How to File Data Requests on CMS

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

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CQM	ease <u>Sign in or Register as New User</u> .		
Se	arches		
>	Latest Filings	> View Tariffs	Submit a Complaint to the Commission's Cons Assistance Division (CAD)
>	Latest Commission Orders issued	> View Annual Reports	
>	Latest Cases Initiated	> View Deliberations Agendas	
>	Case Lookup - Enter Case Number	Submit a Comment in a Case	
	CLICK TO VIEW CASE	If you do not know the case number, click on the Advanced Search link	
	Advanced Search for Cases or Documents Filed in a Case	on the left and enter as much data as possible to help find the case.	
	Data Requests Submitted in Cases		
>			
5.0	Old (Pre-1997) Cases		
>	Documents Filed in Old (Pre-1997) Cases		

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

	Account Login
laine Public Utilities Commission ase Management System	•User Name •Password Frace Figure the text

- 4) Enter the case number in the Case Look-up box in the main screen and click "View" to load the Case File.
- 5) Once at the Case File screen, select the Data Request tab. Scroll down and select the "Add New Set" button.

6) The Data Request Screen should load at this point.

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Create/Update DR Set (Case SAVE BUT NOT SUBMIT SU					
- Requested By					
(i)	 Company/Organization: 	Select		•	
	• Self:	Office of Public Advoca	9		
• Code	MOPA	GENERATE CODE			
- Propounded Upon					
•	Case Parties/Participants:	BERWICK WATER DEPARTMENT	*		
0	• Others:	Contact:			Search PUC Master Contact List
		Enter Contact Info:	Ргоро	unded Upon Name:	
			Propo	unded Upon Email ID:	
- Set Information			1.52		
Description:		Due Dat (Valid Fo	e: ermat : MM/DD/YYYY)	04/28/2015 🛱	
	Characters remaining: 250				
ATTACH COVER LETTER OR I	NETROLITONS				
ADD DR QUESTION					
SAVE BUT NOT SUBMIT	JBMIT BACK				

7) In the Requested By section, select the button for "Self". Type your intials in the Code box and click the Generate Code button.

Create/Update DR Set (Case Number: 2014-00354)					
SAVE BUT NOT SUBMIT SUBMIT BACK					
- Requested By					
•	* Company/Organization:	Select 🔻			
۲	* Self:	Office of Public Advocate			
* Code	MOPA	GENERATE CODE			

8) In the Propounded Upon section, choose the case party or participant to whom you are asking the questions. There is a drop down menu that will allow you to select the Utility or individual in question.

- Propounded Upon					
•	 Case Parties/Participants: 	BERWICK WATER DEPARTMENT	•		
	Others:	Contact:			Search PUC Master Contact List
		Enter Contact Info:		Propounded Upon Name:	
				Propounded Upon Email ID:	

9) Set Information is the section that allows you to enter your questions. Enter your last name in the description box and select the due date to match the Data Response date issued in the Procedural Order. Often, there is not a reason to attach a cover letter or instructions.

Set Information					
Description:	Characters remaining: 250	Due Date: (Valid Format : MM//DD/YYYY)	p4/28/2015 ¹²⁹		
ATTACH COVER LETTER OR INSTRUCTIONS					

10) The last step is entering the individual questions in the Data Request Question section. Click the Add DR Question box and a new window should appear with a field to type your question. Each question will be entered individually in the system using the steps below.

DR Question - Google Chron	ne per 🛊 crea 🗤 tea tea	then. # CALL Hans (#				
https://mpuc-cms.maine.g	ov/CQM.Custom.WebUI/Dat	aRequest/CreateDRQuestionF	PopUp.aspx?Desc=Kiera&DueDate=04/28/201			
SAVE DR QUESTION SAVE DR QUESTION AND ADD ANOTHER CLOSE						
- Data Request Question (Case Number: 2014-00354)						
Case Number:	2014-00354	Due Date: (Valid Format : MM/DD/YYYY)	04/28/2015			
Question Description:	Name					
	Characters remaining: 296					
Question: AttAct confidential/won cover	Characters remaining: 296 Do not enter confidential information in this text box. Confidential Information should be included as an attachment.					

SAVE DR QUESTION SAVE DR QUESTION AND ADD ANOTHER CLOSE

- a. In the Question Description box, add the number of the question after your name. Example Smith 1
- b. The Due Date will be filled out automatically on each question.
- c. Type your question in the Question field.
- d. After your question is entered, click Save DR Question and Add Another if you have additional questions. If you are entering your final question, select the Save DR Question button.
- e. Your questions should now appear on the previous screen. The last step to the process is to select SUBMIT.

	- Data Request Question							
	ADD OR QUESTION							
Item Number Description Question								
	SAVE BUT NOT SUBMIT SUBMIT BACK							

11) This completes the Data Request submission process and your questions should now be visible in the case file.

If you have any questions or problems when filing your data requests 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.