

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System

Welcome to the Public Utilities Commission of Ohio's Docketing Information System Electronic Filing (DISEF) System. There are three major steps you must follow to make a filing electronically:

A. [Sign up for an account](#)

You only need to do this once. Getting an account gives you access to the DISEF system, but you can't actually file anything until you create a filer profile for yourself.

B. [Create a Filer Profile](#)

You must create a profile that contains certain information that will identify you as the filer. Your profile has two parts:

1. The "Personal Identification" section identifies you as the filer and will be used to contact you if there is a problem with a filing. It contains your name, address, telephone number, e-mail address, and the name of your company.
2. The "Cases and Parties" section contains the cases in which you will be filing and the parties on whose behalf you will be filing.

Once you have created your profile, you should maintain it as needed.

C. [Make a filing](#)

Once you have an account and a profile, you can select the case(s) in which you wish to file, describe the filing, and attach the documents you wish to file, review the filing prior to submitting it, and submit the filing.

All information submitted using the DISEF system is encrypted for security during transmission. Your browser must support Secure Sockets (SSL) for you to use the system. Most common browsers support SSL, so you should not experience any problems. If you have questions about the ability of your browser to use SSL, please contact your system administrator.

Privacy Notice

In general, information in the possession of the Public Utilities Commission of Ohio is public information and will be disclosed to upon request. Items such as your name, the case in which you are filing, and the party on whose behalf you are filing, are matters of public record in the case. Unless filed under seal, the documents filed are also publicly available. Information contained in and submitted using the DISEF will be treated in the same manner as information filed via hard copy.

Public Utilities Commission of Ohio

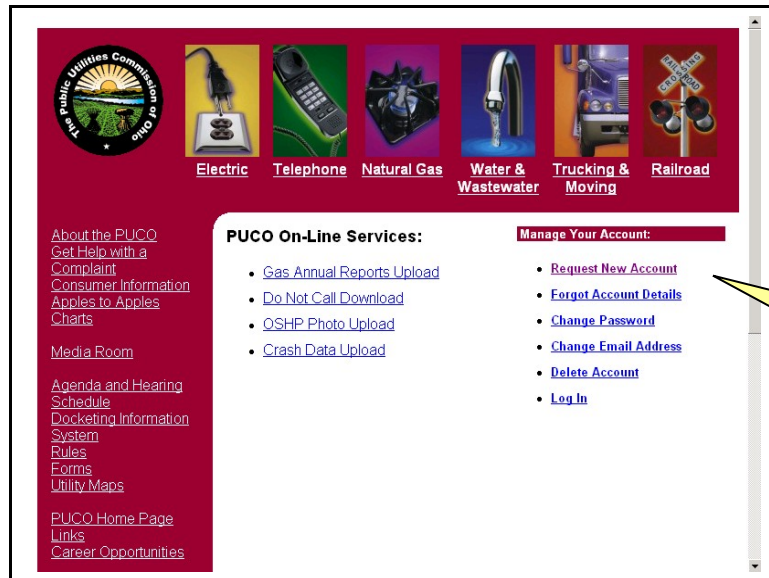
Docketing Information System

Electronic Filing System

A. Sign up for an account

The first step is to get an account. To sign up for an account, go to <https://www.puc.state.oh.us/secure/accountmanagement/>.

You should see this screen:



Click on
Request New Account

You should see this screen:

A screenshot of the 'Request a New Account' page. The page has a red header with the PUCO logo and navigation links for Electric, Telephone, Natural Gas, Water & Wastewater, Trucking & Moving, and Railroad. Below the header, there is a form titled 'Request a New Account'. The form has three steps: 1. Your browser must accept cookies and support SSL in order to use your account. 2. Please provide a valid e-mail address where you can be reached. 3. Please provide the Name you wish to associate with this account. The form includes input fields for 'E-Mail Address' and 'Desired User Name', and a 'Submit' button. On the right side of the page, there is a sidebar with links for Manage Your Account, PUCO On-Line Services, and PUCO Home Page. At the bottom of the page, there is a search bar and a footer with contact information for the PUCO.

