



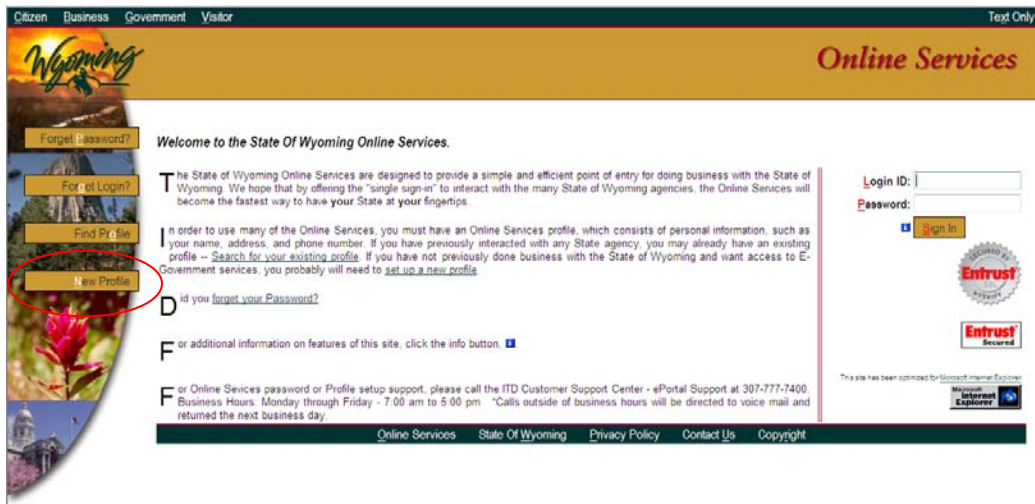
**State of Wyoming E-Portal
User and Business Profile
Setup Guide
and
Wyoming Public Service
Commission
Utility Electronic Filing and
Annual Report
Procedures**

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SECTION A – SETTING UP E-PORTAL USER AND BUSINESS PROFILE

- Open a Web browser and navigate to <https://egov.state.wy.us>
- Create a new user profile if one does not exist (For Online Services password or Profile setup support, please call the State of Wyoming ITD Customer Support Center - ePortal Support at 307-777-7400. Business Hours: Monday through Friday - 7:00 am to 6:00 pm. Calls outside of business hours will be directed to voice mail and returned the next business day.)
 - Click on New Profile



- Enter the following **required** fields:
 - First Name
 - Last Name
 - Email Address (required field for use with the electronic DMS system)
 - Login ID (must be at least five characters)
 - Password (requirements are listed on page)
 - Re-enter Password
 - Secret Question
 - Secret Answer
 - Mother's Maiden Name

* **Note:** Additional contact information is optional.

Citizen Business Government Visitor Your Session expires in 19:53 Text Only

Wyoming **Online Services**

[Forgot Password?](#) **New User Profiles**

In order to access State Of Wyoming Online Services, you must create a profile with basic information about yourself. You will use this profile to access a number of government services associated with the State of Wyoming Online Services.

The form will take a few minutes to complete. You can use the tab key to step through the form. During the registration process you will also be prompted to create a login id and password. If the profile is accepted, you will automatically be logged in using the login id and password that you created. Keep your login and password in a safe place. You can update your profile at any time. If you have any questions regarding use of your personal information please refer to the [State of Wyoming Privacy Policy](#).

Please note required fields.

Personal Information

First Name: (Required)
 Last Name: (Required)
 Middle Name:
 SSN: (highly recommended; required for State employees)
 Date of Birth:
 Email Address:

Addresses

Type: Mailing
 Address:
 City:
 State: Zip:

Phone Numbers

Home Phone: () - -
 Work Phone: () - -

Click Add to create the User Profile. The following message will appear: "Your state profile has been created". Click OK.

*Each company will need to create a Business Membership profile under the Company Administrator User Profile. The Company Administrator will add additional users to the Business Membership. All users will need to have a separate User profile in the state's E-Portal site in order to be added to the Business Membership.

- Click on Business Management to create Business Membership.

Citizen Business Government Visitor Your Session expires in 19:42 Text Only

Wyoming **Online Services**

Businesses Management Hello clarsen2. Welcome to the State Of Wyoming Online Services.

