

Procedures for Submitting a Public Comment

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

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

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.

The screenshot shows the homepage of the Regulatory Commission of Alaska. At the top, there is a navigation bar with links for 'About the RCA', 'Contact Us', 'Site Map', and 'Help'. Below this is a search bar with 'name' and 'password' fields and a 'login' button. The main header features the Commission's logo and the text 'Regulatory Commission of Alaska' with the tagline 'Protecting consumer interests. Promoting economic development.' Below the header is a navigation menu with categories: 'What's New at the RCA', 'RCA Exchange', 'For Consumers', 'For Legislators', 'RCA Library', 'Programs and Utilities', and 'Provisional Certification'. The main content area is divided into several sections: 'Calendar of Events' with a 'View Current Month' button and lists for 'HEARINGS', 'PUBLIC MEETINGS', 'TARIFF ACTION MEETINGS', and 'WORKSHOPS'; 'Headlines' with a list of recent news items; 'Public Information' with a list of links, where 'View Public Notices & Submit Comments' is circled in red; and 'Top Searches' with search boxes for 'Certificate', 'Entity', 'Matter', 'Order', and 'Filing'.

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**.

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Public Notices & Comments

Public Comments may be submitted on this website or submitted in writing. Written comments must be signed, and copies must be mailed to the Commission and to the utility in accordance with 3 AAC 48.290(b). To file a comment, please select a public notice.

For each public notice issued in a matter, the RCA will only accept one Public Comment submission for an email address.

View All Active Notices Search Notices by Keyword

ALL ACTIVE PUBLIC NOTICES

To sort by a column, click the column heading

Date Noticed	Matter Number & Description	Entities	Comment Filing Deadline	Reply Comment Deadline	Utility Type	
	TA1-789: Test for E Filing	RCA				View Notice Submit Comments View Submitted Comments

Total Results: 1

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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.

The screenshot shows the Regulatory Commission of Alaska website. At the top, there is a navigation bar with links for "About the RCA", "Contact Us", "Site Map", and "Help". Below this is a search bar with fields for "name" and "password", and a "login" button. The main header features the RCA logo and the text "Regulatory Commission of Alaska" with the tagline "Protecting consumer interests. Promoting economic development." Below the header is a menu with links for "What's New at the RCA", "RCA Exchange", "For Consumers", "For Legislators", "RCA Library", "Programs and Utilities", and "Provisional Certification". The main content area is titled "Public Notices & Comments" and includes a search section with the heading "SEARCH PUBLIC NOTICES BY KEYWORD". The search box contains the text "Test" and the "Search" button is circled in red. A red arrow points from a callout box to the search box. The callout box contains the text "Enter the Keyword(s) search criteria here." The website footer includes contact information: "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)", and "Webmaster: webmaster.rca@alaska.gov".

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.



The screenshot shows the Regulatory Commission of Alaska website. At the top, there are navigation links: "About the RCA", "Contact Us", "Site Map", and "Help". Below these are input fields for "name" and "password", a "login" button, and links for "Forgot password?", "View Cart", "Send Feedback", and "Release Notes". The main header features the RCA logo and the text "Regulatory Commission of Alaska" with the tagline "Protecting consumer interests. Promoting economic development." Below the header is a menu with categories: "What's New at the RCA", "RCA Exchange", "For Consumers", "For Legislators", "RCA Library", "Programs and Utilities", and "Provisional Certification". The "Filing Type" dropdown menu is set to "Comments". A red-bordered box highlights the "Submit" button. Below the button is a "Cancel" button. At the bottom of the page, contact information is provided: "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)", and "Webmaster: webmaster.rca@alaska.gov".

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.

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Step 1. Select Comment Type | **Step 2. Enter Contact Information and Comments** | Step 3. Upload Files | Step 4. Confirmation

Contact Info

First Name: John
Last Name: Smith
Address Line 1: 701 West 8th Avenue
Address Line 2: Suite 300
City: Anchorage
State: ALASKA
Zipcode: 99501
Phone Number: 907-276-6222
Fax Number:
Email Address: webmaster.rca@alaska.gov

Buttons: Back, Submit, Cancel

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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**.

