

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

<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>.

The screenshot shows the homepage of the Regulatory Commission of Alaska. At the top right, there is a navigation menu with links for 'About the RCA', 'Contact Us', 'Site Map', and 'Help'. Below this, a login box is highlighted with a red circle, containing input fields for 'name' and 'password' and a 'login' button. The main header features the commission's logo and name, along with the tagline 'Protecting consumer interests. Promoting economic development.' Below the header, there are several navigation tabs: 'What's New at the RCA', 'RCA Exchange', 'For Consumers', 'For Legislators', 'RCA Library', 'Programs and Utilities', and 'Provisional Certification'. 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 sub-sections for 'HEARINGS', 'PUBLIC MEETINGS', and 'TARIFF ACTION MEETINGS'. The 'Headlines' section lists several news items with dates and brief descriptions. The 'Public Information' section provides links to various services and information. The 'Top Searches' section offers search filters for different types of documents and filings.

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.

Regulatory Commission of Alaska
Protecting consumer interests. Promoting economic development.

What's New at the RCA | RCA Exchange | For Consumers | For Legislators | RCA Library | Programs and Utilities | Provisional Certification

Step 1. Select Entity | Step 2. Select Certificate | Step 3. Enter Report Data | Step 4. Confirmation

Select Entity

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 99501-3469
Phone: (907) 276-6222 Fax: (907) 276-0160 TTY: (907) 276-4533
Toll Free: (1-800) 390-2782 (outside Anchorage, within Alaska)
Webmaster: webmaster.rca@alaska.gov

Click the **Down Arrow** in order to view the all of the options in the drop down menu.

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.

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Step 1. Select Entity | Step 2. Select Certificate | Step 3. Enter Report Data | Step 4. Confirmation

Select Certificate

Select the Certificate for which to submit an Annual Operating Report

789

Back | Next | Cancel

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Use this **Back** button to return to a pervious 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.

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Step 1. Select Entity Step 2. Select Certificate **Step 3. Enter Report Data** Step 4. Confirmation

Annual Report Data

Year Ending December 31, 2011 Certificate #: 789 (RCA - TEST for eFiling)

From the Balance Sheet

	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	\$ 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 Statement

REVENUES

Residential Revenue \$ 0.00

Revenues from Resale \$ 0.00

Gross Operating Revenue \$ 0.00

EXPENSES

Operating Expenses \$ 0.00

Uncollectable Revenue \$ 0.00

Interest on Long Term Debt \$ 0.00

Current Tax Expense \$ 0.00

Net Income \$ 0.00

Metrics

Number of Customers 0

Number of Residential Customers 0

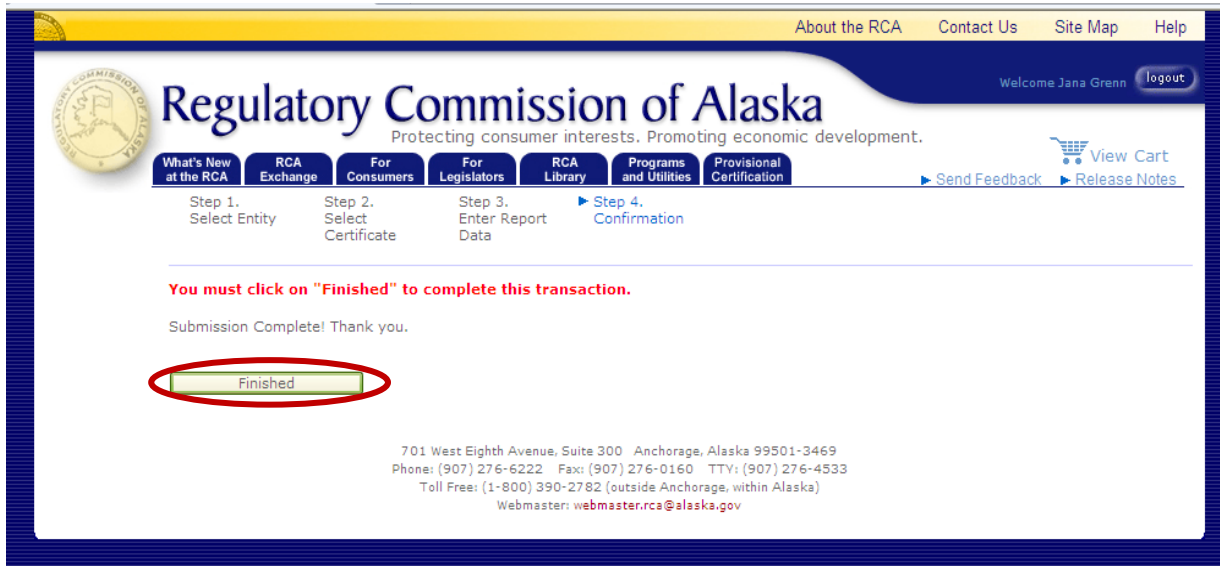
Total Cubic Feet 0

Residential Cubic Feet 0

Back **Submit** Cancel

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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.