Procedures for Submitting a Public Comment with a Username and Password

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


As a general rule, public comments that are submitted to the Commission either electronically or on paper must also be provided to the entity that submitted the filing that is being commented on.

Step 2: From the website’s home page, enter your Commission issued Username 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 Public Comments menu option.

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

Step 4: On the Public Notices & Comments screen there will be a list of all Active Public Notices (i.e. the ones that the Commission is currently accepting public comment on).

Each of the active public notices will be listed under a set of Light Blue Boxes on the bottom of the screen, which will provide the date each notice was issued, the matter number (i.e. docket number or tariff advice number), a description of the filing that was noticed, the entities associated with the filing, the comment filing deadline, the reply comment deadline, the utility type and three Hyperlinks (i.e. View Notice, Submit Comments, View Submitted Comments).
When you have located the public notice you wish to comment on, place your cursor over the Submit Comments hyperlink, Left Click and move to Step 5.

If you would like to view the public notice associated with a particular matter or comments already submitted a proceeding, place your cursor over the View Notice or View Submitted Comments hyperlink and Left Click.

If the public notice you wish to comment on does not appear in the list of All Active Public Notices, you may search for it by clicking the Search Notices by Keyword circle at the top of the screen.

A green dot will appear inside the search notices by keyword circle and you may search for the public notice you wish to comment on by typing a Keyword(s) into the data entry box shown on the screen.

You may enter up to three Keywords in order to identify the public notice that you are searching for. If a keyword is a phrase, for example, Pipeline Regulations, then it should be enclosed with Double Quotation Marks. In the example above, “Pipeline Regulations” would be entered into the search box.

Use of the word “AND” will allow you to search for multiple words or phrases, for example “Application AND transfer AND North Pole.”
An asterisk character can also be used in entering a keyword you want to search for. For example, if you enter “Regulat**” into the search box, it will return a list of any public notices with the word “Regulat” in its name. This would include all public notices that include the word “Regulations.”

Once you have entered a keyword into the box you can click the Search button.

This will bring you to a list of all of the public notices that match the keyword search criteria. Once you have located the public notice you wish to comment on, place your cursor over the Submit Comments hyperlink and Left Click.

**Step 5:** On this screen, the menu box will display that the Filing Type is **Comments**.

Click the Submit button.
Step 6: On the Related Entities screen you will be asked to select the Company or Entity that is related to the person submitting the public comment with the Commission.

Typically the company that you work for or the entity you are filing on behalf of will be listed in the Select Company Related to User drop down menu. Select the Company from the drop down menu box and click the Add button. The Company’s name, website address, electronic mail address, telephone number and fax number will appear in the Light Blue Boxes shown at the bottom of the screen. You can click the Submit button and move on to Step 7.

If the Company does not appear in the Select Company Related to User drop down menu, you may search for it by typing the Company Name into the second data entry box shown on the screen. Once you have entered the correct Company Name into the box you can click the Search button.

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This will bring you to the **Select Entities** screen that will list the name, website address, electronic mail address, telephone number and fax number of the Company you searched for. If this is the Company that you want to associate the public comment with, click the **New** button.

This will bring you back to the **Related Entities** screen, where you can type the **Company** name in the second data entry box. The selected Company name will appear in a drop down menu in the second data entry box. Select the Company name so that it appears in the second data entry box and click the **Submit** button.
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 7:** On the Public Comment screen there will be a data entry box and a check box.

The data entry box requires you to enter a brief Synopsis of the comments. This can be a simple statement such as “Public Comments of John Smith” and may even include a reference to the docket number or tariff advice number associated with the filing you are submitting comments on.

The check box on the bottom of the screen will allow you to Upload comments. To begin the process of uploading comments, place your cursor over the Upload Files? check box and Left Click.

Please note that all electronic files submitted to the Commission must be in portable document format (typically with a file extension of .pdf). In addition, all files must be text-searchable regardless of whether the document was scanned or produced directly from a native electronic file.

A black Check Mark will appear in the box, click the Submit button.
Step 8: On the Upload File screen there are two data entry boxes.

The first box requires uploading the File(s) that are associated with the public comment. To upload a file you must click the Browse button on the right side of the File box. This will enable you to locate the files you want to include as part of the public comment, by searching in the location on your computer where they are saved.

Once you have located the file, highlight the document by placing your cursor over its name and Left click it. You may then click the Open button on the bottom of the screen.
This will bring you back to the **Upload File** screen. The location and name of the file will now appear in the **File** box.

The second box requires an easily understandable **Description** of the file that you just uploaded in the File box. Please review the **Commission’s Electronic Filing Guide** for file description examples.

Once you have entered a **Description** for the file, click the **Add** button on the right side of the Description box. Please note that if you have multiple files that you are associating with one public comment, you should provide a distinct **Description** for each.

The name, size and description of the file will appear under a set of light blue boxes at the bottom of the **Upload Files** screen. If at any time you wish to delete a file that you have associated with the public comment, click the **Delete** button (highlighted in light blue) on the right side of the file name, size and description.

You can **Repeat** the steps described above for each **File** you wish to associate with the public comment.

Once you have entered uploaded all of the **Files** you want to associate with the public comment and each of them appears under the light blue boxes on the bottom of the **Upload Files** screen, click the **Submit** button.
Step 9: On the Public Comment Submission Finished screen there will be a detailed summary of the information regarding the public comment. Specifically, you should see data entered for the following:

- The Date/Time the public comment was submitted, which is automatically generated by the Commission’s electronic filing system;
- The Name of the Person submitting the public comment;
- An Electronic Filing Tracking Number, which is automatically generated by the Commission’s electronic filing system;
- Whether or not the public comment has been marked as Priority, which should be Blank;
- The Filing Type, as chosen in Step 5;
- The Filing Description, as provided in Step 8;
- The Related Entities, as provided in Step 6;
- The Related Matter(s) or Docket(s), as chosen in Step 4; and
- A list of the File(s) that are associated with the public comment.
Once you have verified that all of the information listed on the Public Comment Submission Finished screen is complete, click the Finished button on the bottom of the screen.

If you do not click the Finished button, the public comment submission will not be complete and will not be filed with the Commission.

You may print a copy of the Public Comment Submission Finished screen by clicking on the View Printable Version button (highlighted in light blue) to the right side of the Finished button. Electronic filers are encouraged to print a copy of this screen for their records.

Please note that the Commission will review the public comment for compliance with its filing requirements and will contact you when its review is complete. If the public comment passes review, you will be sent an electronic mail with a Tracking Number for the filing. Once you receive a Tracking Number, the public comment will be available on the Commission’s website.

If the public comment 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.

All of the Detailed Summary Information regarding the public comment will be listed here.