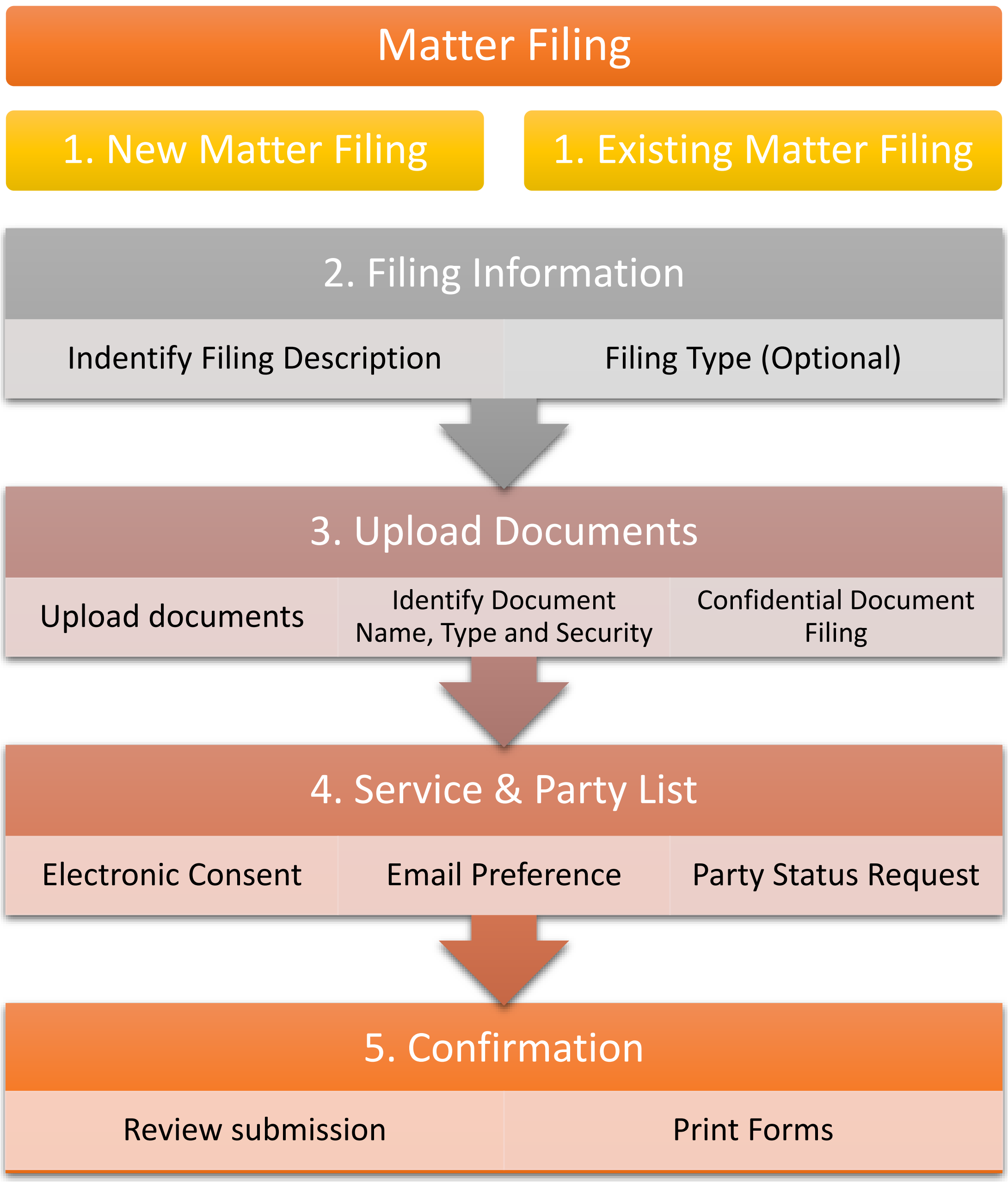
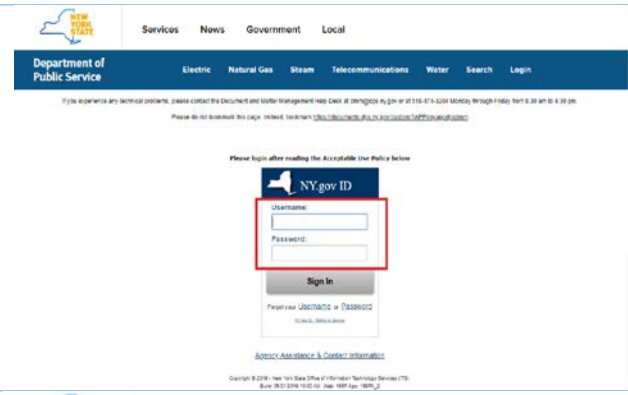
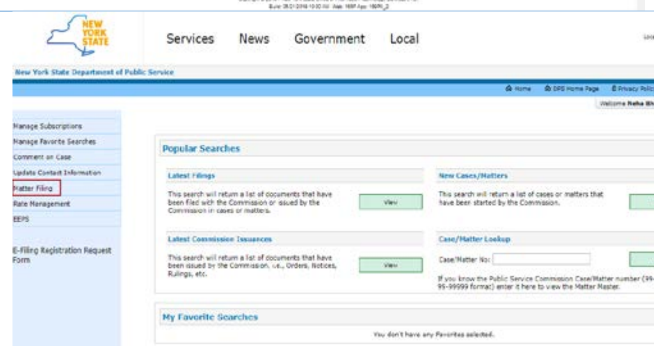
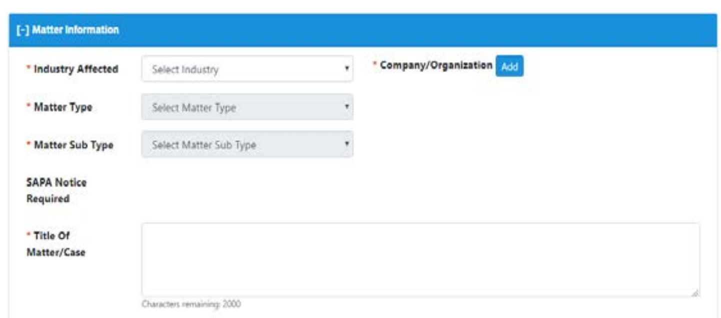
Document & Matter Management
Matter Filing Manual



