

# ENTERING ELIGIBLE ENERGY RESOURCE APPLICATIONS IN DELAFILE

Version 2.0    August 25, 2015

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# Process Overview

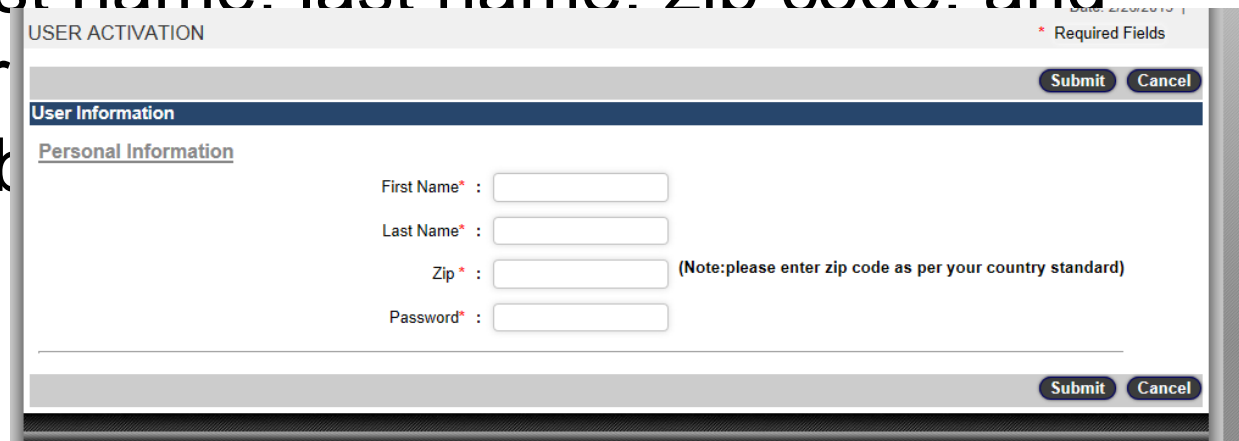
3

- ❑ “Welcome Email” from PSC Staff
- ❑ Go to the DE PSC DelaFile Website – <https://delafile.delaware.gov>
- ❑ Activate account with information provided in the DelaFile email – you will only have to do this step 1 time
- ❑ Login as primary contact with the **Email ID and Password provided by PSC Staff**
- ❑ E-file the Application with all required attachments
- ❑ Submit payment through the Payment

# Activate User Account

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- The Company will get an email that they have been registered and they will need to log in with the credentials listed – this is only done one time
- Click the activate your account link
  - Enter first name. last name. zip code. and password
  - Click submit

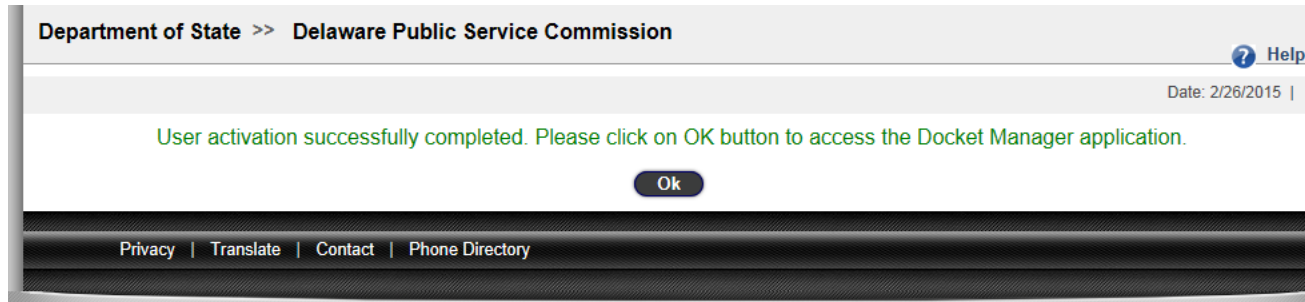


The screenshot shows a web form titled "USER ACTIVATION" with a "Date: 2/26/2015" in the top right corner. A red asterisk and the text "\* Required Fields" are in the top right. The form has a "Submit" button and a "Cancel" button in the top right. Below the title bar, there is a section titled "User Information" with a sub-section titled "Personal Information". The form contains four input fields: "First Name\*", "Last Name\*", "Zip\*", and "Password\*". The "Zip\*" field has a note: "(Note: please enter zip code as per your country standard)". At the bottom of the form, there are "Submit" and "Cancel" buttons. The footer of the page contains the text "Privacy | Terms | Contact | Blog | Directory".



