

## Procedures for Requesting a User Name and Password

Please be aware that the use of a Commission issued user name and password constitutes verification that a filer has the requisite authority to make an electronic filing on their own behalf or on behalf of the entity that they claim to represent.

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

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

Please note that a user name and password is not required in order to submit public comments with the Commission. If you wish to submit a public comment without having to obtain a user name and password, please see the **Procedures for Submitting a Public Comment without a User Name and Password**.

**Step 2:** From the website's home page, 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 **Request a Login** menu option.

Click the **Request a Login** drop down menu item, once it is highlighted in light blue.

**Step 3:** On the initial **Request Login** screen you will be asked to provide basic contact information. This will include your first and last name, position title and the name of the entity you work for, electronic mail address, phone number, fax number and mailing address. An **Electronic Mail Address** is required in order for the Commission to verify and approve any login request.

At the bottom of the **Request Login** screen, you will be asked to enter and confirm a **Password**. You may create and confirm your own password. If you forget, lose or wish to change your password contact the Commission at [RCAElectronicFiling@alaska.gov](mailto:RCAElectronicFiling@alaska.gov).

Once you have entered the required contact information and confirmed a password, click the **Submit** button.

**Request Login**

First Name: Jana MI: Last Name: Grenn

Title: Common Carrier Special

Firm Name: Regulatory Commission

Email: jana.grenn@alaska.gov

Phone: 907-276-6222

Fax:

Address: 701 West 8th Avenue  
Suite 300

City: Anchorage

State: ALASKA ZIP Code: 99503

Password: .....

Confirm Password: .....

In order to complete your request for a Commission issued username and password, you must email a letter of authorization with the Commission at [RCAElectronicFiling@alaska.gov](mailto:RCAElectronicFiling@alaska.gov).

The letter must include your name and the list of entities that you have been authorized to submit electronic filings for via the Commission's electronic filing system. In addition, the letter must be signed by an entity representative (i.e. General Manager, Chief Executive Officer, Regulatory Affairs Manager, etc.).

If you are seeking a Commission issued username and password in order to file on behalf an attorney's office, the required authorization letter may be signed by the attorney on whose behalf you will be submitting electronic filings. The letter should still include a list of entities that your attorney has been authorized to submit electronic filings for via the Commission's electronic filing system.

A sample Commission issued username and password authorization letter can be found at <http://rca.alaska.gov/RCAWeb/Documents/Help/UserAuthorization.pdf>

**Submit** Cancel

**Step 4:** If you are currently a contact in the Commission's electronic filing system, a second **Request Login** screen will open that will list the contact information entered in **Step 3**.

There will be a set of **Light Blue Boxes** in the middle of the screen that lists all of the contact names that match the information entered in **Step 3**. Once you have located the contact name you wish to associate with the requested user name and password, place your cursor over the name and **Left Click**.

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## Request Login

First Name:     MI:     Last Name:   
 Title:   
 Firm Name:   
 Email:   
 Phone:   
 Fax:

**Contact already exists! Select the contact you wish to create the Login for:**

Contact Name	Title	Firm Name	Email Address	Phone	Fax
Jana Grenn	Utility Tariff Analyst	Regulatory Commission of Alaska	jana.grenn@alaska.gov	1-907-263-2137	
JANA GRENN	Pub Advocate Util Analyst I	DEPARTMENT OF LAW - RAPA	jana.grenn@alaska.gov	1-907-263-2166	
Jana A Grenn	Common Carrier Specialist III	Regulatory Commission of Alaska	jana.grenn@alaska.gov		

**Address:**   
  
**City:**   
**State:**         **ZIP Code:**   
**Password:**   
**Confirm Password:**

A list of all of the **Contact Name(s)** that are associated with the information entered in Step 3 will be listed here.

**Step 5:** This will bring you back to the initial **Request Login** screen. The contact information entered into the data entry boxes in Step 3 will appear; however, you must **Re-Enter and Confirm** the password you created.

Once you have entered the required contact information and confirmed a password, click the **Submit** button.

Request Login

First Name:  MI:  Last Name:

Title:

Firm Name:

Email:

Phone:

Fax:

Address:

City:

State:  ZIP Code:

Password:

Confirm Password:

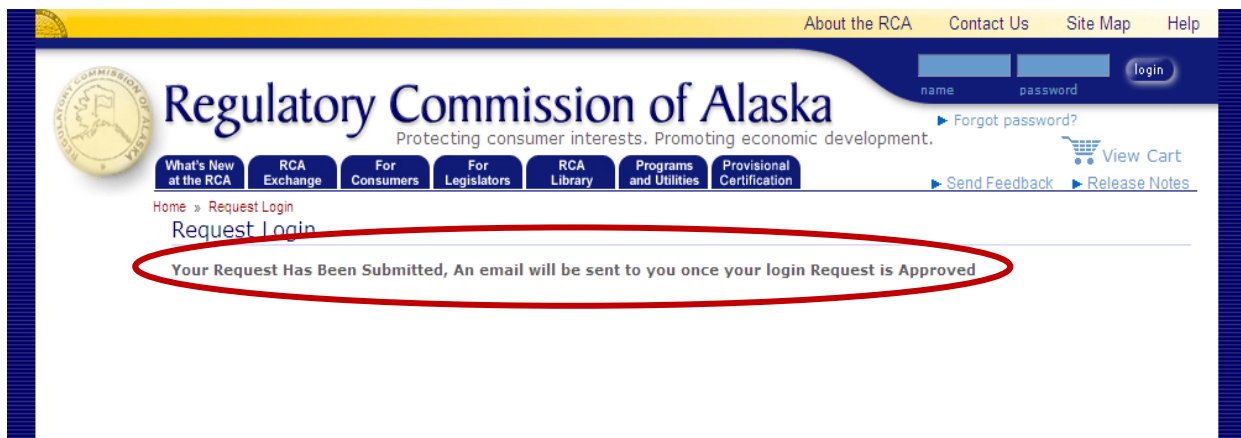
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**Step 6:** On the final **Request Login** screen there will be a message that states that the user name and password request has been submitted and that an electronic mail will be sent to you once the request has been approved by the Commission.



**Step 7:** In order to complete your request for a Commission issued username and password, you must email a **Letter of Authorization** to the Commission at [RCAElectronicFiling@alaska.gov](mailto:RCAElectronicFiling@alaska.gov).

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