

## 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 <https://rca.alaska.gov/RCAWeb/Documents/Help/RequestingLogin.pdf> or send an electronic mail to [RCAElectronicFiling@alaska.gov](mailto:RCAElectronicFiling@alaska.gov).

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 Filing Submission Guide** which can be found at <https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf>.

The screenshot shows the homepage of the Regulatory Commission of Alaska. At the top right, there is a login area with two input fields labeled 'name' and 'password', and a 'login' button, all enclosed in a red circle. Below the navigation bar, the page is divided into several sections: 'Calendar of Events' on the left, 'Headlines' in the center, and 'Public Information' and 'Top Searches' on the right. The 'Calendar of Events' section includes a 'View Current Month' button and lists of 'HEARINGS', 'PUBLIC MEETINGS', and 'TARIFF ACTION MEETINGS'. The 'Headlines' section features a list of recent news items with dates and brief descriptions. The 'Public Information' section provides links to various services like 'View Public Notices & Submit Comments' and 'File an Informal Complaint'. The 'Top Searches' section includes search boxes for 'Certificate', 'Entity (Company)', 'Matter', 'Order', and 'Filing', each with a 'Go' button and examples.

**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.



**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](mailto:webmaster.rca@alaska.gov).

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Step 1. Select Entity    Step 2. Select Certificate    Step 3. Enter RCC Data    Step 4. Make Payment    Step 5. Confirmation

Select the entity for which to submit a report\*

REGULATORY COMMISSION OF ALASKA ▼

Important: While submitting a filing, do not use your browser's "Back" button as this may cause errors in your submission. To move between steps, use the buttons provided at the bottom of each screen.

Submit    Cancel

\* = Required field

701 West Eighth Avenue, Suite 300 Anchorage, Alaska 99501  
Phone: (907) 276-6222 Fax: (907) 276-0160 TTY: (907) 276-4511  
Toll Free: (1-800) 390-2782 (outside Anchorage, within Alaska)  
Webmaster: [webmaster.rca@alaska.gov](mailto:webmaster.rca@alaska.gov)

**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 [webmaster.rca@alaska.gov](mailto:webmaster.rca@alaska.gov).

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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Select Certificate

Select the Certificate for which to submit an RCC Quarterly Report

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Back    Next    Cancel

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**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 1. Select Entity | Step 2. Select Certificate | **Step 3. Enter RCC Data** | Step 4. Make Payment | Step 5. Confirmation

RCC Filing

Year Ending December 31, 2011 | Certificate #: 741 | Status: Unlocked

Description	Q1: Jan, Feb, Mar	Q2: Apr, May, Jun	Q3: Jul, Aug, Sept	Q4: Oct, Nov, Dec	Total
Total kWh Sold					0
Less Sale for Resale					0
Total kWh Subject to RCC	0	0	0	0	0
RCC Rate	\$0.000552	\$0.000552	\$0.000492	\$0.000492	
<b>Regulatory Cost Charge Due:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Amount Paid YTD:</b>					\$0.00
<b>Total Due:</b>					\$0.00

Back | Cancel | **Calculate**

Enter the Required Information for each quarter here.

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Toll Free: (1-800) 390-2782 (outside Anchorage, within Alaska)  
Webmaster: webmaster.rca@alaska.gov

**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 do not click the **Finished** button, the quarterly RCC Report will not be complete and will not be filed with the Commission.



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 does not 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 error, 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.



Important: Please review the data entered before clicking Submit Filing. When you click Submit Filing, your RCC report is filed with the RCA. You cannot return to this page from the Payment page.



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.