# User Activation

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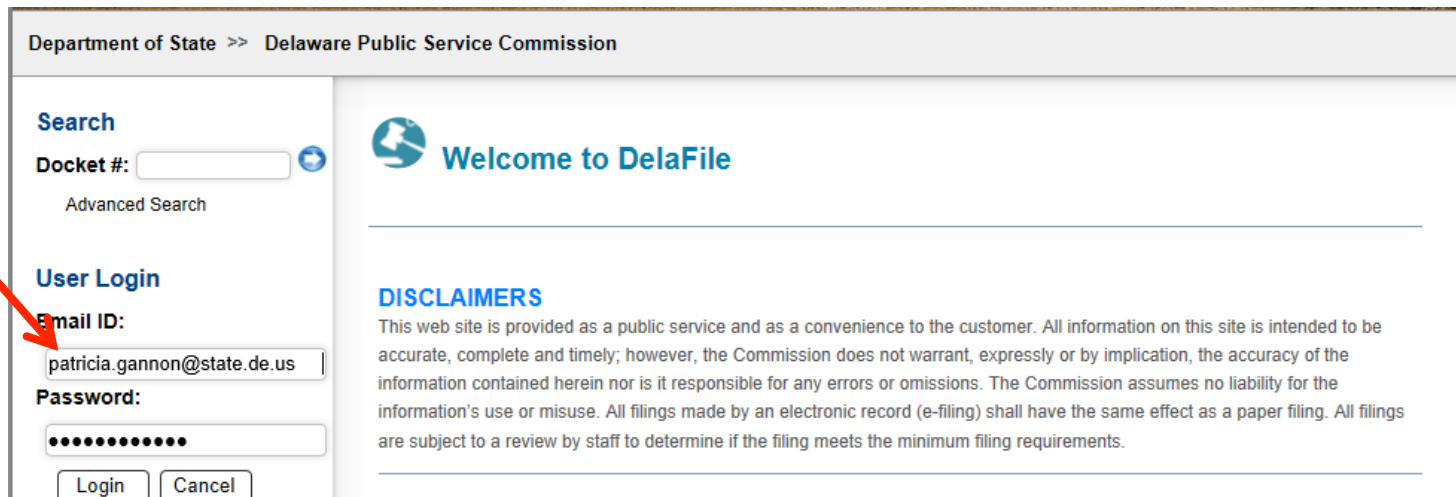


- Click Ok
  - ▣ The Company can now sign in to DelaFile with the Email ID and PSC assigned password
  - \*\*Please DO NOT Change the password until advised by Staff to do so**


# Login & E-File the Application

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- Login with the email address and password provided by PSC Staff



Department of State >> Delaware Public Service Commission

**Search**  
Docket #:    
Advanced Search

**User Login**  
Email ID:   
Password:

 **Welcome to DelaFile**

**DISCLAIMERS**  
This web site is provided as a public service and as a convenience to the customer. All information on this site is intended to be accurate, complete and timely; however, the Commission does not warrant, expressly or by implication, the accuracy of the information contained herein nor is it responsible for any errors or omissions. The Commission assumes no liability for the information's use or misuse. All filings made by an electronic record (e-filing) shall have the same effect as a paper filing. All filings are subject to a review by staff to determine if the filing meets the minimum filing requirements.

# E-File the Application

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- Click on Docket Filing selection

Department of State >> Delaware Public Service Commission

Menu | Home | Advanced Search | Things To Do | Content Search | Patricia Gannon as Case Manager Date: 7/16/2014 Logout

User Management +  
Inbox +  
E-Filing -  
    Docket Filing  
    Report Filing  
    Subsequent Filing  
    View Staff Assignment  
    Intervention Request  
Agenda Management +  
Reports +  
Mail Log +  
Adhoc Reports +

23 Complaint 0  
23  
0 Tariff 0  
0 Inquiry Item 0

Task Description	Priority	Due Date	Status	Edit	
<a href="#">Filing #</a>	<a href="#">Utility Company</a>	<a href="#">Filing Type</a>	<a href="#">Filing Status</a>	<a href="#">Submitted Date</a>	<a href="#">Action</a>
<a href="#">14-0311</a>	CMI Solar Electric, Inc	Certification for Eligible Energy Resource	Filing Received	7/15/2014	<a href="#">View</a>