Business Users

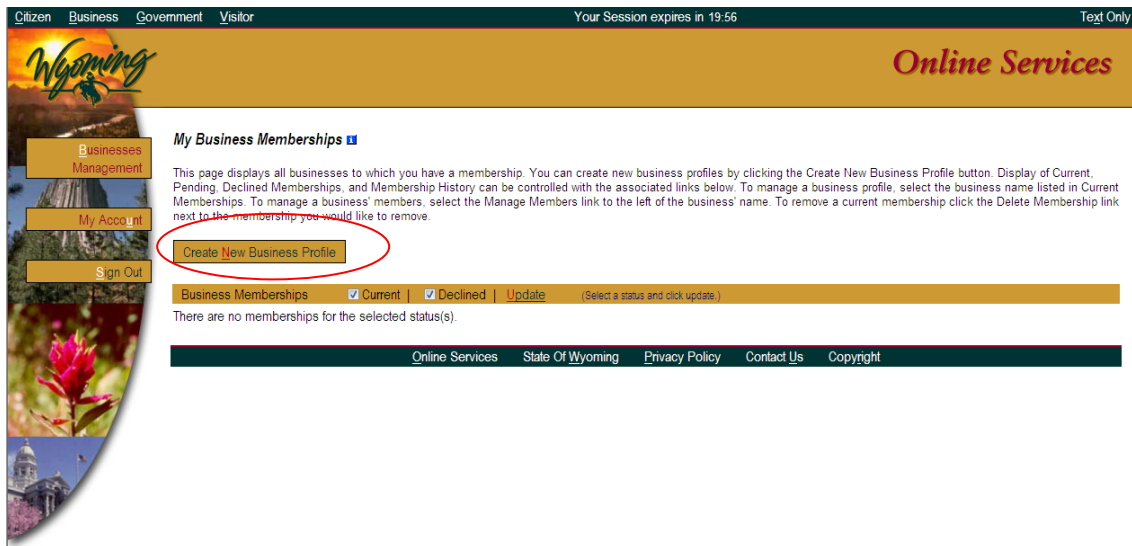
In addition to conducting personal business with the State of Wyoming you may be a business owner or a business associate who deals with State agencies in a business capacity. To accomplish this the business must be registered with Online Services and business members must be authorized.

[Manage My Business Profile and Business Memberships](#)

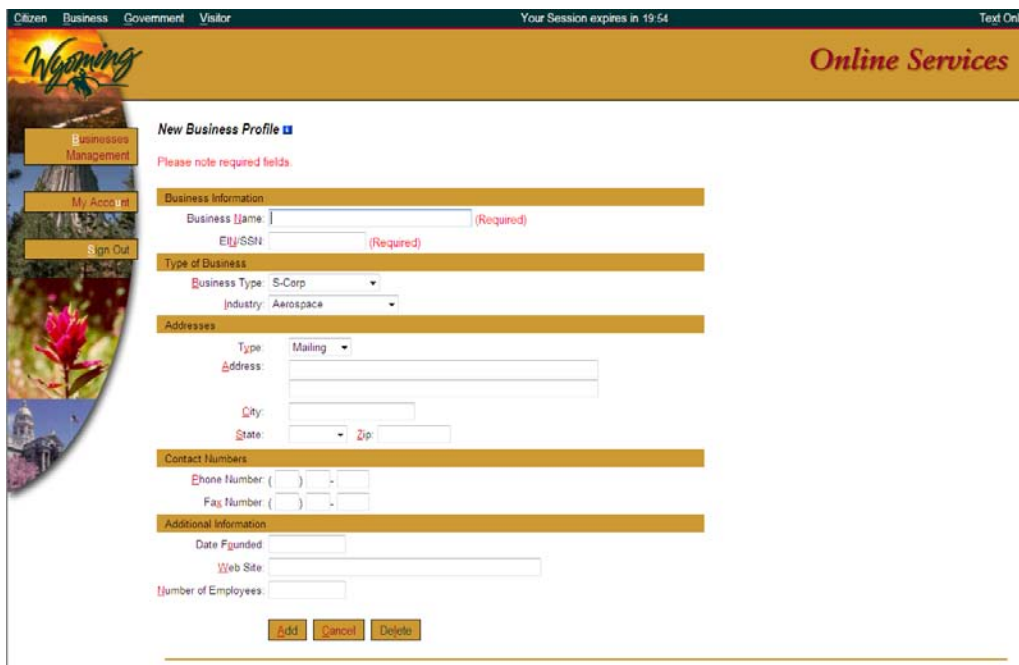
Available Online Services

Online Services
Board for Respiratory Care
Board of Certified Public Accountants
Board of Examiners in Optometry
Board of Physical Therapy
CEUpload
Dept. of Audit - Division of Banking
ELiquor
IRIS Clients
IRIS Providers
Mental Health Professions Licensing Board
Online Employment Application
PLR Site Admin

