

e-Filing and e-Commenting System

for



California Energy Commission

Power Plant Proceedings

USER'S TRAINING GUIDE

Version 8.0

– Created by –

SYMS  **FT**
SOLUTIONS

Creation through Collaboration

www.symsoftsolutions.com

Version History

Version #	Revision Date	Comment	Created by
0.1	Mar 4, 2013	Initial Version	SymSoft
0.2	May 1, 2013	Revision as per UI Changes, Email Screenshots Added	SymSoft
2.0	Jun 11, 2013	Include Energy Commission feedback and revised screenshots	SymSoft
3.0	Jun 20, 2013	Incorporate Energy commission's feedback	SymSoft
4.0	July 25, 2013	Incorporate final edits	J. W. Reede / CEC
5.0	Oct 8, 2013	Update screen shots using final version	SymSoft
6.0	Nov 27, 2013	Incorporate CEC feedback	SymSoft
7.0	May 27, 2014	Final Revisions	T. Winter/CEC
8.0	January 13, 2015	Edits from Blake Roberts.	T. Winter/CEC

Table of Contents

- 1 Background and Introduction..... 4
- 1.1 About the Project 4
- 1.2 About this Document & System 4
- 2 e-Commenting 6
- 2.1 Accessing the System..... 6
- 3 e-Filing..... 12
- 3.1 Accessing the System..... 12
- 3.2 Submitting the e-filing 15
- 4 Confidential e-filing 31
- 5 Account Creation and Profile Maintenance 50
- 5.1 Accessing the System and User Registration 50
- 5.2 Lost Password 54
- 5.3 User Dashboard..... 56
- 5.4 User Profile Management 57
- 5.5 Client Profile Management..... 64
- 6 Help 72
- 7 View Docket Log..... 73
- 8 View Exhibit List 74
- 9 View POS List..... 75
- 10 Search Documents in this Proceeding 77
- 10.1 Search by Filename 79
- 10.2 Search by Submitter 80
- 10.3 Reset Search 81
- 11 Appendix A – Acronym and Definition 82
- 12 Appendix B –Document Specifications for the California Energy Commission’s e-filing system (Rev 05/28/2013)..... 83
- 13 Appendix C – Document Specifications for the California Energy Commission’s e-commenting system (Rev 05/28/2013) 87

1 Background and Introduction

The California Energy Commission has the statutory responsibility for certifying thermal power plants 50 megawatts and larger and related facilities, such as transmission lines, fuel supply lines, and water pipelines. It also has authority to monitor compliance with conditions of certification. The Energy Commission's certifying and compliance processes involves parties and public agencies filing and serving documents, and the public providing comments. To streamline processes and provide consistent and easy access to information the Energy Commission created an electronic, online e-filing and e-commenting system. The e-commenting system is intended for members of the general public to submit comments about a proceeding. The e-filing system provides Energy Commission staff, applicants, and intervenors and public agencies a preferred method of filing documents in a proceeding.

1.1 About the Project

The e-filing and e-commenting project seeks to achieve the following goals:

1. Improve the organization and management of Energy Commission documents
2. Accelerate processing of filings and comments
3. Eliminate or reduce the requirement for hard copy document submission
4. Enable electronic filing and tracking
5. Reduce costs for everyone involved

1.2 About this Document & System

This document is intended for users who will be making e-filings and e-comments.

The manual is designed to be used as a training guide and reference tool and is organized to explain what functionality is available for each user to access and use throughout the process. Each section is designed to be self-contained so that if you need to look up how to complete a specific task, you can quickly consult the corresponding section and find the information needed.

The Energy Commission system requires users to interact with the system based on specific roles:

- **Public:** The public interacts with e-commenting and e-filing through a link on the Energy Commission public website's "Power Plants" tab and on individual power plant pages. They can search and browse published documents related to power plant proceedings and provide comments on these proceedings.
- **Submitter:** The submitter will be a registered user of the e-filing system and will be able to submit documents on behalf of himself/herself or his/her clients for power plant proceedings. Submitters may be Energy Commission staff, applicants for power plant

licenses, or intervenors in licensing proceedings.

- **Dockets Unit Staff:** The Dockets Unit staff will manage dockets and documents in the Energy Commission system, including reviewing, validating, and accepting or rejecting the e-filed documents; submitting documents that arrive through CD or other electronic medium, and accepting or rejecting electronically-submitted comments. For paper submissions, the Dockets Unit Staff scans the documents manually to one of the allowed file types and uploads the file to the server on behalf of the submitter.
- **Confidentiality Attorney:** The confidentiality attorney is a member of Energy Commission's legal staff and has the responsibility to review and approve requests for confidential designation of submitted documents.

2 e-Commenting

The e-commenting system allows the general public to provide comments on active power plant siting proceedings.

2.1 Accessing the System

Go to the California Energy Commission homepage at <http://www.energy.ca.gov/>.

1. Click on the **POWER PLANTS** menu item from the Dashboard.

The screenshot shows the California Energy Commission website. At the top left is the CA.GOV logo. To its right is the text 'CALIFORNIA ENERGY COMMISSION' with a red arrow pointing to the 'POWER PLANTS' menu item. Above this text is a link that says 'click to access Power Plants list'. The navigation menu includes: HOME, ABOUT US, EFFICIENCY, FUNDING, POWER PLANTS (circled in red), RENEWABLES, RESEARCH, and TRANSPORTATION. In the top right corner, there are links for 'Contact Us | Accessibility | Quick Links | Translate / Traducir' and a search bar with 'This Site' and 'California' radio buttons. The main banner features a background image of wind turbines on a golden hill. The text on the banner reads 'Welcome to the California Energy Commission' and 'The state's primary energy policy and planning agency'. Below the banner, there is a section titled 'Latest Energy News and Activities' and two portraits: Edmund G. Brown Jr., Office of Governor, and John Laird, Natural Resources Agency.

- Click on the Proceeding of your choice from the **Alphabetical List of Power Plant Projects**.

Home » sitingcases

Alphabetical List of Power Plant Projects Filed Since 1996

- Information about "e-filing" and "e-commenting" at the California Energy Commission

Application for Certification, and Compliance documents are listed on the individual project pages.

» Abengoa Mojave Solar Project - Mojave Solar LLC	» Magnolia - SoCal Power Authority
» Almond 2 Peaking Power Plant Project - Turlock Irrigation District	» Malburg Generating Station - City of Vernon
» Avenal Energy - Avenal Power Center, LLC	» Mariposa Energy Project - Mariposa Energy, LLC
» Beacon Solar Energy Project	» Marsh Landing Generating Station
» Black Rock 1, 2, and 3 Geothermal Power Project Major Amendment	» Metcalf - Metcalf Energy Center LLC
» Blythe - Blythe Energy LLC	» Modesto Irrigation District - Ripon, Simple Cycle
» Blythe II Combined Cycle - Blythe Energy LLC	» (Abengoa) Mojave Solar Project - Mojave Solar LLC
» Blythe Solar Power Project - NextEra Blythe Energy Center LLC	» Morro Bay - Duke
» Blythe Transmission Line - Blythe Energy LLC	» Moss Landing Unit 1 & 2 - Duke
» Border - Calpeak (Emergency Peaker)	» Mountainview - SCE
» Bottle Rock Geothermal - U.S. Renewables Group (Repower)	» Niland Gas Turbine Plant (SPPE)
» Bullard Energy Center (BEC)	» Oakley Generating Station (Formerly Contra Costa Generating Station)
» Calico Solar Project - Calico Solar LLC (Formerly Solar One Project - SES Solar One LLC)	» Orange Grove Energy, Simple Cycle
	» Otay Mesa - Calpine
	» Palmdale Solar Project - Palmdale Solar Project, LLC

STEP DIVISION POWER PLANT SITING

- Next you will click on **Submit e-Comment**.

Home » sitingcases » abengoa

Abengoa Mojave Solar Project Power Plant

Docket Number:
09-AFC-5 (Application For Certification)
09-AFC-5C (Compliance Proceeding)

Project Status: Licensed; In Compliance Phase

The California Energy Commission approved this project's Application for Certification on September 8, 2010. The Commission monitors the power plant's construction, operation and eventual decommissioning through a compliance proceeding.

Compliance Proceeding

- Submit e-Comment
- Submit e-Filing
- Documents for this Proceeding (Docket Log)
- Exhibit List
- Proof of Service List
- Proof of Service Declaration Form MS Word or PDF
- Search Documents in this Proceeding
- Search All Power Plant Documents

4. At the **Add Comment** screen you will need to enter your Full Name, Email Address, Contact Address, Subject(s), Comment Title, and Comment Text. Fields with an asterisk (*) are mandatory.

Add Comment

Docket #: 09-AFC-05C Project Title: Abengoa Mojave Compliance

Fields denoted by an asterisk (*) are required.

Contact Information

Full Name *

Mary Jones

Contact Address

123 Any Street

Email Address *

maryjones@noemail.com

Address 2

Apartment 9

Role in this Proceeding

Public

City

Sacramento

State

CA

Zip

95833

Comment

Comment Title *

Concerned about emissions

Subject(s) [select one or more](#)

Air Quality x

Greenhouse Gases x

Comment Text [not required if you include a document attachment](#)

I am concerned about air pollution and CO2 emissions.

You can type your comments into the **Comment Text** Box or you can attach them in a document in DOC, DOCX, or PDF formats. Attachment file should not exceed 10 MB's.

*For Mac users with iWork software, you can create a PDF file for upload by (1) selecting **Print** from the **File** menu; (2) clicking on **Save as PDF...** from the **PDF** drop down menu; and (3) Clicking **Save** to save the PDF file on your computer.*

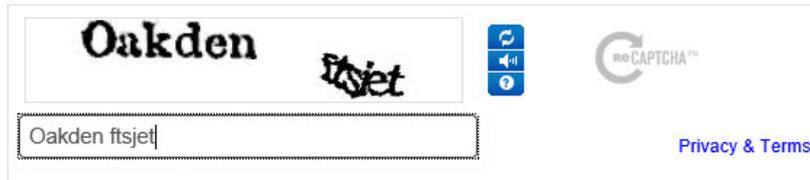
After entering CAPTCHA (a challenge-response test used by the system to ensure that the responses are generated by a human user and not a computer), click on **Agree & Submit Your Comment** button to submit your comment to the Dockets Unit.

Do you have a document you would like to include?

C:\Users\james\Pictures\ecrms\PowerPlantComments.DOC.docx

Maximum upload file size: 10 MB. Allowed attachments: pdf, doc, docx.

The CAPTCHA below is used to prevent spamming on our website. Please type the two words that you see in the image into the text box below before submitting your comment. The typed words do not have to be case-sensitive.



The CAPTCHA image displays the words "Oakden" and "ftsjet" in a stylized font. To the right of the image are icons for a refresh button, a volume icon, and a reCAPTCHA logo. Below the image is a text input field containing the text "Oakden ftsjet". To the right of the input field is a link labeled "Privacy & Terms".

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

I affirm or certify that I am submitting comments or documents that I am legally able to submit, either based upon my authority or based upon permission I have received with respect to copyrights or trademarks, if applicable. I also affirm or certify that my comments or documents comply with the Energy Commission's guidelines for appropriate submissions.

Please note that unless an applicable request for confidentiality has been approved, your written and oral comments, filings, attachments, and associated contact information (e.g. your address, phone, email, etc.) become part of the viewable public record. Additionally, this information may become available via Google, Yahoo, and any other internet search engines.

[Cancel and Return to Previous Page](#)

5. Next you will see the acknowledgement screen shown below:

• Your e-comment has been successfully submitted. An e-mail has been sent to you confirming your submission. ✕

Comment Submitted

Your comment was submitted successfully, and will be reviewed by the California Energy Commission before it is published to the Docket. You will receive an e-mail confirmation regarding this comment submittal.

Once the California Energy Commission reviews your comment, another e-mail will be sent to you notifying you about the publishing status of your comment.

Thank you.



6. You will also receive an email confirmation.

A screenshot of an email interface. At the top, a yellow banner contains the text "Your e-comment was successfully submitted" which is circled in red. Below the banner, the email header shows the sender as "eFiling@energy.ca.gov" and the time as "5:22 PM (3 minutes ago)". The body of the email starts with "Dear Mary Jones," followed by a paragraph stating that the comment titled "Mary Jones Comments: Concerned about emissions" was successfully submitted to Docket Number 09-AFC-05C. It then explains that the comment will be reviewed by the California Energy Commission before being published to the Docket. A second paragraph states that another email will be sent once the comment is reviewed. The email concludes with "Thank you." and provides contact information for e-commenting help: "For e-commenting help or questions, send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489." The final line of the email is "This is an automated e-mail message. Please do not reply to this e-mail."

7. Once the Dockets Unit approves your comment it will be published and you will be notified via email with a link to your docketed comment.

Your Comment has been approved and published  Inbox x

 **eFiling@energy.ca.gov**
to me ▾

Dear Mary Jones,

The following Comment that you submitted to the California Energy Commission (Docket Number **09-AFC-05C**) has now been approved:

- Title: [Mary Jones Comments: Concerned about emissions](#)
1 page(s)
Subject(s): Air Quality, Greenhouse Gases
Document Type: Document

Please note that your Comment has also been published to the California Energy Commission website.

Thank you.

For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call [916-654-5076](tel:916-654-5076).

For e-commenting help or questions, send an e-mail to e-CommentingHelp@energy.ca.gov, or call [800-822-6228](tel:800-822-6228) or [916-654-4489](tel:916-654-4489).

This is an automated e-mail message. Please do not reply to this e-mail.

3 e-Filing

The e-Filing system is for use by power plant license Applicants, recognized Intervenors and Energy Commission staff to file documents in a proceeding.

