

PUC Interchange Filer E-Filing Instructions





Interchange Filer - Web upload

Get started

Please complete the filing process within 20 minutes or you may have to restart the process from the beginning.

Please do not use this system to file confidential materials.

[Begin »](#)

E-Filing Update

Effective July 13, 2021

- Electronic Filing submissions will be COMPLETE after submitting through the Interchange Filer. The filing party can expect to receive an email with a tracking number, followed by a final confirmation email containing an attached E-Filing Receipt.
- Once you receive the E-Filing receipt (the 2nd email), you are finished filing.
- The Attachments that were submitted during the E-Filing process will no longer need to be emailed to the PUC Central Records.

How to File with the PUC

Here are the PUC's [filing procedures](#).

For assistance please contact the PUC Help Desk at: helpdesk@puc.texas.gov or 512-936-7100.

[Learn more »](#)

Upcoming Events

- Fri, Jul 23 — [Open Meeting ERCOT](#)
- Mon, Jul 26 — [Work Session Meeting](#)
- Wed, Jul 28 — [Pre-Hearing Conference](#)
- Wed, Jul 28 — [Pre-Hearing Conference](#)
- Thu, Jul 29 — [Open Meeting](#)
- Thu, Jul 29 — [Hearing on The Merits](#)
- Thu, Aug 12 — [Work Session Meeting](#)
- Thu, Aug 19 — [Open Meeting](#)
- Thu, Aug 26 — [Work Session Meeting](#)
- Thu, Sep 2 — [Open Meeting](#)

[View agency calendar »](#)

