A Revision

When the Edit button is clicked, the system displays the Editing Revision Data dialog box.

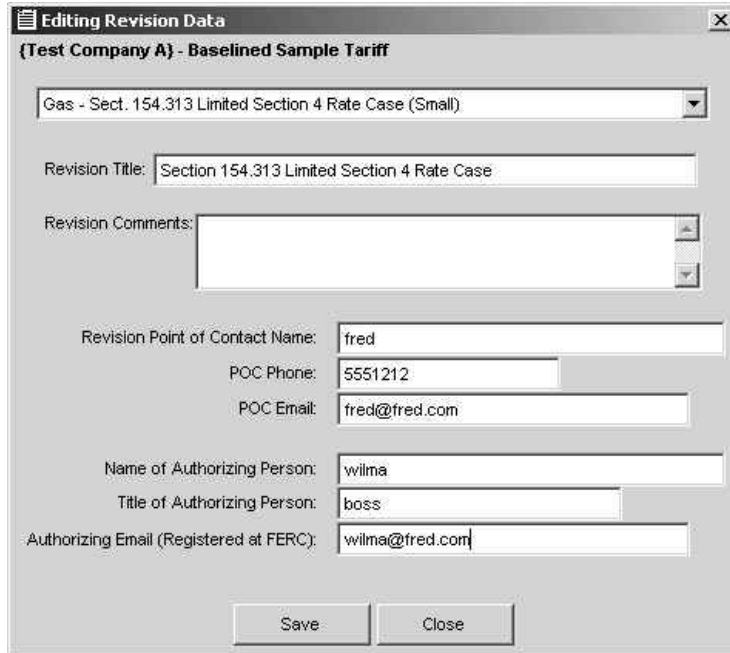


Figure 39: Editing Revision Data Dialog Box

1. Edit the revision data as needed, including Revision Title, Comments, Point of Contact Name, Phone, and Email, and Name, Phone and Email of the Authorizing Person.
2. Click the Save button to retain the revision data. The system performs edit checks of the entered data and then returns to display of the Tariff Revisions Window for the current tariff.
3. The Edit Revision process can be canceled by clicking the Close button and then selecting No when prompted to Save Changes.

The system verifies required fields when the Create button is clicked and displays the Invalid Entry message box when appropriate.



Deleting A Revision

When the Delete button is clicked, the system displays the Deleting Revision dialog box.



1. Confirm the deletion by clicking the Yes button or cancel by clicking No.
2. The system removes the revision from the grid and redisplay the Revisions window.

Revision Attachments Tab

The FERC Tariff System software allows files to be attached to tariffs and tariff revisions. These files will accompany the tariff revision when the Submit button is clicked.

The Tariff Revisions window's Revision Attachments tab displays the Revision Title at the top of the window as a read only field.

The Revision Attachments grid presents a list of the files required for the selected filing type, and displays the filenames of files when they are attached to the tariff or tariff revision. Each attached file is represented within a single row of the grid, with the File name, Comment, and Access restrictions.

