

# INTERNET FOR ALL WISCONSIN

## **BEAD Challenge Process**

Step-by-Step Instructions for Submitting a *Community Anchor Institution (CAI) Challenge* 

Docket 5-BCH-2024







### 1. Identify CAI Challenges

Eligible challengers can download the list of CAI locations from the 5-BCH-2024 docket or navigate the challenge map to view CAIs and their respective details. The details for each CAI in the spreadsheet correspond to what is in the spreadsheet. Note that all CAIs do not have a BSL identification number, and those CAI locations have been assigned a unique number for the purposes of the challenge process.

When navigating the map, clicking a CAI location brings up an information table that will display the following data:

- $\circ$  Location ID
- o CAI Type
- o Entity Name
- o Primary Address
- Latitude and Longitude
- Internet Service Provider (if mass market or enterprise service offered)
- o Technology
- o BEAD Eligibility Status

For each CAI challenge being submitted, the challenging entity needs to include evidence to substantiate its challenge claim. Appendix 1 lists examples of evidence types. There are two options eligible challengers can take for submitting a CAI challenge:

(A) Challengers that intend to challenge one or a few CAIs can submit challenges for a single location using the CAI challenge submission questionnaire. The questionnaire only allows a challenger to submit a single CAI location challenge at a time and separate forms would need to be submitted for each individual challenge. This option is likely the best option for challengers submitting less than approximately 10 challenges.

(B) Challengers fill the CAI challenge spreadsheet for a bulk challenge, each row containing a single CAI challenge. This option may be best for challengers submitting more than 10 CAI challenges.

For either method, challengers will reference either the BEAD Challenge Map or the CAI .CSV to retrieve the needed data for each CAI being challenged. Instructions for both methods are in the following steps.

### **Option A - CAI Challenge Questionnaire Submission**

The CAI challenge online questionnaire can be accessed here: <u>https://maps.psc.wi.gov/apps/CAIQuestionnaire/index.html</u>



The following fields will be completed for each CAI challenge submitted using the online questionnaire (all fields required unless noted):

### Part 1: Challenger Information

- 1. Entity Name
- 2. Entity d/b/a (optional, if applicable)
- 3. Primary Contact Name
- 4. Primary Contact Email
- 5. Physical Address
- 6. Primary Contact Phone Number
- 7. Entity Website (optional)
- 8. Select Eligible Entity Type
  - a. Internet Service Provider
    - i. If selected, enter FCC Registration Number (FRN)
  - b. Local Units of Government
  - c. Tribal Government
  - d. 501 (c)(3) or 501 (c)(6) Non-Profit Organization
  - e. Community Anchor Institution

### Part 2: Challenger Attestation

By initialing below, you certify that the above information and any challenges and rebuttals submitted as a part of the Wisconsin BEAD Challenge Process are complete, accurate, and true to the best of the participating entities knowledge and that you have the authority, granted by the participating entity, to submit this form on its behalf.

9. Initials

### Part 3: Acceptance of Confidentiality Practices

Participation in the BEAD Challenge Process may include submission of evidence documents containing material that requires confidential handling consistent with Wisconsin Administrative Code § PSC 2.12. If a submitter wishes to claim confidentiality on any evidence, it must use the ERF submission process as outlined in Appendix 3 of the BEAD Challenge Process Instructions.

### By initialing below, submitter confirms submitted information is not confidential and allows the Commission to share this information for public review.