- Click on “Create New Business Profile”

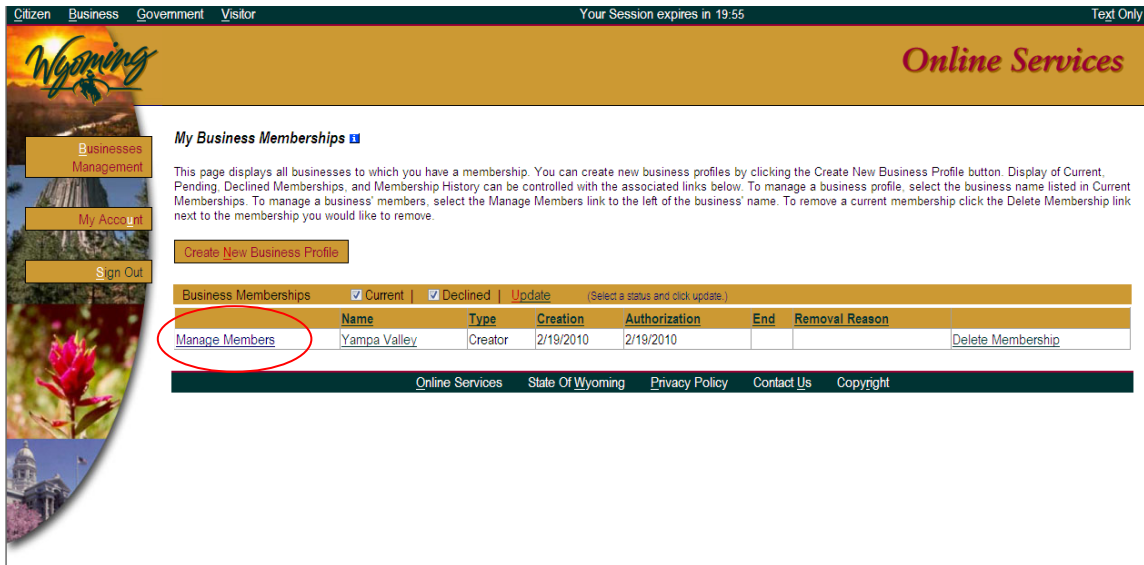



- The following fields are required:
 - Business Name
 - EIN/SSN (Please enter the company’s 9-digit EIN number.)



- Click on Add to add the Business Profile. “Business Created Successfully” will be displayed.
- Click on OK.

- To add additional members to the Business Membership, click on “Manage Members”.



To add additional members each user Login ID will be needed. Click on the information icon  to get complete information on managing the business membership.

- To add the member, enter each member’s Login ID and choose an Account type.
 - Creator – can delete and add members to the business membership
 - Admin – can add members to the business profile
 - Associate – can utilize the business profile for use with the WPS system
- Click on Add to add new member.

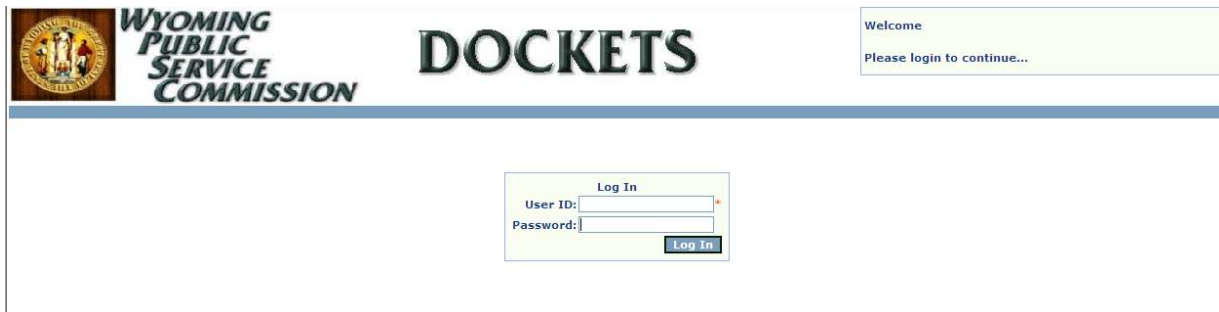


- Once completed adding additional members, click on “Sign Out” to exit the Online Services screen. Each member will need to accept his or her membership under his or her own profile login before logging in to the WPS electronic filing system.