Step 1: Matter Filing

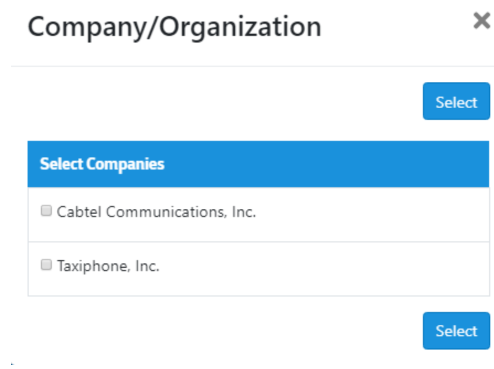
Prior to starting the Matter Filing Process, we recommend that you have all your attachments readily available.

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

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

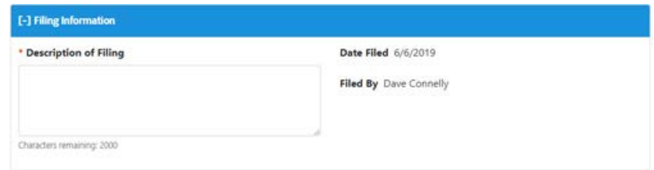
1. Select **Filing Type**: Tariff Filing, Utility Contract or Compliance Filing if needed otherwise move on to step 2 below

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)

For **Compliance Filing**
Select **Compliance Type** in the Filing Information Section

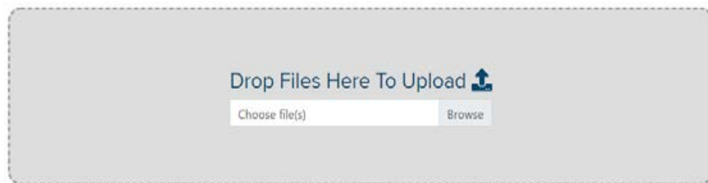
2. Enter/Update **Description of Filing**
Note: The **Date Filed** and **Filed By** boxes will be filled in by the system.



