

ANNUAL REPORT E-FILING INSTRUCTIONS

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Regulated utilities' annual reports to the Maine Public Utilities Commission for the year ending December 31, 2009 **MUST** be filed electronically, using our "e-file" system.

File one electronic copy, per the instructions below, and send one signed hard copy to the Maine Public Utilities Commission at, 18 State House Station, Augusta, ME 04333-0018. Reports are due on April 1, 2010. If you wish to send a hard copy by other than US Postal service, the physical address is 101 Second Street, Hallowell, ME 04537

The annual report form can be found online at <http://www.maine.gov/mpuc/online/forms.shtml> .

Once you have downloaded, completed, and saved that form, you are ready to e-file.

Companies which have previously filed basic 2009 revenue figures either electronically, by mail, or by e-mail or any company filing after May 7, 2010 use Instruction A.

Companies which have NOT previously filed basic 2009 revenue figures, use Instruction B below.

To access the e-file page, go to <http://mpuc.informe.org/filereport>

The Login name is annrpt and the password is 176*671 – You will receive a message "Login Successful. Please enter your record details."

Instruction A

When the form appears:

- Select the **SEARCH** tab **above** the form - the "Easy Web Standard Search" form will appear.
- Enter your company's full name or its short name, which can be found on the label of the notification letter these instructions were attached to.
- The "Easy Web Search Results" page should appear. Select the folder for the 2008 record you want to access.
- When the record appears, scroll down to the bottom of the page to the section titled "Upload New Documents to Folder."
- Click the "Browse" button to access the directory on your computer where you have saved the completed annual report to the MPUC, and select it.
- Once you have selected the file(s), click "Upload Documents" and this will file your report electronically with the Commission. If successful, you will receive a message at the top of the page – "Upload Results: 1 files uploaded successfully, 0 failed."

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YOU HAVE NOW FILED YOUR REPORT ELECTRONICALLY UNDER INSTRUCTION A.

Instruction B

- Enter your company's full name or its short name, which can be found on the label of the notification letter these instructions were attached to. Once you have selected the name, press "tab" and the company name will automatically appear.
- The "Annual Revenue" field is a required field. If your company did not generate revenue in the State of Maine, enter 0 from the number pad. The notification letter you received indicates the page, line and column in your annual report to the MPUC where you can find these figures.
- Update the regulatory contact and billing contact information as necessary.
- Click on "Add Record". The next page will state: "Record added successfully. You may now upload documents."
- Scroll to the "Upload New Documents to Folder" section at the bottom of the page.
- Click the browse button to access the directory on your computer system where you have saved the completed annual report to the MPUC, and select it.
- Once you have selected the file(s), click "Upload Documents" and this will file your report electronically with the Commission. If successful, you will receive a message at the top of the page – "Upload Results: 1 files uploaded successfully, 0 failed."

YOU HAVE NOW FILED YOUR REPORT ELECTRONICALLY UNDER INSTRUCTIONS B
