

**How to File Electronic Documents with the  
Public Service Commission of Wisconsin  
(Electronic Regulatory Filing System User Manual)  
Last Updated 7/13/16**

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## Overview

### Introduction

The Public Service Commission of Wisconsin (PSC) created an Electronic Regulatory Filing (ERF) system to receive, circulate, process and publish documents electronically. The ERF system will reduce the time necessary to make decisions on proposed actions, increase public access to information in formal cases, and provide an easy and convenient way for utilities, consultants, applicants, and other parties to participate in the agency's formal case process.

### Electronic Regulatory Filing Requirements

- **Create an Account.** Individual users must create an account by specifying their name, email address, logon id and password. Individual accounts can be created by clicking on the [Create New Individual Account](#) hyperlink from the ERF Login Page. Corporate accounts can only be created by the PSC's Records Management Unit (RMU). Entities must complete a [Request Corporate Electronic Filing Account](#) form in order to establish an account.
- **Acquire PDF Creating Software.** You will need a current copy of Adobe Acrobat (or other suitable software) to convert your documents to the required portable document format (PDF). Microsoft Office (2007 and later) includes the ability to create a PDF file. See <http://www.adobe.com> to purchase or learn more about Adobe Acrobat.
- **Convert documents from native formats.** Documents should be converted from their native format, such as Word or Excel, directly to PDF by converting or printing to the PDF format. ERF users must **avoid scanning** to the maximum extent feasible.
- **OCR documents if scanning is necessary.** If scanning of a document is unavoidable, the document **must** be converted using Optical Character Recognition (OCR) to a text-searchable document. Examples of such software include Adobe Capture, OmniPage, ReadIris, and many others, including some freeware. Documents that are neither converted from native format nor converted using OCR software may be rejected by the PSC.
- **Internet Connection and Microsoft Internet Explorer 5.0 or above.** A high speed internet connection is required for users uploading or downloading large files. Microsoft Internet Explorer 5.0 or above is required when accessing the ERF system because it utilizes Microsoft technologies that may not be supported in other browsers.

### Contacts

For questions or more information on the Electronic Regulatory Filing System, contact:

PSC Records Management Unit 610 North Whitney Way P.O. Box 7854 Madison, Wisconsin 53707-7854	Phone: (608) 261-8524 TTY: (608) 267-1479 Fax: (608) 266-3957 Email: <a href="mailto:pscsecs@psc.state.wi.us">pscsecs@psc.state.wi.us</a>
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### Features of the ERF System

- **Account creation** – Users may create an individual account or they may file a corporate electronic filing account request with the PSC’s Records Management Unit (RMU).
- **Authentication/Identification of users** – Users must enter a valid logon id and password before they can use the ERF upload system. A logon id and password is not required for user who want to search and view documents.
- **Change user profile and password** – Once a user has logged into the ERF system, the customer can update their personal profile or change their password.
- **Password reminder** – Users will be able to request their password be e-mailed to them by specifying their logon ID and email address. If a match is found in the user profile, the system will automatically generate an email and attach the user’s password.
- **Uploading documents (SSL)** – All documents are uploaded to the PSC’s web site using Secure Sockets Layer technology. This encryption routine is accepted by all industries as a secure method of transmitting data.
- **Subscribe/Search** – Users may request notification of all new documents based on user specified criteria. When a new document is accepted, the system will generate an email with the document title and a link to the public document on the PSC’s web site.
- **Check document status** – Users may view a listing of all pending, accepted and rejected documents which they have filed. Corporate accounts may view the status of all document filed on their behalf.
- **Quick Search** – Users may view recently filed documents by case number, utility name, industry type and document type.
- **Detailed Search** – Users may search the document repository by specifying one or more of the following criteria: utility involved, case number, document type, industry type, date range and keyword or phrase. If a keyword or phrase is used, the document title and full text will be searched for the word or phrase.

## General Guidelines for Filing Documents

1. In general, documents should be prepared using an easily readable font and when printed should fit on an 8 ½ x 11-inch page.
2. When submitting physical items, such as a piece a pipe or a meter, filing should include a digital picture of the item. Pictures should be stored as a PDF.
3. All files must be submitted in PDF, except working spreadsheets which should be filed as an Excel document. **DO NOT scan any document that can be converted from the original file.** If scanning a document, use Adobe Capture to convert the scanned document to text.
4. Documents should be kept reasonably small, if possible. The size of the original document and subsequent PDF will depend on the number of pages and features, such as formatting, pictures and track changes, included in the document.

Pages	File Type	Size	File Type	Size
2 pages (text)	Word	23 KB	PDF	12 KB
24 pages (outline format)	Word	83 KB	PDF	49 KB
164 pages (text)	Word	1,121 KB	PDF	418 KB
1 sheet Excel	Excel	32 KB	PDF	9 KB

5. Keeping in mind the maximum document size, users should group documents into logical units and combine those documents into a single filing. For example, a Brief with a cover letter and several attachments may all be combined into a single document. A confidential document and its corresponding Affidavit should be combined into a single document.

A general guideline is that if you would have stapled the pages together when filing a paper document, you can likewise combine them electronically into a single document.

**Note: Testimony and Exhibits still have to be filed as individual documents.**

6. Documents should not contain hyperlinks to other documents, as the ERF system will rename the documents and the hyperlinks will not work.
7. The official filing date of all electronic documents is the date and time the file is uploaded to the PSC's web. The ERF system will also record the date and time that the filing is accepted or rejected.
8. The electronic document uploaded to the PSC's web site is the official version of the document. DO NOT send a paper copy of the document to the PSC.
9. Confidential documents can be filed electronically using the confidential document section of ERF. A redacted (public) version of the document is also required. Users should reference the control number of the confidential document in the description of the public document.  
Example: Gas Trading Data for June 2003 – Public Copy (Control #: 123456)
10. Service is the responsibility of the filing party. Parties should discuss service of document at the prehearing and agree on the method of service at that time (i.e. mail, electronic, hand delivery, etc.)

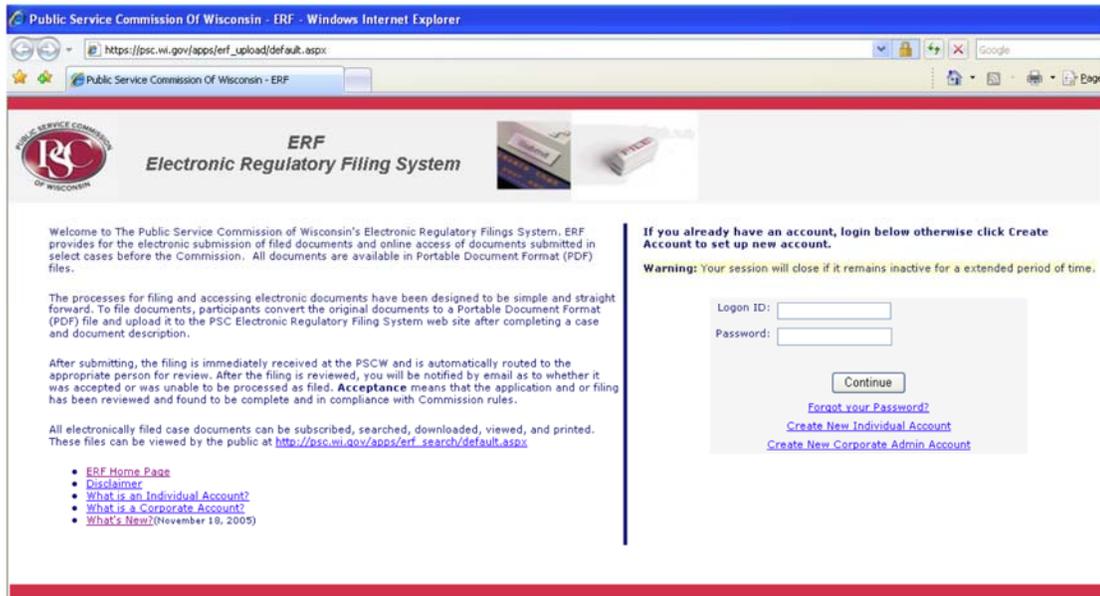
## How to Log Into the ERF System

To electronically submit documents using the PSC Electronic Regulatory Filing system, a user must have:

- Software to convert the documents to PDF, usually Adobe Acrobat.
- Internet connection and browser. Users must have a high speed internet connection for uploading large files, and Internet Explorer 5.0 or above.
- ERF user logon id and password.

