Procedures for Submitting an Annual Report

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


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 https://rca.alaska.gov/RCAWeb/Documents/Help/RequestingLogin.pdf or send an electronic mail to 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.
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.

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 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 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 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.
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.
Step 7: On the 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 annual 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.