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***

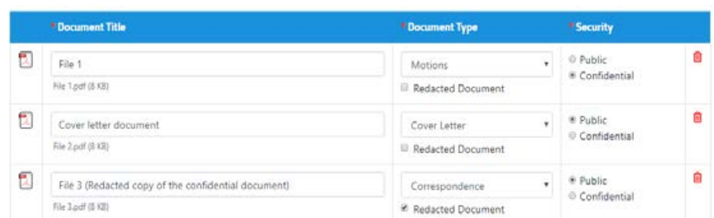
Step 3: Upload Documents

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

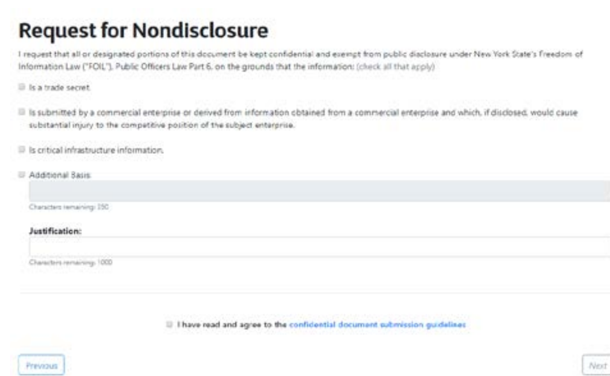


2. Set document meta data:
   - Select **Document Type** from drop down list
   - Update **Document Title** as needed. The document title will be auto populated with the file name.
   - Select **Security** for each file.

   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



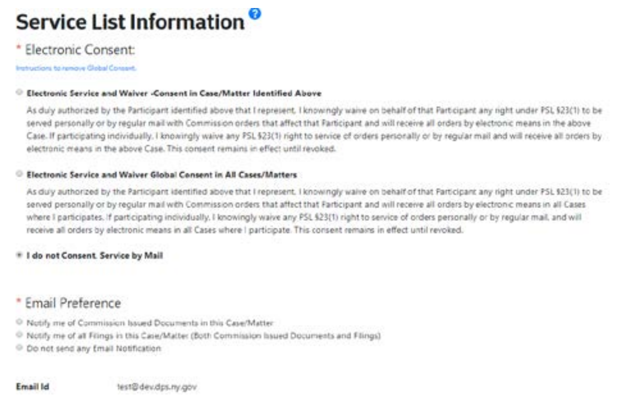
3. Once you have selected and provided all required data, click **Next** button

Step 4: Service & Party List Information

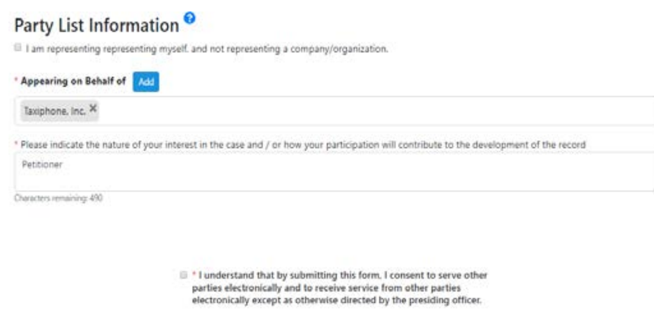
1. Complete Service List Information
    - **Electronic Consent**: select the appropriate electronic consent

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 b**utton).



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.