

ENTERING ELIGIBLE ENERGY RESOURCE APPLICATIONS IN DELAFILE

Version 2.0 August 25, 2015

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Process Overview

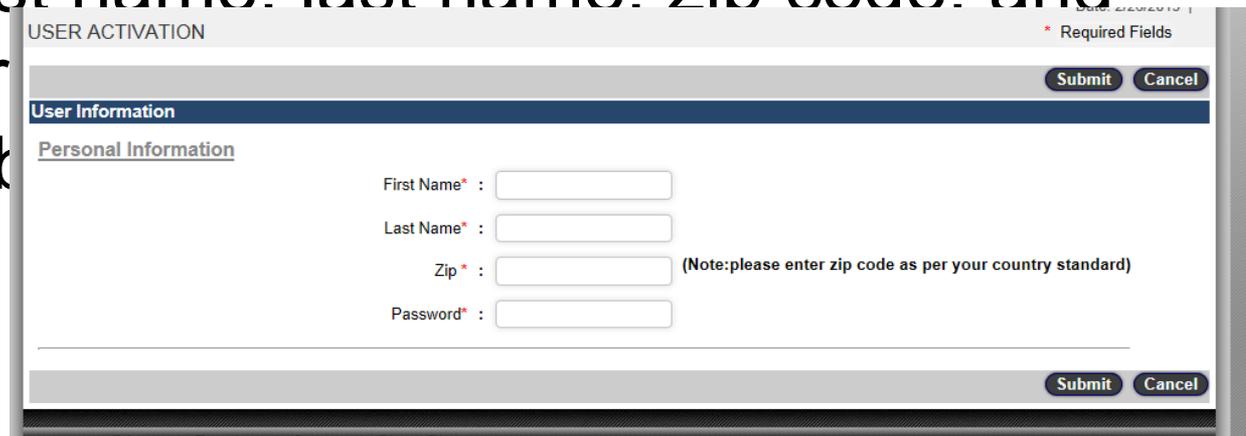
3

- ❑ “Welcome Email” from PSC Staff
- ❑ Go to the DE PSC DelaFile Website – <https://delafile.delaware.gov>
- ❑ Activate account with information provided in the DelaFile email – you will only have to do this step 1 time
- ❑ Login as primary contact with the **Email ID and Password provided by PSC Staff**
- ❑ E-file the Application with all required attachments
- ❑ Submit payment through the Payment

Activate User Account

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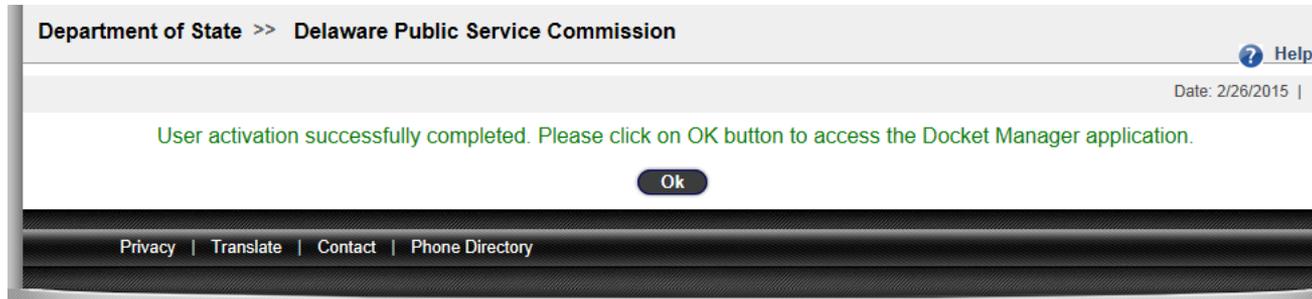
- The Company will get an email that they have been registered and they will need to log in with the credentials listed – this is only done one time
- Click the activate your account link
 - Enter first name, last name, zip code, and password
 - Click submit



The screenshot shows a web form titled "USER ACTIVATION" with a "Date: 2/26/2015" in the top right corner. Below the title is a "Required Fields" indicator. The form is divided into sections: "User Information" and "Personal Information". The "Personal Information" section contains four input fields: "First Name*", "Last Name*", "Zip*" (with a note: "(Note: please enter zip code as per your country standard)"), and "Password*". There are "Submit" and "Cancel" buttons at the top right and bottom right of the form area.

