

California Energy Commission E-Filing Document System (eCRMS)

Document E-Filing Process Step-By-Step Guide



California
ENERGY COMMISSION



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1.0 IMPORTANT Information

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

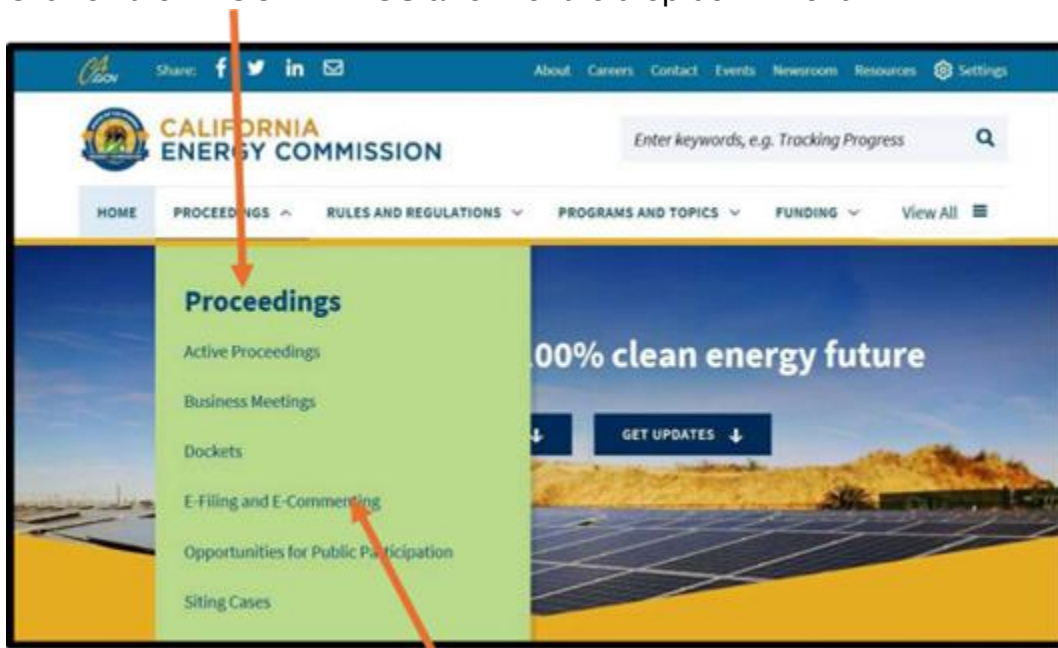
1.1 CONTACT Information

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

2.0 Accessing the System

Go to the [California Energy Commission](https://www.energy.ca.gov/) (<https://www.energy.ca.gov/>) homepage.

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. Click on “E-File Document for a Proceeding” in the POPULAR LINKS box.



3.0 Account Creation and Profile Maintenance

The e-Filing system is for use by all proceedings (Dockets) by power plant license Applicants, recognized Intervenor, submitters, and Energy Commission staff to file documents in a proceeding.

1. The system will take you to the Log-In screen shown below.

The screenshot shows the California Energy Commission's e-Filing system login page. At the top, there is a header with the CA.GOV logo and the California Energy Commission name. Below the header is a navigation bar with links: Home, About Us, Analysis & Stats, Efficiency, Funding, Power Plants, Renewables, Research, and Transportation. A pink banner at the top of the main content area says "Please log in". The central part of the page is a light blue box titled "Log In". It contains two input fields: "Email" and "Your Password". Below these fields are two buttons: "Sign In" and "Forgot your password?". At the bottom of the light blue box, there is a link "Don't have an account?". Below the light blue box is a button labeled "Register as a New User".

2. You will be required to **Log In** with an account to proceed.
 - a. 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. The first time you log in, you will need to Register as a New User.
 - b. 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.
 - c. 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.
 - d. You will also be required to verify a CAPTCHA to ensure the profile is being created by a person and not by automated scripts. You will need to check the box next to "I'm not a Robot". A screen may pop up asking you to verify specific pictures. Upon approval, you will get a green checkmark in the box.
 - e. After you agreed 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.

- 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.

- You will also receive an email confirming the setting up of your account.

3.1 Lost Password

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



1. Next, the system will prompt you to enter your registered email address.
2. The system will ask for the answer to the security question you set up when creating your account. Click **Submit**.
3. Next, you will see a pop-up (shown below) letting you know that a new password has been emailed to you with further instructions.
4. If you do not have access to your email address, you will need to create a new account. **If the email address is forgotten**, the user will need to contact the Docket Unit Staff to obtain this information. docket@energy.ca.gov.

3.2 To REMOVE hyperlinks or links from your comment

Active hyperlinks may present security risks and are not permitted in comments submitted to the California Energy Commission's docketing system. Any document with active hyperlink submitted to the docketing system will be rejected.

