

How to Electronically File
Documents before the
Mississippi Public Service Commission
and the Public Utilities Staff

Electronic Filing User's Guide

About the MSPSC Electronic Filing System

The Mississippi Public Service Commission (MSPSC) and the Mississippi Public Utilities Staff (MPUS) staff have implemented electronic filing in accordance with the Mississippi Administrative Procedures Law beginning on October 17, 2005.

All documents that are filed with MSPSC or submitted to MPUS may now be delivered electronically.

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Process for Electronic Filing of Utility Tariffs with the Mississippi Public Service Commission

Note: This document provides guidelines for filing utility tariffs electronically. If the filing company has questions regarding the e-filing process, those questions should be referred to one of the staff members listed below and resolved before the filing is submitted.

Cora-Lisa Weathersby	Administrative Assistant	(601) 961-5432	cora-lisa.weathersby@psc.ms.gov
Katherine Collier	Executive Secretary	(601) 961-5400	katherine.collier@psc.ms.gov
Janie Keyes	Tariff Specialist	(601) 961-5415	janie.keyes@mpus.ms.gov

Section 1 – General

1. Commission rules define parameters for Utility Company tariff filings. Refer to MSPSC Public Rules and Procedures for specific requirements.
2. Utility companies electronically filing tariffs (e-filing) must comply with Commission rules regarding, but not limited to, the following:
 - Format – examples: page and font size, margins, headers and footers, and page numbers.
 - Content – examples: specific required language, items, and service options.
 - Transmittal (cover) letters – including specific issues that must be addressed in such letters.
 - Notice – including minimum length of the notice period to the Commission and to the public.
 - Filing deadlines – including dates and times by which filings must be received at the Commission.

Section 2 – Receipt by Commission

1. An e-filing is considered received by the Commission only when the entire electronically transmitted document successfully reaches the Commission's e-file email or the document is received via the Commission's e-file website. Companies submitting e-filings through e-mail will receive a return e-mail stating that the e-filing was received. **This reply does not mean that the filing was complete or approved; it just means that the e-filing has been received.**
2. E-filings received after 5:00 pm on weekdays, or at any time on weekends and holidays, are not considered officially received or filed until the next business day.

Section 3 – Filings – Company Instructions

1. Companies must submit all e-filings to the following e-mail address
efile.psc@psc.ms.gov
OR
by contacting Cora-Lisa Weathersby to upload large or confidential documents to the Commission's e-file website.
2. E-mails and uploads may only address the filings for a single company or a single tariff. Companies wishing to amend more than one tariff must submit individual e-filings, via individual e-mails or individual uploads for each tariff.
3. The e-mail's subject line must contain sufficient information for staff to determine what the company is transmitting to the Commission. The subject line must contain the Company name and the Utility ID number.
Sample subject lines:
 - XYZ Company's, TC-123-0001 tariff filing
 - XYZ Company's WA-001-2367 proposal to amend tariff
 - XYZ Company's EC-120-0234 compliance filing in 2000-UA-201
4. All documents, including the company's transmittal letter, tariff sheets, justification documents, and work papers must be attached to the e-mail in Adobe PDF.
5. All e-mail attachments must have descriptive filenames. Examples:
 - Transmittal (cover) letter
 - Tariff sheet(s)
 - Sample customer notice
 - Work papers
6. Documents can be uploaded to the Commission's website by contacting Cora-Lisa Weathersby. The document must be in Adobe PDF format.

7. Any confidential documents must be clearly indicated. Each page of the document must be marked Confidential. The cover letter must state that the document is confidential.
8. All filings must be submitted with the following submitter's contact information:
 - Name
 - Company
 - Mailing address
 - Phone number
 - Fax number
 - e-mail address

Any filing submitted without this information is subject to rejection.

Section 4 – Executive Secretary's Office Procedures

1. When a tariff e-filing is received, the Executive Secretary's staff will check the e-filing for completion.
2. If a complete filing the staff will
 - a) Input pertinent information into the Consolidated Tracking System (CTS).
 - b) Assign a docket number if one is not already assigned.
 - c) Use the PDF stamping tool to place the docket number and received date on the filing.
 - d) Assign a pending effective date.
 - e) Electronically reply to the person submitting the filing, advising the filer of the following:
 - That the filing has been received and posted to CTS.
 - The assigned docket number.
 - The assigned pending effective date, unless suspended.
 - f) Index tariff into imaging system.
 - g) Distribute the filing to appropriate Commission and Public staff.

Section 5 – Substitute (Replacement) Sheets

1. Companies must file substitute sheets with a cover letter stating docket number and reason for substitution through the Executive Secretary's Office. Subject line of e-mail must state replacement page(s) for docket number XXX.
2. Substitute sheets are subject to all applicable industry-specific rules and policies.

