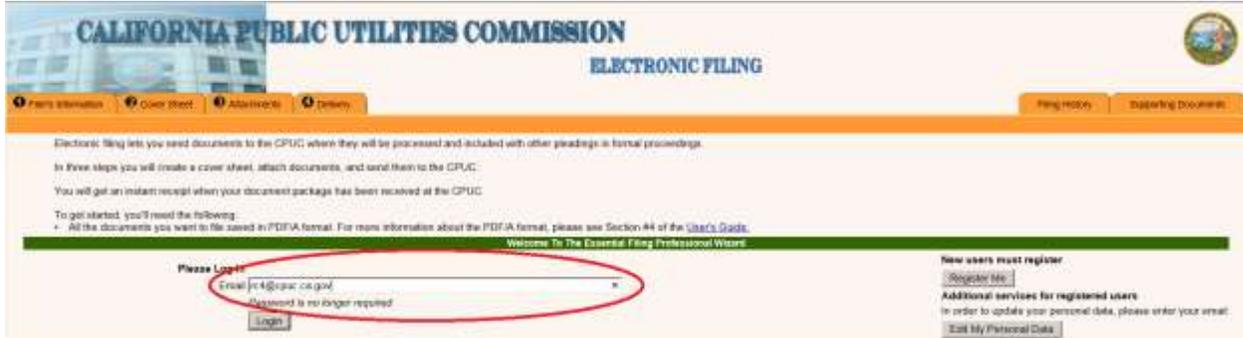


CALIFORNIA PUBLIC UTILITIES COMMISSION
INSTRUCTIONS FOR SUBMITTING
TESTIMONY AND WORKPAPERS
IN FORMAL PROCEEDINGS

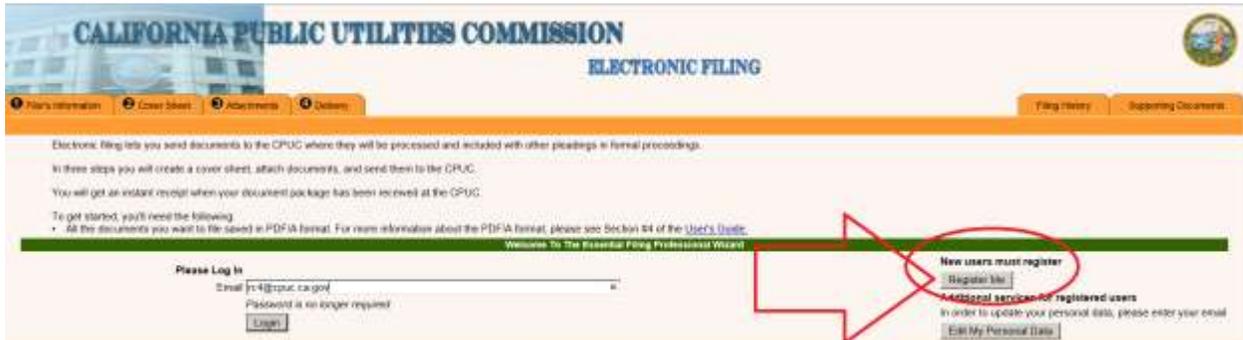
This guide shows the process for submitting supporting documents such as testimony and workpapers in formal proceedings.

Any document that is formally filed such as motions, briefs, comments, etc. should be submitted using Tabs 1 through 4 in the electronic filing screen.

1. Login: <http://efile.cpubc.ca.gov>



- 1a. If new user, please register first.



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1b. Please fill in the necessary personal registration data.

The screenshot shows the 'ELECTRONIC FILING' registration page. At the top, there is a navigation bar with links for 'Filer's Information', 'Case Status', 'Attachments', 'Others', 'Filing History', and 'Supporting Documents'. Below this, a green banner reads 'Here you can edit previously entered information under the Subscriber column. All fields are required except for fax number.' and 'Edit your personal data.' The main form area is divided into two sections. The left section is for 'Email Address' with a text input field containing '4@puc.ca.gov' and a note: 'Your email address is your login.' The right section is for 'Subscriber' information, including fields for 'First Name', 'Last Name', 'Firm Name', 'Street address', 'City, state, and ZIP', 'Phone', and 'Fax'. At the bottom of the form, there are two buttons: 'Cancel changes and Log In' on the left and 'Save changes and Log In' on the right. A small asterisk and the word 'required' are visible next to the 'Phone' field. A footer note states: 'You are editing your personal data. The data that you are supplying will be used to identify you in all subsequent filings. Your email address is used as login name. All fields must be completed except for fax data.'

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2. Once you login, select the Supporting Documents tab.

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Supporting Documents

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 Trial

New
 Continuing [Enter Proceeding Number]
 Resubmission

Representative Information:

Representative Name: Ryan Capalosi eMail address: rnc4@cpu.com Send copies to: Enter email addresses one per line	Representative Firm Name: California Public Utilities Commission Street address: 555 Van Ness Ave City, state and ZIP: San Francisco, CA 94101 Phone: (415) 610-9139 Fax:
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Next

3. You will be brought to the Supporting Documents Tab. Please fill out the necessary information that pertains to your submission.

