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eFiling Help Instructions

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eFiling Registration

- **Who needs to register:** You must be a registered user to submit new documents, but you do not need to be a registered user to search and view documents in the eDockets search repository.
- **Register only once:** As a registered user, you may submit documents for any entity you are authorized to represent. For example, Perry Mason is a partner at XYZ Law Firm. Mr. Mason should register his sole account under XYZ Law Firm and then he may submit documents for any of his clients using that account.
- **Registration Process:** To submit a filing using the eFiling application, you must be a registered user. To register, complete the registration process. You will be required to verify the email address that you provided during registration.

Welcome to eFiling

eFiling
→ Please sign in or register to access these functions.
[Sign In / Register](#)

eService
→ [Subscriptions](#)

eDockets
→ [Search Documents](#)

OR

Sign in to your account

Email

Password

[Forgot Password?](#)

[Sign In](#)

New user? [Register](#)

New user? [Register](#)



Register

First name

Last name

Email

Password

Confirm password

[← Back to Login](#)

[Register](#)

This system is the property of the Minnesota Department of Commerce (Commerce). Access to this service is for authorized personnel only. Use of this system without authority from Commerce, or in excess of authority, may result in disciplinary action, civil and criminal sanctions and other appropriate action. Any activity on this system may be monitored or accessed by Commerce or other authorized officials at any time. This includes any data created or stored using this system. All such data is subject to the Minnesota Government Data Practices Act. If you do not have the expressed authorization of the administrator, you must exit now or face the consequences of violating Chapter 13 of the Minnesota Statutes and other laws. Further, the State of Minnesota prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information in accordance with the Minnesota Statutes Sections 609.87 - 609.891 and other laws.

- **Forgot my password:** If you forget your password, click “Forgot Password?”, enter the email address linked to your account, and then use the link in the email you receive to set up a new password. Please do not register multiple accounts.

[Forgot Password?](#)

Account Management

To update your information from the eFiling home page, click “My Account” under “Security.”

Welcome to eFiling

eFiling

- [Start Submission](#)
- [Search Submissions](#)

eService

- [Master Contacts](#)
- [Service Lists](#)
- [Membership Copy Requests](#)
- [Subscriptions](#)

eDockets

- [Search Documents](#)

Security

- [My Account](#)

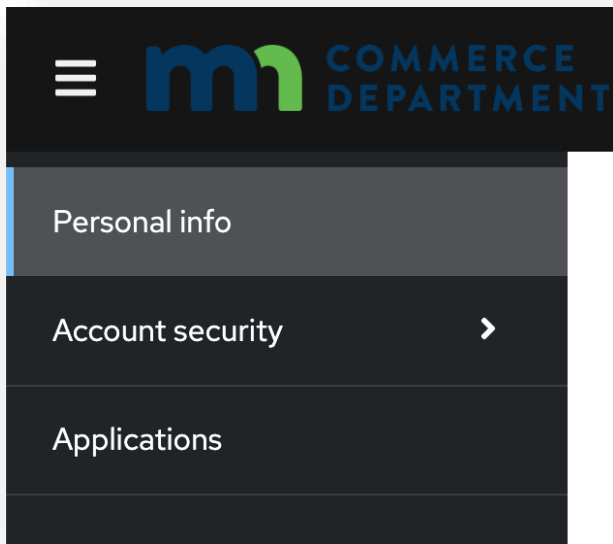
Once in “My Account,” to update your first name, last name, or email address, click the “Update” button under “User,” then click “Personal Info.”

[Home](#)

Account

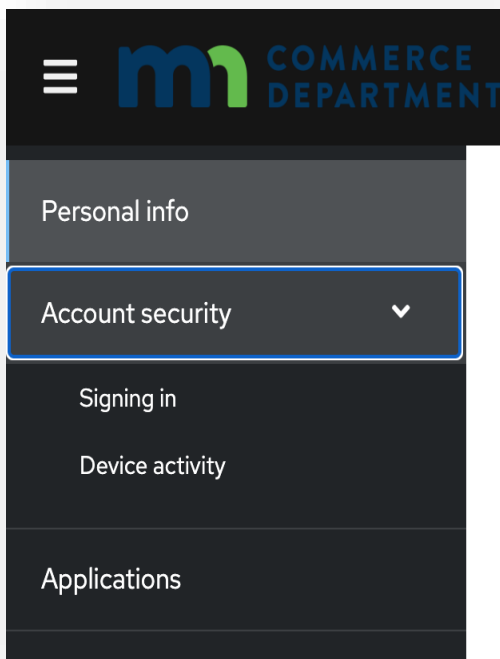
User

[Update](#)



Authentication Preferences

To update your sign-in preferences, click “Signing in” under “Account Security.”



From there, you can update your password or set up two-factor authentication.

Basic authentication

Password

Sign in by entering your password.

