

- **To Attach a File**

- Under the Section “New Attachments” click on the appropriate Attachment type associated with your filing. Enter an Attachment Name. Click on the Browse button to locate the file you would like uploaded. (Note: Only Searchable PDF files will be accepted for filings. Filename must be alphanumeric – no special characters are allowed in the filename. Filesize is limited to 21 MB or less per document.) Once the file is selected, you will need to Click on Save to upload the file. If the file is a confidential file, you must check the box next to Confidential to flag the file as Confidential before clicking Save.

- Continue to attach all files for the filing. You can Save the filing and return to the filing screen to edit information. If you are not ready to submit the filing, click on Close to exit the Filing screen. You can return to the filing from the “Search Filings” area.




The screenshot displays the 'Manage Filing' interface for the Wyoming Public Service Commission. The top header includes the commission's logo and the word 'DOCKETS'. A 'Welcome' message for Charles Larsen is visible in the top right. The main form area contains fields for 'Filing No.', 'Company' (Carbon Power & Light, Inc.), 'Short Description' (Test Filing General Rate Case), and 'Comments' (Testing on Tuesday). Below these fields are 'Save', 'Submit', and 'Close' buttons. A 'New Attachments' modal window is open, featuring a dropdown for 'Attachment Type', a text field for 'Attachment Name', a 'File/Path' field with a 'Browse...' button, and a 'Confidential' checkbox. The 'Save' and 'Cancel' buttons at the bottom of the modal are circled in red. The 'Save', 'Submit', and 'Close' buttons on the main form are also circled in red.

- You can review each attachment by clicking on the associated Attachment name and clicking on Open. After all attachments are uploaded to the filing and you are ready to send it to the WPSC for approval, click on the Submit button. You will receive a message “New filing is submitted successfully.” Once submitted you will not be able to make changes to the filing. If additional documents need to be added to a filing and the original filing has been submitted, a new filing will need to be created. After submission the docketing section will be notified and must approve your filing before it is accepted.

The screenshot displays the 'Dockets' interface for the Wyoming Public Service Commission. At the top, there is a header with the commission's logo and the word 'DOCKETS'. A 'Welcome' message for Charles Larsen is visible in the top right. The main area is titled 'Manage Filing' and contains several input fields: 'Filing No' (value: 1), 'Filing Type' (dropdown: C - Co-Op & REA Electric), and 'Case Type' (dropdown: R - General Rate). Below these are fields for 'Company' (Carbon Power & Light, Inc.), 'Short Description' (Test Filing General Rate Case), and a 'Comments' text area (containing 'Testing on Tuesday'). At the bottom right of the form are 'Save', 'Submit' (circled in red), and 'Close' buttons. Below the form is an 'Attachments' section with a table:

Attachment Name	Type	
FilingTesting	FIL	X
Confidential Application	APP	X

To the right of the table is a 'New Attachments' section with a dropdown for 'Attachment Type', a text field for 'Attachment Name', a 'File/Path' field with a 'Browse...' button, and a 'Confidential' checkbox. 'Save' and 'Cancel' buttons are at the bottom of this section.

- If you have added a document and decide that it is not applicable to the filing, you can delete the document by clicking on the Red “X”  next to the attachment name to delete it. Once deleted it will be removed from the system and not available for viewing.
- To logout of the system click on the yellow key icon  next to the home icon  in the upper right.

If you need technical assistance with the Wyoming Public Service Commission electronic filing system please contact Donna Crock at donna.crock@wyo.gov or 307-777-5751 or 307-777-7427.