1. Please follow these directions:
 - a. To remove the hyperlink from a WORD document:
 - b. Right click the link and select "Remove Hyperlink"
 - c. You can remove all hyperlinks by pressing "Ctrl+A" to select ALL, and press "Ctrl+Shift+F9."
2. Sanitize PDFs in Acrobat Pro
Learn how to remove sensitive and hidden information from your PDFs using Acrobat Pro. PDF documents may contain hidden information that you may not want to share when distributing or publishing it. This can include metadata, comments, hidden layers, and other sensitive content. In Acrobat Pro, you can sanitize PDFs to ensure that all hidden and potentially sensitive information is removed before sharing.
3. Redact visible content:
 - a. Select All tools > Redact a PDF.
 - b. From the left pane, select Sanitize document.
 - c. In the dialog box that opens, select Remove all.
 - d. Specify a filename and location to save the sanitized PDF.
 - e. Select Save.

4. Find and redact hidden content:
 - a. Select All tools > Redact a PDF.
 - b. From the left pane, select Sanitize document.
 - c. In the dialog box that opens, select Selectively remove.
 - d. In the Hidden Information panel, check the boxes next to items you want to remove.
 - e. Select Remove.
 - f. Save the file to permanently remove the selected content.

You can use other programs such as PDFQ or AvePDF.

3.3 E-Filing a Document(s)

The process of e-filing **involves** three steps:

1. **Select the proceeding** (Docket Number) and your role in the proceeding.
2. **Upload one or more files** and add descriptive information (metadata) for each file; and
3. **Reviewing the document(s)** and accepting the terms and conditions for submission.

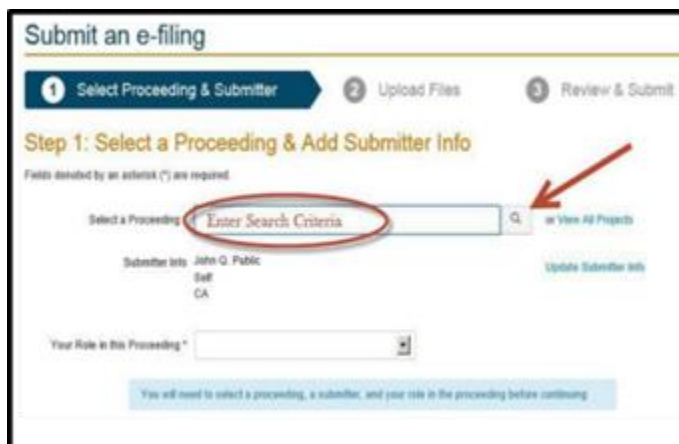
After you Log In, you will be able to select a proceeding and set your role.

When you Log In, you will come to the custom welcome screen, also known as the Dashboard.

From the Quick Actions dropdown menu, you will select **Submit e-filing**.



1. The first step is to **Select a Proceeding & Submitter**. To select a proceeding (docket number), enter a few consecutive characters in the proceeding name and click on the magnifying glass search icon. Alternatively, click on the View All Projects link to select from a list or enter the Docket Number in the proceeding name.



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

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 40.5MW 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

- b. 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 View All Projects

Submitter Info John G. Public, JGP, CA Update Submitter Info

Your Role in this Proceeding *

- Applicant
- Applicant and Consultant
- Applicant Representative

- c. If you choose a Representative or Consultant Role, you will also need to Select 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 * eFiling Test Power Plant View All Projects

Submitter Info T. Water Eng, Water and Associates, 100 10th St, Suite 20, Sacramento, CA 95833 Update Submitter Info

Your Role in this Proceeding * Applicant Representative

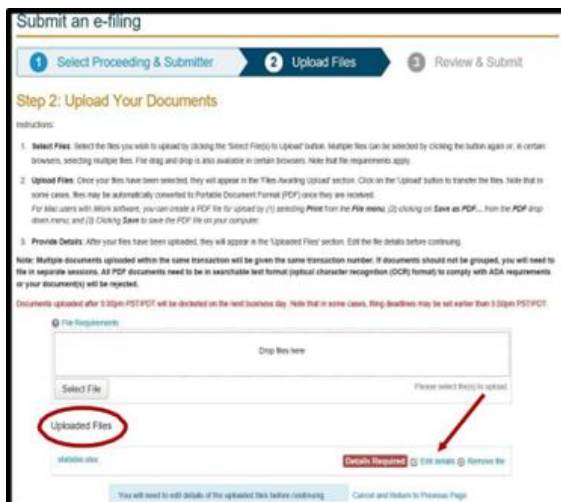
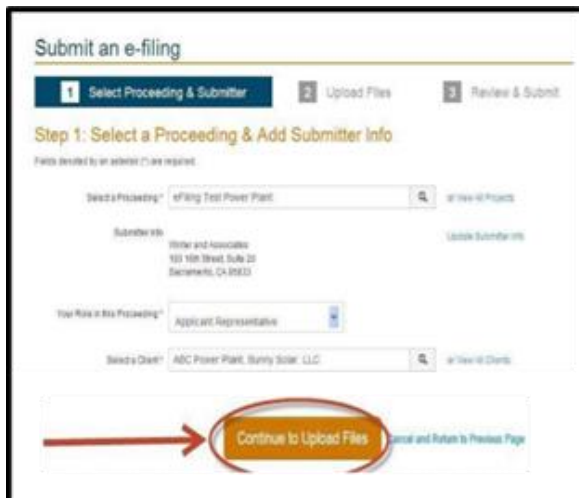
Select a Client *

