

**Subject: 2014 REP ANNUAL AND 2014/2015 SEMI-ANNUAL REPORT**

**PROJECT NO. 44357**

To: REP Regulatory and Authorized Representatives – **OPTION I ONLY**

The Public Utility Commission of Texas (PUCT) has established Project No. 44357 for the purpose of collecting 2014 REP Annual and 2014/2015 REP Semi-Annual Reports that are filed during the calendar year 2015. When filing documents responsive to the REP Annual and Semi-Annual Reporting requirements in [P.U.C. SUBST. R. 25.107\(i\)\(5\)](#), please reference Project No. 44357. P.U.C. SUBST. R. 25.107(i)(5) contains TWO reporting requirements: The REP Annual Report and the REP Semi-Annual Report.

**REP ANNUAL REPORTS**

The 2014 REP Annual Report is due on or before **March 5, 2015** (or 65 days after the end of the REP or guarantor's fiscal year - see P.U.C. SUBST. R. 25.107(i)(5)). **The technical and managerial portion of the report is filed on-line using the PUCT Portal (see instructions below).**

In addition to the technical and managerial portion of the report filed on-line using the PUCT Portal, REPs shall file a separate financial portion of the report that is responsive to P.U.C. SUBST. R. 25.107(i)(5)(A)(vii). **The financial filing may be filed confidentially in Project No. 44357.** Please review the filing procedures in [P.U.C. PROC. Rule 22.71](#).

**REP SEMI-ANNUAL REPORTS**

The 2014/2015 REP Semi-Annual Report is due on or before **August 15, 2015** (or 225 days after the end of the REP or guarantor's fiscal year – see P.U.C. SUBST. R. 25.107(i)(5)). This report is strictly a financial report and does not require a Portal entry. REPs shall file the information required by P.U.C. SUBST. R. 25.107(i)(5)(B). The financial filing may be filed confidentially in Project No. 44357. Please review the filing procedures in P.U.C. PROC. Rule 22.71.

**PORTAL ACCESS**

If your company has a representative already registered for PUCT Portal REP reporting access, that individual may file the Annual Report. If the individual registered in the PUCT Portal for the REP's reporting access has left the company, please have an authorized representative of the

company contact Ms. Janis Ervin at 512-936-7372, or by email at [janis.ervin@puc.texas.gov](mailto:janis.ervin@puc.texas.gov), to remove that individual's reporting access and have the current individual responsible for the reporting requirement register for REP reporting access in the PUCT Portal. Your company should always have an individual responsible for reporting requirements and for updating contact information registered in the PUCT Portal for REP reporting and contact information updates.

**REPs must have an authorized contact(s)** registered in the PUCT Portal to obtain access to the electronic REP Reporting Forms. If you are not listed as an "Authorized Contact" for your company, then someone who is listed as an "Authorized Contact" for your company must vouch for you (through an email to the PUCT Staff) ([janis.ervin@puc.texas.gov](mailto:janis.ervin@puc.texas.gov) or [gordon.vansickle@puc.texas.gov](mailto:gordon.vansickle@puc.texas.gov)) before you will be granted access to the REP Annual Report. "Authorized Contacts" are determined from the information submitted on your most recent REP Annual Report or, if this is a new REP certification, from the REP application. Allowing only "Authorized Contacts" to be granted reporting access for a company is part of the commission's security protocol for protection of your company's records.

## **PORTAL REGISTRATION INSTRUCTIONS**

**Step 1** *Login to the PUCT website at [www.puc.texas.gov](http://www.puc.texas.gov) and click on "Login" in the upper right-hand corner of the screen. This will take you to the PUCT Portal.*

**Step 2** *Register as a user on the PUCT Portal by creating your own User Profile (including the creation of your own Login and Password. Please complete the User Profile with the requested information). Once you have created your User Profile Account, you will receive an email with a link that will allow you to confirm your registration email address. After you click on this link, you will be allowed into the PUCT Portal. (Note – You cannot use the PUCT assigned Certification Number for the REP as the Login or Password.)*

**Step 3** *Once you have access to the PUCT Portal, click on "Available PUC Applications" and this will show you a list of all the reporting applications that are available. It is necessary to request access to all "Reporting Applications" that are required under your certification. For REPs you will need to request the "REP Annual Report" Application and the EMRT Application. The "Company Contacts" Application is a lower level*

*security application request that is limited to only updating your company contact information after you have filed your annual report. You are “Automatically Granted” the “Company Contact” Application when you are granted the “REP Annual Report” Application; please do not request both applications.*

**Step 4** *The PUCT Staff will then review your “Requested Application” to see if you are an “Authorized Contact” before approving or denying your request for reporting access. Once approved, you will receive an email stating that reporting access has been granted. Once “Approved” you will have access to the electronic reporting formats.*

**Required REP Applications:** **REP Annual Report Application** (for submitting the REP Annual Reports), **EMRT Application** (for Access to the Event Reporting for Hurricanes, Tornadoes, Fires, Floods, etc.) and **Company Contact Application** (for submission of Company Contact Information updates at any time – but there may be a delay in the Commission’s final application of the update by as much as 7 business days.)

If you have any questions concerning the REP Annual Report, please contact Janis Ervin (512-936-7372 or [janis.ervin@puc.texas.gov](mailto:janis.ervin@puc.texas.gov)) or Gordon Van Sickle (512-936-7343 or [gordon.vansickle@puc.texas.gov](mailto:gordon.vansickle@puc.texas.gov)). If you have any questions concerning the financial portion of the REP Annual Report or REP Semi-Annual Report, please contact Ms. Diane Hopingardner (512-936-7233 or [diane.hopingardner@puc.texas.gov](mailto:diane.hopingardner@puc.texas.gov) ).

If you have any questions concerning the PUC Portal, please contact the PUC Help Desk at 512-936-7100.