3.1 Accessing the System

To submit an e-filing go to the California Energy Commission homepage at <http://www.energy.ca.gov/>. There are two ways to access e-filing as shown below.

1. Hover your mouse over the **POWER PLANTS** menu on the Dashboard and click on **e-filing and e-commenting at the Energy Commission** (see images below):



2. Next you will select **e-file a Document for a Power Plant Proceeding**.

CA .GOV CALIFORNIA ENERGY COMMISSION

Contact Us | Accessibility | Quick Links | Translate / Traducir

Search This Site California

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Home » e-filing

e-filing and e-commenting at the California Energy Commission

Information and Resources relating to the California Energy Commission's e-filing and e-commenting systems.

Additional Information

- [Alphabetical Index of Power Plant Projects Filed Since 1996](#)
- [Comment on a Power Plant Proceeding](#)
- [e-file a Document for a Power Plant Proceeding](#)
- [Siting, Transmission, and Environmental Protection Division](#)

3. The second way to submit an e-filing is to go directly to the proceeding at issue. Click on the **POWER PLANTS** tab from the Dashboard.

CA .GOV CALIFORNIA ENERGY COMMISSION

Contact Us | Accessibility | Quick Links | Translate / Traducir

Search This Site California

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Renewable Energy: 33 percent by 2020

4. This will bring you to the **Alphabetical List of Power Plant Projects**. Click on your proceeding of choice.

Home → sitingcases

Alphabetical List of Power Plant Projects Filed Since 1996

- Information about "e-filing" and "e-commenting" at the California Energy Commission

Application for Certification, and Compliance documents are listed on the individual project page.

» Abengoa Mojave Solar Project - Mojave Solar LLC	» Magnolia - SoCal Power Authority
» Almond 2 Peaking Power Plant Project - Turlock Irrigation District	» Malburg Generating Station - City of Vernon
» Avenal Energy - Avenal Power Center, LLC	» Mariposa Energy Project - Mariposa Energy, LLC
» Beacon Solar Energy Project	» Marsh Landing Generating Station
» Black Rock 1, 2, and 3 Geothermal Power Project Major Amendment	» Metcalf - Metcalf Energy Center LLC
» Blythe - Blythe Energy LLC	» Modesto Irrigation District - Ripon, Simple Cycle
» Blythe II Combined Cycle - Blythe Energy LLC	» (Abengoa) Mojave Solar Project - Mojave Solar LLC
» Blythe Solar Power Project - NextEra Blythe Energy Center LLC	» Morro Bay - Duke
» Blythe Transmission Line - Blythe Energy LLC	» Moss Landing Unit 1 & 2 - Duke
» Border - Calpeak (Emergency Peaker)	» Mountainview - SCE
» Bottle Rock Geothermal - U.S. Renewables Group (Repower)	» Niland Gas Turbine Plant (SPPE)
» Bullard Energy Center (BEC)	» Oakley Generating Station (Formerly Contra Costa Generating Station)
» Calico Solar Project - Calico Solar LLC (Formerly Solar One Project - SES Solar One LLC)	» Orange Grove Energy, Simple Cycle
	» Otay Mesa - Calpine

STEP
DIVISION
POWER
PLANT
SITI

5. Next you will select **Submit e-Filing**.

Home → sitingcases → abengoa

Abengoa Mojave Solar Project Power Plant

Docket Number:
09-AFC-5 (Application For Certification)
09-AFC-5C (Compliance Proceeding)

Compliance Proceeding

- Submit e-Comment
- **Submit e-Filing**
- Documents for this Proceeding (Docket Log)

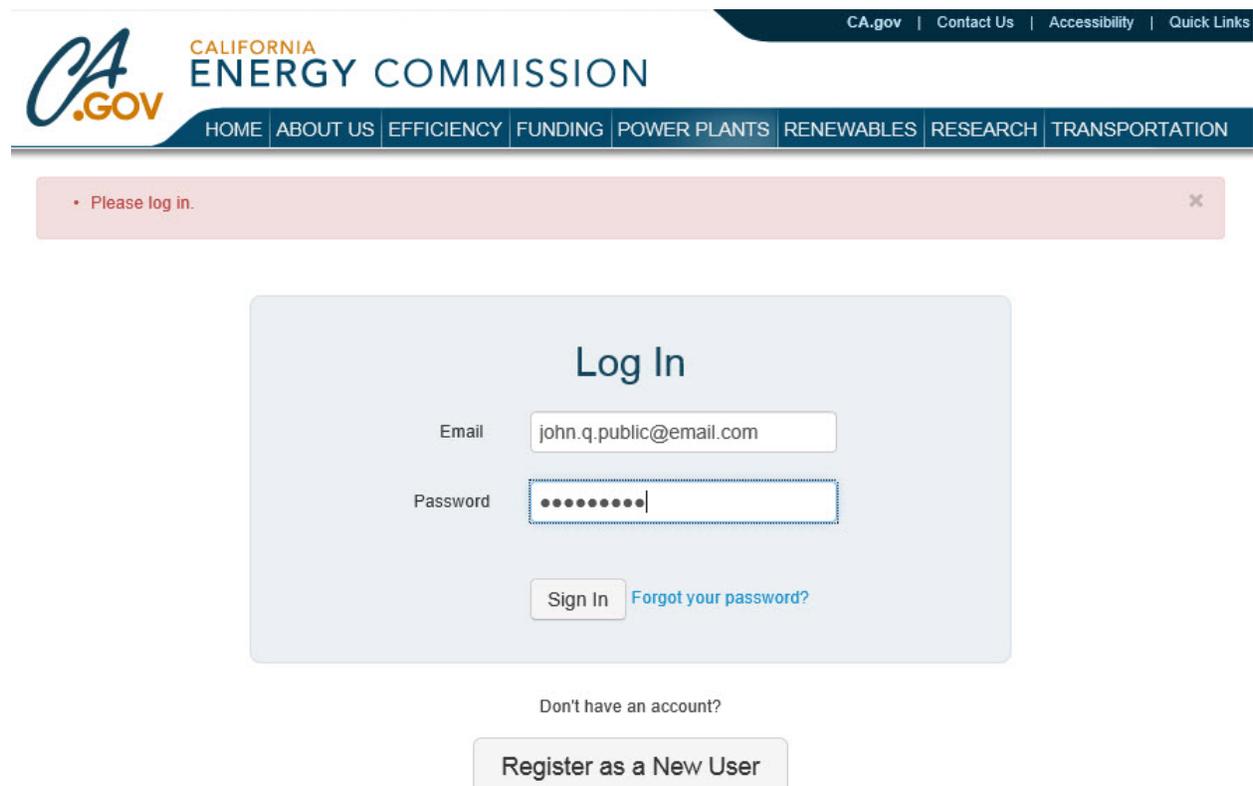
6. After you click on **Submit e-Filing** the system will take you to the **Log In** screen shown on the next page.

3.2 Submitting the e-filing

The process of e-filing involves three steps:

- 1 Selecting the proceeding and role in the proceeding;
- 2 Uploading one or more files and adding descriptive information (metadata) for each file; and
- 3 Reviewing the document and accepting the terms and conditions for submission.

You will be required to login with an account to proceed. The steps involved in account creations are covered in [Section 5.1](#).



The screenshot shows the California Energy Commission website. At the top right, there are links for [CA.gov](#), [Contact Us](#), [Accessibility](#), and [Quick Links](#). The main header features the **CA .GOV** logo and the text **CALIFORNIA ENERGY COMMISSION**. Below this is a navigation menu with links for [HOME](#), [ABOUT US](#), [EFFICIENCY](#), [FUNDING](#), [POWER PLANTS](#), [RENEWABLES](#), [RESEARCH](#), and [TRANSPORTATION](#). A red notification bar at the top left says "Please log in." with a close button. The main content area is a light blue box titled "Log In" containing an email field with the value "john.q.public@email.com", a password field with masked characters, a "Sign In" button, and a link for "Forgot your password?". Below the login box is a link for "Don't have an account?" and a button for "Register as a New User".

After you login, you will be able to select a proceeding and set your role.

When you Log In you will come to the custom welcome screen. From the **Quick Actions** dropdown menu you will select **Submit e-filing**.

CA .GOV CALIFORNIA ENERGY COMMISSION

Welcome John Q. Public | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

Welcome John Q. Public

Quick Actions ▾

- Submit e-filing
- Submit Confidential e-filing
- Add Client

Your Recent e-filing Activity

Showing the latest 25 results

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
------	--------	----------	---------------	----------------	------------	--------

The first step is to **Select a Proceeding & Submitter**. To select a proceeding, enter a few consecutive characters in the proceeding name and click on the spyglass search icon. Alternatively, click on the **View All Projects** link to select from a list.

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding or [View All Projects](#)

Submitter Info John Q. Public
Self
CA [Update Submitter Info](#)

Your Role in this Proceeding *

You will need to select a proceeding, a submitter, and your role in the proceeding before continuing

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

From the list of return results, select your proceeding using the **Select** button.

CA .GOV CALIFORNIA ENERGY COMMISSION

WELCOME James Victor Moore | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

Select a Proceeding

Show expired, on hold, and suspended projects

↓ Docket #	Project Title	Status	Capacity (MW)	County	
00-AFC-14C	El Segundo Power Redevelopment Project Compliance	Under Construction	630.000	Los Angeles	Select
01-EP-14	CalPeak San Diego 49.5MW Peaking Power Plant, San Diego, CA	Operational	50.000	San Diego	Select
01-EP-14C	Calpeak Border Emergency Process - Compliance	Operational	50.000	San Diego	Select
14-AFC-01	eFiling Test Power Plant	In Review	5000.000	Sacramento	Select

Use the drop down menu to select **Your Role in this Proceeding**:

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding * eFiling Test Power Plant



or [View All Projects](#)

Submitter Info John Q. Public
Self
CA

[Update Submitter Info](#)

Your Role in this Proceeding *

You will need

For any questions

Applicant
Applicant Consultant
Applicant Representative
Intervenor
Intervenor Consultant
Intervenor Representative
Other Interested Person
Public
Public Agency

role in the proceeding before continuing

FilingHelp@energy.ca.gov, or call 916-654-5076

If you choose a Representative or Consultant Role you will also need to **Select a Client**.

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding * or [View All Projects](#)

Submitter Info T. Winter Esq.
Winter and Associates
100 16th Ste, Suite 20
Sacramento, CA 95833 [Update Submitter Info](#)

Your Role in this Proceeding *

Select a Client * or [View All Clients](#)

ABC Powerplant, Sunny Solar, LLC
123 Sunny Drive
Sacramento, CA 95833 [and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

You will proceed to the second step by clicking the **Continue to Upload Files** button.

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding * eFiling Test Power Plant



or [View All Projects](#)

Submitter Info

Winter and Associates
100 16th Street, Suite 20
Sacramento, CA 95833

[Update Submitter Info](#)

Your Role in this Proceeding *

Applicant Representative



Select a Client * ABC Power Plant, Sunny Solar, LLC



or [View All Clients](#)

Continue to Upload Files

[Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to eFilingHelp@energy.ca.gov, or call 916-654-5076

The second step is to **Upload Files**. You may upload as many file(s) as you need (up to 50 MB per file) using the specific files types allowed.

Please note that: Password protected documents are not accepted and will be rejected.

File Requirements: The maximum file size (per file):is 50 MB and the allowed file types are as follows: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif, mp3, mp4, avi, wmv, mov and mpeg.

Upload your documents by clicking on **Select File(s) to Upload**. You will browse out to your local computer or device to select the document(s) you wish to upload.

Submit an e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 2: Upload Your Documents

Instructions:

1. **Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
2. **Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
3. **Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

● File Requirements

Select File(s) to Upload

You will need to upload files before continuing.

[Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

After you select your document it will appear in the **Files Awaiting Upload** (shown below). To complete the process of selecting your document for upload you will click **Upload File(s)**.

Files Awaiting Upload

statisticbios.xlsx (Pending)

Remove

Upload File(s)

NOTE: Text files with the extension .doc, .docx, .rtf, or .txt will be converted to PDF documents after they are uploaded to the server.

After you click the **Upload File(s)** button, the file will appear in the **Uploaded Files** area as shown below:

Uploaded Files

statisticbios.xlsx Details Required [Edit details](#) [Remove file](#)

You will need to edit details of the uploaded files before continuing. [Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

If you have selected a wrong file or want to remove a file before providing details, then you click on the **Remove file** button beside the file name and the file will be removed from the **Uploaded Files** list.

Uploaded Files

statisticbios.xlsx Details Required [Edit details](#) [Remove file](#)

You will need to edit details of the uploaded files before continuing. [Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Additionally, you can always click **Cancel and Return to Previous Page**.

Uploaded Files

statisticbios.xlsx Details Required [Edit details](#) [Remove file](#)

You will need to edit details of the uploaded files before continuing. [Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

After you upload your files you will need to **Edit Details** of your file. The label **Details Required** indicates that the file details need to be added to the uploaded document before moving forward.

Submit an e-filing



Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

The screenshot shows the 'File Requirements' section with a 'Select File(s) to Upload' button. Below it is the 'Uploaded Files' section, which is circled in red. It contains one file, 'statisticbios.xlsx', which is also circled in red. To the right of the file name is a red 'Details Required' label, a blue 'Edit details' link, and a grey 'Remove file' link. A red arrow points from the 'Details Required' label towards the 'Edit details' link. Below the file list is a blue notification box that says 'You will need to edit details of the uploaded files before continuing.' and a 'Cancel and Return to Previous Page' link.

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

After you select **Edit Details** the **Update File Details** screen will pop up. It is important to fill out as much details as possible about the document because these are the searchable metadata fields.

