

## Procedures for Submitting an Electronic Filing

**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

<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 homepage of the Regulatory Commission of Alaska. At the top right, there is a navigation bar with links for 'About the RCA', 'Contact Us', 'Site Map', and 'Help'. Below this, a login form is highlighted with a red circle, containing fields for 'name' and 'password' and a 'login' button. The main content area is divided into several sections: 'Calendar of Events' with a 'View Current Month' button and sub-sections for 'HEARINGS', 'PUBLIC MEETINGS', and 'TARIFF ACTION MEETINGS'; 'Headlines' with a list of recent news items; 'Public Information' with links to public notices, complaints, and utility rate information; and 'Top Searches' with search options for certificates, entities, matters, orders, and filings.

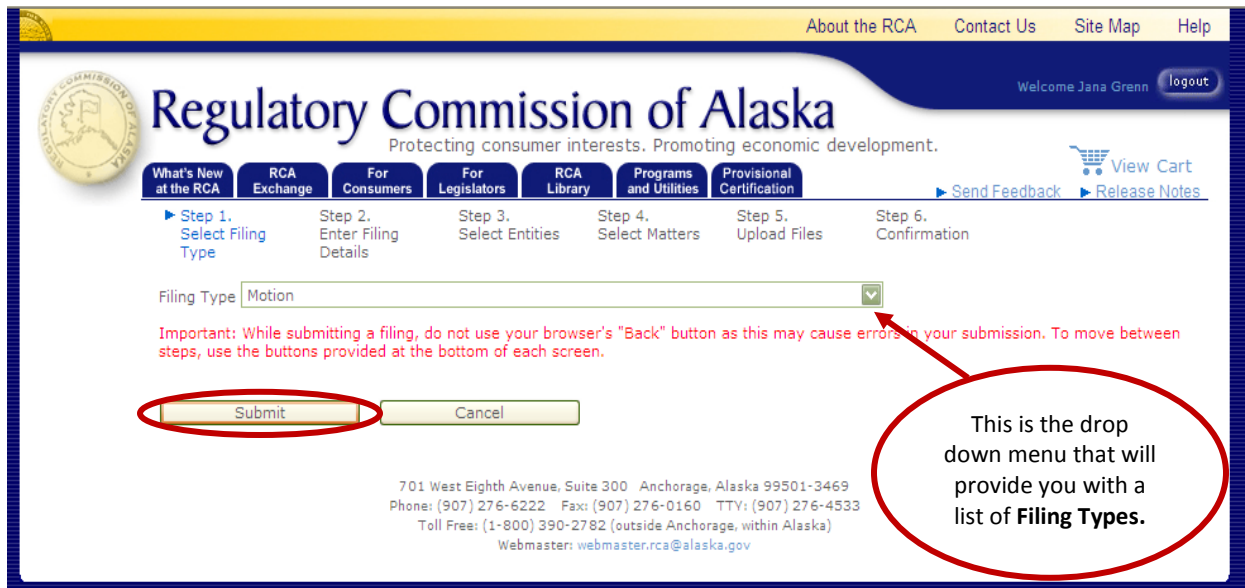
**Step 3:** Once you are logged into the Commission’s electronic filing system, you will see a list of dark blue tabs that run horizontally across the top of the screen. The second tab in this list is the **RCA Exchange** tab. Place your cursor over the tab and click the **Submit Filing** menu option.

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**.



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.

The screenshot shows the 'Select Entities' page on the Regulatory Commission of Alaska website. The page includes a navigation menu with steps: Step 1. Select Filing Type, Step 2. Enter Filing Details, Step 3. Select Entities (active), Step 4. Select Matters, Step 5. Upload Files, and Step 6. Confirmation. Below the navigation, there are input fields for 'Name' and 'Entity Name', both containing 'ENSTAR Natural Gas'. Below these fields are three buttons: 'New' (circled in red), 'Search', and 'Cancel'. A table below the buttons lists the details for ENSTAR NATURAL GAS COMPANY, A DIVISION OF SEMCO ENERGY, INC.

EntityName	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

701 West Eighth Avenue, Suite 800 Anchorage, Alaska 99501-3469  
 Phone: (907) 276-6222 Fax: (907) 276-0160 TTY: (907) 276-4533  
 Toll Free: (1-800) 390-2782 (outside Anchorage, within Alaska)  
 Webmaster: 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.