1. Enter your E-mail Address. ***This is very important, since this is the address to which your password will be sent.***

2. Enter the name you wish to use to access the DISEF system. (50 character max.)

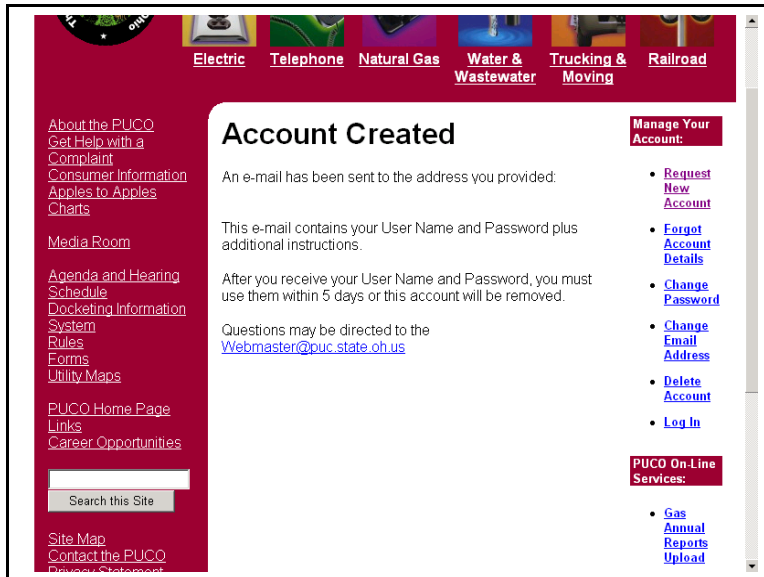
3. Click on the Submit button.

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System

You should see this screen:



You will soon get an e-mail similar to this:

New Account Created for test.user@puc.state.oh.us

A new account has been created for this e-mail address at the Public Utilities Commission of Ohio website. This e-mail is notification of your user name and password.

User Name: **testuser**

Password: **t12345**

* note the first character is a letter and the remainder are numbers.

For security reasons, please change your password.

You must log into your account within the next 5 days to activate the account or it will be deleted. Please log in and change your password: [Change Your Password](https://www.puc.state.oh.us/secure/AccountManagement/index.cfm?ACTION=ChangeMyPassword&AccountUserName=jlogsdon) at <https://www.puc.state.oh.us/secure/AccountManagement/index.cfm?ACTION=ChangeMyPassword&AccountUserName=jlogsdon>

Please do not share your user name and password with anyone else.

If you did not request this account, simply ignore this e-mail and the account will expire in 5 days.

Click on this link.
Or enter the URL in
your browser.

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System

You should see this screen:

PUCO Web Site Log-in

Your browser must accept cookies and support SSL in order to use your account.

User Name:

Password:

Manage Your Account:

- [Request New Account](#)
- [Forgot Account Details](#)
- [Change Password](#)
- [Change Email Address](#)
- [Delete Account](#)
- [Log In](#)

PUCO On-Line Services:

- [Gas Annual Reports Upload](#)
- [Do Not Call Download](#)
- [OSHP Photo Upload](#)
- [Crash Data Upload](#)

1. Enter the user name and password that you received in the e-mail.

2. Click on Change Password.

You should see this screen:

Change Your Password

User Name:

Current Password of account:

New Password for account:

Confirm Password by entering it again:

Manage Your Account:

- [Request New Account](#)
- [Forgot Account Details](#)
- [Change Password](#)
- [Change Email Address](#)
- [Delete Account](#)
- [Log Out](#)

PUCO On-Line Services:

- [Gas Annual Reports Upload](#)
- [Do Not Call Download](#)
- [OSHP Photo Upload](#)
- [Crash Data Upload](#)