User Activation

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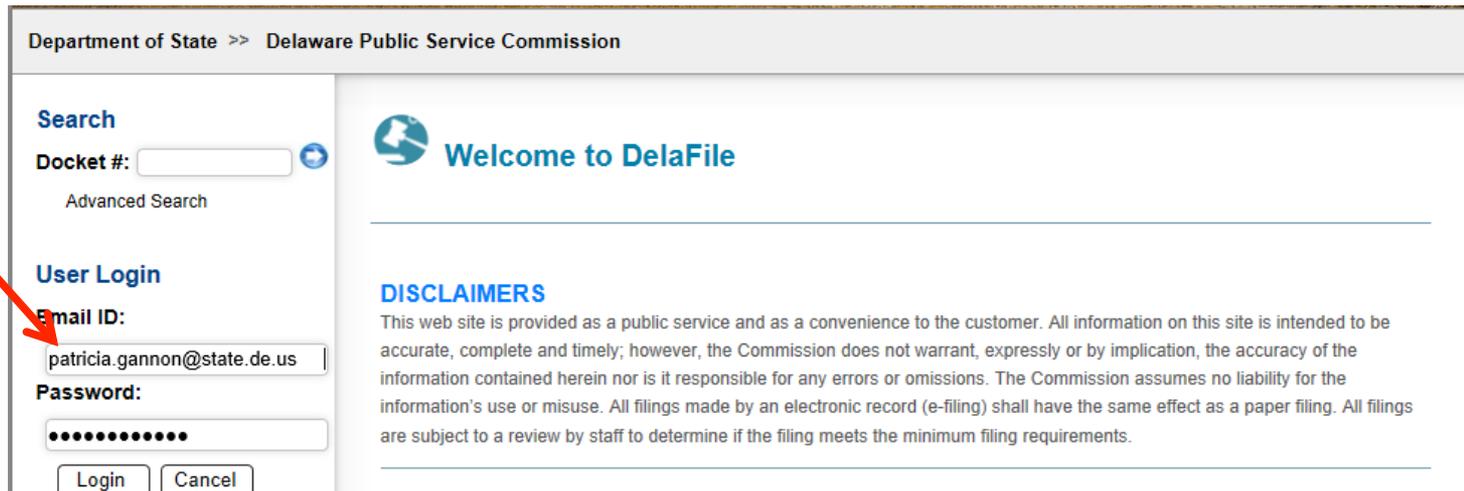


- Click Ok
 - The Company can now sign in to DelaFile with the Email ID and PSC assigned password
 - **Please DO NOT Change the password until advised by Staff to do so

Login & E-File the Application

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- Login with the email address and password provided by PSC Staff



Department of State >> Delaware Public Service Commission

Search
Docket #: 
Advanced Search

User Login
Email ID:
Password:

