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MAR - 8 2018

PA PUBLIC UTILITY COMMISSION SECRETARY'S BUREAU Version Revised 06/14/17

## **BEFORE THE PENNSYLVANIA PUBLIC UTILITY COMMISSION**

Application of <u>U.S. Power Trade LLC</u>, d/b/a \_\_\_\_\_, for approval to offer, render, furnish, or supply electricity or electric generation services as a(n) <u>[as specified in item #4b below]</u> to the public in the Commonwealth of Pennsylvania (Pennsylvania).

To the Pennsylvania Public Utility Commission:

### 1. IDENTIFICATION AND CONTACT INFORMATION

- a. IDENTITY OF THE APPLICANT: Provide name (including any fictitious name or d/b/a), primary address, web address, and telephone number of Applicant:
  U.S. Power Trade LLC
  1259 South Cedar Crest Blvd, Suite 310
  Allentown, PA 18103
  724-328-3300
- b. PENNSYLVANIA ADDRESS / REGISTERED AGENT: If the Applicant maintains a primary address outside of Pennsylvania, provide the name, address, telephone number, and fax number of the Applicant's secondary office within Pennsylvania. If the Applicant does not maintain a physical location within Pennsylvania, provide the name, address, telephone number, and fax number of the Applicant's Registered Agent withir Pennsylvania.

N/A

- REGULATORY CONTACT: Provide the name, title, address, telephone number, fax number, and e-mail address of the person to whom questions about this Application should be addressed.
  Robert Rizzitano, CEO
  1259 South Cedar Crest Blvd, Suite 310
  Allentown, PA 18103
  (P): 724-328-3300
  rrizzitano@uspowertrade.com
- **d. ATTORNEY**: Provide the name, address, telephone number, fax number, and e-mail address of the Applicant's attorney. If the Applicant is not using an attorney, explicitly state so.

Not applicable

e. CONTACTS FOR CONSUMER SERVICE AND COMPLAINTS: (Required of ALL Applicants) Provide the name, title, address, telephone number, FAX number, and e-mail <u>OF THE PERSON AND AN ALTERNATE PERSON (2 REQUIRED)</u> responsible for addressing customer complaints. These persons will ordinarily be the initial point(s) of contact for resolving complaints filed with the Applicant, the Electric Distribution Company, the Pennsylvania Public Utility Commission, or other agencies. The main contact's information will be listed on the Commission website list of licensed EGSs.

Robert Rizzitano, CEO 1259 South Cedar Crest Blvd, Suite 310 Allentown, PA 18103 (P): 724-328-3300 (F): 412-774-3084 rrizzitano@uspowertrade.com David Rothrock, VP of Operations 1259 South Cedard Crest Blvd, Suite 310 Allentown, PA 18103 P: (484) 357-4315 F: (866) 594-4677 dbrrms@rothrock.com

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#### 2. **BUSINESS ENTITY FILINGS AND REGISTRATION**

#### a. FICTITIOUS NAME: (Select appropriate statement and provide supporting documentation as listed.)

The Applicant will be using a fictitious name or doing business as ("d/b/a")

Provide a copy of the Applicant's filing with Pennsylvania's Department of State pursuant to 54 Pa. C.S. §311, Form PA-953.

or The Applicant will not be using a fictitious name.

#### b. BUSINESS ENTITY AND DEPARTMENT OF STATE FILINGS:

(Select appropriate statement and provide supporting documentation. As well, understand that Domestic means being formed within Pennsylvania and foreign means being formed outside Pennsylvania.)

The Applicant is a sole proprietor.

If the Applicant is located outside the Commonwealth, provide proof of compliance with 15 Pa. C.S. §4124 relating to Department of State filing requirements.

#### or

The Applicant is a:

domestic general partnership (\*)

domestic limited partnership (15 Pa. C.S. §8511)

foreign general or limited partnership (15 Pa. C.S. §4124)

domestic limited liability partnership (15 Pa. C.S. §8201)

foreign limited liability general partnership (15 Pa. C.S. §8211)

foreign limited liability limited partnership (15 Pa. C.S. §8211)

- Provide proof of compliance with appropriate Department of State filing requirements as indicated above.
- Give name, d/b/a, and address of partners. If any partner is not an individual, identify the business nature of the partner entity and identify its partners or officers.
- Provide the state in which the business is organized/formed and provide a copy of the Applicant's charter documentation.
- \* If a corporate partner in the Applicant's domestic partnership is not domiciled in Pennsylvania, attach a copy of the Applicant's Department of State filing pursuant to 15 Pa. C.S. §4124.

- The Applicant is a:

  - domestic corporation (15 Pa. C.S. §1308)
    - foreign corporation (15 Pa. C.S. §4124)
    - domestic limited liability company (15 Pa. C.S. §8913)
    - foreign limited liability company (15 Pa. C.S. §8981)
      - Other (Describe):
      - Provide proof of compliance with appropriate Department of State filing requirements as indicated above. Articles of Organization are attached.
      - Provide the state in which the business is incorporated/organized/formed and provide a copy of the Applicant's charter documentation.
         PA - Articles of Organization are attached.
    - Give name and address of officers.
      - Robert Rizzitano, CEO, 2454 Lakemont Dr, Gibsonia, PA 15044

## 3. AFFILIATES AND PREDECESSORS

(both in state and out of state)

a. AFFILIATES: Give name and address of any affiliate(s) currently doing business and state whether the affiliate(s) are jurisdictional public utilities. If the Applicant does not have any affiliates doing business, explicitly state so. Also, state whether the applicant has any affiliates that are currently applying to do business in Pennsylvania.

The applicant does not have any affiliates that are currently applying to do business in Pennsylvania.

b. PREDECESSORS: Identify the predecessor(s) of the Applicant and provide the name(s) under which the Applicant has operated within the preceding five (5) years, including address, web address, and telephone number, if applicable. If the Applicant does not have any predecessors that have done business, explicitly state so.

The applicant does not have any predecessors that have done business.

## 4. OPERATIONS

#### a. APPLICANT'S PRESENT OPERATIONS: (select and complete the appropriate statement)

#### **Definitions**

- Supplier an entity that sells electricity to end-use customers utilizing the jurisdictional transmission and distribution facilities of an EDC.
- Aggregator an entity that purchases electric energy and <u>takes title to electric energy</u> as an intermediary for sale to retail customers.
- Broker/Marketer an entity that acts as an intermediary in the sale and purchase of electric energy <u>but</u> does not take title to electric energy.