My password	Created May 13, 2024 at 12:03 PM	Update
-------------	----------------------------------	------------------------

Two-factor authentication

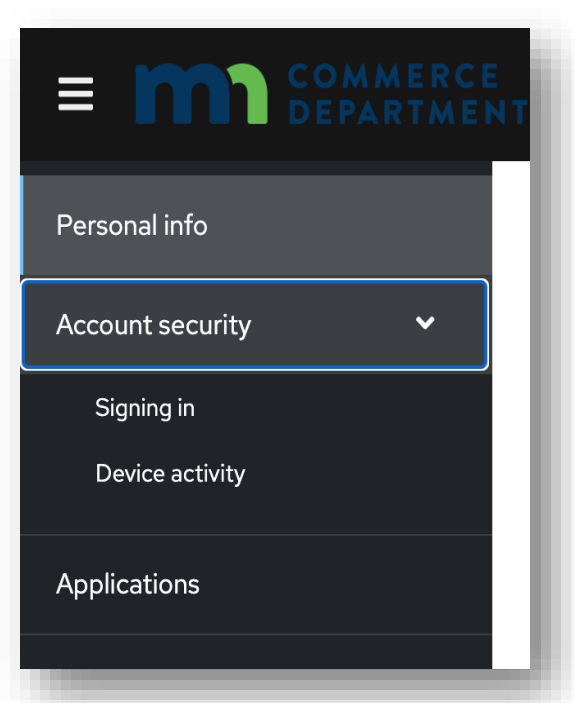
Authenticator application

Enter a verification code from authenticator application.

[Set up authenticator application](#)

Device Activity

Click “Device activity” under “Account security” to view the devices your account is signed in on.



Device activity

Sign out of any unfamiliar devices.

Signed in devices

[Refresh](#)

[Sign out all devices](#)

Mac OS X 10.15.7 / Chrome/124.0.0 Current session				
IP address	Last accessed	Clients	Started	Expires
	June 5, 2024 at 11:44 AM	eFiling, Account Console	June 5, 2024 at 11:44 AM	June 5, 2024 at 9:44 PM
Mac OS X 10.15.7 / Chrome/124.0.0 Sign out				
IP address	Last accessed	Clients	Started	Expires
	June 5, 2024 at 11:10 AM		June 5, 2024 at 11:03 AM	June 5, 2024 at 9:03 PM

Technical Requirements

In order to submit documents using the eFiling application, you must have:

- **Internet connection:** A high speed internet connection is recommended for users uploading or downloading large files.
- **Browser Specifications:** Microsoft Edge, Google Chrome, and Mozilla Firefox are the recommended web browsers. Use of Internet Explorer will likely cause errors in the application, so its use is not recommended. The app has been developed with Bootstrap 5.3 and may be compatible with other web browsers. Visit [Bootstrap's website](#) for more information on supported browsers and devices.
- **User Info:** A user account is required to submit new documents using the eFiling application.
- **File Format:** The eFiling application accepts files in PDF, Excel (XLS, XLSX, XLSB, and XLSM), or CSV formats. Whenever possible, the PDF should be created in the application of origin. Scanned PDFs should only be submitted if the document is not available in its original format, because scanned documents increase the file size and reduce the accuracy of full-text searching. Adobe Acrobat is an example of software that can convert documents to PDF. The agencies do not sanction or support this product in any way.
- **File Size:** Document size is strictly limited to 50MB. If your document is larger than 50MB, split it into logical parts (e.g., existing document sections) so each part does not exceed 50MB.

Creating and Saving the Document

- For general readability, documents should be created using a 12point font that fits on a printed 8.5" x 11" page.
- PDF documents should be converted to PDF from the original file format. If the document must be scanned to PDF, the scanner should be set to 300 dpi.
- Split large documents (exceeding 50MB) into logical sections and identify them accordingly using the "Additional Information" field.
For example: Part 1 of 2, Appendix A; Part 2 of 2, Appendix B-C.
- Name your file and save it in a location on your computer that's easy to find. To eliminate the inadvertent selection of a draft or previous version of the document, you may want to save the final draft of the document to a separate folder for eFiling documents.
- Append small documents: The cover letter and service list should be filed along with your document as long as the document size is less than 50MB. Most PDF software products have an "Append" feature that allows you to combine these smaller components into one PDF document.

Trade Secret Information

Trade secret information must be filed electronically. It is the sole responsibility of the filer to remove all trade secret data from the public version and properly identify a Trade Secret document during the submission process. Trade Secret documents will be listed in the search results but will not be viewable by unauthorized users.

Keep in mind that there must be a Public version of all Trade Secret documents.

When creating the Public version of the Trade Secret document, delete all trade secret information. For example, do not change the color of the text to white or place a highlight over the trade secret text to create a Public document. Copies of Public documents are often saved to the local desktop and reformatted for inclusion in another document.