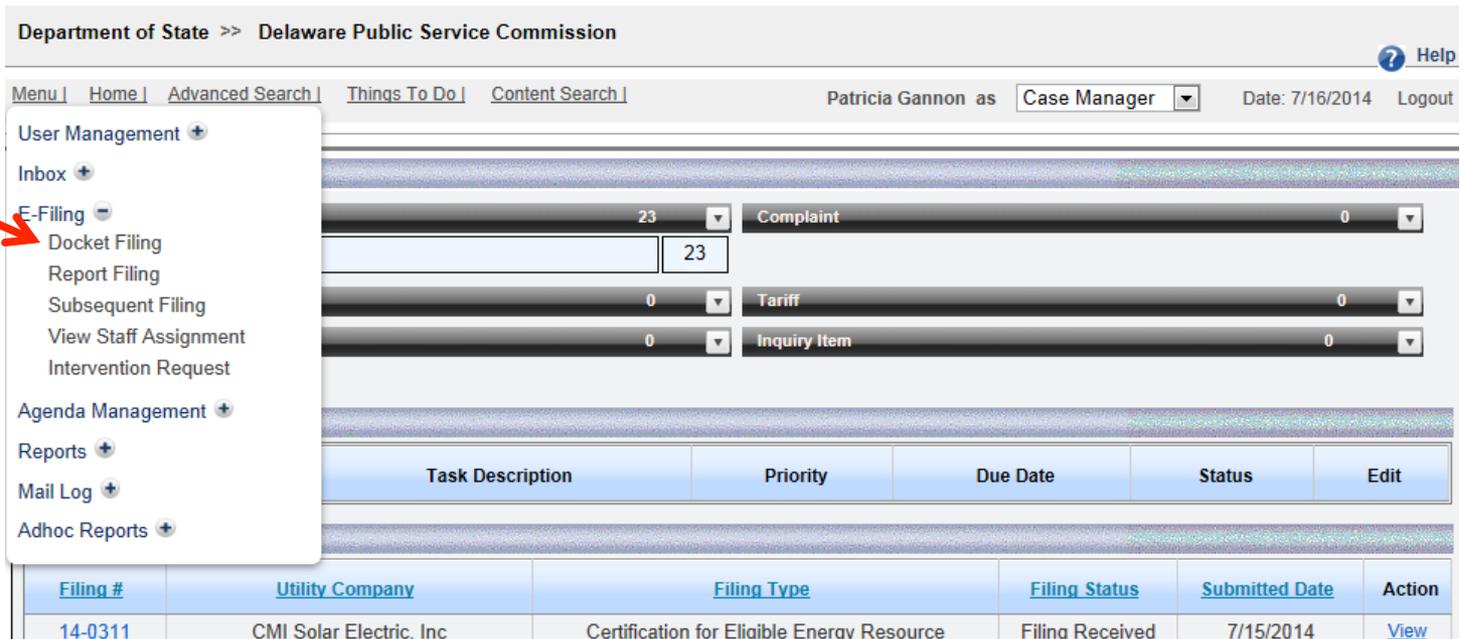
 **Welcome to DelaFile**

DISCLAIMERS
This web site is provided as a public service and as a convenience to the customer. All information on this site is intended to be accurate, complete and timely; however, the Commission does not warrant, expressly or by implication, the accuracy of the information contained herein nor is it responsible for any errors or omissions. The Commission assumes no liability for the information's use or misuse. All filings made by an electronic record (e-filing) shall have the same effect as a paper filing. All filings are subject to a review by staff to determine if the filing meets the minimum filing requirements.

E-File the Application

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- Click on Docket Filing selection



Department of State >> Delaware Public Service Commission

Menu | Home | Advanced Search | Things To Do | Content Search | Patricia Gannon as Case Manager | Date: 7/16/2014 | Logout

User Management +
Inbox +
E-Filing -
 Docket Filing
 Report Filing
 Subsequent Filing
 View Staff Assignment
 Intervention Request
Agenda Management +
Reports +
Mail Log +
Adhoc Reports +

Task Description	Priority	Due Date	Status	Edit	
Filing #	Utility Company	Filing Type	Filing Status	Submitted Date	Action
14-0311	CMI Solar Electric, Inc	Certification for Eligible Energy Resource	Filing Received	7/15/2014	View

E-File the Application

8

- Select Utility Type: Renewable
- Select Type of Docket: Certificate for Eligible Energy Resource (this is for an initial certification)
- Select the name of the Utility Company from the drop down
- The default date is today's date

Save Continue Cancel

Docket Type

Utility Type * : Renewable ▾

Type of Docket * : Certification for Eligible Energy Resource ▾

Docket Sub Type * : Initial Application ▾

Utility Company * : Sun Spot Solar ▾

Date Filed : 12/05/2014

Docket Information

In The Matter Of

E-File the Application

9

- Enter the docket caption using the same format shown in the example
 - IN THE MATTER OF THE APPLICATION OF **WILSON SOLAR** AS AN ELIGIBLE ENERGY RESOURCE UNDER THE DELAWARE RENEWABLE ENERGY PORTFOLIO STANDARD (FILED **FEBRUARY 24, 2015**)
 - Bolded type is used only to indicate areas of the caption that will change according to the information for that particular system (name of system and date filed)

□ Type in Docket Description (Initial Application)

□ Click

The screenshot displays a web form for filing an application. It is divided into two main sections: "Docket Information" and "Docket Description".