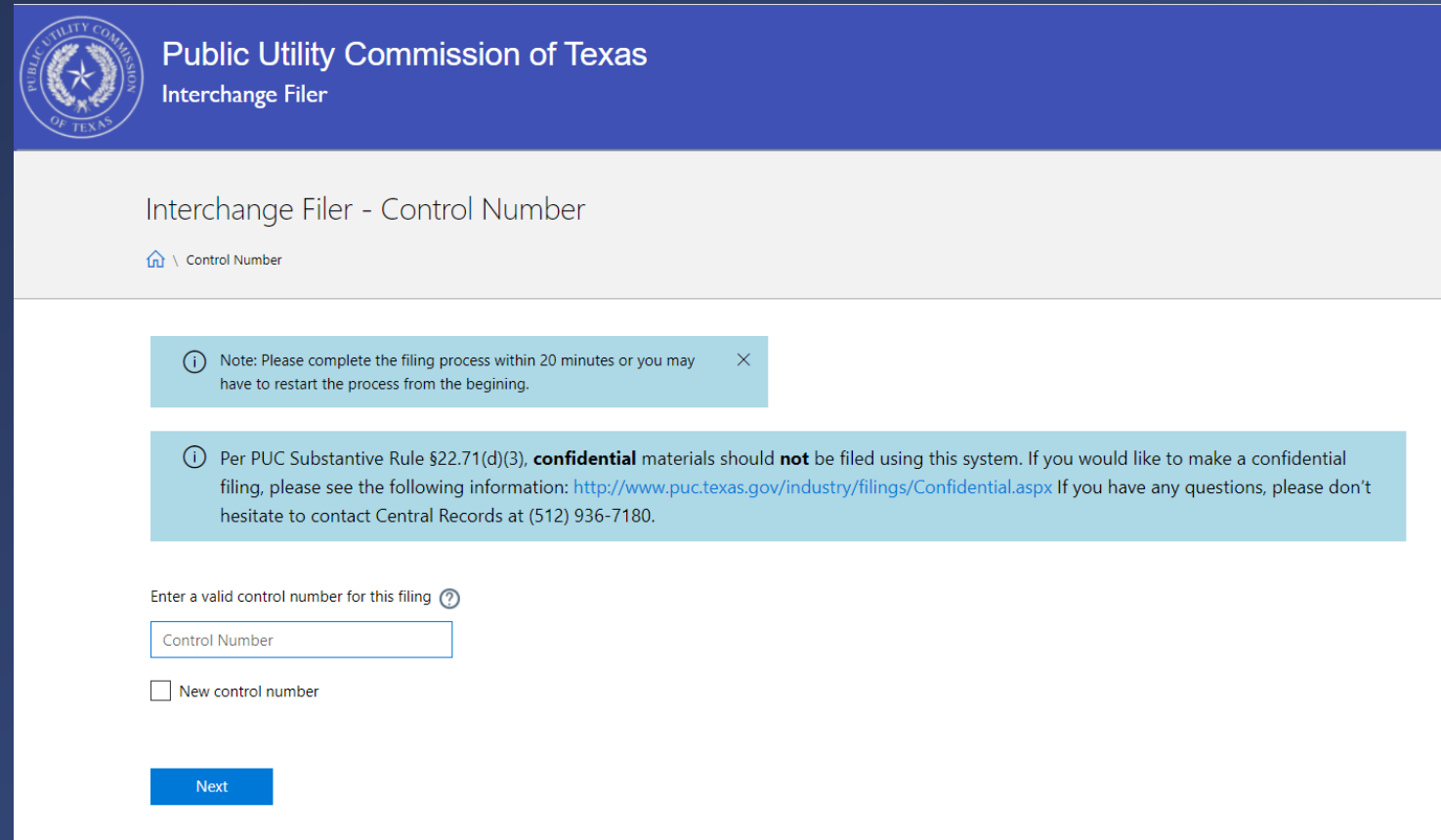
Begin E-Filing

- Click “Begin” to start your E-Filing
- You can access this webpage at the following URL:
 - <https://interchange.puc.texas.gov/filer>



Enter Control Number

- Enter your Control Number in the text box
- Control Numbers are five-digit numbers that include:
 - Docket Number
 - Project Number
 - Tariff Number
- To request a new Control Number, click the box next to “New Control Number”
- Click “Next” once you are finished
- If you do not know what your Control Number is, please contact Central Records




The screenshot shows the 'Interchange Filer - Control Number' page. At the top left is the PUC of Texas logo. The page title is 'Public Utility Commission of Texas Interchange Filer'. Below the title is the breadcrumb 'Interchange Filer - Control Number' with a home icon. A light blue notification box contains the text: 'Note: Please complete the filing process within 20 minutes or you may have to restart the process from the beginning.' Below this is another light blue notification box: 'Per PUC Substantive Rule §22.71(d)(3), confidential materials should not be filed using this system. If you would like to make a confidential filing, please see the following information: <http://www.puc.texas.gov/industry/filings/Confidential.aspx> If you have any questions, please don't hesitate to contact Central Records at (512) 936-7180.' The main form area has the instruction 'Enter a valid control number for this filing' with a help icon. Below this is a text input field labeled 'Control Number'. Underneath the input field is a checkbox labeled 'New control number'. At the bottom of the form is a blue 'Next' button.



Complete Contact Information

- Fill in your contact information
- We will send confirmation emails to the Email Address you provide here
- You can click the “Save Contact Information” box in order to save you information for future E-Filings
- Click “Next” once you are finished



Public Utility Commission of Texas
Interchange Filer

Interchange Filer - Contact Info

[Home](#) \ [Control Number](#) \ [Contact Information](#)

Enter your contact information. [?](#)

Name

Address

Address

City

State

Zip

Phone number


Email address

Save Contact Information



Enter Filing Information


- Enter the Filing Party Name
- Select a Filing Type from the drop-down menu
- Enter the Filing Description
 - There is a maximum of 255 characters in this text box
- Click “Next” once you are finished





Public Utility Commission of Texas
Interchange Filer

Interchange Filer - Filing Info

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#)

Filing Party Name 

Filing Type 

Filing Description 





Interchange Filer - Document Upload

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#) \ [Upload Documents](#)

§22.72. Formal Requisites of Pleadings and Documents to be Filed with the Commission.

(i) File format standards.

(2) Electronic filings shall be made using the [native file format](#) used to create and edit the file, unless the native file format is not on the current list of preferred file formats maintained by the commission referenced in paragraph (1) of this subsection. Microsoft Excel spreadsheets shall have active links and formulas that were used to create and manipulate the data in the spreadsheet. An application that fails to include the native file filings is materially deficient.

Note:

The PUC accepts most common file types: Word, PowerPoint, Excel, Word Perfect, text files, etc. There is a limit of **255** individual files per filing, with a total file size limitation of **400 MB**.