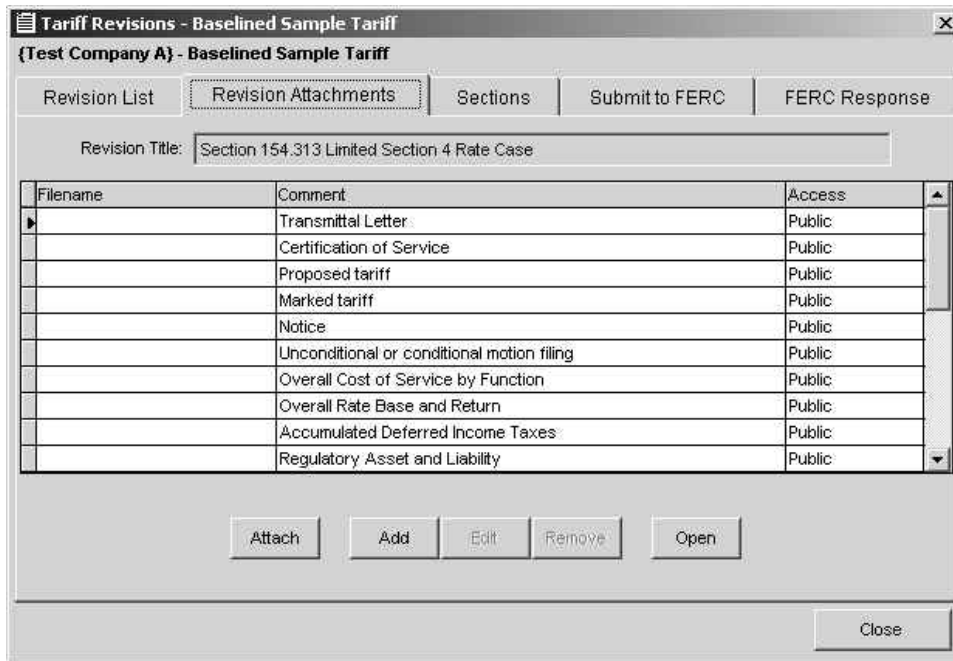
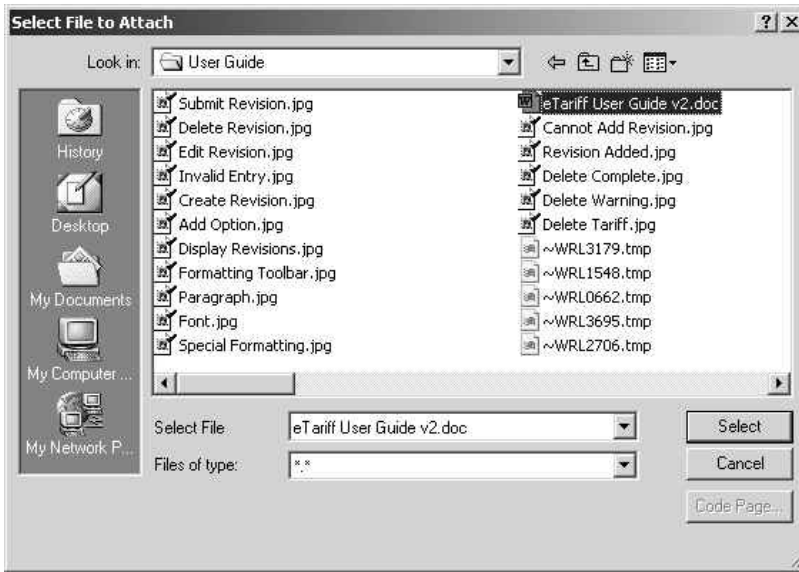


Figure 40: Tariff Revisions Window with Revision Attachments Tab

Adding Attachments

When the Add button is clicked, the system displays the Select File to Attach dialog box.



Use the dialog box to navigate to and highlight the desired file, and then click the Select button to complete the file attachment process.

The system returns to the Tariff Revision window's Revision Attachments tab, with the attached file identified within the Attachments grid.

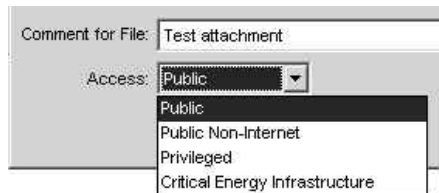
Editing Attachments

Use the Edit command to change a revision attachment's comments text or to assign access restrictions to the attached file

When the Edit button is clicked, the system displays the Naming Section dialog box for the selected attachment.



Enter or revise the File Comment, and use the Access list box to select an Access value appropriate to the attachment.



When finished, click the Done button to retain the changes, or select Cancel to abort the edit process.

Opening Attachments

When the Open button is clicked, the system uses the attached file's file type and the workstation's file associations to open the file within the appropriate application.

For example, if the attached file is a web page (having a .HTM file name extension), the file will be displayed within a web browser, as illustrated below:

When you have finished working with the attachment, close the application. The system returns to display of the Tariff Revision window.

Note: Changes made to an attachment are not retained within the copy attached to the tariff revision. To edit an attachment, the file must be removed from the tariff revision, altered, and then added again.

