

# How to Subscribe to Matter/Case Service List

## Navigate to the Matter Master

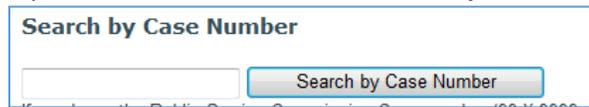
1. Navigate to the Department of Public Service website ( <http://www.dps.ny.gov/>)
2. Click on **Search**



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](#)

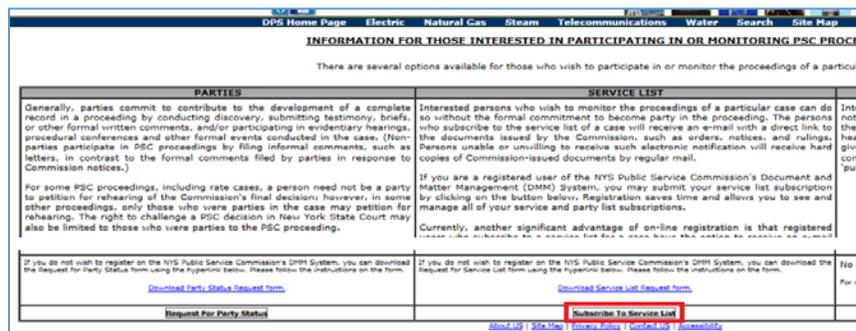
## Matter Master Page

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**

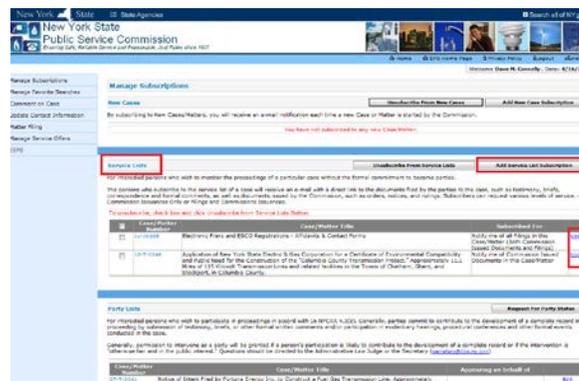
If you do *not* have a NY.Gov ID account

1. Click here to [Create an Account now](#)
2. Complete form and submit
3. Navigate to <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