# E-File the Application

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- ❑ Select Utility Type: Renewable
- ❑ Select Type of Docket: Certificate for Eligible Energy Resource (this is for an initial certification)
- ❑ Select the name of the Utility Company from the drop down
- ❑ The default date is today's date

The screenshot shows a web form titled "Docket Type" with a header bar containing "Save", "Continue", and "Cancel" buttons. The form contains the following fields:

- Utility Type \*: Renewable
- Type of Docket \*: Certification for Eligible Energy Resource
- Docket Sub Type \*: Initial Application
- Utility Company \*: Sun Spot Solar
- Date Filed : 12/05/2014

Below the "Docket Type" section is a "Docket Information" section with a text input field containing "In The Matter Of".

# E-File the Application

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- Enter the docket caption using the same format shown in the example
  - IN THE MATTER OF THE APPLICATION OF **WILSON SOLAR** AS AN ELIGIBLE ENERGY RESOURCE UNDER THE DELAWARE RENEWABLE ENERGY PORTFOLIO STANDARD (FILED **FEBRUARY 24, 2015**)
    - Bolded type is used only to indicate areas of the caption that will change according to the information for that particular system (name of system and date filed)

□ Type in Docket Description (Initial Application)

□ Click

The screenshot displays a web form for filing an application. It is divided into two main sections: 'Docket Information' and 'Docket Description'.

**Docket Information**

- Docket Caption\***: A text box containing the example caption: "IN THE MATTER OF THE APPLICATION OF WILSON SOLAR AS AN ELIGIBLE ENERGY RESOURCE UNDER THE DELAWARE RENEWABLE ENERGY PORTFOLIO STANDARD (FILED FEBRUARY 24, 2015)".
- Associated Docket**: A text box for entering related docket numbers, with a button labeled "Add Related Docket Number" next to it.
- Appeal Number**: A text box for entering the appeal number.
- A red note below the Associated Docket field states: "User can add multiple docket numbers by a comma separator."

**Docket Description \***

- A text box containing the text: "Initial Application".

# E-filing Contact

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- You should see a screen that says Add e-filing Contact this section is not required, you can click attach documents and move on

The screenshot shows a web form titled "Add E-Filing Contact". At the top right, there is a navigation bar with "E-File Energy" and "Primary Contact" tabs, a date "Date: 2/20/2019", and a "Logout" link. Below the title bar, there is a row of buttons: "Back", "Clear", "Save", "Attach Documents", and "Cancel". The form fields are as follows:

- Title : --Select-- (dropdown)
- First Name \* : (text input)
- Middle Initial : (text input)
- Last Name \* : (text input)
- Suffix : --Select-- (dropdown)
- Country \* : USA (dropdown)
- Street Address \* : (text area)
- Zip \* : (text input)
- State \* : Delaware (dropdown)

A red asterisk and the text "Required Fields" are located at the top right of the form area.

# Attach Documents

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- Click the Attach button

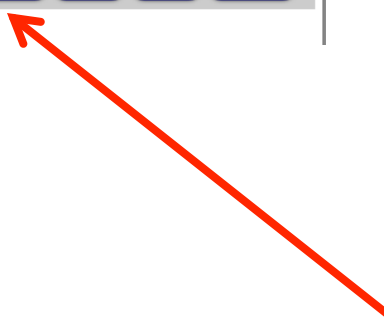
Department of State >> Delaware Public Service Commission Help

[Menu](#) | [Home](#) | [Advanced Search](#) | [Things To Do](#) | [Content Search](#) Patricia Gannon as Case Manager Date: 7/16/2014 [Logout](#)

Attach Documents

Document Details						
Attachment Name	Security Level	Document Type	Added By	Comments	Date of submission	Action View Delete

