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**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Participants in PUC Case Number 18-2660-INV
From: Holly R. Anderson, Deputy Clerk of the Commission/ePUC System Administrator ^{HRA}
Re: Filing documents through ePUC
Date: October 24, 2018

This memorandum is to help clarify how to file into the above referenced matter using our online case management system (“ePUC”). All parties/participants who receive notifications via e-mail from the system must make their filings into the case using the ePUC system.

To file into the case:

Log into the ePUC portal (<https://epuc.vermont.gov/>).

Click the “search by case number” choice in the top black bar.

Enter the case number, 18-2660-INV, into the search box, click search.

You will then see the case information and the case number in blue, click the blue case number (it will underline when you hover over it and then click it).

You are then in the case details for 18-2660-INV. You will see a green box with tabs below it which you can use to move around the case and see information and documents.

You will use the “Select Action” bar above the green box to upload documents into the case. In this matter, most filings will be made as “comments” into the case. Click the black arrow at the right end of the box and you will see a drop-down menu. “Add Briefs, Comments, or Discovery” is the option to choose to file comments into the case.

Once in the “Add Documents-Briefs, Comments or Discovery” panel, choose “new filing”; then click the arrow to the right of the box called “Select Brief, Comment or Discovery Type” and choose “comments”.

In the next box, “Document Title,” give your document a name, i.e. “Comments of XYZ re: workshop” or something that describes who is making the filing and what it is.

Upload your document using the “browse” button.

In the “Filed by” box click the box to the left of the organization/person that the filing is being made on behalf of.

If you have more than one document to upload, click the blue plus sign and you will repeat the above steps to upload any others.

When complete, answer the Captcha question if asked, then click proceed.

Your filing will then be uploaded into ePUC.

You will never file into this case using the “Public Comment” option in the left navigation as you are a Participant/Party. Always file into this case using one of the “Select Action” choices.

If you need assistance filing, or have questions, please feel free to call the Clerk’s Office at 802-828-2358 and we will be happy to assist you.

PUC Case No. 18-2660-INV - SERVICE LIST

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