The Applicant is presently doing business in Pennsylvania as a

- municipal electric corporation
- electric cooperative
- Iocal gas distribution company
- provider of electric generation, transmission or distribution services
- broker/marketer engaged in the business of supplying electricity services
- Other; Identify the nature of service being rendered.

#### ог

The Applicant is not presently doing business in Pennsylvania.

#### b. APPLICANT'S PROPOSED OPERATIONS: The Applicant proposes to operate as a (may check multiple):

#### Generator of electricity

Supplier of electricity

Aggregator engaged in the business of supplying electricity

- Broker/Marketer engaged in the business of supplying electricity services
  - Check here to verify that your organization will not be taking title to the electricity nor will you be making payments for customers.

Electric Cooperative and supplier of electric power

Other (Describe):

c. **PROPOSED SERVICES:** Describe in detail the electric services or the electric generation services which the Applicant proposes to offer.

U.S. Power Trade LLC plans to launch an electronic platform where business entities can host an electronic, reverse auction for their third-party electricity contracts. They have engaged the interest of multiple suppliers who have formal relationships with the Board of Public Utilities and are properly licensed in the areas they would like to service. The platform is similar to Ebay, where a client can put in a reserve price ( the maximum they are willing to pay ), and the suppliers can bid at that number or below. Each supplier will have at least a week to do their due diligence in regards to credit and usage information. They have quality control plans in place where they can send letters to all service addresses that register for a reverse auction to ensure the person representing the business entity is the authorized person to engage in such an action.

d. **PROPOSED SERVICE AREA:** Check the box of each Electric Distribution Company for which the Applicant proposes to provide service.

| Citizens' Electric | D Pike                      |
|--------------------|-----------------------------|
| Duquesne Light     |                             |
| Met-Ed             | UGI Utilities               |
| PECO               | U Wellsboro                 |
| Penelec            | 🔲 West Penn                 |
| Penn Power         |                             |
|                    | 🖄 Entire Commonwealth of PA |

e. CUSTOMERS: Applicant proposes to provide services to:

|           | Residential Customers   |
|-----------|---|
| $\square$ | Small Commercial Customers - (25 kW and Under)  |
|           | Residential and Small Commercial as Mixed Meter ONLY (CANNOT BE TAKEN WITH RESIDENTIAL AND/OR SMALL COMMERCIAL ABOVE)                                 |
|           | Large Commercial Customers - (Over 25 kW)<br>Industrial Customers<br>Governmental Customers<br>All of above (Except Mixed Meter)<br>Other (Describe): |

f. **START DATE:** Provide the approximate date the Applicant proposes to <u>actively market</u> within the Commonwealth.

Upon licensure.

## 5. <u>COMPLIANCE</u>

a. CRIMINAL/CIVIL PROCEEDINGS: State specifically whether the Applicant, an affiliate, a predecessor of either, or a person identified in this Application, has been or is currently the defendant of a criminal or civil proceeding within the last five (5) years.

Identify all such proceedings (active or closed), by name, subject and citation; whether before an administrative body or in a judicial forum. If the Applicant has no proceedings to list, explicitly state such.

The applicant has no criminal/civil proceedings within the last five years to list.

**b. SUMMARY:** If applicable; provide a statement as to the resolution or present status of any such proceedings listed above.

N/A

c. CUSTOMER/REGULATORY/PROSECUTORY ACTIONS: Identify all formal or escalated actions or complaints, in the Commonwealth of Pennsylvania or any state, filed with or by a customer, regulatory agency, or prosecutory agency against the Applicant, an affiliate, a predecessor of either, or a person identified in this Application, for the prior five (5) years, including but not limited to customers, Utility Commissions, and Consumer Protection Agencies such as the Offices of Attorney General. <u>Applicant should also include if it had a Pennsylvania PUC EGS or NGS license previously cancelled by the Commission.</u> If the Applicant has no actions or complaints to list, explicitly state such.

The applicant has no actions or complaints within the last five years to list.

d. SUMMARY: If applicable; provide a statement as to the resolution or present status of any actions listed above.

N/A

#### 6. PROOF OF SERVICE

**Required of ALL Applicants regardless of operating as a supplier, broker, marketer, or aggregator.** (Example Certificate of Service is attached at Appendix C)

a. **STATUTORY AGENCIES:** Pursuant to Section 5.14 of the Commission's Regulations, 52 Pa. Code §5.14, provide proof of service of a signed and verified Application with attachments on the following:

Bureau of Investigation & Enforcement Pennsylvania Public Utility Commission Commonwealth Keystone Building 400 North Street, 2 West Harrisburg, PA 17120

Office of the Attorney General Bureau of Consumer Protection Strawberry Square, 14th Floor Harrisburg, PA 17120

Office of Consumer Advocate 5th Floor, Forum Place 555 Walnut Street Harrisburg, PA 17120 Commonwealth of Pennsylvania Department of Revenue Bureau of Compliance Harrisburg, PA 17128-0946

Office of the Small Business Advocate Commerce Building, Suite 202 300 North Second Street Harrisburg, PA 17101

b. EDCs: Pursuant to Sections 1.57 and 1.58 of the Commission's Regulations, 52 Pa. Code §§1.57 and 1.58, provide Proof of Service of the Application and attachments upon each of the Electric Distribution Companies the Applicant proposed to provide service in. Upon review of the Application, further notice may be required pursuant to Section 5.14 of the Commission's Regulations, 52 Pa. Code §5.14. Contact information for each EDC is as follows.

#### Pike County Light & Power Company:

Vice President – Energy Supply Corning Natural Gas Holding Corporation 330 West William Street Corning, NY 14830

West Penn: Legal Department West Penn Power d/b/a Allegheny Power 800 Cabin Hill Drive Greensburg, PA 15601-1689

**Duquesne Light:** Regulatory Affairs Duquesne Light Company 411 Seventh Street, MD 16-4 Pittsburgh, PA 15219 PECO:

Manager Energy Acquisition PECO Energy Company 2301 Market Street Philadelphia, PA 19101-8699

PPL: Office of General Counsel Attn: Kimberly A. Klock PPL Two North Ninth Street (GENTW3) Allentown, PA 18101-1179 Met-Ed, Penelec, and Penn Power: Legal Department First Energy 2800 Pottsville Pike Reading PA, 19612

**Citizens' Electric Company:** Citizens' Electric Company Attn: EGS Coordination 1775 Industrial Boulevard

Lewisburg, PA 17837

UGI: UGI Utilities, Inc. Attn: Rates Dept. – Choice Coordinator 2525 N. 12th Street, Suite 360 Post Office Box 12677 Reading, Pa 19612-2677

