

## Electronic Regulatory Filing (ERF) Quick Reference

\*Note: all documents uploaded to ERF must be in .pdf format

### Create an individual Account for ERF

Please consider using a generic muni name or your railroad utility ID instead of a personal logon.

1. Start at the [PSC's home page](#)
2. Click on the ERF [Electronic Regulatory Filing System](#) graphic on the side menu bar
3. From the side menu bar, click on Upload Document, Maintain Profile, Modify Subscriptions
4. Below the Logon ID and Password boxes, click on Create New Individual Account
5. Fill out the form (items in red are required) and click Submit. Your account is created immediately.
6. Log in using your new id and password.

New Docket / Non-Docket – Log in and Upload a File using an Established Account

1. Start at the [PSC's home page](#)
2. Click on the ERF [Electronic Regulatory Filing System](#) graphic on the side menu bar
3. From the side menu bar, click on Upload Document, Maintain Profile, Modify Subscriptions
4. Enter your Logon ID and Password and click Continue
5. From the side menu, click on Public Documents > New / Non-Docket
6. Enter the utility number then upload up to 5 files at a time. Railroad utility numbers can be found at: <http://ocr.wi.gov/apps40/dockets/default.aspx>
7. Select a file to upload by clicking Browse and navigating to the appropriate file.
8. Type in a meaningful description of the document in the Description box. To offer a docket Petition for the record, follow the format guidelines below. A Petition would normally be marked as "Ex.-[party]-[witness]-[exhibit #]", i.e., "Ex.-DOT-Smith-1". Mark all attachments to the Petition as "Ex.-DOT-Smith-1-1", "Ex.-DOT-Smith-1-2", etc. Each exhibit should be filed separately on ERF.
9. **Format-**
  - a. Separate exhibits from any:
    - i. Testimony
    - ii. Cover letter
    - iii. Request for an order
  - b. Use a cover page with Docket Number, Exhibit Number, and Date in three separate lines at top right corner.
  - c. Allow two inches of space at top and right corner of the cover page for the PSC REF# stamp and date received stamp.
  - d. Mark the exhibit at the center bottom of the cover page as "Ex.-[party]-[witness]-[exhibit #]", i.e., "Ex.-DOT-Smith-1"
  - e. Begin at # 1 and continue in numerical order for that witness throughout the proceeding.
  - f. If the filing is filed under a request for confidential handling; add "c" to the end of the page number: ("Direct-DOT-Smith-1-c")
  - g. If the filing is a redacted public version of a document filed under a request for confidential handling; add "p" at end of the page number: ("Direct-DOT-Smith-1-p")
  - h. File according to established deadlines.
  - i. When filing:

- i. Use the ERF Document Type: "Exhibit-Offered"
  - ii. Use the exhibit marking as the ERF Document Description, i.e., "Ex.-DOT-Smith-1".
10. Choose a document type from the Select Document Type drop down list
  - a. Application
  - b. Brief
  - c. Comments
  - d. Correspondence
  - e. Data Request/Response
  - f. Exhibit - Offered
  - g. Motion
  - h. Petition (includes Complaint)
  - i. Request for Intervenor / Party Status
  - j. Testimony - Offered
11. Review confirmation page to ensure that all documents were uploaded.

#### Docketed Case – Log in and Upload a File using an Established Account

1. Start at the [PSC's home page](#)
2. Click on the ERF [Electronic Regulatory Filing System](#) graphic on the side menu bar
3. From the side menu bar, click on Upload Document, Maintain Profile, Modify Subscriptions
4. Enter your Logon ID and Password and click Continue
5. From the side menu, click on Public Documents > Existing Docket.
6. Enter the docket ID number. Docket numbers consist of three parts separated by a hyphen; enter each docket id part in the appropriate box
7. Click Check Docket
8. Upload up to 5 files at a time.
9. Select a file to upload by clicking Browse and navigating to the appropriate file.
10. Type in a meaningful description of the document in the Description box
11. Choose a document type from the Select Document Type drop down list.
12. Click on Upload Docket Files
13. Review confirmation page to ensure that all documents were uploaded

If you have questions or problems, contact Jamie Grosse at 608-261-8221 or [Jamie.grosse@wisconsin.gov](mailto:Jamie.grosse@wisconsin.gov)