If you have any questions about the types of files you can submit, or the size limitations, please contact the PUC Help Desk at **(512) 936-7100**.

⚠ Please attach documents to your filing in the order in which you would like them to be filed.

The documents you attach in Filer will be **processed into a single PDF in the order in which the documents were attached**. Therefore, if you attach a PDF and Word version of the same document, they will both end up in the PDF record copy that has a time stamp.

Add Files

Addendum Included [?](#)

Back

Next

Add Files

- Add your document(s) in the order in which you would like the documents to be filed
- See next slide for further instructions on how to Add Files



Add Files (cont.)

- The documents you attach in Filer will be processed into a single PDF in the order in which the documents were attached
- If you attach a PDF and Word version of the same document, they will both end up in the PDF record copy that has a time stamp
- The following file types will not be converted:
 - Excel: .xls, .xlsx
 - Shapefiles: .shp, .shx, .dbf, .sbn, .sbx, .atx, .fbn, .fbx, .ain, .aih, .ixs, .mxs, .prj, .xml, and .cpg
- If the file is not converted, a page will be added in its place that includes the following information:
 - The following files are not convertible:
 - Name(s) of the file(s)

Please see the ZIP file for this Filing on the PUC Interchange in order to access these files
Contact centralrecords@puc.texas.gov if you have any questions
- Please include a PDF copy of your Excel document(s)
 - This allows you to format the Excel document however you would like, and it will be converted into the PDF record copy in Interchange
 - The native version of the Excel file that you attach will be available in the Zip File for your Item on the Interchange
 - This Excel document will not be duplicated in the final PDF as the Excel document will not be converted





Interchange Filer - Document Upload

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#) \ [Upload Documents](#)

§22.72. Formal Requisites of Pleadings and Documents to be Filed with the Commission.

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(2) Electronic filings shall be made using the [native file format](#) used to create and edit the file, unless the native file format is not on the current list of preferred file formats maintained by the commission referenced in paragraph (1) of this subsection. Microsoft Excel spreadsheets shall have active links and formulas that were used to create and manipulate the data in the spreadsheet. An application that fails to include the native file filings is materially deficient.

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The documents you attach in Filer will be **processed into a single PDF in the order in which the documents were attached**. Therefore, if you attach a PDF and Word version of the same document, they will both end up in the PDF record copy that has a time stamp.

Add Files

PUC TEST FILING.docx

Size: 11.76 KB



Total: 11.76 KB

Addendum Included

Back

Next

Add Files (cont.)

- Finish adding your document(s)
- You will then be able to see the attached document(s)
 - e.g., PUC TEST FILING.docx
- Click “Next” once you are finished





Interchange Filer - Summary

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#) \ [Upload Documents](#) \ [Summary](#)

Almost Done!

Please verify your information below and press submit to complete your filing.

① Per PUC Substantive Rule §22.71(d)(3), **confidential** materials should **not** be filed using this system. If you would like to make a confidential filing, please see the following information: <http://www.puc.texas.gov/industry/filings/Confidential.aspx> If you have any questions, please don't hesitate to contact Central Records at (512) 936-7180.

[Edit](#)

Control Number

Control Number 9999

Description MISCELLANEOUS SHORT TERM INFORMAL PROJECTS

Summary

- Almost Done!
- This page gives you an opportunity to review and verify your E-Filing details before you complete your E-Filing
- See next slide for an example of the rest of the Summary page



Contact Information

Edit

Name Brady Cox

Address 1701 N Congress Ave
Suite 8-100
Austin, TX 78701

Phone (512) 936-7047

Email brady.cox@puc.texas.gov

Filing Information

Edit

Filing Party PUC CENTRAL RECORDS

Filing Type PROJECT


Description PUC Test Filing

Documents

Edit

Document Name	Document Size
PUC TEST FILING.docx	11.76 KB

Addendum Included No

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

Back

Submit

Summary (cont.)

- This is an example of the rest of the Summary page
- You can click “Edit” in the top right corner of each section or you can click “Back” if necessary
- If the information is accurate, click the check box next to “I’m not a robot” and then click “Submit”





Interchange Filer - Filing Submitted

We have received your E-Filing. You will receive an E-Filing Confirmation email shortly, followed by an E-Filing Receipt email.

