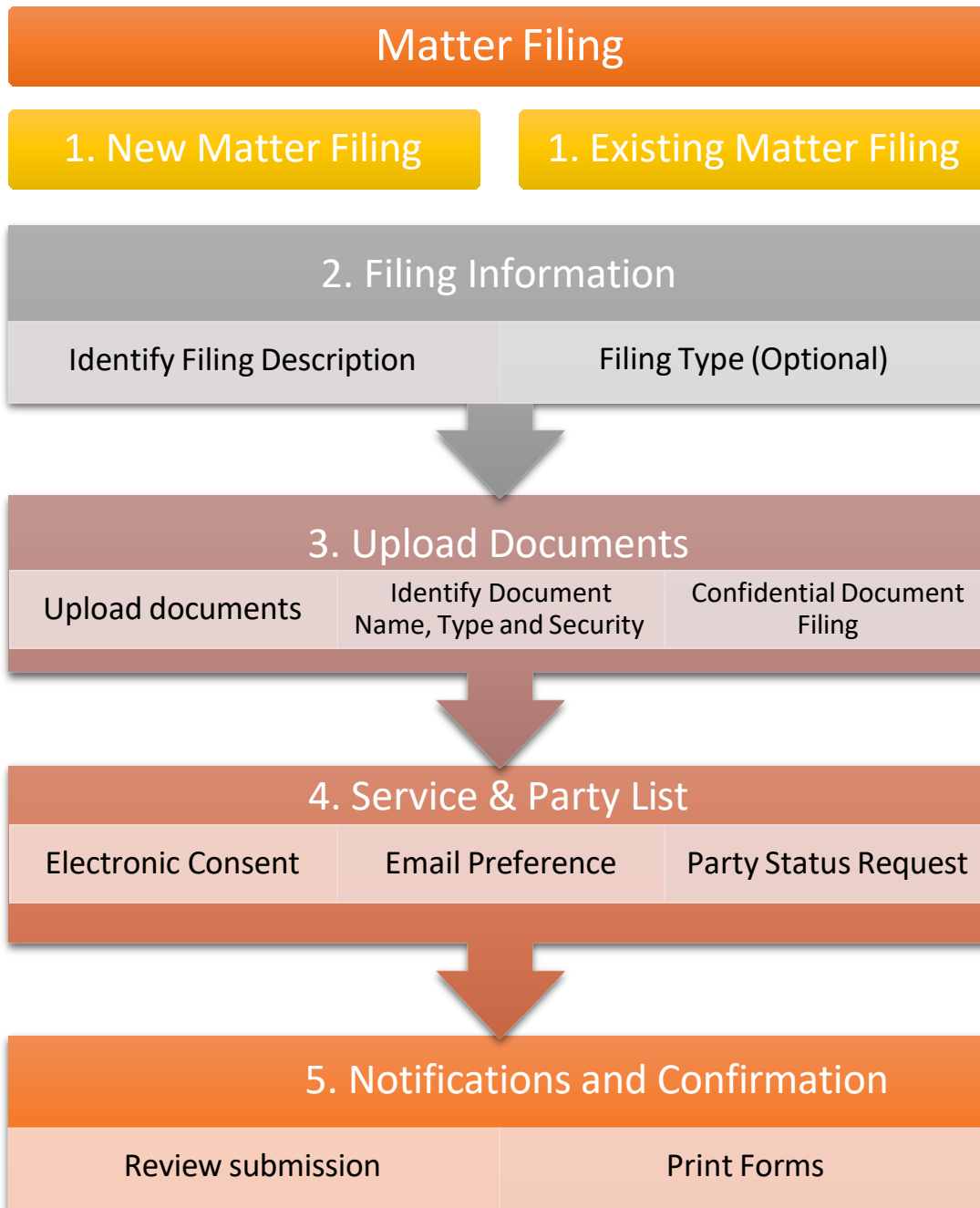


# Document & Matter Management Matter Filing Manual



## Step 1: Matter Filing

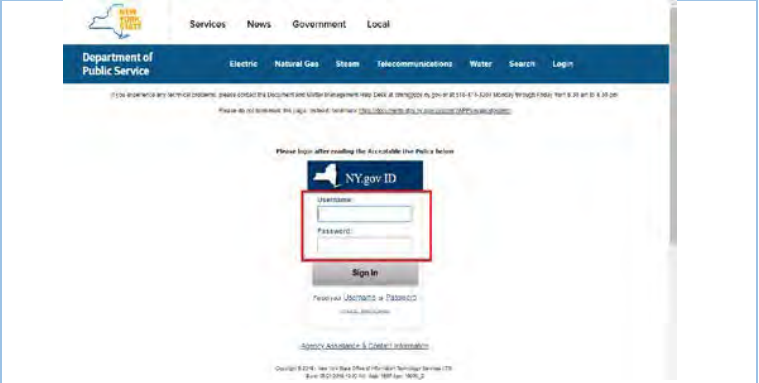


**Prior to starting the Matter Filing Process, we recommend that you have all your attachments readily available.**

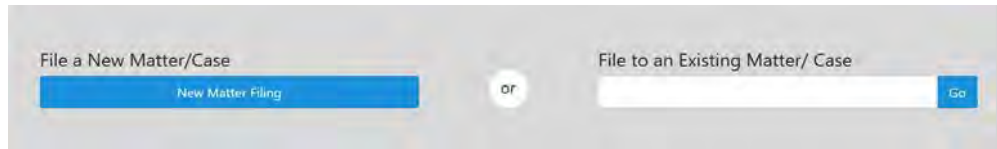
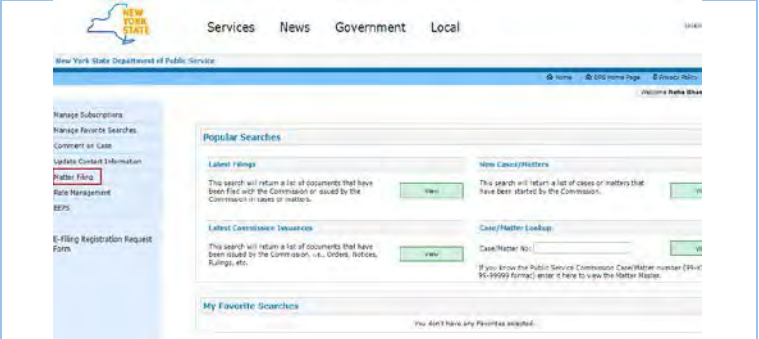
1. Login to DMM by Navigate to [www.dps.ny.gov](http://www.dps.ny.gov)
2. Click on **Login**

3. Click on [Login with your NYS DPS Account](#)

4. Enter your NY.gov ID, Password and click on **Sign in**



5. Click on **Matter Filing**



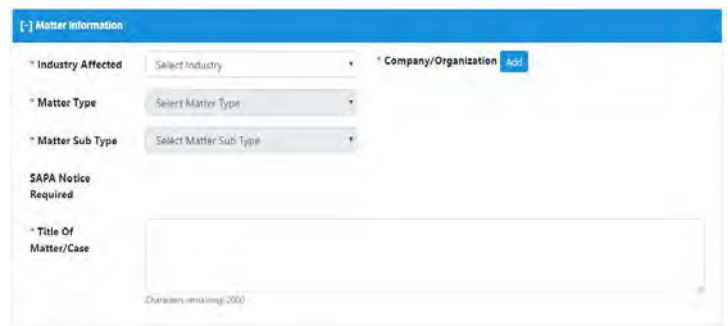
### New Matter

1. For New Matter Filing, Click on the **New Matter Filing** button

2. Complete **Matter Metadata information**
- **Industry Affected:** select the industry
  - **Matter Type:** select matter type
  - **Matter Sub Type:** select matter sub type