Upon receipt, Executive Secretary's staff will:

- Acknowledge receipt of the substitute sheet(s) to the filer, via e-mail
- Stamp the docket number and receipt date on the substitute sheet(s).
- Index substituted sheets into imaging system.
- Distribute substitute sheet(s) to staff

Section 6 – Withdrawn Filings, Commission process

1. When a company withdraws a filing before formal action is taken, Executive Secretary will:
 - a. Ensure the withdrawal letter is posted to CTS.
 - b. Issue Order withdrawing case.
 - c. Close the Case.
 - d. Distribute the withdrawal request to appropriate staff.
2. Executive Secretary will send an e-mail to the company acknowledging withdrawal.

Section 7 – Tariff Section Process

Upon receipt of tariff from Executive Secretary's office, Tariff Section will

1. Review the tariff.
2. Stamp tariff with "approved", "filed", and docket number on all pages.
3. Send approval letter and stamped tariff to appropriate party and the Executive Secretary.
4. Make copies for Central Filing and the tariff book.
5. Distribute copies
6. Post the filing in CTS.

Process for Electronic Filing of Documents Other than Tariffs with the Mississippi Public Service Commission

Note: This document provides guidelines for filing documents electronically with the Public Service Commission. If the filing company has questions regarding the e-filing process, those questions should be referred to one of the staff members listed below and resolved before the filing is submitted.

Cora-Lisa Weathersby	Administrative Assistant	(601) 961- 5432	cora-lisa.weathersby@psc.ms.gov
Katherine Collier	Executive Secretary	(601) 961-5400	katherine.collier@psc.ms.gov

Section 1 - General

1. Commission rules define parameters for

filing of all documents. Companies submitting e-filings must comply with Commission-adopted rules and policies regarding such documents.

2. Pre-registration **is not required** by the Commission to electronically file documents.

3. An e-filing is considered received by the Commission only when the entire electronically transmitted document successfully reaches the Commission's electronic mailbox via e-mail or upload. Companies submitting e-filings through e-mail will receive a return e-mail stating that the e-filing was received. **This reply does not mean that the filing was complete or approved; it just means that the e-filing has been received.**

Companies' e-filing via facsimile machine must have their machine configured to track transmission receipts.

4. E-filings received after 5:00 p.m. on weekdays, or at any time on weekends and holidays, are not considered officially received or filed until the next business day.

Section 2 – Filings/Company Instructions

1. Companies must submit all e-filings to the following e-mail address

efile.psc@psc.ms.gov

OR

by contacting Cora-Lisa Weathersby to upload large or confidential documents to the Commission's e-file website.

2. The e-mail's subject line or the fax cover page must contain sufficient information for staff to determine what documents are being transmitted to the Commission. The subject line must contain the name of the company, the Utility ID number, the type of filing and the docket number, if applicable. For example:

- Initial application for XYZ CORP, EC-123-0234-00 2005-UA-980
- Supplemental application for ABC Water, WA-100-2340-01 2001-UA-875
- Rate Application for A1 – Phone Service TC-120-1984-01 2003-UN-902
- Sale & Transfer Application for Down & Dirty Sewer SC-003-3409-00 2005-UA-384
- Stock Transfer Application for EA-020-3454-00 2005-UA-845
- Interconnection Agreement XYZ Company GC-123-7675-02 2005-UA-880

3. Multiple filings cannot be combined in one e-mail, document upload or fax transmission. All supporting documents regarding an e-filing must be attached in ADOBE portable document format (PDF). Total e-mail size with attachments cannot exceed 10mb.
4. Attachments to e-mails must have descriptive filenames. If faxing, please separate documents with a cover sheet with the company name,

utility id, docket number and the type of document. Examples:

- Transmittal (cover) letter.
- Testimony
- Motion
- Order
- Application
- Brief
- Agreement
- Notice to customers
- Corporate Charter
- Contract.
- Supporting documents.

5. All confidential documents must be clearly indicated by indicating in the cover e-mail or fax which documents are confidential.

The name of the attached documents must include the word confidential.

6. All filings must be submitted with the following submitter's contact information:
 - a. Contact name
 - b. Company
 - c. Mailing address
 - d. Phone number
 - e. Fax number
 - f. e-mail address

Any filing submitted without this information is subject to rejection.

- b. Assign a docket number if one is not already assigned.
- c. Use the PDF stamping tool to place the docket number and received date on each page of the filing.
- d. Assign a pending effective date, as needed.
- e. Index tariff into imaging system.
- f. Distribute the filing to appropriate Commission and Public staff.

Section 3 – Executive Secretary's Office Procedures

When an e-filing is received, Executive Secretary Staff will:

1. Check the e-filing for completion
2. If a complete filing the staff will
 - a. Input pertinent information into the Consolidated Tracking System (CTS).

Process for Electronic Filing of Annual Reports with the Public Utilities Staff

Note: This document provides guidelines for filing documents electronically with the Public Utilities Staff. If the filing company has questions regarding the e-filing process, those questions should be referred to the staff member listed below and resolved before the document is submitted.

