PSC
DELAWARE
PUBLIC SERVICE COMMISSION

Welcome to DelaFile, the Delaware Public Service Commission's automated electronic filing and information system.

DELAFILE USER TRAINING
DELAWARE PUBLIC SERVICE COMMISSION

E-Filing Dockets

Subsequent Filing

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Contents

E-FILING PROCESS- PHASES 1 & 2

❑ Due to a change in the vendor providing payment processing services, the implementation of the DelaFile E-Filing System will be split in two phases.

❑ In Phase I, users should continue to file their <u>initial</u> applications and filing fees just as they do today.

❑ PSC Staff will e-file the application in DelaFile

❑ All subsequent filings will be made in DelaFile

❑ In Phase II, users will file the initial application in DelaFile and pay the filing fee electronically

MANUAL FILINGS REQUIRED

❑ **The following must be manually filed with the service list**

▪ Pro Hoc requests - PSC has to deliver the check to the court

▪ Data Requests must be filed using the current process (outside the system) until Phase II

  ▪ In Phase II, there will be a data request module that can be accessed only by the parties to the case

SUBSEQUENT FILING - OVERVIEW

❑ **Subsequent Filing**

- Log in

- Enter docket number

- Attach documents and set security level

- Submit filing

E-FILING LOGIN

❑ The registered external or internal user will **Login** into DelaFile by entering the following user credentials:

  ○ Email-Id
  ○ Password

User Login

Email ID:

Password:

Login   Cancel

Forgot Password

E-FILING-SUBSEQUENT FILING

❑ Select Menu

❑ Click E Filing

❑ Click Subsequent Filing

E-FILING-SUBSEQUENT FILING

- ❑ Enter the docket number manually or

- ❑ Click the **LookUp** link select a docket number from a list of all active dockets

- ❑ System will auto-populate all fields related to that docket number

- ❑ Enter the Docket Description in the text box

- ❑ Click the **Continue** button to navigate to the next screen

Menu | Home | Advanced Search | Sandra Briggs **as** Primary Contact ▾ Date: 3/1/2014 Logout

Subsequent Filing   * Required Fields

[Continue] [Cancel]

Select Docket

Existing Docket Number * : 14-1279 LookUp

Docket Type

Utility Type Electric
Type of Docket : 215 Filing
Docket Sub Type : § 215(a)(1) ex: Merger
Utility Company : BlueStar Energy Solutions

Docket Information

Docket Caption : In The Matter Of application of BlueStar Energy Solutions for rate change - 215 filing

Docket Description

This docket is a sample

[Continue] [Cancel]

E-FILING-SUBSEQUENT FILING

❑ The user will enter **Docket Description** and click on **Attach Document** button will take the user to **Document Details** screen

ATTACH DOCUMENTS

- ❑ To add the attachment the user will click on **Attach** button which will display Attach Documents screen
- ❑ The user will select document type from the dropdown list
- ❑ **Click Browse** to select the stored electronic file from local hard disk
- ❑ The user can select only the listed type of files on the hard disk and
- ❑ ***Each document must not exceed 20 MB***
- ❑ Enter a document description

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SET DOCUMENT SECURITY LEVEL

❑ Set document security level for docketed filings

- ▪ Public – accessible to the general public on the website
- ▪ Confidential – accessible only to the company that filed the document and to parties/interveners in the docket
- ▪ Highly Confidential – Used only when the utility requires party to sign an additional confidentiality agreement and accessible only to the utility and to any party that signs the extra agreement (example: vendor or system confidentiality issues)

Attachments

Please attach a redacted copy for all confidential document

Document Type * : [Contract ▼]

File Location* : [C:\Users\admin\Desktop\I] [Browse...] **(Maximum limit 20 MB per document)**

Only '.jpg','.jpeg','.tiff','.png','.docx','.doc','.txt','.mht','.mhtml','.xls','.xlsx','.pdf','.wma','.avi','.asf', '.asx','.wmv','.wmx','.mp4','.rm','.ra','.ram', '.rmvb','.mov','.qt','.mpeg','.mpe','.mkv', '.ppt' file type is allowed

