

DelaFile E-Filing Quick Start Guide

TO REGISTER USERS AND COMPANIES

1. Go to <https://delafile.delaware.gov/> . Click on User Registration, fill out the fields, and follow the instructions in the email to activate your registration.
2. Complete the Company Registration form at <https://delafile.delaware.gov/> and submit the form to DelafileAdmin@delaware.gov.

If your Company is already set up in the system, email DelafileAdmin@delaware.gov and asked to be linked to your Company.

3. Staff will set up the Company, link the users to the Company and notify you when the Company Registration is complete.

TO E-FILE

After you log in, go to the Menu link at the top left of the page, click the plus sign next to E-Filing and select either New Docket or Subsequent Filing. Follow the prompts to file your document(s). If you are filing a New Docket, you will be directed to the payment screens.

WHAT CAN AND CANNOT BE E-FILED

Docketed Filings:

- If the docket has been opened in DelaFile, you can make subsequent filings in that docket.
- Pro Hoc requests must continue to be filed manually since the PSC must deliver the check that accompanies the request to the Court.
- Reports that are filed as part of a docket should be filed as subsequent filings under that docket number.

Non-Docketed Filings:

- Reports that are not filed as part of a docket, such as the monthly required financial filings, should be filed using the Report option.