The screenshot shows a web form titled "Update File Details". The form has the following fields and values:

- File Name:** AES Council Study Session 102113.pdf
- Title *:** AES Council Study Session
- Document Description:** (Empty text box)
- Subject(s):** Air Quality x, Biological Resources x (with "select one or more" text below)
- Document Type:** Document (dropdown menu)
- Pages:** 5
- Addressed To:** CEC/Dockets Unit
- Notes:** (Empty text box)

At the bottom right of the form, there are two buttons: "Update File Details" (orange) and "Cancel" (grey).

File Details are required (tips for populating below).

Title: Review the document to give a clear concise description. Focus on the content of the document rather than the “to” and “from”, which will be captured in other fields. Avoid abbreviations and acronyms since this is a searchable metadata field and use Title Caps.

Document Description: If further information is needed or helpful it should go in this field. Additionally, if the document is being filed with multiple attachments it should be noted here. (Example: Attachment A to Preliminary Staff Assessment).

Subject: If you know the subject(s) that apply to the filing you can add them from the pre-created drop down list in this field. You can add as many subjects as needed.

Document Type: From the dropdown list you can select from the following document types: Autocad Drawing, Document, Google Earth Data, Map, Meeting Recording, Photograph or Shapefile. If you are unsure what Document Type to select then you can default to “Document”.

Addressed To: This field should always be entered. If the document is not directed to any individual person or company then you should enter this field as “CEC/Dockets Unit”.

Notes: This field is for the Submitter or Dockets Staff to input any pertinent notes about the filing.

Once you have populated all the metadata fields select **Update File Details**. You will need to do this same process for every file you plan to submit.

Update File Details

File Name AES Council Study Session 102113.pdf

Title * AES Council Study Session

Document Description

Subject(s) Air Quality x
select one or more Biological Resources x

Document Type Document v

Pages 5

Addressed To CEC/Dockets Unit

Notes

Update File Details Cancel

After you have entered the file details and the labels of all of the uploaded files read **OK**, you move to the next page by clicking the **Continue to Review and Submit** button.

Uploaded Files

statisticbios.xlsx	OK Edit details Remove file
--------------------	--

Continue to Review & Submit [Cancel and Return to Previous Page](#)

The third step is to **Review & Submit** your filing. Review your filing to ensure accuracy and click on the **I agree and Submit** button. If your filing is not ready to submit you still can use the **Edit Details, Remove File** and **Cancel and Return to the Previous Page** Links.

Submit an e-filing



Step 3: Review Your e-filing

Your Filing

Selected Proceeding 14-AFC-01 eFiling Test Power Plant	Selected Submitter Self	Edit
--	-----------------------------------	----------------------

Your Documents

Document # 1 Title: Bio Statistics Document Description: Filename: statisticbios.xlsx 1 page(s) Subject(s): Document Type: Document Notes to CEC:	Edit details Remove file
---	--

I affirm or certify that I am submitting comments or documents that I am legally able to submit, either based upon my authority or based upon permission I have received with respect to copyrights or trademarks, if applicable. I also affirm or certify that my comments or documents comply with the Energy Commission's guidelines for appropriate submissions.

Please note that unless an applicable request for confidentiality has been approved, your written and oral comments, filings, attachments, and associated contact information (e.g. your address, phone, email, etc.) become part of the viewable public record. Additionally, this information may become available via Google, Yahoo, and any other internet search engines.

 [I Agree & Submit](#) [Cancel and Return to Previous Page](#)

Upon successful submission of the files, the system will provide an onscreen message. Next click **Continue**.

e-filing Submission Complete

Your e-filing was submitted successfully, and will be reviewed by the California Energy Commission before it is published to the Docket. You will receive an e-mail confirmation regarding this submission.

Once the California Energy Commission reviews your e-filing, another e-mail will be sent to you notifying you about the publishing status of your e-filing.

Thank you.



The system will also send a confirming email notification to your registered email address.

Your e-filing was successfully submitted  Inbox x  

 **eFiling@energy.ca.gov** 11:24 AM (2 hours ago) ☆  

to me ▾

Dear John Q. Public,

Your e-filing was submitted successfully to Docket Number **14-AFC-01**, and will be reviewed by the California Energy Commission before it is published to the Docket.

The following files were included in your submission:

- Title: **Bio Statistics**
1 page(s)
Document Type: Document

Once the California Energy Commission reviews your e-filing, another e-mail will be sent to you notifying you about the publishing status of your e-filing.

Thank you.

For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call [916-654-5076](tel:916-654-5076).

This is an automated e-mail message. Please do not reply to this e-mail.

When you click on the **Continue** button, you will be redirected to the Dashboard. In green highlighting a message confirming your filing will be displayed. Your filing will also show up in **Your Recent Filing e-filing Activity** list.

The screenshot shows the California Energy Commission website dashboard. At the top, there is a navigation bar with the CA.GOV logo and the text "CALIFORNIA ENERGY COMMISSION". Below the logo, there are menu items: DASHBOARD, PROFILE, CLIENTS, FILINGS, and HELP. A dark blue bar at the top right contains the text "Welcome John Q. Public | energy.ca.gov | Logout". A green message box with a red border and a close button (X) contains the text: "Your e-filing was submitted successfully. An e-mail has been sent to you confirming your submission." Below the message, the text "Welcome John Q. Public" is displayed, followed by a "Quick Actions" button. The section "Your Recent e-filing Activity" is highlighted, with the text "Showing the latest 25 results" below it. A table with 7 columns (TN #, Date, Docket #, Project Title, Document Title, Visibility, Status) contains one row of data.

Your Recent e-filing Activity

Showing the latest 25 results

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	10/11/2013	14-AFC-01	eFiling Test Power Plant	Bio Statistics 1 page(s)	Public	Pending

Once the Dockets Unit staff approves the document, you will receive a confirming email with a link to your docketed document.

Dear John Q. Public,

The following Document that you submitted to the California Energy Commission (Docket Number **14-AFC-01**) has now been approved:

- Title: [Bio Statistics](#)

Please note that your Document has also been published to the California Energy Commission website.

Thank you.

For e-filing help or questions, send an e-mail to docket@energy.ca.gov, or call 916-654-5076.

For e-commenting help or questions, send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489.

This is an automated e-mail message. Please do not reply to this e-mail.

If the Dockets Unit staff rejects the comment, you will be notified via email. The email will provide the reason for the rejection

Dear John Q. Public,

The following Document that you submitted to the California Energy Commission (Docket Number **14-AFC-01**) has been rejected:

- Title: **Bio Statistics**

The reason for rejection is:

- Filing was uploaded to the wrong docket number. Please contact the Dockets Unit if you have any questions.

If you feel that this document was rejected in error, please contact the California Energy Commission.

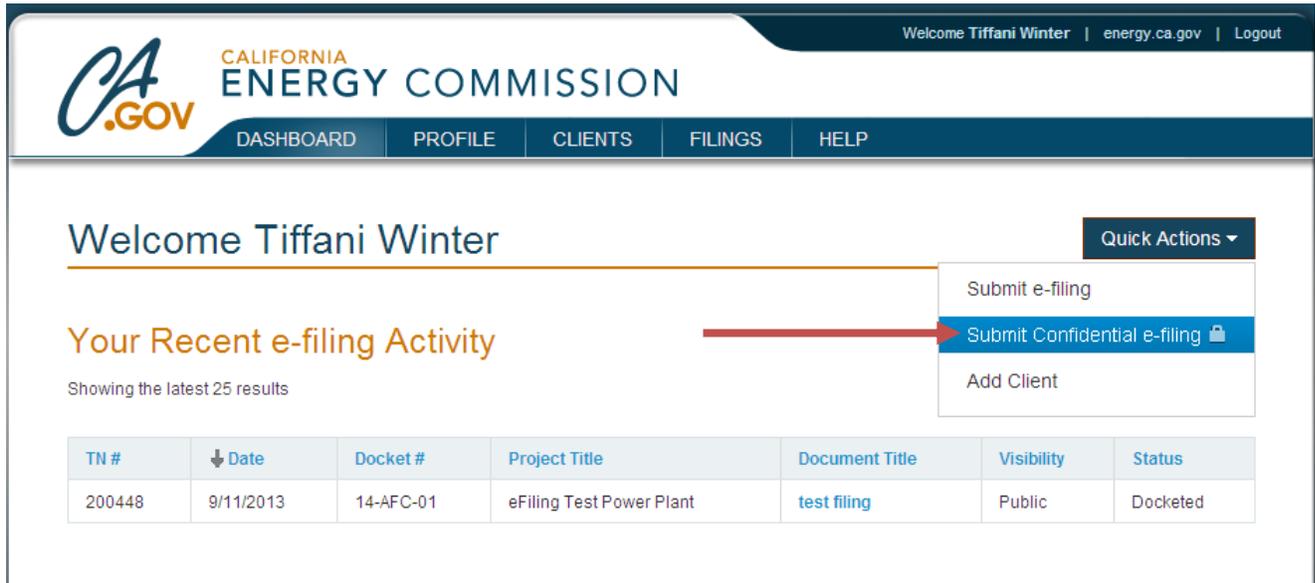
Thank you.

For e-filing help or questions, send an e-mail to docket@energy.ca.gov, or call 916-654-5076.

This is an automated e-mail message. Please do not reply to this e-mail.

4 Confidential e-filing

To submit a confidential filing click on **Quick Actions** from the **DASHBOARD** and select **Submit Confidential e-filing** from the dropdown.



The screenshot shows the California Energy Commission dashboard for user Tiffani Winter. The navigation bar includes 'DASHBOARD', 'PROFILE', 'CLIENTS', 'FILINGS', and 'HELP'. A 'Quick Actions' dropdown menu is open, showing three options: 'Submit e-filing', 'Submit Confidential e-filing' (highlighted with a red arrow), and 'Add Client'. Below the menu, the 'Your Recent e-filing Activity' section shows a table of recent filings.

TN #	Date	Docket #	Project Title	Document Title	Visibility	Status
200448	9/11/2013	14-AFC-01	eFiling Test Power Plant	test filing	Public	Docketed

To select a proceeding, enter a couple characters and click on the spyglass search icon. This search then lists all proceedings that include the specified characters.

Submit a Confidential e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding  or [View All Projects](#)

Submitter Info **eFiling Test Power Plant** [Update Submitter Info](#)

In Review
Capacity: 5000 MW
Sacramento County

Your Role in this Proceeding *



You will need to select a proceeding, a submitter, and your role in the proceeding before continuing

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Alternatively, you may click on the **View All Projects** link and Select the Proceeding at Issue.

CA .GOV CALIFORNIA ENERGY COMMISSION

WELCOME James Victor Moore | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

Select a Proceeding

Show expired, on hold, and suspended projects

↓ Docket #	Project Title	Status	Capacity (MW)	County	
00-AFC-14C	El Segundo Power Redevelopment Project Compliance	Under Construction	630.000	Los Angeles	Select
01-EP-14	CalPeak San Diego 49.5MW Peaking Power Plant, San Diego, CA	Operational	50.000	San Diego	Select
01-EP-14C	Calpeak Border Emergency Process - Compliance	Operational	50.000	San Diego	Select
14-AFC-01	eFiling Test Power Plant	In Review	5000.000	Sacramento	Select

Use the drop down menu to select **Your Role in this Proceeding**:

The screenshot displays the California Energy Commission's e-filing portal. At the top, the logo for CA.GOV and the text 'CALIFORNIA ENERGY COMMISSION' are visible. A navigation bar includes links for DASHBOARD, PROFILE, CLIENTS, FILINGS, and HELP. The user is logged in as Tiffani Winter. The main heading is 'Submit a Confidential e-filing', followed by a three-step process: 1. Select Proceeding & Submitter, 2. Upload Files, and 3. Review & Submit. The current step is 'Step 1: Select a Proceeding & Add Submitter Info'. A note states that fields with an asterisk are required. The 'Select a Proceeding' dropdown is set to 'eFiling Test Power Plant'. The 'Submitter Info' section shows 'Winter Solar Company, CA'. The 'Your Role in this Proceeding' dropdown is open, with a red arrow pointing to the 'Applicant' option. Other roles listed include Applicant Consultant, Applicant Representative, Intervenor, Intervenor Consultant, Intervenor Representative, Other Interested Person, Public, and Public Agency. A blue callout box indicates that the user must select a role before continuing. Contact information for filing help is provided at the bottom right.

Welcome Tiffani Winter | energy.ca.gov | Logout

CA.GOV CALIFORNIA ENERGY COMMISSION

DASHBOARD PROFILE CLIENTS FILINGS HELP

Submit a Confidential e-filing

1 Select Proceeding & Submitter **2** Upload Files **3** Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding * eFiling Test Power Plant [or View All Projects](#)

Submitter Info Winter Solar Company CA [Update Submitter Info](#)

Your Role in this Proceeding * **Applicant**

- Applicant
- Applicant Consultant
- Applicant Representative
- Intervenor
- Intervenor Consultant
- Intervenor Representative
- Other Interested Person
- Public
- Public Agency

You will need to select a role in the proceeding before continuing

For any questions, please contact FilingHelp@energy.ca.gov, or call 916-654-5076

If you choose a Representative or Consultant Role you will also need to Select a Client.

Submit a Confidential e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 1: Select a Proceeding & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Proceeding * or [View All Projects](#)

Submitter Info

 [Update Submitter Info](#)

Your Role in this Proceeding *

Select a Client * or [View All Clients](#)

[Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

After you have selected the proceeding and your role, you can click on the **Continue to Upload Files** button.

