



California Energy Commission Docket Proceedings

Public User's

“Step-By-Step” Guide

Confidential E-Filing Procedure

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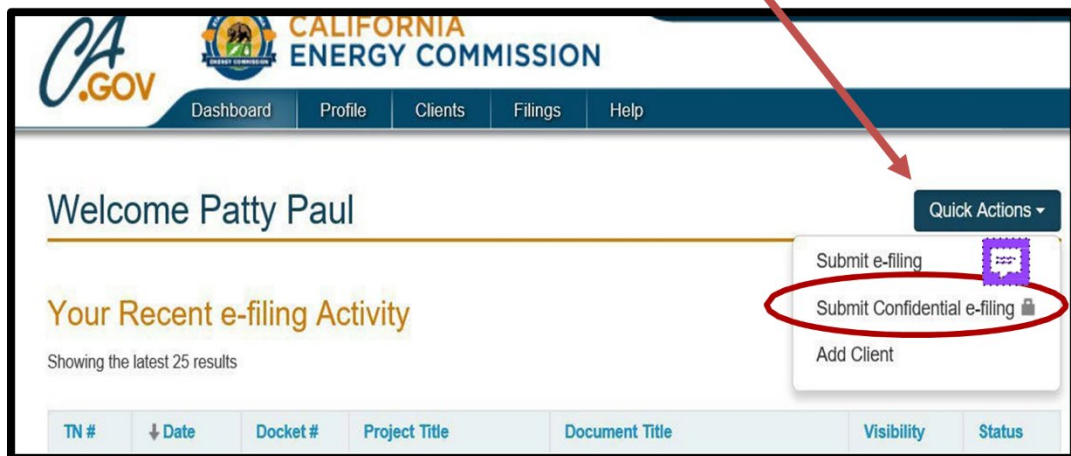
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I IMPORTANT Information

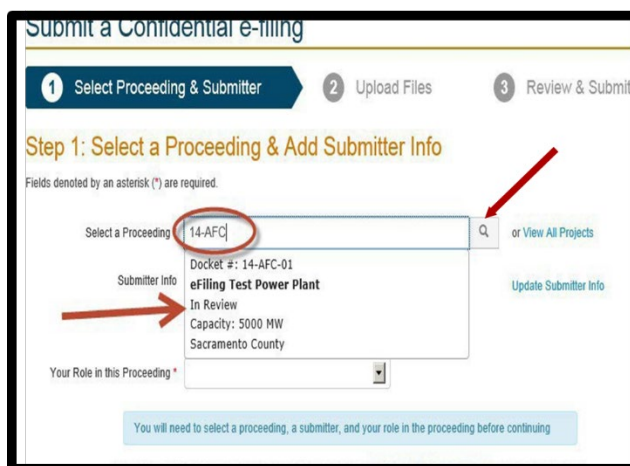
1. The Energy Commission system **does not delete or remove documents** once they have been accepted (docketed) by the system. Check your document carefully before submitting your document to the system.
2. Contact Information: **docket@energy.ca.gov**
3. Docket is available during business hours: **8am-5pm**, 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.

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

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

CA .GOV CALIFORNIA ENERGY COMMISSION

Welcome Tiffani Winter | energy.ca.gov | Logout

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 *

You will need to be the role in the proceeding before continuing

Applicant
Applicant Consultant
Applicant Representative

- d. 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 * eFiling Test Power Plant or View All Projects

Submitter Info Bill Jones
Energy Analysis Corporation
CA Update Submitter Info

Your Role in this Proceeding * Applicant Consultant

Select a Client * ABC Powerplant, Sunny Solar, LLC or View All Clients

Continue to Upload Files Cancel and Return to Previous Page

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

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

Continue to Upload Files Cancel and Return to Previous Page

- 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**.

The screenshot shows the 'Submit a Confidential e-filing' interface. At the top, there are three steps: 1. Select Proceeding & Submitter, 2. Upload Files (highlighted), and 3. Review & Submit. Below the steps, the title 'Step 2: Upload Your Documents' is displayed. A note states 'Fields denoted by an asterisk (*) are required.' Below this, there is a dropdown menu labeled 'Select your Application for Confidential Designation *:' with a 'Browse...' button next to it. A red arrow points to the 'Browse...' button. Below the dropdown, there is a link for 'File Requirements' and an 'Upload and Continue' button.

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

The screenshot shows the same 'Submit a Confidential e-filing' interface as before, but with the 'File Requirements' dropdown menu open. A red circle highlights the requirements: 'File Requirements', 'Maximum file size: 30 MB.', and 'Allowed file types: pdf, doc,'. A red arrow points to the 'File Requirements' link.

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

Submit a Confidential e-filing

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

Step 2: Upload Your Documents

Fields denoted by an asterisk (*) are required.

Select your Application for Confidential Designation *:

C:\Documents and Settings\twinter\Desktop\Application for Cot Browse...

File Requirements

Upload and Continue

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

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.
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

Details Required Edit details Remove file

You will need to edit details of the uploaded files before continuing. Cancel and Return to Previous Page

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

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.
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.
- 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

2 file(s) in queue

Confidential doc 2.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document) - 11.86 kb (pending)	Remove
Confidential doc 1.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document) - 11.86 kb (pending)	Remove

Upload

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

- 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:

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.
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.
- 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	Details Required Edit details Remove file
Confidential doc 1.pdf	Details Required Edit details Remove file
Confidential doc 2.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

- 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.

Update File Details

Fields denoted by an asterisk (*) are required.

