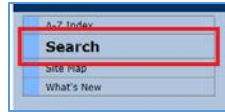


How to Subscribe to Matter/Case Service List

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**

Search by Case Number

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**

Matter Master: 13-00197/13-E-0030

Matter Numbers: 13-00197
Industry Affected: Electric
Case Numbers: 13-E-0030
Company/Organizations: Consolidated Edison Company of New York
Matter Type: Tariff
Title of Matter/Case: Proceeding on Motion of the Commission as to the Rates, Charges, Rules and Regulations of Consolidated Edison Company of New York, Inc. for Electric Service.
Matter Subtype: Major rate
Related Matter/Case No:

Filed Documents (1081) Public Comments (1081) Party List (84) Calendar (4)

No.	Date Filed	Document Type	Document Title	Entity	File Size
1	4/3/2014	Correspondence	Affidavit of published notice	Consolidated Edison Company of New York, Inc.	2.13 MB
2	10/26/2014	Records	Annual Diversity Tax Report	Consolidated Edison Company of New York, Inc.	372.17 KB

Subscribe To Service List

5. To Subscribe to the Service List

INFORMATION FOR THOSE INTERESTED IN PARTICIPATING IN OR MONITORING PSC PROCEEDINGS

There are several options available for those who wish to participate in or monitor the proceedings of a particular case.

PARTIES	SERVICE LIST
Generally, parties commit to contribute to the development of a complete record in a proceeding by conducting discovery, submitting testimony, briefs, or other formal written comments, and/or participating in evidentiary hearings, procedural conferences and other formal events conducted in the case. (Non-parties participate in PSC proceedings by filing informal comments, such as letters, in contrast to the formal comments filed by parties in response to Commission notices.) For some PSC proceedings, including rate cases, a person need not be a party to petition for rehearing of the Commission's final decisions; however, in some other proceedings, only those who were parties in the case may petition for rehearing. The right to challenge a PSC decision in New York State Court may also be limited to those who were parties to the PSC proceeding.	Interested persons who wish to monitor the proceedings of a particular case can do so without the formal commitment to become party in the proceeding. The persons who subscribe to the service list of a case will receive an e-mail with a direct link to the documents issued by the Commission, such as orders, notices, and rulings. Persons unable or unwilling to receive such electronic notification will receive hard copies of Commission-issued documents by regular mail. If you are a registered user of the NYS Public Service Commission's Document and Matter Management (DMM) System, you may submit your service list subscription by clicking on the button below. Registration saves time and allows you to see and manage all of your service and party list subscriptions. Currently, another significant advantage of on-line registration is that registered users can subscribe to a service list for a case before the notice is published.

If you do not wish to register on the NYS Public Service Commission's DMM System, you can download the Request for Party Status form using the Hyperlink below. Please follow the instructions on the form.

[Download Party Status Request Form](#)

[Request for Party Status](#)

If you do not wish to register on the NYS Public Service Commission's DMM System, you can download the Request for Service List form using the Hyperlink below. Please follow the instructions on the form.

[Download Service List Request Form](#)

[Subscribe To Service List](#)

[About DMM](#) | [Site Map](#) | [Privacy Policy](#) | [Contact Us](#) | [Accessibility](#)

Using Subscription Management in DMM (Recommended Method)

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



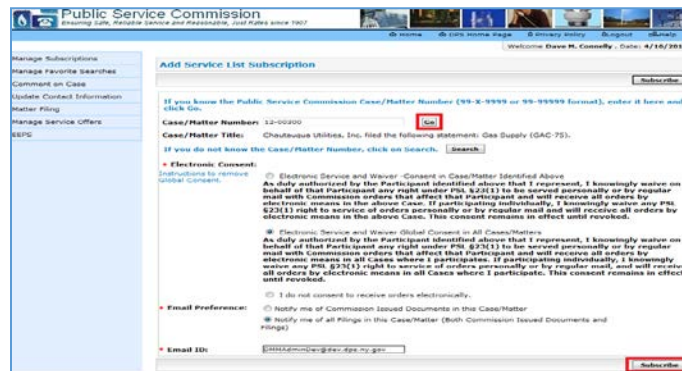
NY.gov ID login form with fields for Username and Password, a Sign In button, and links for 'Forgot your Username or Password?' and 'NY.gov ID - Terms of Service'.

- Enter your **User Name** and **Password**
- Click on **Sign In**

If you do *not* have a NY.Gov ID account

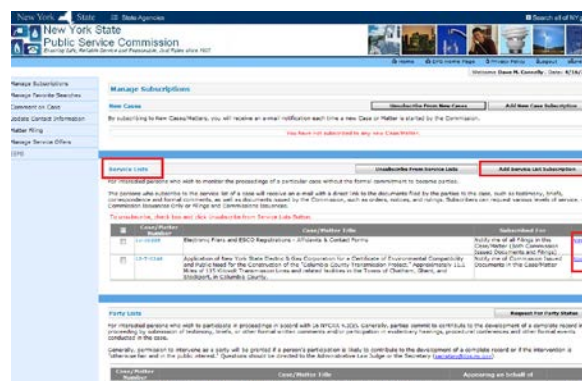
- Click here to [Create an Account now](#)
- Complete form and submit
- Navigate to <https://documents.dps.ny.gov/custom/?APP=nyappdpsdmm>
- Enter your **User Name** and **Password**
- Click on **Sign in**
- Click on **Manage Subscription**
- Click on **Add Service List Subscription**
- Enter Matter or Case number and click on **GO**

- Complete form information and click on **Subscribe**



'Add Service List Subscription' form. It includes fields for Case/Matter Number (12-00000), Case/Matter Title (Chautauque Utilities, Inc. filed the following statement: Gas Supply (GAC-75)), and checkboxes for 'Electronic Consent' and 'Email Preference'. A 'Subscribe' button is at the bottom right.

- Review Service List grid for service list subscription information



'Service List' grid showing various service list items with columns for 'Service List', 'Case/Matter Title', and 'Subscription Link'. The grid includes items like 'Application of New York State Electric & Gas Corporation for a Certificate of Environmental Compatibility' and 'Application of New York State Electric & Gas Corporation for a Certificate of Environmental Compatibility'.

Using E-Mail to Subscribe to the Service List

- Click on **Download Service List Request Form**
- Completed Service List request form as directed (ServicListForm-20120501.docx)
- Email form to secretary@dps.ny.gov
- Please allow at least 2 – 3 business days for processing