Trade secret data may appear upon reformatting if it was hidden instead of deleted in the Public version.

Signing Your Document

When the document is finalized, sign it using this electronic signature method:

/s/ Perry Mason

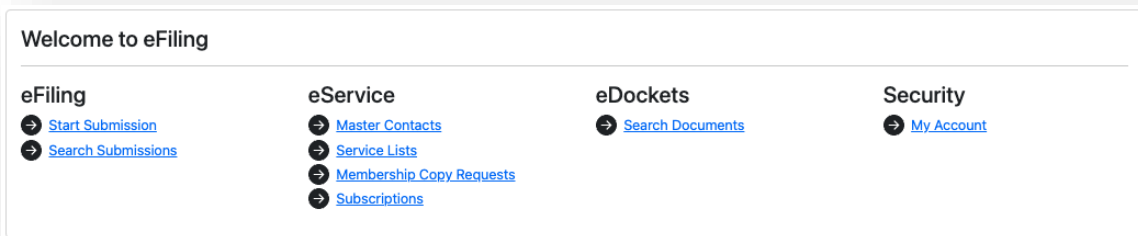
The eFiling application tracks the user information of the person that signed into the eFiling application and used the submission process to upload the document. The electronic signature represents the person responsible for the document, not the person that used their user account to upload the document to the eFiling application.

Submit a Document

In order to submit a document using the eFiling application, you must be a registered user.

Step 1: Start Submission

From the Home screen, click “Start Submission” under the “eFiling” Column.



Step 2: Select Type

You will be asked for the type of submission you are completing.

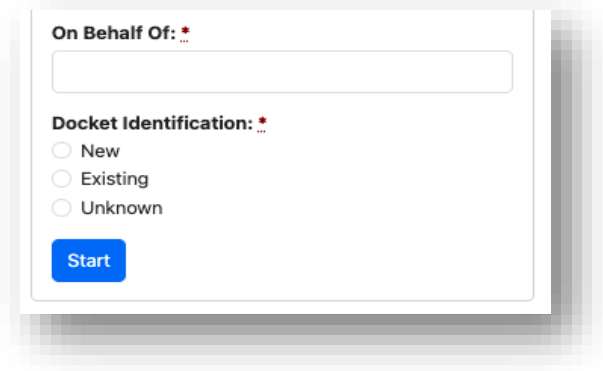
- Standard
- Telephone Tariff
- Information Request
- Telephone Annual Report
- Tribal Government Filing¹

A screenshot of the "Start Submission" form. At the top, it says "Start Submission". Below this, there is a note: "* indicates a required field". The form has a section titled "Type: *" with five radio button options: "Standard", "Telephone Tariff", "Information Request", "Telephone Annual Report", and "Tribal Government Filing". At the bottom of the form, there is a blue "Start" button.

¹ The **Tribal Government Filing** submission type is only for **official submissions from tribal governments**. Documents that do not officially represent tribal governments must be filed using the *Standard* submission type.

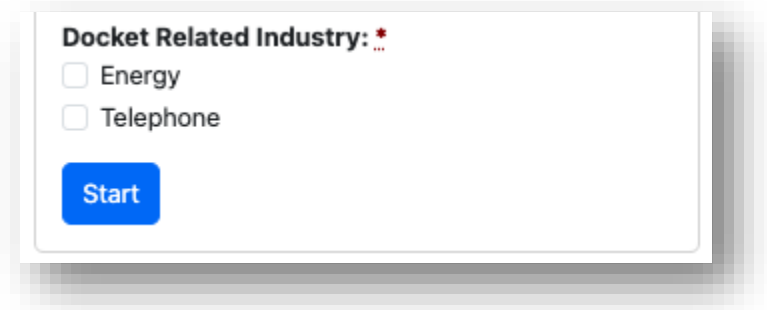
Note: If you select “Standard” or “Telephone Tariff” or “Tribal Government Filing,” you also must identify:

- Who you are submitting the document on behalf of (the entity you represent with this submission). If you are from a law firm, “On Behalf Of” is the name of your client.
- Docket Identification
 - New
 - Existing
 - Unknown

A screenshot of a web form. The first section is titled "On Behalf Of: *" and has a text input field below it. The second section is titled "Docket Identification: *" and has three radio button options: "New", "Existing", and "Unknown". At the bottom of the form is a blue button labeled "Start".

If you select New or Unknown, you will also be asked to identify the docket related industry:

- Energy
- Telephone

A screenshot of a web form. The section is titled "Docket Related Industry: *" and has two checkbox options: "Energy" and "Telephone". At the bottom of the form is a blue button labeled "Start".