SECTION B – ELECTRONIC FILING OF DOCUMENTS

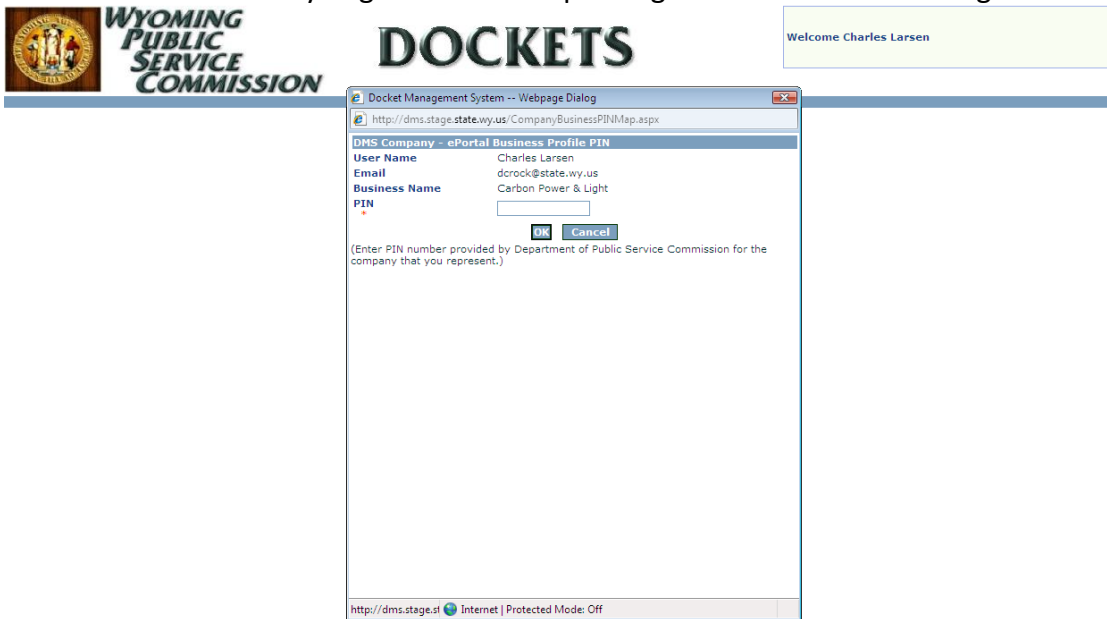
After creating the User and Business Profile, enter the WPSC Docketing System website for new filings. Once the User and Business Profile is created the Online Services will not need to be accessed again unless managing the Business Profile such as adding or deleting associated members for the utility is needed. Please retain this information for future reference.

- To access the WPSC Docketing system, navigate to the following link: <http://dms.wyo.gov>
- Enter the same User ID and password created in the Online Services area.



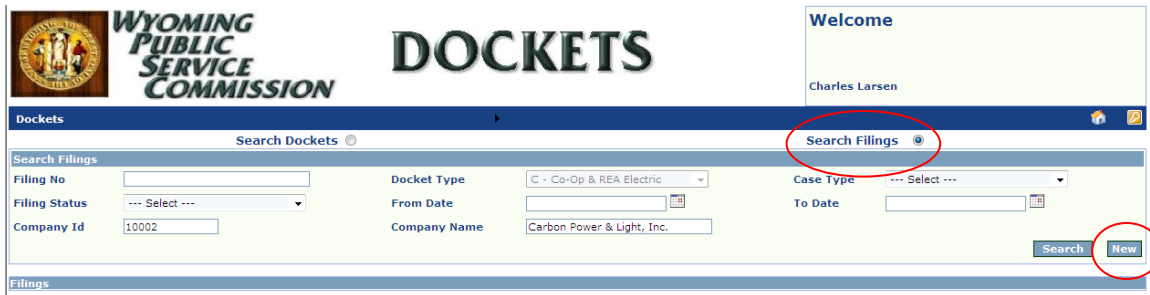
The screenshot shows the top of the WPSC Docketing System website. On the left is the Wyoming Public Service Commission logo. In the center, the word "DOCKETS" is displayed in large, bold, black letters. To the right, a light green box contains the text "Welcome" and "Please login to continue...". Below the header, a "Log In" form is centered, featuring two input fields for "User ID:" and "Password:", and a "Log In" button.

