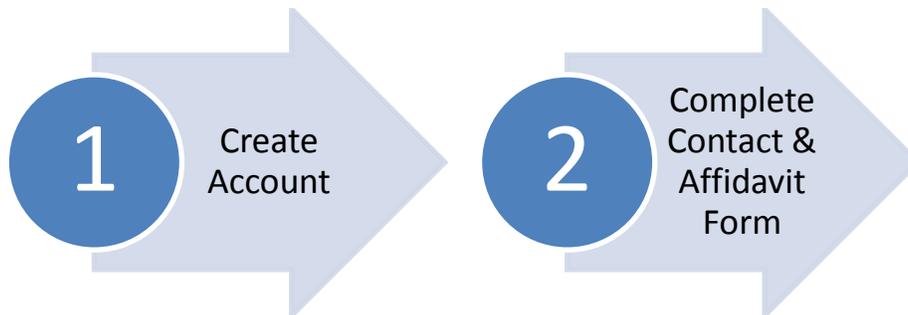


How to Register



Purpose

Step by Step instructions on how to register with the Department of Public Service to make electronic filings using our Document and Matter Management (DMM) System.

Process

Step 1 - Create a user account

1. Navigate to www.dps.ny.gov using Internet Explorer (IE) browser
2. Click on **Filing Guidelines**



- Click on **How to Register with DMM**

Guidelines for Filing Documents with the Secretary (Updated 8/14/2012)

Section 3.5 of the Commission’s Rules (Documents filed with the Secretary) requires all “documents” (pleadings, briefs, applications, petitions, complaints, and any others offered) to be filed with the Secretary. Section 1000.3 of the Rules of the New York State Board on Electric Generation Siting and the Environment (Siting Board) also states that filings to the Siting Board must be made in accord with the rules of the Public Service Commission. Thus, Section 3.5 and these Guidelines, should govern all filings before the PSC and the Siting Board.

Electronic filing through the Department’s Document and Matter Management (DMM) System is preferred. DMM enables the submission and issuance of electronic documents with and from the Commission.

Rather than attempting to capture ever-changing technologies within the Commission’s regulations (which would require committing to rewriting the regulations with every technological development), the following current and specific guidelines for submissions are offered below. The Commission’s Regulations, contained in 16 NYCRR [Parts 1-6, 8 and 17](#), have been updated, as of February 11, 2011. These guidelines supplement and clarify expectations for all parties filing with the Secretary. These particular guidelines are not intended to be permanent; as technological processes and capacities change, so too will the guidelines. The following links will guide you through the DMM filing process.

[Why Register with DMM?](#)
[How to Register with DMM](#) 

PSC Guidelines for electronic filings:

- Click on [registration page](#) link



5. Click on link to continue

Leaving the PSC website - Windows Internet Explorer

http://www2.dps.ny.gov/common/ExternalLinkWarning.cfm?ExternalL

New York State State Agencies Search all of NY.gov

New York State Public Service Commission
Ensuring Safe, Reliable Service and Reasonable, Just Rates since 1907

You are leaving the Public Service Commission website. The website you have selected is an external site located on another server. We are offering the link for your convenience. Our provision of this link does not imply approval of the listed destination, warrant the accuracy of any information in that destination, constitute endorsement of the entity to whose site the link is made, or endorse any of the opinions expressed on that outside website. That website operates under the auspices and at the direction of its owner.

Thank you for visiting our website.

Click on link to continue to: <http://ws04.nyenet.state.ny.us/sreg/SelfReg?APP=nyappdpssr>
This link will open in a new window.

Click on the browser Back button to return to the PSC Web Page.

6. Complete Form

Please complete the form below to create a New York State Directory Service account and register with Department of Public Service.

* Denotes required field

User Information [Personal Privacy Protection Law Notice](#)

* First Name Middle Initial
 * Last Name

Gender Select One Date Of Birth (MM/DD/YYYY)

Address
 Address Line 2
 Country United States
 City State Select One Postal Code
 * Email Address
 Telephone Number Extension
 Fax Number

Address can only contain alphabets, numbers, spaces, comma, dot, #, /, _ -
 Address2 can only contain alphabets, numbers, spaces, comma, dot, #, /, _ -

If you do not have your own e-mail address, please provide an e-mail address through which you can be reached.
 Eg. 555-555-5555 Extension 1234 if US or Canada, else only enter numbers

Login Information

* Preferred User id User ids must be at least 4 characters, can be up to 128, and must be unique. If your selection is not available you will be prompted to select a different one.

