



ELECTRONIC FILING QUICK START GUIDE

Table of Contents

Introduction	1
Overview	2
1. Formal Pleadings.....	3
Tab 1 - Filer's Information.....	3
Tab 2 - Cover Sheet	4
Tab 3 – Attachments – PUBLIC ONLY	4
Tab 3 – Attachments – CONFIDENTIAL FILING.....	5
Tab 4 – Delivery.....	6
Docket Review	6
2. Filing History	7
3. Supporting Documents	8
Appendix: Definitions of Document Types	9

Introduction

Pleadings and supporting documents for formal proceedings can be submitted electronically to the California Public Utilities Commission through the Electronic Filing (E-file) online portal.

Prepare Documents in PDF-A

All documents must be in PDF-A format. For more information about the PDF-A format, please see [Prepare Your Documents in PDF-A Format](#).

Registration

To sign up for electronic filing, click the **Register Me** button on the E-file homepage at <https://efile.cpuc.ca.gov/>. To register, you will need to provide an email address.



New users must register

Register Me

Login screen

After you have registered, enter your email address to log in.



Please Log In

Email

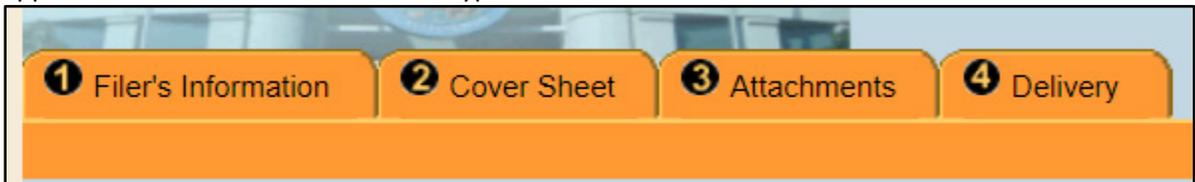
Password is no longer required

Login

Overview

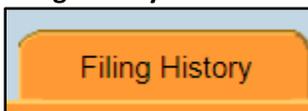
The electronic filing system contains three sections:

1. **Formal Pleadings:** To submit pleadings in CPUC formal proceedings, fill out tabs 1 through 4. See appendix for definitions of document types.



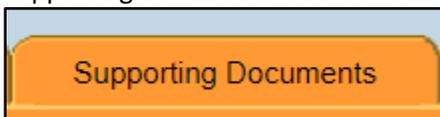
1 Filer's Information 2 Cover Sheet 3 Attachments 4 Delivery

2. **Filing History:** To view the filing history for the current user, click the **Filing History** tab.



Filing History

3. **Supporting Documents:** Only parties to a proceeding can submit testimony and workpapers. To submit testimony and workpapers in formal proceedings, click the **Supporting Documents** tab. Supporting Documents cannot be filed with formal pleadings.



Supporting Documents

1. Formal Pleadings

Tab 1 - Filer's Information

Tab 1 contains two sections: **Filing Data and Type** and **Representative Information**. Under Filing Data and Type, select whether you are filing in a new proceeding, filing in a continuing proceeding, or resubmitting a filing that was rejected.

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 Confidential Filing:

New
 Continuing
 Resubmission

Representative Information:

Representative	Representative Firm
Name	Firm Name
eMail address	Street address
Send copies to: Enter email addresses - one per line	City, state and ZIP
	Phone
	Fax

Next

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. For a list of valid proceeding numbers, please check the [CPUC Docket Card](#).

Filing Data and Type: Filing Method: Standard Test Confidential Filing:

New
 Continuing
 Resubmission

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

To submit the confidential version of a document, check the box for "Confidential Filing". For more information on any field, click on the blue question mark.

Filing Data and Type: Filing Method: Standard Test Confidential Filing:

New
 Continuing
 Resubmission

Tab 2 - Cover Sheet

On tab 2, click **Add** to provide information about the party on whose behalf you are filing.

Here you will identify the parties on whose behalf the filing is being made. If you want to add a party, use the "Add" button. If parties have already been identified, use the "Edit" or "Delete" buttons to change information about a party or to remove a party.

The Add Participant popup identifies a party as either a person or an organization. All fields in the popup that are in bold are required.