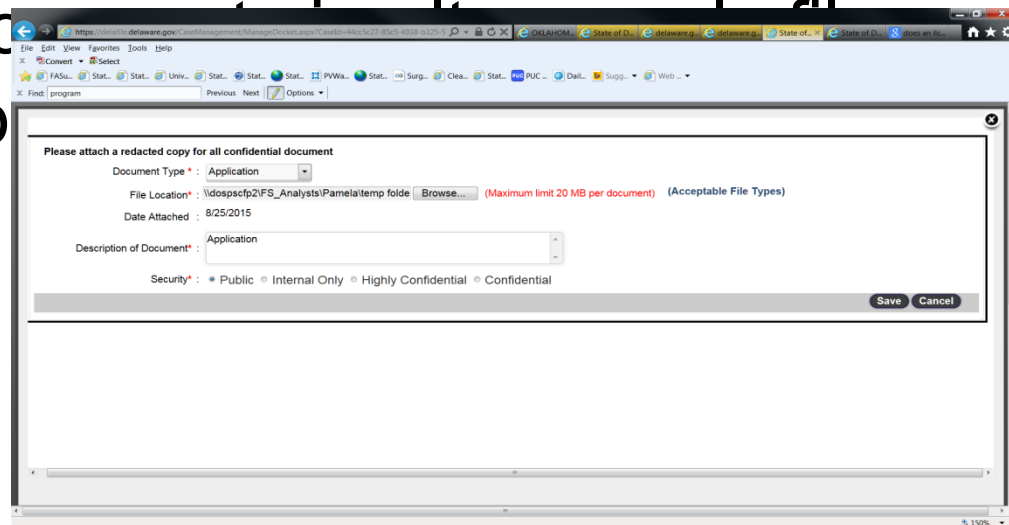
Attach Back Save Cancel



# Guidelines for Attachments

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- If there is a cover letter or cover sheet file this separately under document type: Other
- Select **Public** as the security level for all documents filed. Security level should be Public unless the document meets the requirements of Section 1001-1.11 of the 26 Del. Admin. C. §1001 then you redacted, public
- Click Save



The screenshot shows a web browser window with a form titled "Please attach a redacted copy for all confidential document". The form contains the following fields and options:

- Document Type:** A dropdown menu with "Application" selected.
- File Location:** A text field showing the path "I:\dospscp2\IFS\_Analysts\Pamela\temp folde" followed by a "Browse..." button. A note in parentheses says "(Maximum limit 20 MB per document) (Acceptable File Types)".
- Date Attached:** A text field showing "8/25/2015".
- Description of Document:** A text field with "Application" entered.
- Security:** Radio buttons for "Public", "Internal Only", "Highly Confidential", and "Confidential". The "Public" option is selected.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.



# Attach Documents- Overview

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- Select Document Type from dropdown (Application)
- Attach file from your computer
- System auto populates date attached
- Add Description of Document (Application or Other); This will show to public
- Choose Document Security ( **Choose Public**) - The Security level defaults to Public
- Click Save

The screenshot shows a web browser window with the URL <https://detailer.delaware.gov/CaseManagement/ManageDocket.aspx?CaseId=44cc5c77-85c5-4938-b325-1>. The browser's address bar and tabs are visible at the top. Below the browser window, a form is displayed with the following fields and options:

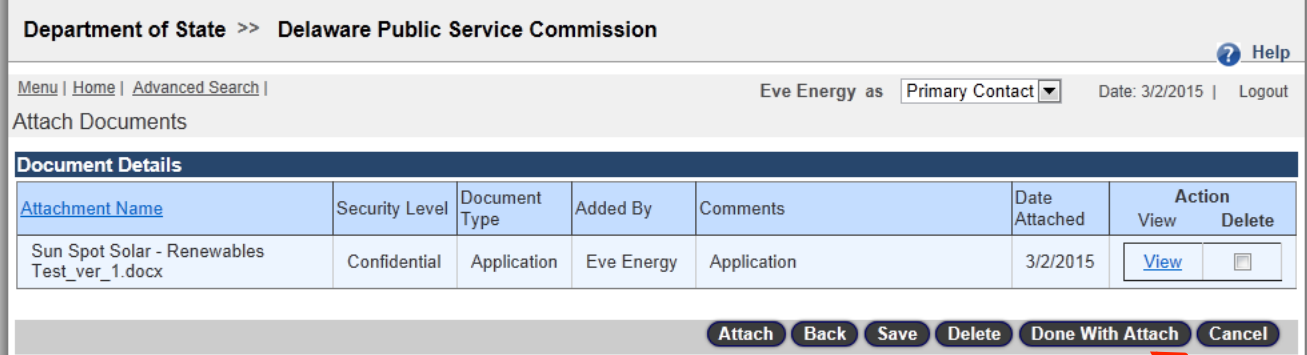
- Please attach a redacted copy for all confidential document**
- Document Type\***: A dropdown menu with "Application" selected.
- File Location\***: A text field containing the path `\\dospsccp2\F5_Analysts\Pamela\temp folder`, followed by a "Browse..." button. To the right, there is a note: "(Maximum limit 20 MB per document) (Acceptable File Types)".
- Date Attached**: A text field containing the date "8/25/2015".
- Description of Document\***: A text field containing the word "Application".
- Security\***: A set of radio buttons with four options: "Public" (selected), "Internal Only", "Highly Confidential", and "Confidential".
- Buttons**: "Save" and "Cancel" buttons are located at the bottom right of the form.

