

# Electronic Regulatory Filing System – Subscriptions

Subscriptions allow you to specify information about the types of documents you are interested in, and then be notified by email when a new document that matches your criteria is accepted into the system.

## Setting up a New Subscription

After you log in, click on “Subscriptions” in the ERF Upload Menu. This brings up the Subscriptions List screen. Click on <New Subscription>. The following screen is displayed:

Utility ID:  Or Name:   
Docket Utility ID:   
Case Type:   
Sequence#:   
Document Type:   
Industry Type:   
Search Name:  \* (required if you want to save.)

Here you can enter almost any combination of fields to specify which documents you want to be notified of.

After you enter the criteria, click on <View Subscribe Result> to see what documents already in the system match your criteria. Confirm that this is what you want to see, and then enter a meaningful name for this search under “Search Name.” Click on <Save - Subscribe List> to activate this subscription.

After entering your subscriptions, click on <Back to Subscription List> and the system will return you to the Subscription List screen:

## Subscription list for: joeuser

		Subscription Name	<input type="button" value="New Subscription"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<a href="#">05-EI Docket Correspondence</a>	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<a href="#">All Telecommunications Documents</a>	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<a href="#">WI Bell Documents</a>	

From this screen, you can edit or delete existing subscriptions, add a new subscription, or, by clicking on the Subscription Name, search the system for all documents that match the subscription.

When new documents are filed that match the criteria specified, you will receive an email such as the following:

To: Joe User

New documents have been found in the Public Service Commission of Wisconsin's Electronic Regulatory Filing System which match your search criteria, as specified in the search you called "05-EI Docket Correspondence":

[http://psc.wi.gov/apps35/ERF\\_view/viewdoc.aspx?docid=42954](http://psc.wi.gov/apps35/ERF_view/viewdoc.aspx?docid=42954) (85KB)

**Utility ID/Docket:** 5-EI-136 **Document Type:** Correspondence **Document Format:** pdf **Submitted by:** [DKYTO](#)  
**Description:** REDACTED COPY Journal Entries, filed in accordance with Order Point 5, Public Version

[http://psc.wi.gov/apps35/ERF\\_search/content/DocumentInfo.aspx?docid=42955](http://psc.wi.gov/apps35/ERF_search/content/DocumentInfo.aspx?docid=42955) (544KB) **(CONFIDENTIAL)**

**Utility ID/Docket:** 5-EI-136 **Document Type:** Correspondence **Document Format:** pdf **Submitted by:** [dkyto](#)  
**Description:** Journal Entries, filed in accordance with Order Point 5, Confidential Version

If you wish to delete or change this subscription, you may do so at [https://psc.wi.gov/apps/ERF\\_upload/default.aspx](https://psc.wi.gov/apps/ERF_upload/default.aspx). You will need to supply your user ID ("joeuser") and password, then click on "Subscription" to edit or delete your subscriptions.

Please do not reply to this message.

If you believe that you have received this e-mail in error, please contact  
PSC Records Management Unit  
610 North Whitney Way  
P.O. Box 7854  
Madison, Wisconsin 53707-7854  
Phone: (608) 266-5481  
TTY: (608) 267-3957  
Fax: (608) 266-3957  
Email: [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov)

Thank you for using the PSC's Electronic Regulatory Filing System. You can find out more about the PSC at <http://psc.wi.gov>

## Additional Information

There are specific combinations of criteria that are allowed:

- Utility ID only (*e.g.*, all documents for WEPCO)
- Utility ID and case type (*e.g.*, all "TI" case documents for Wisconsin Bell)
- Case type only (*e.g.*, any and all "TI" case documents)
- Full docket number (Utility ID, Case Type and Sequence # - *e.g.*, all documents for a specified docket)
- Docket number and document type (*e.g.*, all Correspondence for a specific docket)
- Utility ID and document type (*e.g.*, all Reply Briefs for a specific utility)
- Document type only (*e.g.*, all Orders)
- Utility ID and case type and document type (*e.g.*, all Orders for Wisconsin Bell "TI" cases)
- Industry type (*e.g.*, all Telecommunications filings)
- Document type and industry type (*e.g.*, all Orders for the electric industry)
- Case type and document type and industry type (*e.g.*, all Orders for electric industry "CE" cases)
- Case type and industry type (*e.g.*, all "CE" case documents for the electric industry)

- Utility ID and industry type (e.g., all Telecommunications filings for Utility 5 [multiple utilities])

Search Name is merely a label that you attach to your search. If you specify only Utility ID 1234 for your search, but give it a search name of “1234-UR-100”, you may be confused as to why you are getting notified of documents for 1234-CE-123 also. If you name a search improperly, you can easily go in and edit the search and change the Search Name to a more meaningful name.

If your Inbox is filling up with too many subscription notifications of documents that you do not care to receive, you may either delete subscriptions or else try to tighten up the criteria so that you receive fewer notifications.

If you are an occasional user, and you want to change your subscriptions but have forgotten your password, click on the link specified in the letter for deleting or changing your subscription ([https://psc.wi.gov/apps35/ERF\\_upload/default.aspx](https://psc.wi.gov/apps35/ERF_upload/default.aspx)), and under the <Continue> button there is a link for “Forgot your password?” Click on this link, and the following screen will be displayed:

### Forgot Your Password?

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We can locate your account information based on the logon ID and e-mail address.

Please enter the logon ID and e-mail address you registered with in the box below. After you click submit, we'll send you an e-mail with your password.

Logon ID:	<input type="text"/>	
E-mail Address:	<input type="text"/>	<input type="button" value="Submit"/>

Enter your user ID (as specified in the email) and your email address, and click <Submit> to get a password reminder.