

How to file a net-metering minor amendment in ePUC

Go to <https://epuc.vermont.gov/>

Log in if you have an account; follow the instructions if you do not already have an ePUC user account.

Choose "Petition (including net-metering petition)" from the "Frequently Used Case Forms" on the left-hand side of the screen.

Step 1: Case Information

Industry Type -- Choose "Electric." (Anywhere you see an arrow next to a box, click the arrow to get a list of choices to choose from.)

Filing Type – Choose "Other."

Are you filing on behalf of an organization? – If this filing is amending a CPG that was issued to an individual, you will choose "No."

Does a Pro Hac Vice Motion relate with this case? – Choose "No."

– Case

Industry Type*	Electric
Filing Type*	Other
Are you filing on behalf of a Petitioner that is an organization?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does a Pro Hac Vice Motion relate to this case?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Step 2: Petitioner Information

To enter the petitioner's name, you can click the magnifying-glass icon and search for the name of the petitioner who is filing. Once you find the right name, be sure to click it to enter it into the box. If you cannot find the petitioner's name using Search, click the red words "click here to add a person."

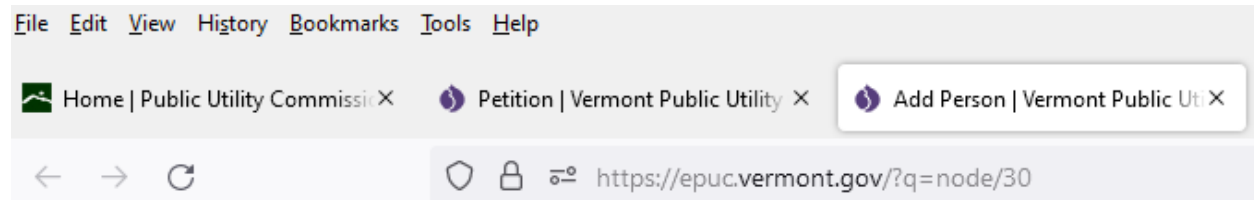
– Petitioner Information - Person

If you are making this filing on behalf of an individual, please start typing the individual's last name below. You may type the first several letters of the individual's last name to narrow the list of names displayed in the pop-up window. If the desired individual'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.

Petitioner's Name*	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Close"/>
Are you a self-represented individual? If you answer "No," you will be required to provide contact information for the attorney who is representing you.*	<input type="radio"/> Yes <input type="radio"/> No		

NOTE – If you are adding a person using the “click here to add a person” option, you will be brought into a new tab in your internet browser where you will enter all the information requested, complete the CAPTCHA question if asked, and click Proceed. This will add the person’s information into the system but is not uploading your entire filing. **You must click back into the original tab in your internet browser to complete your filing.**

Here is a screenshot showing the original Petition tab and the Add Person tab.



Are you a self-represented individual? – Choose “Yes.” (If you have representation, you would choose “No” and would need to enter your official representative’s information using the same procedure above).

Step 3: Petition Subject Matter and CPG Number

Petition Subject Matter(s) – Click the arrow and choose “Notice of minor amendment to net-metering CPG.”

In the next panel, enter the CPG number for the project you are amending.

– Petition Subject Matter(s)

If your petition includes more than one subject matter, click on the click on the + .
If you would like to remove the additional subject matter, click on the - .

Petition Subject Matter(s) Notice of minor amendmen ▾

+ Petition Subject Matter(s)

– CPG Number


Provide the case number in which the Certificate of Public Good for the existing net-metering project was granted. (NOTE: An existing CPG number may start with "CPG No." followed by "NM," "NMP," or "NMR" and a number, or it may be a docket number, or it may be a hyphenated number followed by some letters.)

Step 4: Witness Information

Do not enter anything in the “Witness” panel.

Step 5: Case Attachment Information

Will you be filing confidential documents? – Choose “No.”



– Case Attachment Information

Will you be filing confidential documents?*

Yes No

Step 6: Public Documents

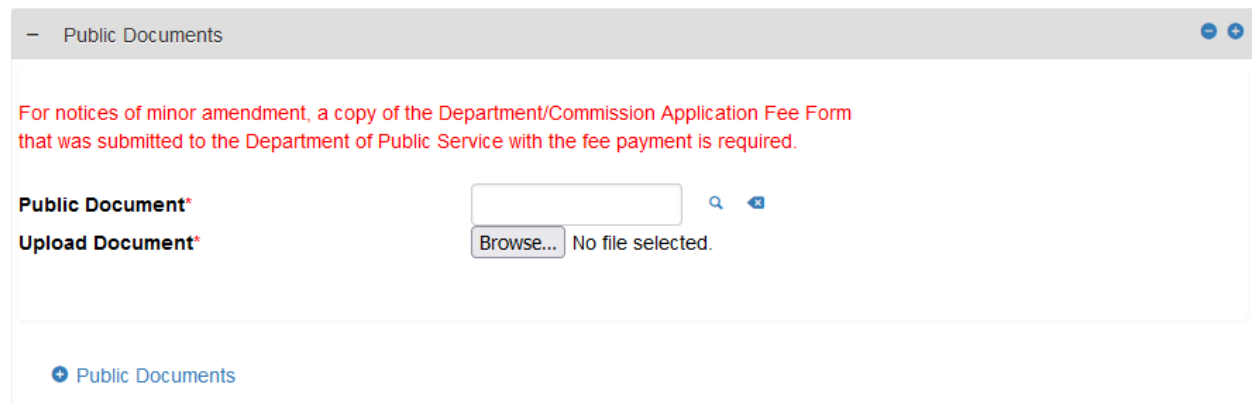
In the “Public Documents” panel, you will upload your documents.

Note: For notices of minor amendment, a copy of the Department/Commission Application Fee Form that was submitted to the Department of Public Service with the fee payment is required.

Click the magnifying-glass icon and choose “Notice of minor amendment” from the list and use the Browse button to upload your request.

Click the blue “Public Documents” to get a new panel for uploading your fee form. Click the magnifying-glass icon, choose “Department/Commission Fee Form” from the list, and use the Browse button to upload your copy of the fee form.

If you have any other documents you would like to include with your filing, click the blue “Public Documents” to get a new panel and upload them. (Choose “Other document filed with the Commission” as the document type for these uploads.)



– Public Documents

For notices of minor amendment, a copy of the Department/Commission Application Fee Form that was submitted to the Department of Public Service with the fee payment is required.

Public Document*

Upload Document*

Browse... No file selected.

+ Public Documents

Step 7: Motion Panels

Ignore the “Motion” panels. You do not need to upload anything in these panels.

Step 8: Have all your documents been uploaded?

Have all your documents been uploaded? – Choose “Yes.”

– Have all your documents been uploaded?

Select “No” if you will be uploading in a “second step”:

- any Prefiled Testimony,
- any Exhibits, or
- any documents for which you are seeking confidential treatment.

Yes/No*

Yes No

Step 9: CAPTCHA and Proceed


Complete the CAPTCHA question if asked and click Proceed.


CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Math question * $2 + 0 =$

Solve this simple math problem and enter the result. E.g. for $1+3$, enter 4.

 Proceed

 Save for Later