10. Initials

### Part 4: Challenge Information

- 11. CAI Type
  - Select the CAI type from the drop-down menu.
    - $\circ$  S School
    - L Library



- H Health
- F Public Safety
- P Public Housing
- C Community Support Organization
- 12. CAI Name
  - Indicate the name of CAI being challenged.
- 13. Address
- 14. City
- 15. State
- 16. Zip Code
- 17. Latitude (optional, only enter if available on BEAD Challenge Map)
- 18. Longitude (optional, only enter if available on BEAD Challenge Map)
- 19. Location ID (optional, only enter the BSL ID or Location ID if available in CAI list/Challenge Map leave empty if entity has no location ID)
- 20. Challenge Type Code
  - Select the challenge code from the dropdown menu for the CAI location.
    - C location is a CAI
      - The location should be classified as a CAI and is not currently.
    - R location is not a CAI
      - The location is currently labeled as a CAI but is a residence, a non-CAI business, or is no longer in operation.
    - G CAI: Qualifying Broadband Not Available
      - The CAI is currently labeled as having available qualifying broadband and the challenger submits that it does not.
    - Q CAI: Qualifying Broadband Available
      - The CAI is currently labeled as not having qualifying broadband available and the challenger submits that it does.
- 21. Challenge Rational Code (dropdown menu selection)
  - X CAI ceased operation
  - B Does not require 1 Gbps symmetrical service appropriate for CAI
  - R Private residence or a non-CAI business
  - D CAI does match the definition of the CAI Type
  - N Newly established or will be operational by June 30, 2024
  - I Independent location affiliated with a listed CAI but is a separate location.
  - T CAI type for the location is wrong
  - O- Other (provide explanation)
- 22. Rational Explanation
  - Provide a brief explanation for the rational code selected



- 23. Narrative Explanation Substantiating Challenge Claim
  - a. Provide narrative evidence for the challenge, such as the CAIs website, information on services offered, mission statement, information on board of directors, etc.

### **Option B - CAI Challenge Bulk Submission**

a. Ensure you have created an ERF account on the PSC website.

If you need to create an ERF account, navigate to the <u>ERF homepage</u> and click the 'account management' tile at the bottom of the page. Below the log in fields, click the link "create new individual account" and complete the required fields.

b. Complete the BEAD Challenge Participant Eligibility and Confidentiality Form (if not already submitted)

Eligible challenger participants will complete the following required fields using the fillable PDF Eligibility and Confidentiality Form:

- (1) Entity Name
- (2) Entity d/b/a (if applicable)
- (3) Primary Contact Name
- (4) Primary Contact Email
- (5) Physical Address
- (6) Primary Contact Phone Number
- (7) Entity Website
- (8) Select Eligible Entity Type
  - a. Internet Service Provider
  - i. Must also enter FCC Registration Number (FRN)
  - b. Local Unit of Government
  - c. Tribal Government
  - d. 501 (c)(3) or 501 (c)(6) Non-Profit Organization
  - e. Community Anchor Institution

Attestation: read the attestation and sign and provide signatory details

<u>Acceptance of Confidentiality Practices</u>: read confidentiality practices statement, sign to agree and provide signatory details.

Note that eligible challenge participants will only complete and submit the form once, and it must be submitted before or at the same time that a challenge is submitted to the 5-BCH-2024 docket on ERF with the Challenge Submission Form.



The completed BEAD Challenge Participant Eligibility and Confidentiality Form PDF file must be saved with the following naming convention: challengeform\_[Entity Name].pdf

c. Complete the CAI Challenge Submission Spreadsheets

It's recommended that challenging entities compile and save evidence as they are filling in the CAI Challenge spreadsheet. Evidence file name must align to the following naming convention: [entity name]\_CAIevidence[#].pdf. Only .pdf files are accepted. If you are providing a screenshot or photo (.png or .jpg), paste it into a text document and save as .pdf file.

When completing the CAI Challenge spreadsheet, if a location being challenged has more than one supporting piece of evidence, enter the evidence file names separated by a comma (e.g., [entity name]\_CAIevidence1.pdf, [entity name]\_CAIevidence2.pdf). An evidence document may apply to more than 1 CAI location and can thus be listed multiple times for separate challenges. Do not create copies of the same evidence files, giving them different file names for each CAI location being challenged. Challenge submissions with duplicate evidence documents submitted (i.e. the same evidence document submitted multiple times with a different file name) will be rejected.

