

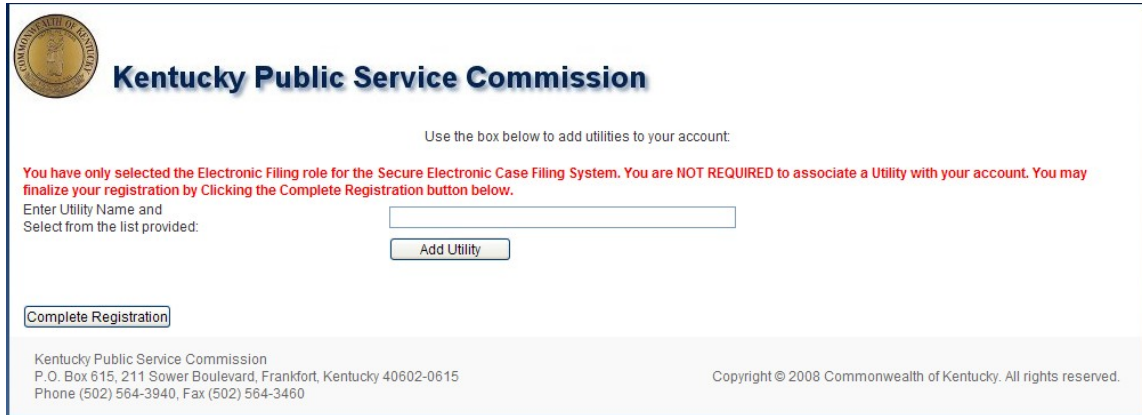
Account Registration Procedures:


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>.

The screenshot shows the 'Create a New Account' registration page for the Kentucky Public Service Commission. The page features a header with the commission's 75th anniversary logo (1934-2009) and the text '75 Years of Serving the Commonwealth KENTUCKY PUBLIC SERVICE COMMISSION'. On the right, there is a 'Kentucky.gov' logo and links for 'Latest Press Releases' and 'Latest Orders'. A navigation bar includes links for 'About the Commission', 'Commission Records', 'For Consumers', 'Utility Information', 'SiteMap', and 'Feedback'. A search bar is located at the top right with the text 'Search All Files' and a 'Search' button. The main content area is titled 'Create a New Account' and includes instructions: 'Use the form below to create a new account.' and 'Passwords are required to be a minimum of 7 characters in length.' The form is divided into three sections: 'Account Information', 'Contact Information', and 'Roles'. The 'Account Information' section contains fields for '*Email:' (john.doe@ky.gov), '*Password:', and '*Confirm password:'. The 'Contact Information' section includes a checked 'Is a Utility:' checkbox, and fields for '*Contact Name:' (John Doe), 'Organization:' (PSC), 'Address1:' (211 Sower Blvd.), 'Address2:', 'City:' (Frankfort), 'State:' (KY), 'Postal Code:' (40602), 'Phone:' ((502) 564-3940), and 'Fax:' ((502) 564-3460). The 'Roles' section has a heading '*Select Roles (must select at least one):' and a list of checkboxes: 'Interconnection Agreement Filers', 'Utility Financial Report Filers', 'Electronic Filing Filers' (checked), 'Outage System Regulated Utility', 'Outage System Non-Regulated Utility', and 'Tariff Filers'. A 'Register' button is located at the bottom left of the form.

In order to create an Electronic Case Filing account, you must check the role labeled, "Electronic Filing Filers". After completing the page, click the "Register"

button. You will then be presented with a new page to associate a utility with your new account.



 **Kentucky Public Service Commission**

Use the box below to add utilities to your account:

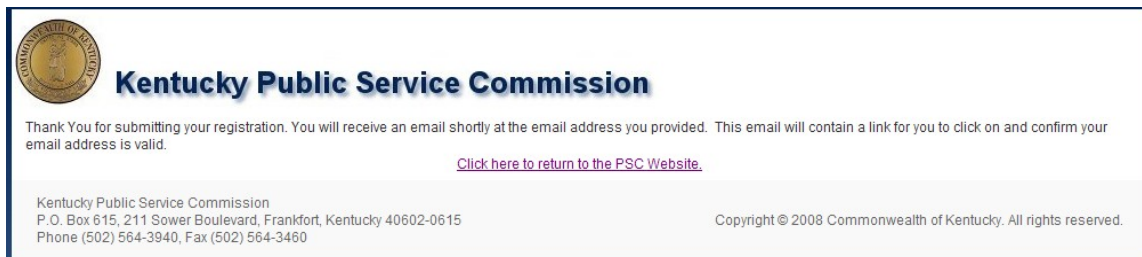
You have only selected the Electronic Filing role for the Secure Electronic Case Filing System. You are NOT REQUIRED to associate a Utility with your account. You may finalize your registration by Clicking the Complete Registration button below.


Enter Utility Name and
Select from the list provided:

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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The Electronic Case Filing system does not require you to associate a utility with your account however you may do so by typing the name of the utility in the box provided. As you type the name, a list should appear for you to select the appropriate utility. Once selected, click the “Add Utility” button. 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.



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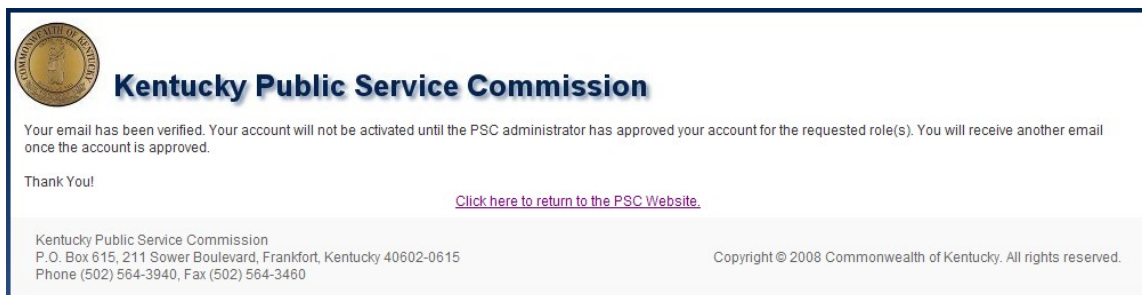
Thank You for submitting your registration. You will receive an email shortly at the email address you provided. This email will contain a link for you to click on and confirm your email address is valid.


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

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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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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.

Individuals wishing to submit public comments regarding any open case do not need to establish electronic filing accounts. Public comments should be submitted via email to the Public Information Officer at: psc.info@ky.gov. Please include the Case Number in the subject line of your email. Also be aware that all case related comments become part of the official case record and are publicly available online.

Persons wishing to make comments or inquiries regarding utility service or billing issues, should visit the Commission web page and go to the link titled "Consumer Information".