

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

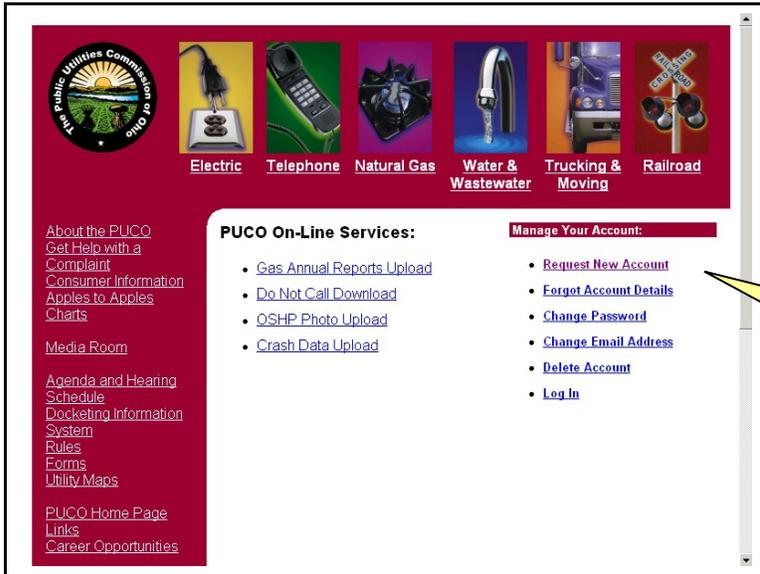
In general, information in the possession of the Public Utilities Commission of Ohio is public information and will be disclosed to upon request. Items such as your name, the case in which you are filing, and the party on whose behalf you are filing, are matters of public record in the case. Unless filed 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.

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A. Sign up for an account

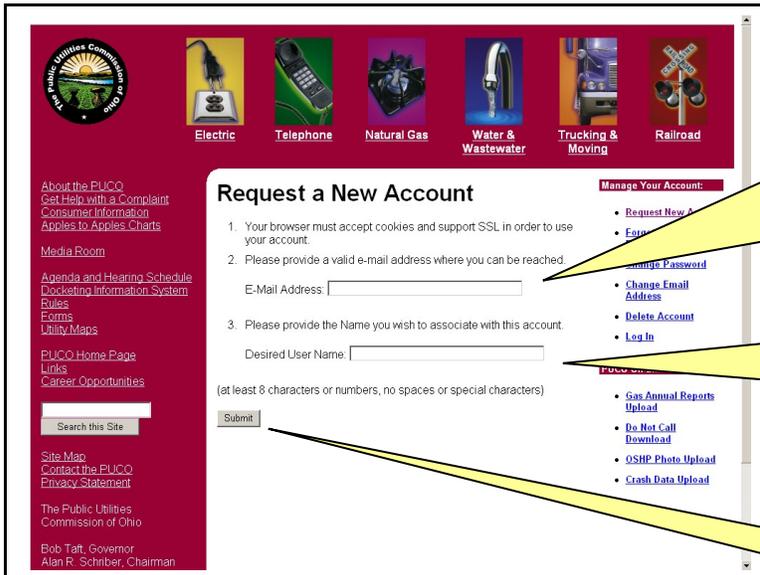
The first step is to get an account. To sign up for an account, go to <https://www.puc.state.oh.us/secure/accountmanagement/>.

You should see this screen:



Click on Request New Account

You should see this screen:



