Procedures for Submitting a Quarterly RCC Report

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

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

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.

		About the RCA	Contact Us Site Map Help
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Calendar of Events	Headlines	RSS Headline Archives	Public Information
View Current Month	11/15/2011:	The Regulatory Commission of Alaska Releases it's Fiscal Year 2011 Annual Report More	 View Public Notices & Submit Comments
HEARINGS	9/27/2011:	The Regulatory Commission of Alaska Announces Federal Broadband Grant Awards. The Regulatory Commi More	 File an Informal Complaint Regulatory Affairs & Public Advocacy
P-09-015() Hearing Status: Final	9/6/2011:	Regulatory Commission of Alaska Files Reply Comments with the FCC. The Commission filed reply comm More	 Utility Rate Information
1/10/2012 - 1/13/2012 p-09-015() Hearing Status: Final 9:00 AM 1/16/2012 - 1/18/2012 R-11-006 Technical Conference Status: Final 9:30 AM	8/16/2011:	Changes In Network Access Fees (NAF) and Alaska Universal Service Funds (AUSF). Overview Alaskan More	Top Searches
	7/1/2011:	The Regulatory Commission of Alaska Adopts Electronic Filing Regulations. On June 15, 2011, the Co More	 Recent Documents (30 Days)
	6/2/2011:	Alaska Access Charge Regulations Filed with the Lieutenant Governor. The access charge regulations More	 All Open Utility Dockets All Open Tariff Matters
PUBLIC MEETINGS	4/19/2011:	Regulatory Commission of Alaska Files Comments with the FCC. The Commission filed comments in resp More	 All Open Pipeline Dockets All Open Rule-making Dockets
Public Meeting 9:00 AM Details			 Find a Certificate Certificate Number? Go
1/11/2012 - 1/11/2012 Public Meeting 9:00 AM ► Details			 Find an Entity (Company) Entity? Find a Matter
TARIFF ACTION MEETINGS			Matter Number? Go Examples: U-06-002
1/5/2012 - 1/5/2012 Tariff Meeting 1:30 PM ► Details			TA758-2 Find an Order Order Number? Examples: R-08-001(1)
WORKSHOPS			 Find a Filing Tracking Number?
No Workshops scheduled for this month			Examples: TR0806826

Procedures for Submitting a Quarterly RCC Report Page 1 of 6 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 Quarterly RCC Report menu option. This will give you two filing options. Click the Submit Quarterly RCC Report option.

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

				About the RCA	Contact Us	Site Map	Help
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Submit	Quarterly RCC Report	Submit Quarterly R	CC Report				
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Status: Final Reques	a login						
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1/25/2012 - 1/25/2012 Public Meeting							
9:00 AM Details							
2/8/2012 - 2/8/2012 Public Meeting							
Details				Click	the Submit		
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2/16/2012 - 2/16/2012 Tariff Meeting							
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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 quarterly RCC report.

The company that you work for 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 webmaster.rca@alaska.gov.

				About the	RCA Con	tact Us Sit	e Map	Help
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Step 5: On the Select Certificate screen you will be asked to select the Certificate of Public Convenience and Necessity that has been issued to the entity submitting the quarterly RCC 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 a Quarterly RCC Report Page 3 of 6 Step 6: On the RCC Filing screen you will be asked to enter the appropriate RCC Filing Year from the drop down menu box at the top of the screen, as well as the company's Total Gross Revenue and Uncollectable Revenue. The RCC Rate for the quarter in which the RCC report is being submitted will be generated automatically by the Commission's electronic filing system, based on the Certificate selected in Step 5.

Once you have entered the required information, you may click the **Calculate** button. This will determine the **Regulatory Cost Charge Due, the Amount Paid Year to Date and the Total Amount Due**.

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- **Step 7:** On the **Make Payment** screen you will be asked to choose from one of the following payment options (1) pay by ACH, (2) pay by wire transfer or (3) pay by check.
 - To pay by ACH, click the Pay Electronically button. The Payment Voucher screen with fields for entering a payment amount will open. The State of Alaska's Tax Division Online Payment System will also open. You will need a MyAlaska ID and User Name to access the online payment system.

Once the required information has been entered into the online payment system, click on the **Payment Voucher** screen and enter the **Total Amount Paid** and **Receipt number**. The receipt number will be provided on the online payment screen.

To pay by wire transfer, click the Pay By Wire Transfer button. This will open a Payment Voucher screen with information about paying by wire transfer. Enter the Total Amount Paid and the Settlement Date. Please be aware that if you pay by wire transfer an electronic mail with your wire transfer information will be sent to the State of Alaska, Treasury Division and your electronic mail account.

To pay by check, click the Pay By Check button. This will open a Payment Voucher screen with information regarding mailing a check. Print the payment voucher screen for submission with the quarterly RCC report check.

Once the payment type has been selected, click the **Continue** button.

Step 8: On the RCC Filing 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 quarterly RCC Report will not be complete and will not be filed with the Commission.

					About the RCA	Contact Us	Site Map	Help
COMMISSION O	Regula	tony Co	mmicci	on of	Alaska	Welcon	ne Jana Grenn	logout
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	You did not enter a	ny RCC data and o	lo not currently have	any amount due.				
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Electronic filers are encouraged to print a copy of this screen for their records. In addition, the Commission will review the RCC report for compliance with its filing. If the RCC report passes review, you will be sent an electronic mail with a **Tracking Number** for the filing. Once you receive a Tracking Number, the RCC report will be available on the Commission's website.

If the RCC report <u>does not</u> pass the Commission's review, you will be sent an email informing you that the filing has been rejected and the reason for the rejection.

Step 9: In the event you discover you have filed an <u>error</u>, follow the process above. When you get to
 Step 6, click on the box containing the errant information and change it. Click the Calculate button.

The system will recognize that you have made a change and **Comment** box will appear below the **RCC Filing** screen. Explain the reason for the change and click the **Submit Filing** button.

A change was made to a previously submitted quarter. Please explain the reason for the change below.

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If there is an additional RCC amount due, click on the desired **Payment Option** and follow **Steps 7 and 8** as described above.

If no additional monies are owed, click on the **Pay by Check** button on the payment voucher screen. Click the **Continue** button and the **Finished** button on the following screen.