## To Log into the ERF System

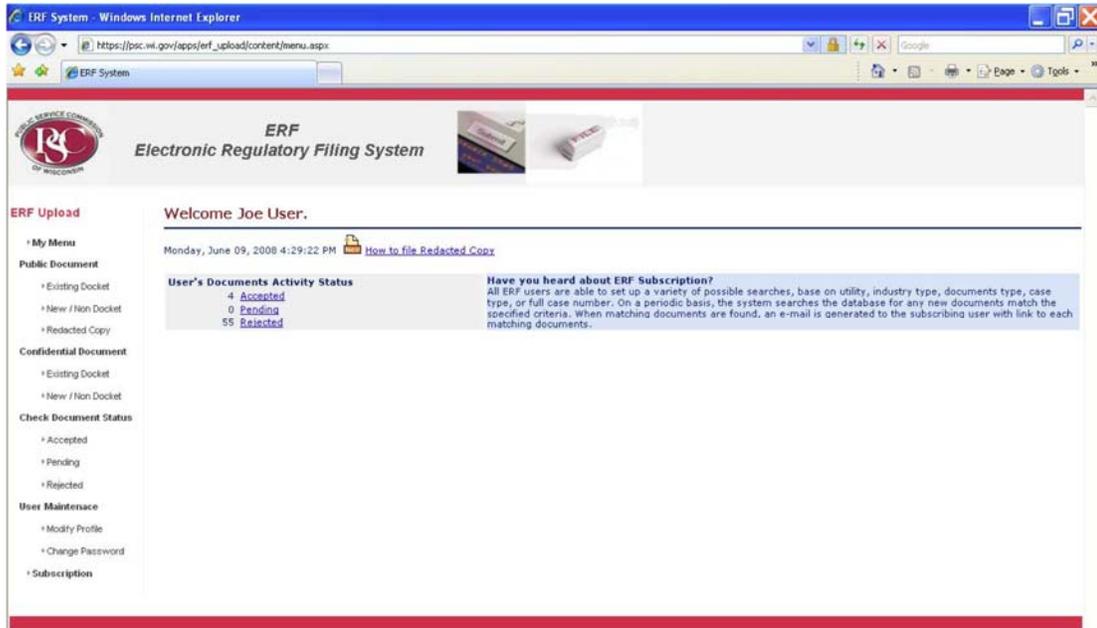
1. Use [https://psc.wi.gov/apps/erf\\_upload/default.aspx](https://psc.wi.gov/apps/erf_upload/default.aspx) to submit filings to the Public Service Commission of Wisconsin.
2. Type in a valid user name and password.



## Individual User Account Submenu

### Submit Public Documents for an Existing Docket

1. Select the Existing Docket entry under the Public Document side menu.



2. Enter the docket number and click the Check Docket button.

If the docket id is not valid and error message will appear telling you how to correct the problem. Click Check Docket to recheck the docket id.

If the docket id is valid the title will appear in the title box. Click Continue.

A screenshot of the "Upload Public Document" form. The title bar reads "Upload Public Document". Below the title bar, the instruction says "Enter the Docket ID for the document(s) you are uploading and press **Check Docket**." The form contains three input fields labeled "Part 1", "Part 2", and "Part 3" for the Docket ID. Below these fields, an example is provided: "Example: 16255 T1 100". A large text area labeled "Title:" is positioned below the docket ID fields. At the bottom of the form is a "Check Docket" button.

## Submit Public Documents for an Existing Docket (Continued)

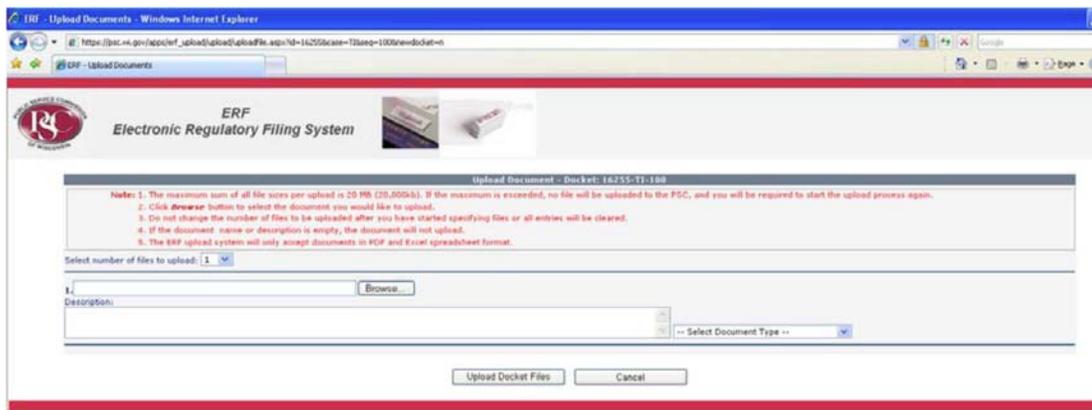
3. Select the number of files to upload.

When the screen repopulates, click the browse button in row 1 and select the file to upload. Then specify the document type from the drop down list box and finally enter a meaningful description such as “Testimony of Jane Smith”.

Repeat this for each row on the screen.

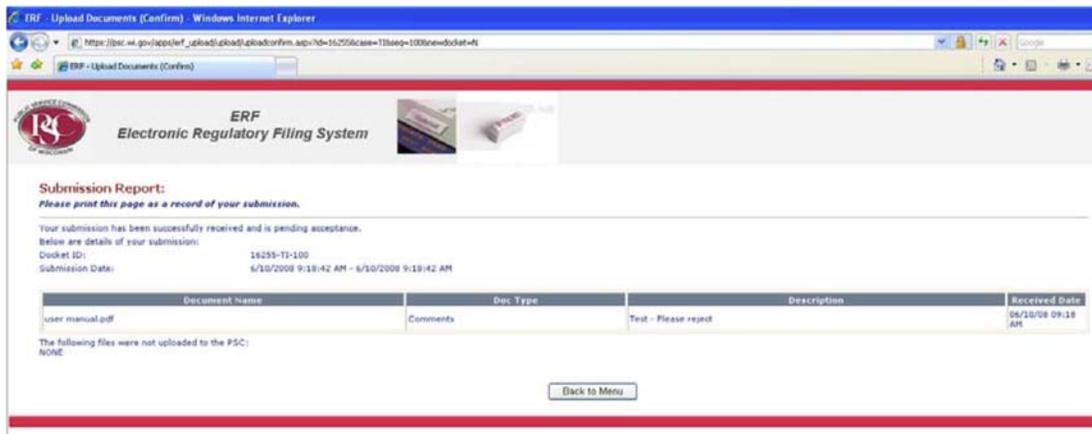
Click the Upload Docket Files button to submit the documents.

