**How To Training**

**For**

**Manage Subscriptions**

External Registered Users will be able to Manage Subscriptions to New Cases and Notification Lists for Cases before the Commission. Subscriptions can be added, updated and removed as needed by the logged in user.

### Manage Subscriptions

**Objective:**

* Manage Subscriptions

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪, Click on Manage Subscriptions on the access menu list. Manage Subscriptions Screen will be displayed with two sections  New Cases Section with the following   * Statement is posted above the grid which reads:   When you subscribe to New Cases, email notifications will be sent to your registered email address when the Commission opens a new case meeting your selected criteria. |
|  | Grid includes the following   * Checkbox – when selected user can click on Unsubscribe from New Case Button to cease getting an email notification for New Case specified by subscription * Utility Type * Utility Subtype * Case Type * Case Subtype * Company * Update hyperlink |
|  | Notification Lists Section   * Statement is posted above the grid which reads:   \*\* To be included on a Notification List is not the same as requesting Active Party Status. The standards for Active Party Status are set forth in Rule 4.3(c) of the Commission's Rules of Procedure.  When you subscribe to a Notification List for a case, an email notification will be sent to you when a filing or Commission issuance is entered in the case. Subscribers can receive various types of documents, i.e., Commission Issuances (usually Orders), Filings, and/or Data Requests. |
|  | Grid will contain the following   * Checkbox – To unsubscribe, select checkbox and click Unsubscribe from Notification Lists Button * Case Number * Case Title * Commission Issuances Only * Filings Only * Data Requests Only * Company * Update hyperlink |

### Add New Case Subscription

**Objective:**

* Add New Case Subscription

| **Step** | Action |
| --- | --- |
|  | From the Manage Subscriptions Screen   * Click on Subscribe to New Case Button * Enter criteria for subscription and click on Subscribe Button |

### Update New Case Subscriptions

**Objective:**

* Update New Case Subscriptions

| **Step** | Action |
| --- | --- |
|  | From the Manage Subscriptions Screen   * Click on Update hyperlink to edit New Case Subscription details * Click Update Button to save changes |

### Unsubscribe from New Cases

**Objective:**

* Unsubscribe from New Cases

| **Step** | Action |
| --- | --- |
|  | From the Manage Subscription Screen   * Select Checkbox for the New Case you want to discontinue * Click on Unsubscribe from New Cases Button * Subscription will be removed from grid |

### Add Case Notification List Subscription

**Objective:**

* Add Case Notification List Subscription

| **Step** | Action |
| --- | --- |
|  | From the Manage Subscriptions Screen   * Click on Subscribe to Case Notification List Button * Enter Case Number and click GO Button – Case Title will be displayed on Subscribe Screen      * Select applicable Checkboxes for subscription   + Commission Issuances Only   + Filings Only   + Data Requests Only      * Click on Subscribe Button to save |

### Update Case Notification List Subscription

**Objective:**

* Update Case Notification List Subscription

| **Step** | Action |
| --- | --- |
|  | From the Manage Subscriptions Screen   * Click on Update hyperlink for one of the displayed subscriptions * Details will be displayed in editable format. Enter changes and click on Update Button |

### Unsubscribe from Case Notification List

**Objective:**

* Unsubscribe from Case Notification List

| **Step** | Action |
| --- | --- |
|  | From the Manage Subscription Screen   * Select Checkbox for the subscription you want to discontinue * Click on Unsubscribe from Notification List Button * Subscription will be removed from grid |