

FERC-566 eFiling Instructions

Start at the Commission's home page: www.ferc.gov. Click on the Documents & Filing tab and choose eFiling from the drop-down. If you haven't previously eRegistered, click the eRegister link and provide the requested information in order to create an account, otherwise, enter your registered email address and password.

Click on Log In.

Click on eFiling.

Filing Type

Click on electric in the first column. Click on Report /Form – No docket number (Report / Form should show in the third column). Click Next.

NOTE: if at any time you want to go back to a previous screen, press the back button provided on the eFiling screen, not the back button in the browser.

File Upload

Click the public tab, then click browse and select a file to upload. Enter a description for your filing in the space below e.g., ABC Power Company submits 2010 FERC-566 filing for 2011. Click Upload. Continue uploading files until all your files appear in the file upload table. The eFiling system allows you to attach up to 200 files.

Click Next.

Specify Filing Parties

Click either "On behalf of another Party(ies) and enter the company name below or "As an Individual," whichever applies. Click Next.

Specify the person to whom communication should be addressed

Enter your email address in the contact email block and click on Add as Signer or Add as Other Contact. Note: a signer email address must be included as every filing must have a designated signer.

Submission Description

Enter: "FERC-566 of [your utility/filing company name]"

Summary

Review the information shown. If any of the information is incorrect, click the Back button and correct your information as necessary. Click Submit.

A new screen will appear that states: “You have successfully submitted the filing and will receive an email confirmation shortly”. Click the “Printable submission confirmation receipt” button and a receipt will appear that states the date, time and submission ID for your filing. You should also receive a confirmation of receipt by email with the same information, a link to additional information for your filing and the status of your filing. When the Commission accepts your filing, that status will change to accepted.