Docket Information

- Docket Caption***: A text area containing the text: "IN THE MATTER OF THE APPLICATION OF WILSON SOLAR AS AN ELIGIBLE ENERGY RESOURCE UNDER THE DELAWARE RENEWABLE ENERGY PORTFOLIO STANDARD (FILED FEBRUARY 24, 2015)".
- Associated Docket**: A text input field next to a button labeled "Add Related Docket Number".
- Appeal Number**: A text input field.
- A red note below the Associated Docket field states: "User can add multiple docket numbers by a comma separator."

Docket Description *

- The text "Initial Application" is entered into the description field.

E-filing Contact

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- You should see a screen that says Add e-filing Contact this section is not required, you can click attach documents and move on

The screenshot shows a web application interface for adding an e-filing contact. The page title is "Add E-Filing Contact" and it includes a "Required Fields" indicator. At the top right, there are navigation buttons: "Back", "Clear", "Save", "Attach Documents", and "Cancel". The form fields are as follows:

- Title: --Select-- (dropdown menu)
- First Name *: (text input)
- Middle Initial: (text input)
- Last Name *: (text input)
- Suffix: --Select-- (dropdown menu)
- Country *: USA (dropdown menu)
- Street Address *: (text area)
- Zip *: (text input)
- State *: Delaware (dropdown menu)

Attach Documents

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- Click the Attach button

Department of State >> Delaware Public Service Commission ? Help

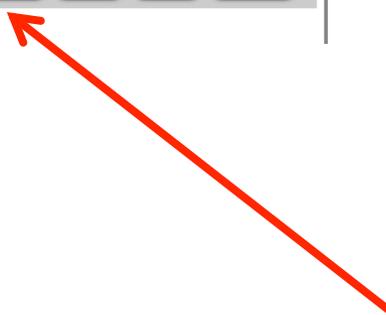
[Menu](#) | [Home](#) | [Advanced Search](#) | [Things To Do](#) | [Content Search](#) | Patricia Gannon as Case Manager Date: 7/16/2014 [Logout](#)

Attach Documents

Document Details

Attachment Name	Security Level	Document Type	Added By	Comments	Date of submission	Action View Delete
-----------------	----------------	---------------	----------	----------	--------------------	-----------------------

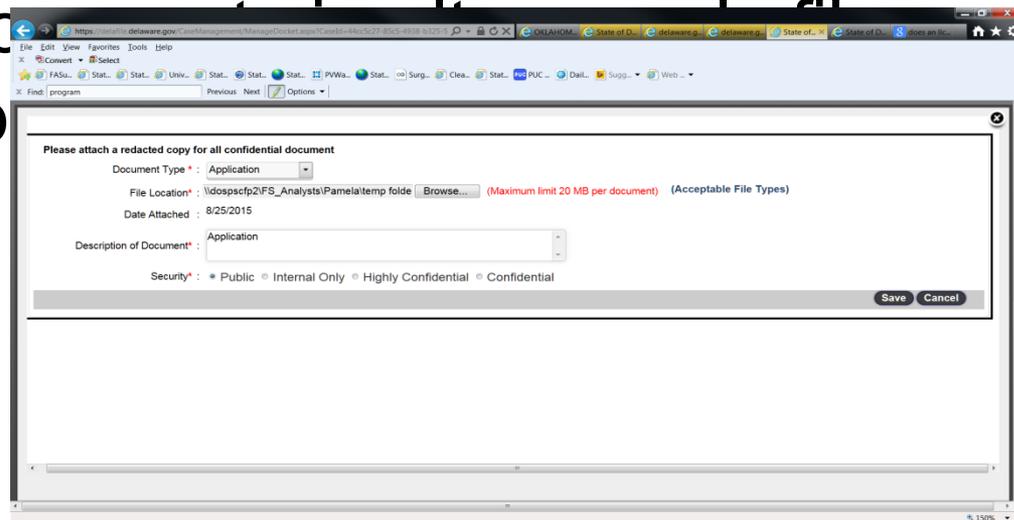
Attach **Back** **Save** **Cancel**



Guidelines for Attachments

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- If there is a cover letter or cover sheet file this separately under document type: Other
- Select **Public** as the security level for all documents filed. Security level should be Public unless the document meets the requirements of Section 1001-1.11 of the 26 Del. Admin. C. §1001 then you can select Internal Only, Highly Confidential or Confidential
- Click Save



