

Public Service Commission Electronic Tariff Filing System -Registration Instructions-

Introduction:

These instructions are for how to register to use the Tariff Filing System (TFS).

Additional instructions are available on (1) how to file a tariff and (2) how to monitor the status of a tariff filing.

If there are any questions or problems encountered while using the TFS, please call the PSC and ask to speak to the Tariff Branch.

Account Registration Procedures:

Utilities participating in the electronic filing process must create an account by visiting the [PSC homepage](#) and clicking the “Register” button.



<http://psc.ky.gov>

Enter all required contact information in the appropriate fields.

75th 1911-2009 *75 Years of Serving the Commonwealth*
KENTUCKY PUBLIC SERVICE COMMISSION

Kentucky.gov
Latest Press Releases
Latest Orders

About the Commission | Commission Records | For Consumers | Utility Information | SiteMap | Feedback

Register | Login | Search All Files | Search

Create a New Account

Use the form below to create a new account.
Passwords are required to be a minimum of 7 characters in length.

Account Information

*Email: john.doe@ky.gov
*Password: *****
*Confirm password: *****

Contact Information

Is a Utility:
*Contact Name: John Doe
Organization: ABC Utility
Address1: 123 Main Street
Address2:
City: Anytown
State: KY
Postal Code: 40600
Phone: 502-555-1212
Fax: 502-555-1313

Roles

*Select Roles (must select at least one):

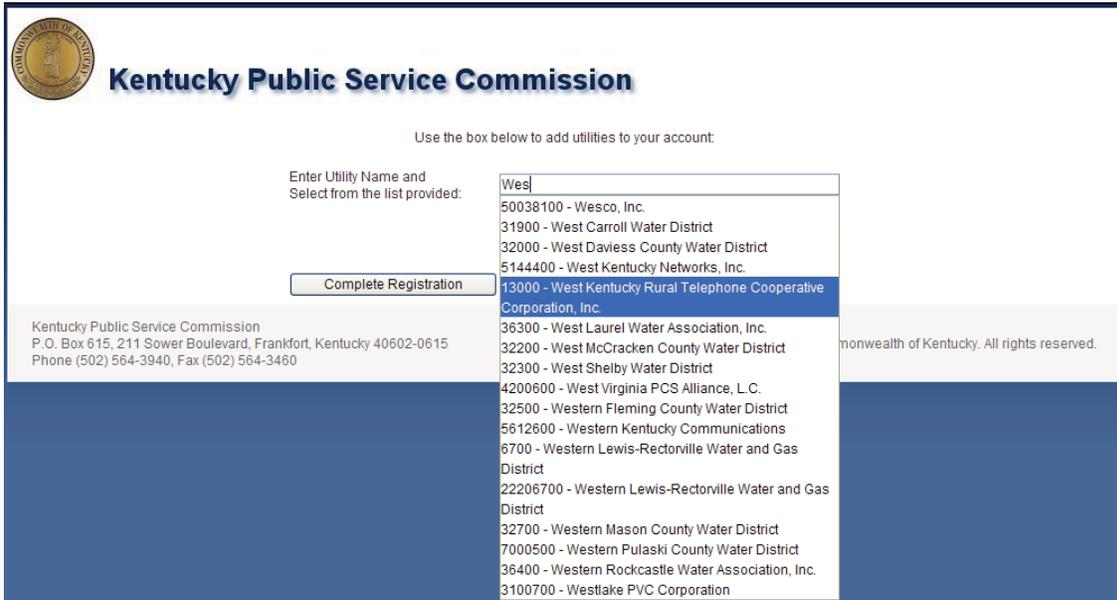
- Interconnection Agreement Filers
- Utility Financial Report Filers
- Electronic Case Filers
- Outage System Regulated Utility
- Outage System Non-Regulated Utility
- Tariff Filers

Register

Check the box for “Tariff Filers” at the bottom of the page.

Then, click the “Register” button.