The screenshot shows the 'Related Entities' section of the Regulatory Commission of Alaska website. At the top, there is a navigation menu with links for 'About the RCA', 'Contact Us', 'Site Map', and 'Help'. Below this, the website's logo and name are displayed, along with the tagline 'Protecting consumer interests. Promoting economic development.' A progress bar indicates the current step is 'Step 3. Select Entities'. The main content area features a dropdown menu for 'Select Company Related to User' with an 'Add' button. Below this is a search bar with the text 'ENSTAR Natural Gas' and a 'Search' button. A table with columns for 'Entity Name', 'Web', 'Email', 'Telephone', and 'Fax' is visible. At the bottom of the form, there are three buttons: 'Back', 'Submit' (circled in red), and 'Cancel'. Contact information for the Commission is provided at the bottom of the page.

**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).

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Step 1. Select Filing Type | Step 2. Enter Filing Details | Step 3. Select Entities | **Step 4. Select Matters** | Step 5. Upload Files | Step 6. Confirmation

Related Dockets

Please select the open matter(s) for this filing. You will repeat this process for each applicable matter. Do not make a selection if your filing is for a new matter or not associated with a matter. Use the search function if you want to submit this filing into a closed matter

or type in Docket Number and click search

Docket #	Description
<input type="button" value="Back"/>	<input type="button" value="Submit"/>
	<input type="button" value="Cancel"/>

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Webmaster: webmaster.rca@alaska.gov

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.

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Select Dockets

Docket #:

DocketNumber	Description	Synopsis	Issue Date
R-09-004	Regulations - Electronic Filing	In the Matter of the Consideration of the Adoption of Regulations Implementing Electronic Filing	3/16/2009 2:14:35 PM

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Webmaster: webmaster.rca@alaska.gov

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).

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Step 1. Select Filing Type | Step 2. Enter Filing Details | Step 3. Select Entities | **Step 4. Select Matters** | Step 5. Upload Files | Step 6. Confirmation

Related Dockets

Please select the open matter(s) for this filing. You will repeat this process for each applicable matter. Do not make a selection if your filing is for a new matter or not associated with a matter. Use the search function if you want to submit this filing into a closed matter

or type in Docket Number and click search

Docket #	Description
<input type="text"/>	<input type="text"/>

701 West Eighth Avenue, Suite 300 Anchorage, Alaska 99501-3469  
Phone: (907) 276-6222 Fax: (907) 276-0160 TTY: (907) 276-4533  
Toll Free: (1-800) 390-2782 (outside Anchorage, within Alaska)  
Webmaster: webmaster.rca@alaska.gov

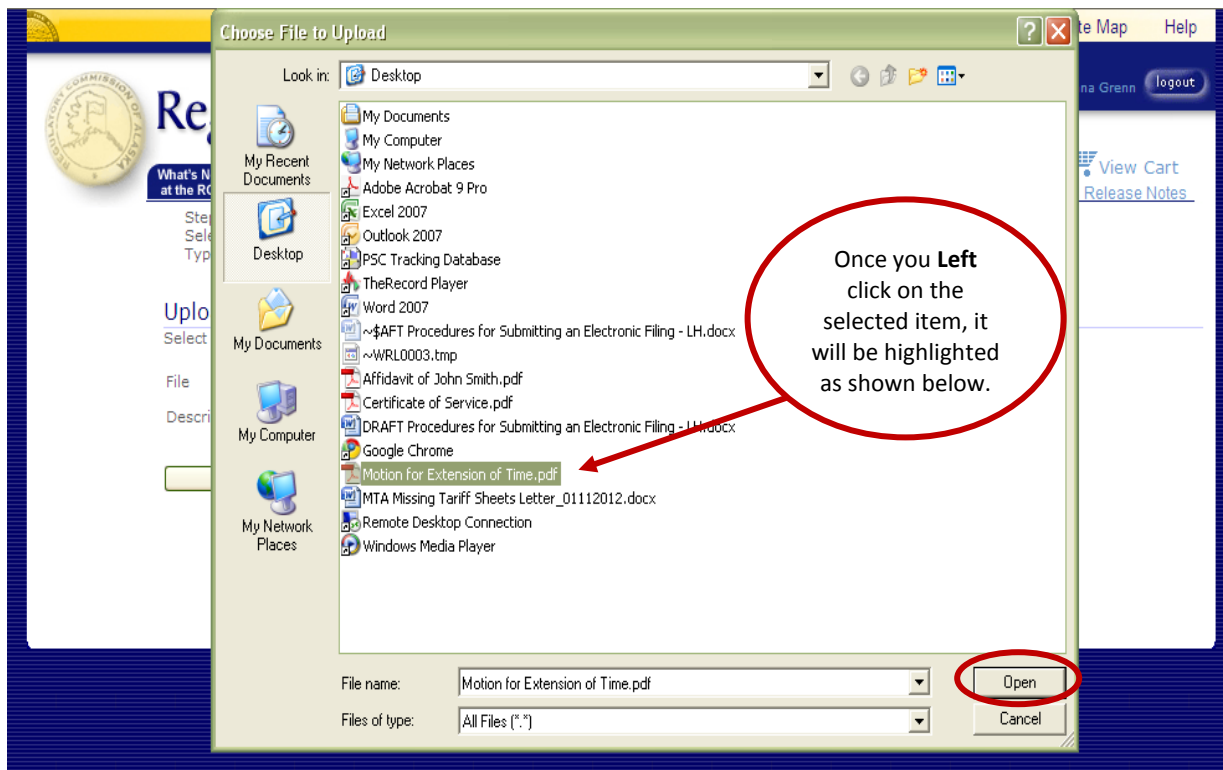
If the **Docket Number** is entered correctly into this box it should appear in as a drop down menu item.