The screenshot shows a web browser window displaying a form for attaching a document. The form is titled "Please attach a redacted copy for all confidential document". It contains the following fields and options:

- Document Type:** A dropdown menu with "Application" selected.
- File Location:** A text field containing the path "I:\dospscfp2\IFS_Analysts\Pamela\temp folde" followed by a "Browse..." button. A note indicates "(Maximum limit 20 MB per document) (Acceptable File Types)".
- Date Attached:** A text field containing "8/25/2015".
- Description of Document:** A text field containing "Application".
- Security:** Radio buttons for "Public" (selected), "Internal Only", "Highly Confidential", and "Confidential".
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

Attach Documents- Overview

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- ❑ Select Document Type from dropdown (Application)
- ❑ Attach file from your computer
- ❑ System auto populates date attached
- ❑ Add Description of Document (Application or Other); This will show to public
- ❑ Choose Document Security (**Choose Public**) - The Security level defaults to Public
- ❑ Click Save

Please attach a redacted copy for all confidential document

Document Type* : Application

File Location* : \\idospscfp2\F5_Analysts\Pamela\temp folde | Browse... (Maximum limit 20 MB per document) (Acceptable File Types)

Date Attached : 8/25/2015

Description of Document* : Application

Security* : Public Internal Only Highly Confidential Confidential

Save Cancel

Attach Documents Screen

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- System displays the attach documents screen
- If you are finished attaching documents, click Done With Attach
- If you need to attach another document, click Attach
- If you want to delete the document, click Delete
- If something is incorrect, click the Back

but
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are

Department of State >> Delaware Public Service Commission ? Help

Menu | Home | Advanced Search | Eve Energy as Primary Contact Date: 3/2/2015 | Logout

Attach Documents

Document Details						
Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action
Sun Spot Solar - Renewables Test_ver_1.docx	Confidential	Application	Eve Energy	Application	3/2/2015	View <input type="checkbox"/>

S

Attach Back Save Delete Done With Attach Cancel

are made click done with attach.

Attach Documents – Multiple Docs

15

- Attach one document at a time
- Fill out the Attach Document fields for each document
- Security level should be Public unless the document meets the requirements of Section 1001-1.11 of the [Rules](#) then you must simultaneously file a redacted, public
- Click S

Attach Documents

Please attach a redacted copy for all confidential document

Document Type* :

File Location* : F:\PatriciaG\My Pictures\boat.jpg (Maximum limit 20 MB per document) (Acceptable File Types)

Date Attached : 7/16/2014

Description of Document* :

Security* : Public Internal Only Highly Confidential Confidential



Attach Documents – Multiple Docs

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- System will display all the documents attached to the docket including the documents that you have attached in this session
- When you are finished attaching

Attach Documents

Document Details						
Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action
						View Delete
house_ver_1.jpg	Public	Application	Patricia Gannon	Application	7/16/2014	View <input type="checkbox"/>
boat_ver_1.jpg	Internal Only	General Correspondence	Patricia Gannon	Cover Sheet for Filing	7/16/2014	View <input type="checkbox"/>
harley_ver_1.docx	Confidential	Application	Patricia Gannon	** CONFIDENTIAL** Application of Glacial Energy	7/16/2014	View <input type="checkbox"/>

