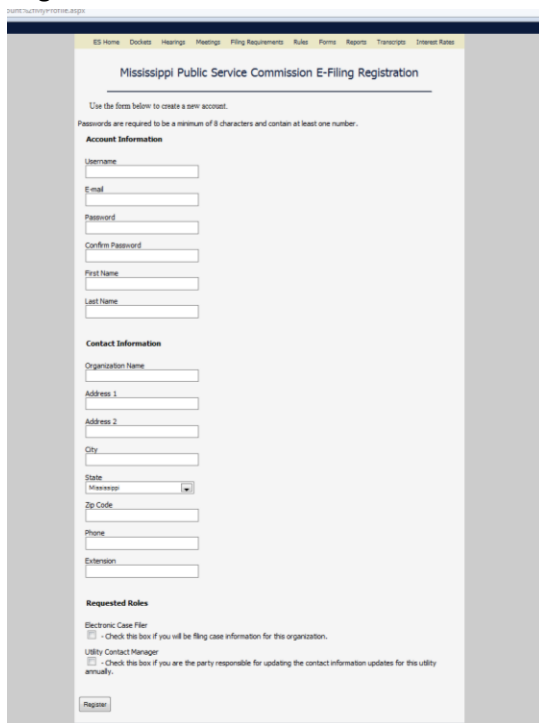


How to Register for E-Filing, Update Utility Contact Data and E-File Documents

Overview: This document describes the necessary steps to register with the MS Public Service Commission for updating utility contact information and/or to file documents electronically.

How to Register

1. From the E-filing login page <http://www.psc.state.ms.us/eFiling/Account/Login.aspx>, click on the Register here link.



The screenshot shows the 'Mississippi Public Service Commission E-Filing Registration' form. At the top, there is a navigation bar with links: ES Home, Dockets, Hearings, Meetings, Filing Requirements, Rules, Forms, Reports, Transactions, and Interest Rates. Below the navigation bar, the form title is 'Mississippi Public Service Commission E-Filing Registration'. A note states: 'Use the form below to create a new account. Passwords are required to be a minimum of 8 characters and contain at least one number.' The form is divided into three main sections: 'Account Information', 'Contact Information', and 'Requested Roles'. The 'Account Information' section includes fields for Username, E-mail, Password, Confirm Password, First Name, and Last Name. The 'Contact Information' section includes fields for Organization Name, Address 1, Address 2, City, State (a dropdown menu currently showing 'Mississippi'), Zip Code, Phone, and Extension. The 'Requested Roles' section has two checkboxes: 'Electronic Case Filer' (with a note: 'Check this box if you will be filing case information for this organization.') and 'Utility Contact Manager' (with a note: 'Check this box if you are the party responsible for updating the contact information updates for this utility annually.'). A 'Register' button is located at the bottom of the form.

2. Choose a username and password. The password must be at least 8 characters and contain at least one number (example: hard2cr@ck). It does not have to contain symbols but it is better security practice to incorporate them.
3. Complete the rest of the registration information.
4. There are two Requested Roles.
 - a. Electronic Case Filer – Check this box if you are a registrant who is responsible for filing documents before the commission. This includes utility representatives, legal staff and representatives who are a party to a case.
 - b. Utility Contact Manager – Check this box if you are the representative of a utility company who is responsible for annually updating utility contact information, pursuant to PR 6.131 of the Commission’s Rules of Practice and Procedure. If you choose this role, you must know the Utility ID assigned to your utility company to proceed with registration.

You may select one role or both, dependent upon your duties to the commission.

5. Click the Register button to submit.
6. You will see a confirmation screen and receive a confirmation email at the e-mail address you submitted, letting you know that your registration has been submitted and is pending approval.



7. When the registration has been approved, you will receive an email notification identifying the organization name and the role(s) approved. You will be given a link in the email that will take you to the E-filing page so that you may login.