**NOTE: If you attempt to upload files with a total size larger than the maximum file size specified on the screen, you will get an error and all the information entered on the screen will be erased.**



4. Review the Submission report for errors. If you would like a copy print it for your records, or copy and paste the screen into a tracking document.

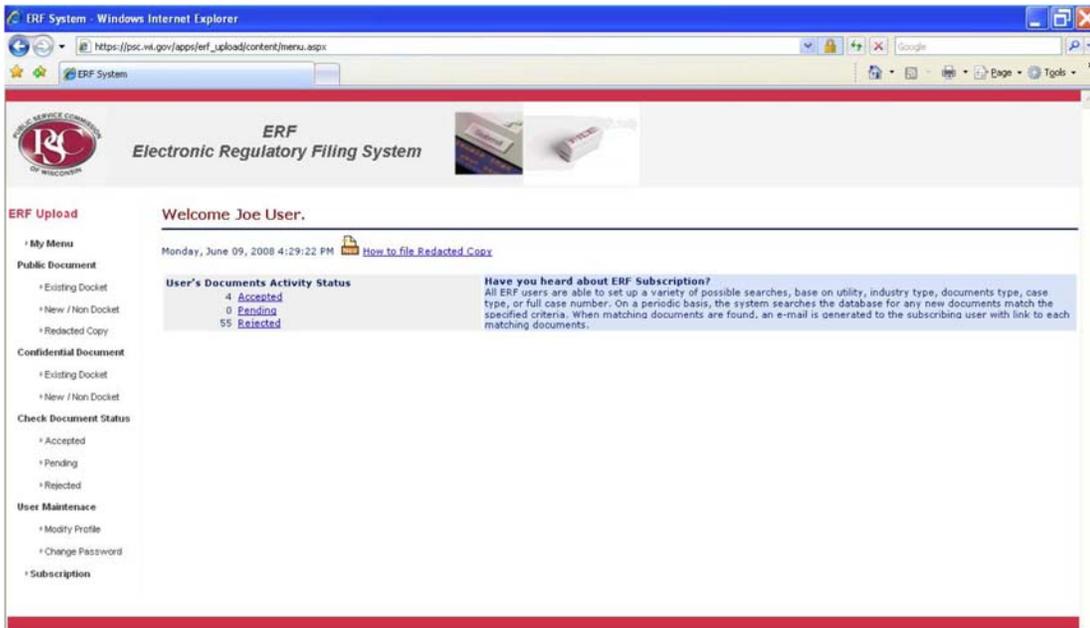
Click Back to Menu to continue.



Document Name	Doc Type	Description	Received Date
user manual.pdf	Comments	Text - Please reject	06/10/09 09:18 AM

## Submit Public Documents for a New Docket

1. Select the New Docket / Non-Docket entry under File Document side menu.



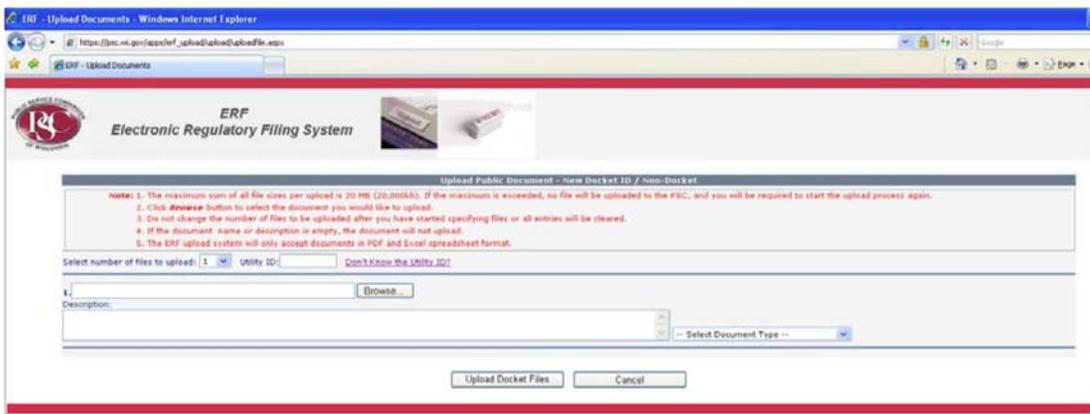
2. Select the number of files to upload, and specify the utility these documents relate to.

When the screen repopulates, click the browse button in row 1 and select the file to upload. Then specify the document type from the drop down list box and finally enter a meaningful description such as “Testimony of Jane Smith”.

Repeat this for each row on the screen.

Click the Upload Docket Files button to submit the documents.

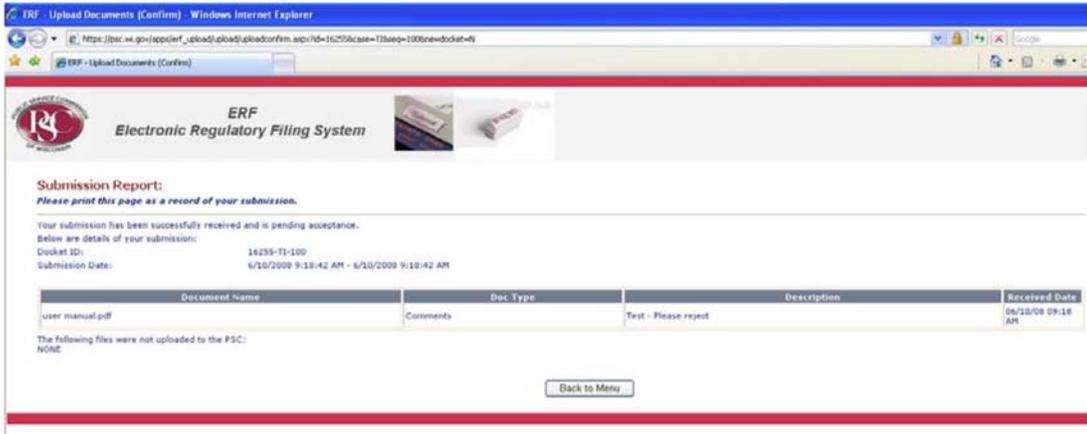
**NOTE: If you attempt to upload files with a total size larger than the maximum file size specified on the screen, you will get an error and all the information entered on the screen will be erased.**



## Submit Public Documents for a New Docket (Continued)

3. Review the submission report for errors. If you would like a copy of the submission report you may print it, or copy and paste the screen into a document.

Click Back to Menu to continue.



The screenshot shows a web browser window titled "ERF - Upload Documents (Confirm)". The address bar shows the URL: [https://ecr.wa.gov/app/erf\\_upload/uploadconfirm.aspx?id=16255&case=73&step=1000&newdocket=45](https://ecr.wa.gov/app/erf_upload/uploadconfirm.aspx?id=16255&case=73&step=1000&newdocket=45). The page header includes the ERF logo and the text "ERF Electronic Regulatory Filing System".

