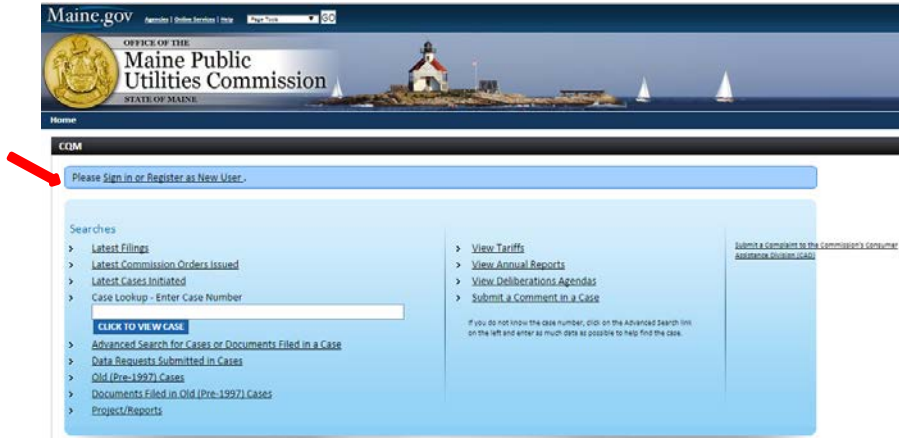
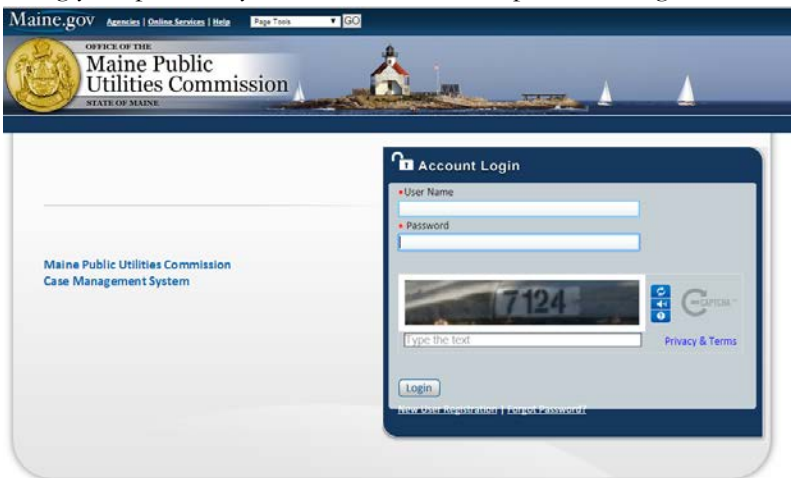


How to File Comments in a Docket on CMS

- 1) Go to the Public Utilities Commission's Content Management Site:
<https://mpuc-cms.maine.gov/CQM.Public.WebUI/ExternalHome.aspx>
- 2) Click the link to sign in to the system:



- 3) Using your previously created username and password, log-in on this screen.



- 4) In the menu on the left hand side of the screen, select the “Submit New Case or Filing” option under the Case File heading.

The screenshot shows the homepage of the Maine Public Utilities Commission. The header includes the Maine.gov logo, navigation links for Agencies, Online Services, and Help, a Page Tools dropdown, and a State Search field. The main banner features the commission's name and a lighthouse image. A left-hand navigation menu is open, with 'Submit New Case or Filing' highlighted under the 'Case File' heading. The main content area, titled 'CQM', contains sections for Popular Searches, Latest Cases Initiated, Latest Commission Orders Issued, and Case Lookup. The footer includes a copyright notice for 2012 and the iGOVERN logo.

- 5) Once at the Existing Case Filing screen, enter the docket number and click “Go.”

The screenshot shows the 'Existing Case Filing' screen. The header and banner are identical to the previous screenshot. The left-hand navigation menu is open, with 'Existing Case Filing' selected. The main content area has a title bar that reads '- File In Existing Case'. Below this, there are radio buttons for 'New' and 'Existing', with 'Existing' selected. To the right, there is a text input field labeled 'Existing Case No.' containing the value '2015-00113' and a 'GO' button.

- 6) Update the Description of Filing field with a relevant title. Also, if your comments represent your own view, select Representing Self under Filing Party. If you are representing a company or organization, select Representing Utility/Company. The Utility/Company Name field will appear if it was not visible previously. Clicking the “Add” text will generate a new window or tab where you can select the company. Please note, you must be registered in CMS as representative of that company.