To Edit Your Registration Account Information or Add Another Organization

1. Using the username and password you provided during the registration, log in to the site.

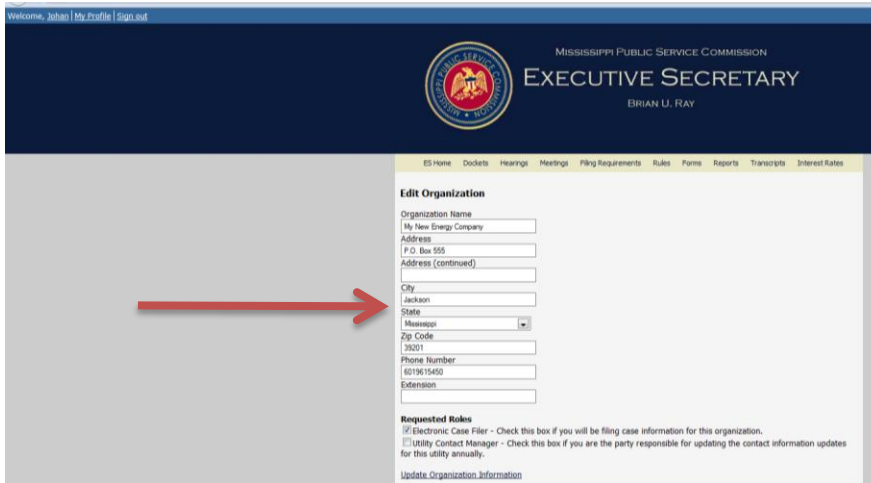


2. You can edit your email address, first name and last name on this page and select Save Changes.
3. You also may change your password by clicking on the Change Password link.



To return to the organization's profile page after changing your password, click on My Profile on the top left of the screen.

4. To edit the information for your organization, select the Edit link to the left of the organization listing. *[NOTE: You also may request an additional role here if you did not select both initially.]*



5. Make any changes you need to the registration information here for the organization and click Update Organization Information.
6. To add another organization to your registration account (e.g., if you are filing on behalf of multiple companies), click on the My Profile link at the top left of the screen and then click on the Add an Organization link at the bottom of the list of organizations. *[NOTE: You may up to 10 organizations for one registration account. You will be required to request roles for each individual organization that you register. You will not receive additional confirmation emails for each additional organization you add until the role has been approved by the Commission.]*

Welcome, Johan | My Profile | Sign out

MISSISSIPPI PUBLIC SERVICE COMMISSION
EXECUTIVE SECRETARY
BRIAN U. RAY

ES Home Dockets Hearings Meetings Filing Requirements Rules Forms Reports Transcripts Interest Rates

Add Organization

Organization Name

Address

Address (continued)

City

State

Zip Code

Phone Number

Extension

Requested Roles
 Electronic Case Filer - Check this box if you will be filing case information for this organization.
 Utility Contact Manager - Check this box if you are the party responsible for updating the contact information updates for this utility annually.

[Add Organization](#)

MSPSC Contacts Disclaimer MPUS Complaints Related Links FAQ Employee Section

How To File a Case Document:

1. If you are not already signed in, log in on the eFiling page.
2. When you sign in, you should see all the organizations for which you have registered.

Welcome back, johandough!

Welcome, Johan | My Profile | Sign out

MISSISSIPPI PUBLIC SERVICE COMMISSION
EXECUTIVE SECRETARY
BRIAN U. RAY

ES Home Dockets Hearings Meetings Filing Requirements Rules Forms Reports Transcripts Interest Rates

Your Public Service Commission Profile

Your Personal Information

E-mail: First Name: Last Name:

[Save Changes](#) [Change Password](#)

Your Organizations

Organization	Roles
Delete Edit My New Energy Company P.O. Box 555 Jackson, MS 39201 (601)961-5450	File a Case Document
Delete Edit My New Telephone Company P.O. Box 777 Jackson, MS 39201 (601)961-5440 TC-123-0001-00 - BellSouth Telecommunications, LLC	Update Contact Information

[Add an Organization](#)

MSPSC Contacts Disclaimer MPUS Complaints Related Links FAQ Employee Section

3. If you have been granted the role of case filer, you will see a "File a Case Document" link next to the organization.
4. A new window (or tab) will appear in your Internet browser.