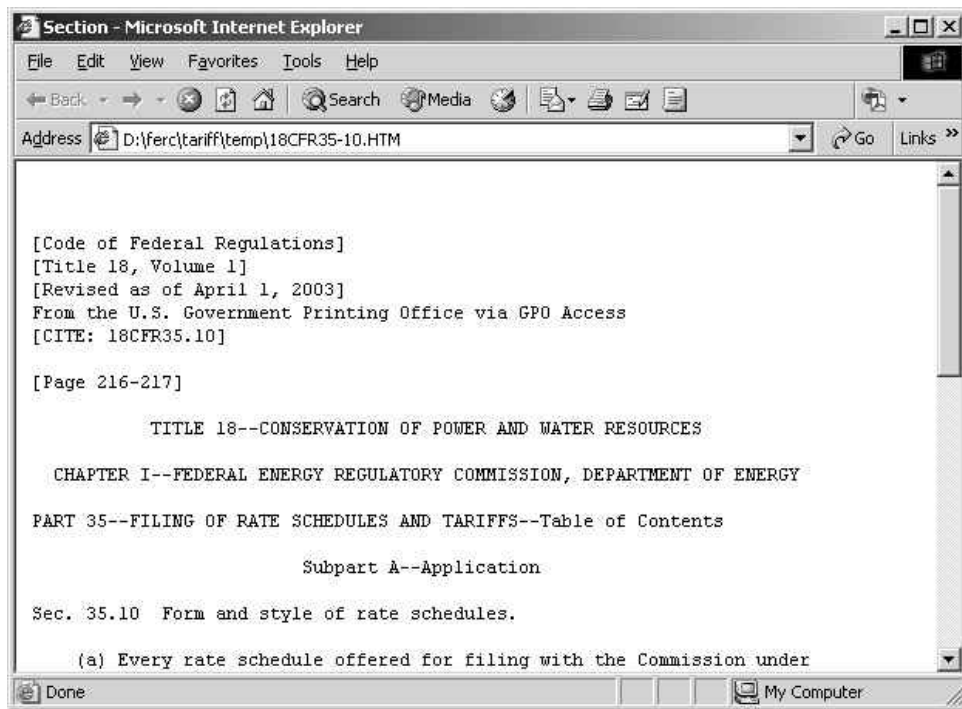
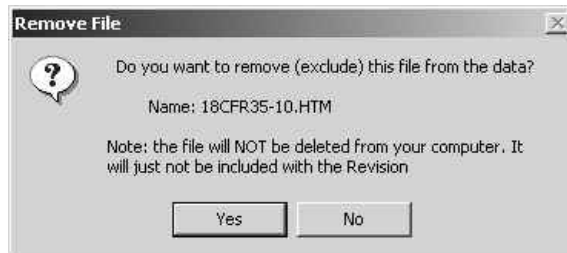


Figure 41: Sample Attachment After Selection of Open Button

Removing Attachments

When the Remove button is clicked, the system displays the Remove File message box for the selected attachment.



Confirm the removal of the file from the Revision Attachments grid by clicking the Yes button, or abort the process by selecting No.

Sections Tab

When a tariff becomes baselined (i.e., FERC has Approved the submitted tariff), the tariff sections are displayed in the Tariff Revisions Window Sections tab. At this point, all the tariff's contents are controlled, and edits to tariff sections are tracked within the system.

The Tariff Revisions window's Sections tab displays the Revision Title at the top of the window as a read only field. The Revision Sections grid lists the sections contained in the tariff or tariff revision, and identifies the Section Number, Title, and Option for each section.

The sections are presented in the order in which they appear within the tariff, with the Title Page presented at the top of the grid. When a section is assigned to a revision option (or multiple options), the option(s) are also displayed in the grid.