File Name: application for confidential designation.pdf

Title *: Application for Confidential Designation
88 Character left out of 128

Document Description:
1024 Character left out of 1024

Subject(s): Cultural Resources x
select one or more
Clear Select All

Document Type: Document

Pages: 4

Confidentiality Sunset Date *:
☒ Indefinite - Please provide justification in the Notes field

Addressed To: CEC/Drew Bohan |
114 Character left out of 128

Notes:

Update File Details Cancel

- 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:

- 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.
*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.*
- 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.

Step 3: Review Your e-filing

Your Filing

Selected Proceeding
14-AFC-01 eFiling Test Power Plant

Selected Submitter
California Energy Commission

Edit

Your Documents

Document # 1 - Application for Confidential Designation

Title: Application for Confidential Designation

Document Description:

Filename: [application for confidential designation.pdf](#)

4 page(s)

Subject(s):

Document Type: Document

Notes to CEC:

Edit details Remove file

Document # 2

Title: Confidential Document One

Document Description:

Filename: [Confidential doc 1.pdf](#)

12 page(s)

Subject(s): Cultural Resources

Document Type: Document

Notes to CEC:

Edit details Remove file

Document # 3

Title: Confidential Document Two

Document Description:

Filename: [Confidential doc 2.pdf](#)

2 page(s)

Subject(s): Biological Resources

Document Type: Document

Notes to CEC:

Edit details Remove file

☐ This docket may be set to group filings made within a certain period together to reduce the number of e-mails that parties and listserv subscribers receive. Check this box to request that your document(s) be distributed immediately after approval for filing.

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

- am legally authorized to submit the accompanying comments or documents,
- have received any required licenses with respect to any copyrights or trademarks applicable to the accompanying documents,
- have determined that the accompanying documents comply with the Energy Commission's guidelines for appropriate submissions, and
- 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://www2.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf

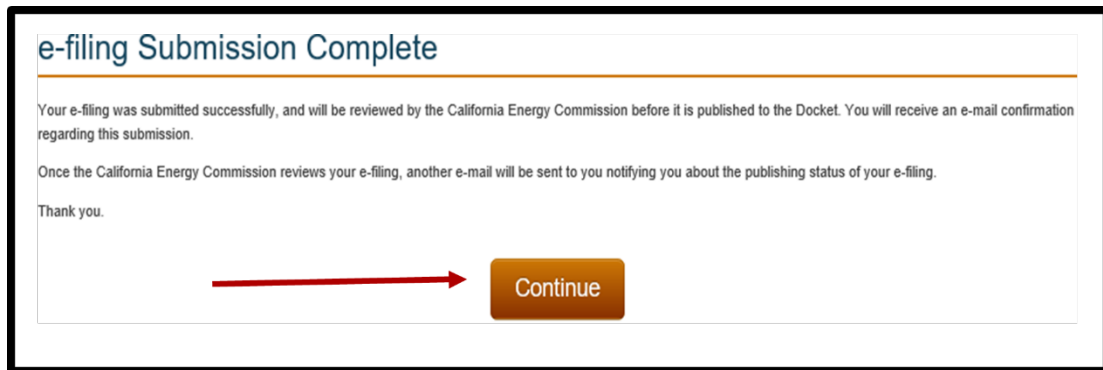
I Agree & Submit

Cancel and Return to Previous Page

(Revised July 2025)

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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.

Dashboard | Profile | Clients | Filings | Help

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

Welcome **Patty Paup** Public [Quick Actions](#)

Your Recent e-filing Activity

Showing the latest 25 results

TN #	↓ Date	Docket #	Project Title	Document Title	Visibility	Status
	9/16/2019	14-AFC-01	eFiling Test Power Plant	Confidential Document Two Biological Resources 2 page(s)	Confidential	Pending
	9/16/2019	14-AFC-01	eFiling Test Power Plant	Confidential Document One Cultural Resources 12 page(s)	Confidential	Pending
	9/16/2019	14-AFC-01	eFiling Test Power Plant	Application for Confidential Designation 4 page(s)	Confidential	Pending

- 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:

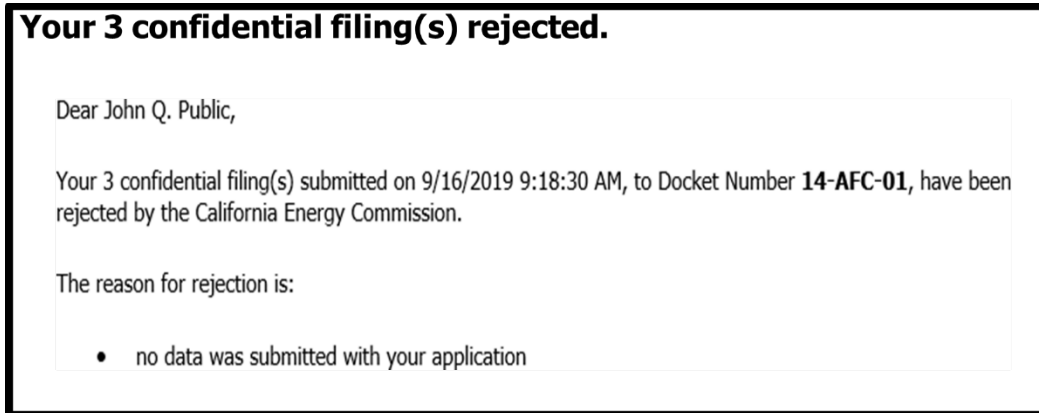
The following other document(s) included in your confidential filing are now awaiting confidentiality review:

- 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:



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.