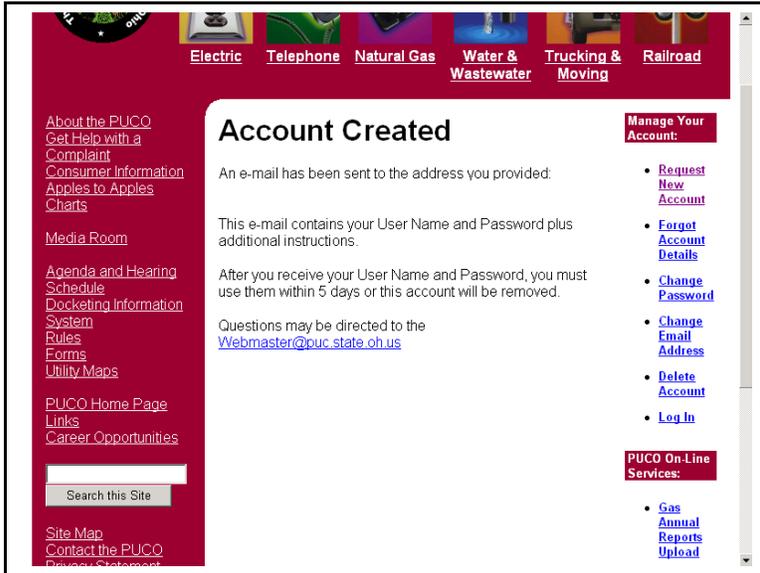
1. Enter your E-mail Address. ***This is very important, since this is the address to which your password will be sent.***

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

3. Click on the Submit button.

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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.

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You should see this screen:

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

2. Click on Change Password.

You should see this screen:

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

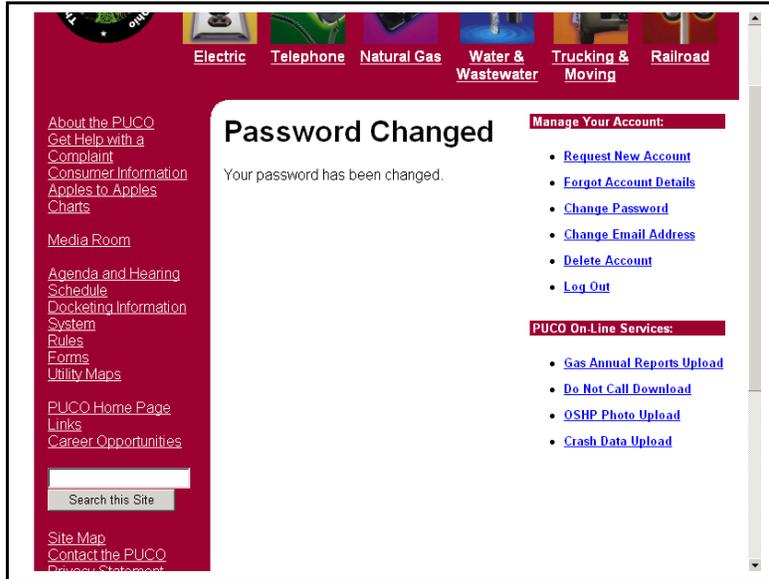
2. Enter a new password and confirm it by entering it again.

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. /, *, &)

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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.

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B. Create a Filer Profile

Open your browser and go to this address:

You will see this screen:

Need to get the final URL

DIS ELECTRONIC FILING

User Login

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".

User Name

Password

Log In

Need an account?

Forgot your User Name?
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.

DIS ELECTRONIC FILING

A profile is required before documents can be filed.
Use this form to create your new profile.

Filing Profile

Your filing 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

Company/Firm

Address

City

State OH

Zip

Phone Voice Fax

email address

Cases and Parties

Cases

Parties filing on behalf of

Add a Case

Remove Case

Add "New Party Name"

Remove Selected Name

Exit without Saving Info

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.

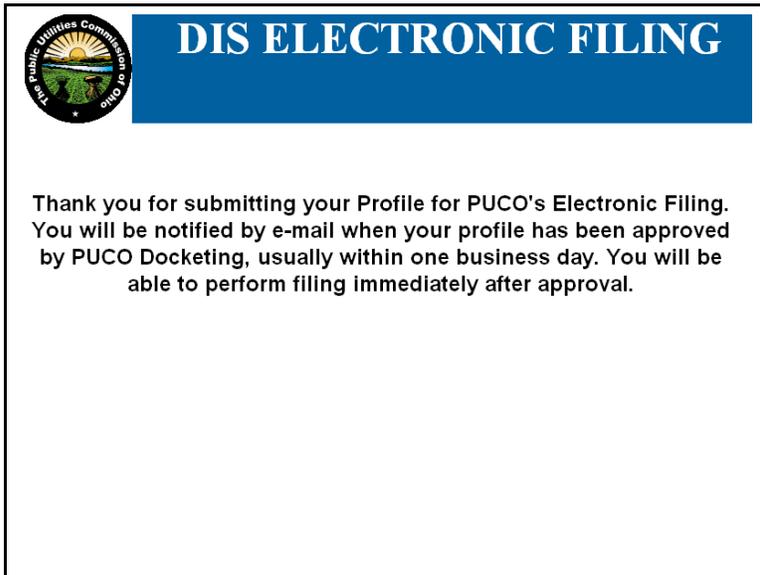
Click here to enter the name of the company or party on whose behalf you wish to file, even if it is your employer.

