

FERC: e-Filing = a file attachment process

- You must be e-Registered
- File: 50MB limit
- File name: 60-character limit (including the period & file extension); no spaces; can use hyphens or underscores.
- Do not include hidden data/references, macros or scripts that alter the file in a manner that changes content or renders the file unreadable, or hyperlinks as a means to include external items.
- Do not encrypt files.
- Portable Document Format (PDF) should be text-searchable.

Go to FERC Online to access eFiling:

FERC > Documents & Filing > eFiling: Submit Comments to Formal Application Docket

Step 1: Login with your FERC ID or the Email & Password you used when you registered. Click on eFiling.

Step 2: Filing Type – There will be 3 columns. Select Gas > Report/Form for Existing Docket Number > Report/Form if you are attaching a report. If you are attaching a comment, select as shown below:

How is your filing to be directed?	What kind of filing are you making?	Filing Type (Fee)
General	Comment (on Filing, Environ, Report, or Tech Conf)	Comment

Step 3: Select Docket Number

- ◆ Enter Docket Number; click Search button on the same row;
- ◆ Click the blue sign next to the docket description.
- ◆ Click Next.

Step 4: File Upload

- ◆ Be sure the Public tab is selected.
- ◆ Select Browse (Choose File) button & select the file you wish to upload. Be sure that it is already clearly named.
- ◆ Enter a brief description, such as the title of the document.
- ◆ Select UPLOAD. (Note: You do not need to do anything about Large Format, Change Security, etc.)
- ◆ Click Next.

NOTE: You can submit multiple uploaded files in succession. Be mindful of the order in which you want people to read them.

Step 5: Specify Filing Parties

- ◆ Select the radio button - As an individual. Click Next.

Step 6: Specify the Person to Whom Communications Should be Addressed

- ◆ When asked to specify the person to whom communication should be addressed, enter your email & click Add as a Signer. Your email will appear in a new window below the field used to enter your email.
- ◆ Click Next.

Step 7: Submission Description

- ◆ A generic description is entered, based on the menu-selections from Step 1. You should fully describe this filing– Note if it includes comments, motions, protests, requests, etc. Don not make subjective judgmental statements here.
- ◆ Click Next.

Step 8: Summary & Submission

- ◆ Review what is on the screen. If OK, click the Submit button.

You will get a confirmation of receipt of email at your eRegistered account. FERC reviews each filing prior to acceptance or rejection. Look for an acceptance email.