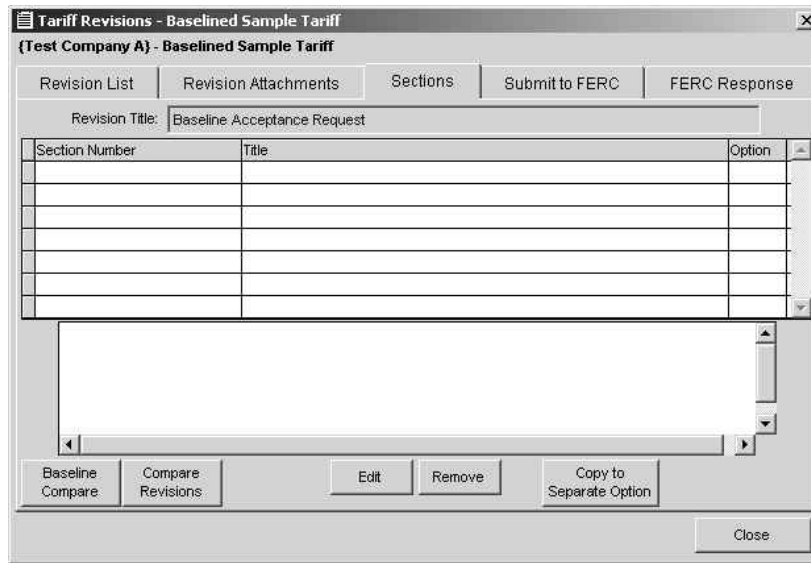


Figure 42: Tariff Revisions Window with Sections Tab

Baseline Compare

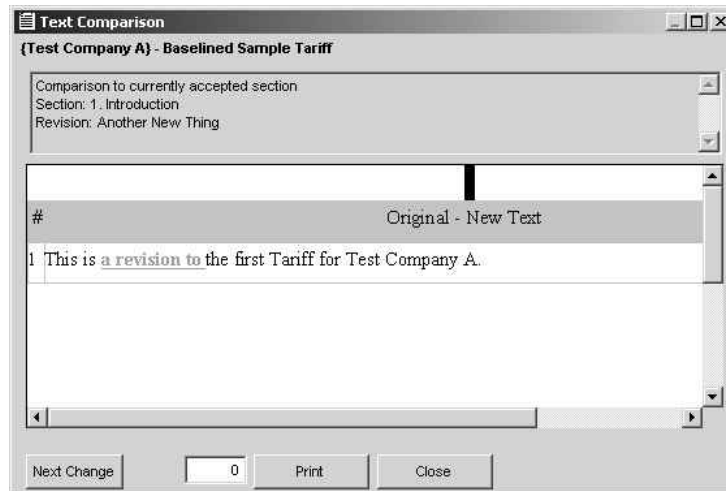


Figure 43: Text Comparison Window

Each revision section can be compared with the original baselined tariff section by using the Baseline Compare button. The system displays the Text Comparison window and performs a character-by-character comparison of the two texts, displaying the results in the window.

Compare Revisions

Each revision section can be compared with a section in another revision by using the Compare Revisions button. After selecting what revision and section to compare with, the system displays the Text Comparison window and performs a character-by-character comparison of the two sections, displaying the results in the Text Comparison window.

Editing Sections

When the Edit button is clicked, the system displays the Tariff Section window for the selected section in Editing mode.

Make any necessary changes and click the Save button to retain the data. The system retains the changes and redisplay the Revision Sections tab.

Select the Close button to cancel the process and discard any changes.

Removing Sections

When the Edit button is clicked, the system displays the Removing Revision Section window for the selected section.

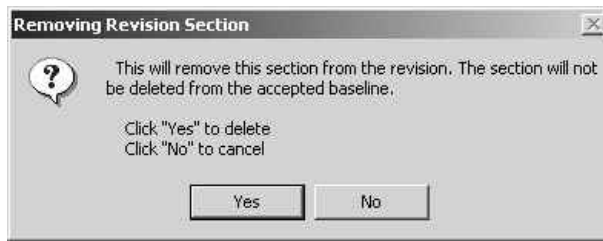


Figure 44: Removing Revision Section Dialog Box

Confirm the deletion by clicking Yes.

The system redisplay the Tariff Revisions window and the Sections tab with the grid row containing the revision section removed.

Click No to return to the Tariff Revisions window without deleting the section.

Copy to Separate Option

This feature is not yet implemented

Submit to FERC Tab

The Submit to FERC Tab displays the required information for submission of a tariff or tariff revision in read only mode. This information is captured when the tariff or tariff revision is created.

Note: The Authorizing Person's email address must be registered in the FERC eRegistration system. eRegistration is a requirement for all individuals and organizations seeking to do business with FERC. Submissions with an unregistered email address will be rejected.

