



Federal Energy Regulatory Commission eFiling v7.0 User Guide

SYSTEM LIMITS:

1. A maximum of 200 files may be uploaded under each of the Public, Privileged, and CEII tabs, respectively.
2. The maximum file size is 50 Mb (smaller files preferred whenever possible).
3. Files names, including the period and file extension cannot exceed 60 characters. Use simple file names where possible and name files so they sort in a logical sequence. We recommend that you begin non-public file names with PRIV or CEII, as applicable to ensure they are uploaded under the correct security tab.
4. Files may be zipped into a .zip file provided that none of the files within the zipped file exceeds 50 Mb. Zipped files may not include other zipped files, .exe files, or file formats not in the pages 12-13 of the [Submission Guidelines](#).
5. Submissions must be received by 5:00pm Eastern Time in order to be considered filed that day. Filing deadlines falling on non-business revert by rule to the next business day.

Before you begin:

1. Ensure that the submitter and all contacts who will be associated with the filing or appear on the service list have validated eRegistration accounts.
2. Check the [Filing Guide and Qualified Documents List](#) to ensure that the document you are submitting is eligible for eFiling and to determine the appropriate menu choice for the submission.
3. Be sure you know the location of the file(s) to be submitted and the security level of any non-public (Privileged and CEII) files that may be part of the submission.
4. If you use Microsoft Word be sure to click on Accept All Changes in Document and save it to eliminate redline markings.
5. The content of your submission must be complete. You may not include material by reference only or include hyperlinks to material not otherwise present in the filing.

Step 1: Log on

1. Go to [FERC Online](#) to access eFiling application.
2. Log on to eFiling using your eRegistered email address and password (FERC staff use their network ID and password). We recommend that the person at the keyboard log on using their own account – they will receive the system generated emails and will be able to respond quickly if the Confirmation of Receipt email is not received within a minute or two after submission.



Federal Energy Regulatory Commission eFiling v7.0 User Guide

Step 2: Filing Type Selection

1. On the Filing Type screen, make a selection in Col. 1, Col. 2, and if necessary, Col. 3 for the type of submission. Your selection determines the screens that follow, so be sure to check the [Filing Guide and Qualified Documents List](#) to verify the appropriate choice for your submission.
2. If you're filing a Motion to Intervene, you **MUST** select that category in order for the party and contact information you enter online to automatically be added to the applicable service list.

Steps 3, 4, 5, and 6 provide for repetitive steps to: select multiple docket or project numbers and sub-dockets; upload multiple files; specify joint or several parties; and add multiple contacts for a filing. The selection information appears in a table at the bottom of each screen.

Step 3: Select Docket

1. Enter the applicable root docket (e.g., ER09-111) or project number (e.g., P-2545) for your filing - without the subdocket component. Click on Search.
2. Select the applicable docket or project number and the root (000) and/or subdocket number(s) that pertains to your submission.
3. If additional dockets or sub-dockets apply, repeat the process until the table at the bottom of the screen contains all dockets and sub-dockets reflected in the heading of the document.

Step 4: File Upload

1. Each submission must have at least one Public file. The File Upload screen defaults to the Public tab. There are tabs for Privileged and CEII files. Material subject to a Protective Order may not be efiled at this time.
2. To select a file, click on Browse to open a dialog box.
3. In the dialog box, locate the file you want to upload on your local drive/folder or network drive/folder, highlight it, and click on Open.
4. The drive, path and file name will appear in the Select File space. Do not make any changes to the information in the file space. If you need to rename a file, you must do so **BEFORE** you select it (and external to the eFiling system).
5. There is an optional description field for the file you are uploading (you can ignore this field for single file submissions; it is primarily intended to describe the contents of individual files in a multi-file submission).
6. Click on Upload. The file name will appear in a table at the bottom of the screen.



Federal Energy Regulatory Commission eFiling v7.0 User Guide

7. Repeat the process for any additional files in the submission – up to a maximum of 200 files. Zipped files are permitted as described above.
8. Repeat the process for multiple file submissions; load the files in their logical order.
9. Click on the Privileged or CEII tab to browse, select, and upload.
10. There are up/down arrows to reorder files, a box to check for large format (maps or drawings larger than 11”x17”), and a check box to change the security level of a file uploaded under the wrong security tab (Public, Privileged, and CEII).
11. After you have selected the file or files that make up the entire submission, click on Next.

You have now established the “time of filing” for your submission. However, you **MUST** complete Steps 5 through 8 and “checkout” in order for your submission to be “filed” at FERC. Completing the additional screens does not impact the “time of filing” established at the end of the File Upload step.

