Procedures for Submitting a Public Comment

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


As a general rule, public commenters should have the comments they wish to submit in response to a public notice drafted and saved on their computer prior to commencing these procedures.

In addition, 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. Members of the public should not send the Commission personal information (such as a Social Security number, account number or other personally identifiable information) unless the form used for submission indicates that such information is required or if staff specifically requests the information. Any personal information submitted in a public comment will be considered a public record.

Step 2: From the website’s home page, click the View Public Notices & Submit Comments menu option shown in the Public Information box on the upper right side of the screen.
Step 3: 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 4.

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 the correct 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 4: On this screen, the menu box will display that the Filing Type is Comments.

Click the Submit button.

Step 5: On the Contact Information screen you will be asked to provide basic contact information (i.e. first and last name, address, phone number, fax number and electronic mail address). An Electronic Mail Address is required in order for the Commission to verify and accept electronically filed public comments. If you do not have an electronic mail address you may submit public comments on paper to the Commission at:

The Regulatory Commission of Alaska
701 West 8th Avenue, Suite 300
Anchorage, Alaska 99501

Once you entered the required contact information, 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 6: 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 as either a Microsoft Word document or in portable document format (typically with a file extension of .pdf). To begin the process of uploading comments, place your cursor over the Upload Files check box and Left Click.

A black Check Mark will appear in the box, click the Submit button.
Step 7: 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.

A brief **Synopsis** of the comments should be entered here.

Once you **Left** click on the selected item, it will be highlighted as shown below.
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 at** [https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf](https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf) 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 8: 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 4;
- The Filing Description, as provided in Step 7;
- The Related Entities, which is automatically generated by the Commission’s electronic filing system, if applicable;
- The Related Matter(s) or Docket(s), as chosen in Step 3; 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.