

QUICK START GUIDE

**CALIFORNIA PUBLIC UTILITIES
COMMISSION**

ELECTRONIC FILING UPGRADE

August, 2015

INTRODUCTION

The California Public Utilities Commission has released a version of the web-based program used for submitting documents in formal proceedings.

These changes have been made to improve the filing experience.

The user interface has been simplified:

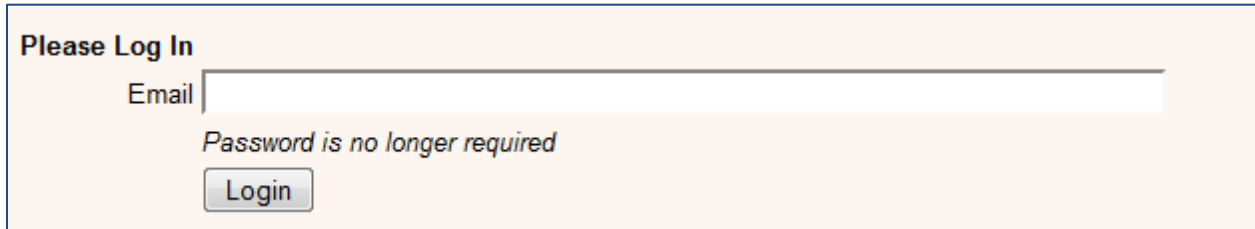
- There is now an easier login. The only requirement is an email address. Passwords are no longer required. If you have already registered, your current email address gives you access to the system.
- It is easier to enter information about the parties to a CPUC proceeding. A separate entry window for each party is used. After a party's information is complete, it appears in a tabular grid. That information can be edited or deleted.
- As PDF files are uploaded, a certificate of service is now mandatory for documents that require service. If attachments to a filing are used, multiple documents can be uploaded at the same time.

There is a new history screen:

- The complete filing history for the current user is now visible on one screen.
- There are instant reports on your filing's status whether it has been accepted, rejected or is still awaiting processing by the CPUC.
- Information from a previous filing can be used to file again without re-entering new information.

Login screen

A password is no longer required. Using your email address will log you into the system



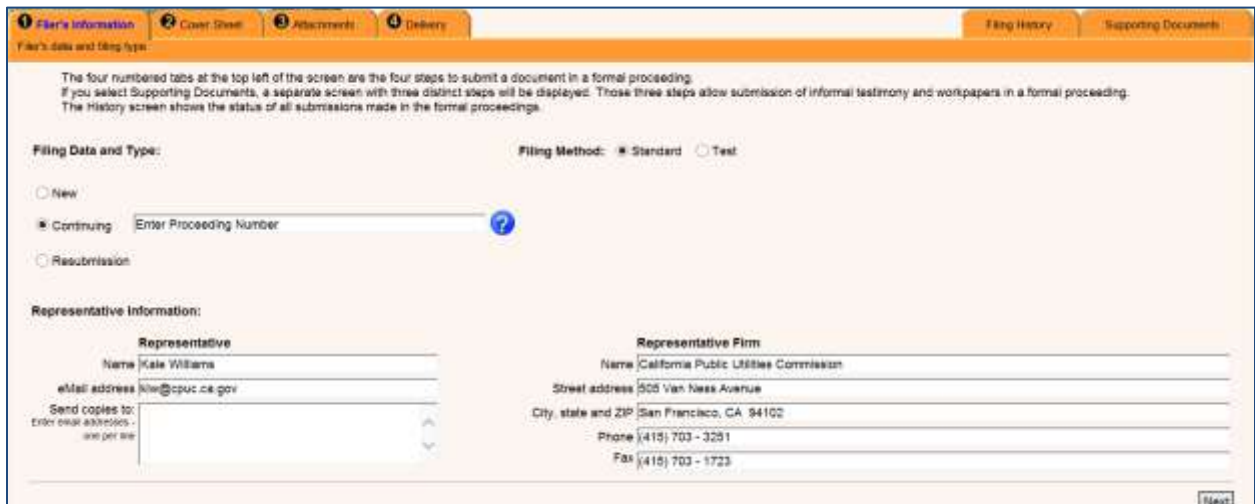
Please Log In

Email

Password is no longer required

Tab 1, Filer's Information

The screen has been reorganized to distinguish between filing a new proceeding, filing in a continuing proceeding or resubmitting a previously-rejected transaction.