5. Your Username, Email Address, First Name, Last Name and the Company Name(s) for which you can file case documents will automatically be available. You will choose the company name from the drop down menu.
6. Select your Form Type first. When you select your Form Type, then the Form SubTypes will be available to you.
7. Next choose your Case Year, Case Number, and Company Name.
8. Finally, you must submit documents in Adobe PDF format. You should click the Browse button to locate the file on your local computer or network. When you have selected the PDF file, then click Submit.
9. You will receive an email notice acknowledging that your submission was received by the Commission.

How to Update Utility Contact Information for Your Organization

1. From the My Profile page, you will click the Update Contact Information to provide the Commission with your updated regulatory and customer service contact information.

Welcome back, johandough!
 Welcome, John | My Profile | Sign out

MISSISSIPPI PUBLIC SERVICE COMMISSION
 EXECUTIVE SECRETARY
 BRIAN U. RAY

ES Home | Dockets | Hearings | Meetings | Filing Requirements | Rules | Forms | Reports | Transcripts | Interest Rates

Your Public Service Commission Profile

Your Personal Information

E-mail: johandough@psc.state.ms.us | First Name: John | Last Name: Dough

[Save Changes](#) | [Change Password](#)

Your Organizations

Organization	Roles
Delete Edit My New Energy Company P.O. Box 555 Jackson, MS 39201 (601)961-5430	File a Case Document
Delete Edit My New Telephone Company P.O. Box 777 Jackson, MS 39201 (601)961-5440	Update Contact Information

Utility ID # here – Company Legal Name here
[Add an O...](#)

2. Your Utility ID Number and your Company's Legal Name will be listed and any information we currently have for your contact(s) will be displayed for you. You may edit this information and/or add information to provide the Commission with the most current data.

The screenshot shows the 'UTILITY Contact Information Update' form on the Mississippi Public Service Commission website. The form is titled 'UTILITY Contact Information Update' and includes a 'Req.' field for 'Utility ID # here – Company Legal Name here'. The form is divided into several sections: 'Primary Contact', 'Mailing Address', 'Physical Address', and 'Customer Service Contact Information'. The 'Primary Contact' section includes fields for Name Prefix, First Name, Middle Name, Last Name, Contact Title, Regulatory, Email, Phone, and Extension. The 'Mailing Address' section includes fields for Address, Address (cont), City, State, and Zip Code. The 'Physical Address' section includes fields for Address, Address (cont), City, State, and Zip Code. The 'Customer Service Contact Information' section is divided into 'Primary' and 'Secondary' sections, each with fields for Prefix, First Name, Middle Name, Last Name, Phone Number, Extension, Fax Number, and Email. A 'Next' button is located at the bottom of the form. The website header includes the Mississippi Public Service Commission logo and the name of the Executive Secretary, Brian U. Ray. The footer includes links for MS PSC, Contacts, Outreach, MISC, Complaints, Related Links, FAQ, and Employee Section.

3. When all available contact information has been provided, click the Next button. You will be asked to review and confirm the changes you are making. *[NOTE: If required fields are not completed, you will be prompted to complete them before you can submit the changes.]* You may also return back to the above screen and make additional edits. Or if you are satisfied with the changes you are submitting, from the confirmation screen, you can click the “These changes are correct. Submit to MS Public Service Commission” link.
4. Once you submit the utility contact updates, you will receive an email message notifying you of the changes you have made.
5. You can sign in later at any time and make changes accordingly.

How to Delete an Organization

You may have registered more than one organization for an account and then no longer have the need to e-file or to update on behalf of this organization. (i.e., Attorneys who represent more than one utility)

1. Sign in using your registration username and password.
2. From the My Profile page, you will see the organizations listed. Click the Delete link next to the organization you wish to remove.
3. You are prompted with a window asking you if you are sure you want to delete the organization. This action cannot be undone. Click OK to proceed with deleting the organization or click Cancel to return without deleting.