# Attach Documents Screen

14

- System displays the attach documents screen
- If you are finished attaching documents, click Done With Attach
- If you need to attach another document, click Attach
- If you want to delete the document, click Delete
- If something is incorrect, click the Back

but  
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are



Department of State >> Delaware Public Service Commission

Menu | Home | Advanced Search | Eve Energy as Primary Contact Date: 3/2/2015 | Logout

Attach Documents

Document Details						
Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action
Sun Spot Solar - Renewables Test_ver_1.docx	Confidential	Application	Eve Energy	Application	3/2/2015	<a href="#">View</a> <input type="checkbox"/>

Attach Back Save Delete Done With Attach Cancel

S

# Attach Documents – Multiple Docs

15

- Attach one document at a time
- Fill out the Attach Document fields for each document
- Security level should be Public unless the document meets the requirements of Section 1001-1.11 of the Rules then you must simultaneously file a redacted, public
- Click S

Attach Documents

Please attach a redacted copy for all confidential document

Document Type\* : General Correspondence

File Location\* : F:\PatriciaG\My Pictures\boat.jpg  (Maximum limit 20 MB per document) (Acceptable File Types)

Date Attached : 7/16/2014

Description of Document\* : Cover Sheet for Filing

Security\* : ☐ Public ☒ Internal Only ☐ Highly Confidential ☐ Confidential

# Attach Documents – Multiple Docs


16

- System will display all the documents attached to the docket including the documents that you have attached in this session
- When you are finished attaching

Attach Documents

Document Details						
Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action View Delete
house_ver_1.jpg	Public	Application	Patricia Gannon	Application	7/16/2014	<a href="#">View</a> <input type="checkbox"/>
boat_ver_1.jpg	Internal Only	General Correspondence	Patricia Gannon	Cover Sheet for Filing	7/16/2014	<a href="#">View</a> <input type="checkbox"/>
harley_ver_1.docx	Confidential	Application	Patricia Gannon	** CONFIDENTIAL** Application of Glacial Energy	7/16/2014	<a href="#">View</a> <input type="checkbox"/>

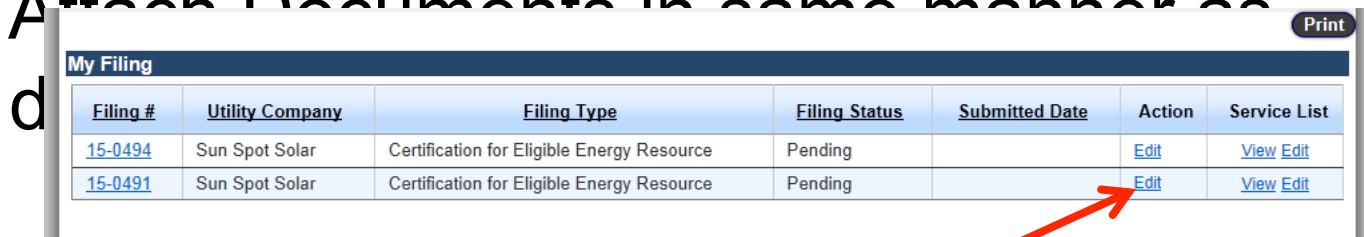
[Attach](#) [Back](#) [Save](#) [Delete](#) [Done With Attach](#) [Cancel](#)



# Supplemental Filings

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- If Staff requests that additional information be submitted in support of the application the Primary Contact can go into the filing later and attach additional documents
  - From the My Filings page click on the Edit button for the Filing
  - Click Continue
  - Attach Documents in same manner as



The screenshot shows a web interface titled "My Filing" with a "Print" button in the top right corner. Below the title is a table with the following columns: Filing #, Utility Company, Filing Type, Filing Status, Submitted Date, Action, and Service List. There are two rows of data, both for "Sun Spot Solar" and "Certification for Eligible Energy Resource" with a "Pending" status. The "Action" column for each row contains links for "Edit" and "View Edit". A red arrow points to the "Edit" link in the second row.

