



## Federal Energy Regulatory Commission eRegister User Guide

eRegister is your link to electronic transactions with FERC. You must set up and validate a user account with FERC in order to:

1. Log in to FERC Online to submit an electronic filing to FERC
2. Be listed as a signer or contact for a document efiled with FERC
3. Be included as a contact for an intervenor on a service list
4. Be listed as a replacement for a contact on a Service List Change Request
5. Access the Web Service List for a docket
6. eSubscribe to a one or more dockets or to News Releases

Any person who will be listed as a contact for any application or other filing with FERC – whether efiled or not - should have a validated eRegister account prior to submitting the filing.

To set up an eRegister account, go to: <http://www.ferc.gov/docs-filing/eRegistration.asp>. Click on “eRegister”. Enter your email address and create a password. We recommend that each person set up an account for themselves and not as an agent for someone else. Only one account is permitted for an email address.

If you only want to eSubscribe to one or more dockets, you can check the eSubscription only box. You will not have to enter a physical address, but you will also not be able to eFile or be listed on a service list. We recommend that you not limit your account to eSubscription in the event you want to do any of the other activities listed above.

Currently, every eRegister account must have an organization. This is the organization that is part of your standard business mailing address.

- If you represent a parent company with several subsidiaries, and you want the applicable organization name to appear as part of your contact information, you will have to establish an email account using the domain name for each subsidiary and eRegister each email address.
- Persons setting up accounts as Individuals should click on “Select Organization”, enter the word “Individual” in the text block, and Search. Select the entry for “Individual”. Failure to select an organization may render your account unusable.

After you complete and submit the eRegister information, the system will send an email to you. You must click on the link in that email to validate your account.

If you are authorized to set up an account on behalf of someone else (e.g., a paralegal



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setting up an account for one or more attorneys), using that person's email address, be sure that the person you are registering knows that they must validate the account via an email they will receive when you complete their registration. You should also give them the password you used for their account.

Contact [FERCOnlineSupport@ferc.gov](mailto:FERCOnlineSupport@ferc.gov), Toll Free at 1-866-208-3676, or locally at 202-502-6652 if you have problems setting up an account or if you have forgotten your password.