



Federal Energy Regulatory Commission eFiling User Guide

System Limits

- 200 File limit for each security (Public, Privileged, or CEII)
 - Zip files may be used
 - File type restrictions still apply and cannot contain other zipped files
- 250 MB limit per file
- 100 character limit per file name including the period and file extension
- 5:00PM EST is the filing deadline, otherwise the submission will receive next business day filing date
- Filings on a non-business day will be considered filed on the next business day
- [Acceptable File Types](#) can only be filed

Before you begin:

- It is strongly recommended that you include, in a separate file, a cover letter for efficient processing of your submission
- Ensure the submitter and associated contacts have eRegistered accounts
- Review the [Filing Guide and Qualified Documents List](#)
- Know the location of the files and their security
- Make sure the document does not contain tracked changes / redline markings
- All material must be included – No hyperlinks to other material outside the filing

Step 1: Login

- Go to [FERC Online](#) to access eFiling
- Input your credentials and login

Step 2: Filing Type

- Make a selection in each of the columns for your submission
 - Reference the Filing Guide and Qualified Documents List if necessary
 - Filings such as Interventions need the correct menu selections in order for contacts to be added to the Service List
- Click Next

Step 3: Select Docket

- Enter the Root Docket of your filing e.g. ER09-111 or P-2545
 - Entering the sub-docket is not necessary
 - Certain filings will have a new docket number and skip this step entirely
- Select the applicable dockets for your submission
 - Quick Entry can be used to select a large number of dockets at one time
 - A list of the selected dockets will be generated
 - Click the blue plus sign next to the applicable docket
- Click Next



Federal Energy Regulatory Commission eFiling User Guide

Step 4: File Upload

- Click Choose File and locate a file that will be part of your submission
 - o There are three security tabs (Public, Privileged, or CEII) where you can upload your files
 - o Public is the default tab for uploads; please upload Public files first starting with your cover letter
 - o Selecting a tab will allow for files to be uploaded to it
 - o There must be at least one public file
 - o Protected material will be uploaded as Privileged
 - o The Description is optional and only serves as a reference to you
- Click Upload
 - o The file will appear under the selected security tab once uploaded
 - o Files can be re-ordered, their security edited, or removed once uploaded.
 - o A tally of total files under each security designation is provided for reference.
 - o Large Format should be selected for documents larger than 11"x17"
- Click Next once all files have been uploaded
 - o The filing time is established after you have uploaded the last file.
 - o Subsequent steps do not affect the filing time unless another file is uploaded at which point the time will be updated.

Step 5: Specify Filing Parties

- Enter the name of the filing party
 - o This is the party the filing pertains to, not the law firm
- Select the filing party
 - o Multiple filing parties can be selected
 - o A list of the selections will be generated
- Click Next once all parties have been selected
- Select as an Individual radio button if filing for yourself

Step 6: Specify the Person to Whom Communications Should be Addressed

- Enter the email address for the party
 - o All email accounts must be eRegistered
 - o Each party must have a signer
 - o Multiple Signers and Other Contacts can be added for each party
 - o Signers and Other Contacts will be added to the Service List where applicable
- Click Next once all Signers and Other Contacts have been added



Federal Energy Regulatory Commission eFiling User Guide

Step 7: Submission Description

- Enter a description that best describes the filing
 - o A generic description is created based on the menu-selections in Step 1.
 - o Fully describe the filing – Note comments, protests, or other motions
 - o Testimony should include the type and person testifying
 - o Rehearing requests should include the date of the Commission or Letter Order that is subject to the request
 - o Only add the root docket number to the description - do not include sub dockets, (i.e. P-2344, ER20-1234 not P-2344-**000** or ER20-1234-**001**, etc.)
- Click Next

Step 8: Summary & Submission

- All information regarding the submission can be reviewed on this screen
- Click Submit once you have reviewed and verified all information as correct

Confirmation of Receipt Email

- A receipt email is sent to the eRegistered account of the submitter
- Confirmation includes a link to information about the filing
- This email can be forwarded to those contacts that have an email address on the Service List
- If you do not receive a receipt email, contact FERC Online Support (Info Below)
- This email serves as proof that FERC has received your filing. The date/time of filing will not change regardless of when the filing is accepted
- This email does not constitute official acceptance of the filing

Acceptance / Rejection Email

- FERC reviews each filing prior to acceptance or rejection
- Some filings require a more detailed Program Office review, which may take up to a business day depending on workload.
- The acceptance email will reflect new dockets or sub-dockets assigned.

Help Resources

- FERC Online Support
 - o FERCOnlineSupport@ferc.gov
 - o 1-866-208-3676 (toll-free)
- [Acceptable File Types](#)
- [Filing Guide and Qualified Documents List](#)
- [eFiling FAQ](#)



Federal Energy Regulatory Commission eFiling User Guide

- [Submission Guidelines](#)
- [Requirements Related to Filings & Comments](#)