Password Reset Information

* Shared Secret Question * Answer * Confirm Answer
 1. Select One

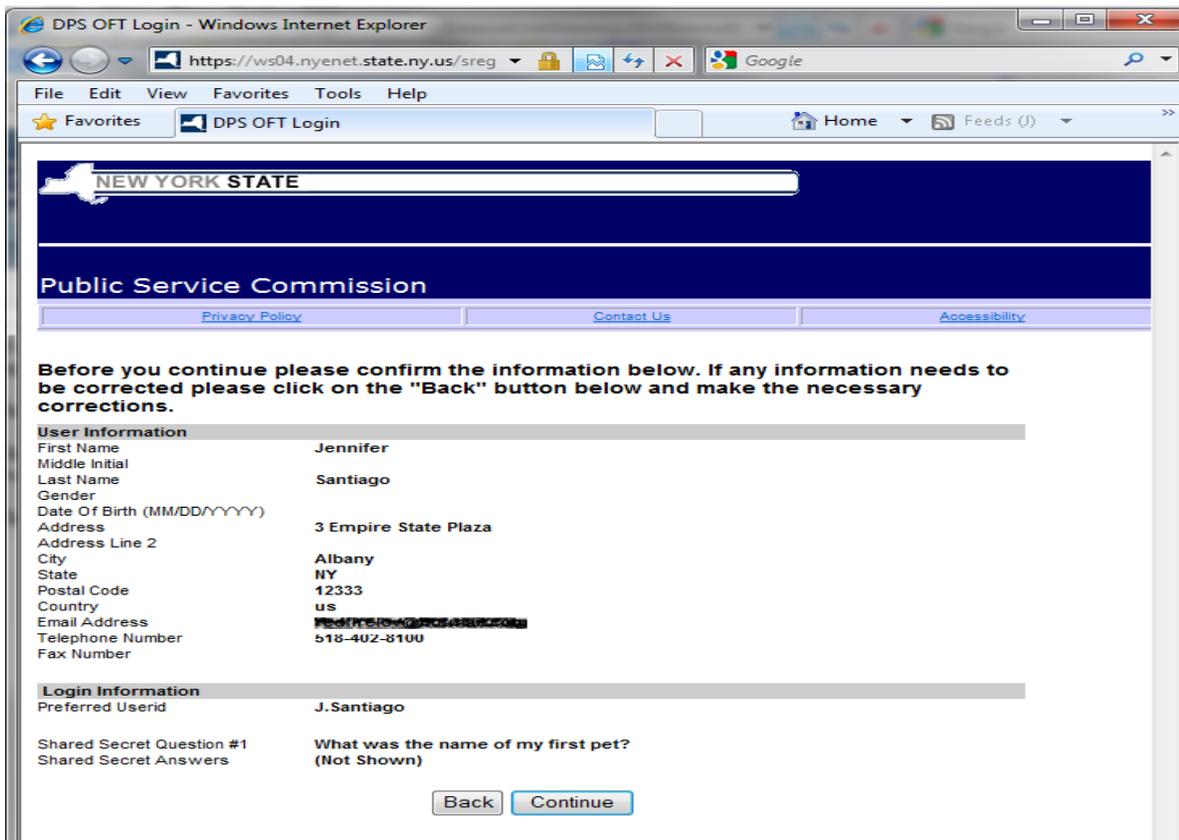
* Enter this number in the box to the right **109343**

Your password must:
 1) be at least eight (8) characters long, one of which must be a numeric character;
 2) not contain more than two repeating characters;
 3) cannot be one of your entries such as your name or email address.

