



New PUC Filer:



THE 1ST STEP TO ANY PUC FILING SUBMISSION

Filer Homepage

<https://interchange.puc.texas.gov/filer>



Public Utility Commission of Texas
Interchange System

Interchange Filer

Web upload



CLICK
BEGIN.

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 »](#)

How to File with the PUC

It is important to be familiar with PUC's [filing procedures](#).

During this time, all filings must be filed electronically. You can access the E-Filing Instructions here: [Central Records E-Filing Instructions](#)

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

[Learn more »](#)

Upcoming Events

Tue, Oct 13 — [Open Meeting ERCOT](#)

Fri, Oct 16 — [Open Meeting](#)

Thu, Nov 5 — [Open Meeting](#)

Thu, Nov 19 — [Open Meeting](#)

Thu, Dec 17 — [Open Meeting](#)

[View agency calendar »](#)

1) Enter the docket number in the Control Number field if your item belongs to an existing docket.

or

2) Select “New control number” for items that require a new docket.

Interchange Filer

Control Number

 \ Control Number

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

 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](tel:5129367180).

Enter a valid control number for this filing 

1)

2) New control number

Next



Interchange Filer

Contact Info

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

Enter your contact information. [?](#)

Name

Address

Address

City

State
Texas

Zip

Phone number

Email address

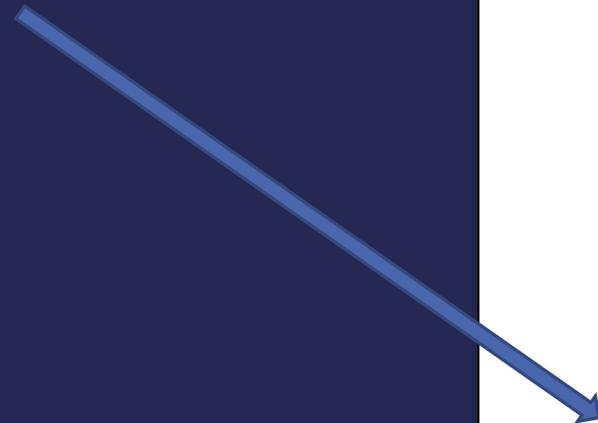
Save Contact Information

Back

Next

**Fill in your contact info
(name/address/email/phone number)
and click Next.**

**★ You may also check a box at the bottom to
save your info for use in future electronic
submissions.**



***The steps are the same for both an existing filing and a brand new filing.**

★ NEXT YOU WILL ENTER THE FILING PARTIES NAME (WHICH WILL AUTOPOPULATE IF IT IS AN EXISTING FILING PARTY), FILING TYPE AND DESCRIPTION FOR THE FILE YOU ARE ADDING.



Public Utility Commission of Texas
Interchange System

Interchange Filer

Filing Info

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

Filing Party Name ?

EXAMPLE 123 LLC

Filing Type ?

PLEADINGS

Filing Description ?

REPLY COMMENTS OF EXAMPLE 123 LLC

***MAXIMUM OF 255 CHARACTERS IN THE FILING DESCRIPTION FIELD.**

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Next



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.
 (1) **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 **300 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](tel:512-936-7100).



Addendum Included 

YOU WILL UPLOAD THE FILE BY CLICKING ADD FILES AND SELECTING THE DOCUMENT FROM YOUR UPLOAD SCREEN AND PRESSING OPEN.

***MAXIMUM OF 255 FILES CAN BE ATTACHED WITH A TOTAL OF 300 MB.**

ONCE UPLOADED, YOU SHOULD SEE A PREVIEW OF THE FILE NAME ATTACHED. IF THIS LOOKS CORRECT, CONTINUE TO THE NEXT SCREEN.



<input type="checkbox"/> FORM- NEW CONTROL#.pdf	Size: 52.08 KB	
Total: 52.08 KB		



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 filing, please see the following information: <http://www.puc.texas.gov/industry/filings/Confidential> don't hesitate to contact Central Records at (512) 936-7180.

Contact Information

Name: DEVEN REEVES
Address: 1701 CONGRESS AVE
AUSTIN, TX 78711
Phone: (512) 897-5754
Email: DEVEN.REEVES@PUC.TEXAS.GOV

Filing Information

Filing Party: EXAMPLE 123 LLC
Filing Type: PLEADINGS
Description: REPLY COMMENTS OF EXAMPLE 123 LLC

Documents

Document Name	Document Size
FORM- NEW CONTROL#.pdf	52.08 KB

Addendum Included: No

I'm not a robot 

[Back](#) [Submit](#)

The following "Almost Done" screen will prompt you to review all the information and make last minute changes as needed. You may then proceed to complete the reCAPTCHA and submit.

I'm not a robot 

reCAPTCHA
Privacy - Terms

[Back](#) [Submit](#)

IMPORTANT

By submitting your item through the interchange **you have completed the 1st step of filing you with the PUC!**

The 2nd (AND FINAL) step is to notify Central Records. The suggested and/or preferred method is detailed in the following slides.