Wellsboro Electric Company:

Wellsboro Electric Company Attn: EGS Coordination 33 Austin Street P. O. Box 138 Wellsboro, PA 16901

### 7. FINANCIAL FITNESS

- a. BONDING: In accordance with 66 Pa. C.S. Section 2809(c)(1)(i), the Applicant is required to file a bond or other instrument to ensure its financial responsibilities and obligations as an EGS. Therefore, the Applicant is...
  - Furnishing the **ORIGINAL** of an initial bond, letter of credit or proof of bonding to the Commission in the amount of \$250,000.
  - Furnishing the **ORIGINAL** of another initial security for Commission approval, to ensure financial responsibility, such as a parental guarantee, in the amount of \$250,000.
  - For Marketers and Brokers Filing for a modification to the \$250,000 requirement and furnishing the ORIGINAL of an initial bond, letter of credit or proof of bonding to the Commission in the amount of \$10,000. Applicant is required to provide information supporting an amount less than \$250,000. Such supporting information must include indication that the Applicant will not take title to electricity and will not pay electricity bills on behalf of its customers. Further details for modification may be described as well.

#### CRITICAL BONDING NOTES:

Applicant is required to maintain a bond or other financial instrument the entire time it maintains an EGS license with the Commonwealth of Pennsylvania. If Applicant's security instrument is not continuous, Applicant <u>MUST</u> submit a Rider, Amendment, or Continuation Certificate annually based on the expiration date of its security instrument.

At least sixty days (60) prior to the security instrument's expiration date, Applicant should contact Stephen Jakab at <u>siakab@pa.gov</u> to determine the appropriate bonding amount based on a percentage of Applicant's gross receipts resulting from the sale of generated electricity consumed in Pennsylvania. Once the amount has been determined, Applicant should overnight the updated security instrument(s) at least thirty (30) days prior to the expiration date to ensure adequate time for staff review and approval of the security instrument(s).

Template versions of a continuous bond, fixed-term bond, continuous letter of credit, and parental guarantee are attached at Appendix E, F, G, & H, respectively. Applicant's security must follow language from these examples, and must include the unmodified language outlined in Appendix D. Any deviation from these examples must be identified in the application and may not be acceptable to the Commission.

- b. FINANCIAL RECORDS, STATEMENTS, AND RATINGS: Applicant must provide sufficient information to demonstrate financial fitness commensurate with the service proposed to be provided. Examples of such information which may be submitted include the following:
  - Actual (or proposed) organizational structure including parent, affiliated or subsidiary companies.
  - Published Applicant or parent company financial and credit information (i.e. 10Q or 10K). (SEC/EDGAR web addresses are sufficient)
  - Applicant's accounting statements, including balance sheet and income statements for the past two years.
  - Evidence of Applicant's credit rating. Applicant may provide a copy of its Dun and Bradstreet Credit Report and Robert Morris and Associates financial form, evidence of Moody's, S&P, or Fitch ratings, and/or other independent financial service reports.
  - A description of the types and amounts of insurance carried by Applicant which are specifically intended to provide for or support its financial fitness to perform its obligations as a licensee.
  - Audited financial statements exhibiting accounts over a minimum two year period.
  - Bank account statement, tax returns from the previous two years, or any other information that demonstrates Applicant's financial fitness.
- c. SUPPLIER FUNDING METHOD: If Applicant is operating as anything other than <u>Broker/Marketer only</u>, explain how Applicant will fund its operations. Provide all credit agreements, lines of credit, etc., and elaborate on how much is available on each item.

N/A

d. BROKER PAYMENT STRUCTURE: If applicant is a broker/marketer, explain how your organization will be collecting your fees.

Supplier pays fees

e. ACCOUNTING RECORDS CUSTODIAN: Provide the name, title, address, telephone number, FAX number, and e-mail address of Applicant's custodian for its accounting records.

Robert Rizzitano, CEO 1259 South Cedar Crest Blvd, Suite 310 Allentown, PA 18103 (P): 724-328-3300 (F): 412-774-3084 rrizzitano@uspowertrade.com

f. TAXATION: Complete the <u>TAX CERTIFICATION STATEMENT</u> attached as Appendix I to this application.

All sections of the Tax Certification Statement must be completed. Absence (submitting N/A) of any of the TAX identifications numbers (items 7A through 7C) shall be accompanied by supporting documentation or an explanation validating the absence of such information.

Items 7A and 7C on the Tax Certification Statement are designated by the Pennsylvania Department of Revenue. Item 7B on the Tax Certification Statement is designated by the Internal Revenue Service.

## 8. TECHNICAL FITNESS:

To ensure that the present quality and availability of service provided by electric utilities does not deteriorate, the Applicant shall provide sufficient information to demonstrate technical fitness commensurate with the service proposed to be provided.

#### a. EXPERIENCE, PLAN, STRUCTURE: such information may include:

- Applicant's previous experience in the electricity industry.
- Summary and proof of licenses as a supplier of electric services in other states or jurisdictions.
- Type of customers and number of customers Applicant currently serves in other jurisdictions.
- Staffing structure and numbers as well as employee training commitments.
- Business plans for operations within the Commonwealth.
- Documentation of membership in PJM, ECAR, MAAC, other regional reliability councils, or any other membership or certification that is deemed appropriate to justify competency to operate as an EGS within the Commonwealth.
- Any other information appropriate to ensure the technical capabilities of the Applicant.

#### b. PROPOSED MARKETING METHOD (check all that apply)



Π

Internal – Applicant will use its own internal resources/employees for marketing External EGS – Applicant will contract with a PUC LICENSED EGS broker/marketer Affiliate – Applicant will use a **NON-EGS** affiliate marketing company and or individuals. External Third-Party – Applicant will contract with a **NON-EGS** third party marketing company and or individuals

Other (Describe):

#### c. DOOR TO DOOR SALES: Will the Applicant be implementing door to door sales activities?

| Х |  |
|---|--|

Yes No

If yes, will the Applicant be using verification procedures?

| L |  |  |
|---|--|--|
| Ē |  |  |

Yes No

If yes, describe the Applicant's verification procedures.

**d. OVERSIGHT OF MARKETING:** Explain all methods Applicant will use to ensure all marketing is performed in an ethical manner, for both employees and subcontractors.

Word of mouth Referrals Website

e. OFFICERS: Identify Applicant's chief officers, and include the professional resumes for any officers directly responsible for operations. All resumes should include date ranges and job descriptions containing actual work experience.