Filing #	Utility Company	Filing Type	Filing Status	Submitted Date	Action	Service List
<a href="#">15-0494</a>	Sun Spot Solar	Certification for Eligible Energy Resource	Pending		<a href="#">Edit</a>	<a href="#">View Edit</a>
<a href="#">15-0491</a>	Sun Spot Solar	Certification for Eligible Energy Resource	Pending		<a href="#">Edit</a>	<a href="#">View Edit</a>

# Review Docket Filing Summary

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- Summary page shows details
- If data is ok, click Pay Now button

Please review all filing details closely before clicking the PAY NOW button. Once the PAY NOW button is clicked you will not be able to make any further edits to the filing.

[Back](#) [Print](#) [Pay Now](#) [Cancel](#)

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**Docket Type**

Docket # : 14-0314  
Utility Type : Electric  
Type of Docket : Electric Supplier Certification (CPCN)  
Utility Company : Glacial Energy of Maryland, Inc.  
Date Filed : 7/16/2014

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**Docket Information**

Docket Caption : IN THE MATTER OF THE APPLICATION OF MY CONSULTING GROUP, LLC D/B/A ME & YOU CONSULTING GROUP FOR A CERTIFICATE TO PROVIDE ELECTRIC SUPPLY SERVICES WITHIN THE STATE OF DELAWARE (FILED JULY 15,2014)  
Associated Docket :  
Appeal Number :

---

**E-Filing Contact Person**

Title :  
First Name : Middle Initial :  
Last Name : Suffix :  
Country :  
Address :  
Zip :  
State :  
City :  
Phone No : Ext : Cell Phone No :  
Fax Number :  
Email ID :

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**Docket Description**

electric supplier

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**Attached Documents**

Attachments	Security Level	Document Type	Comments
house_ver_1.jpg	Public	Application	Application
boat_ver_1.jpg	Internal Only	General Correspondence	Cover Sheet for Filing
harley_ver_1.docx	Confidential	Application	** CONFIDENTIAL** Application of Glacial Energy

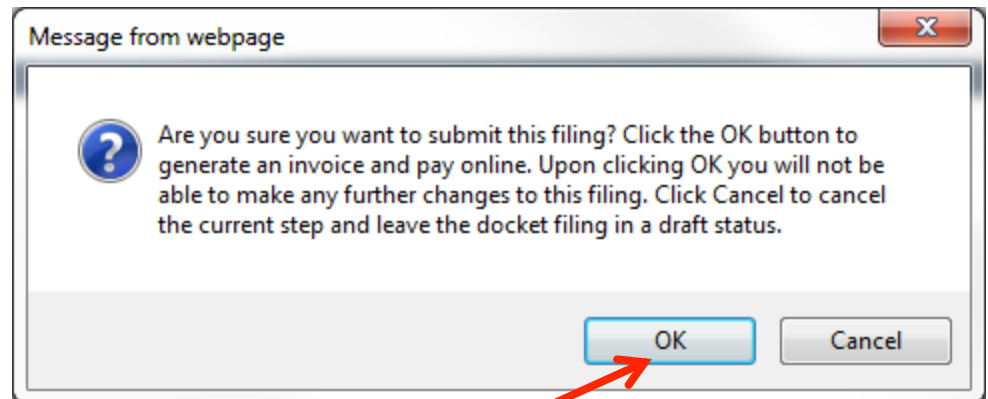
[Back](#) [Print](#) [Pay Now](#) [Cancel](#)



# Payment Screens

19

- After you click Pay Now, you will see a pop up
- Click OK




# Payment Screens

20

- System displays E-filing Invoice.
- Click Continue

E-Filing Invoice Generation \* Required Fields

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**Delaware Public Service Commission**  
861 Silver Lake Blvd., Cannon Building, Suite 100  
Dover, DE 19904

**E-Filing Invoice**

Invoice # : 2014-C-222-00300-DF  
Invoice Date : 7/16/2014  
Due Date : 7/31/2014