✓ Filing Complete

Next Steps:

YOU HAVE COMPLETED THE ELECTRONIC PORTION OF YOUR FILING, HOWEVER, IN ORDER FOR THE PUC TO BE ABLE TO PROCESS YOUR FILING, YOU MUST SUBMIT THE FOLLOWING INFORMATION TO THE CENTRAL RECORDS EMAIL (CentralRecords@puc.texas.gov):

1. AN ATTACHMENT OF THE FILING TO BE PRINTED BY CR STAFF
2. AN ATTACHMENT OF THE GENERATED TRACKING NUMBER SHEET

WE APPRECIATE YOUR COOPERATION AND PATIENCE DURING THIS TIME.

Central Records: [\(512\) 936-7180](tel:5129367180)

Tracking Number: XZKPNNMD

Filing Submitted on	10/13/2020 10:43:49 AM
Control Number	50431 REGISTRATION OF SUBMETERED OR ALLOCATED UTILITY SERVICE FOR 2020
Filing Party	EXAMPLE 123
Filing Type	PLEADINGS
Description	REPLY COMMENTS OF EXAMPLE 123
Documents	FORM- NEW CONTROL#.pdf
Addendum Included	No
Submitted By	D Reeves 1701 N CONGRESS AUSTIN, TX 78701 (512) 936-7180 CENTRALRECORD@PUC.TEXAS.GOV

An email confirmation has been sent to CENTRALRECORD@PUC.TEXAS.GOV. Please check your spam/junk folders.

[Start a New filing](#)

NOTIFYING CENTRAL RECORDS: THE 2ND STEP TO ANY PUC FILING SUBMISSION

NOTE: THE 8 DIGIT ALPHA-NUMERIC TRACKING NUMBER WILL BE DIFFERENT FOR EACH SUBMISSION.



Locate the “PUC Filing Submission Confirmation” email in your inbox. You may have to check your spam/junk folders. The email should be titled as seen here and should contain the basic information you provided in the electronic submission.

Forward this email to CentralRecords@puc.texas.gov along with a PDF copy of the document(s) you filed. This attachment will serve as the item for Central Records to print and stamp received.

This is also the time to list any questions or concerns you may have regarding filing.

See example on next slide.

Step 1: Electronic Filing Complete

Step 2: Email the Attachments Described Below

YOU HAVE COMPLETED THE ELECTRONIC PORTION OF YOUR FILING. HOWEVER, IN ORDER FOR THE PUC TO BE ABLE TO PROCESS YOUR FILING, YOU MUST SUBMIT THE FOLLOWING INFORMATION TO THE CENTRAL RECORDS EMAIL (centralrecords@puc.texas.gov):

1. AN ATTACHMENT OF THE FILING TO BE PRINTED BY CR STAFF
2. AN ATTACHMENT OF THE GENERATED TRACKING NUMBER SHEET

WE APPRECIATE YOUR COOPERATION AND PATIENCE DURING THIS TIME. PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS.

Phone: (512) 936-7180

Email: centralrecords@puc.texas.gov

Tracking Number: HCRFFLJZ

Filing Submitted on 10/13/2020 11:19:16 AM

Control Number 50431 REGISTRATION OF SUBMETERED OR ALLOCATED UTILITY SERVICE FOR 2020

Filing Party example

Filing Type PLEADINGS

Description comments

Documents FORM- NEW CONTROL#.pdf

Addendum Included No

Submitted By D REEVES

1701 N CONGRESS AVE

AUSTIN, TX 78701

5129367180

Deven.Reeves@puc.texas.gov

FORWARD EXAMPLE:

 Send	From ▾	Deven.Reeves@puc.texas.gov
	To	<u>Central Records:</u>
	Cc	
Subject		FW: PUC Filing Submission Confirmation: HCRFFLJZ

 PDF	FORM- NEW CONTROL#.pdf ▾ 52 KB
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NOTE: please do not change the subject line. **If you have questions or concerns you may choose to note them here, but it is not required.**

 Deven Reeves Tariff Records Coordinator Public Utility Commission of Texas W: (512)936-7178 Deven.Reeves@puc.texas.gov	 <input type="checkbox"/>
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From: NoReply <NoReply@puc.texas.gov>
Sent: Tuesday, October 13, 2020 11:19 AM
To: Reeves, Deven <Deven.Reeves@puc.texas.gov>
Subject: PUC Filing Submission Confirmation: HCRFFLJZ

Congratulations! Once you have forwarded this email to CR, you have completed your part in filing with the PUC. If you completed this process during our business hours (Monday - Friday, 9a.m. to 5p.m.), you will receive a response by the end of the business day. If not, your item will be processed on the following business day.

If you experience any problems please reach out to one of
the following:
(no issue is too small)

- **FILING QUESTIONS** – CONTACT CENTRAL RECORDS AT 512-936-7180 OR CentralRecords@puc.texas.gov
- **TECHNICAL PROBLEMS**– CONTACT THE PUC HELP DESK AT 512-936-7100 OR HelpDesk@puc.texas.gov

THANK YOU!