


Quick Guide for ePUC Form Icons

<p>- Petitioner (1) ⊖ ⊕</p> <p>Please start typing the Petitioner's organization name below. You may type the first several letters of the Petitioner's organization name to narrow the list of names displayed in the pop-up window. If the desired Petitioner's organization name does not appear in the pop-up window, please click here to add an organization to the case directory. Once the form is completed, click Proceed and return to this tab to complete your filing.</p> <p>Organization Name* <input type="text"/> 🔍 ✕</p> <p>- Petitioner Official Representative (1) ⊖ ⊕</p> <p>The names of Official Representatives will appear on the service list for this case. Please start typing the Official Representative's last name below. You may type the first several letters of the Official Representative's last name to narrow the list of names displayed in the pop-up window. If the desired Official Representative's name does not appear in the pop-up window, please click here to add a person to the case directory. Once the form is completed, click Proceed and return to this tab to complete your filing.</p> <p>Petitioner Official Representative* <input type="text"/> 🔍 ✕</p> <p>If you would like to add another Petitioner Official Representative, click on the ⊕. If you would like to remove the additional Petitioner Official Representative, click on the ⊖.</p> <p>Do you need to update your profile? <input type="text" value="No"/> ▾</p> <p>⊕ Petitioner Official Representative</p>	<p></p> <p>A magnifying glass indicates a search is linked to the field and/or a panel allowing the filer to choose from a list of possibilities.</p>
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Petitioner Information

Please start typing the Petitioner's organization name below. You may type the first several letters of the Petitioner's organization name to narrow the list of names displayed in the pop-up window.

Organization Name*

Organization Name	Address	Telephone
Pirates Union	PO Box 99, Barre, VT 05641 [Mail...]	(802) 999-8898 [Mobile]

Organization Name*

Organization Name	Address	Telephone
Barton Village Inc. Electric Depa...	P.O. Box 519, Barton, VT 05822 [...]	(802) 525-4747 [Work]
Village of Enosburg Falls Water &...	42 Village Drive, Enosburg Falls,...	(802) 728-1432 [Work]
Village of Hyde Park Electric Dep...	P.O. Box 400, Hyde Park, VT 0565...	(802) 888-2310 [Work]
Village of Jacksonville Electric ...	P.O. Box 169, Jacksonville, VT 0...	(802) 368-7010 [Work]
Village of Johnson Water & Light ...	P.O. Box 383, Johnson, VT 05656 ...	(802) 635-2611 [Work]
Village of Ludlow Electric Light ...	9 Pond Street, Ludlow, VT 05149 ...	(802) 228-7766 [Work]
Village of Lyndonville Electric D...	P.O. Box 167, 20 Park Avenue, Lyn...	(802) 626-9252 [Work]
Village of Morrisville Water & EL...	857 Elmore Road, Morrisville, VT ...	(802) 888-3348 [Work]
Village of Northfield Electric De...	51 South Main Street, Northfield ...	(802) 485-5411 [Work]
Village of Orleans Electric Depar...	Municipal Building, One Memorial ...	(802) 754-8584 [Work]
Swanton Village Electric Department	P.O. Box 279, 20 First Street, Sw...	(802) 868-3397 [Work]



The filer can begin typing in the field, search results will appear in a pop up window and continue to filter as the filer continues to type. The filer can stop typing once he/she sees the name and click on the results link.

This search has a limited number of results.

- Petitioner Information

Please start typing the Petitioner's organization name below. You may type the first several letters of the Petitioner's organization name to narrow the list of names displayed in the pop-up window.

Organization Name*

- Search Organization

Organization Name

Search Clear Refine

Results 1 - 15 of 86

Organization Name	Address	Telephone
Barton Village Inc. Electric Department	P.O. Box 519, Barton, VT 05822 [Mailing]	(802) 525-4747 [Work]
City of Burlington Electric Department	585 Pine Street, Burlington, VT 05401 [Mailing]	(802) 658-0300 [Work]



The filer can also click on the magnifying glass and get all results.

This search does not have a limited number of results. The filer can browse using the numbers on the top right portion of the search results.

- Petitioner Official Representative (1)

The names of Official Representatives will appear on the service list for this case. Please start typing the Official Representative's last name below. You may type the first several letters of the Official Representative's last name to narrow the list of names displayed in the pop-up window. If the desired Official Representative's name does not appear in the pop-up window, please [click here to add a person](#) to the case directory. Once the form is completed, click Proceed and return to this tab to complete your filing.

[click here to add a person](#)

If the filer does not find the desired company or representative when searching, he/she will click on this link that will provide them with an add person form in a new window.