Robert Rizzitano, CEO - Resume is attached.

f. FERC FILING: Applicant has:



Filed an Application with the Federal Energy Regulatory Commission to be a Power Marketer.



Received approval from FERC to be a Power Marketer at Docket or Case Number

X Not applicable

## 9. DISCLOSURE STATEMENTS:

**Disclosure Statements:** If proposing to serve Residential and/or Small Commercial (under 25 kW) Customers, provide a Residential and/or Small Commercial disclosure statement. A sample disclosure statement is provided as Appendix J to this Application.

 Electricity should be priced in clearly stated terms to the extent possible. Common definitions should be used. All consumer contracts or sales agreements should be written in plain language with any exclusions, exceptions, add-ons, package offers, limited time offers or other deadlines prominently communicated.
 Penalties and procedures for ending contracts should be clearly communicated.

Not applicable for an applicant applying for a license exclusively as a broker/marketer.

### 10. VERIFICATIONS, ACKNOWLEDGEMENTS, AND AGREEMENTS

- a. PJM LOAD SERVING ENTITY REQUIREMENT: As a prospective EGS, the applicant understands that those EGSs which provide retail electric supply service (i.e. takes title to electricity) must provide either:
  - proof of registration as a PJM Load Serving Entity (LSE), or
  - proof of a contractual arrangement with a registered PJM LSE that facilitates the retail electricity services of the EGS.

The Applicant understands that compliance with this requirement must be filed within 120 days of the Applicant receiving a license. As well, the Applicant understands that compliance with this requirement may be filed with this instant application.

(Select only one of the following)

- AGREED Applicant has included compliance with this requirement in the instant application, labeled in correspondence with this section (10).



AGREED - Applicant will provide compliance with this requirement within 120 days of receiving its license



- ACKNOWLEDGED Applicant is not proposing to provide retail electric supply service at this time, and therefore is not presently obligated to provide such information
- b. STANDARDS OF CONDUCT AND DISCLOSURE: As a condition of receiving a license, Applicant agrees to conform to any Uniform Standards of Conduct and Disclosure as set forth by the Commission. Further, the Applicant agrees that it must comply with and ensure that its employees, agents, representatives, and independent contractors comply with the standards of conduct and disclosure set out in Commission regulations at 52 Pa. Code § 54.43, as well as any future amendments.



- c. REPORTING REQUIREMENTS: Applicant agrees to provide the following information to the Commission or the Department of Revenue, as appropriate:
  - Retail Electricity Choice Activity Reports: The regulations at 52 Pa. Code §§ 54.201-54.204 require that all active EGSs report sales activity information. An EGS will file an annual report reporting for customer groups defined by annual usage. Reports must be filed using the appropriate report form that may be obtained from the PUC's Secretary's Bureau or the forms officer, or may be down-loaded from the PUC's internet web site.
  - Reports of Gross Receipts: Applicant shall report its Pennsylvania intrastate gross receipts to the Commission on a quarterly and year to date basis no later than 30 days following the end of the quarter.
  - The Treasurer or other appropriate officer of Applicant shall transmit to the Department of Revenue by March 15, an annual report, and under oath or affirmation, of the amount of gross receipts received by Applicant during the prior calendar year.
  - Net Metering Reports: Applicant shall be responsible to report any Net Metering per the Standards on http://www.puc.pa.gov/consumer info/electricity/alternative energy.aspx. Scroll down to the Net Metering Standards Section.
  - Applicant shall report to the Commission the percentages of total electricity supplied by each fuel source on an annual basis per 52 Pa. Code § 54.39(d).
  - Applicant will be required to meet periodic reporting requirements as may be issued by the Commission to fulfill the Commission's duty under Chapter 28 pertaining to reliability and to inform the Governor and Legislature of the progress of the transition to a fully competitive electric market.



AGREED

d. TRANSFER OF LICENSE: The Applicant understands that if it plans to transfer its license to another entity, it is required to request authority from the Commission for permission prior to transferring the license. See 66 Pa. C.S. Section 2809(D). Transferee will be required to file the appropriate licensing application.



e. ANNUAL FEES: The Public Utility Code authorizes the PUC to collect an annual fee of \$350 from suppliers, brokers, marketers, and aggregators selling electricity in the Commonwealth of PA, and an annual supplemental fee based on annual gross intrastate revenues, applicable to suppliers only.



ACKNOWLEDGED

f. FURTHER DEVELOPMENTS: Applicant is under a continuing obligation to amend its application if substantial changes occur to the information upon which the Commission relied in approving the original filing. See 52 Pa. Code § 54.34.



g. FALSIFICATION: The Applicant understands that the making of false statement(s) herein may be grounds for denying the Application or, if later discovered, for revoking any authority granted pursuant to the Application. This Application is subject to 18 Pa. C.S. §§4903 and 4904, relating to perjury and falsification in official matters.





AGREED

h. NOTIFICATION OF CHANGE: If your answer to any of these items changes during the pendency of your application or if the information relative to any item herein changes while you are operating within the Commonwealth of Pennsylvania, you are under a duty to so inform the Commission, within twenty (20) days, as to the specifics of any changes which have a significant impact on the conduct of business in Pennsylvania. See 52 Pa. Code § 54.34.



CEASING OF OPERATIONS: Applicant is also required to officially notify the Commission if it plans to cease i. doing business in Pennsylvania, 90 days prior to ceasing operations.



Electronic Data Interchange: The Applicant acknowledges the Electronic Data Interchange (EDI) i. requirements and the relevant contacts for each EDC, as listed at Appendix M.



k. FILING FEE: The Applicant has enclosed or paid the required, non-refundable filing fee by CERTIFIED CHECK OR MONEY ORDER in the amount of \$350.00 payable to the Commonwealth of Pennsylvania. The Commission does not accept corporate or personal checks for filing fees.



PAYMENT ENCLOSED

## 11. AFFIDAVITS

#### Must be notarized before filing.

- a. APPLICATION AFFIDAVIT: Complete and submit with your filing an officially notarized Application Affidavit stating that all the information submitted in this application is truthful and correct. An example copy of this Affidavit can be found at Appendix A.
- b. OPERATIONS AFFIDAVIT: Provide an officially notarized affidavit stating that you will adhere to the reliability protocols of the North American Electric Reliability Council, the appropriate regional reliability council(s), and the Commission, and that you agree to comply with the operational requirements of the control area(s) within which you provide retail service. An example copy of this Affidavit can be found at Appendix B.

