

112 State Street
4th Floor
Montpelier, VT 05620-2701
TEL: 802-828-2358




TTY/TDD (VT: 800-253-0191)
FAX: 802-828-3351
E-mail: puc.clerk@vermont.gov
Internet: <http://puc.vermont.gov>

**State of Vermont
Public Utility Commission**

MEMORANDUM

To: All Vermont electric, energy efficiency, gas, telecommunications, and water utilities; all Vermont cable television companies; all dam owners required to file dam safety reports with the Commission; VEPPI, Inc.; Batchelder Associates, PC; Vermont Public Power Supply Authority; Vermont Department of Public Service; Vermont Agency of Natural Resources; Vermont regional planning commissions; Vermont League of Cities and Towns

From: Anthony Z. Roisman, Chairman 

Re: Reports, rulemakings, telecommunications forms, and cable television application forms are going live in ePUC November 15, 2017; announcement of training opportunities

Date: November 3, 2017

The Vermont Public Utility Commission (“Commission”) is very pleased to announce that phase 3 of our new online filing and case management system, known as ePUC, will be going live on November 15, 2017. On that date, ePUC will begin accepting electronic filing of the following new cases:

- Reports – these cases include all reports that are not compliance filings in another case including, but not limited to: utility service quality reports; electric utility outage reports (Rule 4.900); disconnection reports (Rule 3.308); energy efficiency utility monthly, quarterly, and annual reports; energy efficiency evaluation reports; alternative regulation evaluation reports; standard-offer contracts; vegetative management plans; access management organization reports; public, education, and government channel (“PEG”) access reports; notices of cable television channel changes (Rule 8.322); and dam safety reports.
- Rulemakings – these cases include all petitions asking the Commission to open a rulemaking as well as rulemakings opened by the Commission on its own initiative.
- Telecommunications application forms – these cases include registration forms for a certificate of public good to own or operate a telecommunications business in Vermont, notification forms for mergers and acquisitions of certain telecommunications companies, registration forms for cellular providers, and registration forms for billing aggregators.

- Cable television application forms – these cases include applications for an initial certificate of public good to provide cable television services or a certificate of public good to provide cable television services to additional towns. (Applications for renewal of an existing cable television certificate of public good may already be filed in ePUC as a “petition” case.)

Training Opportunities

The Commission is providing a variety of training opportunities to help you learn how to use ePUC:

- Short instructional videos showing how to create an ePUC user account and use ePUC are posted on the Commission’s website at <http://puc.vermont.gov/epuc-information>
- You can create an ePUC user account now and explore the system on your own. The Commission has created a test case in ePUC that anyone can use to practice making a filing in an existing case. The case number for this test case is 16A-9999-TEST. Detailed instructions for making a filing in an existing case are available at <http://puc.vermont.gov/epuc-information/make-filing>.
- Commission staff will conduct two online training sessions utilizing GoToMeeting on November 16 and 17, 2017, starting at 9:30 a.m. The GoToMeeting login information for each session is attached to this memorandum. Each online training session is expected to last no more than two hours. The first session will focus on how to file a new telecommunications or cable television application form in ePUC, while the second session will focus primarily on how to file a new report or rulemaking case in ePUC. Both sessions will also address how to file in an existing case in ePUC and how to search for cases and documents in ePUC. Participants will be able to use GoToMeeting to send Commission staff written questions during both sessions. Both training sessions will be recorded and posted to the Commission’s website.
- Holly Anderson, the Commission’s Deputy Clerk and the ePUC System Administrator, is ready to answer questions about ePUC received via telephone at 802-828-2358 or via email at puc.ePUCadmin@vermont.gov.

ePUC Training Session GoToMeeting Information

ePUC Training – Telecommunications and Cable Television Application Forms
Thursday, November 16, 2017, 9:30 AM - 11:30 AM EST

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/343314845>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 343-314-845

First GoToMeeting? Try a test session: <https://link.gotomeeting.com/system-check>

ePUC Training – Report and Rulemaking Cases
Friday, November 17, 2017, 9:30 AM - 11:30 AM EST

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/830628949>

You can also dial in using your phone.

United States: +1 (786) 535-3211

Access Code: 830-628-949

First GoToMeeting? Try a test session: <https://link.gotomeeting.com/system-check>

