Procedures for Submitting an Electronic Filing

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


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 Filing menu option.

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

Step 4: On the Select Filing Type screen there will a drop down menu box that will provide a list of Filing Types.

There are a number of options to choose from the drop down menu; however, you should choose the filing type that best describes the electronic filing. Once you have selected the appropriate Filing Type for the document, you may click the Submit button.
Step 5: On the Filing Details screen there will be two data entry boxes and one check box.

The first box requires you to enter a brief Description of the electronic filing. Please review the Commission’s Filing Submission Guide for examples of appropriate filing type descriptions.

The second box requires you to enter a brief Synopsis of the electronic filing. This box can be left Blank.

The check box on the bottom of the screen is for electronic filings that are considered Priority. These types of filings include Motions for Expedited Consideration, Outage Reports, Accident Reports or similar filings. If the electronic filing includes any of these types of files, place your cursor over the check box and Left Click. A black Check Mark will appear in the box.

Once you have entered a Description of the electronic filing and determined if the filing requires a Priority check mark, you may 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 Related Entities screen you will be asked to select the Company or Entity that is related to the person submitting the electronic filing 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.

Enter a brief written Description of the electronic filing. here.

Use this Back button to return to a pervious screen.

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

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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.

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 with the electronic filing, 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.
Step 7: On the Related Dockets screen you will be asked to select the Docket that is associated with the electronic filing. If the filing is for a New Docket (i.e. one that has not yet been opened by the Commission) or is not associated with a Docket, you can leave the boxes Blank, click the Submit button and move on to Step 8.

Typically the Dockets that a company is currently participating in will be listed in the drop down menu box at the top of the screen. Select the appropriate Docket Number from the drop down menu box and click the Add button. The selected docket number and docket Description 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 8.

You can Repeat this processes for each applicable Docket you wish to associate with the electronic filing (i.e. consolidated docket proceedings).
If the Docket you wish to associate with the electronic filing does not appear in the drop down menu box, you may search for the Docket by typing the Docket Number into the second data entry box shown on the screen. Once the correct Docket Number is entered into the box you can click the Search button. Please be aware that you must use Leading Zeros when searching for a Docket Number (i.e. U-12-002).

This will bring you to the Select Dockets screen that will lists the docket number, description, synopsis and issue date of the Docket you searched for. If this is the Docket that you want to associate with the electronic filing, click the New button.
This will bring you back to the **Related Dockets** screen, where you can type the **Docket Number** in the second data entry box. The Docket number will appear in a drop down menu in the second data entry box. Select the Docket number so that it appears in the second data entry box and click the **Submit** button.

You can **Repeat** this processes for each **Docket** you wish to associate with the electronic filing (i.e. consolidated docket proceedings).
Step 8: On the Upload Files screen there are two data entry boxes.

The first box requires uploading the File(s) that are associated with the electronic filing. 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 electronic filing, by searching in the location on your computer where they are saved.

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.

Once you have located the file you wish to include as part of the electronic filing, 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 electronic filing, you should provide a distinct Description for each.
The name, size and description of the pdf. 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 electronic filing, 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 electronic filing.

Once you have entered uploaded all of the Files you want to associate with the electronic filing 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 Submission Finished screen there will be a detailed summary of the information regarding the electronic filing. Specifically, you should see data entered for the following:

- The **Date/Time** the electronic filing was submitted, which is automatically generated by the Commission’s electronic filing system;
- The **Name of the Person** submitting the electronic filing;
- An **Electronic Filing Tracking Number**, which is automatically generated by the Commission’s electronic filing system;
- Whether or not the electronic filing has been marked as **Priority** for Motions for Expedited Consideration, Outage Reports, Accident Reports or similar filings;
- The **Filing Type**, as chosen in Step 4;
- The **Filing Description**, as provided in Step 5;
- The **Related Entities**, as provided in Step 6;
- The **Related Matter(s) or Docket(s)**, as provided in Step 7; and
- A list of the **File(s)** that are associated with the electronic filing.

All of the Detailed Summary Information regarding the electronic filing will be listed here.

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Once you have verified that all of the information listed on the Submission Finished screen is complete, click the Finished button on the bottom of the screen.

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

You may print a copy of the 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 filing for compliance with its electronic filing requirements and will contact you when its review is complete. If the electronic filing passes review, you will be sent an electronic mail with a Tracking Number for the filing. Once you receive a Tracking Number, the electronic filing will be available on the Commission’s website.

If the electronic filing 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.