1. Enter the user name and password that you received in the e-mail (again).

2. Enter a new password and confirm it by entering it again.

Password rules:

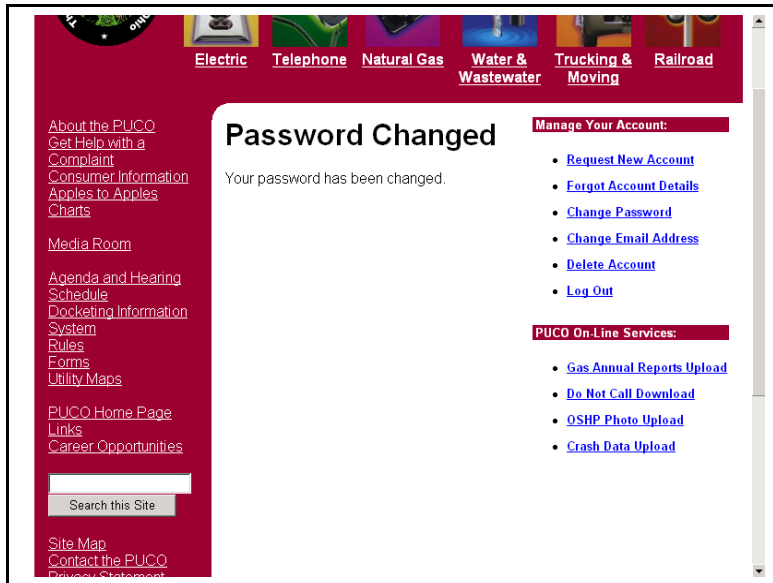
1. At least 8 characters
2. No more than 25 characters
3. Contain a mix of letters and numbers (e.g. clipcup6)
4. Contain NO special characters (e.g. /, *, &)

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System

You should see this screen:



And you should get an e-mail similar to the following:

Web Account password changed!! for test.user@puc.state.oh.us

The password for the PUCO Web Account associated with this e-mail address has been changed. User Name: **testuser**

Last logon Date: **2004-06-02 15:21:10.71**

You have completed the first step and now have an account. The next step is to create your Filer Profile.

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System

B. Create a Filer Profile

Open your browser and go to this address:

You will see this screen:

Need to get the final URL

The screenshot shows the 'DIS ELECTRONIC FILING' logo at the top left. Below it is the 'User Login' section. A welcome message states: 'Welcome to the PUCO Electronic Filing System. If you already have an account, please enter your User Name and Password. Then click on "Log In".' There are input fields for 'User Name' and 'Password', followed by a 'Log In' button. Below the login fields, there is a link for 'Need an account?' and a button for 'PUCO Accounts'. At the bottom, there are links for 'Forgot your User Name?' and 'Forgot your Password? Click here:'.

1. Enter your user name and password.

2. Click on Log In.

You should see this screen. Follow the instructions at the top of the screen to create your Filing Profile.

The screenshot shows the 'DIS ELECTRONIC FILING' logo at the top. Below it is the 'Filing Profile' section. A red message states: 'A profile is required before documents can be filed. Use this form to create your new profile.' The form is divided into two main sections: 'Personal Identification' and 'Cases and Parties'. The 'Personal Identification' section includes fields for 'Your Name' (First, MI, Last, Title), 'Company/Firm', 'Address', 'City', 'State' (dropdown menu), 'Zip', 'Phone' (Voice, Fax), and 'email address'. The 'Cases and Parties' section includes a 'Cases' field and a 'Parties filing on behalf of' field. There are buttons for 'Add a Case', 'Remove Case', 'Add "New Party Name"', and 'Remove Selected Name'. At the bottom, there are buttons for 'Exit without Saving Info' and 'Exit and Save Info'.

Should this say "Filer Profile"?

This is the name of your employer. It is not the name of the company on whose behalf you wish to file. If you are self-employed, leave this field blank.