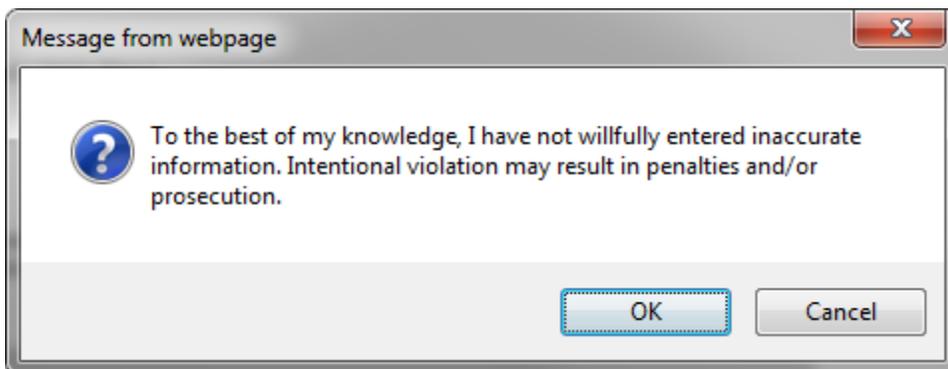
* Password
 * Confirm Password

Please enter the security code displayed on your screen in the field provided. This is necessary to prevent unauthorized use of this Web site. If you are using a screen reading program, click [listen](#) to have the number announced.

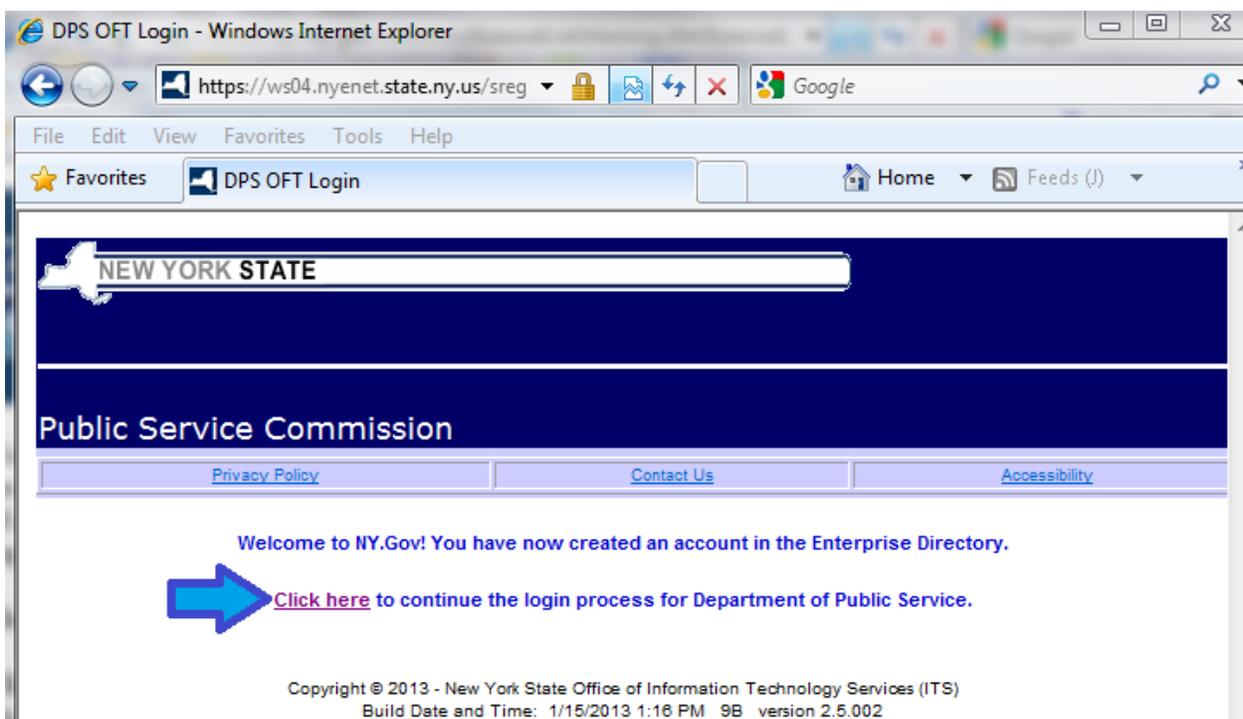
7. Confirm Information and click on **Continue** OR click on **Back** to Correction information