Enter Information about Proceeding Participants: (Filed by: "CPUC - OIR TO CONTINUE IMPLEMENTATION AND ADMINISTRATION OF CALIFORNIA RENEWABLES PORTFOLIO STANDARD PROGRAM")

Name	City	State	ZIP	Type

Buttons: Previous, Add, Edit, Delete, Next

A pop-up window will appear. After filling out the information, click **Save**. Then click **Next**.

Add Participant

Person

First: 64 characters Middle: 16 char Last: 255 characters

Organization

Address: 64 characters

Address: 32 characters

City: 32 characters State: CA ZIP: 5 digits Country: US

Phone: 10 characters Email: 100 characters

Buttons: Save, Cancel

Tab 3 – Attachments – PUBLIC ONLY

Tab 3 contains three sections: A, B and C.

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. As you submit your documents, they will be validated for PDF/A compatibility. If there are problems, you will be notified and directed to further assistance.
- 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")

Select Document Type

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

No Certificate of Service is Required

B) Add Attachments File(s):

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

NOTE: You are limited to no more than 50 attachments. [More](#)

C) Documents to be Filed:

Use	Lead Doc	Filename	Doc Type
No attachments uploaded so far			

Buttons: Previous, Next

A. In Section A, select the **Document Type** from the dropdown menu and click **Browse** to upload the Lead document. You may also be prompted to upload the Certificate of Service, if relevant.

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

Select Document Type

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

No Certificate of Service is Required

Buttons: Browse...

B. In Section B, upload any attachments. Multiple attachments can be uploaded at the same time.

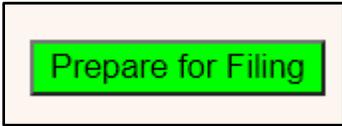
B) Add Attachments File(s):

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

NOTE: You are limited to no more than 50 attachments. [More](#)

Buttons: Browse...

After uploading your documents, click **Prepare for Filing**. Your documents will be validated for PDF-A.



After your documents have been validated, click **Add to Filing**.



- C. In Section C, you may uncheck a document in the **Use** column to remove a document from the filing. You may also change the document type for the lead document. After reviewing your documents to be filed, click **Next**.

C Documents to be Filed:			
Use	Lead Doc	Filename	Doc Type
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	test_report.pdf	Report <input type="button" value="Apply"/>
<input checked="" type="checkbox"/>	<input type="radio"/>	test_report_COS.pdf	Certificate Of Service <input type="button" value="Apply"/>

Tab 3 – Attachments – CONFIDENTIAL FILING

If you checked the box for “Confidential Filing” on Tab 1, follow the prompts to upload your documents on Tab 3. You may upload the Confidential version of a Lead document, the Confidential version of any attachments to the Lead document, and/or the Confidential version of any attachments to the Motion to Seal.

The Confidential version of a document MUST be accompanied by a Public version of the document.

- A. In Section A, select the **Document Type** from the dropdown menu. Click **Browse** to upload the Lead document, the Certificate of Service (if relevant), and any attachments to the Lead document.

A Lead Document

Report Public Only Confidential

Public Attach Public Version of Lead Document Confidential Attach Confidential Version of Lead Document

Attach Certificate of Service (cannot be confidential)

Add attachment file(s), if any, to Lead Document

- B. After you upload the Confidential version of a document in Section A, upload the Motion to Seal and any attachments to the Motion to Seal in Section B.

B Motion to Seal

Attach Motion to Seal

Attach Certificate of Service (cannot be confidential)

Add attachment file(s), if any, to Motion

Proceed with the same steps above to **Prepare for Filing** and **Add to Filing**.

- C. After reviewing your documents to be filed in Section C, click **Next**.

Tab 4 – Delivery

On tab 4, add an optional note to the file clerk and click **Send**. Clicking on **Send** will deliver your documents to the CPUC and create a receipt showing the details of your filing.

Proceeding is ready to be submitted to CPUC

Optional note to clerk

Send

Filing package created
 Filing sent to CPUC
 Filing confirmed by CPUC

Previous Submit Another Filing in Current Proceeding

Docket Review

You have now successfully sent your document(s) to the filing system. The Commission Docket Office will review your document for compliance with the filing requirements.