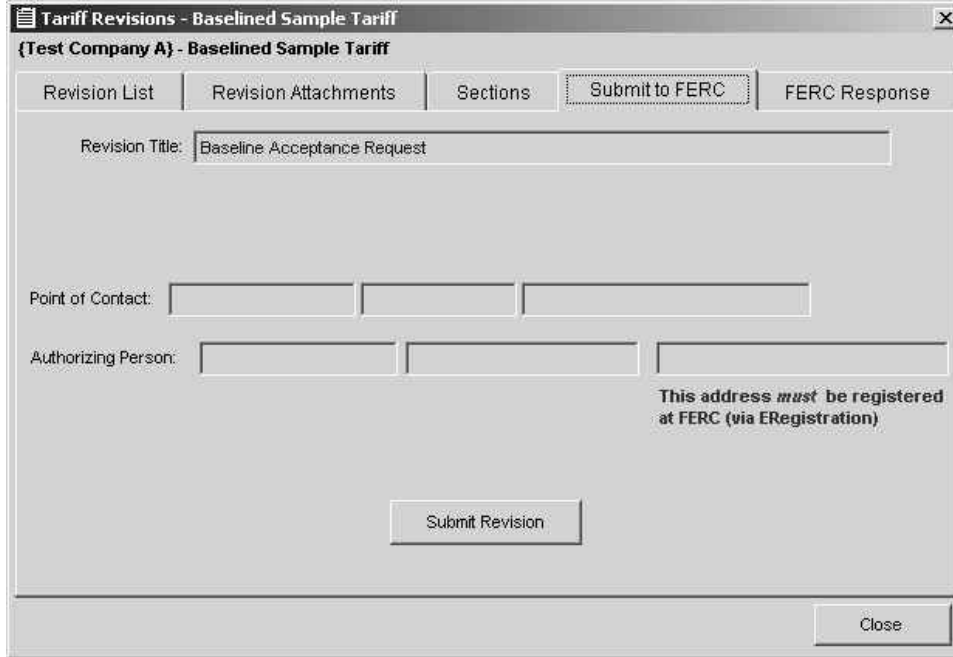


Figure 45: Tariff Revisions Window with Submit to FERC Tab

When the Submit Revision button is clicked, the system displays the Preparing to Submit Revision dialog box.



Click the OK button to complete the submission process.

FERC Response Tab

After FERC has processed the submitted tariff, the official FERC response is displayed within the Tariff Revision window's FERC Response tab. All fields on this tab are read only.

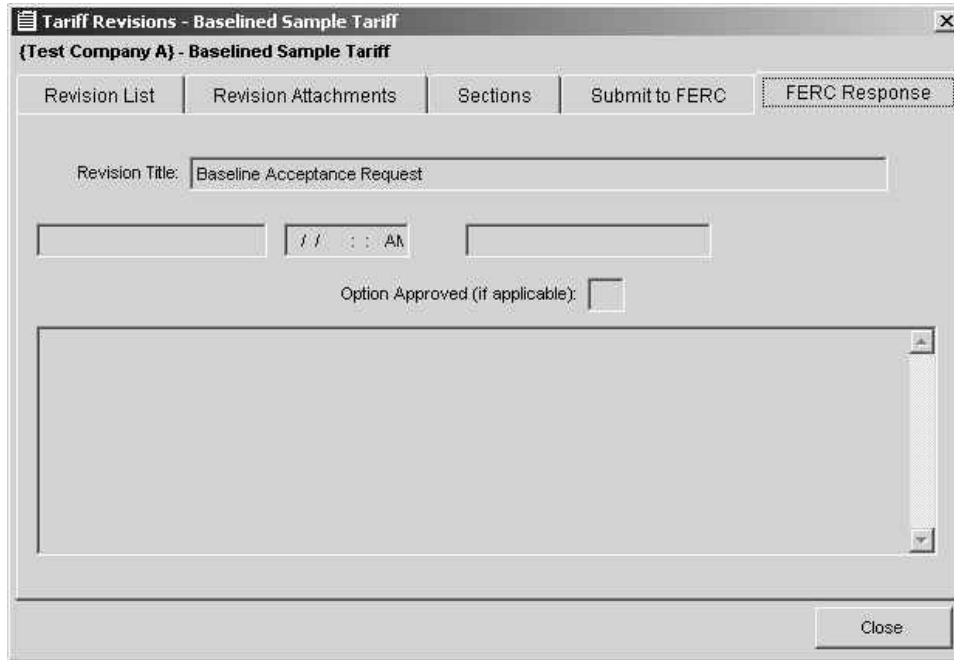


Figure 46: Tariff Revisions Window with FERC Response Tab

The tariff revision in question is identified by the Revision Title field, located at the top of the screen. Additional fields identify FERC status details.

Close

The button closes the Tariff Revisions Window.