## **Procedures for Submitting a Petition for Intervention**

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

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

**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 <u>https://rca.alaska.gov/RCAWeb/Documents/Help/RequestingLogin.pdf</u> or send an electronic mail to <u>RCAElectronicFiling@alaska.gov</u>.

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 Fling Submission Guide** which can be found at <a href="https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf">https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf</a>.

		About the RCA	Contact Us Site Map Help
What's New What's New Home	Prote For	cting consumer interests. Promoting economic development For RCA Programs Provisional Legislators Library and Utilities Contification	<ul> <li>Forgot password?</li> <li>Forgot password?</li> <li>Wiew Cart</li> <li>Send Feedback</li> <li>▶ Release Notes</li> </ul>
Calendar of Events	Headlines	RSS Headline Archives	Public Information
View Current Month	11/15/2011:	The Regulatory Commission of Alaska Releases it's Fiscal Year 2011 Annual Report More	<ul> <li>View Public Notices &amp; Submit Comments</li> </ul>
HEARINGS	9/27/2011:	The Regulatory Commission of Alaska Announces Federal Broadband Grant Awards. The Regulatory Commi More	<ul> <li>File an Informal Complaint</li> <li>Regulatory Affairs &amp; Public Advocacy</li> </ul>
P-09-015() Hearing Status: Final 12:00 AM Details	9/6/2011:	Regulatory Commission of Alaska Files Reply Comments with the FCC. The Commission filed reply comm More	<ul> <li>Utility Rate Information</li> </ul>
1/9/2012 - 1/13/2012 P-09-015() Hearing Status: Final	8/16/2011:	Changes In Network Access Fees (NAF) and Alaska Universal Service Funds (AUSF). Overview Alaskan More	Top Searches
9:00 AM ► Details 1/18/2012 - 1/18/2012	7/1/2011:	The Regulatory Commission of Alaska Adopts Electronic Filing Regulations. On June 15, 2011, the Co More	<ul> <li>Recent Documents (30 Days)</li> </ul>
R-11-006 Technical Conference Status: Final 9:30 AM Details	6/2/2011:	Alaska Access Charge Regulations Filed with the Lieutenant Governor. The access charge regulations More	<ul> <li>All Open Utility Dockets</li> <li>All Open Tariff Matters</li> </ul>
PUBLIC MEETINGS	4/19/2011:	Regulatory Commission of Alaska Files Comments with the FCC. The Commission filed comments in resp More	<ul> <li>All Open Pipeline Dockets</li> <li>All Open Rule-making Dockets</li> </ul>
Public Meeting 9:00 AM Details			<ul> <li>Find a Certificate</li> <li>Certificate Number? Go</li> </ul>
1/11/2012 - 1/11/2012 Public Meeting 9:00 AM ► Details			<ul> <li>Find an Entity (Company)</li> <li>Entity?</li> <li>Go</li> <li>Find a Matter</li> </ul>
TARIFF ACTION MEETINGS			Matter Number? Go Examples: U-06-002
1/5/2012 - 1/5/2012 Tariff Meeting 1:30 PM ► Details			TA758-2 ► Find an Order Order Number? Go Examples: R-08-001(1)
Workshops			<ul> <li>Find a Filing</li> <li>Tracking Number?</li> </ul>
No Workshops scheduled for this month			Examples: TR0806826

Procedures for Submitting a Petition for Intervention Page 1 of 11 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 Petition for Intervention menu option.

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

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1:30 PM         ► Details           2/2/2012 - 2/2/2012         Tariff Meeting           1:30 PM         ► Details						
Workshops No Workshops scheduled for this month						

**Step 4:** 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.

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		Phone	West Eighth Avenue, Su e: (907) 276-6222 Fa: oll Free: (1-800) 390-2 Webmaster:	x: (907) 276-0160	TTY: (907) 276-45 age, within Alaska)				

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.

**Step 5:** 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 6**.

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If the Company <u>does not</u> 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 the electronic filing with, click the **New** button.

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Procedures for Submitting a Petition for Intervention Page 4 of 11 This will bring you back to the **Select Entities** screen, where you can type the **Company** name in the second data entry box. The 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.

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Step 6: 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 7.

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 7**.

You can **Repeat** this processes for each applicable **Docket** you wish to associate with the electronic filing (i.e. consolidated docket proceedings).

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If the Docket you wish to associate the electronic filing with <u>does not</u> 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-<u>00</u>2).

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 the electronic filing with, click the **New** button.

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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 applicable **Docket** you wish to associate with the electronic filing (i.e. consolidated docket proceedings).

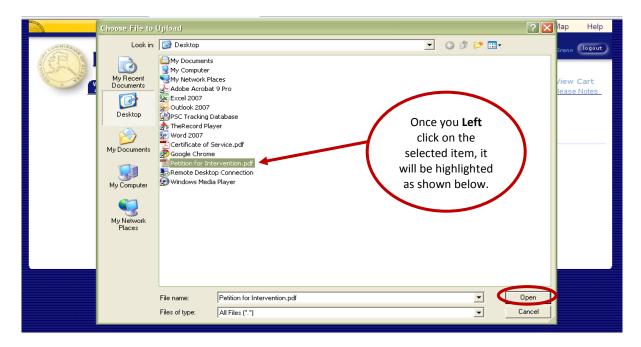
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**Step 7:** On the **Upload Files** screen there are two data entry boxes.

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 <u>all</u> 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.

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Procedures for Submitting a Petition for Intervention Page 8 of 11 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.

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- **Step 8:** 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 filing;
  - The Filing Type;

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- > The Filing Description, as provided in Step 4;
- > The **Related Entities**, as provided in Step 5;
- > The Related Matter(s) or Docket(s), as provided in Step 6; and
- > A list of the **File(s)** that are associated with the electronic filing.

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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 <u>do not</u> 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 email with a **Tracking Number** for the filing. Once you receive a Tracking Number email, the electronic filing will be available on the Commission's website.

If the electronic filing <u>does not</u> 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.