## 12. <u>NEWSPAPER PUBLICATIONS</u>

#### Required of ALL Applicants regardless of operating as a supplier, broker, marketer, or aggregator.

Notice of filing of this Application must be published in newspapers of general circulation covering each county in which the applicant intends to provide service. The newspapers in which proof of publication are required is dependent on the service territories the applicant is proposing to serve.

The chart below dictates which newspapers are necessary for each EDC. For example, an applicant that wants to operate in Penn Power would need to run ads in both The Erie Times-News and the Pittsburgh Post-Gazette. If the applicant is proposing to serve the entire Commonwealth, please file proof of publication in all seven newspapers.

The only acceptable verification of this requirement is with Notarized Proofs of Publication, which may be requested from each newspaper and must be supplied with this application. Applicants do not need a docket number in their publication. Docket numbers will be issued when all criteria on the item 14 checklist (see below) are satisfied.

|                    | Erie<br>Times-<br>News | Harrisburg<br>Patriot-<br>News | Philadelphia<br>Daily News | Pittsburgh<br>Post-<br>Gazette | Scranton<br>Times-<br>Tribune | Williamsport<br>Sun-Gazette | Johnstown<br>Tribune-<br>Democrat |
|--------------------|------------------------|--------------------------------|----------------------------|--------------------------------|-------------------------------|-----------------------------|-----------------------------------|
| Citizens' Electric |                        |                                |                            |                                |                               | X                           |                                   |
| Duquesne           |                        |                                |                            | х                              |                               |                             |                                   |
| Met Ed             |                        | X                              | x                          |                                | Х                             |                             | [                                 |
| PECO               |                        |                                | x                          |                                |                               | Ĩ                           | 1                                 |
| Penelec            | X                      | x                              |                            |                                | X                             | X                           | X                                 |
| Penn Power         | x                      |                                |                            | X                              |                               |                             |                                   |
| Pike               |                        |                                |                            |                                | X                             |                             |                                   |
| PPL                |                        | x                              | x                          |                                | X                             | X                           |                                   |
| UGI                |                        |                                |                            |                                | x                             |                             |                                   |
| Wellsboro          |                        |                                |                            |                                |                               | X                           |                                   |
| West Penn          |                        | x                              |                            | x                              |                               | X                           | X                                 |
| Entire             |                        |                                |                            |                                |                               |                             |                                   |
| Commonwealth       | X                      | x                              | x                          | x                              | x                             | x                           | X                                 |

(Example Publications are provided at Appendices K and L)

## 13. SIGNATURE

Applicant: \_\_\_Robert Rizzitano, U.S. Power Trade LLC Bv

Title: CEO

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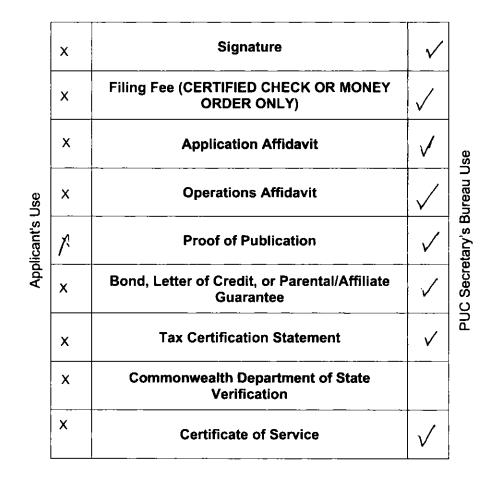
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PA PUBLIC UTILITY COMMISSION SECRETARY'S BUREAU

#### 14. CHECKLIST

For the applicant's convenience, please use the following checklist to ensure all relevant sections are complete. The Commission Secretary's Bureau will not accept an application unless each of the following sections are complete.

Applicant: U.S. Power Trade LLC



## Appendix A

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|---|--------------|---|
|   | MAR - 8 2018 | V |

## **APPLICATION AFFIDAVIT**

| [Commonwealth/State] of   | New York                   |                    | ₽₄             | A PUBLIC UTILITY COMMISSIC<br>SECRETARY'S BUREAU | ٥v |
|---------------------------|----------------------------|--------------------|----------------|--|----|
|                           |                            | :                  | SS.            |  |    |
| County of Westchester     |                            | :                  |                |  |    |
| Robert Rizzitano          | _, Affiant, being duly [sw | orn/affirmed] ac   | cording to lav | w, deposes and says that:                        |    |
| [He/she is the <u>CEO</u> | (Office of At              | ffiant) of U.S. Po | wer Trade LL   | LC_(Name of Applicant);]                         |    |

[That he/she is authorized to and does make this affidavit for said Applicant;]

That the Applicant herein U.S. Power Trade LLC has the burden of producing information and supporting documentation demonstrating its technical and financial fitness to be licensed as an electric generation supplier pursuant to 66 Pa. C.S. § 2809 (B).

That the Applicant herein U.S. Power Trade LLC has answered the questions on the application correctly, truthfully, and completely and provided supporting documentation as required.

That the Applicant herein U.S. Power Trade LLC acknowledges that it is under a duty to update information provided in answer to questions on this application and contained in supporting documents.

That the Applicant herein U.S. Power Trade LLC acknowledges that it is under a duty to supplement information provided in answer to questions on this application and contained in supporting documents as requested by the Commission.

That the facts above set forth are true and correct to the best of his/her knowledge, information, and belief, and that he/she expects said Applicant to be able to prove the same at hearing.

Signature of Affiant

day of March

5 Sworn and subscribed before me this

nature of official administering oath

My commission expires Mey 4, 2019

JOSEPH LOUIS VITULLI Notary Public, State of New York Qualified in Rockland County No. 02V16321975 My Commission Expires May 4, 20/ 4

20 18

Appendix B

## RECEIVED MAR - 8 2018 PA PUBLIC UTILITY COMMISSION SECRETARY'S BUREAU

SS.

**OPERATIONS AFFIDAVIT** 

[Commonwealth/State] of <u>New York</u>

County of Westchester

<u>Robert Rizzitano</u>, Affiant, being duly [sworn/affirmed] according to law, deposes and says that:

[He/she is the <u>CEO</u> (Office of Affiant) of <u>U.S. Power Trade LLC</u> (Name of Applicant);]

[That he/she is authorized to and does make this affidavit for said Applicant;]

That U.S. Power Trade LLC , the Applicant herein, acknowledges that [Applicant] may have obligations pursuant to this Application consistent with the Public Utility Code of the Commonwealth of Pennsylvania, Title 66 of the Pennsylvania Consolidated Statutes; or with other applicable statutes or regulations including Emergency Orders which may be issued verbally or in writing during any emergency situations that may unexpectedly develop from time to time in the course of doing business in Pennsylvania.

