

Annual Report Filing Instructions

Before You Start

If you do not have a username or password, please submit a letter of authorization and make a login request as outlined at <https://rca.alaska.gov/RCAWeb/RequestLogin.aspx>.

Please have your appropriate form filled out and converted to portable document format and text-searchable. The Commission's filing submission guide is here: <https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf>.

Important: AOR online data entry is no longer a filing requirement, and you will no longer see this as required information.

Open your browser and visit: <http://rca.alaska.gov/RCAWeb/Home.aspx>

On the home page, enter your username and password in the upper-right corner and click **Login**.

When you're logged in:

1. Select the **RCA Exchange** tab at the top of the screen.
2. Choose **Submit Annual Report** from the menu.
3. Select **Annual Operations Report** again when the two filing options appear.

Important: Avoid using your browser's Back button; use the **Back** button on the page instead so you don't lose information.

Step 1: Select filing type: Annual Operations Reports are under Filing Type "**Reports & Studies**"

Step 2: Enter Filing Details: Description should read "**20XX Annual Report CPCN XXX for Company Name, LLC**". Synopsis may be additional information, or the same description.

Step 3: Select information as appropriate to your entity.

Step 4: Press next.

Step 5: Upload Files, select Annual Operations Report, and Finish.

Step 6: Complete the Submission

You will be taken to the **Submission Complete** screen.

Click **Finished** to finalize your filing. If you do not click this button, the annual report will not be filed.

Print the confirmation screen for your records and reference the EF# for any questions. If you do not receive an email within three business days acknowledging the Commission has received an electronic filing and providing your transaction number (TR#), contact the Commission to verify that the electronic filing has been received.

For help, please contact rca.mail@alaska.gov or 907-276-6222.