SUBMIT		BACK	
- File In Existing Case: 2015-00113			
* Existing Case No.:	2015-00113	GO	
Utility/Industry Type :	Electric	Case Type:	COMMISSION INITIATED
Utility/Industry Subtype :	Transmission and Distribution Utilities (T	Case Subtype:	INQUIRY
* Pertaining to Utility/Company:	MAINE PUBLIC UTILITIES COMMISSIC	Case Title:	COMMISSION INITIATED INQUIRY INTO LOW-INCOME ASSISTANCE PLANS PERTAINING TO MAINE PUBLIC UTILITIES COMMISSION.
Check if this is a Compliance Filing:	<input type="checkbox"/>		
- Filing Information			
* Description of Filing:	<input type="text"/>	Date Filed:	2/4/2016
	Characters remaining: 250		
Filed By:	Finucane, Kiera	* Filing Party :	<input checked="" type="radio"/> Representing Utility/Company <input type="radio"/> Representing Self
Update Contact information			
* Utility/Company Name :	<input type="text"/>		
Add Remove			
+ ATTACH NON-CONFIDENTIAL DOCUMENT(S) (These Documents Will Be Publicly Available Online)			
ATTACH CONFIDENTIAL DOCUMENT(S) (Confidential Documents Will Be Subjected To Special Handling)			
SUBMIT		BACK	

- 7) Once those fields are completed, select the Attach Non-Confidential Document(s). In the Document Type drop down menu, select Comment. The Subtype will prepopulate. Add a document title to the field, such as “Comments on Case” and then click Attach Non-Confidential Documents. This will create a pop-up where you can search for the file on your computer and attach it. Once the file is selected, click Done.

- Filing Information			
* Description of Filing:	<input type="text"/>	Date Filed:	2/4/2016
	Characters remaining: 250		
Filed By:	Finucane, Kiera	* Filing Party :	<input type="radio"/> Representing Utility/Company <input checked="" type="radio"/> Representing Self
Update Contact information			
- ATTACH NON-CONFIDENTIAL DOCUMENT(S) (These Documents Will Be Publicly Available Online)			
* Document Type:	Comment	* Document Title:	<input type="text"/>
* Document Subtype:	Comment		Characters remaining: 250
ATTACH NON-CONFIDENTIAL DOCUMENT(S)			
ATTACH CONFIDENTIAL DOCUMENT(S) (Confidential Documents Will Be Subjected To Special Handling)			
SUBMIT		BACK	

- 8) The pop-up window should have closed at this point and your document should be visible at the bottom of the Case Filing screen as shown below. After verifying that the correct document is attached, click Submit. An email notification will be sent to all individuals on the case notification list to alert individuals to the new filing.

Existing Case Filing

SUBMIT **BACK**

- File In Existing Case: 2015-00113

* Existing Case No.: **GO**

Utility/Industry Type: Electric Case Type: COMMISSION INITIATED

Utility/Industry Subtype: Transmission and Distribution Utilities Case Subtype: INQUIRY

* Pertaining to Utility/Company: MAINE PUBLIC UTILITIES COMMISSI Case Title: COMMISSION INITIATED INQUIRY INTO LOW-INCOME ASSISTANCE PLANS PERTAINING TO MAINE PUBLIC UTILITIES COMMISSION.

Check if this is a Compliance Filing:

- Filing Information

* Description of Filing: Date Filed: 2/4/2016

Characters remaining: 237

Filed By: Finucane, Kiera **Update Contact Information**

* Filing Party: Representing Utility/Company Representing Self

+ ATTACH NON-CONFIDENTIAL DOCUMENT(S) (These Documents Will Be Publicly Available Online)

ATTACH CONFIDENTIAL DOCUMENT(S) (Confidential Documents Will Be Subjected To Special Handling)

SUBMIT **BACK**

	Document Type	Document Subtype	Document Title	File Name	Protective Order(s)	Size
	Comment	Comment	Comments on Case	Letter Template .docx		48.43 KB

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Compliant & Quality Management

If you have any questions or problems when filing your comments in the CMS, please contact the Office of the Public Advocate at (207) 624-3687 or the Public Utilities Commission (207) 287-3831 for further assistance.