NOTE: the filer should not close the current form he/she is in, as the filer will lose any information that has been entered.

- Petitioner Official Representative(s) (2)



The names of Petitioner official representatives will appear on the service list for this case. Please start typing the Petitioner official representative's last name below. You may type the first several letters of the Petitioner official representative's last name to narrow the list of names displayed in the pop-up window. If the desired Petitioner official representative's name does not appear in the pop-up window, please click the + to the right of the field below to add the Petitioner official representative's complete information and click Save.

Petitioner Official Representative*

If you would like to add another Petitioner Official Representative, click on the +.
If you would like to remove the additional Petitioner Official Representative, click on the -.

+ to add party/person

ePUC



Add Person

- Petitioner Organization Official Representative

The names of official representatives will appear on the service list for this case. Please start typing the official representative's last name below. You may type the first several letters of the official representative's last name to narrow the list of names displayed in the pop-up window. If the desired official representative's name does not appear in the pop-up window, please click the + to the right of the field below to add the official representative's complete information and click Save.

Official Representative*





If you would like to add another Official Representative, click on the +.
If you would like to remove the additional Official Representative, click on the -.

Last Name*	<input type="text"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Name Suffix	<input type="text"/>
Organization Name	<input type="text"/>
Primary Email	<input type="text"/>

- Other Email(s) +

Email Type	Email
<input type="text"/>	<input type="text"/>

+ Other Email(s)

<p>- Petitioner (1)</p> <p>Please start typing the Petitioner's organization name below. You may type the first several letters of the Petitioner's organization name to narrow the list of names displayed in the pop-up window. If the desired Petitioner's organization name does not appear in the pop-up window, please click here to add an organization to the case directory. Once the form is completed, click Proceed and return to this tab to complete your filing.</p> <p>Organization Name*</p> <p>Huitron Cable Mailing PO Box 12 Bristol, VT 05443 Work: (213) 229-5388</p> <p>  </p>	<p></p> <p>This icon clears out information from fields and information from entire panels.</p> <p>If the filer has selected the wrong organization/person from the search results, they can clear out the information by clicking on the “clear out” icon.</p>
<p>Project Type* <input type="text"/></p> <p>Upload Document* <input type="text" value="None"/></p> <p>IndustryType</p> <ul style="list-style-type: none"> Energy Efficiency Utility Electric Gas Telecommunications 	<p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Down arrows on a field indicate that there is a kind of dropdown menu. Dropdown menus contain a fixed list of values to choose from.</p>

IndustryType




Multi-select icon – this icon allows the selection of multiple or all values listed in the dropdown menu.