**Submission Report:**  
*Please print this page as a record of your submission.*

Your submission has been successfully received and is pending acceptance.  
Below are details of your submission:

Docket ID: 16235-T1-100  
Submission Date: 6/10/2008 9:18:42 AM - 6/10/2008 9:18:42 AM

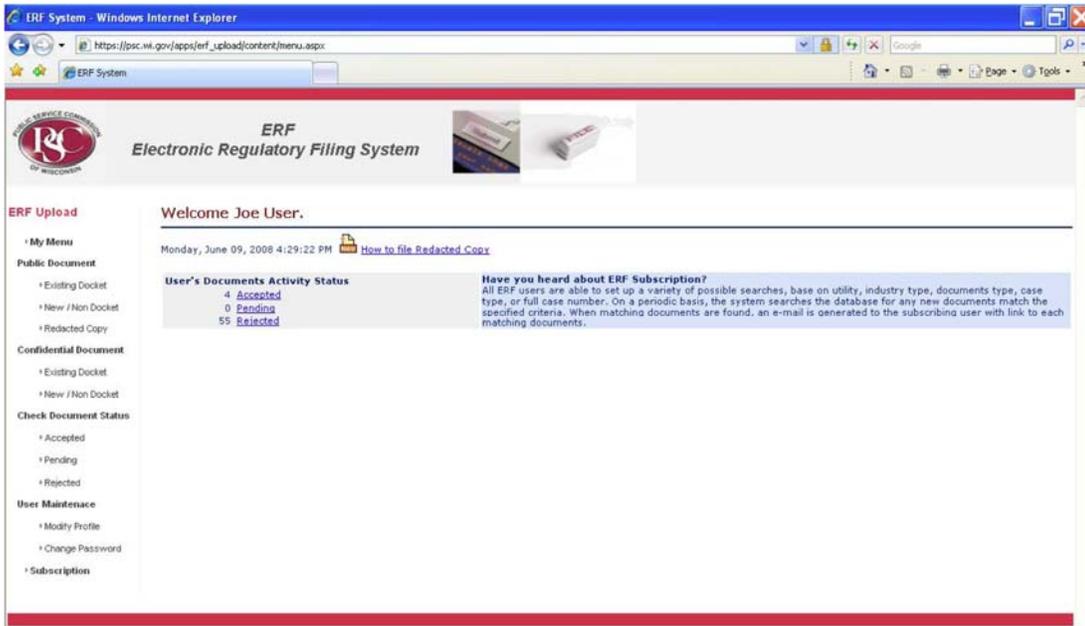
Document Name	Doc Type	Description	Received Date
user manual.pdf	Comments	Text - Please reject	06/10/08 09:18 AM

The following files were not uploaded to the PSC:  
NONE

[Back to Menu](#)

## Submit Confidential Documents

1. Select the Existing Docket or New Docket / Non-Docket entry under the Confidential Document side menu.



## Submit Confidential Documents (Continued)

2. Complete the confidential request information.

If you selected existing docket, specify the docket id.

Select the file to upload, specify the document type from the drop down list box and finally enter a meaningful description such as “Confidential Testimony of Jane Smith”.

**In the dark gray box, make sure you attach a redacted (public) version of the confidential file. (See How to File a Redacted Copy of a Confidential Document section.)**

Click the Upload Confidential File button to submit the documents.

The screenshot shows a web browser window titled "Upload Confidential Document (Existing Docket)" with the URL "https://brf.ms.gov/apps/conf\_upload@pblaw@corredocket.mgo". The page header includes the "Electronic Regulatory Filing System" logo and contact information for the Confidentiality Request Public Service Commission of Wisconsin. The form is divided into several sections:

- Section 1: PSC Contact**: Includes a text field for "PSC Contact Person:" and a text field for "Number of Pages / Excel worksheets (Confidential Pages Only):".
- Section 2: Required Information**:
  1. I am filing this request on behalf of:
    - Name / Company: [text field]
    - Address Line 1: [text field]
    - Address Line 2: [text field]
    - City: [text field] State: [dropdown] Zip: [text field]
    - Phone: [text field] (Optional)
  2. Name and Position with the requester is: [text field]
  3. The following is an accurate and complete summary of the content of the record(s) being filed: [text area]
  4. There is a reasonable basis to conclude that the record, or portion of a record, is one of the following:
    - The record contains trade secrets as defined in Wis. Stat. §19.36.
    - The record contains information which would aid a competitor of a public utility in competition with the public utility making the request under Wis. Stat. §19.14.
    - The record is an accident report under Wis. Stat. §19.72.
    - The record is protected business information under Wis. Stat. §19.79(5).
    - The record may otherwise be exempt from disclosure under the Public Records Law, Wis. Stat. §§19.31 to 19.39.
  5. How the record satisfies number 4: [text area]
- Section 3: Upload File**:
  - \*\* Include affidavit attesting to the foregoing in the file to be upload \*\*
  - Docket ID: [text field] Part 1: [text field] Part 2: [text field] Part 3: [text field] Title: [text field]
  - Example: 26255 77 200
  - Check Docket button
- CONFIDENTIAL DOCUMENT**:
  - Description: [text area]
  - Document type: [dropdown menu]
- REDACTED DOCUMENT (Public Version)**: [text area]
- Buttons: Upload Confidential File, Cancel

**When filing a confidential spreadsheet, the first worksheet should contain an embedded affidavit in PDF format.**

## Submit Confidential Documents (Continued)

1. Review the submission report for errors. If you would like a copy of the submission report you may print it ,or copy and paste the screen into a document.

Click the Back to Menu button

OR

Click the Upload More Confidential Files button.

The screenshot shows a web browser window titled "IRF - Upload Confidential Document (Confirm)". The URL is "https://psc.wi.gov/apps/irf\_upload/upload/confirm.aspx?web=y&batch=55707&doct=16255-TI-100". The page header includes the "Electronic Regulatory Filing System" logo and the text "Upload Confidential Document Confirmation". An important note states: "IMPORTANT! Please print a copy of this screen for your records." The page number "No. 36824" is in the top right corner.

**Confidentiality Request**  
Public Service Commission of Wisconsin  
P.O. Box 7854  
Madison, WI 53707-7954  
Wis. Admin. Code § PSC 2.02; Wis. Stat. §§ 296.04, 296.72 and 296.793

2014 (03/22/14)  
\*\* All fields are required except note \*\*

**Section 1: PSC Contact**  
PSC Contact Person:  Number of Pages / Excel worksheets (Confidential Pages Only):

**Section 2: Required Information**  
1. I am filing this request on behalf of:  
Name / Company:  Phone:  (Optional)  
Address Line 1:   
Address Line 2:  (Optional)  
City:  State:  Zip:   
2. Name and position with the requester is:   
3. The following is an accurate and complete summary of the content of the record(s) being filed:   
4. There is a reasonable basis to conclude that the record, or portion of a record, is one of the following:  
 The record contains trade secrets as defined in Wis. Stat. §134.90.  
 The record contains information which would aid a competitor of a public utility in competition with the public utility making the request under Wis. Stat. §196.14.  
 The record is an accident report under Wis. Stat. §196.72.  
 The record is protected business information under Wis. Stat. §196.795(5).  
 The record may otherwise be exempt from disclosure under the Public Records Law, Wis. Stat. §§19.31 to 19.39.  
5. How the record satisfies number 4:

**Section 3: Upload File**  
Docket ID: 16255-TI-100  
Submission Date: 6/10/2008 9:34:58 AM - 6/10/2008 9:34:59 AM  
Document Type: Comments  
Received Date: 6/10/2008 9:34:58 AM  
Confidential Document: user manual.pdf  
Description: test - reject

Buttons:

## How to File a Redacted Copy of a Confidential Document

When filing a confidential document with the PSC, users are required, where there are portions of the document that do not require confidential handling, to file a separate public copy of the document with the confidential material redacted out.

In order to best ensure that the redaction is done properly, the Commission is requiring now that all redacted public documents be filed in PDF format, and is planning to require that a commercially-available tool be used for creating redacted public documents in the future.