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You should see this screen:



DIS ELECTRONIC FILING

Thank you for submitting your Profile for PUCO's Electronic Filing. You will be notified by e-mail when your profile has been approved by PUCO Docketing, usually within one business day. You will be able to perform filing immediately after approval.

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.

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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 'User Login' page of the PUCO Electronic Filing System. At the top left is the PUCO logo. The main header is a blue bar with the text 'DIS ELECTRONIC FILING'. Below this, the page is titled 'User Login'. 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: 'User Name' and 'Password'. Below these is a 'Log In' button. To the right of the 'Log In' button is a 'PUCO Accounts' button. At the bottom, there are links for 'Need an account?', 'Forgot your User Name?', and 'Forgot your Password? Click here:'.

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 user dashboard after logging in. It features the same PUCO logo and 'DIS ELECTRONIC FILING' header. The main content area has a light green background and contains two instructions: '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 these instructions are two buttons: 'Review/Edit My Profile' and 'Make a Filing'.

Click the Make a Filing button.

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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 >>

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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

Browse...

Attach PDF

Finalize the Filing

Remove Selected File(s)

Cancel Filing

<< Previous

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The screenshot displays the Electronic Filing System interface. On the left, a 'Choose file' dialog box is open, showing the 'Desktop' location. The file list includes 'test.doc.pdf', which is selected. The 'File name' field contains 'test.doc.pdf' and the 'Files of type' is set to 'All Files (*.*)'. Below the dialog, the main interface has a blue header with 'ONIC FILING' and a 'Document Information' section. The user is identified as 'est.user@puc.state.oh.us'. A text area shows 'e filed on behalf of Else,'. At the bottom, there are buttons for 'Attach PDF', 'Cancel Filing', '<< Previous', 'Remove Selected File(s)', and 'Browse...'. A red instruction reads 'Attach the PDF file first Upload your PDF File Finalize the Filing'.

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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

Public Utilities Commission of Ohio Docketing Information System Electronic Filing System

The screenshot displays the Electronic Filing System interface. On the left, a "Choose file" dialog box is open, showing the "Desktop" location. The file list includes "E-filing test document.doc", which is selected. The "File name" field contains "E-filing test document.doc" and the "Files of type" is set to "All Files (*.*)".

The main interface has a blue header with "ONIC FILING" and a green background. Below the header, the "Document Information" section shows the user "est.user@puc.state.oh.us". A dropdown menu is open, showing "E-filing test document.doc" and "E-filing test document.doc".

Below the document information, there are several buttons: "Upload your Native files" with a "Browse..." button, "Attach Native File", "Finalize the Filing" with "Review before Submission" and "Remove Selected File(s)", "Cancel Filing", and "<< Previous".

At the bottom, there is a section titled "Mark attachments for deletion" with a checkbox and a document icon next to "test doc.pdf".



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



DIS ELECTRONIC FILING

Date 06/02/2004
Filing by User, E-file / test.user@puc.state.oh.us
Regarding Case(s) 03-6000
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..

Submit Filing

Edit Filing

Cancel Filing

Mark attachments for deletion



test doc.pdf



E-filing test document.doc



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](#)



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](#)

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DIS ELECTRONIC FILING

Filing Profile

Your e-filing 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
Tester, Thomas T.
Testing, Tester B.
My 4th Test Co. Add "New Party Name" Remove Selected Name

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.