How to join a case notification list 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:

| 一代化し | Maine Public Utilities Commission | | 4 |
|-------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------|
| P | ease <u>Sign in or Register as New User</u> . | | |
| 2 | Latest Filings | > View Tariffs | Jubmit 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 in | s |
| | Advanced Search for Cases or Documents Filed in a Case | on the left and enter as much data as possible to help this the case. | |
| 5 | | | |
| > | Data Requests Submitted in Cases | | |
| > > > | Data Requests Submitted in Cases Old (Pre-1997) Cases | | |
| > > > > > | Data Requests Submitted in Cases Old (Pre-1997) Cases Documents Filed in Old (Pre-1997) Cases | | |

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

| Maine Public Utilities Commission | |
|-------------------------------------------------------------|--------------------------------------------|
| | Account Login User Name Password |
| Maine Public Utilities Commission Case Management System | Type the test Privacy & Terms |
| | Login |

4) If you know the case number, jump to step <u>6</u>. If you do not know the case number, hover over the Case File option on the left hand side of the screen. From there, select the third option View/Search.

| Home | | | | | Welcome Finu |
|------------------------------------------|-----|-----------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| | COM | | | | |
| > Annual Report File | | | | | |
| > CAD System | | Popular Searches | | | |
| s Case File | | Latest Filines | | Latest Cases Initiated | |
| > Comment on Case | | This search will return a list of documents that have been filed with | View | This search will return a list of cases that have been started by the | View |
| Data Requests/Responses | | the Commission or issued by the Commission in cases. | - | Commission. | 10000 |
| > Manage Favorites | | Latest Commission Orders issued | | Care Lookun | |
| Manage Subscriptions | | This search will return a list of documents that have been issued by | Manu | Case Control | |
| > Pre-1997 Cases | | the Commission, i.e., Orders, Notices, Rulings, etc. | elew. | Case No: | View |
| Project/Report Files | | | | If you know the Public Utilities Commission Case number DYYY-##### format) enter it here to view the Case Master. | |
| > Tariff File | | | | water reserves and the second strength of the | |
| > Update Contact Information | | | | | |

5) On the search screen, you can look up cases by the name of the utility or the type of utility involved. There are many options, but typically searching by utility name is the most effective. In the Pertaining to Utility/Company box, find the utility you are interested in and select it. To further narrow the results, make sure that you go to the Status option and select Open. Hit the Search button at the bottom of the box. Reviewing the results should provide you with the case number needed to subscribe.

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|-------------------------------------------------|--------|---|-----|-----------------------------------------------------------------|--------|---|
| SEARCH RESET BACK | | | | | | |
| Search | | | | | | |
| Cases: Documents: | | | | | | |
| Case Search | | | | | | |
| Case Number: | | | | Status: | Select | ~ |
| Start Date From: (Valid Format : MM/DD/YYYY) | | | 129 | Start Date To: (Valid Format : MM/DD/YYYY) | | œ |
| Utility Type: | Select | × | | Filing Party: Add Remove | | |
| Utility Subtype: | Select | | | Enter full Title or any portion of the text contained in Title: | 6 | |
| Case Type: | Select | * | | Pertaining to Utility/Company: | Select | ~ |
| Case Subtype: | Select | ~ | | | | |

6) One the left hand side of the screen, click the box labeled Manage Subscriptions.

| Home | | | | | Welcome Finue |
|--------------------------------------|-----|-----------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------|---------------|
| | COM | | | | |
| Annual Report File | | | | | |
| > CAD System | | Popular Searches | | | |
| Case File | | Latest Filings | 1 | Latest Cases Initiated | |
| Comment on Case | | This search will return a list of documents that have been filed with | View | This search will return a list of cases that have been started by the | View |
| Data Requests/Responses | | the Commission or issued by the Commission in cases. | | Commission. | |
| Manage Favorites | | Latest Commission Orders Issued | | Care Lookun | |
| Manage Subscriptions | | This search will return a list of documents that have been issued by | Manu | Lase Comp | |
| Pre-1997 Cases | | the Commission, i.e., Orders, Notices, Rulings, etc. | VIEW | Case No: | View |
| Project/Report Files | | | | If you know the Public Utilities Commission Case number (YYYY+##### format) enter it here to view the Case Master. | |
| > Tariff File | | | | | |
| > Update Contact Information | | | | | |

7) Once at the Manage Subscriptions screen, select the Subscribe to Case Notification List button.

| Manage Subscriptions |
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| |
| UNSUBSCRIBE FROM NEW CASES ADD NEW CASE SUBSCRIPTION |
| |
| New Cases |
| 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. |
| |
| You have not subscribed to New Cases. |
| |
| UNSUBSCRIBE FROM NOTIFICATION LISTS SUBSCRIBE TO CASE NOTIFICATION LIST |
| |
| Notification Lists |
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| To be included on a reduction to is not one same as requesting active wany sactos. The standards for active wany sactos are sended in note wants of includes and standards for active and standards for active same standards for |
| Commission Issuances (usually Orders), Filings, and/or Data Requests. |

8) Enter the case number in the box and hit Go. This will bring up the case title for you to confirm that you are subscribing to the correct case notification list. If the information is correct, select all three boxes below (Commission Issuances, Filings, and Data Requests) and hit Subscribe.

| SUBSCRIME | | |
|----------------------|-----------|--|
| Case Number: | SEARCH GO | |
| Commission Issuances | | |
| | | |
| Data Requests | | |
| SUBSCRIBE | | |

At this point, there will be a pop-up message confirming your successful addition to the notification list.

You can always verify your subscriptions by visiting the Manage Subscription screen again. It will show you the case numbers and titles to which you are currently subscribed.

If you have any questions or problems when subscribing to a case 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.