IMPORTANT
This is the e-mail address to which the

When you add a case to your profile, you will automatically become a subscriber to that case. You will receive an e-mail (at the address above) notifying you whenever something is filed in that case. If you remove the case from your profile, you will no longer receive e-mails about that case.

Click on the Edit and Save Info button when you are done.

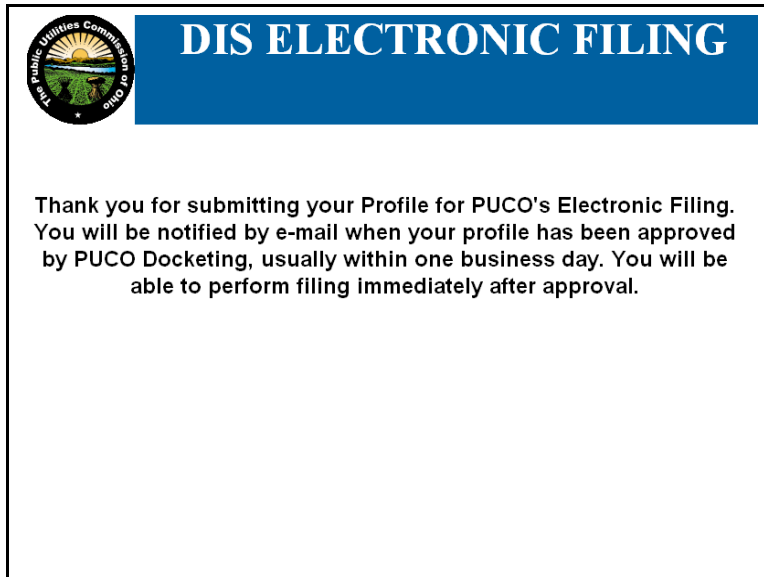
Click here to enter the name of the company or party on whose behalf you wish to file, even if it is your employer.

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System

You should see this screen:



Do we want them to put "self" here if they are filing on their own behalf?

Wording?

And you should receive an e-mail with the following message:

Thank you for submitting your Profile for PUCO's Electronic Filing.
PUCO Docketing will review the profile for approval.
You will be able to perform filing immediately after approval.

Wording?

When your profile is approved, you will receive another e-mail. It should look like this:

Your Electronic Filing Profile has been Approved by PUCO Docketing.
You are now able to file new documents electronically.

Wording?

You have completed the first two steps – creating an account and a Filer Profile. Now you can file documents electronically. Just follow the steps in the next section.

Public Utilities Commission of Ohio

Docketing Information System

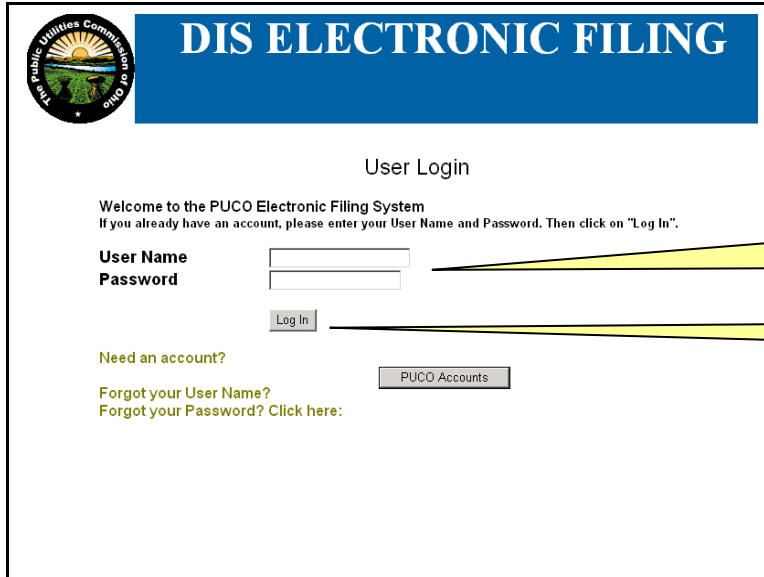
Electronic Filing System

C. Making a filing

Open your browser and go to this address:

You will see this screen:

Need to get the final URL

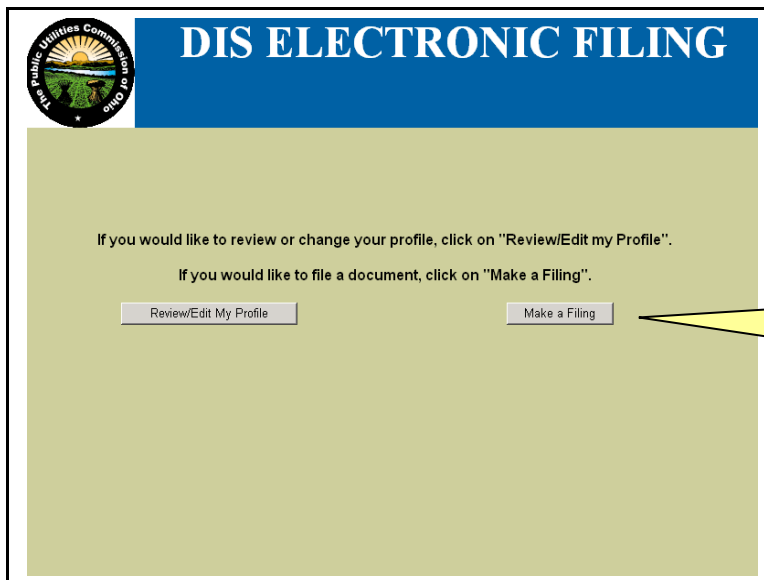


The screenshot shows the 'DIS ELECTRONIC FILING' login page. At the top left is the Public Utilities Commission of Ohio logo. The title 'DIS ELECTRONIC FILING' is in a blue banner. Below it, the text 'User Login' is centered. A welcome message reads: 'Welcome to the PUCO Electronic Filing System. If you already have an account, please enter your User Name and Password. Then click on "Log In".' There are two input fields for 'User Name' and 'Password'. A 'Log In' button is below them. To the left of the 'Log In' button, there are links: 'Need an account?', 'Forgot your User Name?', and 'Forgot your Password? Click here:'. A 'PUCO Accounts' button is to the right of these links.

1. Enter your user name and password.

2. Click on Log In.

Now that you have an approved Filer Profile, you will be given the option of editing your profile or making a filing. The screen should look like this:




The screenshot shows the main menu of the 'DIS ELECTRONIC FILING' system. It features the same logo and title banner as the login page. The background is a light olive green. The text reads: 'If you would like to review or change your profile, click on "Review/Edit my Profile".' and 'If you would like to file a document, click on "Make a Filing".' Below this text are two buttons: 'Review/Edit My Profile' and 'Make a Filing'.

Click the Make a Filing button.

Public Utilities Commission of Ohio
Docketing Information System
Electronic Filing System

You should see this screen:



DIS ELECTRONIC FILING

Document Filing -- Case & Party Information

Date 06/02/2004
Filing by User, E-file / test.user@puc.state.oh.us

Identify the case(s) and parties for this filing.
Each filing must have a case number and a party. Click on the **Next >>** button when you are done.

Case Numbers
Select the cases number(s) in which you wish to file.

Cases in your profile

03-6000

Add >>

<< Remove

Case numbers for this filing

03-6000

To file in a case that is not in your profile click here:
(This will also add the new case to your profile.)

Add New Case

Filing on behalf of
Select the name of the party on whose behalf you are filing

Parties listed in your Profile

Again, Someone Else Ms.
Another Company
Another Company, Inc.
Else, Some One Mr.

Add >>

<< Remove

Parties being part of this Filing

Else, Some One Mr.

