

Electronic Report Filing (eFiling)

The eFiling system provides regulated utility stakeholders a web-based means of submitting required forms and reports per Order # 24,233.

The eFiling process is as follows:

- Register as a user (one time requirement).
- Logging into the eFiling application with an appropriate and valid account.
- Complete the File Upload process.

The eFiling application supports, Internet Explorer, Firefox, Chrome, and Safari.

The address for the eFiling Home Page is: puc.nh.gov/eFiling/Login.aspx

The screenshot shows the eFiling login page. At the top, there is a blue header with the text "eFiling". Below the header, there is a "Log In" link. A warning message states: "** WARNING ** This is a State of New Hampshire secure access system and is provided only for authorized use. Users have no implicit or explicit expectation of privacy. State and federal statutes make it a crime to attempt and/or gain unauthorized access. Unauthorized use may be subject to criminal, civil and/or administrative action." An important note follows: "* Important Note * The eFiling System provides Department of Energy stakeholders with a web based means of submitting certain files electronically. Please refer to the 'User Guide' and 'Help' buttons for further information." Below this, there are two buttons: "User Guide" and "Help". A blue circle with the number "1" is placed to the left of these buttons. The main login section is titled "Please enter your Email Address and Password" and contains two input fields: "Email Address:" and "Password:". Below these fields are two buttons: "Login" and "Reset". At the bottom, there are two more buttons: "Forgot your password?" and "Need to Register?". A blue circle with the number "2" is placed to the left of these buttons.

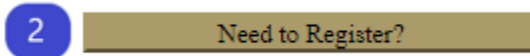
Process assistance and FAQ's are available by selecting the Help button on the eFiling Home Page. Here, you will also find a button for this User Guide.

This is a close-up of the "User Guide" and "Help" buttons. A blue circle with the number "1" is placed to the left of the "User Guide" button. The text "Please refer to the 'User Guide' and 'Help' buttons for further information." is visible above the buttons.

Register as a new user:

You must register as a user and receive an account credential to submit forms and reports.

If you need to register as a NEW user select the **Need to Register** button on the Home Page and complete the form. Account information will be sent to you via e-mail reply. If you already have an account, please go to form completion below.



You must complete all fields on the form.

- **Your Name.** Please enter your first name, followed by your last name.
- **Street Address.** The full street address where your company or firm is located.
- **City.** The full name of the city where your company or firm is located.
- **State/Province.** Please enter the two-character abbreviation of the state or province where your company or firm is located.
- **Zip Code.** Enter at least 5 digits.
- **Telephone number.** Enter as xxx-xxx-xxxx
- **Selected Utilities.** Scroll through the list of utilities and select those that you represent. Highlight each relevant name and click the *[Add]* button. If you selected one in error, highlight it in the Selected Utilities list and click *[Remove]*.
- **Your Corporate email Address.** This field will become your username in the Electronic Report Filing System. It is critical that you enter this address correctly; otherwise, the system will not recognize you and you will be unable to login. In the event your email address changes, you will need to repeat the registration process, alternatively you may contact us at *ENTER E-Mail ADDRESS*
- **Your Password.** Choose your password, enter, and confirm.

Logging in:

You must enter your Email address along with your assigned password in the appropriate fields on the eFiling Home page.

- Enter registered e-mail address and password on eFiling Home Page
- Click Submit

Following successful login, you will be redirected to the File Upload page. If you see an "Invalid Login" error, please confirm credentials, and try reentering your email address and password.

Upload Forms and Reports:

The File Upload page allows you to submit one report at a time, with as many as 10 files attached to it. Repeat the process to submit additional reports.

The Upload page contains the following fields, all of which are required:

Industry List. Please select the industry group which best describes your company.

Company List. Please select the name of the company whose report you are submitting. It is important to note this list is filtered by your Industry Type to make the selection process easier.

Report List. You may select one report per screen from the lists provided. Please note the report names will also be filtered based on your selection of Industry.

Report Date. If the report you are submitting covers a specific time period, such as an Annual Report for 2024, you should use the Report Date drop down field to select a date (e.g. 12/31/2024) to reflect the end of the report period. If you leave this field blank, the current date will be used.

Confidential Files:

To protect the confidentiality of a file, click the "Confidential?" box to the left of each relevant file. Clicking the confidential box the first time will prompt the following dialog box

Confidential Files Example:

Days until password expires: 363

Can't find a report? Send an email to The Department Of Energy at energy-info@energy.nh.gov requesting information on a report missing from the list.

Submit Reports


Industry List:	Telecom
Company List:	Access One, Inc.
Report List:	Initial Assessment of Double Pole Inventory
Report Date:	
Report Name:	<input checked="" type="checkbox"/> Confidential ? [Choose File] ASD Accom... - 1-8-13.doc

Delete	Confidential	Report Date	Report Title	File Name	Company Name	Industry Name
	<input checked="" type="checkbox"/>	05/10/2024	Initial Assessment of	ASD Accomplishmen	Access One, Inc.	Telecom

To confirm confidential file treatment, you must select the Confidential Check Box to continue. Your materials will be treated confidentially until a determination is made.

Attach Report Files:

These fields allow you to attach the actual reports or forms which will be submitted. (These files may be up to 16 megabytes in size.) The "Browse" button next to each file name will allow you to search for the report you need to submit from the contents of your local and/or network drives.

Once you have completed attaching files, click the "Submit Report" icon .

If there are any errors, such as a missing "Report Name," an error message will be displayed. You must correct the error.

Final steps:

An email acknowledging your submission will be sent to the email address you registered with.

If you need to submit additional files:

Click the "Return to Upload Page" button on the "Your Submission was Successful" screen to repeat the process.

Retrieve a Lost Password

If you previously registered but have forgotten your password, please click the "Forgot your Password?" button on the Login screen. The system will then send a temporary password to the Email address you entered. You will be prompted to choose a new password after you log back into the system.

Change Password

Following registration and activation in the EFiled system, you may change your password at any time.

- Click the "Change Password" button.
- Enter you current and new password.
- Click "Submit".