



eFiling

Pa. Public Utility Commission
March 2012

What is eFiling?

- Permits the filing of certain documents electronically with the PUC
- Allows documents to be served on other parties electronically
- Enables receipt of documents electronically from the PUC

Benefits of eFiling and eService

- Faster processing
- Online viewing of status of filing
- ePay filing fees
- Same day eService
- No overnight delivery costs

Establishing eFiling Account

- Go to PUC's website at www.puc.state.pa.us
- Click on to eFiling on left side of page
- Create an eFiling account (no fee)
- Choose a user ID and create a password

Individual or Corporate Account

- Individual Account
 - One individual or organization per account
- Corporate Account
 - Organization with multiple filers can submit documents using single user ID
 - Sub-accounts for individuals
 - Individuals cannot view the filings of other sub-accounts
 - Only owner of corporate account can see all sub-accounts

Login to eFiling account

- Enter User Name
- Enter Password (case-sensitive)
- Click Login or press Enter to continue

Complete Registration Form

- Only PDF documents may be eFiled
- PDF version of registration form (and attachments) is available on the Act 127 page of the PUC's website:
- www.puc.state.pa.us>Natural Gas>Act 127>Pennsylvania Pipeline Operator Annual Registration Form
- Complete and save the form and attachments as PDF document

Submit eFiling – New Cases

- Enter the representing information
- Upload the filing document (PDF)
- Select Type of Filing
 - Qualified Document Type

Submit eFiling – Existing Cases

- Enter the docket number
- Upload any attachments (PDF)
- Select type of filing
 - Qualified document type

Choosing a Qualified Document Type

- Select the document type according to what you are filing
 - *Application-Pipeline Operator Registration Form*
 - *Request for Advisory Opinion of Ordinance*
 - *Letter (associated with existing case), which may be used for notices regarding adoption of ordinances and resolutions*

Size of eFilings

- You should upload filing and cover letter together as long as the total file size does not exceed 10 MB
- The system will let you know if the filing exceeds 10 MB

Filing Fee

- You have two methods of payment of the fee associated with the filing
 - ePay (credit card): You will get a payment confirmation number
 - Check or money order payable to the Commonwealth of PA and mailed to the Secretary of the PUC

Submit a Paper Copy

- Within 3 business days of eFiling, send the Secretary one paper copy of your filing and either:
 - the eFiling confirmation page, or
 - a cover letter with your eFiling confirmation number

Successful Submission

- You are notified with “eFiling Sucessfully Transmitted” page
- You receive eFiling Confirmation Number
- You receive date and time the filing was submitted
- You receive a list of documents contained in the filing
- Print screen for your records

Processing by the PUC

- Within 3 business days
- You will receive a notice through a valid email address
- Processing will be noted under My Filings

eService

- Can choose to accept eService
- Any time a document is filed and served in a case in which you are a party, you will receive an email

My Filings Page

- Log onto eFiling page
- Choose My Filings, which contains history of eFiled documents
- eFiling confirmation number is provided
- Follow the status of your filings

Subscriptions

- Sign up for subscriptions and you will be notified when a change has been made to the docketed case
- Or you can sign up for subscriptions for a specific document type

For Assistance

- Technical Assistance:
 - 717-787-8227
 - Ra-PUCHelpDesk@pa.gov
 - Monday through Friday, 8 a.m.-4:30 p.m.
- Procedural Assistance:
 - 717-772-4945
 - RA-efiling@pa.gov
 - Monday through Friday, 7:30 a.m.-4:00 p.m.