The CAI Challenge spreadsheet is an excel document that will allow challengers to compile multiple locations and their respective challenges in a single document. Each row will contain one challenge type for one CAI location. Row 1 of the Challenge Submission Spreadsheet contains the name of each column and Column 2 below provides a description and further direction for completing each columns respective cell (see screenshots below). The Challenge Submission Spreadsheet is formatted to only allow certain inputs for each column's respective cells.

	А	В	С	D	E
1	Challenge Type Code	Challenger Entity Name	Challenger entity type	Challenge Rational Code	Ratonal Explanation
	C - Location is a CAI	Enter your entities legal name. Do	Select your entity type from the	X - CAI ceased operation	Provide a brief explanation for the
	R - Location is Not a CAI	not use the entity's d.b.a	drop down menu in the cells	B - Does not require 1 GB service	rational code selected.
	G - CAI qualifying Broadband		below.	appropriate for CAI	
	unavailable			R - Private residence or a non-CAI	
	Q - CAI qualifying broadband		- Internet Service Provider	business	
	available		(provider)	D - CAI does match the definition if	
				the CAI Type	
			- 501 (c )(3) or 501 (c )(6)	N - Newly established or will be	
			nonprofit (non-profit)	operational by June 30, 2024	
				I - Independent location - affiliated	
			- Local or Tribal Government	with a listed CAI but is a separate	
				location	
			- Community Anchor	T - CAI type for the location is	
			Institution (CAI)	wrong	
				O- Other (provide explanation)	
2					



F				G	H	ł			
Narrative Ex	planation								
Substantiati	ng Challenge	Claim	CAI Type		CAI Name		Location ID		
Provide narr	ative evider	nce for the	S - School		Indicate the na	ame of the	BSL ID or Location ID i	f	
challenge, such as the CAIs			L - Library		CAI being challenged		available in CAI list/Challenge		
website, information on services			H - Health	- Health			Map - leave empty if entity		
offered, miss	sion stateme	ent,	F - Public Sa	fety			has no location ID		
information	on board of	directors,	P - Public Ho	ousing					
etc			C - Communi	ity Support					
			Organization	n					
			*see challeng	ge instructions					
			for definition	s					
	IZ.				0		D		0
1	ĸ	L	M	N	0	0 P			Q
0 ddroro	City.	Chata	7 cada	1 attanda	Langituda	fantionall Fr	dames Turns	[antional	Il Fuidance File Name/a)
Address	city	Sidle	Zip Code	lifavailable	Longitude	[optional] Ev	huence Type	Enter the	ij Evidence File Ivame(s)
						hoing provid	log consisted by a	documor	tation that supports the
				Challenge	Challenge	comma (e.g.	screenshot empil)	CALchall	lange. The evidence file
				(Man)	(Man)	See BEAD Ch	allenge Instructions	Dame mi	ienge. The evidence me
				(Map)	(Map)	for specific	evamples of evidence	namening	convention: [entity
					for each cha	allenge type	namel (	Alevidence[#] ndf	
						for cach che	menge type.	numej_e	Alevidence[#j.pdi

The following column fields will be completed for each CAI location challenged:

Column A: Challenge Type Code (dropdown menu selection)

- Select the challenge code from the dropdown menu for each respective CAI location.
  - $\circ~$  C location is a CAI
    - The location should be classified as a CAI.
  - R location is not a CAI
    - The location is currently labeled as a CAI but is a residence, a non-CAI business, or is no longer in operation.
  - G CAI: Qualifying Broadband Not Available
    - The CAI is currently labeled as having available qualifying broadband and the challenger submits that it does not.
  - Q CAI: Qualifying Broadband Available
    - The CAI is currently labeled as not having qualifying broadband available and the challenger submits that it does.