The screenshot shows the California Energy Commission's e-filing interface. At the top, there is a header with the CA.GOV logo and the text 'CALIFORNIA ENERGY COMMISSION'. To the right of the header, it says 'Welcome Tiffani Winter | energy.ca.gov | Logout'. Below the header is a navigation bar with links for 'DASHBOARD', 'PROFILE', 'CLIENTS', 'FILINGS', and 'HELP'. The main content area is titled 'Submit a Confidential e-filing' and features a three-step progress indicator: '1 Select Proceeding & Submitter', '2 Upload Files', and '3 Review & Submit'. The first step is highlighted. Below the progress indicator is the heading 'Step 1: Select a Proceeding & Add Submitter Info'. A note states 'Fields denoted by an asterisk (*) are required.' The form includes a 'Select a Proceeding *' dropdown menu with 'eFiling Test Power Plant' selected, a search icon, and a link 'or View All Projects'. Below this is 'Submitter Info' showing 'Winter Solar Company' and 'CA', with a link 'Update Submitter Info'. The 'Your Role in this Proceeding *' dropdown menu has 'Applicant' selected. At the bottom of the form, there is a red arrow pointing to an orange 'Continue to Upload Files' button, and a link 'Cancel and Return to Previous Page'. A footer note provides contact information: 'For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076'.

First you will upload your Application for a Confidential Designation by clicking on the **Browse** button. Acceptable file formats are .pdf, .doc, .docx, .rtf and .txt. Maximum file size allowed is 50 MB's.

Note: files with the extension .doc, .docx, .rtf or .txt will be converted to PDF once they are received, so you do not need to convert them.

Submit a Confidential e-filing



Step 2: Upload Your Documents

Fields denoted by an asterisk (*) are required.

Select your Application for Confidential Designation *:

File Requirements

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Hover over File Requirements to see acceptable file types and file size requirements.

Submit a Confidential e-filing



Step 2: Upload Your Documents

Fields denoted by an asterisk (*) are required.

File Requirements

File Requirements

Maximum file size:
50 MB.

Allowed file types:
pdf, doc, docx, rtf, txt.

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Next you will **Select File(s) to Upload** again to upload your confidential document(s).

Submit a Confidential e-filing

1 Select Proceeding & Submitter 2 Upload Files 3 Review & Submit

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Select File(s) to Upload



Uploaded Files

Application for Confidential Designation:
Application for Confidential Data.pdf

Details Required Edit details Remove file

You will need to edit details of the uploaded files before continuing.

Cancel and Return to Previous Page

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Once you have selected your confidential document(s) click on **Upload File(s)**. You can upload as many separate proposed confidential documents by repeating this same process.

Acceptable file types are as follows: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif, mp3, mp4, avi, wmv, mov, mpeg.

Please note: Password protected documents are not accepted and will be rejected.

Submit a Confidential e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 2: Upload Your Documents

Instructions:

1. **Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
2. **Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
3. **Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

● File Requirements

Select File(s) to Upload

Files Awaiting Upload

Confidential Document.doc (Pending)

Remove

Upload File(s)

Uploaded Files

Application for Confidential Designation:
Application for Confidential Designation.pdf

Details Required



Edit details



Remove file

You will need to edit details of the uploaded files before continuing.

Cancel and Return to Previous Page

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

The lock image indicates the file(s) are confidential.

Uploaded Files

Application for Confidential Designation: Application for Confidential Designation.pdf	Details Required Edit details Remove file
Confidential Document.pdf	Details Required Edit details Remove file

You will need to edit details of the uploaded files before continuing.

[Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Next you will need to provide details regarding your filings by clicking on **Edit Details**.

Submit a Confidential e-filing

- 1 Select Proceeding & Submitter
- 2 Upload Files**
- 3 Review & Submit

Step 2: Upload Your Documents

Instructions:

- Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
- Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

File Requirements

Select File(s) to Upload

Uploaded Files

Application for Confidential Designation: Application for Confidential Designation.pdf	Details Required Edit details Remove file
Confidential Document.pdf	Details Required Edit details Remove file

You will need to edit details of the uploaded files before continuing.

[Cancel and Return to Previous Page](#)

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076

Select **Edit Details**. The **Update File Details** screen will pop up. It is important to fill out as much details as possible about the document because these are the searchable metadata fields. See pages 26 and 27 for tips on populating file details.

Update File Details

Fields denoted by an asterisk (*) are required.

File Name Application for Confidential Designation.pdf

Title * Application for Confidential Designation

Document Description

Subject(s) Cultural Resources x
select one or more

Document Type Document

Pages 5

Addressed To CEC/Dockets Unit

Update File Details Cancel

When populating the file details for the confidential data you will need to input a **Confidentiality Sunset Date** or check the **Indefinite** box. If you opt to check the **Indefinite** box you will need to provide justification in the **Notes** field.

The screenshot shows a dialog box titled "Update File Details" with a close button (X) in the top right corner. Below the title, a note states: "Fields denoted by an asterisk (*) are required." The form contains the following fields and controls:

- File Name:** Confidential Document.pdf
- Title *:** Confidential Document re Cultural
- Document Description:** (Empty text box)
- Subject(s):** Cultural Resources (with a close button X and the text "select one or more" below it)
- Document Type:** Map (dropdown menu)
- Pages:** 2
- Confidentiality Sunset Date *:** (Empty text box)
- Indefinite - Please provide justification in the Notes field

At the bottom of the dialog, there are two buttons: "Update File Details" (highlighted in orange) and "Cancel". A red arrow points from the left towards the "Update File Details" button.

Once the fields are all populated then click **Update File Details**. You will need to do this for each document you file.

Verify that you have uploaded all the files you wish to submit for docketing and click **Continue to Review & Submit**.

Submit a Confidential e-filing

1 Select Proceeding & Submitter

2 Upload Files

3 Review & Submit

Step 2: Upload Your Documents

Instructions:

1. **Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
2. **Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received.
3. **Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

● File Requirements

Select File(s) to Upload

Uploaded Files

Application for Confidential Designation:
Application for Confidential Designation.pdf

OK Edit details Remove file

Confidential Document.pdf

OK Edit details Remove file

Continue to Review & Submit

Cancel and Return to Previous Page

Review your filing to ensure accuracy and click on **I Agree & Submit**. If your file is not ready to submit you can still use the **Edit Details, Remove File** and **Cancel and Return to Previous Page Links**.

Step 3: Review Your e-filing

Your Filing

Selected Proceeding 14-AFC-01 eFiling Test Power Plant	Selected Submitter California Energy Commission	<input type="button" value="Edit"/>
--	---	-------------------------------------

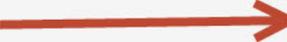
Your Documents

Document # 1 - Application for Confidential Designation [Edit details](#) [Remove file](#)
Title: **Application for Confidential Designation**
Document Description:
Filename: [Application for Confidential Designation.pdf](#)
5 page(s)
Subject(s): Cultural Resources
Document Type: Document
Notes to CEC:

 Document # 2 [Edit details](#) [Remove file](#)
Title: **Confidential Documents re Cultural Resources**
Document Description:
Filename: [Confidential Document.pdf](#)
2 page(s)
Subject(s): Cultural Resources
Document Type: Map
Notes to CEC: Same as previous applications.

I affirm or certify that I am submitting comments or documents that I am legally able to submit, either based upon my authority or based upon permission I have received with respect to copyrights or trademarks, if applicable. I also affirm or certify that my comments or documents comply with the Energy Commission's guidelines for appropriate submissions.

Please note that unless an applicable request for confidentiality has been approved, your written and oral comments, filings, attachments, and associated contact information (e.g. your address, phone, email, etc.) become part of the viewable public record. Additionally, this information may become available via Google, Yahoo, and any other internet search engines.

 [Cancel and Return to Previous Page](#)

Upon successful submission of the files, the system will provide an onscreen message. Next click **Continue**.

e-filing Submission Complete

Your e-filing was submitted successfully, and will be reviewed by the California Energy Commission before it is published to the Docket. You will receive an e-mail confirmation regarding this submission.

Once the California Energy Commission reviews your e-filing, another e-mail will be sent to you notifying you about the publishing status of your e-filing.

Thank you.



When you click on the **Continue** button, you will be redirected to the Dashboard. In green highlighting a message confirming your filing will be displayed. Your filing will also show up in **Your Recent Filing e-filing Activity** list.



CALIFORNIA ENERGY COMMISSION

Welcome T. Winter, Esq. | energy.ca.gov | Logout

DASHBOARD PROFILE CLIENTS FILINGS HELP

• Your e-filing was submitted successfully. An e-mail has been sent to you confirming your submission. ✕

Welcome T. Winter, Esq.

Quick Actions ▾

Your Recent e-filing Activity

Showing the latest 25 results

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	1/16/2014	14-AFC-01	eFiling Test Power Plant	Confidential Document Cultural Resources 📄 2 page(s)	Confidential	Pending
	1/16/2014	14-AFC-01	eFiling Test Power Plant	Application for Confidential Designation 📄 6 page(s)	Confidential	Pending

The system will also send a confirming email notification to your registered email address.

Dear T. Winter,

Your confidential e-filing was submitted successfully to Docket Number **14-AFC-01**, and will be reviewed by the California Energy Commission before it is published to the Docket.

The following files were included in your submission:

- Title: **Application for Confidential Designation**
5 page(s)
Subject(s): Cultural Resources
Document Type: Document
- Title: **Confidential Documents re Cultural Resources**
2 page(s)
Subject(s): Cultural Resources
Document Type: Map
Notes to CEC: Same as previous applications.

Once the California Energy Commission reviews your e-filing, another e-mail will be sent to you notifying you about the publishing status of your e-filing.

Thank you.

For e-filing help or questions, send an e-mail to docket@energy.ca.gov, or call 916-654-5076.

This is an automated e-mail message. Please do not reply to this e-mail.

If the Dockets Unit Staff approves your application you will receive two confirming emails. The first email will have a link to the docketed Application. The second email will be confirming that your confidential data is being reviewed. See example below:

Dear T. Winter,

Your confidential filing submitted on 12/16/2013 10:45:35 AM, to Docket Number **14-AFC-01**, has been approved by Dockets staff.

The Application for Confidential Designation associated with your filing has been published to the California Energy Commission website.

The following other documents were included in your confidential filing, and are now awaiting confidentiality review:

- Title: **Confidential Documents re Cultural Resources**
2 page(s)
Subject(s): Cultural Resources
Document Type: Map
Notes to CEC: Same as previous applications.

You will be notified again as to the status of your confidential filing once the confidentiality review is complete.

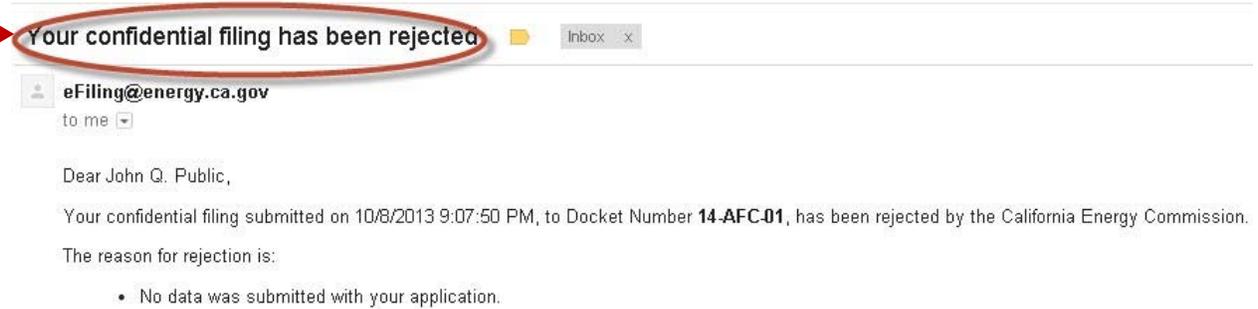
Thank you.

For e-filing help or questions, send an e-mail to docket@energy.ca.gov, or call 916-654-5076.

This is an automated e-mail message. Please do not reply to this e-mail.

After the Dockets Unit staff approves the application, the confidential document(s) will be forwarded to the Confidentiality Attorney for review before they are entered into the respective docket.

If the Dockets Unit staff rejects the Application for Confidentiality, the entire filing will be removed from the system and you will receive an email reflecting the reason for rejection as shown below:



The screenshot shows an email interface. At the top, a red arrow points to a subject line: "Your confidential filing has been rejected". To the right of the subject line is a yellow envelope icon and a tab labeled "Inbox" with a close button. Below the subject line, the sender is identified as "eFiling@energy.ca.gov" with a dropdown menu showing "to me". The email body begins with "Dear John Q. Public," followed by the text: "Your confidential filing submitted on 10/8/2013 9:07:50 PM, to Docket Number **14-AFC-01**, has been rejected by the California Energy Commission. The reason for rejection is:" and a bulleted list containing one item: "• No data was submitted with your application."

5 Account Creation and Profile Maintenance

The e-filing system is a quick and easy way for the recognized parties to file necessary documentation for proceedings. The e-filing system requires document submitters to register before submitting documents. The system allows submitters to submit documents, submit confidential documents, view submission history, update the submitter profile, and recover forgotten passwords.