  - **Title of Matter/Case:** Title of the matter/case is auto populated based on the matter sub type and company selected. Update the matter/case title as needed
  - **SAPA Notice Required:** The Sapa Notice required will be determined by the Matter rules and Lead Staff in the Matter

### Existing Matter

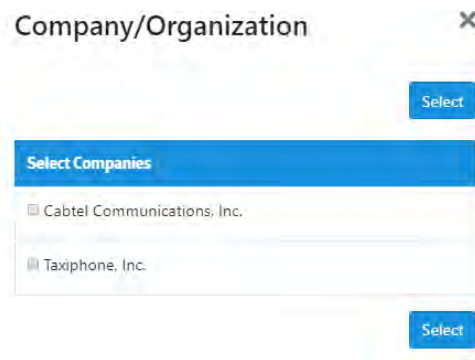
1. To submit filings into an existing Matter, Enter the **Matter or Case Number** and click on **Go**
2. **Skip to [Step 2. Filing Document](#)** section below



3. Add **Company/Organization**:
  1. Click on the **Add** button next to **Company/Organization**. A **Company/Organization**
  2. In the popup window, select all **Company/Organization** you are filing for
  3. click on the **Select** button.
  4. The **Company/Organization** box will show the selected company. DMM will auto populate the Matter Title and Filing Description based on your selections. If needed, you may update both fields.