Upon acceptance of the document for filing, the Submitter will receive an e-mail that includes a link to the filed stamped document*. You and the public will be able to access your filed document* from the Commission's website through the [document search function](#) and the [docket card](#) for each proceeding.

If your document is rejected, the Submitter will receive an e-mail to let you know that the document was rejected and the reasons for rejection. Consistent with Rule 1.14(d), you may be able to cure deficiencies in your document and resubmit it within seven business days.

**When a Confidential version of a document has been filed, ONLY the Public version will be published.*

2. Filing History

To view the filing history for the current user, click the **Filing History** tab. The screen is ordered by filings awaiting processing by the CPUC, followed by filings that have been accepted and filings that have been rejected.

Transaction Number	Date Submitted	Proceeding Number	Lead Document Type	Current Status	Show	Use filing data to	Receipt	Details
131127	02/17/19 12:58 AM	A1902006	Arbitration Agreement	REJECTED at 02/17/19 02:38 PM	All Parties	Resubmit	Receipt	...
131126	02/17/19 12:08 AM	A1712011	Arbitrator Report	REJECTED at 02/17/19 12:13 AM	All Parties	Resubmit	Receipt	...
131125	02/17/19 10:55 AM	A1712011	Law & Motion	REJECTED at 02/17/19 12:13 AM	All Parties	Resubmit	Receipt	...
131124	02/17/19 09:12 AM	A1712011	Miscellaneous Filing	REJECTED at 02/17/19 10:03 AM	All Parties	Resubmit	Receipt	...
131123	02/17/19 09:06 AM	A1712011	Miscellaneous Filing	REJECTED at 02/17/19 10:02 AM	All Parties	Resubmit	Receipt	...

You may filter documents within a specified time period.

Show my filings for the **Past 365 days (71)** Filter

- Past 7 days (0)
- Past 30 days (0)
- Past 365 days (71)**
- All (150)
- Date Range

You may also view details for each transaction, such as party information and the filing receipt.

Show	Use filing data to	Receipt	Details
All Parties	File again	Receipt	...

3. Supporting Documents

To submit testimony and workpapers in an existing proceeding, click the **Supporting Documents** tab*.

- A. In section A, enter the proceeding number.
- B. In section B, select the Parties on whose behalf you are filing.
- C. In section C, click **Attach Documents** to upload documents. You may upload up to 50 documents. Fill out the **Related Witnesses** and **Document Title** fields.

California Public Utilities Commission Electronic Filing

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

Upload supporting documents to a pre-existing proceeding

Use this tab *only* if you wish submit electronic copies of testimony, work papers or workshop reports. For more information click [here](#). All of your documents must be in PDF/A format. As you submit your documents, they will be validated for PDF/A compatibility. If there are problems, you will be notified and directed to further assistance.

Enter the proceeding number: ALLIED TELESIS CAPITAL CORP. - FOR A CPCN TO OPERATE AS A COMPETITIVE LOCAL CARRIER TO PROVIDE RESOLD AND LIMITED FACILITIES-BASED LOCAL EXCHANGE SERVICE, AND VOICE OVER INTERNET PROTOCOL SERVICES [Not correct?](#)

Select the party on whose behalf you are filing.

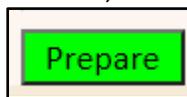
Parties: Add Remove Selected Parties:

Add the documents you want to file. Attach public Documents

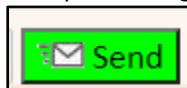
Attached Documents	Related Witnesses	Document Title	Exhibit Type (optional, if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prepare Send

To finish, click **Prepare** to validate your documents for PDF-A.



After your documents have been validated, click **Send** to submit your documents to the CPUC. A filing receipt will be generated.