5.1 Accessing the System and User Registration

As a submitter, you access the e-filing system by navigating from the Energy Commission website. To create an account log in to the California Energy Commission's website: <http://energy.ca.gov/>. Hover your mouse over the **POWER PLANTS** tab and then select the **e-filing and e-commenting at the Energy Commission** link. This will take you to the page shown below. **Select e-File a Document for a Power Plant Proceeding.**

CA.GOV CALIFORNIA ENERGY COMMISSION

Contact Us | Accessibility | Quick Links | Translate / Traducir

Search [] This Site California

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Home >> e-filing

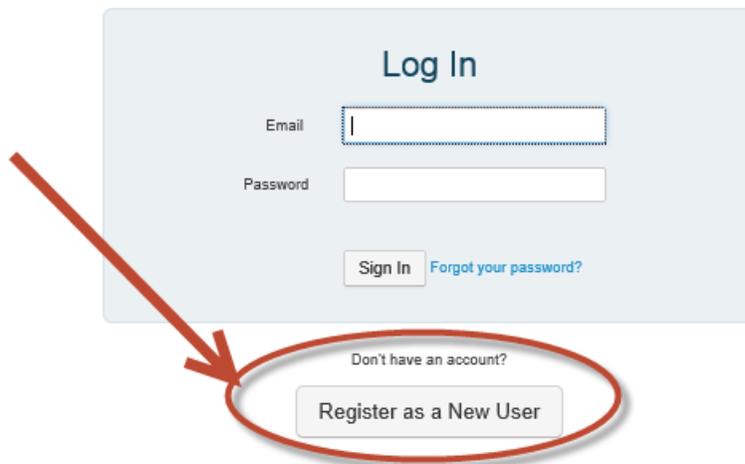
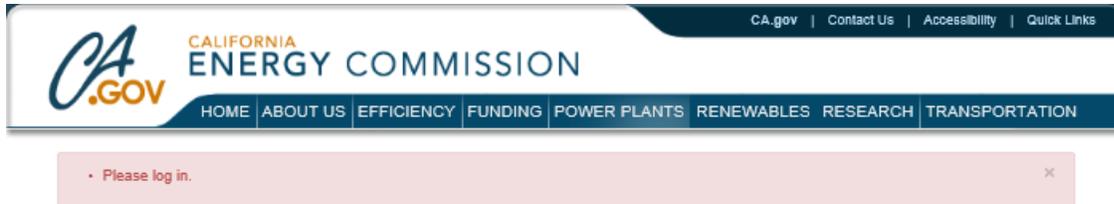
e-filing and e-commenting at the California Energy Commission

Information and Resources relating to the California Energy Commission's e-filing and e-commenting systems.

Additional Information

- Alphabetical Index of Power Plant Projects Filed Since 1996
- Comment on a Power Plant Proceeding
- **e-file a Document for a Power Plant Proceeding**
- Siting, Transmission, and Environmental Protection Division
- Docket Unit

The first time you log in, you will need to **Register as a New User**.



You are required to complete a simple, one-time registration to create your e-filing account. Mandatory fields include name, email address, and password. You are asked to provide a security question and answer in case you forget your password.

If you are filing on behalf of a client, you need to include your organization's contact information as well as your client's information. This will simplify searches for multiple clients. You can add an unlimited number of clients into the system.

You will also be required to verify a CAPTCHA to ensure the profile is being created by a person and not by automated scripts.

After you agree to the Terms of the Use and click the **Agree & Create Account** button, the system will register you and send an automated email informing you that you are able to log into the e-filing application and submit documents. (See example shown on next page).



Register

Fields denoted by an asterisk (*) are required.

Your Information

Full Name *

Email Address *

Password * [Password Requirements](#)

Confirm Password *

Security Question * [in case you forget your password](#)

Security Answer *

Phone Number *

Organization Information

Organization * [More Information](#)

Business Address

Address 2

City State Zip

Business Phone Number Business Fax Number

The CAPTCHA below is used to prevent spamming on our website. Please type the two words that you see in the image into the text box below before creating your account. The typed words do not have to be case-sensitive.

Terms of Use: By submitting the documents or comments to the California Energy Commission, I understand that I am agreeing to follow the business principles and guidelines established by the Commission for use of this system. If any documents or comments do not conform with the business principles or guidelines, my documents or comments may be rejected by the Commission. In downloading any documents from the Commission's website, I understand that the Commission is not ensuring or guaranteeing that the documents do not contain viruses or other problems that may interfere with the proper operation of my computer. I understand that I must have my own software to read the downloaded documents as the Commission will not supply such software to me.

Next you will be redirected back to the Log In page where you will see a message confirming your account. Please note the messages in green text, they show the status of your previous action.

The screenshot shows the top navigation bar of the California Energy Commission website. On the left is the logo with 'CA .GOV' and 'CALIFORNIA ENERGY COMMISSION'. To the right are links for 'CA.gov', 'Contact Us', 'Accessibility', and 'Quick Links'. Below the logo is a menu with 'HOME', 'ABOUT US', 'EFFICIENCY', 'FUNDING', 'POWER PLANTS', 'RENEWABLES', 'RESEARCH', and 'TRANSPORTATION'. A green notification box contains the message: 'Your new account 'john.q.public@email.com' has been successfully created. Please log in to submit an e-filing.'

The screenshot shows a 'Log In' form with two input fields: 'Email' and 'Password'. Below the fields are a 'Sign In' button and a link for 'Forgot your password?'. Below the form is a link for 'Don't have an account?' and a 'Register as a New User' button.

You will also receive an e-mail confirming the setup of your account.

Your account was successfully created

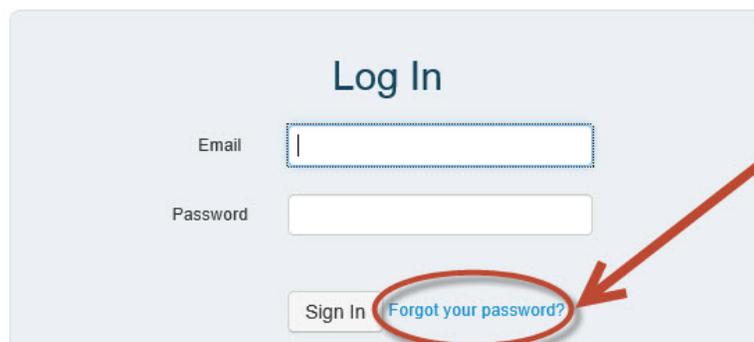
The screenshot shows an email confirmation message. The sender is 'eFiling@energy.ca.gov' with a profile icon and a timestamp of '12:56 PM'. The recipient is 'To:'. The message body reads: 'Dear John Q. Public, Your California Energy Commission e-filing account has been created successfully. Please login to the California Energy Commission e-filing website to submit an e-filing. Thank you. For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076. This is an automated e-mail message. Please do not reply to this e-mail.'

5.2 Lost Password

If you forget your password you can reset it by clicking on **Forgot your password** on the Log In screen.



The screenshot shows the top navigation bar of the California Energy Commission website. On the left is the CA.GOV logo. To its right is the text "CALIFORNIA ENERGY COMMISSION". Further right are links for "CA.gov", "Contact Us", "Accessibility", and "Quick Links". Below this is a dark blue navigation menu with links for "HOME", "ABOUT US", "EFFICIENCY", "FUNDING", "POWER PLANTS", "RENEWABLES", "RESEARCH", and "TRANSPORTATION". Below the navigation menu is a light green notification banner with the text: "Your new account 'john.q.public@email.com' has been successfully created. Please log in to submit an e-filing." and a close button (X).



The screenshot shows a "Log In" form. It has two input fields: "Email" and "Password". Below the "Password" field is a "Sign In" button and a link labeled "Forgot your password?". A red circle highlights the "Forgot your password?" link, and a red arrow points to it from the right side of the image.

Next the system will prompt you to enter your registered e-mail address.



The screenshot shows a "Forgot Password" form. It has one input field labeled "Email" containing the text "john.q.public@email.com". Below the input field is a "Submit" button.

The system will ask for the answer to the security question you set up when creating your account. Click **Submit**.



Forgot Password

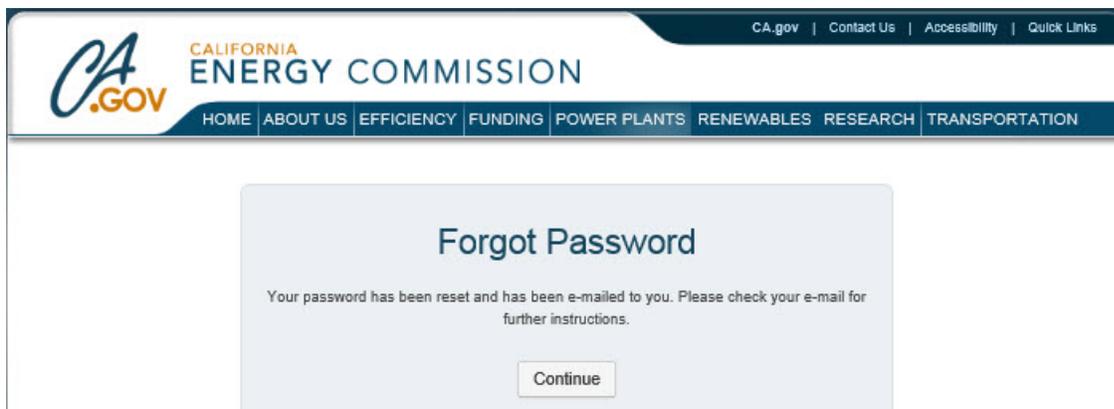
Email john.q.public@email.com

Security Question Middle Name and PIN

Answer queue1234

Submit

Next, you will see a pop-up (shown below) letting you know that a new password has been emailed to you with further instructions. .



CA.gov | Contact Us | Accessibility | Quick Links

CA.GOV CALIFORNIA ENERGY COMMISSION

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Forgot Password

Your password has been reset and has been e-mailed to you. Please check your e-mail for further instructions.

Continue

If you do not have access to your old e-mail address you will need to create a new account. If the email address is forgotten, the user will need to call Dockets Unit staff to obtain this information.

5.3 User Dashboard

Your default page will be the Dashboard. This page will have information about your previous filings, including Transaction Number (TN#) and Docketed date (if approved) or Rejection Date, Docket Number, Project Title, Visibility, and Status.

The screenshot shows the user dashboard for the California Energy Commission. At the top, there is a navigation bar with the logo and the text "CALIFORNIA ENERGY COMMISSION". The user is logged in as "James Victor Moore" and is on the "energy.ca.gov" website. The dashboard has a dark blue header with navigation links: DASHBOARD, PROFILE, CLIENTS, FILINGS, and HELP. The main content area is titled "Your e-filings" and includes a "Quick Actions" button. Below the title is a search bar with a "Filter:" label, a search icon, and links for "Advanced Filters" and "Clear All Filters". A table displays the e-filing information:

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	9/17/2013	14-AFC-01	eFiling Test Power Plant	Document Related to 14-AFC-01 Public Health 1 page(s)	Public	Pending

At the bottom of the table, there is a "Page:" label and a dropdown menu showing "1".

5.4 User Profile Management

By selecting the **PROFILE** tab, you can update your profile, change your email address, or change your password. Note – Any email or mailing address change made will not automatically be transferred to any Proof of Service or other distribution lists; you must also notify Energy Commission’s Docket’s Unit or Hearing Adviser’s Office about this change so they can update the appropriate list(s).



View Profile

The screenshot displays the 'View Profile' page. It is divided into two columns: 'Your Information' and 'Organization Information'. Under 'Your Information', the user's name 'John Q. Public' is listed, along with a phone number 'p. 916-567-1472' and an email address 'john.q.public@email.com'. Under 'Organization Information', the user is identified as 'Self' with an address '3835 N. Freeway Blvd, Suite # 110, Sacramento, CA 95742', and phone numbers 'p. 916-567-1740' and 'f. 916-567-1741'. At the bottom, there are three buttons: 'Edit Your Profile', 'Change Your Email Address', and 'Change Your Password'. A red arrow points to the 'Edit Your Profile' button, which is also circled in red.

When a user clicks on the **Edit Your Profile** button, a new window will appear where you update your account with additional user profile information and firm information.

Edit Profile

Fields denoted by an asterisk (*) are required.

Your Information

Full Name *

Email Address *

Phone Number *

Organization Information

Organization * [More Information](#)

Business Address

Address 2

City State Zip

Business Phone Number Business Fax Number



[Cancel and Return to Previous Page](#)

After updating your account, the e-filing system will send a confirmation to your email address.

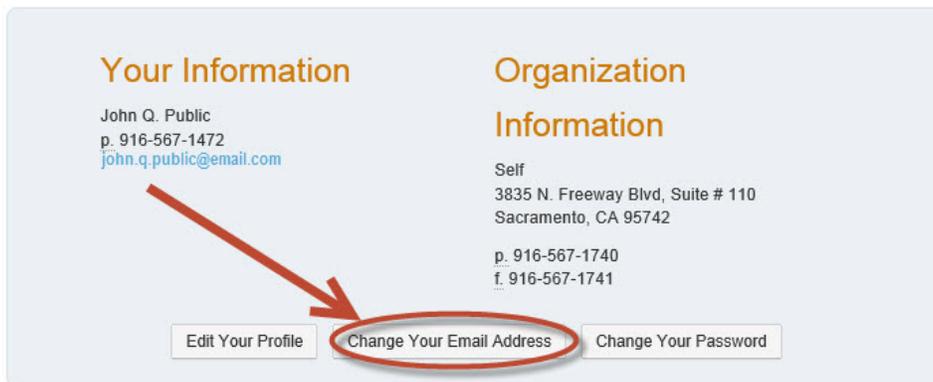
Your profile information has been successfully updated



If you want to change your email address, you click on the **Change Your Email Address** button.



View Profile



You enter the new email address, as shown below, and click the **Change Email Address** button.

The screenshot shows the top navigation bar with the CA.GOV logo, the text 'CALIFORNIA ENERGY COMMISSION', and a user welcome message 'Welcome John Q. Public | energy.ca.gov | Logout'. Below the navigation bar are tabs for 'DASHBOARD', 'PROFILE', 'CLIENTS', 'FILINGS', and 'HELP'. The main content area features a light blue box titled 'Change Email'. Inside this box, there is a label 'New Email Address' followed by a text input field containing 'newemail@company.com'. Below the input field is a confirmation message: 'This will be the new email address associated with your account. Please remember to use this new email address when logging in.' At the bottom of the box are two buttons: 'Change Email Address' and 'Cancel and return to previous page'.