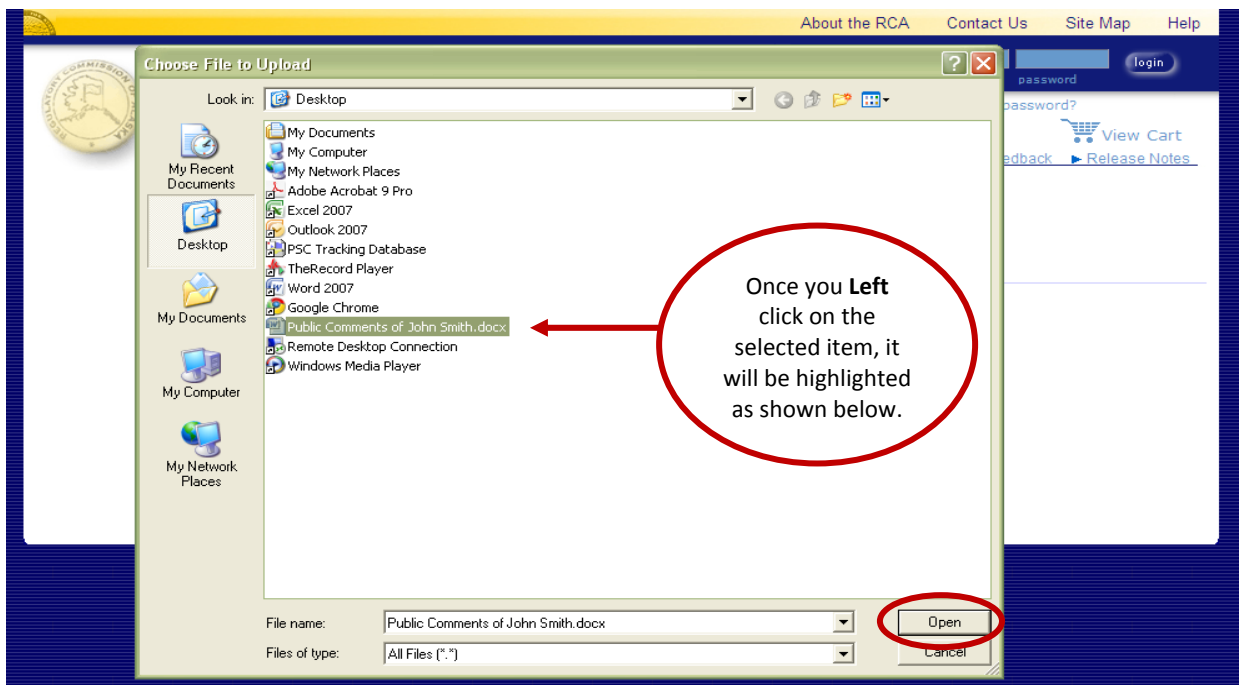
A black **Check Mark** will appear in the box, click the **Submit** button.



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.



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> 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.

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Step 1. Select Comment Type | Step 2. Enter Contact Information and Comments | **Step 3. Upload Files** | Step 4. Confirmation

Upload File
Select the file to upload and click Submit.

File: C:\Documents and Set [Browse...]
Description: John Smith Public Comr (optional) **Add** *Each file cannot be larger than 40 MB.

Back Submit Cancel

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Enter a **Description** of the File here.

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.

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Step 1. Select Comment Type | Step 2. Enter Contact Information and Comments | Step 3. Upload Files | Step 4. Confirmation

PUBLIC COMMENT SUBMISSION FINISHED.

Date/Time Submitted	1/17/2012 10:38:01 AM
Submitted By	John Smith
Electronic Filing Tracking Number	EF1200013
Priority	
Filing Type	Public Comments
Description	Public Comment for TA1-789 by John Smith
Related Entities	
Related Matters	TA1-789: Efilng Test TA docket
Files	Public Comments of John Smith.docx

You must click on "Finished" to complete this transaction.

Please print this page for your records.

RCA will review your filing for compliance with electronic filing requirements. You will be contacted when this review is complete.

If the filing passes the review, it will be given a filing Tracking Number. The filing will not be available on the RCA website until the review is complete.

Finished | [View Printable Version](#)

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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.