Procedures for Submitting an Annual Report

Step 1: Open your Internet browser and enter the Commission's web address.

http://rca.alaska.gov/RCAWeb/Home.aspx.

Please be aware that submission of an annual report under these procedures does not meet a public utility or pipeline carrier's obligation to submit a verified annual report of its operations, pursuant to AS 42.05.451(b) and AS 42.06.430(7).

Step 2: From the website's home page, enter your Commission issued **User name** and **Password** in the boxes shown in the upper right corner of the page. Click the **Login** button.

To request a login please follow the **Procedures for Requesting a User Name and Password** which can be found on the Commission's website at <u>https://rca.alaska.gov/RCAWeb/Documents/Help/RequestingLogin.pdf</u> or send an electronic mail to <u>RCAElectronicFiling@alaska.gov</u>.

Please make sure that you are familiar with the Commission's procedural rules and specific filing requirements, including electronic filing. You should also be familiar with the **Commission's Fling Submission Guide** which can be found at https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf.



Procedures for Submitting an Annual Report Page 1 of 5 Step 3: Once you are logged into the Commission's electronic filing system, you will see a list of dark blue tabs that run horizontally across the top of the screen. The second tab in this list is the RCA Exchange tab. Place your cursor over the tab and click the Submit Annual Report menu option. This will give you two filing options. Click the Submit Annual Report option.

If you are submitting a Filing, a Petition for Intervention, an Annual Report Extension Request, a Public Comment or a Quarterly RCC Report, please see the instructions that relate to those filing types.

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Step 4: On the **Select Entity** screen you will be asked to select the **Company** or **Entity** that is submitting the annual report.

The company that you work for or the entity you are filing on behalf of will be listed in the **Select the Entity** drop down menu. Select the **Company** from the drop down menu box and click the **Submit** button. If your company is not listed in the drop down menu, please contact the Commission's webmaster at <u>webmaster.rca@alaska.gov</u>.

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Step 5:On the Select Certificate screen you will be asked to select the Certificate of PublicConvenience and Necessity that has been issued to the entity submitting the annual report.

Each certificate that is related to the company you selected in Step 4 will be listed in the **Select the Certificate** drop down menu. Select a **Certificate** from the drop down menu box and click the **Next** button. If the appropriate certificate is not listed in the drop down menu, please contact the Commission's webmaster at <u>webmaster.rca@alaska.gov</u>.

Please be aware that using the **Back** button in your web browser will cause you lose any information you have already entered into the Commission's electronic filing system. If you wish to return to a previous screen you should use the **Back** button on the bottom of the screen.

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Procedures for Submitting an Annual Report Page 3 of 5 Step 6: On the Annual Report Data screen you will be asked to enter the appropriate Filing Year from the drop down menu box at the top of the screen, as well as the company's beginning and ending balances from the Balance Sheet, the Total Revenues, Expenses and Net Income from the Income Statement and the appropriate Metrics.

Once you have entered the required information, you may click the **Submit** button on the bottom of the screen.

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Step 1. Step 2. Select Entity Select Cer	►I Step 3. tificate Enter Report Data	Step Confi	4. rmation					
Annual Report Data								
Year Ending December 3	31, 2011	Certifi	cate #: 789 (RCA - TE	ST for eFiling))			
From the Balance She	eet							
	Beginning		Ending					
Gross Plant in Service	\$	0.00	\$	0.00				
Net Plant in Service	\$	0.00	\$	0.00				
Inventory	\$	0.00	\$	0.00				
Prepayments	\$	0.00	s	0.00				
Current Assets	\$	0.00	\$	0.00				
Deferred Tax Assets	\$	0.00	\$	0.00				
Long Term Debt	\$	0.00	\$	0.00				
Current Liabilities	\$	0.00	\$	0.00				
Deferred Tax Liabilities	\$	0.00	\$	0.00				
Shareholder Equity	\$	0.00	\$	0.00				
From the Income Stat	tement							
Revenues	tement							
Paridantial Payanua	-							
Residencial Revenue	ə	0.00						
Revenues from Resale	\$	0.00						
Gross Operating Revenue	\$	0.00						
Expenses								
Operating Expenses	\$	0.00						
Uncollectable Revenue	s	0.00						
Interest on Long Term Debt	\$	0.00						
Current Tax Expense	\$	0.00						
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Number of Customers		- 1						
number of customers		0						
Number of Residential Customers		0						
Total Cubic Feet		٥						
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Procedures for Submitting an Annual Report Page 4 of 5 **Step 7:** On the **Submission Complete** screen you will be required to click the **Finished** button on the bottom of the screen. If you <u>do not</u> click the **Finished** button, the annual report will not be complete and will not be filed with the Commission.

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Electronic filers are encouraged to print a copy of this screen for their records.