Filer's Information | Cover Sheet | Attachments | Delivery | Filing History | Supporting Documents

Filer's data and filing type

The four numbered tabs at the top left of the screen are the four steps to submit a document in a formal proceeding. If you select Supporting Documents, a separate screen with three distinct steps will be displayed. Those three steps allow submission of informal testimony and workpapers in a formal proceeding. The History screen shows the status of all submissions made in the formal proceedings.

Filing Data and Type: Filing Method: Standard Test

New

Continuing ?

Resubmission

Representative Information:

Representative	Representative Firm
Name: <input type="text" value="Kale Williams"/>	Name: <input type="text" value="California Public Utilities Commission"/>
eMail address: <input type="text" value="kllw@cpuc.ca.gov"/>	Street address: <input type="text" value="505 Van Ness Avenue"/>
	City, state and ZIP: <input type="text" value="San Francisco, CA 94102"/>
	Phone: <input type="text" value="(415) 703 - 3291"/>
	Fax: <input type="text" value="(415) 703 - 1723"/>

Send copies to:

When filing in a continuing proceeding, the proceeding number will be verified. If the proceeding number is not valid, the filing cannot be submitted to the CPUC.



Filing Data and Type: Filing Method: Standard Test

New

Continuing ?

Resubmission

Filed by: "CPUC - OIR TO CONTINUE IMPLEMENTATION AND ADMINISTRATION OF CALIFORNIA RENEWABLES PORTFOLIO STANDARD PROGRAM"
Not correct?

Tab 2, Cover Sheet

Party information is now entered through a popup form and the list of parties is in tabular format. When entering information about a party, the form distinguishes between a person and an organization.

Add Participant

Person First: Middle: Last:

Organization Address:

 Address:

City: State: ZIP: Country:

Phone: Email:

Tab 3, Attachments

The screen has been reorganized to distinguish between the lead document and accompanying certificate of service, and any attachments submitted by the filer.

1 Filer's Information2 Cover Sheet3 Attachments4 DeliveryFiling HistorySupporting Documents

Main document to be filed and attachments

- Complete the required information in sections (A), (B) and (C).
- All of your documents must be in PDF/A format.
- Choose your most important document as your "lead document".
- You can change your lead document in part (C).
- You can remove your document from your list in part (C).

(A) Select Lead Document / Certificate of Service Files: (Filed by: "CPUC - OIR TO CONTINUE IMPLEMENTATION AND ADMINISTRATION OF CALIFORNIA RENEWABLES PORTFOLIO STANDARD PROGRAM")

Lead Document ...choose the main or most important document Document Type

No Certificate of Service is Required

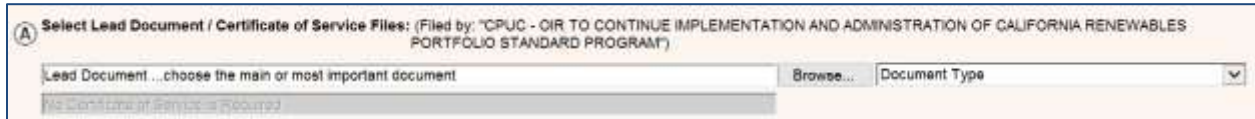
(B) Add Attachments File(s):

Attachment(s) ...such as appendix, affidavit, testimony, declaration

(C) Documents to be Filed:

Use	Lead Doc	Filename	Doc Type
No attachments uploaded so far			

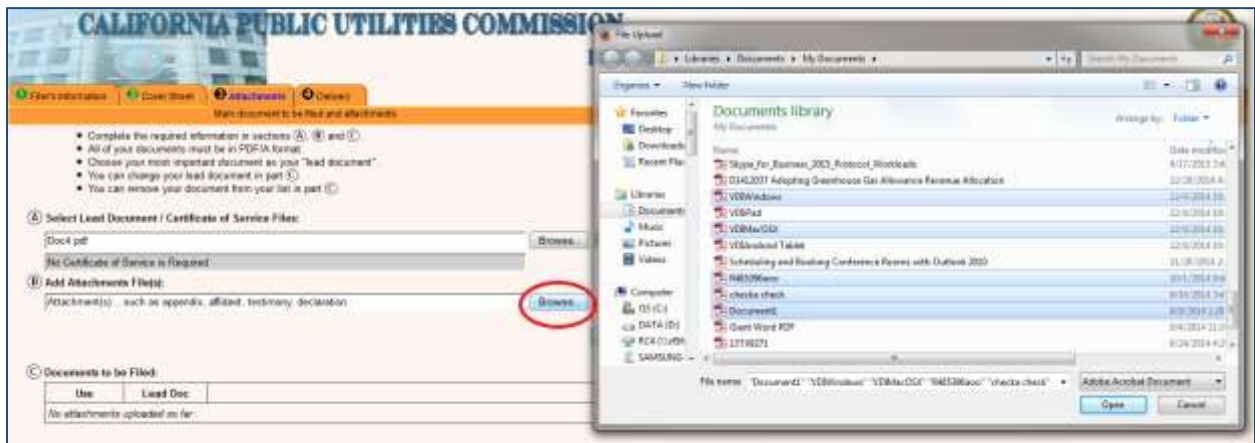
Section A is for the lead document. There can be only one lead document. Depending on the document, a certificate of service is required. If the certificate is not attached, the filing cannot be submitted to the CPUC.



Section B is for one or more attachments. When the lead document, certificate of service (if required) and any optional attachments are uploaded, the Add to Filing button is activated.



Also under Section B, multiple documents can be uploaded at the same time.



Section C shows all documents submitted after the Add to Filing button is used. Unchecking the Use column removes the document from the submittal sent to the CPUC. The lead document can also be changed in this section.

Documents to be Filed			Doc Type
Use	Lead Doc	Filename	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	1.pdf	Comments <input type="checkbox"/> Apply
<input checked="" type="checkbox"/>	<input type="radio"/>	2.pdf	Certificate Of Service <input type="checkbox"/> Apply
<input checked="" type="checkbox"/>	<input type="radio"/>	3.pdf	Attachment <input type="checkbox"/> Apply

Tab 4, Delivery

There are no changes in this tab.



History Screen

This screen shows the filing history for the current user. The screen is always ordered by filings awaiting processing by the CPUC, filings that have been accepted and filings that have been rejected. The list of documents can be filtered by a time period. The documents can be sorted by any column heading underlined in blue. The order of processing, acceptance and rejected will remain the same.

<u>Transaction Number</u>	<u>Date Submitted</u>	<u>Proceeding Number</u>	<u>Lead Document Type</u>	<u>Current Status</u>	<u>Show</u>	<u>Use filing data to</u>
90639	01/13/15 03:47 PM	A0661001	Alternate	IN QUEUE (0 days)	All Parties	File again
32273	10/16/14 11:45 AM	A0661001	Amended Application	IN QUEUE (270 days)	All Parties	File again
32283	11/07/14 08:27 PM	A0661001	ALJ Resolution	IN QUEUE (248 days)	All Parties	File again
90645	01/09/15 02:51 PM	R 11-03-010	Alternate	IN QUEUE (186 days)	All Parties	File again

The buttons on the right will show all parties and will allow information from that filing to be used to file again in the same proceeding. If the filing data is reused, the filer will be returned to Tab 1, Filer's Information with the proceeding number already inserted. Information about the parties will be inserted on Tab 2, Cover Sheet. Information about specific parties can be edited. New parties can be added and existing parties deleted.

<u>Transaction Number</u>	<u>Date Submitted</u>	<u>Proceeding Number</u>	<u>Lead Document Type</u>	<u>Current Status</u>	<u>Show</u>	<u>Use filing data to</u>
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Supporting Documents

Testimony and workpapers can be uploaded as supporting documents. This feature is subject to approval by the presiding ALJ in specific proceedings.

The screenshot displays the 'Supporting Documents' section of the eFiling system. At the top, there is a navigation bar with tabs for 'Home', 'Case Search', 'Business', and 'Cases'. The 'Supporting Documents' tab is selected and highlighted. Below the navigation bar, there is a header section with the text 'Please enter the proceeding number of the existing proceeding. For help in locating proceeding numbers, please see [the proceeding list on the CFC/C website](#)'. The form includes fields for 'Proceeding Number', 'Subscriber', 'Phone', and 'Email Address' (with the value 'lke@cpuc.ca.gov'). Below these fields is a section for 'On Behalf of' with fields for 'First name', 'Middle name', and 'Last or business name'. A red error message at the bottom of the form reads: 'Not enough data to submit your documents to the CMC.' The page footer contains the text 'Your page ID: 101767-62200-74382975.4968' and '30/09/2015'.