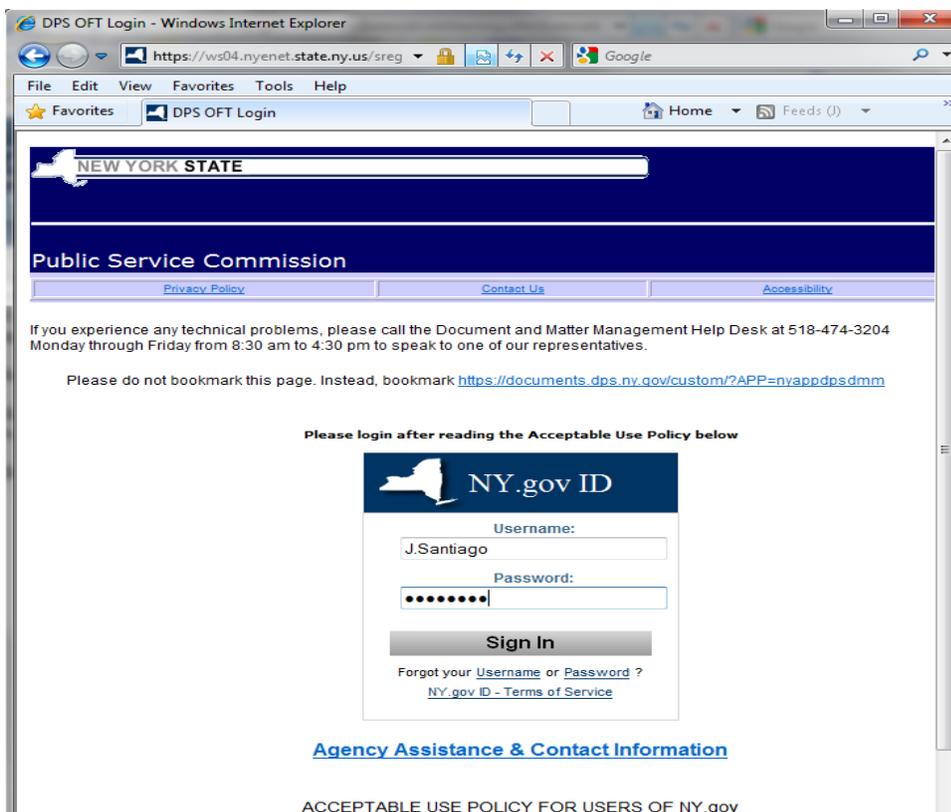
8. Click on **OK** to certify that you have provided accurate information



- Click on the hyperlink to Login to the Department of Public Service



- Enter User Name and Password



11. Click on **Sign In**
12. Enter Email Address and click on **Confirm**

NEW YORK STATE
PUBLIC SERVICE COMMISSION

Help

DMM User Confirmation

Please enter your email address:

Confirm

[For assistance, contact the System Administrator @ 518-474-3204.](#)



13. Look for a Email from DMM@dps.ny.gov with subject: NY DPS Email Verification in your Email system
 - Note: often the email will be stuck in you spam folder

From: DMM@dps.ny.gov
Date: May 1, 2013, 12:00:22 PM EDT
To: redfirelov@hotmail.com
Subject: NY DPS Email Verification

To complete your registration, please verify your e-mail address by clicking on the following link:
<http://documents.dps.ny.gov/custom/Registration/RegistrationForm.aspx?EmailID=redfirelov@hotmail.com&UniqueID=f6f266d4-3d79-4b1d-86b6-7e87351325c8>