That <u>U.S. Power Trade LLC</u>, the Applicant herein, asserts that [he/she/it] possesses the requisite technical, managerial, and financial fitness to render electric service within the Commonwealth of Pennsylvania and that the Applicant will abide by all applicable federal and state laws and regulations and by the decisions of the Pennsylvania Public Utility Commission.

That U.S. Power Trade LLC \_\_\_\_\_, the Applicant herein, certifies to the Commission that it is subject to , will pay, and in the past has paid, the full amount of taxes imposed by Articles II and XI of the Act of March 4, 1971 (P.L. 6, No. 2), known as the Tax Reform Act of 1971 and any tax imposed by Chapter 28 of Title 66. The Applicant acknowledges that failure to pay such taxes or otherwise comply with the taxation requirements of Chapter 28, shall be cause for the Commission to revoke the license of the Applicant. The Applicant acknowledges that it shall report to the Commission its jurisdictional Gross Receipts and power sales for ultimate consumption, for the previous year or as otherwise required by the Commission. The Applicant also acknowledges that it is subject to 66 Pa. C.S. §506 (relating to the inspection of facilities and records).

As provided by 66 Pa. C.S. §2810 (C)(6)(iv), Applicant, by filing of this application waives confidentiality with respect to its state tax information in the possession of the Department of Revenue, regardless of the source of the information, and shall consent to the Department of Revenue providing that information to the Pennsylvania Public Utility Commission.

### Appendix B (Continued)

That U.S. Power Trade LLC , the Applicant herein, acknowledges that it has a statutory obligation to conform with 66 Pa. C.S. §506, §2807 (C), §2807(D)(2), §2809(B) and the standards and billing practices of 52 PA. Code Chapter 56.

That the Applicant agrees to provide all consumer education materials and information in a timely manner as requested by the Bureau of Public Liaison or other Commission bureaus. Materials and information requested may be analyzed by the Commission to meet obligations under applicable sections of the law.

That the facts above set forth are true and correct/true and correct to the best of his/her knowledge, information, and belief.

Signature of Affiant

Sworn and subscribed before me this  $5^{1}$  day of  $m_{erch}$ , 2019.

Signature of official administering oath

My commission expires Mey 4,2015

JOSEPH LOUIS VITULLI Notary Public, State of New York Qualified in Rockland County No. 02VI6321975 My Commission Expires May 4, 20 1 9



MAR - 8 2018

PA PUBLIC UTILITY COMMISSION SECRETARY'S BUREAU

The Tribune Democrat

425 Locust St Johnstown, PA 15907 814-532-5000

3/6/2018 11:29:23 AM Reference Number: 198477302 Total: \$157.50 Transaction Type: Sale Transaction Status: Pending Settlement Card Type: American Express Card Number: Entry Method: Approval Code: 246431 Approval Message: EXACT MATCH AVS Result: Full Exact Match CSC Result: Match Customer Name: LICENSELOGIX 00268790 Invoice:

## Erie Times-News 205 West 12th Street Erie, PA 16534

03/06/18

Phone:(814) 456-7021 Fax:(814) 870-1632 Email:classify@timesnews.com

| Con<br>Ac    | ccount:<br>npany:<br>Idress:<br>phone: | 122994<br>LICENSE LOGIX<br>140 GRAND ST SUIT<br>WHITE PLAINS, NY<br>(914) 644-9547 |                       | Ad Start Date:<br>Class:<br>Ad ID:<br>Ad Taker:<br>Lines:<br>Agate Lines:<br>Blind Box: | 03/08/18<br>225<br>306161<br>LISHK<br>0<br>70 |          |
|--------------|--|--|-----------------------|---|---|----------|
| Charge Date  | e Paym                                 | ent Method Card Type   | Name                  | Card No (   | CCExp Check No                                | Amount   |
| 03/06/18     | сс                                     | AMEX   |                       | 1026  |   | \$476.00 |
| Ad Cost: \$4 | 76.00                                  |  | Paid Amount: \$476.00 |   | Amount Due: \$0.00                            |          |
| Insertion D  | ates: 0                                | 3/08/18  | ·                     |   |   |          |