**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.

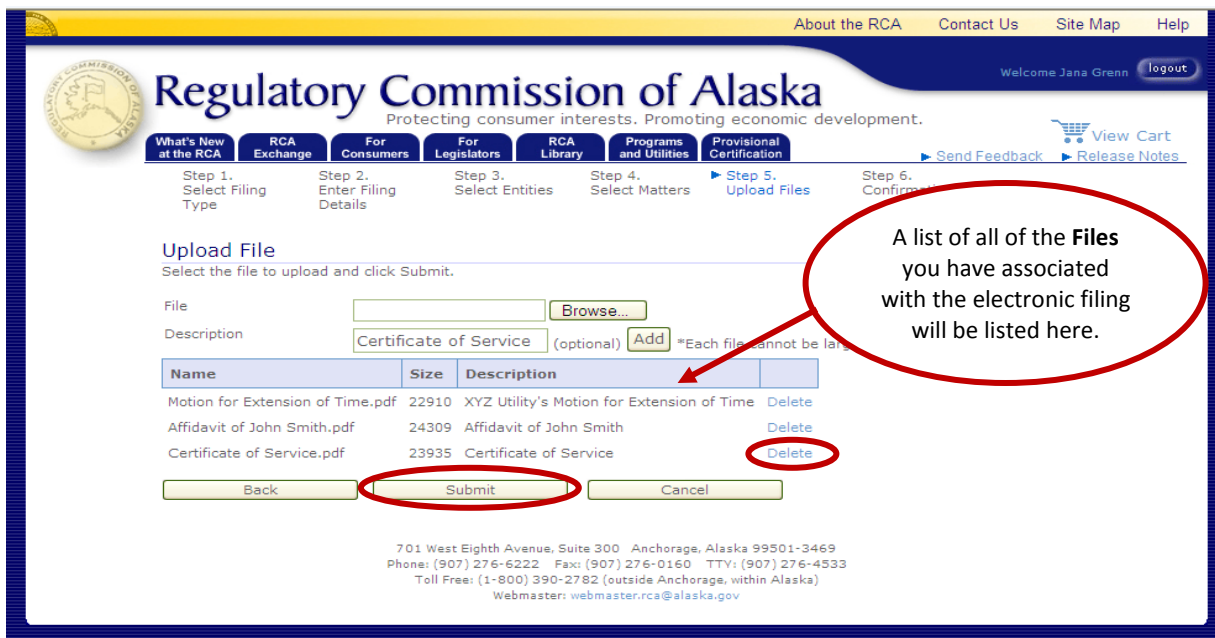
Once you have entered a **Description** for the file, click the **Add** button on the right side of the Description box. Please note that if you have multiple files that you are associating with one electronic filing, you should provide a distinct **Description** for each.



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.

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Step 1. Select Filing Type   
 Step 2. Enter Filing Details   
 Step 3. Select Entities   
 Step 4. Select Matters   
 Step 5. Upload Files   
 Step 6. Confirmation

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**SUBMISSION FINISHED.**

Date/Time Submitted	1/12/2012 8:40:28 AM
Submitted By	Jana A Greenn
Electronic Filing Tracking Number	EF1200009
Priority	
Filing Type	Motion
Description	Motion for Extension of Time by XYZ Utility
Related Entities	
Related Matters	
Files	Motion for Extension of Time.pdf Affidavit of John Smith.pdf Certificate of Service.pdf

**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 **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.