Monitoring the status of tariff filings:

You may monitor the status of electronically filed tariff documents by using the search feature within our filing portal. Electronic tariff filings are identified as either "circulating", (meaning they are presently under review by Commission staff), or "closed" (meaning that the filing has been reviewed and approved or rejected). After satisfactory review, tariff filings are inserted into the appropriate "master" tariff documents located at http://www.psc.ky.gov/tariffs .

Please note that it is **<u>not</u>** necessary to "log-in" to the system in order to monitor the status of a tariff filing.

Review the status of an electronic tariff filing by entering the web portal as described earlier within this document, then position your cursor on the portal link labeled "Electronic Filing Center", as in the sample window below:



Next, click on the selection for "Electronic Tariff Filing" as in the sample window below:



You will then be presented with a window as in the sample below. You may choose from the two options under the menu item labeled "Search".

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Monitor "Circulating" Tariff filings:

Choosing the option labeled "Tariffs Circulating" will present a search window, as in the sample below, which allows searching for specific circulating tariffs based on multiple criteria.

A default listing of all circulating tariffs is also provided at the bottom pane of the window, organized by groups of ten per page and presented in alphabetical order. You may navigate among the pages by choosing the "Next" and "Previous" symbols located at the lower right of the search criteria area.

Limit your search for circulating filings by using the search criteria as shown in the sample window below.

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You may use one, or any combination, of available search criteria, as further described below:

Circulation By: This filter accepts a date value, (in the format of MM/DD/YYYY), and will return all filings in circulation on or after the specified date.

Tariff ID: The Tariff ID is an internal tracking number assigned to each transaction as it is entered into our computer system. E-mail messages

generated at the time of initial filing will contain a reference to the unique Tariff ID and should be retained for future reference. Enter the Tariff ID in the format of "TFS", followed by the four digit year, followed by a hyphen, then the sequence number. Example: "TFS2005-00001" or "TFS2005-1".

Note: You may enter only the sequence number and the system will assume the current year and correct the entry into the proper format as it executes the search.

Company Name: Enter any portion of a filing company name. Entering "bell" will return hits for Bellsouth, Bell Atlantic, Cincinnati Bell, etc.

Type: Choose the appropriate filing type from the drop-down menu. Choices are "Tariff", "Contract" or "Promotion".

Service Type: Choose from available utility service types of Electric, Gas, Sewer, Water, or Telecommunications.

Result of Case: If the filing is in response to a Commission Order, you may specify the associated docket case number in the proper format of four digit year, hyphen, and five digit sequence number. Case number information is also available from our web site, under the links for "Docket Information" and "PSC Orders". Example: 2005-00001

Execute your search by clicking the button labeled "Filter", located at the bottom of the search criteria window. Results will be returned in the lower half of the search window.

Monitor "Closed" Tariff filings:

The term "closed" as used in this context, refers to the status of a filing which has completed the internal review process and incorporated into the official company tariff, or denied / rejected due to specific issues.

Choosing the option labeled "Closed Tariffs" will present a search window, as in the sample below, which allows searching for specific closed tariffs based on multiple criteria.

A default listing of all closed tariffs **for the current year** is also provided at the bottom pane of the window, organized by groups of ten per page and presented in alphabetical order. You may navigate among the pages by choosing the "Next" and "Previous" symbols located at the lower right of the search criteria area.

Limit your search for closed filings by using the search criteria as shown in the sample window below.

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You may use one, or any combination, of available search criteria, as further described below:

Closed By: This filter accepts a date value, (in the format of MM/DD/YYYY), and will return all filings closed on or after the specified date.

Tariff ID: The Tariff ID is an internal tracking number assigned to each transaction as it is entered into our computer system. E-mail messages generated at the time of initial filing will contain a reference to the unique Tariff ID and should be retained for future reference. Enter the Tariff ID in the format of "TFS", followed by the four digit year, followed by a hyphen, then the sequence number. Example: "TFS2005-00001" or "TFS2005-1".

Note: You may enter only the sequence number and the system will assume the current year and correct the entry into the proper format as it executes the search.

Company Name: Enter any portion of a filing company name. Entering "bell" will return hits for Bellsouth, Bell Atlantic, Cincinnati Bell, etc.

Type: Choose the appropriate filing type from the drop-down menu. Choices are "Tariff", "Contract" or "Promotion".

Service Type: Choose from available utility service types of Electric, Gas, Sewer, Water, or Telecommunications.

Result of Case: If the filing is in response to a Commission Order, you may specify the associated docket case number in the proper format of four digit year, hyphen, and five digit sequence number. Case number information is also available from our web site, under the links for "Docket Information" and "PSC Orders". Example: 2005-00001

Year Filed: Due to the large number of closed tariff filings, the results are presented one year at a time, with the default being the current year. You may enter a previous year value to view records of filings for the specified year. Please use the four digit year format.

Execute your search by clicking the button labeled "Filter", located at the bottom of the search criteria window. Results will be returned in the lower half of the search window.

Producing reports:

You may produce a report of information gleaned from the search mechanism by choosing the button labeled "Print Results", located at the lower left corner of the search criteria window.

This function will format your search results into an Adobe formatted (PDF) document for display within a separate browser window. From this window, you may choose to save the report to a "pdf" document located on your local computer and/or print the report to your local printer. You may also use the "search" feature within the browser to find text contained within the report.

The sample report below contains an example of "Tariffs Circulating", as filed by Bellsouth.

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