

## INSTRUCTIONS FOR SUBMITTING APPLICATIONS

If you would like to submit an application in response to the Commission's Request for Applications for Disbursements from Maine's Regional Greenhouse Gas Initiative Trust Fund, you must file your application using the Commission's Case Management System (CMS). The following instructions direct you how to (1) Register as a User in the CMS, and (2) file your application in the CMS.

Note: the Commission's docket for these proposals is a "Secured Case." Your identity as an applicant and any documents that you file in the CMS in response to the Commission's RFP will not be able to be viewed by the public.

### 1. Instructions for Applicants to Register in the Commission's Case Management System (CMS):

**[If you are already registered in the CMS, go to step 2.]**

- First, register as a User. Click on <https://mpuc-cms.maine.gov/CQM.Custom.WebUI/Registration/UserRegistrationForm.aspx>.

Fill in the fields, considering the following:

- Required fields are denoted by red asterisks.
- User IDs must be at least 8 characters long and cannot have spaces
- Passwords must be at least 8 characters long and must include numbers, at least one Upper Case Letter, and at least one special character
- The first Company/Organization field is the company you work for (which may not be the company you represent for PUC purposes)
- The Representing Company/Organization field is for the company you represent. This is not required, but it is advised.
  - To populate your profile with the companies that you represent, click the "Add" hyperlink. The window allows you to add criteria to shorten the list to select from or you can jump to your company if you enter the first few letters of the company name. Check the box next to the company(ies) you wish to add and click on the select button.
  - For companies that are not Maine jurisdictional utilities, choose "Other" and "Other" as the Industry Type and Subtype, and search for your organization. If it is not present, call the Commission at 287-3831 and ask that it be added.
  - You may add more than one company or organization. You may return to the screen in the future to add more companies/organizations or to remove them.
- The Registration screen requires the use of SPAM proof software called reCAPTCHA, so you will have to enter the two odd words presented to you in order to complete the registration process. If you cannot read one or more of the words, click on the refresh icon on the top right to get a new pair of words until you can read both.
- After submitting your registration you will receive an email notification with a hyperlink and instructions. You must go to the hyperlinked page and confirm your registration. (If clicking on the hyperlink does not work in your email system, copy and paste it into your browser's URL

field to go to the confirmation screen. Once this is done, you will be registered to submit documents into the new application.

**2. Instructions for Applicants to File Applications and Supporting Documents in the CMS:**

Once registered and logged in, to file in the appropriate Docket, click on "Case File" in the menu on the left hand side of the screen. In the sub-menu, click on "Submit New Case or Filing" and type the appropriate Docket Number in for the case number and click "Go".

Once the page for the Docket has loaded, fill out the "Filing Information" section as follows: (Please note anything that is preceded by a red asterisk is mandatory)

Filing Information

Description of Filing:	[Insert Company Name] Application in Response to Request for Applications
Utility/Company Name:	Click on the "Add" button under and search for your entity and click on select in the toggle box in front of the entities name.

Attach Non-Confidential Document\*

Document Type	Application (as applicable)
Document Sub/Type	(automatically populates itself)
Document Title	Response to Commission's RFA

\*Note: this is a secured case, so the public will not be able to view the identity of the applicant/filer or the filings made by applicants, even though it says "attach non-confidential document."

Click "Browse" to bring up a listing of attached documents – once you are done attaching all documents, click "Done." You will need to fill out the document Type and Title information for each document you attach. You may delete any document prior to submitting by clicking on the red x.

**You should attach all documents required by the Commission's RFA, including, but not limited to, your Application, the required Affidavit and any supporting documentation. Please include these names in the "Document Title" field so that Staff can distinguish between attachments.**

Once you have added all documents, click Submit.