**Note: Confidential supporting documents cannot yet be submitted.*

Appendix: Definitions of Document Types

Document name	Definition
AMENDED APPLICATION	Amended Application or amendment to application – a pleading that replaces and supersedes in whole or in part a previously filed application.
AMENDED COMPLAINT	Amended Complaint or amendment to complaint – a pleading that replaces and supersedes in whole or in part a previously filed complaint
AMENDMENT	Formal document modifying a previously filed document or supplementing a previously filed document at the request of the Administrative Law Judge.
ANSWER TO COMPLAINT	Answer to a formally filed complaint or amended complaint.
APPEAL	Appeal of the Presiding Officer’s decision.
APPEAL CATEGORIZATION	Appeal of a ruling on category (“Scoping Ruling”) or appeal of a categorization of the proceeding in Instructions to Answer, Order to Show Cause or in an Order Instituting Investigation.
APPLICATION	Initial request commencing a new formal proceeding.
ARBITRATOR REPORT	Report filed by the Commission Arbitrator in arbitration proceeding.
ARBITRATORS AGREEMENT	Agreement filed by arbitrating parties in an arbitration proceeding.
BRIEF	Document that is formally filed by parties as directed by the assigned judge or commissioner. Reply Briefs must be filed under the BRIEF.

Document name	Definition
CERTIFICATE OF SERVICE	Certificate of Service should not generally be a stand-alone document, but rather be integrated into the filed document.
CITATION APPEAL	Appeal of a Division-issued enforcement citation under Resolution ALJ-377.
COMMENTS	Document that is formally filed by parties as directed by the assigned Administrative Law Judge, Commissioner or Chief Administrative Law Judge or the Rules of Practice and Procedure. Reply Comments are filed under COMMENTS.
COMPLAINT	The initial pleading commencing a new complaint proceeding.
COMPLIANCE FILING	Document filed in compliance with a Commission Decision.
EX PARTE	Report of an ex parte communication pursuant to Rule 8.4. (Note: Rule 8.2 notice of an ex parte communication should be filed as a Notice).
LAW AND MOTION	Motions in discovery disputes (to compel discovery; to file materials under seal; for protective order, etc.)
MISCELLANEOUS FILING	Document that does not fit into a document type in the list.
MOTION	Request for the Commission or the Administrative Law Judge to take a specific action in a proceeding before the Commission. Includes Motion for Party Status, Request to Set Aside Submission, but NOT Reassignment. If motion pertains to a discovery dispute it should be filed under LAW AND MOTION.
MOTION FOR REASSIGNMENT	Request for the Commission or the Chief Administrative Law Judge to Reassign the proceeding to another Administrative Law Judge.

Document name	Definition
NOTICE	Any notice of fact related to the proceeding that does not constitute a notice of intent to file a new general rate application or of ex parte communication. Includes Notice of Intent to Claim Compensation, Notice of Ex Parte and Three-Day Notice of Ex Parte Meeting
PETITION	Used infrequently, and only if said petition does not fit the definition of either (i) a petition for modification or (ii) petition to adopt, amend or repeal a regulation.
PETITION FOR MODIFICATION	Request to the Commission to make changes in the text of an issued decision.
PETITION TO ADOPT, AMEND OR REPEAL A REGULATION	Initial pleading commencing a new proceeding under Public Utilities Code Section 1708.5.
PROPONENT'S ENVIRONMENTAL ASSESSMENT	The environmental assessment prepared by the applicant of a project as required under Rule 2.4.
PROTEST	Opposition to a new application.
REHEARING REQUEST	Application for rehearing of the Commission decision.
REPLY	Reply of the moving party to the Response(s) to a previously filed motion; Reply of an applicant to a protest to a new application.
REPORT	Informational report formally filed pursuant to a Commission decision or the request of an Administrative Law Judge or Commissioner.
REQUEST	Request for Intervenor Compensation.
REQUEST FOR HEARING ON ADMINISTRATIVE ENFORCEMENT ORDER	Request by the subject of an Administrative Enforcement Order for a hearing consistent with Resolution M-4846.

Document name	Definition
RESPONSE	Response to a previously filed document.
STATEMENT	Factual statement formally filed pursuant to the request of the Administrative Law Judge or/and Commissioner.
STIPULATION	Formally filed agreement between some or all of the parties to a Commission proceeding on the resolution of any issue of law or fact material to the proceeding.
WITHDRAWAL	Withdrawal of a previously filed document.

**For assistance with electronic filing,
please send an email to efile-help@cpuc.ca.gov.**