There are two ways to file a redacted document in the ERF System:

- The first, and preferred method, is to file the redacted copy at the same time as you file the associated confidential document. While filling out the Confidentiality Request, at the time you specify the confidential document to upload, the system will ask for you to specify the redacted public copy at the same time:

**Section 3: Upload File**  
**\*\* Include affidavit attesting to the foregoing in the file to be upload \*\***

Part 1		Part 2		Part 3		Title:
Docket ID:	<input type="text"/>					
Example:	16255	TI		100		

**CONFIDENTIAL DOCUMENT**

Description:

PSC 2 requires that you also file a redacted copy of this confidential filing (if applicable). If you

**REDACTED DOCUMENT (Public Version)**

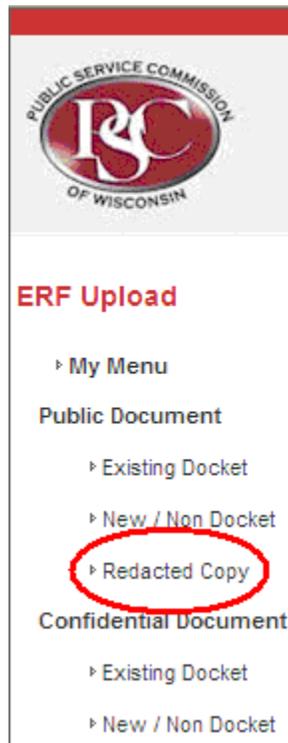
The description that you enter for the confidential document will also be used for the redacted public copy, with the addition of the words “(REDACTED COPY)” at the beginning of the description field.

## How to File a Redacted Copy of a Confidential Document (Continued)

- The second method is to file the redacted copy after the confidential document has been uploaded and accepted into the system. After the document has been accepted, it is given a document id number, referred to in the system as a “PSC Ref#”; you will need to know the PSC Ref# for the confidential document that you filed. You can get this from one of the document search listings, as per this example:

	PSC Ref#	<a href="#">Received Dt</a> ↓	
 (1739 KB) 	29977	3/10/05 11:38 AM	Order Approving Sett
 	25226	12/3/04 04:17 PM	Confidential portions c LLC and McLeodUSA
 	25225	12/3/04 04:13 PM	Confidential portions c
 (12 KB) 	25143	12/2/04 09:40 AM	Notice of Hearing (sign

Once you have the PSC REF#, select “Redacted Copy” from the ERF Upload menu:



## How to File a Redacted Copy of a Confidential Document (Continued)

The following screen will display:

Please enter PSC Ref#

Redacted Description:

Enter the PSC Ref# of the confidential document and press **Validate PSC Ref#**. The document is validated and the description is brought forward.

Click **Browse...** and select the redacted public version of the document. You may change the description if that is appropriate, then press **Upload Redacted Copy**. Note that after you upload, the system will add the phrase “(REDACTED COPY)” to the front of the description.

## How to File a Confidential CD

The PSC will only accept confidential CDs if the information on the CD needs to be manipulated or if it was specifically requested by PSC staff. Everything else should be uploaded in the ERF system.

1. Obtain a **paper** Confidentiality Request form from the PSC. You may do so by contacting our Records Management Unit.

PSC Records Management Unit 610 North Whitney Way P.O. Box 7854 Madison, Wisconsin 53707-7854	Phone: (608) 261-8524 TTY: (608) 267-1479 Fax: (608) 266-3957 Email: <a href="mailto:pscsecs@psc.state.wi.us">pscsecs@psc.state.wi.us</a>
--	--

2. Create your affidavit.
3. Fill out the paper Confidentiality Request form and scan it.
4. Make note of the number in the upper right hand corner of the paper Confidentiality Request form (**paper Control Number**). You will need this number later.

**Confidentiality Request**  
Public Service Commission of Wisconsin  
P. O. Box 7854  
Madison, WI 53707-7854  
PSC-2084 (R12/11/02) *Wis. Admin. Code § PSC 2.11; Wis. Stats. §§ 134.90(1)(c), 196.14, 196.72 and 196.795*

No. **C 27577**  
Docket Number/Utility Number

**Part I – To Be Filled Out By Company Contact Person – Instructions on Back of Contact Person Copy.**

PSC Contact Person \_\_\_\_\_ Number of Pages (Confidential Pages Only) \_\_\_\_\_

Description and subject matter of documents \_\_\_\_\_

**Affidavit to be filed with this form.**

Include the following questions on the Affidavit:

5. Create a PDF file that contains both your affidavit and the scanned version of your paper Confidentiality Request form.

## How to File a Confidential CD (Continued)

6. Log into the ERF system and fill out the electronic confidential request form.

When you get to the **Description box** in section 3: Upload File, enter the **paper Control Number** from step 4, followed by the description used on the paper Confidentiality Request form.

7. After you click the Upload Confidential button you will see a copy of the completed electronic confidentiality form. Make note of the number in the upper right hand corner (**electronic Control Number**).

8. Write the **electronic control number** behind the description on the **paper** Confidentiality Request form. This will allow PSC staff to match the CD with the electronic affidavit.
9. Send or deliver your CD and paper Confidentiality Request form to the Public Service Commission. The electronic affidavit will be held until the CD and paper form arrive, but no longer than 5 working days. After 5 working days the electronic filing will be rejected.

If you have any questions about this process, please contact Becky Yoh (608)-261-8521 or Gail Fralick (608) 266-3375.

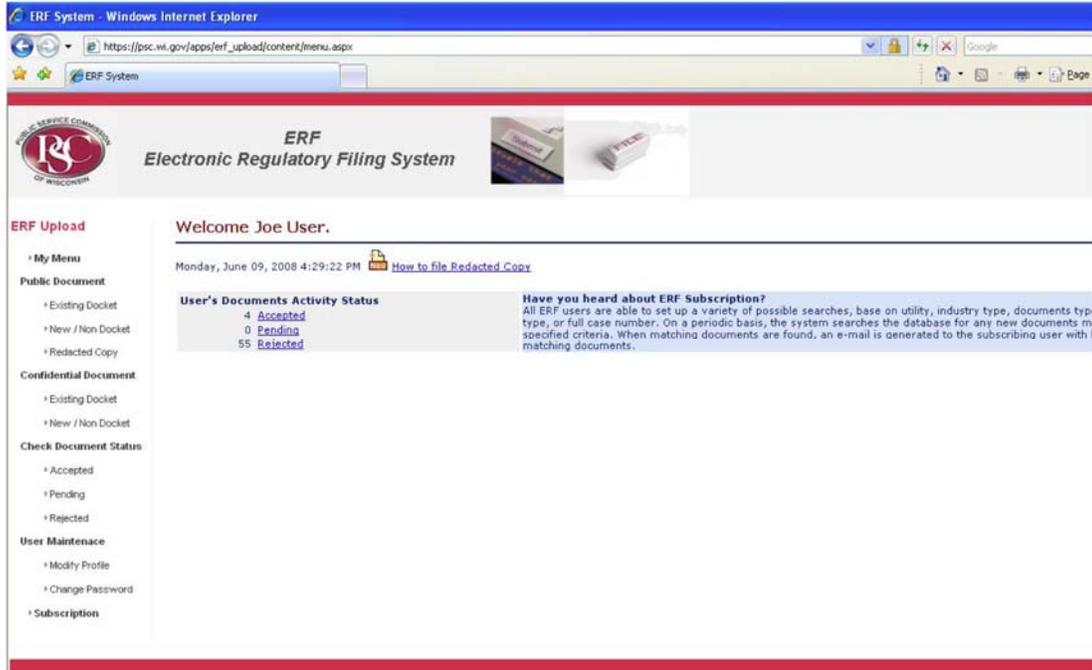
## **After the Documents are Submitted**

Once the document is submitted it will be marked as pending. Pending means that the document has been received by the Public Service Commission, but it has not been processed.