<u>Column B</u>: Challenger Entity Name (text fill)

- Enter your entity's legal name do not use the entity's d.b.a.
- *Tip: enter the name once and expand to all rows with an entered challenge.*



<u>Column C</u>: Challenger Entity Type (dropdown menu selection)

- Select your entity type provider, local/Tribal Government, nonprofit, or Community Anchor Institution.
- *Tip: enter entity type once and expand to all rows with an entered challenge.*

Column D: Challenge Rational Code (dropdown menu selection)

- X CAI ceased operation
- B Does not require 1 GB service appropriate for CAI
- R Private residence or a non-CAI business
- D CAI does match the definition if the CAI Type
- N Newly established or will be operational by June 30, 2024
- I Independent location affiliated with a listed CAI but is a separate location
- T CAI type for the location is wrong
- O- Other (provide explanation)

Column E: Narrative Explanation Substantiating Challenge Claim

• Provide narrative evidence for the challenge, such as the CAIs website, information on services offered, mission statement, information on board of directors, etc.

Column F: Rational Explanation

• Provide a brief explanation for the rational code selected.

Column G: CAI Type (dropdown menu selection)

- Select the CAI type for the drop-down menu.
  - $\circ$  S School
  - L Library
  - H Health
  - F Public Safety
  - $\circ$  P Public Housing
  - C Community Support Organization

### Column H: CAI Name (text fill)

• Indicate the name of CAI being challenged.

Column I: Location ID (numerical fill)

• Enter the BSL ID or Location ID if available in CAI list/Challenge Map – leave empty if entity has no location ID.

Column J: Address (text fill)



Column K: City (text fill)

Column L: State (text fill)

<u>Column M</u>: Zip Code (text fill)

Column N: Latitude (if provided for BSL on BEAD Challenge Map) (text fill)

Column O: Longitude (if provided for BSL on BEAD Challenge Map) (text fill)

<u>Column P</u>: [optional] Evidence Type (text input)

- Indicate the types of evidence being provided for each location being challenged, separated by a comma (e.g. screenshot, email).
- See section 8 below for the examples of evidence types.

Column Q: [optional] Evidence File Name (text input)

- For each challenged location, enter the name of the evidence documentation that supports the challenge of the location.
- The evidence file name must align to the following naming convention: [entity name]\_CAIevidence[#].pdf
- <u>NOTE</u>: only .pdf files are accepted. If you are providing a screenshot or photo (.png or .jpg), paste it into a text document and save as .pdf file before uploading.
- If the location being challenged has more than one supporting piece of evidence, enter the evidence file names separated by a comma (e.g., *Entityname\_CAIevidence1.pdf, Entityname\_CAIevidence2.pdf*)
- An evidence document can apply to more than 1 CAI challenge, and can thus be listed multiple times in column J.

### 2. Finalize CAI Bulk challenge documents

Ensure the BEAD Challenge Participant Eligibility and Confidentiality Form is complete and saved using the following convention: [entity name]\_challengeform.pdf

Ensure all rows of the Challenge Submission Spreadsheet are complete. Particularly ensure that each challenge row has the correct corresponding evidence file listed. The spreadsheet should saved using the following convention: [entity name]\_CAIchallenge.xlsx

Ensure that all evidence documentation that is saved using the following naming convention and that the file name matches what is listed in the Challenge submission spreadsheet: **[entity name]\_CAIevidence[#].pdf** (Evidence documentation must be saved as a .pdf file)



### Submit by uploading to docket 5-BCH-2024

a. Navigate to the PSC's Electronic Records Filling System and select the "Upload Document" option at the bottom of the page (see screenshot below).

