Electronic Regulatory Filing System
Quick Reference Sheet 8/2016

Create an individual Account for ERF

Consider using your utility name instead of an individual's for a logon id. This way information can be easily updated if the person leaves the company.

1. Start at the PSC's home page http://psc.wi.gov.
2. Click on the ERF Electronic Regulatory Filing System graphic on the side menu bar.
3. From the side menu bar, click on Upload Document, Maintain Profile, Modify Subscriptions.
4. Below the Logon ID and Password boxes, click on Create New Individual Account.
5. Fill out the form (items in red are required) and click Submit. Your account is created immediately.
6. Log in using your new id and password.

Docketed Case - Log in and Upload a File using an Established Account

1. Start at the PSC's home page http://psc.wi.gov.
2. Click on the ERF Electronic Regulatory Filing System graphic on the side menu bar.
3. From the side menu bar, click on Upload Document, Maintain Profile, Modify Subscriptions.
4. Enter your Logon ID and Password and click Continue.
5. From the side menu bar, click on Public Document > Existing Docket.
6. Enter the Docket Id. (Docket numbers consist of three parts separated by a hyphen; enter each docket id part in the appropriate box.)
7. Click Check Docket.
8. Upload up to 5 files at a time.
9. Select a file to upload by clicking Browse and navigating to the appropriate file.
10. Type in a meaningful description of the document in the Description box.
11. Choose a document type from the Select Document Type drop down list.
12. Click on Upload Docket Files.
13. Review confirmation page to ensure that all documents were uploaded.

New Docket / Non-Docket - Log in and Upload a File using an Established Account

1. Start at the PSC's home page http://psc.wi.gov.
2. Click on the ERF Electronic Regulatory Filing System graphic.
3. From the side menu bar, click on Upload Document, Maintain Profile, Modify Subscriptions.
4. Enter your Logon ID and Password and click Continue.
5. From the side menu, click on Public Document > New / Non-Docket.
6. Enter the utility number then upload up to 5 files at a time. Use 9300 for a new utility.
7. Select a file to upload by clicking Browse and navigating to the appropriate file.
8. Type in a meaningful description of the document in the Description box.
9. Choose a document type from the Select Document Type drop down list.
10. Click on Upload Docket Files.
11. Review confirmation page to ensure all documents were uploaded.

General Guidelines for Filing Documents

1. A document must meet the following standards to ensure its acceptance on ERF. The document must be:
   a. In PDF format, except file a working spreadsheet in Excel format.
   b. Easily readable on-screen, and when printed to an 8.5 x 11-inch page.
   c. Text searchable
2. To comply with the standards listed above:
   a. Create the document using a font that is easy to discern.
   b. When creating the PDF version of the document:
      i. **Avoid scanning a document.** To the maximum extent feasible do not create a PDF by printing a paper copy of the document and scanning it to PDF.
      ii. **Convert a document from its native format.** Convert a document to PDF from its native format, such as Word or Excel. While in native format, either save the document as a PDF or print it to PDF format.
      iii. **OCR a document if scanning is necessary.** If a document won't convert to PDF from native format, and scanning of is unavoidable, scan the document and convert it to a text-searchable document using Optical Character Recognition (OCR). Examples of such software include Adobe Capture, OmniPage, ReadIris, and many others, including some freeware.
      iv. A document neither converted from native format nor converted using OCR software may be rejected by the PSC.
3. When submitting a physical item to the PSC, such as a piece a pipe or a meter, file o one or more digital pictures necessary to illustrate the item. File a picture in PDF format.

Contacts

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

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