

## Quick Start Guide to Filing in an Open Docket

### Pre requisites:

- You must use Internet Explorer.
- A black and white PDF of your document – all pages must be in “portrait” mode
- You must have an E-mail account.
- You must know the Docket Number for which you are submitting a comment.

### Create an Account:

1. On the [Electronic Filing Systems](#) home page: click the [Not Registered?](#) link.
2. Read the acknowledgement and if you agree click the **I Acknowledge** button.
3. On the Registration page:
  - a. Enter your E-mail address. Confirmation E-mails will be sent to that address.
  - b. Confirm your E-mail address.
  - c. Create and confirm a password.
    - At least 7 characters including one special character (!@#\$\$%^&\*?), one numeric character (1234567890), and one capital letter (A-Z).
  - d. Set up a security question and answer to retrieve a temporary password in case you forget your password..
4. Click the **Create User** button.

### Logon

1. On the [Electronic Filing Systems](#) home page: Enter your E-mail address and password.
2. Click the **Login** button.

### Select an Option

1. Click the **Open Docket Filing** button.

### Submit a Filing in an Open Docket

1. Filed For: *Your Business or Your Organization or Your Name*
2. Filed By: *Your Name*
3. Filed By Phone Number: *Your Phone Number*
  - You can click the **Save Filing Profile** button so that you do not need to fill out this information again.
4. Docket Number: Enter the Docket Number and click the **Find** button.
5. In the box that has “Select the Filing Type”: click the **down arrow** and select “**Other Filings in an Open Docket**”.
6. Click the **Continue** button located at the bottom of the screen.

### Submit Electronic Filing

1. Click the **Browse** button.
  - a. Locate the PDF file on your computer.
  - b. Select the file so that the **file name** appears in the file name box.
  - c. Click the **Open** button.
  - d. Click the **Upload** button.

### Electronic Signature Requirement

1. Click the **Electronically Sign** button.
  - o Check your E-mail for a confirmation message. Save it for your records.

The [Online Electronic Filing Users Guide](#) contains all rules and regulations regarding electronic filing. Download a PDF Copy of the [Electronic Filings Users Guide](#).