Staff of the Records Management Unit will review the documents and approve or reject them. When the filings are processed the submitter will be notified via email. The email will include the document name, type, description, received date and file status. If the filing was rejected, the rejection reason will be included in the email.

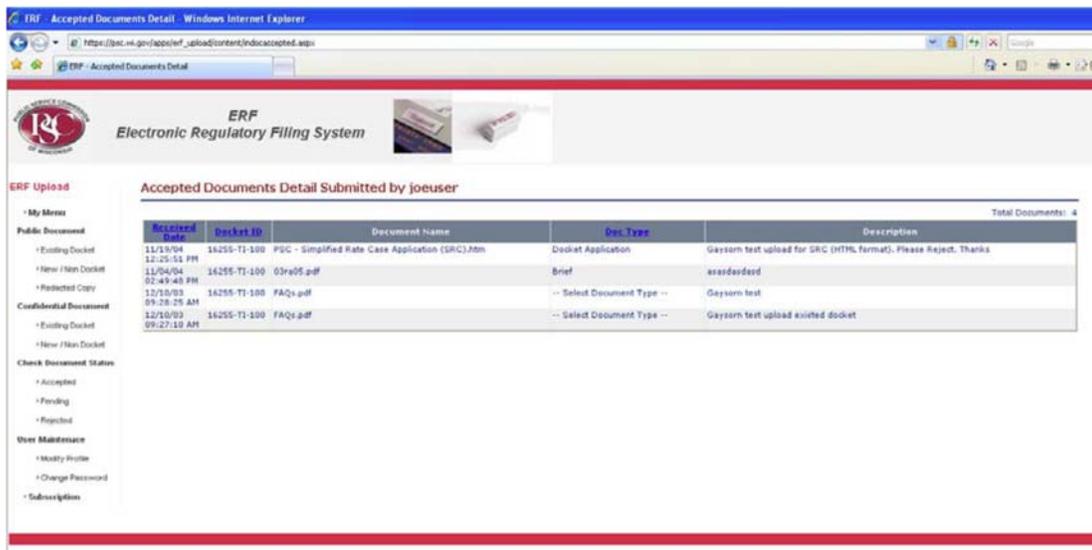
## Check Document Status

1. Users may check on the status of their filings by clicking on the Accepted, Pending or Rejected links under User's Documents Activity Status.



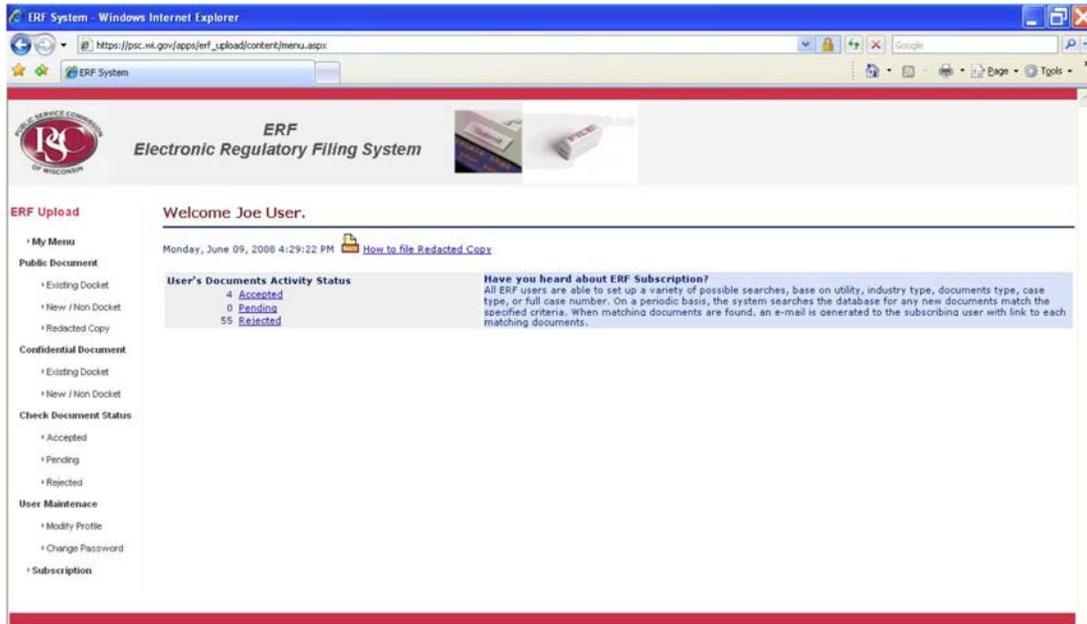
2. The document status screen will list the documents with the status the user specified. If a document is rejected the reason for rejection is also listed on this screen.

Users are encouraged to use this screen to check on the status of their documents. The status of the documents is updated in real time as the documents are processed.



## Modify User Profile

1. Users may change their profile information by clicking on the Modify Profile entry on the User Maintenance side menu.

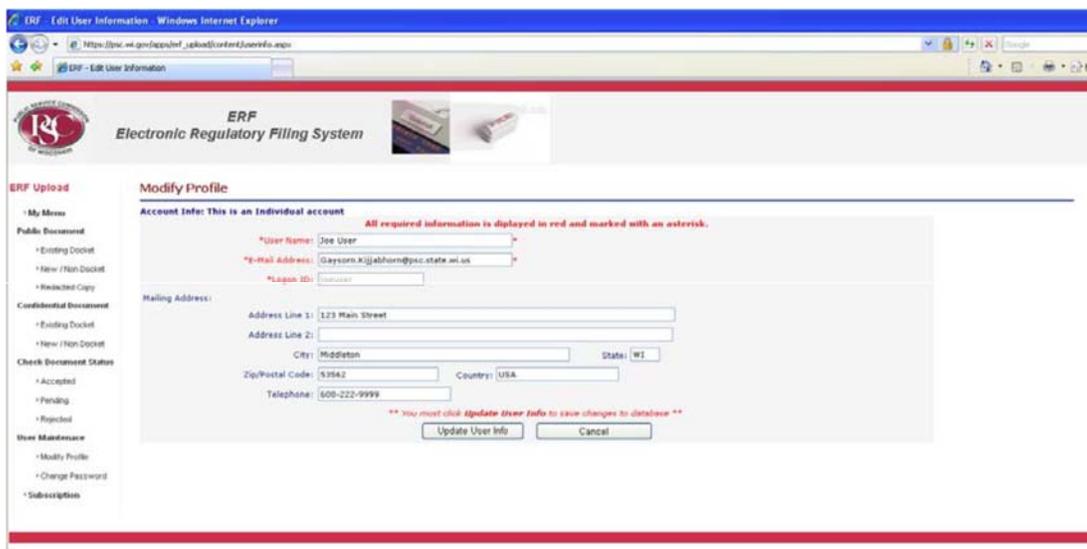


2. To change the Individual User profile information

Enter all the required fields, and all pertinent optional fields.

