

MAINE PUBLIC UTILITIES COMMISSION

FILING INSTRUCTIONS FOR ANNUAL COMPETITIVE ELECTRICITY PROVIDER REPORTS

The Commission uses an electronic Case Management System (CMS) for all filings including the annual Competitive Electricity Provider (CEP) reports. **Annual Reports must be submitted by July 1, 2016. Paper copies should not be filed.**

The report templates, these instructions and the cover letter sent are available on the Commission's web site at: <http://www.maine.gov/mpuc/online/forms.shtml>

A. Registration (if you have already registered, go to Step B – Submitting CEP Annual Report

In order to file the CEP annual report in CMS, the person actually submitting the report must become a registered user in our system. You may register at:

<https://mpuc-cms.maine.gov/CQM.Custom.WebUI/Registration/UserRegistrationForm.aspx>

• Fill in the fields noting the following guidelines:

- Required fields are denoted by red asterisks.
- User IDs must be at least 8 characters long and cannot have spaces
- Passwords must be at least 8 characters long and must include numbers, at least one Upper Case Letter, and at least one special character
- The first Company/Organization field is the company you work for – for example ABC Consulting which may not be the company you represent for PUC purposes
- The **Representing Company/Organization** field is for the company for which you are submitting an annual report. To populate your profile with the company or companies that you represent, click the “Add” hyperlink. CEPs are listed as Utility/Industry Type: Electricity and Utility/Industry Subtype: Competitive Electricity Provider. Your entity should be on this listing and will be available to choose from.
- You may add more than one company or organization. You may return to the screen in the future to add more companies/organizations or to remove them.

• The Registration screen requires the use of SPAM proof software called reCAPTCHA, so you will have to enter the characters presented to you in order to complete the registration process. If you cannot read the words, click on the refresh icon on the top right to get a new pair of words until you can read both.

• After submitting your registration you will receive an email notification with a hyperlink and instructions. If you do not receive this email, please check your junk mail for an email from CQMAdministrator. You must go to the hyperlinked page and confirm your registration. (if clicking on the hyperlink does not work in your email system, copy and paste it into your browser's URL field to go to the confirmation screen. You are now registered to submit documents into CMS.

B. Submitting CEP Annual Report

(PLEASE NOTE THAT YOU SHOULD NOT START THIS PROCESS UNTIL YOU HAVE COMPLETED THE FULL REPORT AND SAVED IT ON YOUR COMPUTER)

- Log into CMS
- Hover cursor over "Annual Report File" on menu on left hand of screen (this is the first item); click on "Submit Annual Report"
- Select Utility Name from drop down listing for "Pertaining to Utility/Company"
- The system pulls the regulatory contact information from the records in the system – if this is incorrect, please contact the Commission at maine.puc@maine.gov
- Report for Year – this is a mandatory field and is for the calendar year of the report (for example the report filed in 2016 is for 2015)
- Name of Person Completing Annual Report – this field should be auto filled with the name of the person making the filing
- Click on "Verify Contact Information of Person Completing this Annual Report" to verify that the contact information is correct – if it isn't, you may update the information from the next screen; if it is correct, click confirm
- Docket Number Granting License – this field is mandatory – docket numbers are used in lieu of a license number – the docket number format is YYYY-00000 – if your docket number was for example 1999-1, you would insert 1999-00001.
- Use radio buttons to select whether your Company is an Aggregator/Broker or Supplier -- if you are licensed as both, select Supplier
- Click Submit
- Click OK to confirm submission – you will receive the following message:

Preliminary Annual Report Assessment has been submitted successfully with Tracking Number ARCP-2016-XXXXX.
Please note Tracking Number for further reference.

Click [here](#) to submit the Analysis Key Fields and/or attach Annual Report

- Click "here" to proceed
- The next page brings up key analysis fields for suppliers only – this information should be available from your annual report – any field with a red asterisk is mandatory – There are also sub-fields that show underneath (Add Standard/Non-standard Offer MWh Sales, etc.) This information will be used by the Commission staff to aggregate the information from all CEPs but does not replace the annual reports. This information cannot be seen when the public goes to view an annual report
- Security type: The radio button for Public is the default position. Click Confidential if you are filing a confidential annual report. Protective Order No. 1 has been issued in **Docket No. 2016-00091** for the Average Cost of RPS Compliance required on Attachment D of the Excel Form. If you wish additional information to be kept confidential, you must file a request for a protective order in **Docket No. 2016-00091** and additional protective orders will be issued. Do not file any confidential information until the Protective Order is issued.

- Click Attach Document or Attach Confidential Document
- A second window will open to allow you to Browse your computer for the electronic copy of the annual report -- click Attach
- For confidential documents, you **must** attach a redacted copy as well as the confidential version -- you will be required to associate the proper protective order for
- If the information in the key analysis fields contains confidential information, please click the radio box in front of "This data includes confidential information pursuant to the Commission issued Protective Order"
- Click Submit

C. Troubleshooting

- Check that your browser allows pop-ups from <https://mpuc-cms.maine.gov>
- In some cases a small window will open up in back of the larger browser window – if you click on "Attach document" and nothing seems to happen, minimize the larger screen or look to the bottom of your screen to see if there is another window opened
- If the utility company is not in the list for you to choose from check your profile to ensure that you have included that Company as one you are representing
- If you exit prior to attaching the files, please select "Revise Annual Report" from the Annual Report menu in CMS, to attach the report files

If you have any questions about the filing process or annual reports, please contact Lucretia A. Smith at (207) 287-1383 or by email at Lucretia.smith@maine.gov