

California Energy Commission E-Commenting System (eCRMS)

Commenting E-Filing Process Step-By-Step Guide



TABLE OF CONTENTS

1.0 Important Information about this System	3
1.1 Contact Information.....	3
2.0 Accessing the System.....	3
3.0 E-Commenting	4
4.0 Creating a PDF	7
4.1 Making a PDF Searchable.....	7
4.2 Checking to make sure a PDF is Searchable.....	8

1.0 Important Information about this System

The Energy Commission system does not delete or remove comments once they have been accepted, approved, and docketed by the system. Check your comment carefully before submitting to the system.

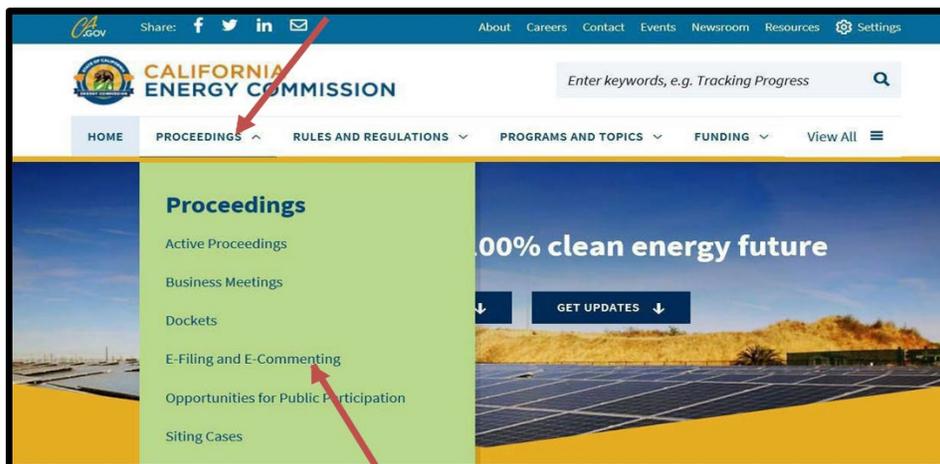
1.1 Contact Information

Dockets is available during business hours 8am-5pm, Monday – Friday, closed most Federal and State Holidays. Email address: docket@energy.ca.gov

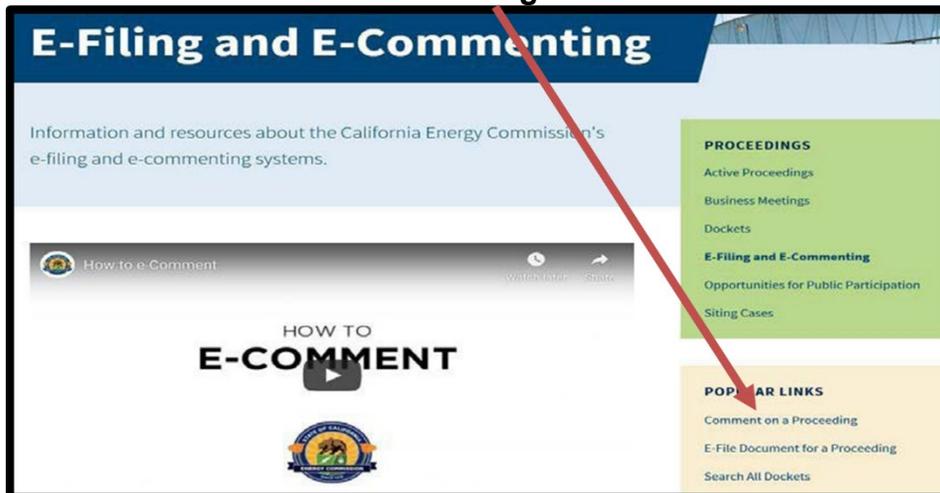
2.0 Accessing the System

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

1. Click on the **PROCEEDINGS** arrow for the drop-down menu.



2. Click on “**E-Filing and E-Commenting**” which will take you to the E-Filing and E-Commenting webpage.
3. Click on “**Comment on a Proceeding**” in the **POPULAR LINKS** box.



3.0 E-Commenting

The e-commenting system allows the public to provide **comments** on all active proceedings.

1. Enter the **Docket Number** in the Select a Proceeding box. **Click the magnifying glass icon.**

Add Comment

Fields denoted by an asterisk (*) are required.

