Step 1: Matter Filing

Prior to starting the Matter Filing Process, we recommend that you have all your attachments readily available.

1. Login to DMM by Navigate to www.dps.ny.gov
2. Click on Login
3. Click on **Login with your NYS DPS Account**

4. Enter your NY.gov ID, Password and click on **Sign in**

5. Click on **Matter Filing**

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**New Matter**

1. **For New Matter Filing**, Click on **the New Matter Filing** button

2. **Complete Matter Metadata information**
   - **Industry Affected**: select the industry
   - **Matter Type**: select matter type
   - **Matter Sub Type**: select matter sub type
   - **Title of Matter/Case**: Title of the matter/case is auto populated based on the matter sub type and company selected. Update the matter/case title as needed
   - **SAPA Notice Required**: The Sapa Notice required will be determined by the Matter rules and Lead Staff in the Matter

**Existing Matter**

1. **To submit filings into an existing Matter**, Enter the **Matter or Case Number** and click on **Go**

2. **Skip to Step 2. Filing Document** section below
3. Add Company/Organization:
   1. Click on the Add button next to Company/Organization. A Company/Organization
   2. In the popup window, select all Company/Organization you are filing for
   3. Click on the Select button.
   4. The Company/Organization box will show the selected company. DMM will auto populate the Matter Title and Filing Description based on your selections. If needed, you may update both fields.

Note: Contact Form can be used to request new Companies be added to your profile.

For questions or help with this process, please e-mail Secretary@dps.ny.gov

Step 2: Filing Information

1. Select Filing Type: Tariff Filing, Utility Contract or Compliance Filing if needed otherwise move on to step 2 below

For Tariff Filings:
   1. Complete Tariff Filing Information
   2. (if tariff sub matter type is selected)
   3. PSC Number(s): enter the PSC number(s)
   4. Tariff Title: enter the title for Tariff
   5. Purpose of Filing/Submission: enter the purpose of the filing or submission
   6. Details of Revision: enter the list specific page(s)/sheet(s) being revised.
   7. Issue Date: enter the issue date
   8. Effective Date: enter the effective date

For Utility Contracts Filings:
   1. Complete Utility Contract information (if contract sub matter type is selected)
   2. Contract Number: enter the contract number
   3. Supplement Number: enter the supplement number
   4. Contract Type: enter the contract type
   5. Contract Status: select the status of the contract
   6. Effective Date: select the effective date
   7. Ending/cancelled date: select the Ending/cancelled date (if applicable)
   8. Contractor Company Name: add the contractor company name (Instructions to add the company are provided in Step 1.2.)
   9. Comments: enter the comments for the contract (if applicable)
2. Enter/Update **Description of Filing**
   Note: The **Date Filed** and **Filed By** boxes will be filled in by the system.

3. *Optional:* If the filing is in response to a SAPA Notice, or other documents in the matter, click on **ADD** to the right of **is this a response to previous filing in this matter/case**

4. *Optional:* To File the document in multiple Matters/Cases click on **ADD** to the right of **Associate this filing with other matters/cases**

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### Step 3: Upload Documents

1. Upload Documents to the site
   - Drag files into section labeled **Drop Files Here to Upload**
   - OR click **Browse** button to upload the files

2. Set document meta data:
   - Select **Document Type** from drop down list
   - Update **Document Title** as needed. The document title will be auto populated with the file name.
   - Select **Security** for each file.

   **Confidential document** - Submission of confidential documents require filing of
   - One Cover letter which has **Cover letter as document type**.
   - Each confidential document must be accompanied by one **redacted document**

   Complete the **Request for nondisclosure**
   - Select all grounds which support the Request for Nondisclosure
   - Provide the justification for the nondisclosure
   - Confirm you have read and agree to the confidential document submission guidelines

3. Once you have selected and provided all required data, click **Next** button

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### Step 4: Service & Party List Information
1. Complete Service List Information
   - **Electronic Consent**: select the appropriate electronic consent

   Note: The system may bypass this step if you are already a member of the Service/Party list and/or have given global consent. You can update your service list member via the Manage Subscription.

2. **Email Preference**: select the email notification type

3. Complete Party list information *(Optional for Existing Filings)*
   - **Appearing on Behalf of**: add the companies you are representing. As a petitioner you are automatically added as a party list member. The companies which were selected in the matter information section will be auto selected
   - **Nature of Interest**: update the nature of your interest in the case and/or how your participation will contribute to the development of the record (by default it will be populated with *Petitioner* reason).
   - Select the checkbox to declare that you understand the consent (this will enable the Submit button).

4. Click on **Submit**

**Step 5: Confirmation**

Confirmation page will show below details:
- all the uploaded documents
- the generated matter/case number

*(Optional) Print link /Print Submitted Form button:* If you want to print the submitted form, click on the Print link or the Print Submitted Form, it will print Request for Party Status form.