Step 5: Specify Filing Parties

- If you are filing on behalf of another party (and not as an Individual), select the party the filing pertains to, not the law firm or other entity making the filing for that party.
 1. The filing party is the party the filing pertains to. It is not the name of the law firm or other entity representing or making the filing for the party.
 2. Enter a character string that the name of the filing party “begins with” or “contains” (depending on the radio button you select) and click on Search.
 3. Click on the Select icon next to the appropriate name of the filing party from the search results. If there are multiple entries for the same entity in the search results, it makes no difference which one you select as long as it is an appropriate form of the name. We prefer that you avoid using acronyms and joint party names.
 4. Use Add New Organization **ONLY** if you do not see the appropriate name of the desired organization in the search results. Use the “contains” option to search the database before creating a new organization name.
 5. Repeat the process for any additional parties. If the parties are members of an ad hoc group, you may also search/select the appropriate group name.
 6. The party or parties (and group designation, if applicable) you select will appear in a table at the bottom of the screen.
 7. After you have selected the party or parties to the filing, click on Next.
- If you are filing on your own behalf as an Individual, click on the radio button next to “For an Individual”. The screen display changes – just click on Next.



Federal Energy Regulatory Commission eFiling v7.0 User Guide

Step 6: Specify the Person to Whom Communication Should Be Addressed

1. If you are filing on behalf of another Party(ies) – the default:
 - You must enter the eRegistered email address of at least one Signer for the party (each party if more than one) selected on the previous screen. You may enter the email address of additional Signers and Other Contacts of the party (or for each party).
 - If you specified more than one party, enter the contacts for the first party, then click on the radio button for the second party and enter the contacts. Repeat the process until you have entered at least one email address for Signer for each party. You cannot proceed until there is at least one Signer for each party.
 - For Motions to Intervene, you must enter the eRegistered email addresses for all contacts for all parties that you wish to appear on the service list. We do not add contacts listed in the document that are not entered online.
 - Persons intervening will have their email addresses added to the appropriate web service list to facilitate the obligation of intervenors to serve copies of filings on other parties. Only persons with valid eRegistration accounts are able to access the web service lists and view or download the email addresses contained therein. These addresses may only be used for FERC-related service and notification requirements.
2. If you selected “Filing as an Individual” on the Filing Party screen:
 - Enter your email address and click on Signer; you may add an Other Contact. Then click on Next.

Step 7: Submission Description

The description that appears in the text box will be added to the eLibrary index to describe your submission. We create a default description based on filing type you selected and information entered on previous screens. Please amend the default description to more fully describe your submission. Note that you may need to delete the filing type portion of the description and replace it with more meaningful content. In addition:

- If you include comments, a protest, or other motion with a motion to intervene, you should amend the description to fully describe the content.
- For testimony, expand the description to describe the type of testimony (initial, rebuttal) and the person testifying.
- For requests for rehearing, include the date of the Commission or Letter Order that is the subject of the rehearing request.



Federal Energy Regulatory Commission eFiling v7.0 User Guide

Step 8: Submit (very important)

- This screen summarizes all of the information about your submission. You **MUST** click on Submit icon to complete the submission process. Otherwise, we will not receive your filing.
- If you determine that you attached the wrong file at this point, you cannot go back and reselect – your only option is to cancel the submission and start over.

Step 10: Confirmation of Receipt email

- When you click on Submit, the system automatically sends a Confirmation of Receipt email to the logon account email address. If you do not receive it within a couple of minutes, contact FERC Online Support (see Help info below)
- The Confirmation of Receipt email has a link to a page with information about the filing. The page has a link to your submission on our eFiling servers. If the document you are filing is one that must be served on parties, you can forward the receipt email to the contacts for those parties, provided their email address is displayed on the service list or you have it from other sources (contacts you do not have email addresses for will have to be served by regular mail).

Step 11: Acceptance for Filing email

- We review each filing prior to acceptance for filing. In some cases we may have to contact an FERC Program Office for additional review and docketing input and assign a new docket or sub-docket. We are now receiving from 60 – 300 efilings per day and the the peak filing time is 3:00pm – 5:00pm Eastern Time. All of this means that it may be the following day before you receive the Acceptance for Filing email.
- The Confirmation of Receipt email is evidence that we have your submission, and the date/time of filing reflected in that email does not change regardless of when we process the submission.
- The Acceptance for Filing email will reflect any new docket or sub-docket assigned to your submission, if applicable. The acceptance email contains the same link as the receipt email, only the link to he filing is to eLibrary.

Help Resources:

- For assistance with eRegistration, eFiling, eService, eSubscription, and eLibrary,



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contact:

FERCOnlineSupport@ferc.gov

1-866-208-3676 (toll-free)

202-502-6652 (local)

- To Report eFiling Problems, check on the status of filings, or report filing errors, contact:
efiling@ferc.gov (do not send filings to this address unless specifically directed)
202-502-8258