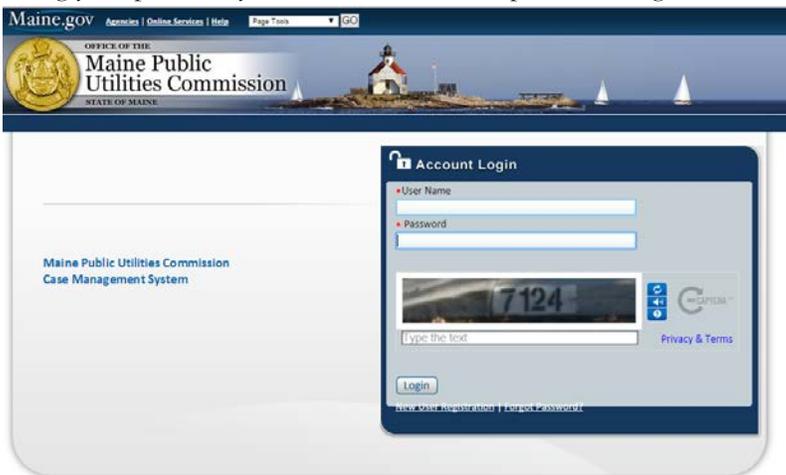


How to join a case notification list on CMS

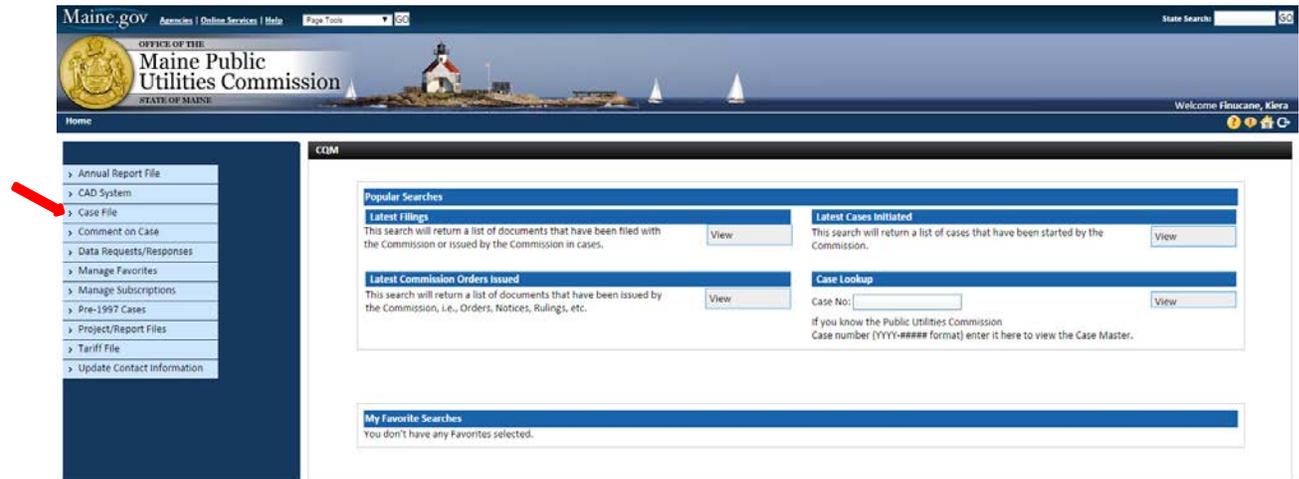
- 1) Go to the Public Utilities Commission's Content Management Site:
<https://mpuc-cms.maine.gov/CQM.Public.WebUI/ExternalHome.aspx>
- 2) Click the link to sign in to the system:



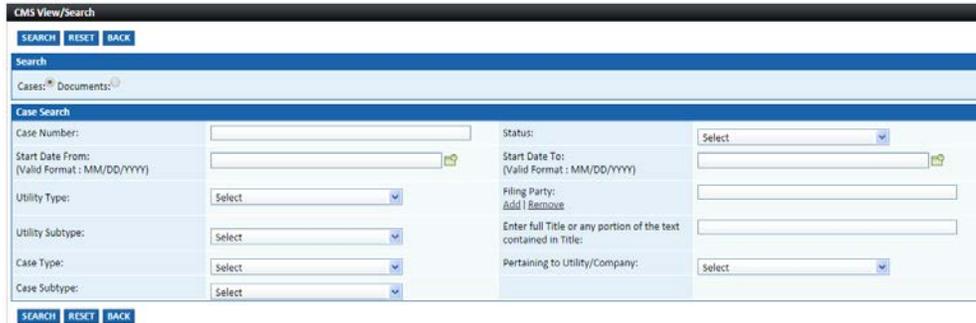
- 3) Using your previously created username and password, log-in on this screen.