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

You will need to select a proceeding before continuing

2. Click on the **Select** button for the Docket Number.

Select a Proceeding

Show expired, on hold, and suspended projects

↓ Docket #	Project	Status	Capacity (MW)	County	Accepting Comments	
19-MISC-01	Distributed Energy Resources (DER) Roadmap	In Review			Yes	<input type="button" value="Select"/>

3. Click the **Continue** button.

Add Comment

Fields denoted by an asterisk (*) are required.

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

4. At the **Add Comment** screen, Fields with **red asterisks (*)** are mandatory. If the comment is for yourself, enter your full name. If filing on behalf of the Business or Entity Name, enter the Business or Entity Name.
5. Add your email Address, Contact Address, Subject(s), Comment Title, and Comment Text. You can type your comments into the **Comment Text** box, or you can attach them in a document in DOC, DOCX, or **searchable PDF** formats. Attachment file should **not exceed 10 Megabytes**.

Add Comment
Docket #: 19-MISC-01 Project Title: Distributed Energy Resources (DER) Roadmap
Fields denoted by an asterisk (*) are required.

Contact Information

Full Name * Business or Entity Name or Your Name (if filing on yourself)
 Contact Address

Email Address * Address 2

Role in this Proceeding City State Zip

Comment

Comment Title * Subject(s)

97 Character left out of 128

Comment Text * (required if you include a document attachment)

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.

NOTE: All PDF documents need to be in a **searchable text format**, Optical Character Recognition (OCR format), or your document(s) will be rejected. **See page 9** for making a document PDF.

6. After clicking the **I'm not a robot** box and responding to **CAPTCHA**, (a challenge-response test used by the system to ensure that the responses are generated by a human user and not a computer), **read the certification** you are submitting comments or documents before clicking on **Agree & Submit Your Comment to the Docket Unit**.

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

I'm not a robot 

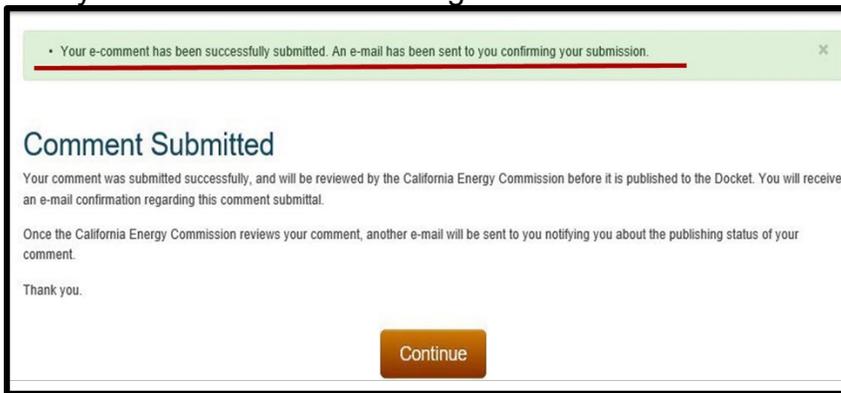
Documents uploaded after 5:00pm PST/PDT will be docketed on the next business day. Note that in some cases, filing deadlines may be set earlier than 5:00pm PST/PDT.

I certify under penalty of perjury under the laws of the State of California that on this date I:

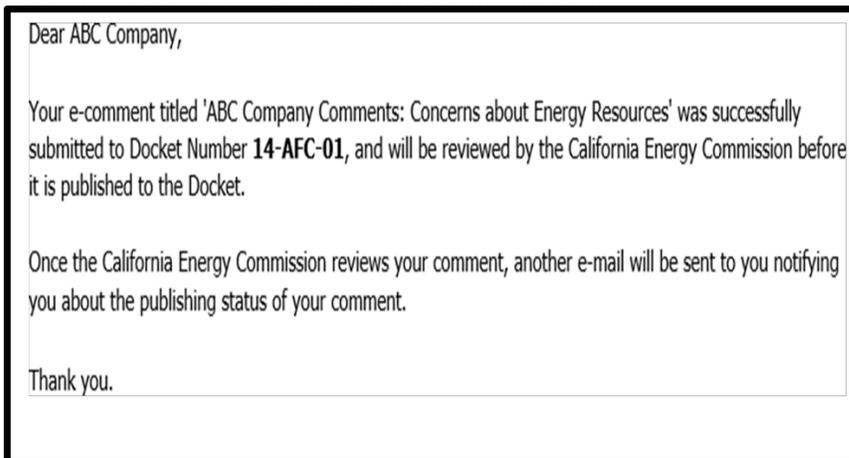
1. am legally authorized to submit the accompanying comments or documents,
2. have received any required licenses with respect to any copyrights or trademarks applicable to the accompanying documents,
3. have determined that the accompanying documents comply with the Energy Commission's guidelines for appropriate submissions, and
4. understand that unless my written request for confidentiality has been approved under California Code of Regulations, title 20, section 2505, my written and oral comments, filings (including the accompanying documents), and associated contact information (e.g. address, phone, email, etc.) will become part of the viewable public record and may become publicly available via Google, Yahoo, and any other internet search engines.