Additional submission types on the “Start Submission” are:

- “Information Request”
 - When you select “Information Request,” you will be asked:
 - 1. If your information request is being filed in a Conservation Improvement Program (CIP) docket or Resource Planning (RP) docket.
 - 2. If the Public Utilities Commission (PUC) is one of the parties on your information request.
 - The answers to these questions will affect what information is displayed on the next page, so be sure to answer accurately.

Is this Submission related to Conservation Improvement Program (CIP) or Resource Planning (RP) dockets? *

☐ Yes ☐ No

Is Public Utilities Commission (PUC) involved in this Information Request? *

☐ Yes ☐ No

[Start](#)

- “Telephone Annual Reports”
 - Selecting “Telephone Annual Reports” will lead you to verify additional information about your request. (Screenshots below)

1. Select the Docket

Telephone Annual Report - Select Docket

Docket #	Description
24-3	Telephone Jurisdictional Annual Report (PJAR) 2023 Data.
23-3	Telephone Jurisdictional Annual Report(PJAR)2022 Data.
22-3	Telephone Jurisdictional Annual Report(PJAR)2021 Data.
21-3	Telephone Jurisdictional Annual Report(PJAR)2020 Data.
20-3	Telephone Jurisdictional Annual Report(PJAR)2019 Data.

2. Select the company

2023 Telephone Annual Report - Select Company

Utility ID / Name [Reset](#) [Search](#)

Utility ID	Name
U10003	152 Club
U6881	1 800 Collect, Inc. dba Simple Billing Solutions
U13597	1-800-RECONEX, Inc. dba USTel

Docket

24-3
Telephone Jurisdictional Annual Report (PJAR) 2023 Data.

3. Fill out the form

2023 Telephone Annual Report - Form

⋮ indicates a required field

All telephone companies that had authority (including conditional authority) in 2023 are required to file this Annual Report regardless of the Revenue amount.

[Instructions](#)

Document Classification: ⋮

☐ Public ☐ Trade Secret

If you select trade secret, then we will automatically file a public version for you.

Contact information

Name: ⋮ **Email Address:** ⋮ **Phone #:** ⋮

Do you need to update your annual report contact information? ⋮

☐ Yes ☐ No

Telephone Company (Incumbent telephone provider)

Minnesota total regulated operating revenue: ⋮

Subtract interstate revenue: ⋮

Docket #

24-3
Telephone Jurisdictional Annual Report (PJAR) 2023 Data.

Company

152 Club (U10003)
15 Broadway North
PO Box 600
Grand Marais MN, 55604
United States
FEIN #: 9999999999

Step 3: Submission Page

Clicking “Start” from the “Start Submission” page opens the submission page for your selected submission type.

Note: The fields on the submission page will vary depending on which submission type was selected in the previous step, so what’s described and pictured below may not be an exact match for what you see.

Submission #20249-10041

[More ⋮](#) [Review and Complete](#)

Info [Update Info](#)

Status:
In Progress

Type:
Standard

On Behalf Of:
EdChunk

Docket:
Existing

[Emails](#) [Events](#)

Dockets [Add Docket](#)

Please add at least one docket.

Documents [Add Document](#)

Please add at least one document.

Service Lists [More ⋮](#) [Add Service List](#)

Please add a service list if applicable.

Click “Add Docket” to add a docket to the submission or “Add Document” to add a document.

Add Docket

To add a docket to the submission, search by one or more of these criteria:

- Docket Year - From ‘75 to the current 2-digit year
- Docket Number - Enter the docket number into the text field
- Regulated Utility Name - Enter the name of the regulated utility that’s linked to the docket in the text field
- Docket Types - Select the type(s) from a dropdown list
- Docket Description - Enter words or numbers from the docket’s description into the text field
- Received Month - Select the month the docket was created from a dropdown list
- Received Year - Select the year the docket was created from a dropdown list

Search Dockets for Submission

If a docket doesn't exist, then you can [create it in eAssessment](#).
Once created, it can take several minutes for the docket to show up in eFiling, or you can force an immediate sync.

Sync Now

Docket Year 	Docket Number 	Regulated Utility Name 	Docket Types 	Docket Description
Received Month 	Received Year 			

Search **Cancel**

Click “Add” to add the docket to your submission.

Action	Docket #	Type	Industry	Description	Regulated Utility
Add	24-1	Periodic Reports	Telephone	2024 TAP REPORTS.	

Click “Save” to save and return to the submission page.

Add Docket to Submission

Docket

Industry:
Telephone

Docket #:
24-1

Type:
Periodic Reports

Description:
2024 TAP REPORTS.

Default Service Lists

Service List

Name	Description	Type	Owner	Docket #/ Organization	Status
☒ 24-1PR-24-1	P999/PR-24-1 - For PUC mailings also use ETC, LEC, SLEC & CLEC lists from eAssessment, per PUC	Official Service List	Department of Commerce	24-1	Active

Save

Cancel

Add additional dockets as needed.

