### Starting a new filing

As enter the Tariff Filing system – you should note your userID top left. Seeing that lets you know you are logged in and recognized with rights and privileges of a Tariff Filer.



If you represent more than one utility – your first step will be to select the utility this tariff filing will be for. Most of the contact information should be pre-filled for you either from your last filing or from your user account. Correct as needed.

### Public Service Commission

Tariff - File Upload Utility

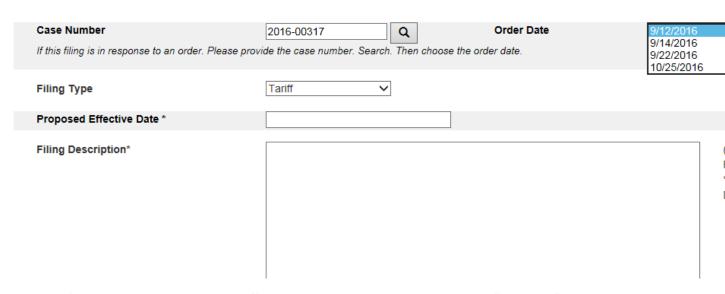


### Help for Tariff Filers

If this filing is the result of a order within a KY PSC Case provide the case number. You may provide a "short hand" case number. For example for case 2017-00189 you may simply type 17-189. Once the case number is entered click the magnifying glass to search for the order dates of that case.

Case Number	17-189 × C	Order Date
If this filing is in response to an order. Pl	lease provide the case number. Search. Th	nen choose the order date.
Filing Type	Tariff	

Select the correct date of the order once the list returns.

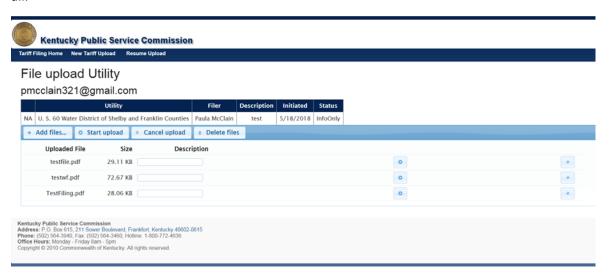


Finish the filing record with a proposed effective date and description. Then click "Continue".

Then you will begin to upload the documents needed.

### **Uploading the documents**

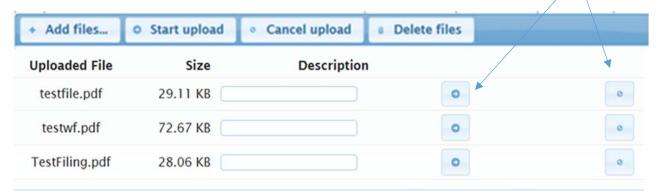
Click the large "Add files" button to select files from your computer. Repeat until you have found them all



At this point none of the files have been uploaded yet. Choose the "not" button at the end of any row to eliminate an un-intended document.

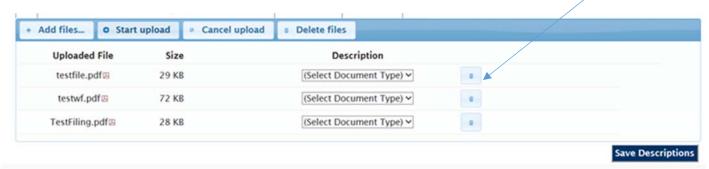
You may use the large "Start upload" button to upload all files.

Or you may choose the arrow within each line and upload each document one at a time.



Use the provided list to describe each file. Then choose "Save Descriptions"

Note there is a trash can to remove any document that you no longer wish to include in this filing.



You can add more documents and edit the descriptions as needed. When you are satisfied with the collection of documents and their descriptions click "Complete".



The screen should transition to a printable receipt and you should receive an email receipt at the address provided in the filing record.



Tariff Filing Home New Tariff Upload Resume Upload

# Filing Receipt

pmcclain321@gmail.com

Print this webpage as a receipt.

	Utility		Filer	Posted	Initiated	Status
NA	U. S. 60 Water District	of Shelby and Franklin Counties	Paula McClain	5/18/2018 2:08:23 PM	Posted	InfoOnly
	Uploaded File Size Description					-
	testfile.pdf 🗵	29 KB	Cover Letter			
	TestFiling.pdf 4	28 KB		Tariff		
5/1	8/2018 2:07:01 PM					

### **Amendment Expected**

As you choose to make a new filing if any previous filing requires an amendment you will be notified. You can choose either to work on the necessary amendment or to continue with your new filing as planned.

Some Filings Require an Amendment
If you are amending a current filing please click on the correct Tariff ID. Otherwise choose 'new filing'

Amendment(s) Expected Tariff ID Type Description
TFS2018-00012 Tariff test data. localhost. Amend this TRF filing.

New Filing

### Resuming a filing in progress

If elect to continue a filing, you will be presented with a list of filings in progress.

Use the "Delete Filing" button to remove any old filings that you will not complete.

Use the "Continue Filing" button to proceed to the document upload portion of the process.

## File upload Utility

pmcclain321@gmail.com

Continue or Clean up Incomplete TRF Filings

:	
Delete Filing Continue	Filing
De	elete Filing Continue

### Deleting an entire filing

Another means to delete a filing, its record and all documents is the large "Delete Files" button on the upload screen.

