

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

**DELAFILE USER TRAINING**  
DELAWARE PUBLIC SERVICE COMMISSION

**E-Filing  
Reports Filing**

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# E-FILING – REPORT FILINGS OVERVIEW

## Reports (Non-Docketed Filings)

- Log In
- Enter report/non-docketed filing type
- Attach documents and set security level
- Submit filing (There is no filing fee for reports)
- If report/filing is associated with a docket, file items as subsequent filing in the docket.
- If report/filing is not associated with a docket, file items as a report
- Categories include Financial, Operations, and Other

# E-FILING REPORT FILING

- ❑ The registered external user will enter email-Id, password and click **Login** button

State of Delaware  
The Official Website of the First State

Department of State >> Delaware Public Service Commission

**Search**  
Docket #:    
Advanced Search

**User Login**  
Email ID:   
Password:   
   
[Forgot Password](#)

**Registration**  
[User Registration](#)

**Dockets**  
[View Dockets](#)

**Public Links**

**Calendar**  
[View Calendar/ Agenda](#)

**Subscription**  
[Subscription](#)

**Pay Invoice**

**Assessment**

**Help**

**Welcome to DelaFile**

The Delaware Public Service Commission's repository for all filings, complaints, inquiries, agendas, and comments.

**View Information on a Specific Docket**  
If you know the number of the docket you are interested in, type the docket number in the search field to the left. If you do not know the docket number, select Advanced Search. You can search by utility type, utility name, date, type of filing or keyword. You can also search and view the public reports filed by regulated utilities.

**Public Links**  
Submit an informal complaint or inquiry to the Public Service Commission's staff or make your voice heard in dockets in front of the Commission by making a public comment. You can also request public records under the Freedom of Information Act (FOIA) rules that are not available on our website

**Calendar**  
Click for links to the Public Service Commission calendar, agenda, and meeting minutes.

**Subscribe**  
Subscribe to receive email notifications when dockets are filed, or when subsequent filings are made. You can tailor the subscription to your needs by selecting to receive notifications for all filings by utility type, utility name, or docket type, or by selecting a single docket.

**Registration**  
User Registration is necessary only if you are a party in a docketed filing. Registration is not required to view public filings, submit informal complaints, or submit requests for information under the Freedom of Information Act (FOIA).  
[More information .....](#)

**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.

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# E-FILING REPORT FILING

- ❑ Click Menu
- ❑ Click E-Filing
- ❑ Click **Report Filing**



# E-FILING REPORT FILING

- ❑ The user will select the utility type and associated company
- ❑ The user will select Report Filing Type
- ❑ System will auto-populate the date (current date)
- ❑ User must enter description comments in the “Report Filing Description” text box
- ❑ Field will allow the user to enter 500 characters

# E-FILING REPORT FILING DETAILS

- ❑ Complete all fields
- ❑ Click the “Continue” button
- ❑ System will navigate user to the Attach Document screen

Report Filing \* Required Fields

Continue Cancel

**Report Filing Details**

Utility Type\* : Electric

Company\* : BlueStar Energy Solutions

Report Filing Type\* : Other

Date Filed : 03/03/2014

**Report Filing Description**

Notice to file report

Continue Cancel

# REPORT FILING ATTACH DOCUMENT

- ❑ At least 1 document must be attached
- ❑ Click the “Attach” button in “Document Details” screen will navigate the user to the “Attach Documents” screen

Attach Documents

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

Attach Back Cancel

Attach Documents

Document Type\* : --Select--

File Location\* :  Browse... (Maximum limit 20 MB per document) (Acceptable File Types)

Date Attached : 3/26/2014

Description of Document\* :

Security\* :  Public  Highly Confidential  Confidential

Save Cancel

# REPORT FILING ATTACH DOCUMENT

- ❑ Select appropriate document type from dropdown
- ❑ Click the “Browse” button
- ❑ Select the correct document from your pc
- ❑ System will auto-populate the current date
- ❑ “Description of Document” – Enter a maximum of 300 characters
- ❑ Select the security classification for the document
- ❑ Click the Save button

Attach Documents

Document Type\* : Other

File Location\* : Browse... Admin\_New Screens.docx (Maximum limit 20 MB per document) (Acceptable File Types)

Date Attached : 3/26/2014

Description of Document\* : Document Attached

Security\* :  Public  Highly Confidential  Confidential

Save Cancel

# REPORT FILING ATTACH DOCUMENT

- ❑ Clicking the “**Save**” button will navigate the user to the following “Document Details” screen
- ❑ Attached documents will be displayed in a grid
- ❑ User may check the delete box and then click the **DELETE** button at the bottom of the screen to delete the attached document

Attach Documents

Please attach a redacted copy for all confidential document

Document Type \*: Other

File Location \*:  Admin\_New Screens.docx (Maximum limit 20 MB per document) (Acceptable File Types)

Date Attached : 3/26/2014

Description of Document \*:

Security \*:  Public  Highly Confidential  Confidential

Document Details

Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action	
						View	Delete
testing_ver_1.txt	Public	Other	Sandra Briggs	Document Description	3/3/2014	<a href="#">View</a>	<input type="checkbox"/>

# REPORT FILING ATTACH DOCUMENT

- ❑ Click the **VIEW** link to view the attached document
- ❑ Click **Done With Attach** button when all documents have been attached
- ❑ System will navigate the user to “Report Filing Summary” screen

Attach Documents						
Document Details						
Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action
testing_ver_1.txt	Public	Other	Sandra Briggs	Document Description	3/3/2014	<a href="#">View</a> <input type="checkbox"/>

Attach Back Delete Done With Attach Cancel

# REPORT FILING SUMMARY

- ❑ Report Filing Summary includes all filing details
- ❑ Click the “**Submit**” button
- ❑ Report will be automatically routed to the appropriate PSC staff

Report Filing Summary \* Required Fields

**Back** **Submit** **Cancel**

**Report Details**

Report Filing # : 14-BL-0389-NDS  
Utility Type : Electric  
Company : BlueStar Energy Solutions  
Report Filing Type : Other  
Date Filed : 3/3/2014

**Report Filing Description**  
Notice to file report

**Attached Documents**

Attachments	Security Level
testing_ver_1.txt	Public

**Back** **Submit** **Cancel**

# REPORT FILING SUCCESSFUL SCREEN

- ❑ System will generate a successful submission confirmation message
- ❑ System automatically assigns a number to the filing
- ❑ Click “Download Your PDF Form” link to save/print confirmation details
- ❑ Click “OK” to navigate back to the home page
- ❑ System automatically sends an email confirmation message to the filer

Report Filing \* Required Fields

Report Filing Submission Completed Successfully

Your Report Filing #: 14-BL-0389-NDS

[Download Confirmation of Submission](#)

Ok

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

Report Filing Form

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Report Details

Report Filing #: 14-BL-0389-NDS      Utility Type : Electric      Company : BlueStar Energy Solutions

Report Filing Description

Notice to file report

Attached Documents

Attachments      Security Level  
testing\_ver\_1.txt      Public

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DelaFile Application

# REPORT FILING - EMAIL NOTIFICATION

Hello Sandra Briggs,

Welcome to the Delaware Public Service Commission online system.

Your Non Docket filing has been successfully submitted. The Delaware Public Service commission will review your Non Docket Filing and communicate with you.

Your Non Docket #: 14-BL-0389-NDS.

Do not reply to this email as this is a system generated email. If you have received this email erroneously, please notify [delafileadmin@state.de.us](mailto:delafileadmin@state.de.us).

Thank you,  
Delaware Public Service Commission.

# Thank You