Dockets

[Add Docket](#)

Docket #	Type	Industry	Description	
24-1	Periodic Reports	Telephone	2024 TAP REPORTS.	Actions :

Add Document

To add a document to the submission, select:

- Classification - Public or Trade Secret
- Document Type - Select the type from a dropdown list
- Additional Info - Clarifying information, ex. "Part 1 of 2"
- Document Date - The date on the cover letter or other date on the document
- Locate the file on your computer and select it for upload
 - Clearly name documents to minimize confusion
 - Consider storing the documents that you're uploading to eFiling documents in a separate folder

Add Document to Submission

Uploading confidential or private data on individuals is not allowed.

* indicates a required field

Classification *	Document Type *	Additional Info

Document Date *	File (50MB Limit) *
mm/dd/yyyy	Choose File No file chosen

Click “Add” to add the document to your submission and return to the submission page. Add additional documents as needed.

Documents

[Add Document](#)

Name	Classification	Document Type	Additional Info	Document Date	
eFiling Test Document.pdf ↓ (94KB)	Public	Letter		09/18/2024	Actions :

Add the applicable Service List.

Add Service List

To add a service list to the submission, search by one or more of these criteria:

- Docket # - e.g.:23-1
- Service List Name - Enter the service list name into the text field
- Organization/Reg. Utility Name - Enter the name of the organization/utility that owns the service list into the text field
- Regulated Utility ID - Enter the Regulated Utility ID (U Number) of the organization/utility that owns the service list into the text field, including the “U”
- First Name - Enter the name of a person on the service list into the text field
- Last Name - Enter the name of a person on the service list into the text field
- Member ID - Enter the member ID of a person on the service list into the text field
- Type - Select the service list type from the checkbox options
- Status - Select the status from the checkbox options
- Owner - Select the owner type from the dropdown list

Add Service List to Submission

[Create](#)
[Back to Submission](#)

Docket # e.g.: 24-1	Service List Name	Organization/Reg. Utility Name	Regulated Utility ID
Lookup			
First Name	Last Name	Member ID	
Type	Status	Owner	
☐ Official Service List ☐ Special Service List ☐ General Service List	☒ Active ☐ Inactive		
Search Cancel			

Click “Add” to add the service list to your submission and return to the submission page. Add additional service lists as needed.

Action	Service List Name	Description	Type	Owner	Docket #/ Organization	Created On	Status
Add	24-195M-24-195	E002/M-24-195	Official Service List	Department of Commerce	24-195	05/08/2024 11:42 AM	Active

Service Lists

[More](#) : [Add Service List](#)

Docket #	Service List Name	Description	Owner	Type	
24-195	24-195M-24-195	E002/M-24-195	Department of Commerce	Official Service List	Actions :

Service Lists

[More](#) : [Add Service List](#)

Please add a service list if applicable.

Notes

If you want to provide information to the staff that will review your submission, you can do so via the Notes field. Any notes you add, will be visible to the staff member that reviews your

submission for approval.

Notes

[Add Note](#)

There are no notes available for this submission.

Once your documents and any additional information have been added, click “Review and Complete.”

Submission #20246-10030

More :

[Review and Complete](#)

Info

[Update Info](#)

Status:

[In Progress](#)

Type:

Standard

On Behalf Of:

EdChunk

Documents

[Add Document](#)

Name	Classification	Document Type	Additional Info	Document Date	Actions :
eFiling Test Document.pdf ↓ (9KB)	Public	Letter	Testing	06/06/2024	

If there is an error message present, follow the prompt(s) to correct the error and click “Review and Complete” again.

Error

- At least one document with classification 'Public' is required

Review the submission for accuracy and click “Complete.”

Submission Review

Please review your submission for accuracy before completing it.
Your submission will not be received until you click the "Complete" button below.

Info

Submission #:
20246-10030

On Behalf Of:
EdChunk

Submission date/time:
06/06/2024 05:53 PM

Filer

Name:

Email: **Phone Number:**

Documents

Name	Classification	Document Type	Additional Info	Document Date
eFiling Test Document.pdf	Public	Letter	Testing	06/06/2024

Service List - Electronic Service

No master contacts served electronically.

Service List - Paper Service

No master contacts with paper service.

[Go Back](#)

[Complete](#)

Submission Summary

After you click “Complete,” the next screen will provide confirmation of your eFiling. This screen also provides a submission number which can be used in the eDockets Search to view your submission. Retain this information using the “Print” button to save an electronic or paper copy.

Submission Summary

Parties were not served. You have elected to provide service to parties independent of the application.

Your submission has been eFiled with the PUC and DOC and is pending verification. Submissions in this status are considered received. Once the submission is accepted, you will receive an email notification and the public version(s) will be available through eDockets Search. If there is a problem with the submission, then it will be rejected and you will be notified by email. For more information about acceptance of documents, go to eFiling Help.