We Appreciate Your Business! Thank You ! Erie Times · News GoERie



## **Order Confirmation**

Ad Order Number 0008557923

| Customer                       |           |                    |         | Payor Customer                  |  |                |                 |                   |
|--------------------------------|-----------|--------------------|---------|---------------------------------|--|----------------|-----------------|-------------------|
| LICENSELOGIX                   |           |                    |         | LICENSELOGIX                    |  |                |                 |                   |
| Account:240389<br>LICENSELOGIX |           |                    |         | Account: 240389<br>LICENSELOGIX |  |                | PO Number       |                   |
| 140 GRAND ST STE 300           | 0,        |                    |         | 140 GRAND ST STE 300.           |  |                | Sales Rep.      | Marranna Aldridge |
| WHITE PLAINS NY 1060           | 01 USA    |                    |         | WHITE PLAINS NY 10601 USA       |  |                | Order Taker     | Marianna Aldridge |
| (800)292-0909                  |           |                    |         | (800)292-0909                   |  |                | Order Source    |                   |
|                                |           |                    |         | ()                              |  |                | Special Pricing |                   |
| FAX:                           |           |                    |         |                                 |  |                |                 |                   |
| KKurlansky@Licens              | selogix.c | com                |         |                                 |  |                |                 |                   |
| Toar Sheets 0                  | )         | TearsheelsCost     | \$0.00  | Net A                           | mount  | \$167.45       |                 |                   |
| Proofs (                       | 0         |                    |         | Tax A                           | Amount   | \$0.00         |                 |                   |
| Affidavits 1                   | 1         | AffidavitsCost     | \$5.00  | Total A                         | Amount   | \$167.45       |                 |                   |
| Blind Box                      |           |                    |         | Payment I                       | Method   | Credit Card    |                 |                   |
| Promo Type                     |           |                    |         | Payment A                       | mount  | \$167.45       |                 |                   |
| Materials                      |           |                    |         | Атоц                            | int Due  | \$0.00         |                 |                   |
| Invoice Text                   |           |                    |         |                                 |  |                |                 |                   |
|                                |           |                    |         | Ad Schedule                     |  |                |                 |                   |
| P                              | Product   | The Patriot News   |         | Placement/Class                 | Main Leg   | als            |                 |                   |
| # 1                            | Inserts   | 1                  |         | POS/Sub-Class                   | Misc Leg   | al Notices     |                 |                   |
|                                | Cost      | \$159.95           |         | AdNumber                        | 000855   | 7923-01        |                 |                   |
| A                              | d Type    | PA CLS Legal Liner |         | Ad Size                         | 1 X 3  | 5 li           |                 |                   |
| Pic                            | :k Up #   | 0008554712         |         | Ad Attributes                   |  |                |                 |                   |
| Externa                        | al Ad #   |                    |         | Color                           | <none< td=""><td>&gt;</td><td></td><td></td></none<> | >              |                 |                   |
| Production N                   | Method    | AdBooker           |         | Production Notes                |  |                |                 |                   |
| Run Dates Sort<br>03/08/2018   | t Text    | PENNS00PUBLICUTIL  | ITYCOMM |                                 | FUSPOV   | VERTRADELLCFOR | APPROVALTOOFF   | ERREN             |
| P                              | Product   | PennLive.com       |         | Placement/Class                 | Main Leg   | als            |                 |                   |
| # 1                            | Inserts   | 1                  |         | POS/Sub-Class                   | Misc Leg   | al Notices     |                 |                   |
|                                | Cost      | \$2.50             |         | AdNumber                        | 000855   | 7923-01        |                 |                   |
| Ad                             | d Type    | PA CLS Legal Liner |         | Ad Size                         | 1 X 3  | 5 lí           |                 |                   |
| Pic                            | k Up #    | 0008554712         |         | Ad Attributes                   |  |                |                 |                   |
| Externa                        | al Ad #   |                    |         | Color                           | <none< td=""><td>&gt;</td><td></td><td></td></none<> | >              |                 |                   |
| Production N                   | Method    | AdBooker           |         | Production Notes                |  |                |                 |                   |
| Run Dates Sort<br>03/08/2018   | t Text    | PENNS00PUBLICUTIL  | ITYCOMM | ISSIONNOTICEAPPLICATIONO        | FUSPOV   | VERTRADELLCFOR | APPROVALTOOFFE  | ERREN             |

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5336515

#### 0008557923-01

Ad Content Proof

PENNSYLVANIA PUBLIC UTILITY COMMISSION NOTICE

Application of U.S. Power Trade LLC For Approval To Offer, Render, Furnish Or Supply Electricity Or **Electric Generation Services As A** Marketer/Broker Engaged In The **Business Of Supplying Electricity To** The Public In The Commonwealth Of Pennsylvania.

U.S. Power Trade LLC will be filing an application with the Pennsylvania Public Utility Commission ("PUC") for a license to supply electricity or electric generation services as broker/marketer engaged in the business of supplying electricity, U.S. Power Trade LLC proposes to sell electricity and related services in Entire Commonwealth of PA under the provisions of the new Electricity Generation Customer Choice and Competition Act.

The PUC may consider this application without a hearing. Protests directed to the technical or financial fitness of U.S. Power Trade LLC may be filed within 15 days of the date of this notice with the Secretary of the PUC, 400 North Street, Harrisburg, PA 17120. You should send copies of any protest to U.S. Power Trade LLC at 1259 South Cedar Crest Blvd, Suite 310 Allentown, PA 18103.

> Confidentiality Notice: This facsimile is intended only for its addressee and may contain information that is privileged, confidential or otherwise protected from disclosure. Dissemination, distribution or copying of this facsimile or the information by anyone other than the intended recipient is prohibited. If you have received this facsimile in error, please notify us immediately and return the facsimile by mail 1:08PM

Printed 03/06/18 14:28

#### THE SCRANTON TIMES DBA THE TIMES TRIBUNE PO BOX 3478 SCRANTON PA 18505-0478

PHONE: 570-348-9183 FAX: 570-348-9149

|                                 | Advertising I   | Payment Receipt                       |                                    |  |  |
|---------------------------------|---|---------------------------------------|------------------------------------|--|--|
| Account number:                 | 570967  | Credit Card #:                        |                                    |  |  |
| Account name:                   | LICENSELOGIX<br>JESSICA TAYLOR<br>140 GRAND ST. STE. 300<br>WHITE PLAINS NY 10601 | Approval Code:<br>Credit Holder Name: | 174033[198525741]<br>KATIE BABUSKA |  |  |
| Phone number:                   | 914-644-9547  |                                       |                                    |  |  |
| Payment number:                 | 2658397   |                                       |                                    |  |  |
| Payment date:                   | 03/06/18  |                                       |                                    |  |  |
| Amount:                         | 201.10  |                                       |                                    |  |  |
| Payment description:            | CREDIT CARD PAYMENT LIC   | ENSELOGIX                             |                                    |  |  |
| Ad Number:                      | 82186429  | Class Code:                           | X1010                              |  |  |
| Ad Taker:                       | svent   | Salesperson:                          | 110ST                              |  |  |
| First Words: US POWER TRADE LLC |   |                                       |                                    |  |  |

#### Sun Gazette Retail Advertising

252 W Fourth Street Williamsport, PA 17701 570-326-1551

| Customer Nan<br>Customer ID:<br>Order ID: | Ne: Katie Babuska<br>LZ0001AD#232664  | Transaction Date:<br>Comment:  | <br>03/06/2018 03:37:33 PM                                  |
|---|---|--|---|
| Bill to:                                  | Katie Babuska<br>140 Grand Street Suite 300<br>White Plains, NY 10601<br>US | Payment Method:<br>AVS Response Code:<br>CVV Response Code:<br>Transaction Mode:<br>Approve Code:<br>Transaction ID: | Credit Card (Amex)<br>Y<br>Y<br>Sale<br>273018<br>165661454 |
|   |   | Subtotal:<br>Shipping:<br>Tax:<br>Total Amount:  | \$197.92<br>\$0.00<br>\$0.00<br>\$197.92                    |

I agree to pay the above amount according to the card-issuer agreement.

X \_\_\_\_\_\_Katie Babuska

Print Close

Fed ID: 94-0692700

# Pittsburgh Post-Gazette

NOTICE OF PAYMENT OR REFUND

Date: 3/6/2018

Acct #: 89177619

| ATTENT        | ION:   |                       |
|---------------|--------|-----------------------|
| Account       | Name:  | Licenselogix Llc      |
| Phone Number: |        | 914 - 644 - 9547      |
| Email:        | KKurla | nsky@licenselogix.com |

## CHARGE OR REFUND FOR ADVERTISING:

| Mangacitan | This            | TYPE | Account() | Amouní   | Add            | Comment              |
|------------|-----------------|------|-----------|----------|----------------|----------------------|
| 1          | 03/06/1811:52AM |      |           | \$372.00 | 18967776 03/07 | Revised Us Power Tra |
|            |                 |      |           |          |                |                      |
|            |                 |      |           |          |                |                      |
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|            |                 |      |           |          |                |                      |
|            |                 |      |           |          |                |                      |

A formal invoice can be mailed or faxed, per your request.