- ABC Powerplant, Sunny Solar, LLC, 123 Sunny Drive, Sacramento, CA 95833

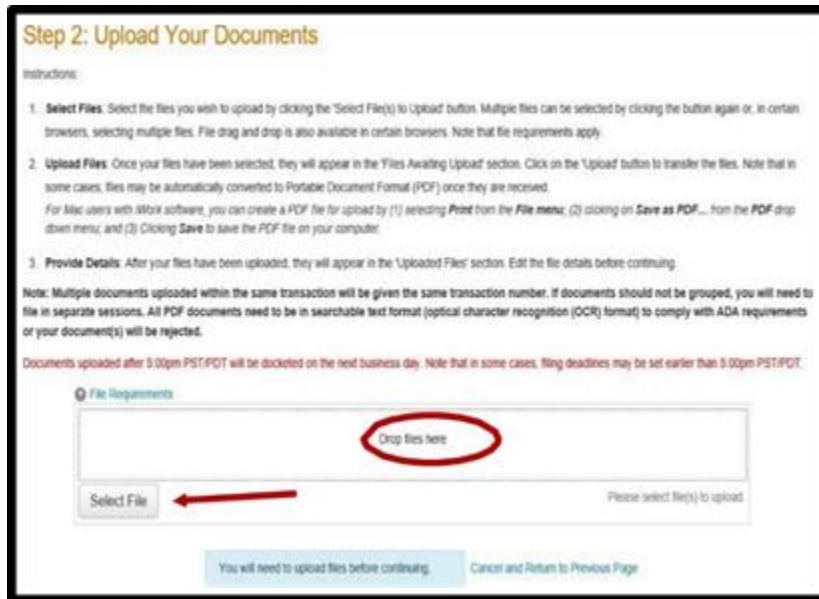
d. First, you will need to add your client's name to the Client's tab on the dashboard.



2. You will proceed to the second step by clicking the **Continue to Upload Files** button. The second step is to **Upload Files**. You may upload as many file(s) as you need up to 30MB per file.



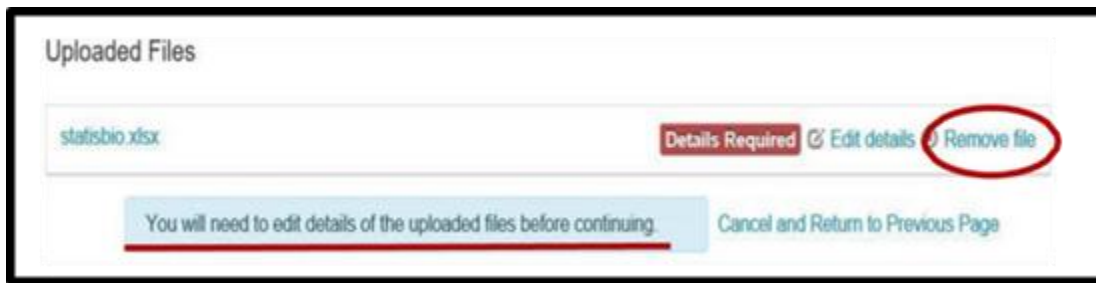
- a. **NOTE:** Password protected documents and zip files are not accepted and will be rejected.



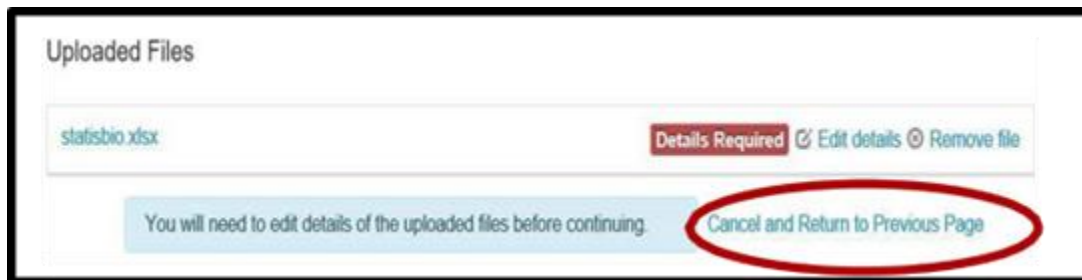
3. Upload your documents by clicking on Select File(s) to Upload. You will browse out to your local computer or device to select the document(s) you wish to upload. Alternatively, you can drag and drop files into the Drop Files Here box.
4. After you select your document, it will appear in the **Files Awaiting Upload** (shown below). To complete the process of selecting your document for uploading you will click **Upload File(s)**.