Note: [Contact Form](#) can be used to request new Companies be added to your profile.

For questions or help with this process, please e-mail [Secretary@dps.ny.gov](mailto:Secretary@dps.ny.gov)



## Step 2: Filing Information

1. Select **Filing Type**: Tariff Filing, Utility Contract or Compliance Filing if needed otherwise move on to step 2 below

### For Tarriff Filings:

1. Complete Tariff Filing Information
2. (if tariff **sub matter type** is selected)
3. **PSC Number(s)**: enter the PSC number(s)
4. **Tariff Title**: enter the title for Tariff
5. **Purpose of Filing/Submission**: enter the purpose of the filing or submission
6. **Details of Revision**: enter the list specific page(s)/sheet(s) being revised.
7. **Issue Date**: enter the issue date
8. **Effective Date**: enter the effective date

### For Utility Contracts Filings:

1. Complete **Utility Contract information** (if contract **sub matter type** is selected)
2. **Contract Number**: enter the contract number
3. **Supplement Number**: enter the supplement number
4. **Contract Type**: enter the contract type
5. **Contract Status**: select the status of the contract
6. **Effective Date**: select the effective date
7. **Ending/cancelled date**: select the Ending/cancelled date (if applicable)
8. **Contractor Company Name**: add the contractor company name (Instructions to add the company are provided in Step 1.2.)
9. **Comments**: enter the comments for the contract (if applicable)

**For Compliance Filing**  
Select **Compliance Type** in the Filing Information Section

2. Enter/Update **Description of Filing**  
Note: The **Date Filed** and **Filed By** boxes will be filled in by the system.



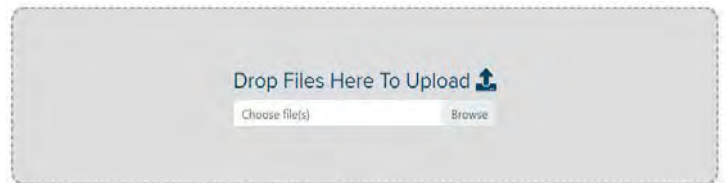
3. *Optional:* If the filing is in response to a SAPA Notice, or other documents in the matter, click on **ADD** to the right of **is this a response to previous filing in this matter/case**

4. *Optional:* To File the document in multiple Matters/Cases click on **ADD** to the right of **Associate this filing with other matters/cases**

### Step 3: Upload Documents

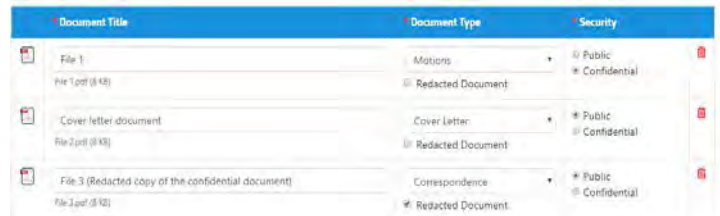
1. Upload Documents to the site

- Drag files into section labeled **Drop Files Here to Upload**
- OR click **Browse** button to upload the files



2. Set document meta data:

- Select **Document Type** from drop down list
- Update **Document Title** as needed. The document title will be auto populated with the file name.
- Select **Security** for each file.



**Confidential document** -Submission of confidential documents require filing of

- One Cover letter which has **Cover letter as document type**.
- Each confidential document must be accompanied by one **redacted document**

Complete the **Request for nondisclosure**

- Select all grounds which support the Request for Nondisclosure
- Provide the justification for the nondisclosure
- Confirm you have read and agree to the confidential document submission guidelines



3. Once you have selected and provided all required data, click **Next** button

### Step 4: Service & Party List Information

### 1. Complete Service List Information

- **Electronic Consent:** select the appropriate electronic consent

Note: The system may bypass this step if you are already a member of the Service/Party list and/or have given global consent. You can update your service list member via the Manage Subscription.