To file on behalf of someone not listed in your profile click here
(A new party will be added to your profile.)

Add New Party

Next >>

July 22, 2004

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System



DIS ELECTRONIC FILING

Document Filing -- Document Information

Date 06/02/2004
Filing by User, E-file / test.user@puc.state.oh.us

Describe the document you wish to file

Select Type of Document

COM - Comments

Complete the Summary for
the Docket Card
(e.g. *Testimony of Joe Witness*)

Comments Filed by User, E-file filed on behalf of Else,
Some One Mr..

Attach the PDF file first

Upload your PDF File

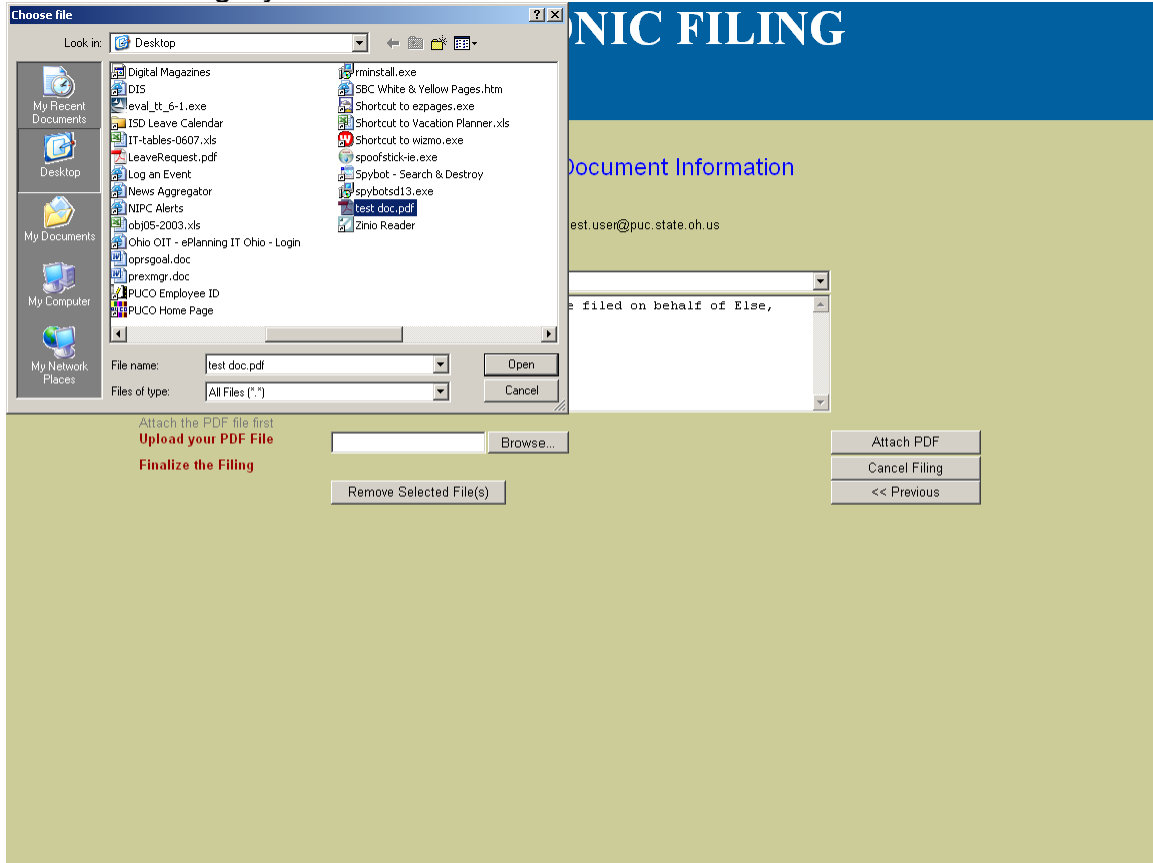
Finalize the Filing

Browse...