Wisconsin.Gov			Agency Directory Online Services	
Public Service Commissi	on ERF Electronic Records	Filing System	STATE OF MISCORER	
Apps Home   ERF Home				
The Electronic documents includim publish thousands public access to for	Welcomel ecords Filing (ERF) System provides for the electronic those submitted in formal cases before the Commis detectionically filed documents. ERF reduces the time al case information, and provides an easy, convertient the Commission's formal	submission of filed documents and sion. With ERF Commission staff recu- necessary to make decisions on pri tway for utilities, applicants, and oth case process.	online access of these elve, circulate, process and opced actions, increases ner parties to participate in	
Quick Single Docket Search	Don't know the utility ID2 View Documents Filed in the Last 2 Days PSC REF#: G0	Concerning of the concerning o	FRF - EZ Subscriptions     when new documents are filed in a docket, simply     your e-mail address and click the Subscribe button,     you clicking the link in the e-mail notification.  Send Code Now	
Advance Sean	h Upload Document Subscription	Account Ianagement	Help	

b. Log in to your ERF account. If you do not have an ERF account, below the log in fields, click the link "create new individual account" and complete the required fields.



Wisconsin.Gov		Agency Directory Online Services
Public Service Commission	ERF Electronic Records Filing System	STATE OF WISCONSIN
Welcome to the Public Service Commission of Wi	sconsin's Electronic Records Filing System (ERF).	
ERF allows users to submit and access documen is text searchable. When a document is submitted when the document is accepted. Accepted docum	ts via the web. Unless otherwise directed by the PSC, all documents must be co. d it is routed to our Records Management Unit staff for processing. RMU staff w nents can be viewed at at <u>https://apps.psc.wi.gov/pages/ERFhome.htm</u> .	nverted to a Portable Document Format (PDF) that ill review your document and notify you via email
For any questions regarding ERF logon IDs or pas	swords, please email our Records Management Unit at <u>PSCRecordsMail@wiscc</u>	o <u>nsin.gov</u> or call 608-261-8524.
v Note:	<b>Varning:</b> Your session will close if it remains inactive for an extended period of ti Telecommunications providers must use this new <u>filing interface</u> to upload tarif	<mark>me.</mark> fs to ERF.
	юц	
	Logon ID: Password: Are you a robot? Check the box to prove you are human. I'm not a robot I'm not a robot Continue Change/Engret Password? Patrices I coop ID	
	Change/Forget Password? Retrieve Logon ID Create New Individual Account	

 c. Once on the ERF upload page after logging in, from the left menu pane, select "public" for uploading the BEAD Challenge Participation Form, BEAD CAI Challenge Submission Spreadsheet, and any evidence documents that are not confidential. (see screenshot below). For information regarding submitting confidential evidence documents, see section 9.

VISC	onsin.Gov		Agency Directory Online Services
Pop	ublic Service Commission wisconsin	ERF Electronic Records Filing Syst	
RF Upload	Welcome Matthew Marcus You are log	ged on with your PSC staff user ID: MARCUM	Thursday, January 04, 2024 1:13:29 PM
UPLOAD DOCUMENTS         Public         Confidential & Public Redacted         GIS Files (Public)         CHECK UPLOADED STATUS         Pending         Accepted         Rejected	UPLOAD NOTES: • User may upload up to 10 files. • The system will only accept PDI • No use of attachments Multiple • Combine multiple PDF's into on • Excel spreadsheets should not • No PDF files embedded in Exce • When uploading a confidential • If filing as a party to a contester ordered in Contested Cases att • Dable any security restrictions	The maximum file size per file is 20mb (20,000kb). and certain Excel formats (.PDF and .XLSX). short documents can be submitted as one PDF by combining j e file with bookmarks for individual sections. be converted to PDF, but rather filed as separate individual uploc spreadsheets! <b>Only</b> exception to this is in case of confidential a courment, the redacted copy must be uploaded at the same tim case the document to be uploaded and entries in the ERF uplo achment to the Prehearing Conference Memorandum/Schedulin <b>in the document properties.</b> See reminder below!	bages. Ids. ipreadsheets, a PDF affidavit may be embedded. e. ad screen must conform to the requirements contained in the Facilitating Matters ig Order issued in the docket.
USER MAINTENACE Change Password Update Profile	REMINDER: The PSC electronically timestamps al sure your documents are not passwo protection associated with the signat	PDFs submitted in ERF. We are seeing an increase in the numb d protected, read only, or secured. If the document contains dig rres.	er of documents that cannot be stamped. Before you upload PDF files, please make ital signatures, please print to PDF after signing the document to remove the
SUBSCRIPTION Subscription Profile	Document Activity Status	Vy Subscription List: 0	