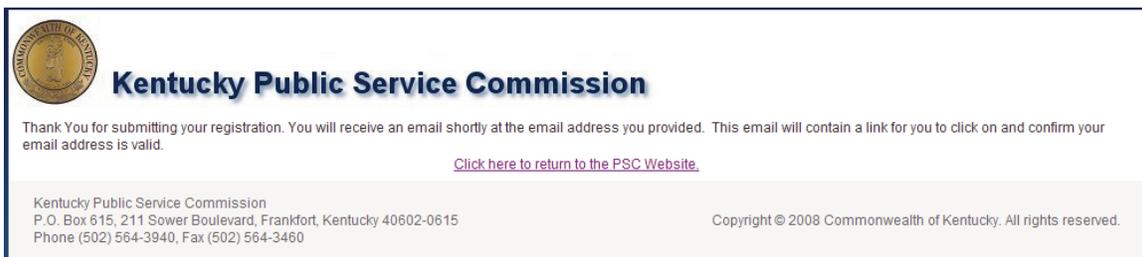
Now a utility must be chosen to associate with your new account.



The screenshot shows the Kentucky Public Service Commission website. At the top left is the state seal. The main heading is "Kentucky Public Service Commission". Below it, a text prompt says "Use the box below to add utilities to your account:". There is a text input field containing "Wes" and a dropdown menu listing various utilities. The utility "13000 - West Kentucky Rural Telephone Cooperative Corporation, Inc." is highlighted in blue. Below the dropdown is a "Complete Registration" button. On the left side, contact information for the Commission is provided: "Kentucky Public Service Commission, P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615, Phone (502) 564-3940, Fax (502) 564-3460". On the right side, a copyright notice reads "Commonwealth of Kentucky. All rights reserved."

Begin by typing the name of your utility in the box provided. As you type the name, a list should appear for you to select the appropriate utility.

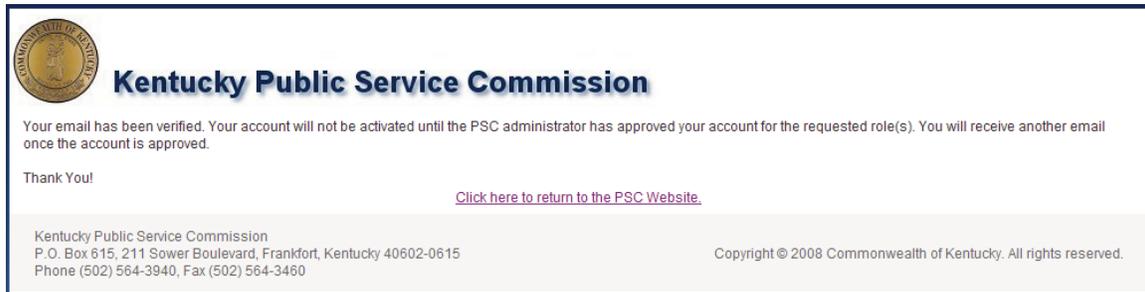
Once selected, click the "Add Utility" button and then the "Complete Registration" button. The following screen will appear and you should receive an email requesting you to verify that this is your correct email account.



The screenshot shows the Kentucky Public Service Commission website with a confirmation message. At the top left is the state seal. The main heading is "Kentucky Public Service Commission". Below it, a text message reads: "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." Below the message is a blue hyperlink: "Click here to return to the PSC Website." At the bottom left, contact information is provided: "Kentucky Public Service Commission, P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615, Phone (502) 564-3940, Fax (502) 564-3460". At the bottom right, a copyright notice reads "Copyright © 2008 Commonwealth of Kentucky. All rights reserved."

When you receive the verification email, click on the "Click here" link to complete the verification.

After clicking on the link in the verification email, you should see the following screen.



PSC staff will now review your new account and may contact you to verify authenticity.

Next, PSC staff will either approve or deny your account application.

If approved, you will receive an email notification informing you that the account has been activated.

This completes the registration process and you should now be authorized to electronically file tariffs with the PSC.

Please refer to "Filing Instructions" for directions on how to file a tariff.

Any questions regarding electronic tariff filing registration should be directed to the PSC Tariff Branch by calling 502-564-3940 or emailing PSC.tariffs@ky.gov.