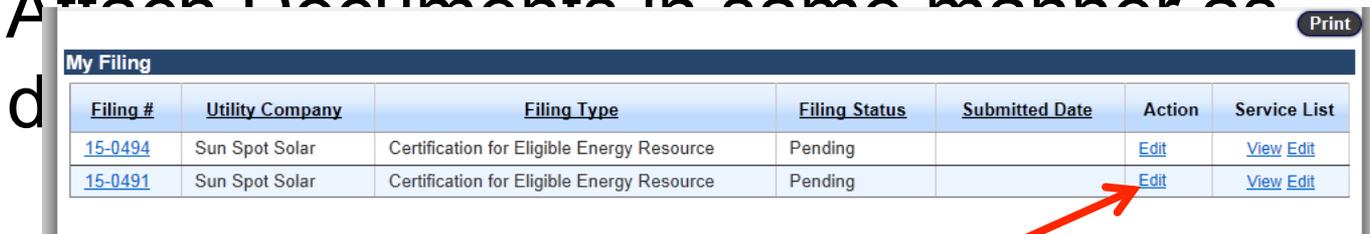
Attach **Back** **Save** **Delete** **Done With Attach** **Cancel**



Supplemental Filings

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- If Staff requests that additional information be submitted in support of the application the Primary Contact can go into the filing later and attach additional documents
 - ▣ From the My Filings page click on the Edit button for the Filing
 - ▣ Click Continue
 - ▣ Attach Documents in some manner



The screenshot shows a table titled "My Filing" with a "Print" button in the top right corner. The table has seven columns: "Filing #", "Utility Company", "Filing Type", "Filing Status", "Submitted Date", "Action", and "Service List". There are two rows of data. The first row has filing number 15-0494, utility company Sun Spot Solar, filing type Certification for Eligible Energy Resource, and filing status Pending. The second row has filing number 15-0491, utility company Sun Spot Solar, filing type Certification for Eligible Energy Resource, and filing status Pending. In the "Action" column of the second row, there is a blue "Edit" link. A red arrow points to this "Edit" link. In the "Service List" column of both rows, there is a blue "View Edit" link.

Filing #	Utility Company	Filing Type	Filing Status	Submitted Date	Action	Service List
15-0494	Sun Spot Solar	Certification for Eligible Energy Resource	Pending		Edit	View Edit
15-0491	Sun Spot Solar	Certification for Eligible Energy Resource	Pending		Edit	View Edit

Review Docket Filing Summary

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- Summary page shows details
- If data is ok, click Pay Now button

Please review all filing details closely before clicking the PAY NOW button. Once the PAY NOW button is clicked you will not be able to make any further edits to the filing.

[Back](#) [Print](#) [Pay Now](#) [Cancel](#)

Docket Type

Docket # : 14-0314
Utility Type : Electric
Type of Docket : Electric Supplier Certification (CPCN)
Utility Company : Glacial Energy of Maryland, Inc.
Date Filed : 7/16/2014

Docket Information

Docket Caption : IN THE MATTER OF THE APPLICATION OF MY CONSULTING GROUP, LLC D/B/A ME & YOU CONSULTING GROUP FOR A CERTIFICATE TO PROVIDE ELECTRIC SUPPLY SERVICES WITHIN THE STATE OF DELAWARE (FILED JULY 15,2014)
Associated Docket :
Appeal Number :

E-Filing Contact Person

Title :
First Name : Middle Initial :
Last Name : Suffix :
Country :
Address :
Zip :
State :
City :
Phone No : Ext : Cell Phone No :
Fax Number :
Email ID :

Docket Description

electric supplier

Attached Documents

Attachments	Security Level	Document Type	Comments
house_ver_1.jpg	Public	Application	Application
boat_ver_1.jpg	Internal Only	General Correspondence	Cover Sheet for Filing
harley_ver_1.docx	Confidential	Application	** CONFIDENTIAL** Application of Glacial Energy