d. On the "Upload Public Document" page, for step 1 choose "existing docket" option, enter the docket number 5-BCH-2024, and click the "Check Docket" button.

1 Wisco	onsin.Gov		Agency Directory Online Services			
	ublic Service Commission wisconsin	ERF Electronic Records Filing	System			
RF Upload	Upload Public Document					
UPLOAD DOCUMENTS	Step 1: Specify the Docket	or Utility				
Public	<ul> <li>If you select option 1, you must enter the docket and click the <i>Check Docket</i> button.</li> <li>If you select option 2, you must enter the utility id and click the <i>Check Utility ID</i> button.</li> </ul>					
Confidential & Public Redacted	Once the docket or utility id is ver	ified you will be allowed to select files to upload.				
GIS Files (Public)	Choose an Option	Docket				
CHECK UPLOADED STATUS	Existing Docket	B_BCH 2024      Check Docket      Clear Docket				
Pending	New Docket Application					
Accepted	O New Service Provider					
Rejected						
USER MAINTENACE						
Change Password						
Update Profile						
SUBSCRIPTION						
Subscription Profile						

e. For Step 2 you will choose the files to be uploaded and their respective document type and provide a description. The table below shows the file naming convention, document type, and description that should be used for uploads. A screenshot following the table provides an example.

Document	Completed saved file naming convention	Document type selection for upload	Description for upload
BEAD Challenge	[entity	Correspondence	Entity Name
Participant Eligibility	name]_challengeform.pdf		Challenge Form
and Confidentiality			
Form			
BEAD CAI Challenge	[entity name]	Data	Entity Name CAI
Submission	CAIchallenge.xlsx	Request/Response	Challenge
Spreadsheet			
BEAD CAI Challenge	[entity	Comments	Entity Name CAI
Evidence Documents	<i>name</i> ] <i>CAI</i> evidence/#/.pdf		Evidence[#]



V Wisco	ONSIN.GOV			Agency Directory Online Servi	<u>ices</u>
	blic Service Commission	ERF Electronic Records I	Filing System		2
RF Upload	Upload Public Document				
UPLOAD DOCUMENTS	Step 1: Specify the Docket or	Utility			
Public	<ul> <li>If you select option 1, you must enter t</li> <li>If you select option 2, you must enter t</li> </ul>	the docket and click the <i>Check Docket</i> the utility id and click the <i>Check Utility I</i>	button. D button.		
Confidential & Public Redacted	Once the docket or utility id is verified	you will be allowed to select files to up	load.		
GIS Files (Public)	Choose an Option		1		
CHECK UPLOADED STATUS	Existing Docket	Docket	BEAD Challenge Process		
Pending	O Existing Service Provider/ New Docket Application	5 BCH 2024 *	* * * It's ok to upload document to the	his docket * * *	
Accepted	O New Service Provider			Upload	Cancel
Rejected	Step 2: Select the Documents	to Upload			
USER MAINTENACE	1. Choose File No file chosen		Remove File		
Change Password	Document Type: Correspondence	~			
Update Profile	2. Choose File No file chosen	nge Form	Remove File		
SUBSCRIPTION	Document Type: Data Request / Resp	ponse v	<u>Remover ne</u>		
Subscription Profile	Description: Entity Name Challen 3. Choose File No file chosen	nge Data	Remove File		
	Document Type: Comments Description: Entity Name CH Ever	✓			
1			Remove File		

f. When you have completed entering the information for all documents to be uploaded (maximum of 10 at a time), click the 'Upload' button. If you need to upload more evidence documents, follow the upload process again to upload remaining evidence documents.