If you elected to have the application serve the list members, those members requesting electronic service have been notified and provided a link to the document. Service to members requiring paper service is the responsibility of the eFiler.

If you selected skip service list assignment, you are responsible for serving appropriate service list members.

[Done](#) [Print](#)

Info

Submission #:
20246-10030

On Behalf Of:
EdChunk

Submission date/time:
09/18/2024 08:22 PM

Filer

Name:

Email: **Phone Number:**

Documents

Name	Classification	Document Type	Additional Info	Document Date
eFiling Test Document.pdf	Public	Letter	Testing	06/06/2024

Acceptance of Your Submission

You will receive an email notification when your submission has been accepted.

MN eFiling Submission 20249-175042 - Accepted



eservice.admin@state.mn.us
To: MN_COMM_eFiling.project.test

[Reply](#) [Reply All](#) [Forward](#)  [...](#)

Retention Policy AllMail_90 (90 days) Expires 12/10/2024 Wed 9/11/2024 5:01 PM

Submission Accepted

Submission Number [20249-175042](#) has been accepted and public documents in this submission will soon be available via eDockets. Documents will generally be available in eDockets within 30 minutes, but it could take longer.

Thank you for using the eFiling application.



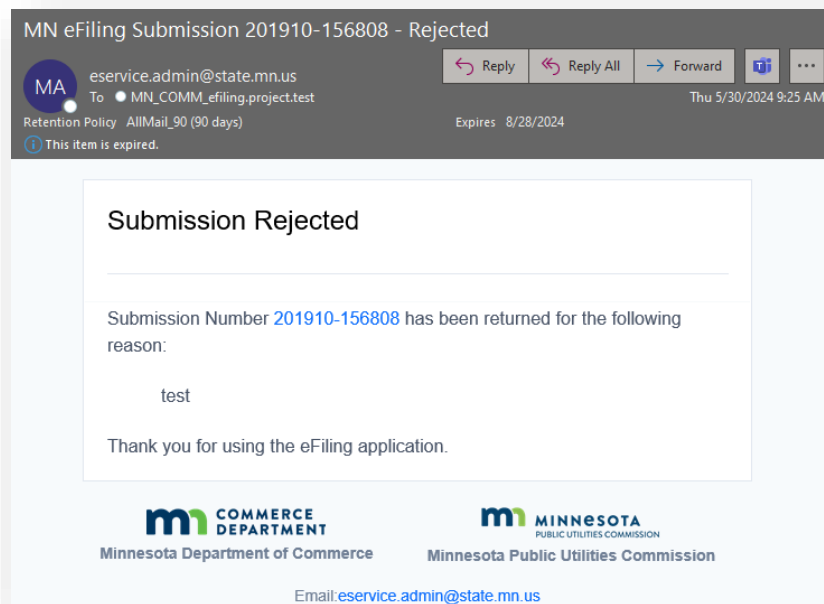
MINNESOTA
DEPARTMENT OF
COMMERCE



MINNESOTA
PUBLIC UTILITIES
COMMISSION

Email eservice.admin@state.mn.us

You will also receive an email notification if your submission has been rejected.



Submissions are accepted when:

1. The document(s) attached to the submission is functional; and
2. The document(s) is appropriate and related to public utility regulation.

Acceptance of your submission does not indicate the timeliness of the filing or agreement by the agencies as to the content of the document. If the submission has been rejected or is returned to the filer, the filer will receive an email notification that states the reason. If the filing is returned, make the changes specified in the email and then submit the filing again.

Note: If there is a reason to reject any of the documents in a submission, the entire submission will be rejected.

Transcripts: Transcripts are a document type listed in your search results that only state agency users can view in eDockets.

Arrangements may be made with the court reporter to purchase a copy of the transcript by contacting reporters@janetshaddix.com.

Alternatively, you may contact the Department of Commerce at [651-539-1500](tel:651-539-1500) to make an appointment to review a transcript in person at the Golden Rule Building in downtown Saint Paul.

Amending Submissions and Documents:

If you need to amend a submission that hasn't yet been accepted, need a pending submission to be rejected, or need changes made to the metadata of already filed documents, contact marcella.emeott@state.mn.us and efiling.admin@state.mn.us.

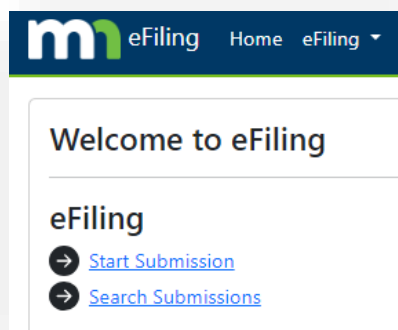
Keep in mind:

- Once a document is efiled, it cannot be changed. If you find there is a page missing or incorrect text in the efiled document, you will need to efile an amended document.
- The "Additional Info" field of the amended document should note that the document replaces the original. Example: "Amended version of document 20246-175008-03"
- The original document will remain in eDockets to reflect the course of events.
- If the original document was efiled as Public, but is later found to contain trade secret information, file a new document as Trade Secret with the appropriate corrections. This document should state, in the "Additional Info" field, that it replaces the original Public document which contained errors.