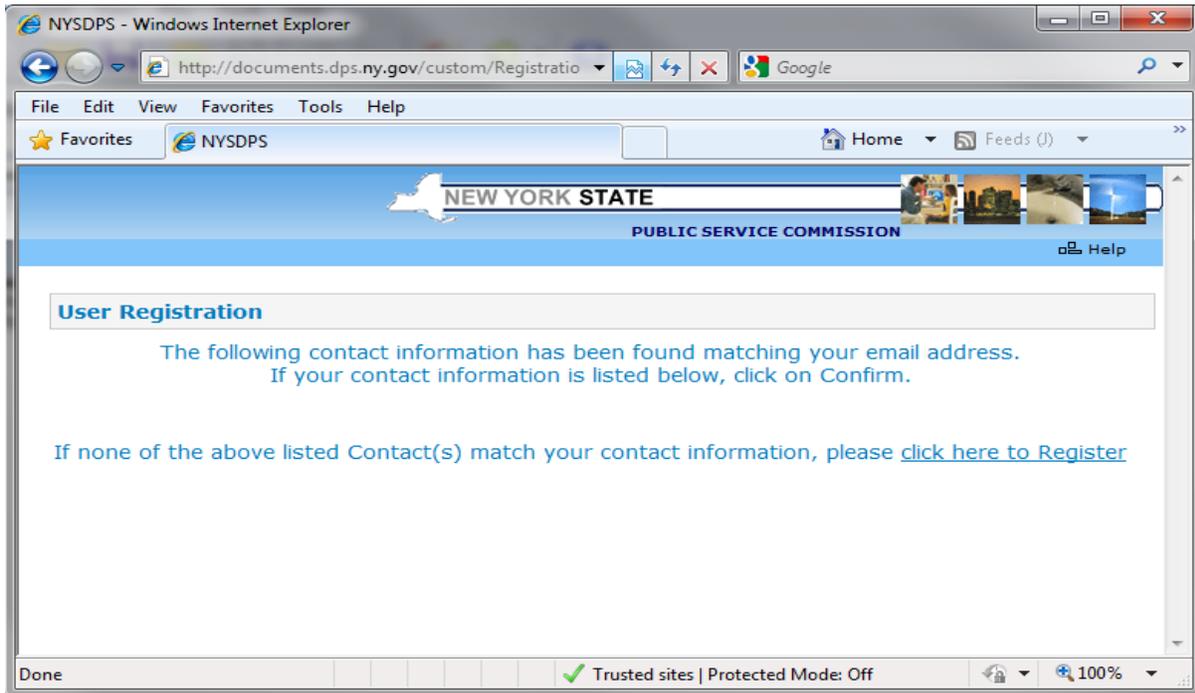
If clicking the link above does not work, copy and paste the URL in a new browser window.

If you have received this mail in error, you do not need to take any action.

If you have any questions, please contact the NY DPS Help Desk @ 518-474-3204.

 This is a post-only mailing. Replies to this message are not monitored or answered.

14. Open the hyperlink in IE
15. Select the Correct Matching Contact record OR click on the link to Complete the Registration process



16. Complete Contact Information and Click on **Register**

The screenshot shows the same NYSDPS website, but now displaying a registration form. The form is titled "User Registration" and includes the instruction: "Please fill in the information below to register." The form fields are as follows:

Prefix:	Select
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix:	Select
Title:	<input type="text"/>
Company:	<input type="text"/>
* Mailing Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	NEW YORK
* Zip Code:	<input type="text"/>
* Country:	Select
Phone No:	<input type="text"/>
Fax No:	<input type="text"/>
* Email Id:	redfirelov@hotmail.com

At the bottom of the form, there is a "Register" button.

17. Success!



Step 2 - Provide contact information and affidavit

Once you get your NY State Directory Services User ID, you should complete a

- [contact form](#) and an
- [affidavit](#).

These forms should be printed and mailed to:

Hon. Jeffrey Cohen
Acting Secretary to the Commission
New York State Public Service Commission
Empire State Plaza
Agency Building 3
Albany, New York 12223-1350

For questions or help with the regulatory process, please e-mail [Secretary to the Commission](#)

Step 3 - Wait for e-mail confirmation

You will receive a Email Notification from DMM confirming that we have received your filing in Matter 11-00355 – Subsequent Filing - Contact Form and Affidavit

You will receive a Email Notification from DMM once filing rights have been granted



DMM E-Filing access

DMM to: dapickett

Sent by: **Kangjun Han**

Cc: Jennifer Santiago, Joseph Hardy

Deborah,

We have received your contact form and affidavit for access DMM E-filing.

E-Filing rights have been granted for the following companies

1. New York State Electric & Gas Corporation
2. Rochester Gas and Electric Corporation

You will find the Login option on our home page: www.dps.ny.gov.

Instructions for e-filing are also available on our website --> [DMM Filer Manual](#)

If you have any questions or concerns about E-filing we can be reached via E-mail at dmm@dps.ny.gov or by phone at 518-474-3204

Kangjun Han
NYS Dept. Public Service
Information Services
518 474-3204
kangjun.han@dps.ny.gov

For questions or help with technical issues, please e-mail dmm@dps.ny.gov

[You may need Adobe Acrobat to read the pdf files.](#)