1 Wisco	onsin.Gov			Agency Directory Online Services	
Pu of	Iblic Service Commission WISCONSIN	ERF Electronic Records F	Filing System	STATE OF WISCONSIN	
RF Upload	Upload Public Document				
UPLOAD DOCUMENTS	Step 1: Specify the Docke	t or Utility			
Public	<ul> <li>If you select option 1, you must e</li> <li>If you select option 2, you must e</li> </ul>	enter the docket and click the <i>Check Docket</i> i enter the utility id and click the <i>Check Utility I</i>	outton. Ø button.		
Confidential & Public Redacted	<ul> <li>Once the docket or utility id is very</li> </ul>	rified you will be allowed to select files to up	oad.		
GIS Files (Public)	Choose an Option		]		
CHECK UPLOADED STATUS	Existing Docket	5 BCH 2024	Docket BEAD Challenge Process		
Pending	New Docket Application	Check Docket Clear Docket	* * * It's ok to upload document to	o this docket * * *	
Accepted	O New Service Provider			Upload	Cancel
Rejected	Step 2: Select the Docume	ents to Upload			
USER MAINTENACE	1. Choose File No file chosen		Remove File		
Change Password	Document Type: Corresponden	ce 🗸		-	
Update Profile	2. Choose File No file chosen	hallenge Form	Remove File		
SUBSCRIPTION	Document Type: Data Request	/ Response 🗸	Kentore File		
Subscription Profile	Description: Entity Name C 3. Choose File No file chosen	hallenge Data	Remove File	]	
	Document Type: Comments	✓ V		1	
	4. Choose Eile No file chosen		Remove File	L	



g. Once the documents are submitted, the documents activity status on the upload main page will be changed to pending (see screenshot example below). Pending means that the document has been received by the PSC and awaits processing. Staff will review the uploaded documents and approve or reject them. When uploads are processed, the filer will be notified via email. The email will include the document name, type, description, received date, etc. If the filing was rejected, the rejection reason will be included in the email. Clicking one of the hyperlinks will produce a list of document details for each status type. If a document has been rejected, the reason for rejection is also listed among the details.

RF Upload	Welcome User	Welcome User							
UPLOAD DOCUMENTS	UPLOAD NOTES								
Public	User may upload up to 10	) files. The MAXIMUM file size per file is 20mb (20.000kb).							
Confidential	Click the Browse button t	Click the Browse button to select the document you would like to upload.							
CHECK UPLOADED STAT	If the document type is no     If the document name or o     (NEW) If filing as a party	hot specified, the document will not upload. r description is empty, the document will not upload. No to a constant case the document to be uploaded and entries in the ERE upload screen must conform to the							
Pending	Facilitating Matters Ordere	<ul> <li>(NEW) If filing as a party to a contested case the document to be uploaded and entries in the EXF upload screen must conform to the n Facilitating Matters Ordered in Contested Cases attachment to the Prehearing Conference Memorandum/Scheduling Order issued in the When uploading a confidential document, the redacted copy must be uploaded at the same time.</li> <li>The system will only accept PDF and certain Excel file formats (.PDF, .XLS, and .XLSX).</li> </ul>							
Accepted	The system will only accept								
Rejected	Additional Policies for Filing ERF	document							
USER MAINTENACE	REMINDER:								
Change Password	The PSC electronically timestam please make sure your documen	ps all PDFs submitted in ERF and we are seeing an increase in the number of documents that cannot be star nts are not password protected, read only, or secured. If the document contains digital signatures, please pri and with the signature.							
Update Profile	to remove the protection associa	ated with the signatures.							
SUBSCRIPTION	Document Activity Status	My Subscription List: 0							
Subscription Profile	Pending 1								
Logout	Accepted 457 Rejected 6								