IndustryType

Output Format


Run

Run & Archive

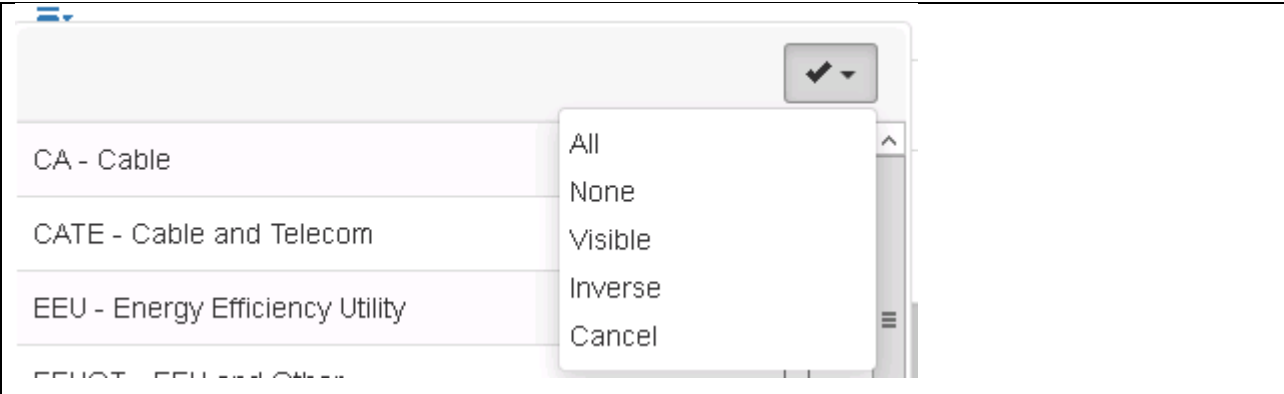

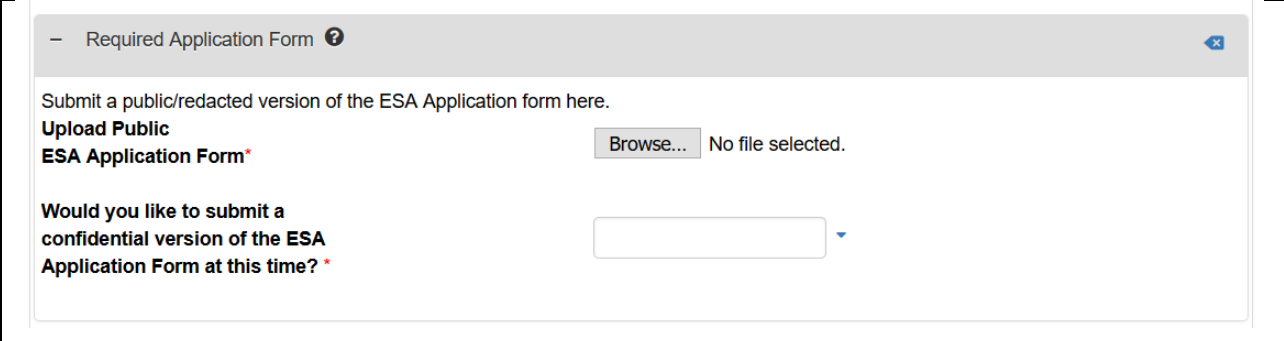

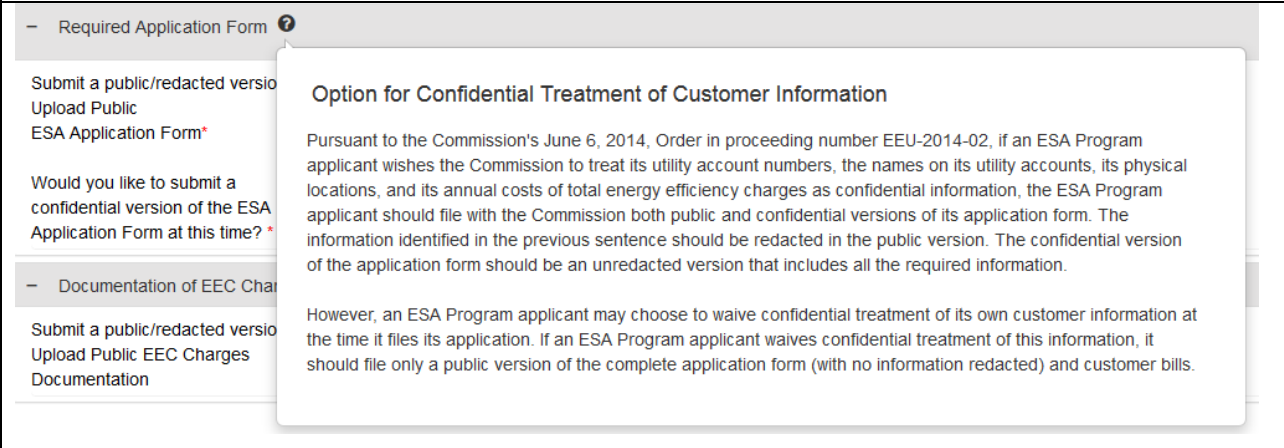



CA - Cable	<input checked="" type="checkbox"/>
CATE - Cable and Telecom	<input type="checkbox"/>
EEU - Energy Efficiency Utility	<input type="checkbox"/>
EEUOT - EEU and Other	<input type="checkbox"/>
EL - Electric	<input type="checkbox"/>
ELEEU - Electric and EEU	<input type="checkbox"/>
EO - Environmental Organization	<input type="checkbox"/>
GA - Gas	<input type="checkbox"/>
GAEEU - Gas and EEU	<input type="checkbox"/>
GV - Government Agency	<input type="checkbox"/>

The user can select the items from the dropdown list by “checking” the box to the right of the desired value.




CA - Cable	<input checked="" type="checkbox"/>
CATE - Cable and Telecom	<input checked="" type="checkbox"/>
EEU - Energy Efficiency Utility	<input type="checkbox"/>
EEUOT - EEU and Other	<input type="checkbox"/>

