

**1. I want to start on my compliance report for this year, when will the new form be available?**

An updated form is sent to the regulatory contacts we have on file for each CEP every April along with instructions on how to fill it out and other important information. Ensure that your company's contact information is correct by checking our list of registered CEPs here:

<https://www.maine.gov/mpuc/regulated-utilities/electricity/maine-retail-electricity-suppliers/all-suppliers>.

**2. I need to make an Alternative Compliance Payment. How do I make the Payment?**

Alternative Compliance Payments must be made by check payable to "Treasurer, State of Maine". The check must indicate which class requirement (Class I, Class IA, Thermal) the payment will fulfill.

**3. When is my Alternative Compliance Payment due?**

Alternative Compliance Payments are due on July 1.

**4. Where do I send my Alternative Compliance Payment check?**

Checks may be mailed to the PUC at 18 State House Station, Augusta, ME 04333-0018. If using a courier, such as Fed Ex, send to the physical address, which is 26 Katherine Drive, Hallowell, ME 04347.

**5. Can I make an Alternative Compliance Payment by ACH or wire?**

No, unfortunately we are not able to accept Alternative Compliance Payments by ACH or wire.

**6. When will the Alternative Compliance Payment option for Class II be available?**

The Class II ACP was available beginning with the 2023 reporting year.

**7. Regarding question 14 on tab 3 of the Aggregator/Broker report. What terms and conditions do we need to provide?**

This question is only applicable if you had a standard Terms and Conditions or contract between you and your customers during the activity year. We know that many aggregator/brokers do not have these in which case you can just reply "None".

**8. How can I add an attachment to a report that was already created?**

To add an attachment to a file already created, go to the left-hand menu in the Case Management System (CMS) and hover over "Annual Report" – "Revise Annual Report" will be one of the options that appears in the sub-menu. Click on that. In the next screen type in the tracking number ARCP-20##-00### and click "Go". That should bring you to the first page that you saw when you created the initial report. Scroll to the bottom of the page and click where it says, "Submit or

update key analysis fields” (or something along those lines). That will bring you to a second page where there are options to attach the document(s).

**9. Do I need to submit a CEP report even though my company did not provide any services to customers in Maine during the compliance year?**

Yes, every CEP licensed in Maine needs to file the report even if you did not provide service. Companies that did not provide service should enter “0” in response to questions in the report that ask for the number of customers served. This is necessary for us to know that the CEP didn’t provide service rather than it didn’t comply with the reporting requirement.

**10. Some of my customers have multiple accounts. Do I count the number of customers or number of accounts when reporting the number of customers served?**

If you have customers with multiple accounts, please report the number of accounts.

**11. How can I update the regulatory contact information for my company?**

CEPs can change the contact information on their registration for their name but when it comes to changing the Company on the master list, that information does have to be done in-house at the Maine PUC. Email us at [Maine.PUC@Maine.gov](mailto:Maine.PUC@Maine.gov) to make this kind of change.

**12. When are the CEP annual reporting forms due?**

The annual reports are due on July 1 of each year as stated in the cover letter and instructions.

**13. I represent more than one CEP. Do I need to fill out separate forms?**

Yes, separately licensed CEPs must file separate reports.

**14. Would you please provide copies of the forms last filed by us?**

Publicly available annual reports can be viewed on our web site at <https://mpuc-cms.maine.gov/CQM.Public.WebUI/AnnualReports/ReportSearch.aspx>. Using the drop downs, from Utility Type select “Electric”, Utility Subtype select “CEPs” and Annual Report Type select “Annual Reports - Competitive Electricity Providers”.

**15. I am new to filing, so how will I know this has been received and accepted?**

The PUC will not issue any confirmation of receipt but be assured that if you file in accordance with the instructions, your report has been received. If you would like to verify that your report has been filed you can view the filing at the CMS link (either for the public or registered users) <https://www.maine.gov/mpuc/online-services>, then click “View Annual Reports”. Select “Electric” from the *Utility Type* drop-down and “CEPs” from the *Utility Subtype* drop-down. Select your company name from the *Pertaining to Utility/Company* drop-down menu then click “search”.

**16. Can I email my report?**

No, as indicated in the filing instructions available here:

<https://www.maine.gov/mpuc/online-services/forms-applications>, the CEP Annual Reports must be filed in the Commission's CMS <https://mpuc-cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx>. Email is not considered a proper filing method and emailed reports will not be accepted.

**17. Are we able to retire Maine compliance RECs in NAR on behalf of our customer for them to satisfy their RPS obligations?**

Consistent with section 7(B)(3) of chapter 311 of the Commission's rules, CEPs may verify compliance through any combination of GIS and NAR certificates.

**18. Does the allowed banking of 1/3 of my REC obligation apply to my total obligation for all classes?**

No, the ability to bank RECs for the following year is specific to each REC type. In other words, you may bank up to 1/3 of your obligation for an individual class provided you meet your current obligation for that class.