California Energy Commission Docket Proceedings

Public User's

"Step-By-Step" Guide

Confidential E-Filing Procedure

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## I   IMPORTANT Information

1. The Energy Commission system **does not delete or remove documents** once they have been accepted (docketed) by the system. Check your document carefully before submitting your document to the system.

2. Contact Information: **docket@energy.ca.gov**

3. Docket is available during business hours: **8am-5pm**, Monday – Friday, closed most Federal and State Holidays.

II   E-Filing Confidential Documents

1. To **submit a confidential filing**, click on **Quick Actions** from the **DASHBOARD** and select "**Submit Confidential e-filing**" from the drop-down.
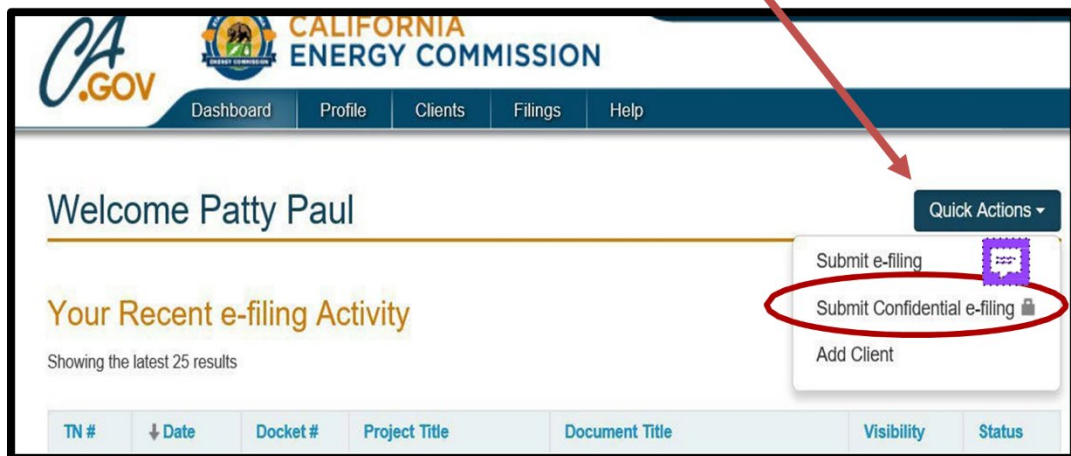
    a. To **select a proceeding**, enter a couple of characters and click on the magnifying glass search icon. This search then lists all proceedings that include the specified characters.
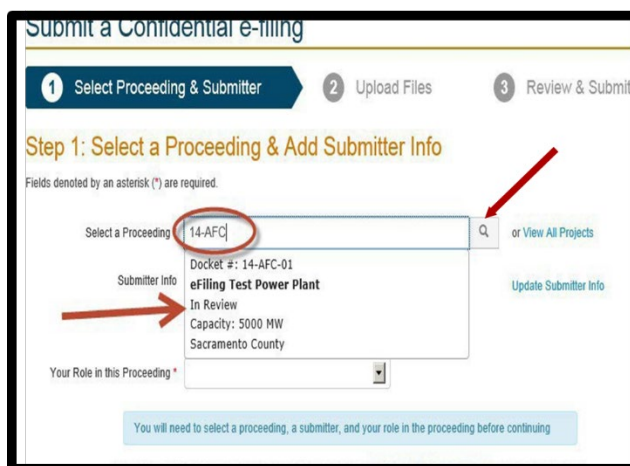
b. Alternatively, you may click on the **View All Projects link** and Select the Proceeding at Issue.

c. Use the drop-down menu to select **Your Role** in this Proceeding.

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

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

f. First you will upload your Application for a Confidential Designation by clicking on the "**Browse Button**". **Maximum file size allowed is 30 MB's**.

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

h. Once you have selected your Application for Confidential Designation, Click the **Upload and Continue** button.

i. Next you will **Select File(s)** to Upload your confidential document(s). You can **upload multiple** confidential documents.

j. Once you have selected your confidential document(s), click on **Upload File(s).**

k. You can upload **as many separate proposed confidential documents** by repeating this same process.

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

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

2. Uploaded Files:

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

b. **Select Edit Details**. The Update File Details screen will pop up. It is important to fill out as many details as possible about the document because these are the searchable metadata fields.

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

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

e. Verify that you have uploaded all the files you wish to submit for docketing and **Click Continue to 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.

   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.

3. **Provide Details:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

Note: Multiple documents uploaded within the same transaction will be given the same transaction number. If documents should not be grouped, you will need to file in separate sessions. All PDF documents need to be in searchable text format (optical character recognition (OCR) format) to comply with ADA requirements or your document(s) will be rejected.

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

```
                              Drop files here
```

| Select File | | Please select file(s) to upload. |

Uploaded Files

Application for Confidential Designation: application for confidential designation.pdf	OK ☑ Edit details ⊗ Remove file
🔒 Confidential doc 1.pdf	OK ☑ Edit details ⊗ Remove file
🔒 Confidential doc 2.pdf	OK ☑ Edit details ⊗ Remove file

Continue to Review & Submit   Cancel and Return to Previous Page

f. **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.

