



# Public Service Commission of Wisconsin

Phil Montgomery, Chairperson  
Eric Callisto, Commissioner  
Ellen Nowak, Commissioner

610 North Whitney Way  
P.O. Box 7854  
Madison, WI 53707-7854

To: Wisconsin Public Utilities  
From: The Public Service Commission of Wisconsin  
Re: Final Request for Official e-mail and mailing addresses

On **January 1, 2013**, in accordance with 2011 Wisconsin Act 155, the Public Service Commission of Wisconsin (PSC) will begin serving notices, orders and other determinations electronically when possible. Utilities providing a valid e-mail address and verifying their primary postal address will greatly streamline agency notifications as well as saving paper, printing and mailing costs.

**No later than December 15, 2012**, include an e-mail and update your utility's contact address (non-residential, please) online at: <http://psc.wi.gov/apps40/UNFofficialAddr/default.aspx>. Utilities should provide contact information (including e-mail) of a person who is designated to accept or, in the alternative, to establish a general e-mail address where the PSC can serve electronic documents. (For example, PSC e-mails are sent to [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov) where multiple PSC staff access this inbox daily to forward incoming e-correspondence to staff.)

The information provided online will be automatically uploaded into the Electronic Regulatory Filing System (ERF). If you **DO NOT** have e-mail capabilities, rental of a Post Office Box may be required. You will still have to verify information at the link above to update our files.

**IMPORTANT:** If information changes, it is your responsibility to notify the PSC at the link above (or in ERF at Docket 5-GF-225). Failure to notify the PSC of changes will hinder your ability to receive information. To ensure utilities receive information from the PSC without interruption, utilities must maintain a valid e-mail address for electronic service.

Questions? Contact PSC Records Management staff at [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov) or by calling (608) 267-2897.

**For your convenience, directions on how to do this are included in the box below:**

1. Open Internet Explorer (IE). Other browsers may work, but IE is recommended.
2. Type the URL (web page path above) directly into the address bar of your browser.  
*The address bar is the white box in the upper left hand corner of the browser screen.*  
Do not attempt to Google the web page, as this will not work.
3. After you type the URL into the address bar, press the enter key.

