How to Subscribe to Matter/Case Service List

Navigate to the Matter Master

1. Navigate to the Department of Public Service website (http://www.dps.ny.gov/)
2. Click on Search

3. Search for Matter

   If you know the Matter or Case Number,
   a. enter it in the Search By Case Number and click on Search by Case Number

   If you do not know the Matter or Case Number, Click on Advanced Search for Commission Case Related Documents hyperlink. For more information on how to use Advance search click on Help with Advanced Search

Matter Master Page

4. From the Matter Master page, click on Subscribe to Service List

Subscribe To Service List

5. To Subscribe to the Service List
Using Subscription Management in DMM (Recommended Method)

a. Click on **Subscribe to Service List**
   If you have a NY.Gov ID account

1. Enter your **User Name** and **Password**
2. Click on **Sign In**

If you do **not** have a NY.Gov ID account
1. Click here to [Create an Account now](https://documents.dps.ny.gov/custom/?APP=nyappdpsdmm)
2. Complete form and submit
3. Navigate to [https://documents.dps.ny.gov/custom/?APP=nyappdpsdmm](https://documents.dps.ny.gov/custom/?APP=nyappdpsdmm)
4. Enter your **User Name** and **Password**
5. Click on **Sign in**
6. Click on **Manage Subscription**
7. Click on **Add Service List Subscription**
8. Enter Matter or Case number and click on **GO**

b. Complete form information and click on **Subscribe**

c. Review Service List grid for service list subscription information

Using E-Mail to Subscribe to the Service List

a. Click on **Download Service List Request Form**

b. Completed Service List request form as directed (ServicListForm-20120501.docx)

c. Email form to [secretary@dps.ny.gov](mailto:secretary@dps.ny.gov)

d. Please allow at least 2 – 3 business days for processing