

# PSC Request Resolutions and Petitions

can either be filed as a .pdf file yourself following the below Instructions

- OR MAILED -

Send Individual Petitions and Organizational Resolutions to:

SOUL OF THE KICKAPOO

P.O. 146

La Farge, WI 54639

**INCLUDE YOUR NAME & EMAIL ADDRESS !!!**

Send Local Government Resolutions to:

EPIC

S3897 Plum Run Road

La Farge, WI 54639

**INCLUDE YOUR NAME & EMAIL ADDRESS !!!**

= = = = = = = = = = =

## Step-by-Step Filing Instructions for PSC

### First: Register and Create an “ERF” Account

- (1) On your computer, go to the PSC’s home page <http://psc.wi.gov>
- (2) Select the **ERF Electronic Regulatory Filing System** button (top left on the side menu bar).



(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:

Zip/Postal Code:  Country:

Telephone:

(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:

[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.

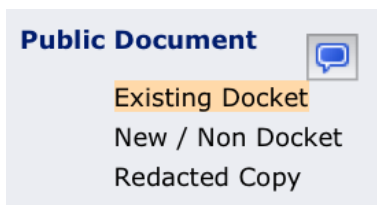
If you have questions regarding the above steps, you receive help from Rebecca Yoh by phoning here at (608) 261-8521 or via email at [Rebecca.Yoh@wisconsin.gov](mailto:Rebecca.Yoh@wisconsin.gov)

## Second Step: Uploading a .pdf document

Note: You need to have a .pdf version of the document you wish to upload on the computer you are using. The .pdf file can be no larger than 20 MB. For signed documents, you will need to convert the document first. Many scanners will create the necessary .pdf format file or you can take it to a Copy Shop. If the computing proves to be too inconvenient, you can also mail the signed petition(s) or organizational resolution to SOUL of the Kickapoo Box 146 La Farge WI 54639. Include your name and email address. Local Government Resolutions can be mailed to: Town of Stark Energy Planning & Information Committee (EPIC) S3897 Plum Run Road La Farge, WI 54639. Include your name and email address!!!

**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>
- (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:	<input type="text" value="137"/>	<input type="text" value="CE"/>	<input type="text" value="160"/>
Example:	16255	TI	100
	<input type="button" value="Check Docket"/>	<input type="button" value="Clear Docket"/>	

1.

Description:

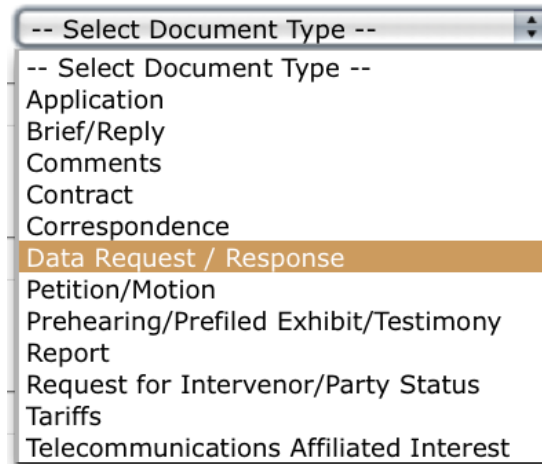
(4) In the Docket ID box, for ATC/Badger-Coulee, enter the number 137 CE 160 in the three provided boxes. For CapX2020, enter the docket number 5 CE 136. Click on "Check Docket" and a confirmation window should appear:

	Part 1	Part 2	Part 3
Docket ID:	<input type="text" value="137"/>	<input type="text" value="CE"/>	<input type="text" value="160"/>
Example:	16255	TI	100
	<input type="button" value="Check Docket"/>	<input type="button" value="Clear Docket"/>	

Application of American Transmission Company, as an Electric Public Utility, for Authority to Construct and Operate a New 345 kV Transmission Line from the La Crosse area, in La Crosse County, to the Greater Madison Area in Dane County, Wisconsin. The project is referred to as the Badger-Coulee Project

**It's ok to upload document to this docket**

(5) Select the type of document you are uploading, For a PSC Request Resolution or Petition, select, "Data Request / Response"



(6) In the "Description" window, A) For a RESOLUTION enter, "**Resolution** Request to Study Alternative Solutions " B) For a Petition enter, "**Petition** Request to Study Alternative Solutions "

1.

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.

(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:



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: 137-ce-160**