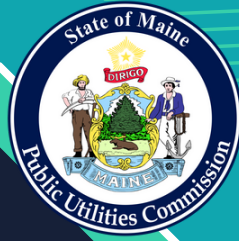


HOW TO FILE A RATE CASE



When doing a rate case you will create a case file in the PUC's Case Management System. Each case filing will have:

1) an initial filing 2) a copy of public notice and 3) a final filing

Login to CMS	https://www.maine.gov/mpuc/online-services
Step 1:	Choose registered user: "Sign in"
Step 2:	Select: "Case File"
Step 3:	Click: "Submit New Case or File in Existing Case"
Step 4:	Choose: "New" as the case type
Step 5:	For Utility/Industry Type and Subtype : Enter "Water"
Step 6:	For Pertaining to Utility/Company : Select "Add" *
Step 7:	For Utility/Company Name : Type the name of your utility and click "Search"
Step 8:	For Case Type : Use the drop down to choose "Request for Approval"
Step 9:	For Case Subtype : Use the drop down to choose "Rate Change..." (choose the type of rate case you are doing either 6104, 6104-A or 6104-B)
Step 10:	A Case Title of something like: "Your Utility Name Rate Case" should autofill
Step 11:	Under Description of Filing : Type "Initial filing"
Step 12:	For Filing Party : Select "Representing Utility/Company"
Step 13:	Under Utility/Company Name : Select "Add" and choose your utility.
Step 14:	For the Document Type : Use the drop down box and choose "Initial filing"
Step 15:	For the Document Subtype : Use the drop down box and choose "Initial filing"
Step 16:	Click: "Attach non-confidential document(s)" and then select your file(s)- this will be initial rate filing and copy of public notice. At a later date you will add a document to the existing case for the final filing. **
Step 17:	To attach many documents, attach one document, choose the file and click "done." Click "attach" again and fill out the fields below and select "Add Public Document."

This flyer is intended for informational purposes only. This information is not legal advice and does not set any legal standard. Regulated public utilities must comply with Maine law and regulations and should consult with legal counsel for interpretation of laws and regulations.

****If you do not have a utility assigned:***

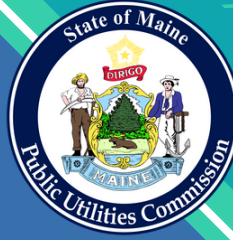
Follow these steps to add the utility under your profile or call the clerk at the PUC for assistance at (207) 287-3831

- To add the utility to your profile click “Update Contact Information” on left menu.***
- Add your company under “Representing Company/Organization” .***
- Click “Add”, type the utility name in “Utility/Company Name” and click “Search”***
- Select your utility from the list below by checking the box next to the utility name***
- Click “Select” at the bottom of the page***

*****If the web page is not working, make sure you have pop-ups enabled.***

Add CMS to your contacts to ensure you get communications on your case, otherwise emails could go to your junk folder: MPUC-CMSnotification@maine.gov

HOW TO FILE IN THE TARIFF MODULE



When doing a rate case or updating Terms and Conditions a copy of the final tariff needs to go into CMS in the Tariff Module. These are the step by step instructions on how to file.

Login to CMS	https://www.maine.gov/mpuc/online-services
Step 1:	Choose registered user: "Sign in"
Step 2:	
Step 3:	
Step 4:	
Step 5:	
Step 6:	
Step 7:	
Step 8:	
Step 9:	
Step 10:	
Step 11:	
Step 12:	
Step 13:	
Step 14:	
Step 15:	
Step 16:	
Step 17:	

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