**MAINE PUBLIC UTILITIES COMMISSION**

**Competitive Electricity Provider (CEP) APPLICATION FILING INSTRUCTIONS**

*(These instructions are for filing for a CEP license only and are not a substitute for requirements that exist for filing with other Maine agencies, such as the Secretary of State)*

The Commission does not require paper copies of filings. All filings must be made through its electronic Case Management System (CMS). As a new CEP, you must contact the Commission to have the Applicant name added to the CMS company name database. Please indicate that you want to obtain a Competitive Electricity Provider (CEP) license and provide the following information by email to [maine.puc@maine.gov](mailto:maine.puc@maine.gov):

Applicant Name, including any d/b/a

Regulatory Contact

Email address

Address

Telephone Number

Once the Applicant name is added to our systems, the Applicant and any representative(s) must become a registered user in CMS to make any filings. To register, go to the <https://mpuc-cms.maine.gov/CQM.Custom.WebUI/Registration/UserRegistrationForm.aspx> Make sure to add the applicant as a “Representing Company” in the individual registration as that is what populates the “Utility/Company Name” item noted below.

Once registered and logged in, to file your application, hover over “Case File” in the menu on the left-hand side of the screen. In the sub-menu, click on “Submit New Case or File in Existing Case”; click on the “New” toggle button and complete all the information requested as follows: (Please note anything that is preceded by a red asterisk is mandatory)

Add New Case

Utility/Industry Type: Electric

Utility/Industry Subtype: Competitive Electricity Provider

Case Type: Request for Approval

Sub-Type: License to Operate as a Competitive Electricity Provider

Pertaining to Utility/Company 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

Filing Information

Description of Filing: Application to be a CEP providing (either supplier, aggregator/broker or standard offer service)

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

Statutory Reference (Not required)

Chapter 32

Section 3203

MPUC Rule Reference (Not required)

Chapter 305

Add Public Document

Document Type Initial Filing

Document Sub/Type Initial Filing

Document Title Application to be a CEP providing (either supplier, aggregator/broker or standard offer service)

Click on “Attach Non-Confidential Document” – a popup window will open to allow you to search for the applicable file – click “Done” to Attach document (you will see document name under the “Submit” button at the bottom of the screen

CMS allows for multiple attachments to each filing. After clicking “attach Non-Confidential Document”, click on “Add Public Document” for each file to be attached.

Click “Submit” after you have attached all public documents. You will get a message that the case has been submitted and providing you with a docket number.

**All information filed with the Commission is considered public unless a protective order is first issued by the Commission. If the Applicant wishes confidential treatment of any information to be included as part of the application, Applicant must file, in addition to a redacted application, a request for protective treatment that (i) specifies the information that Applicant requests to be treated as confidential and (ii) provides a detailed explanation for why confidential treatment is necessary. 35-A M.R.S. § 1311-A. The protective order request must be in a separate attachment and not as part of a larger PDF to ensure that Commission Staff is aware of the Applicant’s request.**

Upon review and approval, the Commission will issue a protective order and the Applicant will then be able to file the confidential information by following the steps outlined above but clicking on the “Existing” toggle button and entering the Case Number. The information related to the case file is automatically entered. Applicant should enter all information requested and click on Attach Confidential Documents and then follow the prompts.

Section 2(D)(5) requires that each applicant must pay a fee of $100 to the Commission. Checks are to be made out to the Treasurer, State of Maine. The Commission's mailing address is 18 SHS, Augusta, ME 04333 for regular mail and the physical address is 26 Katherine Drive, Hallowell, ME 04347.

If you have any questions on the above process, please contact Lucretia A. Smith at (207) 287-1383 or by email at [Lucretia.smith@maine.gov](mailto:Lucretia.smith@maine.gov)