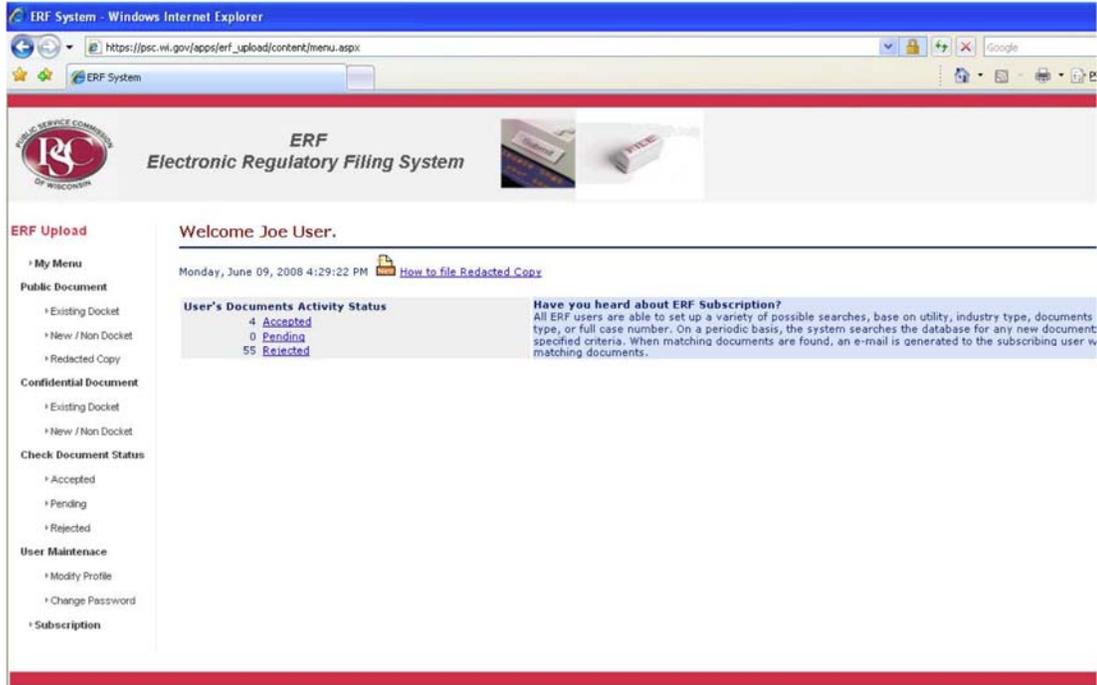
Click the Update User Info button, to save the changes. (A message will appear above the buttons to indicate that the information has been updated.)

Click the Back to Menu button to return to the menu.

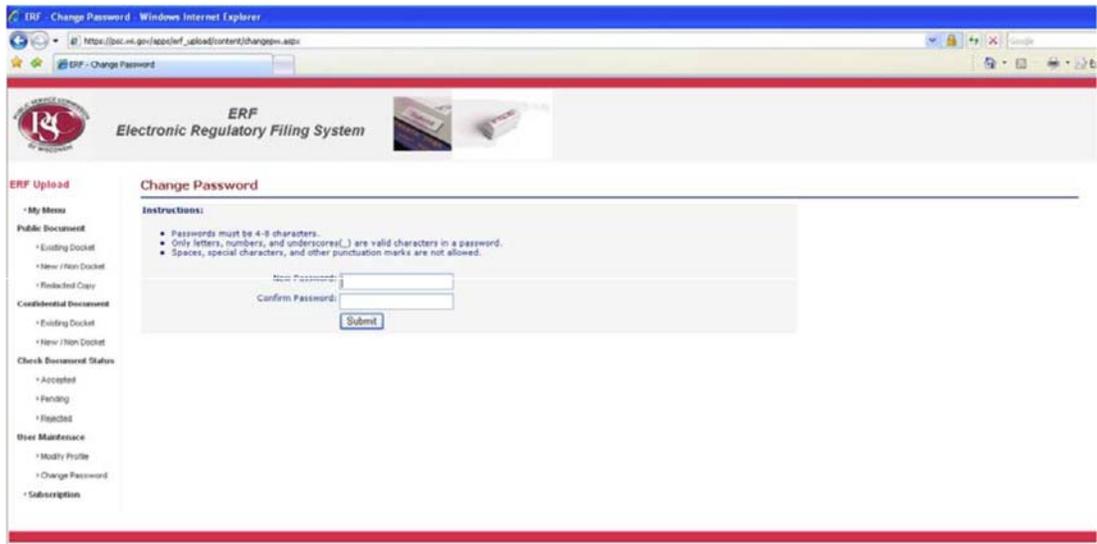


## Change Logon Password

1. Users may change their password by clicking on Change Password under the User Maintenance side menu.



2. Enter the new password in both the New Password and Confirm Password boxes. Click Submit to save the password.



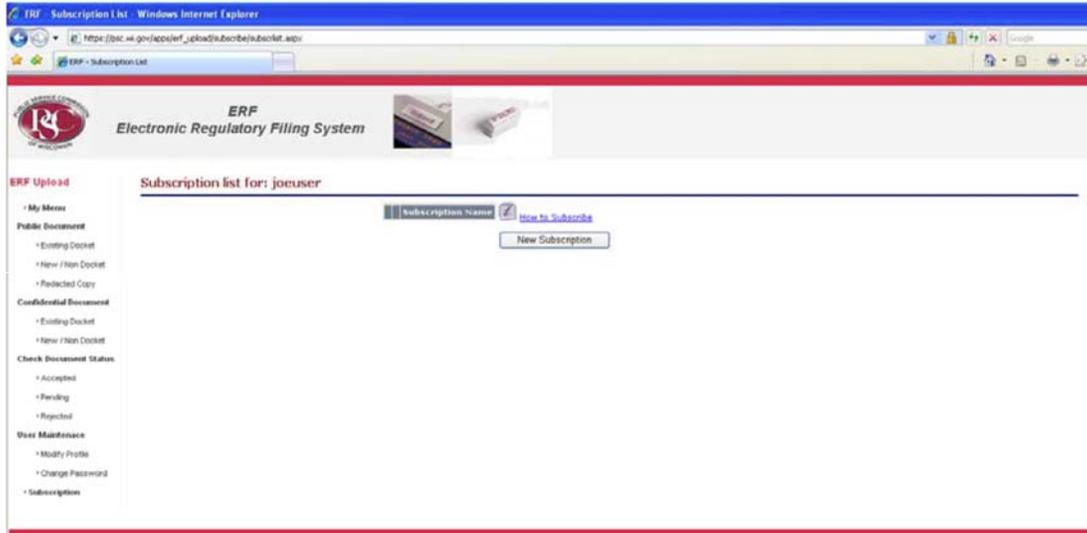
## Subscriptions

### Add a New Subscription

Subscribing to a list allows a user to automatically receive email notification whenever a document is accepted that meets specific criteria. For example, a user may create a search subscription relating to a specific docket number, or a specific document type (such as a testimony or motion).

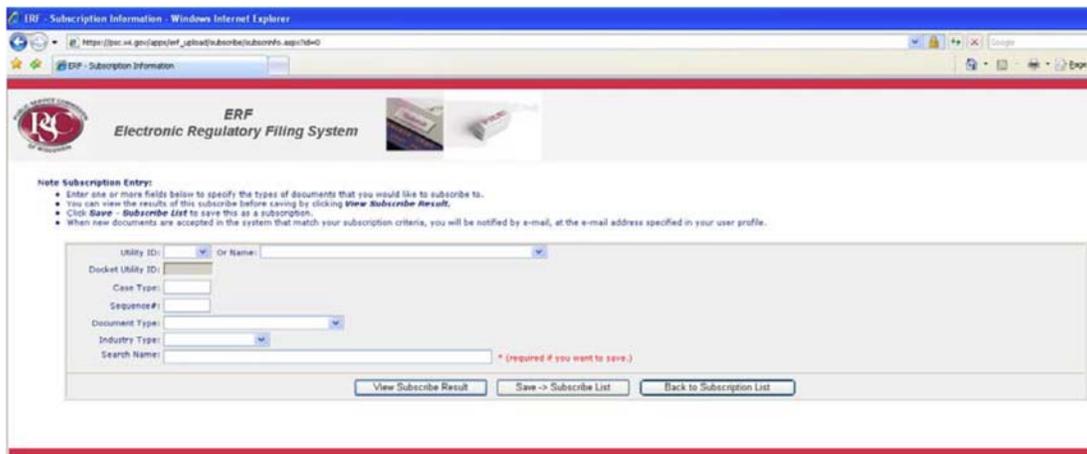
Subscription List notifications will be run a set times during the day by an automated process. One email will be sent for each search subscription if there are new documents that match those subscriptions.

