

## 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. Do not make subjective judgmental statements here. **DO: Type-in text that identifies what your comment is about.**
- ◆ 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**.