PSC Information Request Resolutions and Petitions

Any one can register with the PSC and personally file/electronically "upload" a document to any PSC "Docket."
A docket is the official record storage for a proceeding such as the "**Cardinal Hickory Creek**" **transmission proposal.**

Some elected representatives, clerks and staff find this to be a challenge. If this is the case, there are steps below to follow and two other options:

A. Ask for help by email at PSCRecordsMail@wisconsin.gov or by phone (608) 261-8524

B. Should the electronic process be inconvenient or too complex, the Energy Planning and Information Committee of Town of Stark in Vernon County will assist you as well. You can mail a signed copy of your resolution to Energy Planning & Information Committee S3897 Plum Run Road, La Farge, WI 54639. Make sure you include the email contact information so the committee can confirm the request with your clerk. A pdf scan can also be emailed to secretary of the committee at <type@mwt.net>

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Step-by-Step Filing Instructions for PSC

Registering and Create your "ERF" Account

(1) On your computer, go the PSC's home page http://psc.wi.gov/index.htm

(2) Select the **ERF Electronic Regulatory Filing System** button (top left on the side menu bar).

ERF - Electronic
Regulatory Filing
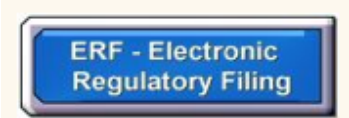
(3) Select **Upload Document, Maintain Profile, Modify Subscriptions**. Do not be alarmed by the Security Certificate alert. Our website is safe. Please continue.

> Upload Documents, Maintain
> Profile, Modify Subscriptions

(4) Below the Logon ID and Password boxes, select **Create New Individual Account.**

> **If you already have an account, login below otherwise click Create Account to set up new account.**
>
> **Warning:** Your session will close if it remains inactive for a extended period of time.
>
> Logon id: _____
>
> Password: _____
>
> (Continue)
>
> Forgot your Password?
> Create New Individual Account
> Create New Corporate Admin Account

(5) Provide the *required information in the provided form . Be sure to record your exact Logon ID and password information, before you click the "Submit" at the bottom.

All required information is displayed in red and marked with an asterisk.

- To protect your personal information, as well as to safeguard the integrity of the PSC online system, user registration is required.
- Logon ID and Password must be 4-8 characters.
- Logon ID and Password are not case sensitive and cannot contain any spaces, hyphens (-), special characters, or other punctuation marks.

*User Name:

*E-Mail Address:

*Logon ID:

*Password:

*Confirm Password:

Mailing Address:

Address Line 1:

Address Line 2:

City: State: WI

Zip/Postal Code: Country: USA

Telephone:

Submit

(6) Your account should be created immediately resulting in this prompt:

If you already have an account, login below otherwise click Create Account to set up new account.

Warning: Your session will close if it remains inactive for a extended period of time.

Logon id:

Password:

Continue

Forgot your Password?

Create New Individual Account

Create New Corporate Admin Account

(7) Practice logging in with your new account Logon ID and Password. Keep this security information in safe place where you can find it in the future.

If you have questions regarding the above steps, you can receive help from Rebecca Yoh by phoning (608) 261-8521 or via email at

Second Step: Uploading the .pdf document to the Docket

One can only electronically upload ".pdf" format files to a PSC docket and they can be no larger than 20 MB,. You will need to convert the document to this format first. Many home scanners will create the necessary **".pdf "** format file or you can take it to a copy shop and have them do it.   If the file conversion proves to be too inconvenient, you can mail the signed paper document to the appropriate addresses on page 1 of these instructions. Be sure to request, in writing, that the enclosed document is to be uploaded to the appropriate docket and include your name and email address under which to register it.

Making a PDF document to upload. Most home digital scanners or copy shops can create a .pdf file of the signed document. If the computer aspects are inconvenient for you, you can mail a signed resolution (or a good copy) with a contact email address to:

(1) Use the logon and password security information you saved to log on to your PSC account at http://psc.wi.gov/index.htm

(2) Under ERF Upload, in the Public Document section, click on "Existing Docket"
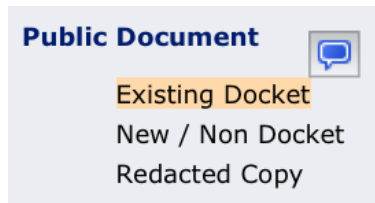
(3) The below window opens:

Upload Public Document - Existed Docket

Warning: If any upload row has an error, you must re-start the upload process again.

	Part 1	Part 2	Part 3	
Docket ID:	05	CE	146	
Example:	16255	TI	100	
Check Docket		Clear Docket		

1. [ ] Browse...   -- Select Document Type --

Description:

[ ]

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(4) In the Docket ID box, Cardinal Hickory Creek, enter the numbers 05 CE 146 in the three provided boxes. Click on "Check Docket" and a confirmation window should appear.

(5) Select the type of document you are uploading, For a PSC Information Request Resolution, select, "Data Request / Response." For input during the initial. "Scoping/EIS" stage, select "Comments."

```
-- Select Document Type --
-- Select Document Type --
Application
Brief/Reply
Comments
Contract
Correspondence
Data Request / Response
Petition/Motion
Prehearing/Prefiled Exhibit/Testimony
Report
Request for Intervenor/Party Status
Tariffs
Telecommunications Affiliated Interest
```

(6) In the "Description" window, A) For a RESOLUTION enter, "**Resolution** Request to Study Alternative Solutions"
                                 (or other request)
                                 B) For a Petition enter, "**Petition** Request to Study Alternative Solutions" (or other request)
                                 C) For "Scoping stage input,"   "**Scoping/EIS Input**"

1. [   ] Browse...   Data Request / Response ⬍

Description:
[Resolution Request to Study Alternative Solutions   **OR**   Petition Request to Study Alternative Solutions   ]

(7)   Click on the "Browse" button. This will open-up a navigation window on your computer. Navigate in this window to find the document on your computer or flash card.

File Upload

(8) Select the correct .pdf file by clicking on it and then click on the "OPEN" button

OurTownResolution.pdf   Feb 9, 2011 2:11 AM   430 KB   Portab... (PDF)

(9) Check to make sure everything is correct, then click on "UPLOAD" at the bottom of the page:

Upload

The upload process should begin. This will take a minute to several minutes depending on the file's size.

(10) If the file uploads correctly, you'll get a confirmation prompt like below. The PSC will also send you a confirmation via email.

Uploaded Public Documents Confirmation

Please print this page as a record of your submission.

Submission Report:

Your submission has been successfully received and is pending acceptance.

Below are details of your submission:

Docket ID: 05 - CE -146