For more information about the Commission's procedures for applications for confidentiality, please contact the Chief Counsel's Office at (916) 654-3951. For the instructions and form for requesting a document be given confidential status, see http://ww2.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf

7. Next you will see the acknowledgement screen shown below.



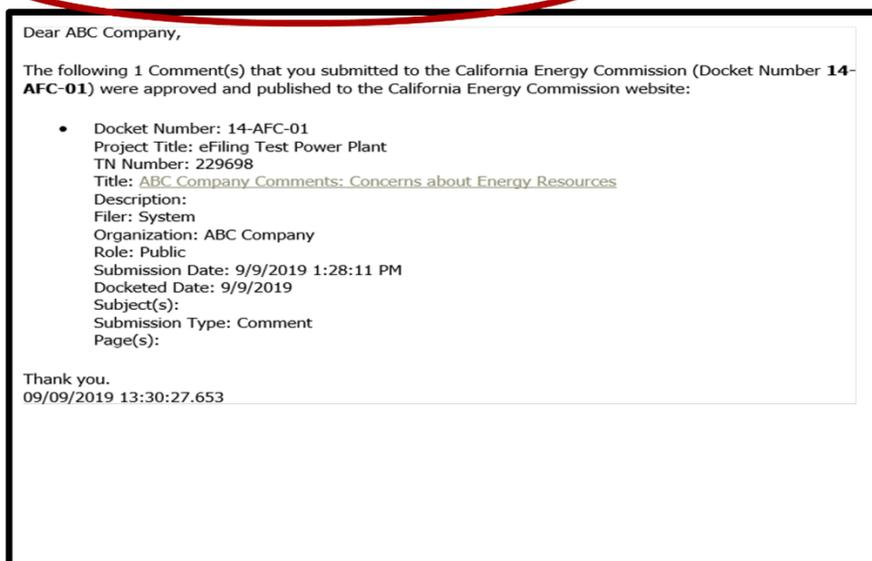
8. You will also receive an email confirmation.



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

10. Until a comment has been approved, it is not considered part of the record.

Your 1 Comment(s) approved and published.



11. The responsibility to ensure that a document has been timely filed rests with the person, party, or entity that desires the document to be filed.
12. If the Docket 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 Comment that you submitted to the California Energy Commission (Docket Number **14-AFC-01**) has been rejected:

Title: Bio Statistics

The reason for rejection is:

The document was not searchable. Please make the document searchable and refile.

Please contact the Dockets Unit if you have any questions.

4.0 Creating a PDF

To save your work as a PDF in Microsoft Word, Google Docs, Apple Pages, or other word processors involves pretty much the same steps:

- Open the document you want to save as a PDF.
- Click on the File tab.
- In Word, click Save As | PDF from the drop-down menu.
- In Google Docs, click File | Download | PDF.
- In Pages, it's File | Export to | PDF.
- In the file name box, .pdf will automatically appear at the end of your file name.

NOTE: You can save a document as a PDF by clicking File | Print. An option for Print Preview will appear.

- Under Printer, change it from your computer printer, such as Epson, Canon, or HP, to PDF.
- Click Print and it will save the file as a PDF on your computer.

4.1 Making a PDF Searchable

Using Adobe:

- Open Adobe Acrobat/Adobe Acrobat Pro on your computer.
- Click Open.
- Find and select the document you want to make searchable, then click Open.
- Head to Tools and select Recognize Text.
- Press PDF Output Style Searchable Image.
- Select OK.

NOTE: You can search the web/internet for other options.

4.2 Checking to make sure a PDF is Searchable

- After opening the PDF, try searching for a word known to be in the document (preferably a word that appears on several different pages) by clicking CTRL-F and entering the word in the Find box. If text highlights, it is searchable.
- Open the PDF in Adobe Acrobat, then select the "Edit" menu > "Select All". This will select all the text in the file. If nothing is selected, there is no text, and the file isn't searchable.