1. Users may subscribe to a search list by clicking on the Subscription side menu.
2. To add a new subscription, click on the New Subscription button.



## Add a New Subscription (Continued)

3. Enter criteria in one or more of the boxes provided.

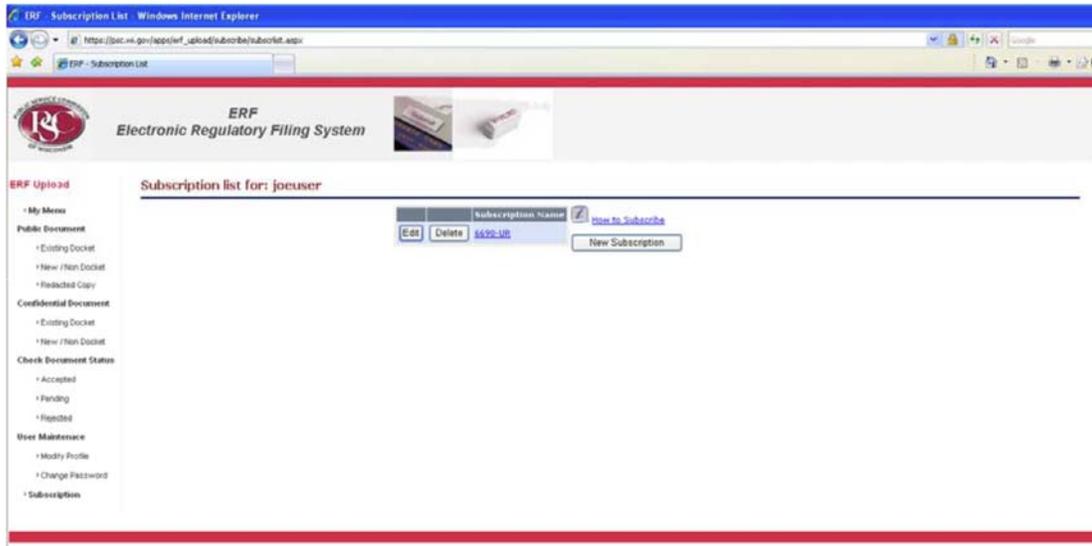


The screenshot shows a web browser window titled "IRF - Subscription Information - Windows Internet Explorer". The address bar shows the URL "https://efc.wa.gov/apps/erf\_utils/subscribe/subinfo.aspx?id=0". The page header includes the ERF logo and the text "Electronic Regulatory Filing System". Below the header, there is a "Note Subscription Entry:" section with three bullet points: "Enter one or more fields below to specify the types of documents that you would like to subscribe to.", "You can view the results of this subscribe before saving by clicking **View Subscribe Result**.", and "Click **Save -> Subscribe List** to save this as a subscription." Below the note, there is a form with several input fields: "Utility ID:" with a dropdown menu and "Or Name:" with a text input; "Docket Utility ID:" with a text input; "Case Type:" with a text input; "Sequence#:" with a text input; "Document Type:" with a dropdown menu; "Industry Type:" with a dropdown menu; and "Search Name:" with a text input and a red asterisk indicating it is required. At the bottom of the form, there are three buttons: "View Subscribe Result", "Save -> Subscribe List", and "Back to Subscription List".

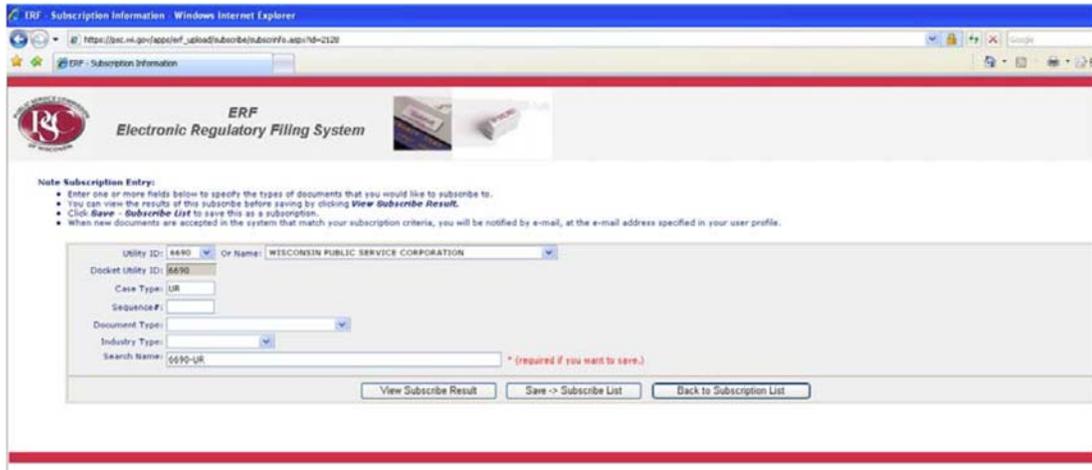
4. To view the results, click the View Subscribe Result button. The information returned will be displayed below the buttons.
5. To save the subscription: Enter a Name and then Click the Save -> Subscribe List button.

## Edit a Subscription

1. Users may edit a subscription by clicking on the Edit button in front of a subscription name.



2. Modify the search criteria.



3. To view the search results, click the View Subscribe Result button. The information returned will be displayed below the buttons.

To save the search:  
Click the Save Subscribe List button.

## Delete a Search

Users may delete a search by clicking the delete button in front of the subscription name.

## Run a Search

Users may run a subscription by clicking on the subscription Name.

## **Corporate Accounts**

### **Check Document Status**

1. Corporate Accounts may check on the status of all documents that have been filed on their behalf by clicking on the Check Document Status link.
2. The document status screen will list the pending, accepted, and rejected documents. If a document is rejected the reason for rejection is also listed on this screen.

Users are encouraged to use this screen to check on the status of their documents. The status of the documents is updated in real time as the documents are processed.

### **Modify Corporate Admin Profile**

1. Corporate accounts may change their profile information by clicking on the Modify Admin Profile link.
2. To change the account information:  
Enter all the required fields, and all pertinent optional fields.  
Click the Update User Info button, to save the changes. (A message will appear above the buttons to indicate that the information has been updated.)

Click the Back to Menu button to return to the menu.

### **Change Corporate Password**

1. Users may change their password by clicking on the Change Password link.
2. Enter the new password in both the New Password and Confirm Password boxes.  
Click Submit to save the password.

### **Modify Authorized User Accounts**

1. Corporate account may add accounts or make current account inactive by clicking on the Modify Authorized User Access link.
2. To add a new user account,  
Enter a unique Logon ID for the new account.  
Set the Active User indicator to Y-Yes or N-No  
Click the Add New User button.
3. To change the active status on an account,  
Click Edit in front of the account to be changed  
Changed the Active User indicator to Y (activate account) or N (make account inactive)  
Click Update to save changes OR  
Click Cancel to ignore the changes.

Note: Accounts can be made inactive but they can not be deleted because the account information is stored with every document that is submitted using this system.