What is eFiling?

- Permits the filing of certain documents electronically with the PUC
- Allows documents to be served on other parties electronically
- Enables receipt of documents electronically from the PUC
Benefits of eFiling and eService

- Faster processing
- Online viewing of status of filing
- ePay filing fees
- Same day eService
- No overnight delivery costs
Establishing eFiling Account

- Go to PUC’s website at www.puc.pa.gov
- Click on Filing & Resources
- Select eFiling option
- On left menu, select Create Account (no fee)
Individual or Corporate Account

- Individual Account
  - One individual or organization per account

- Corporate Account
  - Organization with multiple filers can submit documents using single user ID
  - Sub-accounts for individuals
  - Individuals cannot view the filings of other sub-accounts
  - Only owner of corporate account can see all sub-accounts
Login to eFiling account

- Enter User Name
- Enter Password (case-sensitive)
- Click Login or press Enter to continue
Complete Registration Form

- Only PDF documents may be eFiled
- PDF version of registration form (and attachments) is available on the Act 127 page of the PUC’s website:
- Complete and save the form and attachments as PDF document
Submit eFiling – New Cases

For New Cases
- Enter the representing information
- Select a new Case Document Type
  - i.e.?
- Upload the filing document (PDF)
- Upload any attachments (PDF)
- This filing is for a: Select Type of Filing
  - i.e.?
Choosing a Qualified Document Type

- Select the document type according to what you are filing
  - I.e. Application-Pipeline Operator Registration Form
- You can upload filing, cover letter and certificate of service together as long as the total file size does not exceed 10 MB
- The system will let you know if the filing exceeds 10 MB, etc.
Filing Fee

- You have two methods of payment of the fee associated with the filing
  - ePay: You will get a payment confirmation number
  - Check or money order payable to the Commonwealth of PA and mailed to the Secretary of the PUC
My Filings Page

- Log onto eFiling page
- Choose My Filings, which contains history of eFiled documents
- eFiling confirmation number is provided
- Follow the status of your filings
Processing by the PUC

- Within 3 business days
- You will receive a notice through a valid email address
- Processing will be noted under My Filings
Submit a Paper Copy

- A paper copy of your eFiling or cover letter with the eFiling confirmation number should be provided to the Secretary within 3 business days.
eService

- Can choose to accept eService
- Any time a document is filed and served in a case in which you are a party, you will receive an email
Successful Submission

- You are notified with “eFiling Successfully Transmitted” page
- You receive eFiling Confirmation Number
- You receive date and time the filing was submitted
- You receive a list of documents contained in the filing
- Print screen for your records
Subscriptions

- Sign up for subscriptions and you will be notified when a change has been made to the docketed case.
- Or you can sign up for subscriptions for a specific document type.
For Assistance

- **Technical Assistance:**
  - 717-787-8227
  - Ra-PUCHelpDesk@pa.gov
  - Monday through Friday, 8 a.m.-4:30 p.m.

- **Procedural Assistance:**
  - 717-772-4945
  - RA-efiling@pa.gov
  - Monday through Friday, 7:30 a.m.-4:00 p.m.