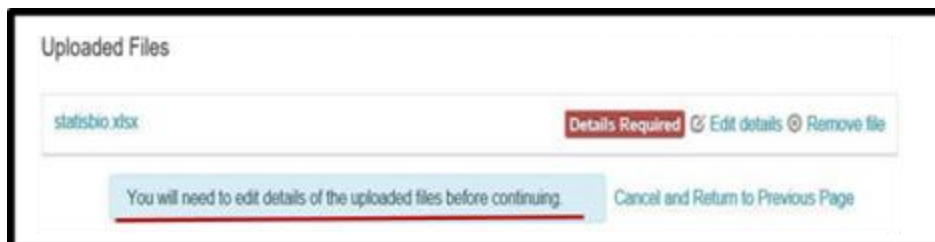
5. After you click the **Upload File(s)** button, the file will appear in the **Uploaded Files** area as shown below:
- a. If you have selected a wrong file or want to remove a file before providing details, then you click on the **Remove file** button beside the file name, and the file will be removed from the **Uploaded Files** list.



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



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



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

metadata fields.

Update File Details

Fields denoted by an asterisk (*) are required.

File Name: statbio.xlsx

Title *: Bio Statistics (114 Character left out of 128)

Document Description: (1024 Character left out of 1024)

Subject(s): Biological Resources (113 Character left out of 128)

Document Type: Document

Pages:

Addressed To: CEC/Docket Unit (113 Character left out of 128)

Notes:

Update File Details Cancel

*File Details are required (tips to populate below).

- a. **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 Cap
 - b. **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).
 - c. **Subject:** If you know the subject(s) that apply to the filing you can add them from the procreated drop-down list in this field. You can add as many subjects as needed.
 - d. **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.”
 - e. **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/Docket Unit”.
 - f. **Notes:** This field is for the Submitter or Docket Staff to input any pertinent notes about the filing.
8. 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

Fields denoted by an asterisk (*) are required.

File Name: statisticks.xlsx

Title: 114 Character left out of 128

Document Description: 1024 Character left out of 1024

Subjects: 36

Document Type:

Pages:

Addressed To: 113 Character left out of 128

Notes:

[Update File Details](#) [Cancel](#)

9. After you have entered the file details and the labels of all the uploaded files read **OK**, you move to the next page by clicking the **Continue to Review and Submit** button.
10. 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.

Uploaded Files

statisticks.xlsx [OK](#) [Edit details](#) [Remove file](#)

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

Submit an e-filing

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

Step 3: Review Your e-filing

Your Filing

Selected Proceeding: 16-AFC-01 eFiling Text Power Plant Selected Submitter: California Energy Commission [Edit](#)

Your Documents

Document # 1
Title: Bio Statistics
Document Description:
Filename: statisticks.xlsx
Language:
Document Type: Document
Notes to CEO:

☐ This docket may be set to group filings made within a certain period together to reduce the number of e-mails that parties and follow-up 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:

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) 654-3851. For the instructions and form for requesting a document be given confidential status, see <http://ceec.energy.ca.gov/ceec/counsel/counseling/CEC13.pdf>

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

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



12. The system will also **send a confirming email notification** to your registered email address.
13. 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.



14. Once the Docket unit staff approves the document, you will receive a confirming email with a link to your docketed document.

Dear John Q. Public,

The following 1 Document(s) that you submitted to the California Energy Commission (Docket Number **14-AFC-01**) were approved and published to the California Energy Commission website:

- Docket Number: 14-AFC-01
Project Title: eFiling Test Power Plant
TN Number: 229732
Title: Bio Statistics
Description:
Filer: Patty Paul
Organization: California Energy Commission
Role: Commission Staff
Submission Date: 9/13/2019 11:27:06 AM
Docketed Date: 9/13/2019
Subject(s): Biological Resources
Submission Type: Document
Page(s):

Thank you.
09/13/2019 11:27:40.832

15. If the Docket Unit staff **rejects** the comment or document, 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:

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 the 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:

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

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:

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

You can search the web/internet for other options.

4.2 Checking to make sure a PDF is Searchable

Making sure your PDF is searchable.

1. 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.
2. 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.