

Starting a new filing

As enter the Tariff Filing system – you should note your userID top left. Seeing that lets you know you are logged in and recognized with rights and privileges of a Tariff Filer.



Under the menu “Services”, choose “New Tariff Upload” to begin a new filing.

NOTE the new option – to “Resume” in case you are cut off before finishing a filing. No longer do you have to start over.

If you represent more than one utility – your first step will be to select the utility this tariff filing will be for. Most of the contact information should be pre-filled for you either from your last filing or from your user account. Correct as needed.

Public Service Commission Tariff - File Upload Utility

Please be aware that all filings processed through this system will become part of the official public record. Please do not submit documents which contain confidential information in this manner.

General Filing Information.
Correct required information if needed and click "Continue" button to proceed with document upload.

* Denotes Required Field

General

Utility

Shelby Energy Cooperative, Inc. ▼

Filer ID pmcclain321@gmail.com

Filer Name* Paula McClain x

Filers Company Riggs, Prather, Ratliff Bullock, PSC

On Behalf of

Address

E-mail Address lisa.mendez@ky.gov

500 Main Street, Suite 5

City State Zip

Help for Tariff Filers

If this filing is the result of an order within a KY PSC Case provide the case number. You may provide a “short hand” case number. For example for case 2017-00189 you may simply type 17-189. Once the case number is entered click the magnifying glass to search for the order dates of that case.

Case Number	<input type="text" value="17-189"/>	<input type="button" value="Q"/>	Order Date	<input type="text"/>
<i>If this filing is in response to an order. Please provide the case number. Search. Then choose the order date.</i>				
Filing Type	<input type="text" value="Tariff"/>			

Select the correct date of the order once the list returns.

Case Number	<input type="text" value="2016-00317"/>	<input type="button" value="Q"/>	Order Date	<input type="text" value="9/12/2016"/>
<i>If this filing is in response to an order. Please provide the case number. Search. Then choose the order date.</i>				
Filing Type	<input type="text" value="Tariff"/>			
Proposed Effective Date *	<input type="text"/>			
Filing Description*	<input type="text"/>			

Finish the filing record with a proposed effective date and description. Then click “Continue”.

Then you will begin to upload the documents needed.

Uploading the documents

Click the large “Add files” button to select files from your computer. Repeat until you have found them all.

The screenshot shows the 'File upload Utility' page for Paula McClain. At the top, there is a navigation bar with 'Tariff Filing Home', 'New Tariff Upload', and 'Resume Upload'. Below this is the utility name and the user's email 'pmcclain321@gmail.com'. A table lists the utility as 'U. S. 60 Water District of Shelby and Franklin Counties' with a description of 'test' and a status of 'InfoOnly'. Below the table are buttons for '+ Add files...', 'Start upload', 'Cancel upload', and 'Delete files'. A list of uploaded files is shown with columns for 'Uploaded File', 'Size', and 'Description'. Each row includes a text input field for the description and two circular buttons with a plus sign. At the bottom, contact information for the Kentucky Public Service Commission is provided.

Utility	Filer	Description	Initiated	Status
U. S. 60 Water District of Shelby and Franklin Counties	Paula McClain	test	5/18/2018	InfoOnly

Uploaded File	Size	Description		
testfile.pdf	29.11 KB	<input type="text"/>	<input type="button" value="⊕"/>	<input type="button" value="⊕"/>
testwf.pdf	72.67 KB	<input type="text"/>	<input type="button" value="⊕"/>	<input type="button" value="⊕"/>
TestFiling.pdf	28.06 KB	<input type="text"/>	<input type="button" value="⊕"/>	<input type="button" value="⊕"/>

Kentucky Public Service Commission
Address: P. O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615
Phone: (502) 564-3940, Fax: (502) 564-3400, Hotline: 1-800-772-4636
Office Hours: Monday - Friday 8am - 5pm
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At this point none of the files have been uploaded yet. Choose the “not” button at the end of any row to eliminate an un-intended document.

You may use the large “Start upload” button to upload all files.

Or you may choose the arrow within each line and upload each document one at a time.

This close-up view of the file upload utility interface shows the same table of files. A large blue button labeled 'Start upload' is positioned above the table. Two blue arrows point from the text above to the interface: one points to the 'Start upload' button, and the other points to the circular upload button at the end of the first row in the table.

Help for Tariff Filers

Use the provided list to describe each file. Then choose "Save Descriptions"

Note there is a trash can to remove any document that you no longer wish to include in this filing.

Uploaded File	Size	Description	
testfile.pdf	29 KB	(Select Document Type)	
testwf.pdf	72 KB	(Select Document Type)	
TestFiling.pdf	28 KB	(Select Document Type)	

Save Descriptions

You can add more documents and edit the descriptions as needed. When you are satisfied with the collection of documents and their descriptions click "Complete".

Uploaded File	Size	Description	
testfile.pdf	29 KB	Cover Letter	
testwf.pdf	72 KB	(Select Document Type)	
TestFiling.pdf	28 KB	Tariff	

5/18/2018 2:07:01 PM

Complete Save Descriptions

The screen should transition to a printable receipt and you should receive an email receipt at the address provided in the filing record.



Kentucky Public Service Commission

[Tariff Filing Home](#) [New Tariff Upload](#) [Resume Upload](#)

Filing Receipt

pmcclain321@gmail.com

Print this webpage as a receipt.

	Utility	Filer	Posted	Initiated	Status
NA	U. S. 60 Water District of Shelby and Franklin Counties	Paula McClain	5/18/2018 2:08:23 PM	Posted	InfoOnly

Uploaded File	Size	Description
testfile.pdf	29 KB	Cover Letter
TestFiling.pdf	28 KB	Tariff

5/18/2018 2:07:01 PM

Amendment Expected

As you choose to make a new filing if any previous filing requires an amendment you will be notified. You can choose either to work on the necessary amendment or to continue with your new filing as planned.

Some Filings Require an Amendment
If you are amending a current filing please click on the correct Tariff ID. Otherwise choose 'new filing'

Amendment(s) Expected	Tariff ID	Type	Description
	TFS2018-00012	Tariff	test data. localhost. Amend this TRF filing.

[New Filing](#)

Resuming a filing in progress

If elect to continue a filing, you will be presented with a list of filings in progress.

Use the "Delete Filing" button to remove any old filings that you will not complete.

Use the "Continue Filing" button to proceed to the document upload portion of the process.

File upload Utility

pmclain321@gmail.com

Continue or Clean up Incomplete TRF Filings

Filer	Type	Description	Initiated	Order	Order Dt	Document Count	
pmclain321@gmail.com	Tariff	test data. localhost. Amend this TRF filing.	5/21/2018 9:35:44 AM			0	Delete Filing Continue Filing

Deleting an entire filing

Another means to delete a filing, its record and all documents is the large “Delete Files” button on the upload screen.

upload documents for Tariff Filing
lisa.mendez

	Utility	Filer	Description	Initiated	Status
NA	Boone County Water District	Harry_Anness	test	4/23/2018	InfoOnly

+ Add files... Start upload Cancel upload Delete files

Uploaded File	Size	Description
NoticeOfCompliance.pdf	571 KB	(Select Document Type)
CommissionLetter.pdf	51 KB	(Select Document Type)

Confirm
Delete all documents and the record of this filing??
Cancel OK

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