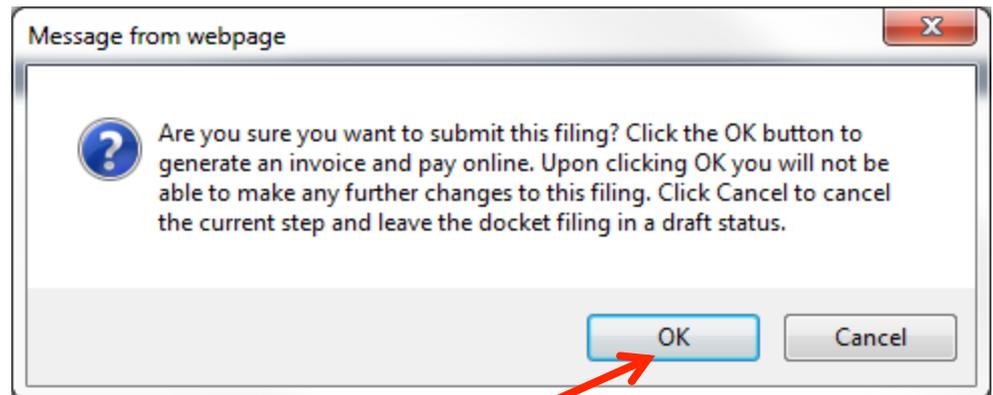
[Back](#) [Print](#) [Pay Now](#) [Cancel](#)



Payment Screens

19

- After you click Pay Now, you will see a pop up
- Click OK



Payment Screens

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- System displays E-filing Invoice.
- Click Continue

E-Filing Invoice Generation * Required Fields



Delaware Public Service Commission
861 Silver Lake Blvd., Cannon Building, Suite 100
Dover, DE 19904

E-Filing Invoice

Invoice # : 2014-C-222-00300-DF
Invoice Date : 7/16/2014
Due Date : 7/31/2014

Glacial Energy of Maryland, Inc.
24 Route 6A
Sandwich, MA
2563

Invoice Description	Remarks	Total Fee
Utility : Electric Docket Type : Electric Supplier Certification (CPCN) Docket # : 14-0314		50.00
Docket Caption : IN THE MATTER OF THE APPLICATION OF MY CONSULTING GROUP, LLC D/B/A ME & YOU CONSULTING GROUP FOR A CERTIFICATE TO PROVIDE ELECTRIC SUPPLY SERVICES WITHIN THE STATE OF DELAWARE (FILED JULY 15,2014)		
	ACH Service Fee	0.00
	Total Amount :	50.00

- E-filing invoice payments are accepted only through online payment
- If the online payment transaction has failed or cancelled, you can complete payment through "Pay Now" link in "Invoice and Payment List" grid by searching invoice

[Continue](#) [Cancel](#)



Payment Screens

21

- System displays Payment Information Screen
- Select Payment Type: **ACH, Credit Card and input appropriate information for payment type**
- Enter any remarks necessary (optional)
- Click Pay Now
- *****Note- Payments for multiple applications can't be combined you must submit payments for each**

Payment Information * Required Fields

Glacial Energy of Maryland, Inc.
24 Route 6A
Sandwich, MA
2563

Invoice # : 2014-C-222-00300-DF Invoice Date : 7/16/2014
Filing # : 14-0314 Payment Type * :

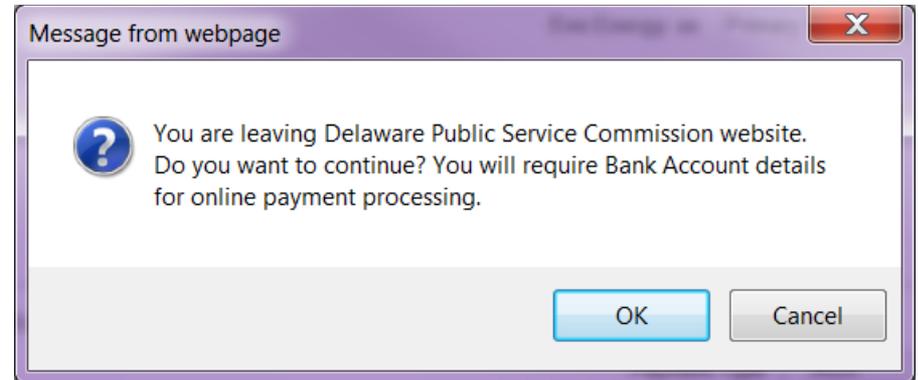
Amount / Fees(\$): 50.00
ACH Service Fee (\$): 0.00
Total Payable Amount (\$): 50.00

Remarks :