3. Upon **successful submission** of the files, the system will provide an onscreen message. Next, **click Continue**.
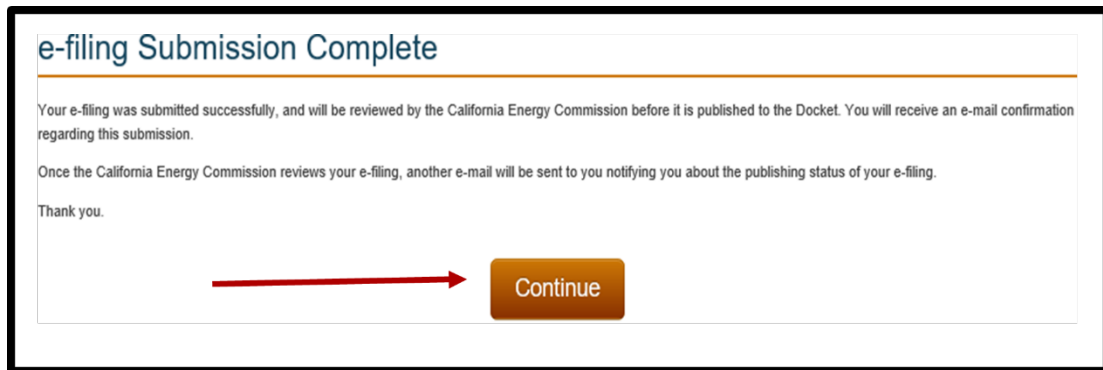
a. When you click on the **Continue button**, you will be redirected to the Dashboard. A **green highlighting**, a message confirming your filing will be displayed. Your filing will also show up in Your Recent Filing e-filing Activity list.

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

Dear John Q. Public

Your 3 confidential e-filing(s) were successfully submitted to Docket Number **14-AFC-01**, and will be reviewed by the Docket Unit.

The following file(s) were submitted:

- Title: **Application for Confidential Designation**
  4 page(s)
  Document Type: Document

- Title: **Confidential Document One**
  12 page(s)
  Subject(s): Cultural Resources
  Document Type: Document

- Title: **Confidential Document Two**
  2 page(s)
  Subject(s): Biological Resources
  Document Type: Document

Another e-mail will communicate the results of the Docket Unit's review.

Thank you.
09/16/2019 10:41:39.407

4. **If the Docket 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**.

Dear John Q. Public,

Your 2 confidential filing(s) submitted on 9/16/2019 11:55:55 AM, to Docket Number 14-AFC-01, have been approved by Dockets staff.

The Application for Confidential Designation associated with your filing(s) has been published to the California Energy Commission website:

The following other document(s) included in your confidential filing are now awaiting confidentiality review:

- Title: **Confidential Document One**
  12 page(s)

- Title: **Confidential Document Two**
  2 page(s)

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

a. After the Docket 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.

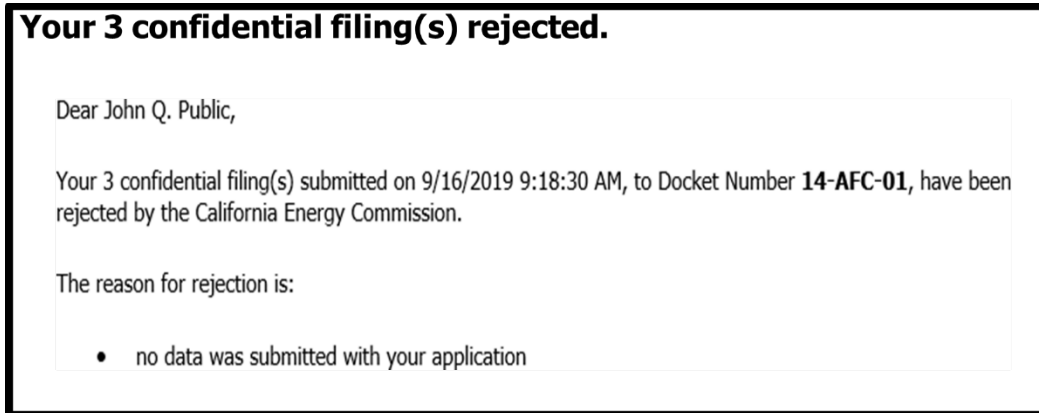5. If the Docket Unit staff "**Rejects**" the Application for Confidentiality, the entire filing will be removed from the system, and you will **receive an email reflecting the reason** for the rejection as shown below:

Your 3 confidential filing(s) rejected.

Dear John Q. Public,

Your 3 confidential filing(s) submitted on 9/16/2019 9:18:30 AM, to Docket Number **14-AFC-01**, have been rejected by the California Energy Commission.

The reason for rejection is:

- no data was submitted with your application

III   Creating a PDF

1. To save your work as a PDF in Microsoft Word, Google Docs, Apple Pages, or other word processors involves pretty much the same steps:
   a. **Open** the document you want to save as a PDF.
   b. **Click** on the **File tab**.
   c. In Word, click **Save As | PDF** from the drop-down menu.
   d. In Google Docs, click File | Download | PDF.
   e. In Pages, it's File | Export to | PDF.
   f. In the file name box**, .pdf will automatically appear** at the end of your file name.

2. You can **save** a document as a PDF by clicking **File | Print**. An option for Print Preview will appear.
   a. Under Printer, change it from your computer printer, such as Epson, Canon, or HP, to PDF.
   b. Click Print and it will **save the file as a PDF** on your computer.

IV   Making a PDF Searchable

1. Using Adobe:
   a. **Open** Adobe Acrobat/Adobe Acrobat Pro on your computer.
   b. **Click** Open.
   c. Find and select the document you want to make searchable, then **click Open**.
   d. Head to Tools and select **Recognize Text**.

    e. Press **PDF Output Style Searchable Image**.
    f. Select **OK**.
    g. You can search the web/internet for other options.

V   Checking to make sure a PDF is Searchable

1. Making sure your **PDF is searchable**.
   a. 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.**
   b. **If text highlights, it is searchable**.
   c. Open the PDF in Adobe Acrobat,
   d. then select the "Edit" menu > "Select All". This will select all of the text in the file.
   e. If nothing is selected, there is no text, and the file isn't searchable.