Glacial Energy of Maryland, Inc.  
24 Route 6A  
Sandwich, MA  
2563

Invoice Description	Remarks	Total Fee
Utility : Electric Docket Type : Electric Supplier Certification (CPCN) Docket # : 14-0314 IN THE MATTER OF THE APPLICATION OF MY CONSULTING GROUP, LLC D/B/A ME & Docket Caption : YOU CONSULTING GROUP FOR A CERTIFICATE TO PROVIDE ELECTRIC SUPPLY SERVICES WITHIN THE STATE OF DELAWARE (FILED JULY 15,2014)		50.00
ACH Service Fee		0.00
Total Amount :		50.00

- E-filing invoice payments are accepted only through online payment
- If the online payment transaction has failed or cancelled, you can complete payment through "Pay Now" link in "Invoice and Payment List" grid by searching invoice

Continue Cancel

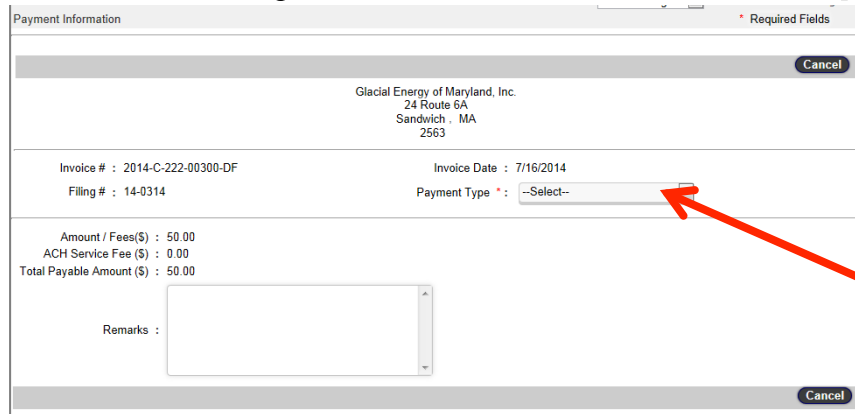




# Payment Screens

21

- ❑ System displays Payment Information Screen
- ❑ Select Payment Type: **ACH, Credit Card and input appropriate information for payment type**
- ❑ Enter any remarks necessary (optional)
- ❑ Click Pay Now
- ❑ \*\*\*Note- Payments for multiple applications can't be combined you must submit payments for each



The screenshot shows a 'Payment Information' form. At the top right, there is a red asterisk and the text '\* Required Fields'. The form contains the following fields and information:

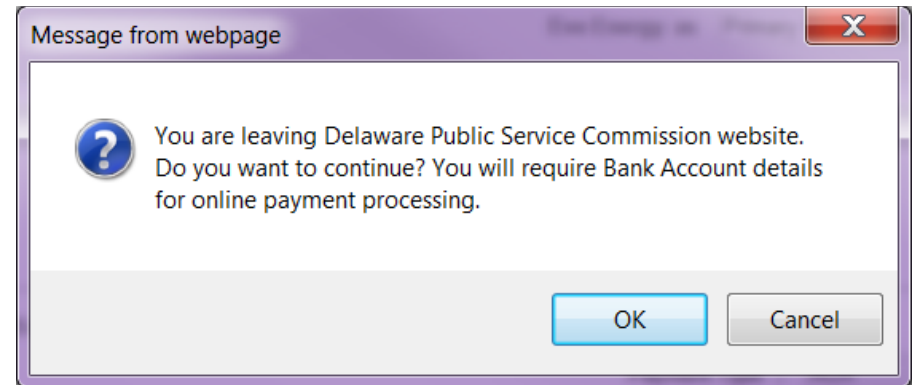
- Company Information:** Glacial Energy of Maryland, Inc., 24 Route 6A, Sandwich, MA 02563. A 'Cancel' button is to the right.
- Invoice Information:** Invoice # : 2014-C-222-00300-DF, Invoice Date : 7/16/2014, Filing # : 14-0314.
- Payment Type:** A dropdown menu currently showing '--Select--'. A red arrow points to this dropdown.
- Amounts:** Amount / Fees(\$): 50.00, ACH Service Fee (\$): 0.00, Total Payable Amount (\$): 50.00.
- Remarks:** A text area for entering remarks.

At the bottom right, there is another 'Cancel' button.