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System



Public Utilities Commission of Ohio
Docketing Information System
Electronic Filing System



DIS ELECTRONIC FILING

Document Filing -- Document Information

Date 06/02/2004
Filing by User, E-file / test.user@puc.state.oh.us

Describe the document you wish to file

Select Type of Document

COM - Comments

Complete the Summary for
the Docket Card
(e.g. *Testimony of Joe Witness*)

Comments Filed by User, E-file filed on behalf of Else,
Some One Mr..

Upload your Native files

Browse...

Attach Native File

Finalize the Filing

Review before Submission

Remove Selected File(s)

Cancel Filing

<< Previous

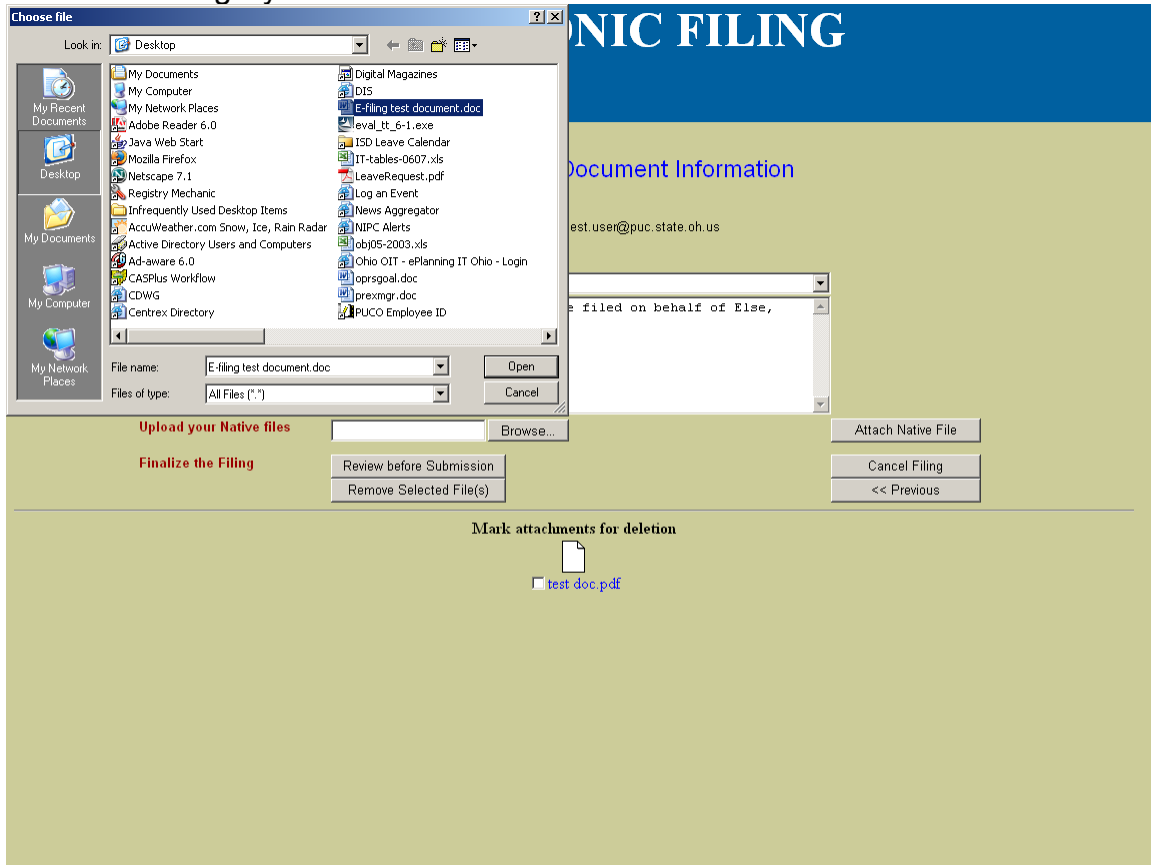
Mark attachments for deletion

☐ test.doc.pdf

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System



Public Utilities Commission of Ohio
Docketing Information System
Electronic Filing System