 <p>A screenshot of a web interface showing a list of items: "CA - Cable", "CATE - Cable and Telecom", and "EEU - Energy Efficiency Utility". A flyout menu is open over the list, containing the options: "All", "None", "Visible", "Inverse", and "Cancel". A checkmark icon with a dropdown arrow is visible in the top right corner of the list area.</p>	 <p>Select all/None flyout menu. This icon can be used to select all items in the list. Or, for example if you want 19 of the 20 listed items, you can select all and uncheck the item that is undesired.</p>
 <p>A screenshot of a form titled "Required Application Form" with a help icon (question mark in a circle) in the top right corner. The form contains instructions to "Submit a public/redacted version of the ESA Application form here." and includes a "Browse..." button with the text "No file selected." Below this is a dropdown menu with the text "Would you like to submit a confidential version of the ESA Application Form at this time? *".</p>	 <p>The Help icon provides details regarding the panel or field.</p>
 <p>A screenshot of the same "Required Application Form" as above, but with a help popup window open. The popup is titled "Option for Confidential Treatment of Customer Information" and contains text explaining the Commission's June 6, 2014, Order regarding confidential information. The help icon in the top right of the form is circled in red.</p>	 <p>To view the help information, the filer should click on the help icon.</p>

+ Public and Confidential Versions Related to Motion - Confidential Designation


+ Public and Confidential Versions Related to Motion - Protective Agreement


 + Public and Confidential Version Not Related to Above Motion

 - Notice of Appearance

READ CAREFULLY BEFORE CLICKING THE "PROCEED" BUTTON BELOW

Clicking "Proceed" constitutes the filing of a notice of appearance by the person or people identified as the Official Representative(s) for this filing.

 Expand icon – clicking on the expand icon will open the panel.

 Collapse icon – clicking on the collapse icon will close the panel.

- Other Supporting Documents (1)





Add Item

Other Supporting Document

Upload Supporting Document

Browse... No file selected.



If you would like to add another document, click on the .

If you would like to remove a document, click on the .

 Other Supporting Documents




Clicking on the Add icon will duplicate the panel.



- Other Supporting Documents (1)  


Other Supporting Document




Upload Supporting Document




No file selected.



If you would like to add another document, click on the .
If you would like to remove a document, click on the .

 Other Supporting Documents




Clicking on the Delete icon will delete the duplicated panel.



- Other Supporting Documents (1)  


Other Supporting Document




Upload Supporting Document




No file selected.



If you would like to add another document, click on the .
If you would like to remove a document, click on the .

 Other Supporting Documents




The filer can duplicate the panel as many times as desired. The panel will have a number to indicate the number of times the panel was duplicated.



- Other Supporting Documents (2)  


Other Supporting Document

Upload Supporting Document



No file selected.

If you would like to add another document, click on the .
If you would like to remove a document, click on the .

 Other Supporting Documents

– Notice of Appearance

READ CAREFULLY BEFORE CLICKING THE "PROCEED" BUTTON BELOW

Clicking "Proceed" constitutes the filing of a notice of appearance by the person or people identified as the Applicant Official Representative(s) for this filing.

 Proceed

 Save for Later

 Proceed

 Save for Later

Once the filer has completed the form, he/she will click on proceed or if the filer needs to step away, he/she can save what is filled in thus far.

– Agency Notification

Would you like ePSB to provide notice of, and access to, this advance notice filing to the State agencies required by statute or Board rule to receive a copy of the advance notice?*

No

 Processing...

 Proceed

 Save for Later

When the filer clicks either one of these options, he/she will see a single "processing" indicator.

My Account

- If you are seeing this message after making a filing, your filing has been provided to the appropriate staff member at the Public Utility Commission. Notice of the filing will also be provided to those parties with email addresses in ePUC. Thank you for your submission. ✕

View

Edit

My Existing Cases

My Organization Cases

My Unsubmitted Drafts

Case Search

Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
16-7346-AN		Case_205		12/15/2016		REV	Select Action
16-7344-DISCNF		Case_197	Electric	12/09/2016		REV	Select Action


 Proceed

When the filer clicks “proceed”, he/she will be automatically directed to the “my existing cases” tab. The filer will see a confirmation message letting her/him know the case was sent to the Commission.

NOTE: The filer will have to refresh the screen to see the new filing.

Advance Notice

Your form is saved. The reference Number for your submission is: 1200

 Save for Later

When the filer clicks “proceed”, he/she will get a confirmation message letting her/him know the form was saved.

- Frequently-Used Case Forms**
- Advance Notice
 - Consumer Complaint
 - Net Metering
 - Petition
 - Public Comment
 - Report
 - Tariff
- Other Case Forms**
- Request for Accounting Order

My Account / My Unsubmitted Drafts

My Account

- [View](#) [Edit](#) [My Existing Cases](#) [My Organization Cases](#) **[My Unsubmitted Drafts](#)**

- Saved Filings

Reference No	eFiling Title	Action
1199	Case_203	Submission Delete
1200	Case_204	Submission Delete



To view his/her saved draft cases, the filer will have to log in to the portal, click on “My Cases” link in the main menu, then click on the “My Unsubmitted Drafts” tab.