

Form 561 eFiling Instructions

Start at the Commission's home page: www.ferc.gov. Click on the Documents & Filing tab and choose eFiling from the drop-down. If you haven't previously eRegistered, click the eRegister link and provide the requested information in order to create an account, otherwise, enter your registered email address and password.

Click on Login and enter your login information.

Click on eFiling in the list of FERC Online Applications.

Filing Type

How is your filing to be directed? Electric

What kind of filing are you making? Report / Form for Existing Docket Number OR Report /Form – No Docket Number (Report / Form should appear in the Filing Type (Fee) column). Click Next.

If there are docket numbers in your filing, you will be routed to **Select Docket**, if there are no docket numbers, then you will be routed to **File Upload**.

Select Docket

Using either the Search or Quick entry tab, enter the docket number followed by 000, e.g. ID-1234-000. Click search. The Description that appears will probably reference an Informational Report or Full Application. Click the blue plus sign following the docket number and that docket number will appear in a new selected dockets table below. Continue until all dockets are entered. Click Next.

File Upload

Click the public tab, then click browse and select a file to upload. Enter a description for your filing in the space provided e.g., ABC Power Company submits 2012 Form 561 filings. Click Upload. Continue uploading files until all your files appear in the file upload table. The eFiling system allows you to attach up to 200 files.

Note: Form 561 is a public filing so do not check the privileged or CEII option.

NOTE: if at any time you want to go back to a previous screen, press the back button provided on the eFiling screen, not the back button in the browser.

Click Next.

Specify Filing Parties

Select either On behalf of Another Party(ies) OR As an Individual and enter the company name/s. Click Next.

Specify the person to whom communication should be addressed

Enter the email address of the signer in the contact email block and click on Add as Signer. Note: a signer email address must be included as every filing must have a designated signer.

Submission Description

Enter: "Form 561 of [your utility/filing company name]"

Summary

Review the information shown. If any of the information is incorrect, click the Back button and correct your information as necessary. Click Submit.

A new screen will appear that states: "You have successfully submitted the filing and will receive an email confirmation shortly". Click the "Printable submission confirmation receipt" button and a receipt will appear that states the date, time and submission ID for your filing. You should also receive a confirmation of receipt by email with the same information, a link to additional information for your filing and the status of your filing. When the Commission accepts your filing, that status will change to accepted.