Next you should see the confirmation screen. Select **Continue**.

The screenshot shows the same top navigation bar as the previous image. The main content area features a light blue box titled 'Change Email'. Inside this box, there is a confirmation message: 'Your e-mail address has been changed. Please remember to use your new e-mail address when logging in.' Below the message is a single button labeled 'Continue'. A red arrow points from the left side of the box towards the 'Continue' button.

After changing your email account you will receive an email to the new address confirming the change.

Your e-mail address has been successfully changed



eFiling@energy.ca.gov (eFiling@energy.ca.gov) [Add to contacts](#) 1:09 PM

To: j: e@hotmail.com, j: e@gmail.com

Dear John Q. Public,

Your California Energy Commission e-filing e-mail address has been successfully changed from 'j: e@hotmail.com' to 'j: e@gmail.com'.

If you feel that this is in error, or that your account has been compromised, please contact the California Energy Commission.

Thank you.

For e-filing help or questions, send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076.

This is an automated e-mail message. Please do not reply to this e-mail.

If you want to change your password, click on the **Change Password** button.

The header of the user profile page features the CA.GOV logo on the left and the text 'CALIFORNIA ENERGY COMMISSION' in the center. To the right, a dark blue bar contains the text 'Welcome John Q. Public | energy.ca.gov | Logout'. Below the logo and title, a dark blue navigation bar contains the links 'DASHBOARD', 'PROFILE', 'CLIENTS', 'FILINGS', and 'HELP'.

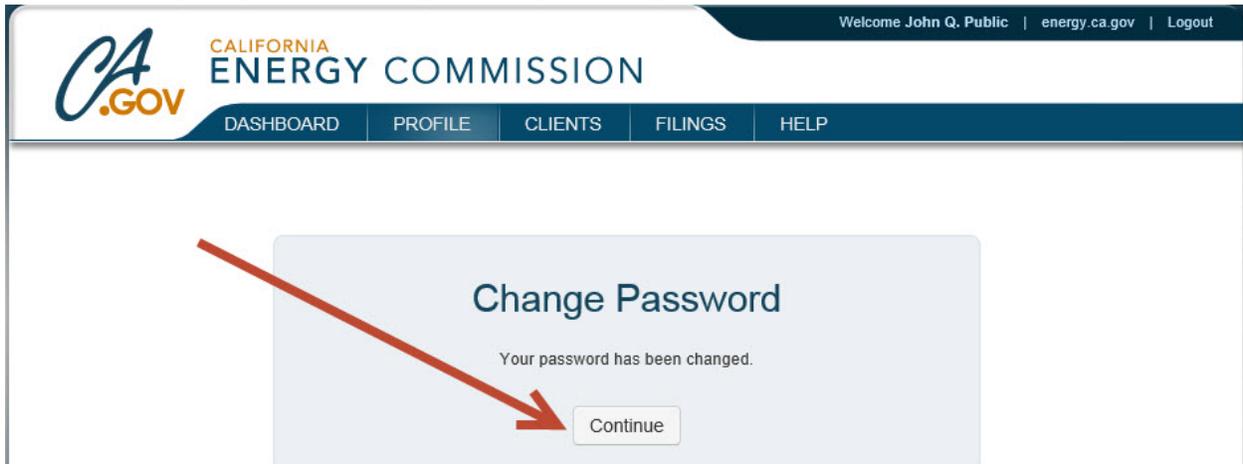
View Profile

The profile page is divided into two main sections: 'Your Information' and 'Organization Information'. The 'Your Information' section lists the user's name 'John Q. Public', phone number 'p. 916-567-1472', and email 'john.q.public@email.com'. The 'Organization Information' section lists 'Self' as the organization, address '3835 N. Freeway Blvd, Suite # 110, Sacramento, CA 95742', phone 'p. 916-567-1740', and fax 'f. 916-567-1741'. At the bottom of the profile card, there are three buttons: 'Edit Your Profile', 'Change Your Email Address', and 'Change Your Password'. The 'Change Your Password' button is circled in red, with a red arrow pointing to it from the right.

You will need to input your current password and the new password. Click **Change Your Password**.

The 'Change Password' form is displayed within a light blue box. It has a title 'Change Password' at the top. Below the title are three input fields: 'Current Password' (with 10 dots), 'New Password' (with 8 dots), and 'Confirm New Password' (with 8 dots and a cursor). At the bottom of the form are two buttons: 'Change Your Password' and 'Cancel and return to previous page'.

Next you will see the confirmation screen.

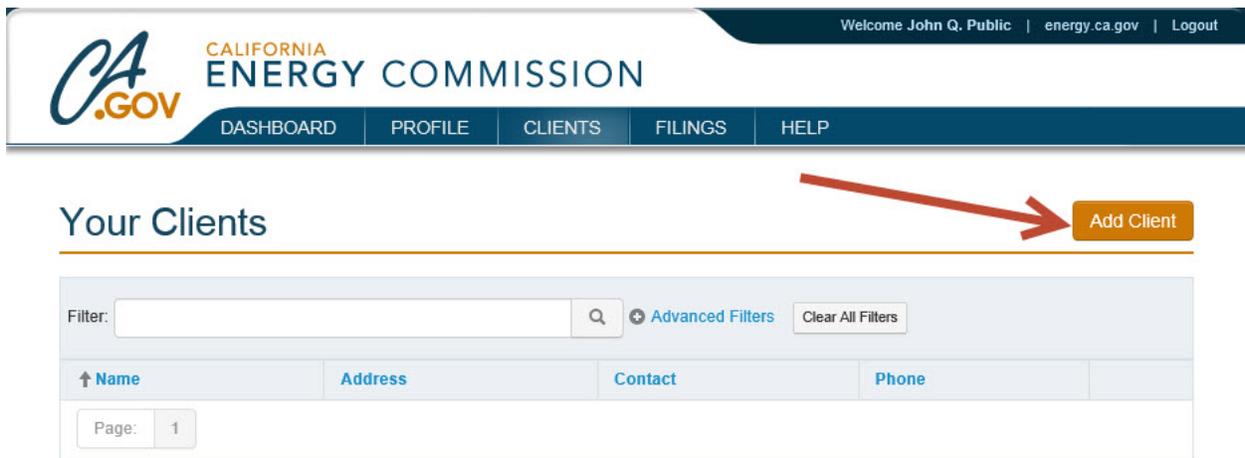


5.5 Client Profile Management

Click on the **CLIENTS** tab to add, modify, or delete clients.



This will bring you to the list of **Your Clients**. To add a client select the **Add Client** button.



Clicking on this will direct you to the **Add/Edit Client Information** page. Once you fill out the mandatory and optional information fields for the client click the **Save Client Profile** button.

Add/Edit Client Information

Fields denoted by an asterisk (*) are required.

Client Information

Name *

Reliable Testing Group

Business Address

888 Main Street

Address 2

Suite 100

City

Sacramento

State

CA

Zip

95834

Phone Number

916-555-1000

Fax Number

Contact Information

Contact Name

Bill W. Smith

Email Address

billw@noemail.com

Phone Number

916-555-9999


Save Client Profile

[Cancel and Return to Previous Page](#)

After you enter the mandatory fields and click the **Save Client Profile** button, the new client will appear in the **Your Clients** list.

Welcome John Q. Public | energy.ca.gov | Logout

CA.GOV CALIFORNIA ENERGY COMMISSION

DASHBOARD PROFILE CLIENTS FILINGS HELP

• Client 'Reliable Testing Group' was saved successfully. ✕

Your Clients Add Client

Filter: [Advanced Filters](#)

↑ Name	Address	Contact	Phone	
Center for Energy Awareness	1234 Main Street, Unit 9 Any Town, CA 91234	Jane Doe	213-555-1212	<input type="button" value="Edit"/>
Reliable Testing Group	888 Main Street, Suite 100 Sacramento, CA 95834	Bill W. Smith billw@noemail.com	916-555-1000	<input type="button" value="Edit"/>

Page:

To edit a client select the **Edit** button.

The screenshot shows the California Energy Commission website interface. At the top, there is a navigation bar with the logo and the text "CALIFORNIA ENERGY COMMISSION". Below the logo, there are menu items: "DASHBOARD", "PROFILE", "CLIENTS", "FILINGS", and "HELP". The user is logged in as "John Q. Public" and is on the "energy.ca.gov" website. A green notification bar at the top indicates that a client named "Cente for Energy Awareness" was saved successfully.

Your Clients

[Add Client](#)

Filter: [Advanced Filters](#)

↑ Name	Address	Contact	Phone	
Cente for Energy Awareness	1234 Main Street, Unit 9 Any Town, CA 91234	Jane Doe	213-555-1212	<input type="button" value="Edit"/>

Page: 1

Clicking on the **Edit** button will direct you to the **Add/Edit Client Information** page. Once you edit or update the client profile click the **Save Client Profile** button.

Add/Edit Client Information

Fields denoted by an asterisk (*) are required.

Client Information

Name *

Reliable Testing Group

Business Address

888 Main Street

Address 2

Suite 100

City

Sacramento

State

CA

Zip

95834

Phone Number

916-555-1000

Fax Number

Contact Information

Contact Name

Bill W. Smith

Email Address

billw@noemail.com

Phone Number

916-555-9999

Save Client Profile

[Cancel and Return to Previous Page](#)

The changes will reflect in the **Your Clients** list.

The screenshot shows the top navigation bar with the CA.GOV logo and the text 'CALIFORNIA ENERGY COMMISSION'. The user is logged in as 'John Q. Public'. Below the navigation bar, a green success message states: 'Client 'Center for Energy Awareness' was saved successfully.' The main heading is 'Your Clients' with an 'Add Client' button. Below this is a search filter and a table of clients. The table has columns for Name, Address, Contact, and Phone. One client is listed: 'Center for Energy Awareness' at '1234 Main Street, Unit 9 Any Town, CA 91234', with contact 'Jane Doe' and phone '213-555-1212'. An 'Edit' button is visible next to the client name. A 'Page: 1' indicator is at the bottom left.

Name	Address	Contact	Phone	
Center for Energy Awareness	1234 Main Street, Unit 9 Any Town, CA 91234	Jane Doe	213-555-1212	Edit

To delete a client click on the **Edit** button.

This screenshot is identical to the one above, but a red arrow points to the 'Edit' button in the table row for 'Center for Energy Awareness'. The success message and other UI elements remain the same.

Name	Address	Contact	Phone	
Center for Energy Awareness	1234 Main Street, Unit 9 Any Town, CA 91234	Jane Doe	213-555-1212	Edit

This will take you to the **Add/Edit Client Information** page. Click on the **Delete Client** button.

Welcome John Q. Public | energy.ca.gov | Logout

CA.GOV CALIFORNIA ENERGY COMMISSION

DASHBOARD PROFILE CLIENTS FILINGS HELP

Add/Edit Client Information

Fields denoted by an asterisk (*) are required.

Client Information

Name *
Test Client

Business Address
9000 Broadway

Address 2
Box 888

City State Zip
Test City CA 96420

Phone Number Fax Number
415-555-1212

Contact Information

Contact Name

Email Address

Phone Number

Update Client Profile [Cancel and Return to Previous Page](#)

The system will prompt you to confirm the deletion. Select **Yes, Delete this Client**.

Delete Client

Are you sure you want to delete this Client? Note: You cannot undo this action.

Yes, Delete This Client Cancel

You will receive a confirmation message highlighted in green stating that the deletion was successful. Additionally, the system will send a confirming message to your email account.

The screenshot shows the California Energy Commission dashboard. At the top, the logo 'CA.GOV CALIFORNIA ENERGY COMMISSION' is displayed. The user is logged in as 'John Q. Public' with a 'Logout' link. The navigation menu includes 'DASHBOARD', 'PROFILE', 'CLIENTS', 'FILINGS', and 'HELP'. A green confirmation message is highlighted with a red circle: 'Client 'Test Client' was successfully deleted.' Below this, the 'Your Clients' section features an 'Add Client' button and a search filter. A table lists one client: 'Center for Energy Awareness' at '1234 Main Street, Unit 9, Any Town, CA 91234', with contact 'Jane Doe' and phone '213-555-1212'. An 'Edit' button is next to the client name. The page number is '1'.

Welcome John Q. Public | energy.ca.gov | Logout

CA.GOV CALIFORNIA ENERGY COMMISSION

DASHBOARD PROFILE CLIENTS FILINGS HELP

Client 'Test Client' was successfully deleted.

Your Clients

Add Client

Filter: [Advanced Filters](#)

↑ Name	Address	Contact	Phone	
Center for Energy Awareness	1234 Main Street, Unit 9 Any Town, CA 91234	Jane Doe	213-555-1212	<input type="button" value="Edit"/>

Page: 1

6 Help

Click on the **Help** tab to get assistance during e-filing or e-commenting.