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Supporting Documents

Enter information about proceeding for which you are uploading supporting documents

Please enter the proceeding number of the existing proceeding. For help in locating proceeding numbers, please see the proceeding list on the CPUC website

Proceeding Number: _____
Submitter: _____ Phone: _____ Email Address: rnc4@cpu.com

On behalf of:

First name	Middle name	Last of business name
_____	_____	_____

Next

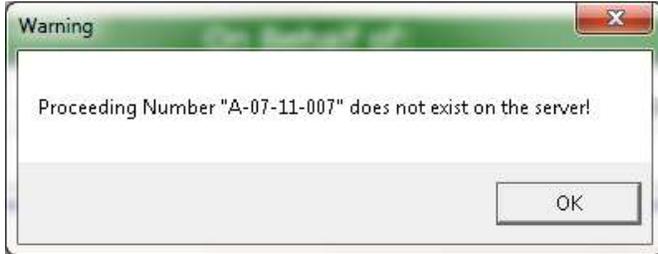
Not enough data to submit your documents to the CPUC

Next

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3a. Please choose a valid Proceeding Number.

If you do not choose a valid proceeding number you will receive a warning.



3b. If you need help identifying a valid proceeding number please press the link "[the proceeding list on the CPUC website](#)"



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5. Once you have selected the desired documents, the last step is to press the “Send” button.

The screenshot displays the California Public Utilities Commission's Electronic Filing (E-File) interface. At the top, the header reads "CALIFORNIA PUBLIC UTILITIES COMMISSION ELECTRONIC FILING". Below the header, there are navigation tabs for "File Information", "Case Files", "Attachments", "Delivery", "Filing History", and "Supporting Documents". The main content area is titled "Enter information about proceeding for which you are uploading supporting documents." It includes a "Proceeding Number" field with the value "11-03-00-030" and a "Submitter" field with the value "Pyan CPUC". There are also fields for "Phone" (1111 111-1111) and "Email Address" (j14@cpuc.ca.gov). Below this, there are fields for "First name", "Middle name", and "Last or business name", all with the value "Pyan CPUC". A "Supporting Documents Ready to be Uploaded" section contains a "Search Documents" button and a "Show Witnesses" button. At the bottom of the form, there is a "Send" button, which is highlighted with a red circle and a red arrow pointing to it from above. The text "Supporting Documents are ready to be submitted to the CPUC" is visible above the "Send" button.

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6. After you pressed “Send”, you will see the status of documents being uploaded.

The screenshot shows the 'CALIFORNIA PUBLIC UTILITIES COMMISSION ELECTRONIC FILING' interface. At the top left, a green checkmark and the text 'Supporting documents confirmed by CPUC - view receipt' are visible. Below this, a green bar contains the instruction: 'Please wait while we encode your attachment "2013_Potential_and_Goals_Study_Appendices_A-J.pdf" (24%)'. The main form area shows a list of documents ready for upload, including '2008-04-29 AccellanQualFTB.pdf', '2013_Potential_and_Goals_Study_Appendices_Vol_II_Appendices_D-T_20140213.pdf', '2013_Potential_and_Goals_Study_Appendices_A-J.pdf', and several 'Wang Agenda Dec Rev' files. A 'Send' button is located at the bottom right of the document list area.

7. Once the upload is complete, you will see a green checkmark next to “Supporting documents confirmed by CPUC - view receipt” in the upper left-hand corner. You will then have the option to press “Save receipt” where you can name and save a PDF copy.

NOTE: The red bar with the phrase "Not enough data to submit your documents to the CPUC" does not mean that your submittal was a failure. If you wish, you can attach more documents using the data you have already entered or you can change the party listed in the On Behalf Of screen.

This screenshot shows the CPUC Electronic Filing interface after a successful upload. A green checkmark and the text 'Supporting documents confirmed by CPUC - view receipt' are circled in red in the top left corner. The main form area shows the document list with 'No documents selected' and a 'Select Documents' button. A red bar at the bottom of the form contains the message: 'Not enough data to submit your documents to the CPUC'. The 'Send' button is now disabled.

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8. Here is a copy of what the receipt will look like.



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9. Once you are done, you will have the option to “Quit and do another filing”

The screenshot displays the 'CALIFORNIA PUBLIC UTILITIES COMMISSION ELECTRONIC FILING' interface. At the top, there are navigation tabs for 'Filer Information', 'Cover Sheet', 'Attachments', and 'Comments'. On the right, there are buttons for 'Filing History' and 'Supporting Documents'. A green checkmark icon indicates that supporting documents have been confirmed by CPUC. Below this, a section titled 'Enter information about proceeding for which you are submitting supporting documents' contains a 'Proceeding Number' field with the value 'R-03-03-009' and a 'Submitter' field with the value 'Ryan CPUC'. A red banner at the bottom of the form contains the text 'Not enough data to submit your documents to the CPUC'. At the bottom left of the page, a red oval highlights the button 'Quit and do another filing', with a red arrow pointing to it from the right.