

# MAINE PUBLIC UTILITIES COMMISSION

## CEP FILING INSTRUCTIONS

The Commission has recently implemented a new electronic Case Management System (CMS). As a new entity operating in Maine, before making your initial submission to the CMS, you must contact the Commission to have the Applicant name added to our list of active companies. Please indicate that you want to obtain a Competitive Electricity Provider (CEP) license and provide the following information by either email to [maine.puc@maine.gov](mailto:maine.puc@maine.gov), or fax (207) 287-1039:

Applicant Name, including any d/b/a  
Regulatory Contact  
Email address  
Address  
Telephone Number

Once the Applicant name is added to our company database, the Applicant and any representative(s) must become a registered user in our system in order to make any filings. To register, go to the Commission's website at [www.maine.gov/mpuc](http://www.maine.gov/mpuc) and click on "Online Filing, Docketed Case, Forms, and RFP's" on the left hand side of the home page. Then click on the large "Registered Users" link in the large gray box. Then click on the "New User Registration" link at the bottom of the "Account Login" area. Further detailed instructions are available on the Commission's website at [www.maine.gov/tools/whatsnew/index.php?topic=puc-pressreleases&id=414946&v=article08](http://www.maine.gov/tools/whatsnew/index.php?topic=puc-pressreleases&id=414946&v=article08).

Once registered and logged in, to file your application, 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"; 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 (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

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Statutory Reference

Chapter 32  
Section 3203

MPUC Rule Reference

Chapter 305

Add Public Document

Document Type	Initial Filing
Document Sub/Type	Initial Filing
Document Title	Application to be a CEP providing (supplier, aggregator/broker or standard offer service)

All information filed with the Commission is treated as public unless a protective order is issued by the Commission Staff. 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 specifies the information that Applicant requests to be treated as confidential and provides a detailed explanation for why confidential treatment is necessary.

The Commission will issue a protective order and the Applicant will then be able to file the confidential information by clicking 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”; click 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.

§ 2(D)(5) requires that each applicant shall pay a fee of \$100 to the Commission. Checks should 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 101 Second Street, 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)