CA .GOV CALIFORNIA ENERGY COMMISSION

Welcome Yash Shah | energy.ca.gov | Logout

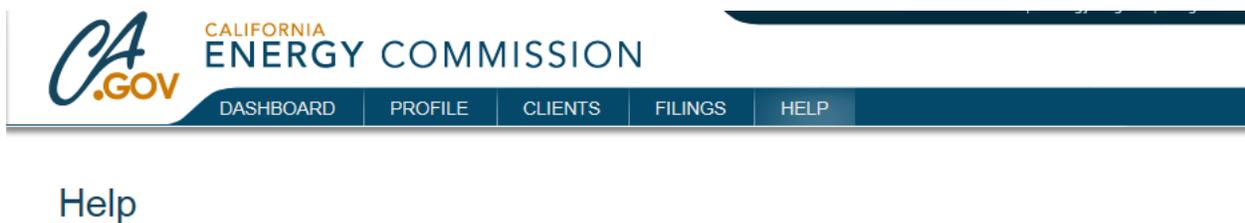
DASHBOARD PROFILE CLIENTS FILINGS **HELP**

Welcome Yash Shah! Quick Actions ▾

Your Recent eCRMS Activity

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	4/30/2013 4:20:52 PM	13-AFC-16	Nuclear AFC	Uri independent	Confidential	Rejected
	4/30/2013 4:20:52 PM	13-AFC-16	Nuclear AFC	Test - Transaction File	Confidential	Rejected
10072	4/29/2013 4:39:41 PM	13-AFC-16	Nuclear AFC	SRS V3 Conf eFiling	Public	Docketed
	4/29/2013 4:39:02 PM	13-AFC-16	Nuclear AFC	Cal Courts Image	Confidential	Pending Confidential
10071	4/29/2013 3:52:02 PM	13-AFC-16	Nuclear AFC	Uri 29th April Cultural Resources Efficiency Executive Summary	Public	Docketed

The User's Guide can also be accessed from the **Help** tab.



CA .GOV CALIFORNIA ENERGY COMMISSION

DASHBOARD PROFILE CLIENTS FILINGS **HELP**

Help

For any questions regarding e-filing, please send an e-mail to e-FilingHelp@energy.ca.gov, or call 916-654-5076.

For any questions regarding e-commenting, please send an e-mail to e-CommentingHelp@energy.ca.gov, or call 800-822-6228 or 916-654-4489.

7 View Docket Log

From the energy commission's website select the **POWER PLANTS** tab. To view the published documents, navigate to the specific power plant page and click on the **Documents for this Proceeding (Docket Log)** link.

The screenshot shows the California Energy Commission website. The header includes the logo, navigation tabs (HOME, ABOUT US, EFFICIENCY, FUNDING, POWER PLANTS, RENEWABLES, RESEARCH, TRANSPORTATION), and a search bar. Below the header is a large image of two workers in hard hats and safety vests. A red callout box on the left contains the text: "Note: You are on the Power Plants Individual Page." Below the image is a breadcrumb trail: "Home -> sitingcases -> alamitos". The main content area is titled "Alamitos Energy Center" and displays the docket number "13-AFC-01 (Application For Certification)" and the project status "In Review". On the right side, there is a sidebar titled "Original Proceeding" with a list of links. A red arrow points to the link "Documents for this Proceeding (Docket Log)".

CA .GOV CALIFORNIA ENERGY COMMISSION

Contact Us | Accessibility | Quick Links | Translate / Traducir

Search This Site California

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Home -> sitingcases -> alamitos

Alamitos Energy Center

Docket Number:
13-AFC-01 (Application For Certification)

Project Status: **In Review**

Original Proceeding

- Submit e-Comment
- Submit e-Filing
- Documents for this Proceeding (Docket Log)
- Exhibit List
- Proof of Service List
- Proof of Service Declaration Form MS Word or PDF
- Search Documents in this Proceeding
- Search All Power Plant Documents

8 View Exhibit List

From the energy commission's website select the **POWER PLANTS** tab. To view the Exhibit List navigate to the specific power plant page and click on the **Exhibit List** link. The documents that have been marked as exhibits will be listed along with their exhibit numbers.



The screenshot shows the California Energy Commission website. The header includes the logo, navigation tabs (HOME, ABOUT US, EFFICIENCY, FUNDING, POWER PLANTS, RENEWABLES, RESEARCH, TRANSPORTATION), and a search bar. The main content area displays the 'Alamitos Energy Center' page. The page includes a breadcrumb trail (Home >> sitingcases >> alamitos), the title 'Alamitos Energy Center', the docket number '13-AFC-01 (Application For Certification)', and the project status 'In Review'. A sidebar on the right contains an 'Original Proceeding' menu with several options, including 'Exhibit List', which is highlighted by a red arrow.

CA .GOV CALIFORNIA ENERGY COMMISSION

Contact Us | Accessibility | Quick Links | Translate / Traducir

Search This Site California

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Home >> sitingcases >> alamitos

Alamitos Energy Center

Docket Number:
13-AFC-01 (Application For Certification)

Project Status: **In Review**

Original Proceeding

- Submit e-Comment
- Submit e-Filing
- Documents for this Proceeding (Docket Log)
- Exhibit List
- Proof of Service List
- Proof of Service Declaration Form MS Word or PDF
- Search Documents in this Proceeding
- Search All Power Plant Documents

9 View POS List

From the energy commission's website select the **POWER PLANTS** tab. To view the Proof of Service, navigate to the specific power plant page and click on the **Proof of Service List** link.



The screenshot shows the California Energy Commission website. The header includes the logo, navigation menu (HOME, ABOUT US, EFFICIENCY, FUNDING, POWER PLANTS, RENEWABLES, RESEARCH, TRANSPORTATION), and a search bar. The main content area displays the 'Alamitos Energy Center' page. The page includes the following information:

- Home » sitingcases » alamitos
- Alamitos Energy Center**
- Docket Number: 13-AFC-01 (Application For Certification)
- Project Status: **In Review**
- Original Proceeding** menu:
 - Submit e-Comment
 - Submit e-Filing
 - Documents for this Proceeding (Docket Log)
 - Exhibit List
 - Proof of Service List** (indicated by a red arrow)
 - Proof of Service Declaration Form MS Word or PDF
 - Search Documents in this Proceeding
 - Search All Power Plant Documents

The screenshot shows the top portion of the California Energy Commission website. The header includes the logo 'CA .GOV' and the text 'CALIFORNIA ENERGY COMMISSION'. A navigation bar contains links for 'HOME', 'ABOUT US', 'EFFICIENCY', 'FUNDING', 'POWER PLANTS', 'RENEWABLES', 'RESEARCH', and 'TRANSPORTATION'. In the top right corner, there are links for 'CA.gov', 'Contact Us', 'Accessibility', and 'Quick Links'. The main content area displays the title 'Proof of Service List' followed by the following text: 'Docket: 13-AFC-01', 'Project Title: Alamos Energy Center', and 'Generated On: 5/16/2014 9:55:49 AM'. A horizontal line is positioned below this text.

Note: Committee Members (Commissioners, their Advisers, and the Hearing Officer) will not have e-mail addresses or mailing addresses. They receive their copies of filed documents automatically through the e-filing distribution system.

A party that files documents via the e-filing system does not need to separately e-mail or send the documents to the other parties; once a filing is docketed, the system will e-mail the parties on the **Proof of Service List** with a link to the Commission Web site where the file can be downloaded. (The system does not attach the file to the e-mail because some files are too large to e-mail—some servers will reject them as too large or a user’s mailbox will fill up.)

10 Search Documents in this Proceeding

To search for documents within a proceeding. Navigate to the power plant proceeding for which you want to search. Select **Search Documents in this Proceeding**.



The screenshot shows the California Energy Commission website. The header includes the logo, navigation menu, and search bar. The main content area displays the 'Alamitos Energy Center' proceeding page. The page includes the docket number '13-AFC-01 (Application For Certification)' and the project status 'In Review'. A sidebar menu titled 'Original Proceeding' lists several options, with a red arrow pointing to 'Search Documents in this Proceeding'.

CA .GOV CALIFORNIA ENERGY COMMISSION

Contact Us | Accessibility | Quick Links | Translate / Traducir

Search This Site California

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Home » sitingcases » alamitos

Alamitos Energy Center

Docket Number:
13-AFC-01 (Application For Certification)

Project Status: **In Review**

Original Proceeding

- Submit e-Comment
- Submit e-Filing
- Documents for this Proceeding (Docket Log)
- Exhibit List
- Proof of Service List
- Proof of Service Declaration Form MS Word or PDF
- Search Documents in this Proceeding
- Search All Power Plant Documents

When you click on the **Search Documents in this Proceeding** link you will see the following page.

The screenshot displays the California Energy Commission's website interface for Docket 13-AFC-01. At the top, the CA.GOV logo is on the left, and navigation links for CA.gov, Contact Us, Accessibility, and Quick Links are on the right. Below the logo, the text 'CALIFORNIA ENERGY COMMISSION' is prominently displayed. A horizontal menu contains links for HOME, ABOUT US, EFFICIENCY, FUNDING, POWER PLANTS, RENEWABLES, RESEARCH, and TRANSPORTATION. The main heading is 'Docket 13-AFC-01'. Below this is a search box with a magnifying glass icon. A filter bar allows users to 'View documents in this docket submitted by:' with options: Anyone, Applicant, Commission Staff, Intervenor, Other Interested Person, Public, and Public Agency. A note states: 'Search categories only include documents filed on or after July 23, 2013. Please use the search box above to access all documents. Document filed prior to July 23, 2013 may be accessed by clicking on the Legacy Documents button on the project webpage.' On the left, there are filter sections for 'Result Type' (Any Result Type, Adobe PDF), 'Date' (Any Date, Past Six Months), and 'Subject Areas' (Any Subject Areas, Air Quality, Public Health, Alternatives, Biological Resource..., Cultural Resource...). The main content area is titled 'All documents in this docket' and shows '1-10 of about 110 results'. Three document entries are visible, each with a document icon, a title link, and metadata: 'Completeness Response Letter to South Coast Air Quality Management District' (Docketed 2/10/2014, 74KB), 'Cover Letter Enclosing Air Modeling Files' (Docketed 12/27/2013, 110KB), and 'Cover Letter and Application for Confidentiality'.

10.1 Search by Filename

You may enter the filename in the text box provided in the search page and then press Spyglass  to search the file in the docket. **Note:** This search capacity will search the body of the document as well as the Title.



CA.gov | Contact Us | Accessibility | Quick Links

CA CALIFORNIA ENERGY COMMISSION
.GOV

HOME ABOUT US EFFICIENCY FUNDING POWER PLANTS RENEWABLES RESEARCH TRANSPORTATION

Docket 12-AFC-03



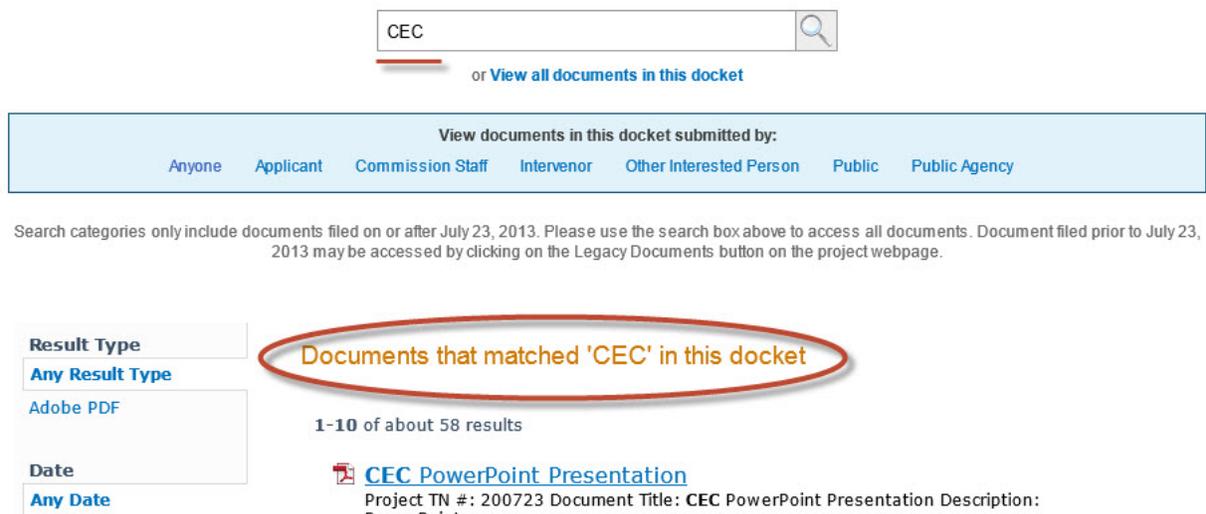
View documents in this docket submitted by:

[Anyone](#) [Applicant](#) [Commission Staff](#) [Intervenor](#) [Other Interested Person](#) [Public](#) [Public Agency](#)

Search categories only include documents filed on or after July 23, 2013. Please use the search box above to access all documents. Document filed prior to July 23, 2013 may be accessed by clicking on the Legacy Documents button on the project webpage.

All the filenames that include the search string will get listed. See screenshot.

Docket 12-AFC-03





or [View all documents in this docket](#)

View documents in this docket submitted by:

[Anyone](#) [Applicant](#) [Commission Staff](#) [Intervenor](#) [Other Interested Person](#) [Public](#) [Public Agency](#)

Search categories only include documents filed on or after July 23, 2013. Please use the search box above to access all documents. Document filed prior to July 23, 2013 may be accessed by clicking on the Legacy Documents button on the project webpage.

Result Type
[Any Result Type](#)
[Adobe PDF](#)

Date
[Any Date](#)

Documents that matched 'CEC' in this docket

1-10 of about 58 results

 [CEC PowerPoint Presentation](#)
Project TN #: 200723 Document Title: CEC PowerPoint Presentation Description: PowerPoint

To cull down your search results you can filter by **Result Type**, **Date**, **Subject Areas**, **Submission Type** or **Document Type**.

10.2 Search by Submitter

When searching for a document filed by a specific submitter, you click on the appropriate submitter listed in the blue shaded box below or on the Submitter Role filter on the left side of the screen. For example, you can click on the **Intervenor** link in the blue shaded area to view the documents that have been submitted by Intervenors.

