

Account Registration Procedures:

Parties wishing to participate in the electronic filing process must acquire an account by registering at the following address;

<http://psc.ky.gov/Account/Register>.

Account

Use the form below to update your account and/or change your password.

Passwords are required to be a minimum of 7 characters in length.

Account Information	
*Email:	<input type="text" value="john.doe@ky.gov"/>
*Password:	<input type="password" value="*****"/>
*Confirm password:	<input type="password" value="*****"/>

Contact Information	
Is a Utility:	<input type="checkbox"/>
*Contact Name:	<input type="text" value="John Doe"/>
Organization:	<input type="text" value="PSC"/>
Address 1:	<input type="text" value="211 Sower Blvd."/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Frankfort"/>
State:	<input type="text" value="KY"/>
Postal Code:	<input type="text" value="40602"/>
Phone:	<input type="text" value="(502) 564-3940"/>
Fax:	<input type="text" value="(502) 564-3460"/>

Roles	
*Select Roles (must select at least one):	<input type="checkbox"/> Interconnection Agreement Filers <input type="checkbox"/> Utility Financial Report Filers <input type="checkbox"/> Electronic Case Filers <input type="checkbox"/> Outage System Regulated Utility <input type="checkbox"/> Outage System Non-Regulated Utility <input type="checkbox"/> Tariff Filers <input checked="" type="checkbox"/> Telecommunication Relay Service and Access Program Fund Invoicing

In order to create a Telecommunication Relay Service and Access Program Fund account, you must check the role labeled, “Telecommunication Relay Service and Access Program Fund Invoicing”. After completing the page, click the “Save /Proceed to Utility Setup” button. You will then be presented with a new page to associate a utility with your new account.

On the next screen you will associate at least one utility with your account. You may associate more than one if you are an entity that represents multiple utilities.

Use the box below to add utilities to your account:

Enter Utility Name and
Select from the list provided:

	Utility ID	Company Name
✗	12600	Salem Telephone Company
✗	12400	North Central Telephone Cooperative, Inc.

As you type the name, a list should appear for you to select the appropriate utility. Once selected, click the “Add Utility” button.

Enter Utility Name and
Select from the list provided:

You may add multiple Utilities to your account by repeating the process. To complete, click the “Complete Registration” button. The following screen will appear and you should receive an email requesting to verify that this is your correct email account.



Kentucky Public Service Commission

Thank You for submitting your registration. You will receive an email shortly at the email address you provided. This email will contain a link for you to click on and confirm your email address is valid.

[Click here to return to the PSC Website.](#)

Kentucky Public Service Commission
P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615
Phone (502) 564-3940, Fax (502) 564-3460

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When you receive the verification email, click on the “Click here” link to complete the verification. After clicking on the link, you will be presented with the following screen.



Kentucky Public Service Commission

Your email has been verified. Your account will not be activated until the PSC administrator has approved your account for the requested role(s). You will receive another email once the account is approved.

Thank You!

[Click here to return to the PSC Website.](#)

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P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615
Phone (502) 564-3940, Fax (502) 564-3460

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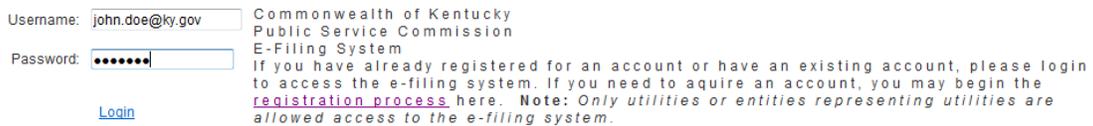
Once your email has been verified, Public Service Commission staff will review your new account and may contact you to verify authenticity. PSC staff will then approve/deny your account. Once approved, you will receive an email notification that your account has been approved.

Login and Invoice Payment Procedures:

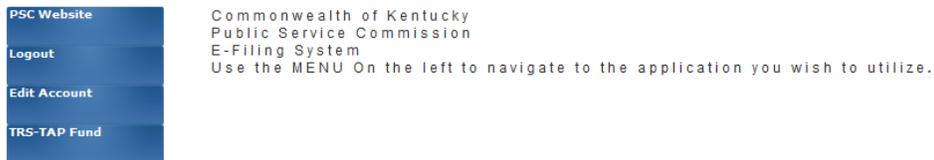
On the PSC Website, locate and select the Login link just under the menu tab labeled, “About the Commission”.



You will then be presented with the login screen. Enter your email address associated with the account, the password you entered during registration and click the Login button.



Once logged in, you will be presented with a vertical menu on the left of the screen.



Select the menu item labeled, “TRS-TAP Fund”.

Once the Telecommunication Relay Service and Access Program Fund Invoicing page is loaded you will be presented with a grid showing invoices that are currently due as well as a grid showing a history of invoices paid. To begin payment of an Invoice, select the “Pay Now” button next to the invoice you wish to pay.

PSC Website

Logout

Edit Account

TRS-TAP Fund

Invoice(s) Due

Month	Year	Make Payment
May	2011	Pay Now
March	2011	Pay Now

Payment History

Month	Year	Number of Lines	Amount Paid	Status	Settle Amount	Settle Timestamp
April	2011	7658	1225.28	Not Settled		

On the next screen you will be asked to enter the “Number of Access Lines”. Enter the amount and click the “Next” button.

PSC Website

Logout

Edit Account

TRS-TAP Fund

[Return to Invoices](#)

Access Lines
Payment Information
Summary

Total Access Lines in Service:

After clicking the next button, you will be presented with a screen showing the amount to be paid and a form requesting payment information. Please complete the form and click the submit button. You may go back and adjust the Access Lines quantity by selecting the “Access Lines” tab.

PSC Website [Return to Invoices](#)

Logout

Edit Account

TRS-TAP Fund

Access Lines | **Payment Information** | Summary

TRS Surcharge Per Access Line:	\$0.02
Amount of TRS Surcharge Remitted to Fund:	\$24.68
TAP Surcharge Per Access Line:	\$0.02
Amount of TAP Surcharge Remitted to Fund:	\$24.68
Total Due:	\$49.36

I hereby attest that the information reported herein is true and accurate to the best of my knowledge.

Payment Information (Electronic Check)

Checking

Savings

Bank Routing Number:

Bank Account Number:

Date of Payment:

Your payment will then be processed and you will be presented with a summary of the transaction. If an error occurred, then you will see a message detailing any incorrect information on your form. Please correct and resubmit the form.

PSC Website [Return to Invoices](#)

Logout

Edit Account

TRS-TAP Fund

Access Lines | **Payment Information** | Summary

Your transaction completed successfully. A receipt has been delivered to your email address.

Payment Receipt for North Central Telephone Cooperative, Inc.

Reporting Month: May
Reporting Year: 2011
Utility: North Central Telephone Cooperative, Inc.
Number of Lines Reported: 1234
Total Amount: \$49.36
Payment Items:

Amount of TRS Surcharge Remitted to Fund: **\$24.68**
Amount of TAP Surcharge Remitted to Fund: **\$24.68**