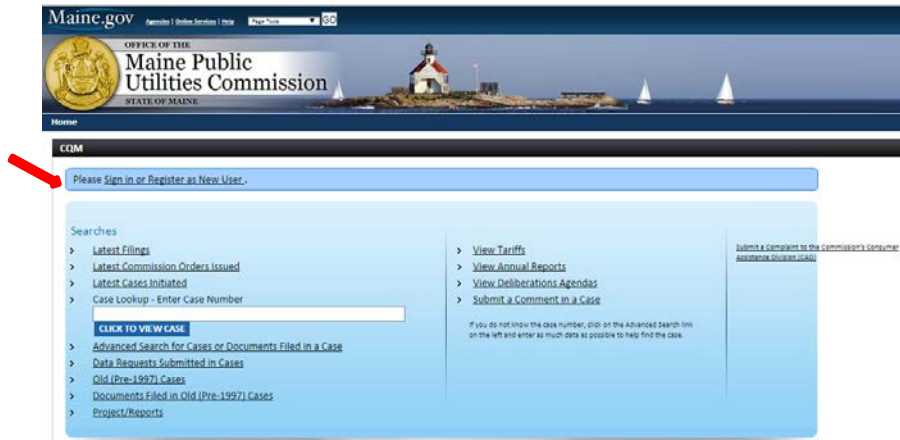
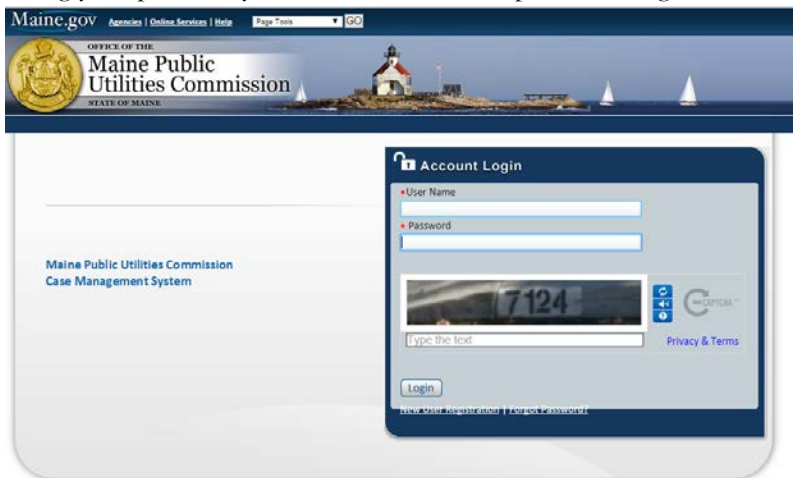


How to File Comments in a Docket on CMS

- 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.

Maine.gov Agencies | Online Services | Help Page Tools GO State Search: GO

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CQM

Annual Report File
CAD System
Case File
Comment on Case
Data Requests/Responses
Manage Favorites
Manage Subscriptions
Pre-1997 Cases
Project/Report Files
Tariff File
Update Contact Information

Case Files
Submit New Case or Filing
View/Search

Popular Searches

Latest Cases Initiated
This search will return a list of cases that have been started by the Commission. View

Latest Commission Orders Issued
This search will return a list of documents that have been issued by the Commission, i.e., Orders, Notices, Rulings, etc. View

Case Lookup
Case No: View
If you know the Public Utilities Commission Case number (YYYY-#### format) enter it here to view the Case Master.

My Favorite Searches
You don't have any Favorites selected.

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

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Existing Case Filing

- File In Existing Case

Case ☐ New ☒ Existing ☐ Existing Case No.: 2015-00113 GO

- 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 COMMISSIO	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:	Characters remaining: 250		Date Filed:	2/4/2016
Filed By:	Finucane, Kiera	* Filing Party :	☒ Representing Utility/Company ☐ Representing Self	
Update Contact information				
* Utility/Company Name :	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:	Characters remaining: 250		Date Filed:	2/4/2016
Filed By:	Finucane, Kiera	* Filing Party :	☐ Representing Utility/Company ☒ Representing Self	
Update Contact information				
- ATTACH NON-CONFIDENTIAL DOCUMENT(S) (These Documents Will Be Publicly Available Online)				
* Document Type:	Comment	* Document Title:	Characters remaining: 250	
* Document Subtype:	Comment			
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.

Maine.gov Agencies | Online Services | Help Page Tools GO State Search: GO

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Existing Case Filing

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 Case Subtype: INQUIRY

* Pertaining to Utility/Company: MAINE PUBLIC UTILITIES COMMISS 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: Case comments 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)

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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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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.