# Payment Screens

22

- Pay Now takes you out of the DelaFile System to the Payment Gateway to enter the method of payment.
- Click Submit



# Payment Gateway

23

- The name, address, and phone information automatically transfers from the filing
  - Input the Credit Card or ACH information and click submit




Delaware Public Service Commission - Electronic Payment Exchange


First Name:   
Last Name:   
Address:   
City, St, Zip:     
Work Phone:

Amount: 50.00

Credit Card ☒

Card Number:   
Expiration Date:      
CVV Value:  [Find CVV](#)



# Payment Gateway

24

- Once you click Submit you will be taken to this screen
  - At this point you must click “CONTINUE”
    - If not, the PSC will receive the funds for the filing but the filing will not be received

Delaware Public Service Commission - Electronic Payment Exchange

*Please print the receipt for your records.  
Please click 'Continue' button after printing the receipt. Delafile transaction will not be complete unless 'Continue' button is clicked.*

**Your payment is received!**

Response Text: No match  
Authorization Number: 006401  
Response Code: 00  
Reference Guid: 09XWVQ8A070AU7XA1KZ  
Amount: \$50.00

Public Service Commission
Wilmington, DE 19801
2/24/2015 3:19:29 PM
Payment Transaction
Invoice: 2015-C-512-00590-DF
Merchant ID: 900502

# Confirmation Page

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- Shows the Utility Type, Docket Type, Docket #, Docket Caption, Amount Paid
- Select Ok at the top of the page

Docket Submitted Successfully  
Your Docket# : 14-0240  
[Download Confirmation of Submission](#)  
**OK**

---

**Delaware Public Service Commission**

Filing Fee Receipt

Artesian Water Company, Inc.  
664 Churchmans Road,  
Newark, DE  
19702

Receipt # : 14-3083  
Receipt Date : 6/17/2014  
Invoice # : 2014-C-370-00255-DI  
Invoice Date : 6/17/2014

Invoice Description	Total Fee
Utility : Water Docket Type : 215 Filing - 20 Day Notice Letter  Docket # : 14-0240 Docket Caption : In The Matter Of	0.00
Amount Paid :	
Total Balance :	
Total Payable Amounts :	0.00

Sincerely,  
Delaware Public Service Commission.

*This is an electronically generated receipt which does not require a signature.*

**Print** **Cancel**

# Confirmation E-filing Form

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- Print screen of confirmation page



Delaware Public Service  
Commission  
861 Silver Lake Blvd., Cannon Building,  
Suite 100 Dover, DE 19904

Efiling Form

---

**Docket Type**

**Docket #:** 14-0316

**Utility Type:** Electric

**Type of Docket:** Electric Supplier Certification (CPCN)

**Utility Company:** New Electric Supplier Test, Inc

**Date Filed:** 7/6/2014

**Docket Information**

**Docket Caption:** IN THE MATTER OF THE APPLICATION OF NEW ELECTRIC SUPPLIER TEST, INC FOR A CERTIFICATE TO PROVIDE ELECTRIC SUPPLY SERVICES WITHIN THE STATE OF DELAWARE (FILED JULY 6, 2014)

**Associated Docket:**

**Appeal Number:**

**E-Filing Contact Person**

**Full Name:** HARRY POTTER

**Street Address:** 15 WIZARD WAY

**City:** Frederica

**State :** Delaware

**Zip :** 19946

**Country:** USA

**Phone No:** 555-555-5555

**Ext :**

**Cell Phone No:**

**Fax Number:**

# My Filings Page

27

- Click Home at the top of the page
- Docket will show on My Filings page since you e-filed the docket
- Click Logo

Department of State >> Delaware Public Service Commission

Menu | [Home](#) | [Advanced Search](#) | [Things To Do](#) | [Content Search](#) | Patricia Gannon as Case Manager | Date: 7/16/2014 | [Logout](#) | [Help](#)

**Case Load Summary**

Docket	23	Complaint	0
Assigned	23		
Report Filing	0	Tariff	0
FOIA	0	Inquiry Item	0

**Things to do**

Task Name	Task Description	Priority	Due Date	Status	Edit
-----------	------------------	----------	----------	--------	------

**My Filing**

Filing #	Utility Company	Filing Type	Filing Status	Submitted Date	Action
<a href="#">14-0314</a>	Glacial Energy of Maryland, Inc.	Electric Supplier Certification (CPCN)	Filing Received	7/16/2014	<a href="#">View</a>
<a href="#">14-0311</a>	CMI Solar Electric, Inc	Certification for Eligible Energy Resource	Filing Received	7/15/2014	<a href="#">View</a>