DIS ELECTRONIC FILING

Document Filing -- Document Information

Date 06/02/2004
Filing by User, E-file / test.user@puc.state.oh.us

Describe the document you wish to file

Select Type of Document

COM - Comments

Complete the Summary for
the Docket Card
(e.g. *Testimony of Joe Witness*)

Comments Filed by User, E-file filed on behalf of Else,
Some One Mr..

Upload your Native files

Browse...

Attach Native File

Finalize the Filing

Review before Submission

Cancel Filing

Remove Selected File(s)

<< Previous

Mark attachments for deletion



☐ test doc.pdf



☐ E-filing test document.doc

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System



DIS ELECTRONIC FILING



Date 06/02/2004
Filing by User, E-file / test.user@puc.state.oh.us
Regarding Case(s) 03-6000
Document Type 03-6000-XX-XXX TEST1
On Behalf of COM
Summary Else, Some One Mr.
Comments Filed by User, E-file filed on behalf of Else, Some One Mr..

Submit Filing

Edit Filing

Cancel Filing

Mark attachments for deletion

☐  test doc.pdf ☐  E-filing test document.doc

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System



DIS ELECTRONIC FILING

Thank you for your submission. You should print this confirmation page and keep it for your records.

Click [Continue](#) to proceed.

Date	6/2/2004 at 4:00:18 PM
Filing by	User, E-file / test.user@puc.state.oh.us
Regarding Case(s)	03-6000-XX-XXX TEST1
Document Type	COM
On Behalf of	Else, Some One Mr.
Summary	Comments Filed by User, E-file filed on behalf of Else, Some One Mr..
Files Uploaded	test doc.pdf, E-filing test document.doc
Confirmation #	8997586C8BE00C3E85256EA7006B9389

[Continue](#)

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System



DIS ELECTRONIC FILING

If you would like to review or change your profile, click on "Review/Edit my Profile".

If you would like to file a document, click on "Make a Filing".

[Review/Edit My Profile](#)

[Make a Filing](#)

Public Utilities Commission of Ohio

Docketing Information System

Electronic Filing System



DIS ELECTRONIC FILING

Filing Profile

Your efilng profile contains data that will allow you to file documents electronically. Information contained in the "Personal Identification" section identifies you as the filer and will be used to contact you if there is a problem with a filing. The "Cases and Parties" section contains the cases in which you will be filing and the parties on whose behalf you will be filing.

Before you can file a document, you must complete the "Personal Identification" section. Information in the "Cases and Parties" section can be entered on this screen or on the screens in the filing process.

Personal Identification

Your Name First MI Last Title
E-file Test User
Company/Firm Public Utilities Commission of Ohio
Address 180 E. Broad St.
11th floor
City Columbus
State OH
Zip 43215-3793
Phone Voice Fax
(614) 466-9999 (614) 644-9999
email address test.user@puc.state.oh.us

This is the name of your employer. It is not the name of the company on whose behalf you wish to file.

Cases and Parties

Cases 03-6000 Add a Case Remove Case
Parties filing on behalf of Another Company Add "New Party Name"
Tester, Thomas T. Remove Selected Name
Testing, Tester B.
My 4th Test Co.

Click here to enter the name of the company or party on whose behalf you wish to file, even if it is your employer.

Exit without Saving Info

Exit and Save Info

Save Info & Make a Filing

This foregoing document was electronically filed with the Public Utilities

Commission of Ohio Docketing Information System on

1/30/2007 5:34:49 PM

in

Case No(s). 04-6000-XX-XXX

Summary: Comments Test filing using PDF file created using OpenOffice 2.1 electronically filed by Mr. James P. Logsdon on behalf of Doe, John Q Mr.