Wayne Wilkinson Staff Officer (601) 961-5481

wayne.wilkinson@mpus.ms.gov

Section 1 - General

1. Commission rules define parameters for filing documents. Companies submitting e-filings must comply with Commission-adopted rules and policies regarding such documents.
2. Pre-registration **is not required** by the Public Staff to electronically file documents.
3. An e-filing is considered received by the Public Staff only when the entire electronically transmitted document successfully reaches the Public Staff's electronic mailbox or fax machine. Companies submitting e-filings through e-mail will receive a return e-mail stating that the e-filing was received. **This reply does not mean that the filing was complete or approved; it just means that the e-filing has been received.**

Companies' e-filing via fax machine must have their machine configured to track transmission receipts.

4. E-filings received after 5:00 p.m. on weekdays, or at any time on weekends and holidays, are not considered officially received or filed until the next business day.

2. The e-mail's subject line or the fax cover page must contain sufficient information for staff to determine what documents are being transmitted to the Public Staff. The subject line must contain the name of the company, the Utility ID number and the type of document being filed for example:
 - Annual Report for A1 Phone Service
TC-120-1984-01
3. All documents regarding an e-filing must be attached to the e-mail, in ADOBE portable document format (PDF). Total e-mail size with attachments cannot exceed 10mb.
4. Attachments to e-mails must have descriptive filenames. If faxing, please separate documents with a cover sheet with the company name, utility id and the type of document. Examples:
 - Annual Report for A-1 Phone Service
TC-120-1984-01
5. All confidential documents must be clearly identified by indicating in the cover e-mail or fax which documents are confidential.

The name of the documents must include the word confidential.

6. All filings must be submitted with the following submitter's contact information:
 - a. Contact Name
 - b. Company
 - c. Mailing address
 - d. Phone number
 - e. Fax number
 - f. e-mail address

Any filing submitted without this information is subject to rejection.

Section 2 – Filings/Company Instructions

1. All e-filings must be submitted by e-mail to the following address:

efile.pus@psc.ms.gov

or faxed to **(601) 961-5804**

Section 3 – Public Staff's Procedures

When an e-filing is received, a member of the Public Staff will:

1. Check the e-filing for completion
2. If a complete filing the staff will
 - a. Input pertinent information into the Consolidated Tracking System (CTS).
 - b. Stamp the document with the received date.
 - c. File the document in the appropriate filing cabinet.

Process for Electronic Filing of Data Requests with the Public Utilities Staff

Note: This document provides guidelines for filing documents electronically with the Public Utilities Staff. If the filing company has questions regarding the e-filing process, those questions should be referred to the staff member listed below and resolved before the document is submitted.

Cassandra Lowe Legal (601) 961-5491 cassandra.lowe@mpus.ms.gov

Section 1 - General

1. Commission rules define parameters for filing documents. Companies submitting e-filings must comply with Commission-adopted rules and policies regarding such documents.
2. Pre-registration **is not required** by the Public Staff to electronically file documents.
3. An e-filing is considered received by the Public Staff only when the entire electronically transmitted document successfully reaches the Public Staff's electronic mailbox or facsimile machine. Companies submitting e-filings through e-mail will receive a return e-mail stating that the e-filing was received. **This reply does not mean that the filing was complete or approved; it just means that the e-filing has been received.**

Companies' e-filing via facsimile machine must have their machine configured to track transmission receipts.

4. E-filings received after 5:00 p.m. on weekdays, or at any time on weekends and holidays, are not considered officially received or filed until the next business day.

Section 2 – Filings/Company Instructions

1. All e-filings must be submitted by e-mail to the following address:

efile.pus@psc.ms.gov

or faxed to **(601) 961-5804**

2. The email's subject line or the fax cover page must contain sufficient information for staff to determine what documents are being transmitted to the Public Staff. The subject line must contain the name of the company, the docket number and the type of document being filed for example:
 - Response to Data Request for A1 Phone Service 2005-UA-870
3. All documents regarding an e-filing must be attached to the e-mail, in ADOBE portable document format (PDF). Total e-mail size with attachments cannot exceed 10mb.
4. Attachments to e-mails must have descriptive filenames. If faxing, please separate documents with a cover sheet with the company name, utility id, docket number and the type of document. Examples:
 - Response to Data request of A-1 Phone Service TC-123-0034-00
 - Docket Number 2005-UA-870
5. All confidential documents must be clearly identified by indicating in the cover e-mail or fax which documents are confidential.

The name of the documents must include the word confidential.

6. All filings must be submitted with the following submitter's contact information:
 - a. Name
 - b. Company
 - c. Mailing address
 - d. Phone number
 - e. Fax number
 - f. e-mail address

Any filing submitted without this information is subject to rejection.

Section 3 – Public Staff's Procedures

When an e-filing is received, a member of the Public Staff will:

1. Check the e-filing for completion
2. If a complete filing the staff will
 - a. Input pertinent information into the Consolidated Tracking System (CTS).
 - b. Stamp the document with the received date.
 - c. Distribute the filing to appropriate Commission and Public staff.