Procedures for Submitting a Quarterly RCC Report

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 Quarterly RCC Report menu option. This will give you two filing options. Click the Submit Quarterly RCC Report option.

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

Step 4: On the Select Entity screen you will be asked to select the Company or Entity that is submitting the quarterly RCC report.

The company that you work for will be listed in the Select the Entity drop down menu. Select the Company from the drop down menu box and click the Submit button. If your company is not listed in the drop down menu, please contact the Commission’s webmaster at webmaster.rca@alaska.gov.
Step 5: On the Select Certificate screen you will be asked to select the Certificate of Public Convenience and Necessity that has been issued to the entity submitting the quarterly RCC report.

Each certificate that is related to the company you selected in Step 4 will be listed in the Select the Certificate drop down menu. Select a Certificate from the drop down menu box and click the Next button. If the appropriate certificate is not listed in the drop down menu, please contact the Commission’s webmaster at webmaster.rca@alaska.gov.

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 RCC Filing screen you will be asked to enter the appropriate RCC Filing Year from the drop down menu box at the top of the screen, as well as the company’s Total Gross Revenue and Uncollectable Revenue. The RCC Rate for the quarter in which the RCC report is being submitted will be generated automatically by the Commission’s electronic filing system, based on the Certificate selected in Step 5.

Once you have entered the required information, you may click the Calculate button. This will determine the Regulatory Cost Charge Due, the Amount Paid Year to Date and the Total Amount Due.

Step 7: On the Make Payment screen you will be asked to choose from one of the following payment options (1) pay by ACH, (2) pay by wire transfer or (3) pay by check.

- To pay by ACH, click the Pay Electronically button. The Payment Voucher screen with fields for entering a payment amount will open. The State of Alaska’s Tax Division Online Payment System will also open. You will need a MyAlaska ID and User Name to access the online payment system.

Once the required information has been entered into the online payment system, click on the Payment Voucher screen and enter the Total Amount Paid and Receipt number. The receipt number will be provided on the online payment screen.

- To pay by wire transfer, click the Pay By Wire Transfer button. This will open a Payment Voucher screen with information about paying by wire transfer. Enter the Total Amount Paid and the Settlement Date.
Please be aware that if you pay by wire transfer an electronic mail with your wire transfer information will be sent to the State of Alaska, Treasury Division and your electronic mail account.

- To pay by check, click the Pay By Check button. This will open a Payment Voucher screen with information regarding mailing a check. Print the payment voucher screen for submission with the quarterly RCC report check.

Once the payment type has been selected, click the Continue button.

**Step 8:** On the RCC Filing Submission Complete screen you will be required to click the Finished button on the bottom of the screen. If you do not click the Finished button, the quarterly RCC Report will not be complete and will not be filed with the Commission.

Electronic filers are encouraged to print a copy of this screen for their records. In addition, the Commission will review the RCC report for compliance with its filing. If the RCC report passes review, you will be sent an electronic mail with a Tracking Number for the filing. Once you receive a Tracking Number, the RCC report will be available on the Commission’s website.

If the RCC report 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.

**Step 9:** In the event you discover you have filed an error, follow the process above. When you get to Step 6, click on the box containing the errant information and change it. Click the Calculate button.

The system will recognize that you have made a change and Comment box will appear below the RCC Filing screen. Explain the reason for the change and click the Submit Filing button.
If there is an additional RCC amount due, click on the desired Payment Option and follow Steps 7 and 8 as described above.

If no additional monies are owed, click on the Pay by Check button on the payment voucher screen. Click the Continue button and the Finished button on the following screen.