### 2. Email Preference: select the email notification type

#### Service List Information <sup>?</sup>

##### \* Electronic Consent:

[Removes My name from Global Consent](#)

##### \*\* Electronic Service and Waiver -Consent in Case/Matter Identified Above

As duly authorized by the Participant identified above that I represent, I knowingly waive on behalf of that Participant any right under PSL §23(1) to be served personally or by regular mail with Commission orders that affect that Participant and will receive all orders by electronic means in the above Case if participating individually. I knowingly waive any PSL §23(1) right to service of orders personally or by regular mail and will receive all orders by electronic means in the above Case. This consent remains in effect until revoked.

##### \*\* Electronic Service and Waiver Global Consent in All Cases/Matters

As duly authorized by the Participant identified above that I represent, I knowingly waive on behalf of that Participant any right under PSL §23(1) to be served personally or by regular mail with Commission orders that affect that Participant and will receive all orders by electronic means in all Cases where I participate, if participating individually. I knowingly waive any PSL §23(1) right to service of orders personally or by regular mail and will receive all orders by electronic means in all Cases where I participate. This consent remains in effect until revoked.

##### \* I do not Consent. Service By Mail

##### \* Email Preference

- Notify me of Commission issued Documents in this Case/Matter
- Notify me of all Filings in this Case/Matter (Both Commission issued Documents and Filings)
- Do not send any Email Notification

Email Id:

### 3. Complete Party list information (Optional for Existing Filings)

- **Appearing on Behalf of:** add the companies you are representing. As a petitioner you are automatically added as a party list member. The companies which were selected in the matter information section will be auto selected
- **Nature of Interest:** update the nature of your interest in the case and/or how your participation will contribute to the development of the record (by default it will be populated with **Petitioner** reason.
- Select the checkbox to declare that you understand the consent (this will enable the **Submit** button).

#### Party List Information <sup>?</sup>

I am representing representing myself, and not representing a company/organization.

##### \* Appearing on Behalf of

\* Please indicate the nature of your interest in the case and / or how your participation will contribute to the development of the record

\* I understand that by submitting this form, I consent to serve other parties electronically and to receive service from other parties electronically except as otherwise directed by the presiding officer.

### 4. Click on **Submit**

## Step 5: Notifications and Confirmation

1. The first notification you will receive is that your filing has been submitted for processing. The page will show below details:

- all the uploaded documents
- the generated matter/case number

2. The second notification you will receive will be either:

- a. Your filing has been accepted; or
- b. Your filing has been returned. If your filing has been returned, you will need to resubmit your filing with the corrected items.

Please be sure to check your spam folder for the notifications.

**(Optional) Print link /Print Submitted Form** button: If you want to print the submitted form, click on the **Print** link or the **Print Submitted Form**, it will print Request for Party Status form.

#### Matter Filing

✓ The filing for matter/case number 19-00374 has been submitted for processing by the Secretary's office.

##### Documents Filed

Document Title	Document Type	Security	File Name	File Size
File 1	Plans and Proposals	Public	File 1.pdf (8 KB)	8.67 KB
File 2	Testimony	Public	File 2.pdf (8 KB)	8.67 KB
File 3	Tariffs	Public	File 3.pdf (8 KB)	8.67 KB

Thank you. Your request for party status in Matter 19-00374 has been received. You will be added to the party list, subject to the right of other parties to object and subject to the final determination of the Administrative Law Judge. If one is assigned or to the Secretary if no Administrative Law Judge is assigned to this case. [Print: the submitted form for your records.](#)

The following persons on the Party List have been notified electronically about your party status.  
There are currently no parties that have subscribed for Email notification for this Case / Matter / Party List.

The following persons on the Party List are unable to accept service by e-mail; therefore, you must provide a paper copy of your request for party status directly to the following people, by mail, fax or hand delivery, by the next business day.  
There are currently no parties that have subscribed for notification through hard Copy for this Case / Matter / Party List.

[← Back to Matter Filing](#)

[Print Submitted Form](#)

## Sample Returned Notification Screen Shot

This e-mail is provided by the New York State Public Service Commission. A subsequent filing for the above-referenced matter number has been Returned by Central Operation.

Matter Number:

Matter Type:

Matter Subtype:

Matter Title:

Date Filed:

Reason For Return: Return - Document missing

Comments: Please Resubmit \*\*Please include a cover letter addressed to Secretary Michelle L. Phillips with your filing and resubmit. Thank you.