The screenshot shows the California Energy Commission website interface. At the top, there is a navigation bar with the logo and menu items: HOME, ABOUT US, EFFICIENCY, FUNDING, POWER PLANTS, RENEWABLES, RESEARCH, and TRANSPORTATION. Below the navigation bar, the page title is "Docket 12-AFC-03". A search box is present, followed by a filter bar with options: Anyone, Applicant, Commission Staff, **Intervenor** (highlighted), Other Interested Person, Public, and Public Agency. A note states: "Search categories only include documents filed on or after July 23, 2013. Please use the search box above to access all documents. Document filed prior to July 23, 2013 may be accessed by clicking on the Legacy Documents button on the project webpage." On the left, a "Submitter Role" filter menu shows "Intervenor Role" selected, with "Intervenor" as the active filter. The main content area displays: "All documents in this docket, filtered by **Intervenor Role**". Below this, it says "Reset all filters" and "1-1 of 1 results". A single result is shown: "Request and Justification to Deny AES Application for a New Power Plant in Redondo Beach" with a document icon. The details for this document are: "Building a Better Redondo - No Power Plant ... DOCKETED Docket Number: 12-AFC-03", "Project Title: Redondo Beach Energy Project TN #: 200348 Document Title: Request and Justification to Deny ...", "Date: 8/27/2013", and "Size: 2MB".

10.3 Reset Search

You can click on the **Reset All Filters** link to reset the filters that were applied to the current search as shown below. The search will be reset and all the documents published under this docket will be listed.



Docket 12-AFC-03

View documents in this docket submitted by:

[Anyone](#) [Applicant](#) [Commission Staff](#) [Intervenor](#) [Other Interested Person](#) [Public](#) [Public Agency](#)

Search categories only include documents filed on or after July 23, 2013. Please use the search box above to access all documents. Document filed prior to July 23, 2013 may be accessed by clicking on the Legacy Documents button on the project webpage.

Submitter Role
[Any Submitter Role](#)

Intervenor Role
[Intervenor](#)

All documents in this docket, filtered by 'Intervenor Role'

[Reset all filters](#)

1-1 of 1 results

-  [Request and Justification to Deny AES Application for a New Power Plant in Redondo Beach](#)
Building a Better Redondo - No Power Plant ... DOCKETED Docket Number: 12-AFC-03
Project Title: Redondo Beach Energy Project TN #: 200348 Document Title: Request and Justification to Deny ...
Date: 8/27/2013 Size: 2MB

11 Appendix A – Acronym and Definition

Acronym	Definition
e-filing and e-commenting system	E-filing, Case, Records Management System
Energy Commission	California Energy Commission
URL	Uniform Resource Locator
POS	Proof of Service List
IDL	Internal Distribution List

12 Appendix B –Document Specifications for the California Energy Commission’s e-filing system (Rev 05/28/2013)

Formal parties to California Energy Commission power plant proceedings are required to use Commission’s e-filing system as of November 1, 2013, unless they obtain a waiver. The e-filing system is free, fast, convenient, and reduces paperwork and delivery costs - making it environmentally friendly.

For questions about how to use the system, do not hesitate to contact the Commission’s e-filing help desk at docket@energy.ca.gov.

A. Technical Requirements

In order to submit documents using the California Energy Commission’s e-filing application, you must have:

1. A computer with an internet connection: A high-speed internet connection is strongly recommended for users uploading or downloading large files.
2. A modern web browser: Internet Explorer version 7 or above, a recent version of Firefox, Chrome or Safari, or other browser with equivalent functionality.
3. (Optional) Software to create searchable and accessible PDF files (see details below). Most files will be stored in PDF format and you will need a PDF viewer in order to view them
4. User Information: A User ID and password are required to submit new documents using the Commission’s e-filing application. Instructions for obtaining these are found in this e-filing User’s Training Guide or online by clicking Register as a New User.

B. Confidential Document Filing

1. Confidential documents: Confidential documents must be submitted through the separate confidential documents e-filing tool (see e-filing instructions for details). All confidential documents must be clearly identified as such to ensure they are not added to the Commission’s public documents database. The Commission assumes no responsibility for mislabeled or wrongly titled confidential documents or confidential documents that are mistakenly filed using the process for filing public documents.
2. Remove confidential data and metadata from public documents: It is the filer’s responsibility when submitting a public version of any document to take appropriate measures to ensure that any embedded confidential information has been permanently

deleted and is non-viewable, non-searchable, and non-reversible. Examples of confidential information to be deleted may include track changes comments, metadata properties, PDF annotations, PDF “sticky notes” or other data.

3. Remove document password protection: Remove all password protection from documents and files before submitting them to the Commission’s e-filing system. Filings containing password protected documents cannot be processed.

C. File Formats

1. Document files: The Commission **strongly recommends** that all document filings be submitted in PDF format (example: document_name.pdf). Whenever possible, the PDF should be created directly from the application of origin, e.g., use “create PDF” or “print PDF” to create a PDF directly from a Microsoft Word document. There are numerous software programs available at modest or no cost to convert documents to PDF. The Energy Commission does not mandate or endorse the use of any particular product for this purpose.

2. Avoid scanned documents: Scanned PDF’s should be avoided and submitted only when the original document cannot be converted to PDF electronically. Scanned documents greatly increase file sizes, slow uploading speeds, reduce the accuracy of full text searching, and may negatively impact document accessibility under state and federal accessibility laws. If submitting a scanned document, it is the responsibility of the submitter to first complete Optical Character Recognition (OCR) on the entire document text to mitigate accessibility and database search issues. Many modern scanners offer OCR as a built-in scanning option, and OCR is also available as a software tool in Adobe Acrobat and other PDF applications. OCR is not mistake free and therefore not a substitute for converting electronically to a PDF file where possible

3. Exceptions:

- A. Spreadsheets: Spreadsheets may be submitted in Microsoft Excel (.xls or .xlsx) format.
- B. Certain other types of files, including large computer aided design (CAD) files, very large graphic files (.jpg, .tiff, .gif), and database files (Microsoft Access) may not convert properly to the PDF format. Such documents may be submitted in their original format or by requesting an exception for filing outside of the e-filing system. For questions, contact the Commission’s e-filing help desk at docket@energy.ca.gov.

4. Document accuracy: It is the sole responsibility of the person or entity submitting the electronic document(s) to examine the final version of the file(s) to ensure that the information content, document quality and format of the electronic document file(s) provides an accurate and complete representation of the original document. Most

documents submitted in a non-PDF format will be automatically converted to PDF by the e-filing and web publishing system, and the Commission assumes no responsibility for any resulting content, quality or formatting issues.

D. File Size

1. File Size: **The maximum file size is 50 megabytes (50 MB).** However, multiple documents (with each not exceeding 50 MB) may be submitted during a single e-filing session.

2. Oversized documents: Files larger than 50 MB cannot be processed by the Commission's e-filing system. These documents may be divided into multiple files of less than 50 MB providing that the parts are clearly labeled. For extremely large documents, such as an Application for Certification (AFC), you may request an exception for filing outside of the e-filing process. For questions, contact the Commission's e-filing help desk at docket@energy.ca.gov.

E. Document signatures

1. The words "Original signed by" and the signee's typed name, can serve in lieu of a "wet" signature on a submitted document.

F. Document Format

1. In general, documents should be created using a standard legible font and fit on an 8.5 x 11 inch page. Exceptions include large graphics, photos and other information requiring non-standard page sizes.

2. Attachments and cover letters should be submitted as separate files and clearly identified as such. A cover letter that merely identifies the document(s) that are part of the filing is unnecessary; the individual file titles and descriptions and other metadata perform that function.

G. Document File Names and Titles

1. File name length: All computer documents have a file name (Example: my_document.pdf). The maximum file name length for a submitted document is 128 characters.

2. Document Titles. Document titles should accurately and succinctly reflect the contents of the document. This will help speed both the automated and human review of submitted documents and help ensure accurate database entries and search retrieval.

The system will use Document Title for creating the Filename. The system will create the filename by stripping away Windows and SharePoint based special characters, as

well as any additional configurable special characters from the title. After this, blank spaces will be replaced with underscores (underlines) and, lastly, a period with the file extension will be added at the end of filename.

H. File Submission

1. Files successfully submitted electronically to the Commission will result in a return e-mail acknowledgement to the filer to indicate that the e-filing system has received the electronic submission. This e-mail indicates only that the document has been successfully received and does not provide proof that the document has been docketed or accepted as part of the proceeding.
2. Any correction or modification to a document filed electronically will require a revised filing with the Commission. In other words, a document already filed cannot be substituted or replaced by the submitter.
3. All files will be scanned for computer viruses prior to processing. Any document found to contain a virus, malware, spam or other mal-intentioned feature will not be accepted for processing. Viruses, malware, spam and other issues are an unfortunate fact of life on the internet. It is the responsibility of the submitter to ensure the integrity of files prior to submittal. Many anti-virus products are available at little or no cost. The Energy Commission does not recommend or support any specific product but recommends that one be used.
4. The Commission is not responsible for any delay, disruption, or interruption of the electronic submission and the document submitter accepts the full risk that the submission may not be docketed as a result.
5. For questions, don't hesitate to contact the Commission's e-filing help desk at docket@energy.ca.gov.

13 Appendix C – Document Specifications for the California Energy Commission’s e-commenting system (Rev 05/28/2013)

The California Energy Commission’s e-commenting system is free, convenient, and reduces paperwork - making it environmentally friendly. **Commenters are encouraged but not required to use the system.** The system currently is limited to comments on the Commission’s power plant application and compliance proceedings but will be expanded in the future to cover more of the Commission’s many activities.

For questions about how to use the system, don’t hesitate to contact the Commission e-commenting help desk at docket@energy.ca.gov.

A. Technical Requirements

To submit your power plant comments using the California Energy Commission’s e-commenting application, you must have:

1. A computer or mobile device with internet access.
2. If you plan to attach a supporting document to your comment, software to create a searchable and accessible PDF file (see details below) or DOC or DOCX formatted file.

B. Plain Text Only

1. The comment box accepts only plain text. Features such as bold, underline, italics and html tags are not supported at this time.

C. Comments Are Public Information

1. Comments submitted to the Energy Commission are part of the public record and will be published on the Commission’s public website. It is the commenter’s responsibility to not include personal or confidential information such as a home address, personal telephone number or social security number. The Commission is not responsible for protecting from disclosure or publication any confidential or personal information submitted by a commenter.

D. Attached Files

1. While not required, the Commission’s e-commenting system gives users the option of attaching one (1) supporting document to their comment. **The maximum file size of a supporting document is 10 megabytes (10 MB).**
2. The Commission **strongly recommends** that any supporting document be in PDF format (example: document_name.pdf). Whenever possible, the PDF should be created directly from the original document, e.g., use “create PDF” or “print PDF” to create a

PDF directly from a Microsoft Word document. There are numerous software programs available at modest or no cost to convert documents to PDF. The Energy Commission does not mandate or endorse the use of any particular product for this purpose.

3. Avoid scanned documents: Scanned PDF's should be avoided and submitted only when the original document cannot be converted to PDF electronically. Scanned documents greatly increase file sizes, slow uploading and downloading speeds, reduce the accuracy of full text searching, and may negatively impact document accessibility under state and federal accessibility laws. If submitting a scanned document, it is the responsibility of the submitter to first complete Optical Character Recognition (OCR) on the entire document text to mitigate accessibility and database search issues. Many modern scanners offer OCR as a built-in scanning option, and OCR is also available as a software tool in many PDF applications. OCR is not mistake free and therefore not a substitute for printing electronically to a PDF file where possible.

4. Name your PDF file (see below) and save it in a location on your computer where it is easy for you to browse and select. In order to eliminate the inadvertent selection of a draft or previous version of the document, you may want to save the document to an eFiling folder.

5. Document accuracy: It is the sole responsibility of the commenter to examine the final version of the attached file to ensure that the information content, document quality and format of the electronic document accurately reflect the electronic or printed original copy. Microsoft Word (.doc and .docx) documents format will be automatically converted to PDF by the e-commenting and web publishing system, and the Commission assumes no responsibility for any resulting content, quality or formatting issues.

E. Supporting Document File Names

1. File name length: All computer documents have a file name (Example: my_document.pdf. The maximum file name length for a submitted document is 128 characters.

2. To ensure compatibility with the Commission's e-commenting database and website publishing tools, file names should be composed only of lower case and/or upper case letters, numerals, the dash symbol (-) and/or underline symbol (_) There should be no periods (.) other than the period before the file name suffix. (Example: file_name.pdf).

Example of an acceptable file name:

2012-10-11_Jose_Ruiz_comment_attachment.pdf

Example of an unacceptable file name due to special characters:

Jose Ruiz's supporting doc./attachment@ Dated@October 11, 2012.pdf

F. Comment and Supporting Document Submission

1. Comments successfully submitted will result in a return e-mail acknowledgement to the commenter to indicate that the e-commenting system has received the comment.
2. Any correction or modification to a comment or supporting document filed electronically will require a new filing with the Commission. In other words, a comment or document already filed cannot be substituted or replaced by the submitter.
3. All comments and supporting documents will be scanned for computer viruses and inappropriate content prior to processing. Any comment or document found to contain a virus, malware, spam or other mal-intentioned feature will not be accepted for processing. Viruses, malware, spam and similar issues are an unfortunate fact of life on the internet, but it is the responsibility of the submitter to ensure the integrity of files prior to submittal. Many anti-virus products are available at little or no cost. The Energy Commission does not mandate or endorse the use of any particular product for this purpose but recommends that one be used.
4. The Commission is not responsible for any delay, disruption, or interruption of the electronic commenting system, and the commenter accepts the full risk that the comment may not be filed as a result.
5. For questions, don't hesitate to contact the Commission's e-commenting help desk at docket@energy.ca.gov