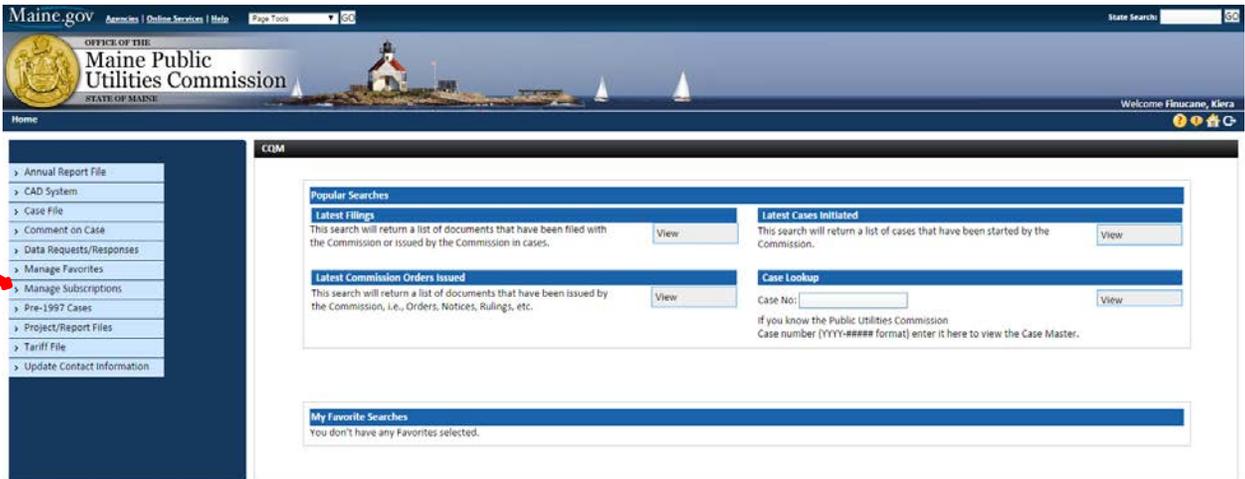
- 4) If you know the case number, jump to step 6. If you do not know the case number, hover over the Case File option on the left hand side of the screen. From there, select the third option View/Search.



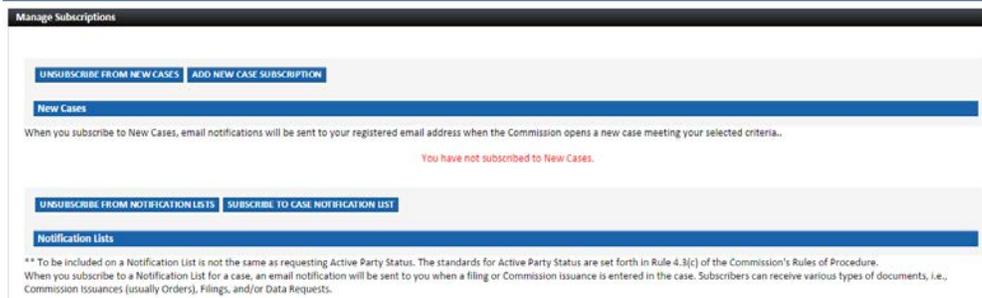
- 5) On the search screen, you can look up cases by the name of the utility or the type of utility involved. There are many options, but typically searching by utility name is the most effective. In the Pertaining to Utility/Company box, find the utility you are interested in and select it. To further 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.



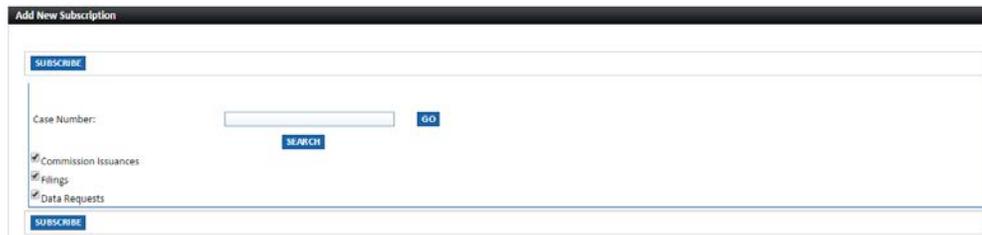
- 6) On the left hand side of the screen, click the box labeled Manage Subscriptions.



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



- 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.



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.