Once you receive the E-Filing Receipt - the second email - you are finished filing.

Please contact Central Records if you have any questions. Thanks!

Central Records
Public Utility Commission of Texas
centralrecords@puc.texas.gov | 512-936-7180

Tracking Number: TTKHUEQY

Filing Submitted on	7/23/2021 11:15:53 AM
Control Number	9999 MISCELLANEOUS SHORT TERM INFORMAL PROJECTS
Filing Party	PUC CENTRAL RECORDS
Filing Type	PROJECT
Description	PUC Test Filing
Documents	PUC TEST FILING.docx
Addendum Included	No
Submitted By	Brady Cox 1701 N Congress Ave Suite 8-100 Austin, TX 78701 (512) 936-7047 brady.cox@puc.texas.gov

An email confirmation has been sent to brady.cox@puc.texas.gov. Please check your spam/junk folders.

[Start a New filing](#)

Filing Submitted

- After submitting your E-Filing, you will see a webpage with your E-Filing details and a Tracking Number
- You can click “Start a New filing” at the bottom of the page if you have more filings to complete



PUC E-Filing Received Email

- You will receive an email once we have received your E-Filing
- You can keep this for your reference until we have confirmed your E-Filing


PUC E-Filing Received: TTKHUEQY



NoReply

To Brady Cox

Retention Policy 30 Days Delete Inbox (30 days)

 This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Hello,

We have received your E-Filing. You will receive an E-Filing Confirmation email shortly.

Tracking Number: TTKHUEQY

Filing Submitted on 7/23/2021 11:15:53 AM

Control Number 9999 MISCELLANEOUS SHORT TERM INFORMAL PROJECTS

Filing Party PUC CENTRAL RECORDS

Filing Type PROJECT

Description PUC Test Filing

Documents PUC TEST FILING.docx

Addendum Included No

Submitted By Brady Cox

1701 N Congress Ave

Suite 8-100

Austin, TX 78701

5129367047

brady.cox@puc.texas.gov

Please contact Central Records if you have any questions. Thanks!

Central Records

Public Utility Commission of Texas

centralrecords@puc.texas.gov | 512-936-7180



PUC E-Filing Receipt Email

- You will receive an email once we have processed and completed your E-Filing
- This email includes a PDF of the E-Filing Receipt
 - This is the cover page for your E-Filing that includes the timestamp
- You can keep this for your reference
- Your E-Filing is complete!

PUC E-Filing Receipt: 9999-49



NoReply
To Brady Cox

Retention Policy 30 Days Delete Inbox (30 days)



Receipt.pdf
325 KB



Hello,

Your E-Filing is complete. The attached PDF is your E-Filing Receipt.

Please contact Central Records if you have any questions.

Received - 2021-07-23 11:19:55 AM

Control Number - 9999

Item Number - 49

URL - <https://interchange.puc.texas.gov/search/documents/?controlNumber=9999&itemNumber=49>

Thank you!

Central Records

Public Utility Commission of Texas

centralrecords@puc.texas.gov | 512-936-7180



E-Filing Mistakes

- If you accidentally file the wrong document(s) and/or file in the incorrect Control Number, we ask that you do the following:
 - Re-file the correct document(s) in the correct Control Number
 - Include a cover letter that explains your E-Filing mistake, and what changes you made to the re-filed documents
 - Email centralrecords@puc.texas.gov and explain the situation
 - Include “E-Filing Mistake” in the Subject Line of the email
 - Include relevant Item number(s) and Control Number(s) in your email
 - You can request that Central Records delete specific documents in the Zip File (Native Files) and/or void the Item number(s) for your incorrect filing(s)
- Central Records will not:
 - Swap out or change documents in the Zip Files of existing Item numbers
 - Delete documents or void Item numbers requested by filing parties until the filing party has correctly refiled the document(s) and sent the email described above



Problems or Questions?

- If you have any E-Filing questions, please contact Central Records
 - centralrecords@puc.texas.gov
 - 512-936-7180
- If you have any technical issues, please contact the PUC Help Desk
 - helpdesk@puc.texas.gov
 - 512-936-7100