Then immediately contact efiling.admin@state.mn.us to have the original document deleted.

Search Submissions

Search Submissions is a feature that allows users to lookup their own submissions. This feature is accessed by clicking Search Submissions on the homepage or in the eFiling dropdown menu at the top of the screen.



The search criteria can be used filter the results and find specific submissions.

Search Submissions

[Start Submission](#)

Submission # 	Type 	Status ☐ In Progress ☐ Submitted ☐ On Hold ☐ Saved ☐ Approved ☐ Rejected	
Filer Email 	Filing Date Range: From mm/dd/yyyy	Received Date Range: From mm/dd/yyyy	
On Behalf Of 	To mm/dd/yyyy	To mm/dd/yyyy	
Classification 	Document Type 	Docket Type 	Related Industry ☐ Energy ☐ Telephone
Search Reset Pending Submissions			

Submission # ↓	Filed Date ↓↑	Received Date	On Behalf Of	Filer Email	Type	Docket #	Industry	Classification	Status	Returns
20248-175033			DOC	filer2@fake.state.mn.us	Standard			Public	In Progress	0
20248-175032			DOC	filer2@fake.state.mn.us	Standard		Energy	Public	In Progress	0
20244-174910	04/09/2024 12:43 PM	04/09/2024		filer2@fake.state.mn.us	Information Request	23-2 (AI)	Energy	Trade Secret	Submitted	0

Status

The Status field displays the current status of each submission.

Status

☐ In Progress ☐ Submitted ☐ On Hold ☐ Saved ☐ Approved ☐ Rejected

Below is an explanation of each submission Status:

- In Progress – The submission has not yet been submitted by the filer.
- Submitted – The submission has been submitted by the filer and is awaiting review by submission verification staff.
- On Hold – Review of the submission by verification staff is in progress.
- Saved – Review of the submission by verification staff is in progress.
- Approved – Submission has been approved by verification staff.
- Rejected – Submission has been rejected by verification staff.

Technical Failures

What to do if the eFiling application is not accessible/available:

There may be occasions where a registered user is unable to access the eFiling application due to technical problems, thus preventing submission of documents via eFiling. In this event, users may hand deliver a disc or flash drive containing the file(s) to be submitted to the PUC at the address below.

Minnesota Public Utilities Commission
121 7th Place East, Suite 350
St. Paul, MN 55101

Documents received under this procedure are considered filed upon delivery at the PUC office. Documents received after 4:30 pm will be considered filed on the next business day. The agencies are not responsible for any document not received because of a failure in the user's computer system or delivery mechanisms.

eService

- **Master Contact List:**

This is a repository of names and contact information for people that may have been associated with an eFiling service list. A master contact can be created for an individual by any registered eFiling user. The eService system allows duplicate master contacts, but they should only be created for a valid business reason, such as one person running several, separate businesses using the same email address.

Users may not inactivate a person's master contact. If there is a problem with a master contact, please contact the PUC at eService.admin@state.mn.us

- Copying Master Contact Service List Memberships

If you need to copy the service list membership of one master contact to another master contact, for example when someone is retiring and passing their duties to a new person, please use the "Copy Membership" feature.

To access this feature, go to the master contact page of the person that needs the new service list memberships and click on the "Copy Membership" button. Then run a search for the master contact whose service list memberships you want to copy. Once that master contact is found, select one of the two available "Action" options. The "Select Memberships" option should be used if you want to pick specific service lists, but if you don't see the service list(s) that you want to copy, please use the second option. The "Request All Memberships" option should be used if you want the master contact that you're updating to have all the service list memberships of the other master contact you selected.

Please keep in mind that the "Request All Memberships" action requires administrator approval, so the process is not immediate. Be sure to fill in the "Description" field with an

explanation for why the request is necessary since that information will be utilized by the administrator evaluating the request. To check the status of your request, please go to the homepage, then click the Membership Copy Requests option in the eService section.

Please note that “Request All Memberships” excludes all Office of Administrative Hearings (OAH) service lists, so those memberships will not be copied.

- **Create A New Service List:**

Users are encouraged to create new service lists within the eService system. organization and citizen eFiling users can create General Service Lists by selecting existing master contacts, by selecting existing service lists, or by creating new master contacts.

- **Modify A Service List:**

You can modify any list you have created by selecting “Service Lists” under the “eService” header.