Any questions regarding the above subject matter, please give us a call at 412-263-5050.

Thank you for your continued support of the Pittsburgh Post-Gazette.

Very truly yours,

PITTSBURGH POST-GAZETTE Customer Service Department 412-263-5050

> 34 BLVD OF THE ALLIES PITTSBURGH, PA 15222 412-263-1100

## PHILADELPHIA MEDIA NETWORK

## The Inquirer DAILY NEWS philly ocom

801 MARKET STREET, SUITE 300, PHILADELPHIA, PA 19107

## **Payment Receipt**

| Thursday, March 08, 2018      |             |                       |                       | · · · · · · · · · · · · · · · · · · · |       |     |
|-------------------------------|-------------|-----------------------|-----------------------|---------------------------------------|-------|-----|
| Transaction Type:             | Payment     | Customer Type:        | Transient             |                                       |       |     |
| Order Number:                 | 0003351580  | Customer Category:    |                       |                                       |       |     |
| Payment Method:               | Credit Card | Customer Status:      | Active                |                                       |       |     |
| Bad Debt:                     | -           | Customer Group:       | No Customer Group     |                                       |       |     |
| Credit Card Number:           | •••••       | Customer Trade:       |                       |                                       |       |     |
| Credit Card Expire Date:      |             | Account Number        |                       |                                       |       |     |
| Payment Amount:               | 815 68      | Phone Number:         | 9146449547            |                                       |       |     |
| Reference Number:             | 190236      | Company / Individual: | Company               |                                       |       |     |
| Effective Date:               | 3/6/2018    | Customer Name:        | LICENSELOGIX          |                                       |       |     |
| Category:                     | Classified  |                       |                       |                                       |       |     |
| Credit to Transaction Number: | P1103850    | Customer Address:     | 140 GRAND ST, STE 300 |                                       |       |     |
| Invoice Text:                 |             |                       |                       |                                       |       |     |
| Invoice Notes:                |             |                       | WHITE PLAINS          | NY                                    | 10601 | USA |
|                               |             | Check Number:         |                       |                                       |       |     |

Routing Number:

Page 1 of 1

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|---------------------------------------|-----------------|--|--------------------|---------------------------------|--------------------------|-------------------------------------|
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| Contact Corpora                       | ations (http:// | www.dos.pa.go  | v/BusinessCha      | rities/Pages/de                 | fault.aspx)              |                                     |
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| Search Resu                           | ilts for term   | us power trac  | de type: Starti    | ing with PA F                   | UBLIC UTILI<br>SECRETARY | TY COMMIS <b>SIO</b> N<br>"S BUREAU |
| Show 10 by                            | antring         |  |                    | <b>_</b>                        |                          | ****                                |
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| Business<br>Entity<br>Name            | Name<br>Type    | Address  | Entity<br>Number   | Entity<br>Type                  | Status                   | Citizenship                         |
| <u>U.S. Power</u><br><u>Trade LLC</u> | Current<br>Name | 1259 S<br>Cedar<br>Crest<br>Blvd Suite<br>310<br>Allentown<br>PA 18103 | <u>4111903</u>     | Limited<br>Liability<br>Company | Active                   | Domestic                            |
| •                                     |                 | (filtered from 3 -   | •                  | details                         | Previous                 | 1 Next                              |
|                                       |                 |  |                    |                                 |                          |                                     |
| << Back to Sea                        | arch            |  |                    |                                 |                          |                                     |

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## Appendix C

## **CERTIFICATE OF SERVICE**

On this the  $\underline{\&m}$  day of  $\underline{\&m}$  2018, I certify that a true and correct copy of the foregoing application form for licensing within the Commonwealth of Pennsylvania as an Electric Generation Supplier and all <u>**NON-CONFIDENTIAL**</u> attachments have been served, as either a hardcopy or a searchable PDF version on a cd-rom, upon the following:

Bureau of Investigation & Enforcement Pennsylvania Public Utility Commission Commonwealth Keystone Building 400 North Street, 2 West Harrisburg, PA 17120

Office of Consumer Advocate 5th Floor, Forum Place 555 Walnut Street Harrisburg, PA 17120

Small Business Advocate Commerce Building, Suite 202 300 North Second Street Harrisburg, PA 17101

Legal Department West Penn Power d/b/a Allegheny Power 800 Cabin Hill Drive Greensburg, PA 15601-1689

Regulatory Affairs Duquesne Light Company 411 Seventh Street, MD 16-4 Pittsburgh, PA 15219

Legal Department First Energy 2800 Pottsville Pike Reading PA, 19612

Citizens' Electric Company Attn: EGS Coordination 1775 Industrial Boulevard Lewisburg, PA 17837 Office of the Attorney General Bureau of Consumer Protection Strawberry Square, 14th Floor Harrisburg, PA 17120

Commonwealth of Pennsylvania Department of Revenue Bureau of Compliance Harrisburg, PA 17128-0946

Vice President – Energy Supply Corning Natural Gas Holding Corporation 330 West William Street Corning, NY 14830

Manager Energy Acquisition PECO Energy Company 2301 Market Street Philadelphia, PA 19101-8699

Office of General Counsel Attn: Kimberly A. Klock PPL Two North Ninth Street (GENTW3) Allentown, PA 18101-1179

UGI Utilities, Inc. Attn: Rates Dept. – Choice Coordinator 2525 N. 12th Street, Suite 360 Post Office Box 12677 Reading, Pa 19612-2677

Wellsboro Electric Company Attn: EGS Coordination 33 Austin Street P. O. Box 138 Wellsboro, PA 16901



MAR - 8 2018 PA PUBLIC UTILITY COMMISSION SECRETARY'S BUREAU PLEASE SIGN HERE

Robert Rizzitano, CEO, U.S. Power Trade LLC



After | 1. Use

NO

**Iter printing this label**: Use the 'Print' button on this page to print your label to your laser or inkjet printer. Fold the printed page along the horizontal line. Place label in shipping pouch and affix it to your shipment so that the barcode portion of the label can be read and scanned.

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