Date Attached : 10/23/2013

Description of : [Document Description]
Document*

Security* : ⦿ Public ◯ Highly Confidential ◯ Confidential

[Save] [Cancel]

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DOCKET FILING-ATTACH DOCUMENTS

❑ Click **Save** - system *will save the document* and display the attachment details in the Document Details data grid

Attachments

Please attach a redacted copy for all confidential document

Document Type * : Contract

File Location* : C:\Users\admin\Desktop\\ Browse... (Maximum limit 20 MB per document)

Only '.jpg','.jpeg','.tiff','.png','.docx','.doc','.txt','.mht','.mhtml','.xls','.xlsx','.pdf','.wma','.avi','.asf', '.asx','.wmv','.wmx','.mp4','.rm','.ra','.ram', '.rmvb','.mov','.qt','.mpeg','.mpe','.mkv', '.ppt' file type is allowed

Date Attached : 10/23/2013

Description of Document* : Document Description
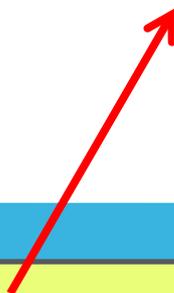
Security* : ● Public ○ Highly Confidential ○ Confidential

Save Cancel

Attach Documents

E-filing Drafted Successfully

Document Details

Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action View	Delete
testing_ver_1.txt	Public	Other	Sandra Briggs	new	2/28/2014	View	☐

Attach Back Save Delete Done With Attach Cancel

When you click **Save**, the system displays a message "**E-Filing Drafted Successfully**"

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VIEW OR DELETE ATTACHMENTS

- ❑ The user will have ability to view the attached document(s) by clicking on the **View** link

- ❑ The user will have ability to delete the attached document by selecting delete checkbox and clicking on the **Delete** button

- ❑ After attaching all documents click the *Submit* button to submit the subsequent filing

- ❑ The system will display a confirmation message

Attach Documents

Document Details

Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action View	Delete
testing2_ver_1.txt	Public	Other	Sandra Briggs	new	2/28/2014	View	☐
testing_ver_1.txt	Public	Other	Sandra Briggs	new	3/1/2014	View	☐

Attach | Back | Delete | Submit | Cancel
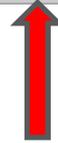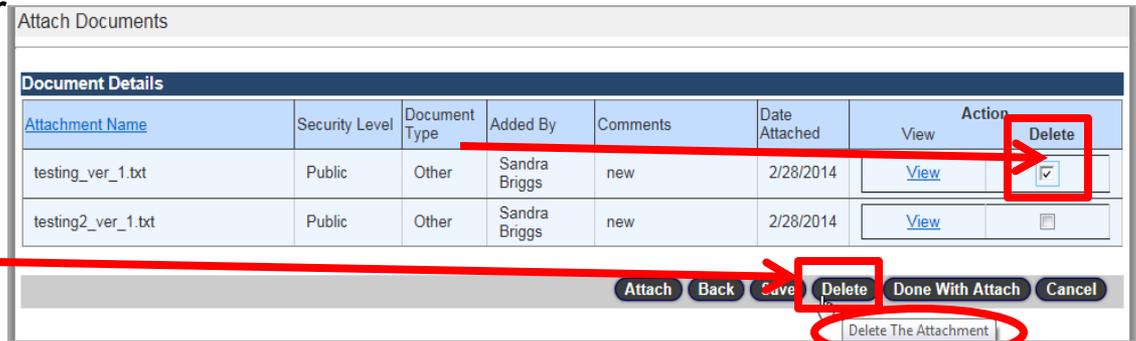
Submission Online   * Required Fields

Subsequent Filing to Docket # : 14-1279 has been successfully submitted

Download Confirmation of Submission

OK

DELETING AN ATTACHMENT

- ❑ Prior to submission the user may delete a document
- ❑ Check the Delete box
- ❑ Click the Delete button at bottom of the screen

- ❑ Click the **View** button to view attached documents

Thank You