


ERF User Guide

Browser recommendations

- For Windows PC, use the new Windows Edge 
- For Apple Mac, use Firefox

Visit the PSC’s E-Service web portal to log in or create a new ERF user account:
[ERF - Electronic Records Filing System Upload \(wi.gov\)](http://www.wisconsin.gov/erf)

NOTE: The ERF System will timeout after 20 minutes of inactivity and the user will be signed out of the account. Please close and reopen the browser to log in again.

Once in the ERF account, navigate to menu on the left side. Under the Upload Documents section, click Public to begin the uploading process for a publically viewable documents.

*If a document needs to be filed as confidential, click Confidential and prepare to upload the confidential file with a redacted-redacted copy.

Upload Public Document

1 Choose One

Existing Docket

Existing Service Provider/
New Docket Application

New Service Provider

Docket ID:

2

1. 3 Document Type: -- Select Document Type -- [Remove File](#)

4 Description:

1. Choose one docket category then enter the Docket ID - click “Check Docket” to verify.
2. Browse for file...
 - * Have the file saved to the desktop to ensure a short file path.
 - * Check file size (The maximum file size per file is 20mb or 20,000kb). If a file is too large, create multiple files and upload.

TIP: Adobe Acrobat has tools to reduce file size.
3. Select document type from drop down list.
4. Enter a meaningful document description.
 - * Keep it short but descriptive
 - * Exclude special characters
5. Click Upload.

Contact PSC Records Management Unit at
PSCRecordsMail@wisconsin.gov with any questions.