Search for the list, select it from the results, and modify the list.

If any of the information linked to a master contact is incorrect, the user must notify the PUC (at the email address above) so that PUC staff can make the appropriate change to the master contact.

- **Add a PDF of Any Saved Service List to Your Document:**

Go to “Service Lists” under the “eService” header to search for the appropriate service list.

Select from the list of results.

On the following page, click “View all.”

Then, you can print the page as a PDF using the Print button and append it to the document that’s going to be efiled.

- **Using eService to Serve Parties Through the eFiling System:**

The eFiling system has a feature which provides the option to serve parties as part of the eFiling document submission process.

- Go to “Service Lists” under the “eService” header and identify the appropriate service list to be used.

If there is no service list (as in the case of a new filing) you will need to create a service list.

- Make a PDF of the service list and append it to your document along with the certificate of service.

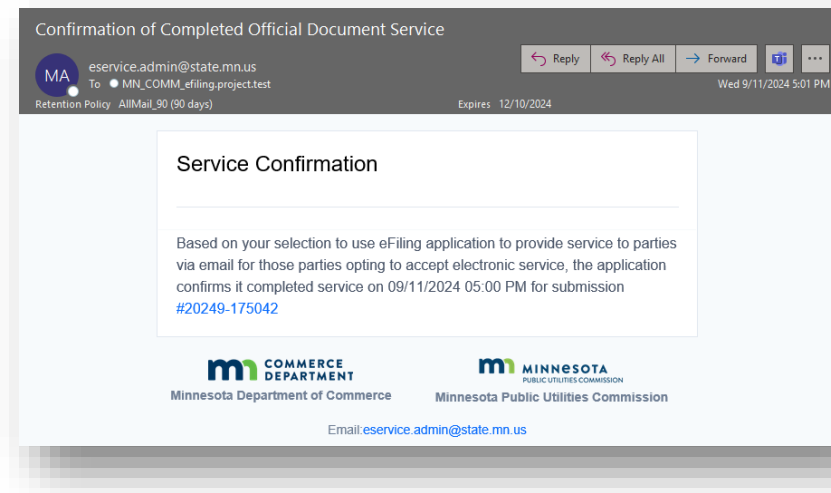
- Now you are ready to efile the document.

Describe the document when adding it to the submission. Use “Docket” to select the docket number associated with your filing.

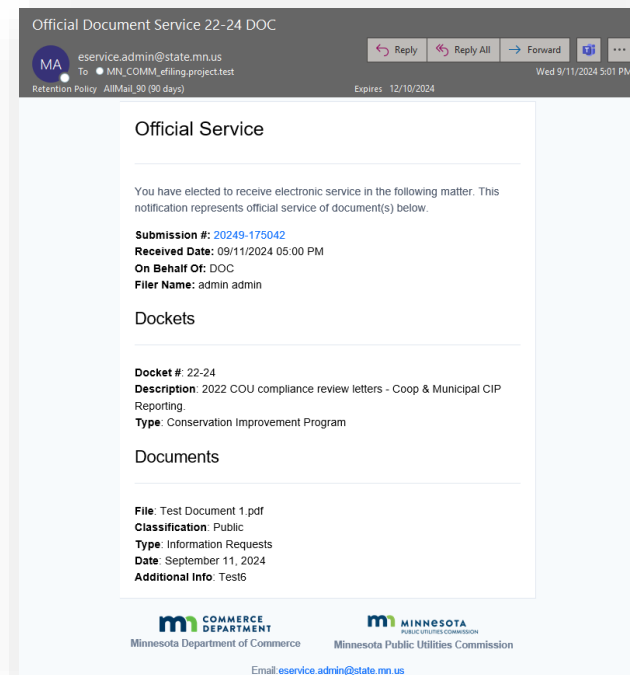
The application will automatically display the active service lists associated with the docket number(s) you selected. Verify that the appropriate service list(s) are

selected and then click “Save.” You can add additional service lists as needed by using the “Service Lists” section of the submission page.

- Once you complete your submission, the app will serve your documents to the parties on the service lists you selected. When service is complete, you will receive a confirmation email with the date and time it was completed. This email will not be generated if you used the “Skip Service List Assignment” option described below.



- The parties on the service lists you selected that get electronic service will receive an Official Service email.



- You may opt out of using electronic service via the application by not adding any service lists to the submission and then clicking “Review” and “Complete” in the upper right.
In the Review Submission window that appears, select “Skip Service List Assignment,” and then click “Review”
If you choose this option, the application will not assist you in serving parties.
- If you elect to serve parties electronically, please note there may be some parties who require paper service. It is your obligation to serve these parties via US Mail or personal service. In addition, all Trade Secret documents must be served to parties via paper. When a user efiles documents, it constitutes service on the PUC and Commerce for both Public and Trade Secret documents.