

## Procedures for Submitting a Public Comment with a Username and Password

**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 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.

**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](mailto: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>.

The screenshot shows the home page of the Regulatory Commission of Alaska. At the top right, there is a login section with input fields for 'name' and 'password', and a 'login' button. Below the header, there are several navigation tabs and a main content area with various sections including a calendar of events, a list of hearings, public meetings, and a list of headlines. The page is designed with a blue and white color scheme.

**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 Public Comments** menu option.

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



**Step 4:** 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 5**.

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**.

The screenshot shows the Regulatory Commission of Alaska website. The header includes the logo and navigation links. The main content area is titled "Public Notices & Comments" and contains a table of active public notices. A red circle highlights the text "ALL ACTIVE PUBLIC NOTICES" and another red circle highlights three hyperlinks: "View Notice", "Submit Comments", and "View Submitted Comments".

Date Noticed	Matter Number & Description	Entities	Comment Filing Deadline	Reply Comment Deadline	Utility Type	
	TA1-789: Test for EFiled	RCA				<a href="#">View Notice</a> <a href="#">Submit Comments</a> <a href="#">View Submitted Comments</a>

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 a keyword into the box you can click the **Search** button.

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Home » Public Notices  
Public Notices & Comments

Section Links  
What's New at the RCA  
Public Notices & Comments  
Daily Filings & Issuances  
Calendar of Events  
Scheduling Calendar  
Current Regulation Projects

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

**SEARCH PUBLIC NOTICES BY KEYWORD**

"Test" Search

Hints:  
▶ Enclose phrases in quotes  
Example: "pipeline regulation"  
▶ Use "AND" to find multiple words or phrases (OR, NOT, NEAR also available)  
Example: application AND transfer AND "North Pole"  
▶ Use \* as a wildcard at the end of words & enclose term in quotes  
Example: "regulat\*"  
▶ Tell me more about full-text searches

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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 5:** On this screen, the menu box will display that the Filing Type is **Comments**.

Click the **Submit** button.



**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 public comment 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**.



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 the public comment with, click the **New** button.

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

Name:   
Entity Name:

EntiyName	Web	Email	Telephone	Fax	AddressLine1	AddressLine2	City	State	Postal	Country
ENSTAR NATURAL GAS COMPANY, A DIVISION OF SEMCO ENERGY, INC.	http://www.enstarnaturalgas.com/	dan.dieckgraeff@enstarnaturalgas.com	1-907-277-5551	1-907-334-7671	PO BOX 190288	PO BOX 190288	ANCHORAGE	AK	99519-0288	US

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Webmaster: [webmaster.rca@alaska.gov](mailto:webmaster.rca@alaska.gov)

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.

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 7:** 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. To begin the process of uploading comments, place your cursor over the **Upload Files?** check box and **Left Click**.

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.

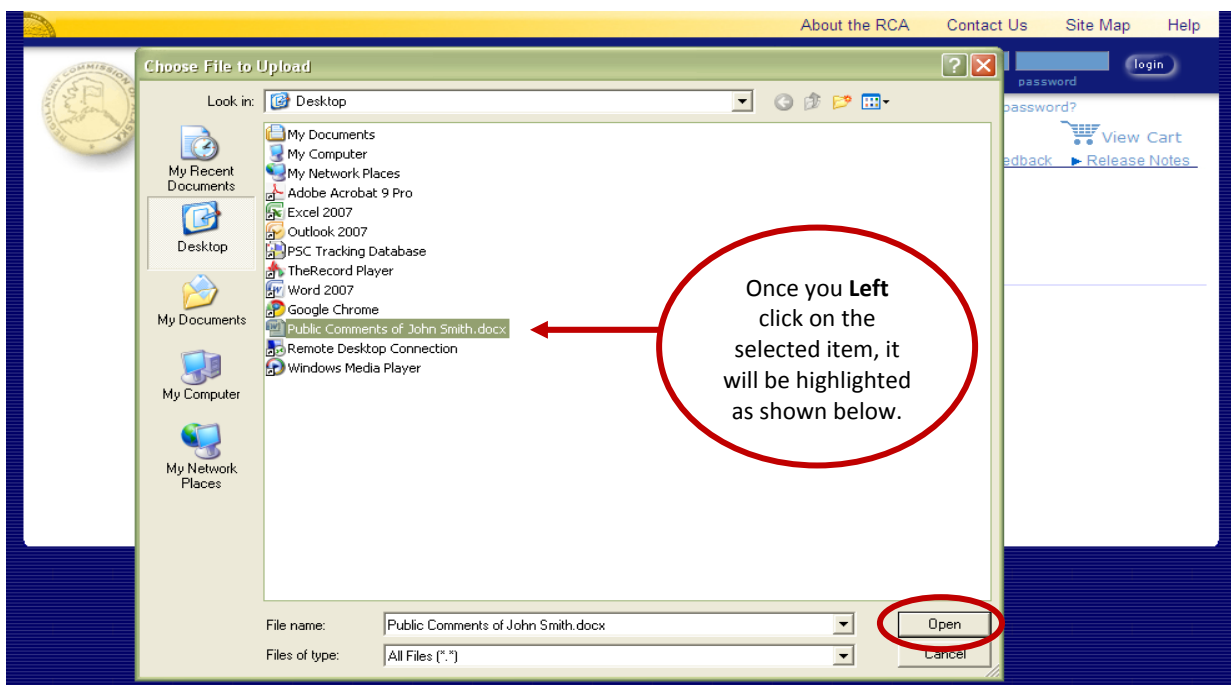
A black **Check Mark** will appear in the box, click the **Submit** button.



**Step 8:** 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** 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.

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.

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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:    
 Description:  (optional)  \*Each file cannot be larger than 10MB

Name	Size	Description	Delete
Public Comments of John Smith.docx	9947	John Smith Public Comments	<input type="button" value="Delete"/>

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**Step 9:** 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 5;
- The **Filing Description**, as provided in Step 8;
- The **Related Entities**, as provided in Step 6;
- The **Related Matter(s) or Docket(s)**, as chosen in Step 4; 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.