Payment Screens

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- Pay Now takes you out of the DelaFile System to the Payment Gateway to enter the method of payment.
- Click Submit



Payment Gateway

23

- The name, address, and phone information automatically transfers from the filing
 - Input the Credit Card or ACH information and click submit

Delaware Public Service Commission - Electronic Payment Exchange

First Name:
Last Name:
Address:
City, St, Zip:
Work Phone:

Amount: 50.00

Credit Card

Card Number:
Expiration Date:
CVV Value: [Find CVV](#)

Payment Gateway

24

- Once you click Submit you will be taken to this screen
 - At this point you must click “CONTINUE”
 - If not, the PSC will receive the funds for the filing but the filing will not be received

Delaware Public Service Commission - Electronic Payment Exchange

*Please print the receipt for your records.
Please click 'Continue' button after printing the receipt. Delafile transaction will not be complete unless 'Continue' button is clicked.*

Your payment is received!

Response Text: No match
Authorization Number: 006401
Response Code: 00
Reference Guid: 09XWVQ8A070AU7XA1KZ
Amount: \$50.00

Public Service Commission
Wilmington, DE 19801

2/24/2015 3:19:29 PM
Payment Transaction
Invoice: 2015-C-512-00590-DF
Merchant ID: 900502

Confirmation Page

25

- Shows the Utility Type, Docket Type, Docket #, Docket Caption, Amount Paid
- Select Ok at the top of the page

Docket Submitted Successfully
Your Docket# : 14-0240
[Download Confirmation of Submission](#)
OK

 **Delaware Public Service Commission** Filing Fee Receipt

Artesian Water Company, Inc.
664 Churchmans Road,
Newark, DE
19702

Receipt # : 14-3083
Receipt Date : 6/17/2014
Invoice # : 2014-C-370-00255-DI
Invoice Date : 6/17/2014

Invoice Description	Total Fee
Utility : Water Docket Type : 215 Filing - 20 Day Notice Letter Docket # : 14-0240 Docket Caption : In The Matter Of	0.00
Amount Paid :	
Total Balance :	
Total Payable Amounts :	0.00

Sincerely,
Delaware Public Service Commission.

This is an electronically generated receipt which does not require a signature.

Print **Cancel**

Confirmation E-filing Form

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- Print screen of confirmation page



Delaware Public Service
Commission
861 Silver Lake Blvd., Cannon Building,
Suite 100 Dover, DE 19904

Efiling Form

Docket Type

Docket #: 14-0316

Utility Type: Electric

Type of Docket: Electric Supplier Certification (CPCN)

Utility Company: New Electric Supplier Test, Inc

Date Filed: 7/6/2014

Docket Information

Docket Caption: IN THE MATTER OF THE APPLICATION OF NEW ELECTRIC SUPPLIER TEST, INC FOR A CERTIFICATE TO PROVIDE ELECTRIC SUPPLY SERVICES WITHIN THE STATE OF DELAWARE (FILED JULY 6, 2014)

Associated Docket:

Appeal Number:

E-Filing Contact Person

Full Name: HARRY POTTER

Street Address: 15 WIZARD WAY

City: Frederica

State : Delaware

Zip : 19946

Country: USA

Phone No: 555-555-5555

Ext :

Cell Phone No:

Fax Number:

My Filings Page

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- Click Home at the top of the page
- Docket will show on My Filings page since you e-filed the docket
- Click Logo

Department of State >> Delaware Public Service Commission

Menu | Home | Advanced Search | Things To Do | Content Search | Patricia Gannon as Case Manager | Date: 7/16/2014 | Logout

Case Load Summary

Docket	23	Complaint	0
Assigned	23		
Report Filing	0	Tariff	0
FOIA	0	Inquiry Item	0

Things to do

Task Name	Task Description	Priority	Due Date	Status	Edit
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My Filing

Filing #	Utility Company	Filing Type	Filing Status	Submitted Date	Action
14-0314	Glacial Energy of Maryland, Inc.	Electric Supplier Certification (CPCN)	Filing Received	7/16/2014	View
14-0311	CMI Solar Electric, Inc	Certification for Eligible Energy Resource	Filing Received	7/15/2014	View