- Enter the PIN number when requested. The PIN number will be provided by the Wyoming Public Service Commission IT Staff.
 - The PIN number will only be required on the initial login unless the PIN number has been requested to be changed. If the utility experiences personnel changes, the utility might consider requesting its PIN number be changed.

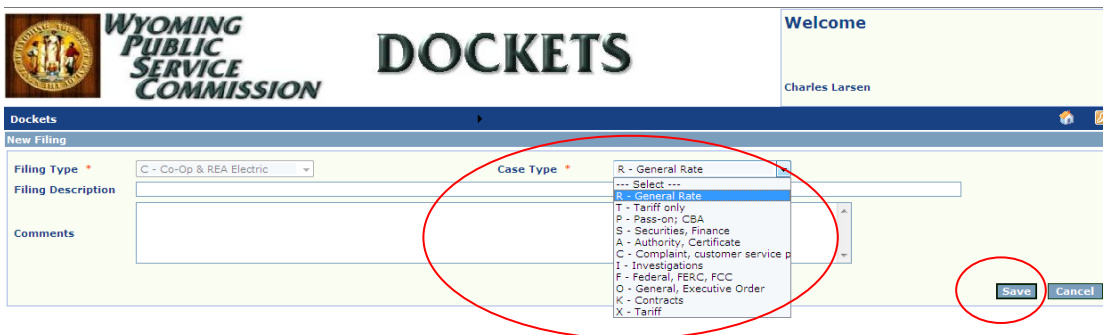


The screenshot shows a web browser window displaying a dialog box titled "Docket Management System -- Webpage Dialog". The address bar shows the URL "http://dms.stage.state.wy.us/CompanyBusinessPINMap.aspx". The dialog box has a header "DMS Company - ePortal Business Profile PIN" and contains the following information: "User Name: Charles Larsen", "Email: dcrock@state.wy.us", and "Business Name: Carbon Power & Light". Below this is a "PIN" input field with "OK" and "Cancel" buttons. A note at the bottom of the dialog reads: "(Enter PIN number provided by Department of Public Service Commission for the company that you represent.)". The browser's status bar at the bottom shows "http://dms.stage.sl Internet | Protected Mode: Off".

- **Create a New Filing**
 - Click on the Search Filings radio button
 - Click on “New”



- Select Case Type
- Enter Filing Description and Comments (If this is for an existing Record, please include the record number in the Comments section of the filing.)
- Click on Save



- **To Attach a File**
 - Under the Section “New Attachments”, click on the appropriate Attachment Type associated with the filing. Enter an Attachment Name. Click on the Browse button to locate the file to be uploaded. (Note: Only Searchable PDF files will be accepted for filings. Filename must be alphanumeric – no special characters are allowed in the filename.) Once the file is selected, Click on Save to upload the file. If the file is a confidential file, check the box next to Confidential to flag the file as Confidential before clicking Save.
- Continue to attach all files for the filing. The filing can be saved in order to return to the filing screen to edit information. If the filing is not ready for submittal, click on Close to exit the Filing screen. Return to the filing is accomplished from the “Search Filings” area.

The screenshot displays the 'Dockets' interface for the Wyoming Public Service Commission. The main header includes the commission's logo and the word 'DOCKETS'. A 'Welcome' box for Charles Larsen is in the top right. The 'Manage Filing' section shows details for a filing: Filing No. 1, Company Carbon Power & Light, Inc., Filing Type C - Co-Op & REA Electric, and Case Type R - General Rate. The Short Description is 'Test Filing General Rate Case' and the Comments are 'Testing on Tuesday'. At the bottom right of this section are 'Save', 'Submit', and 'Close' buttons, with 'Close' circled in red. Below this is the 'Attachments' section, which contains a 'New Attachments' form. This form has fields for 'Attachment Type' (a dropdown menu), 'Attachment Name', 'File/Path' (with a 'Browse...' button), and a 'Confidential' checkbox. The 'Save' and 'Cancel' buttons at the bottom of this form are also circled in red.

- Each attachment can be reviewed by clicking on the associated Attachment name and clicking on Open. After all attachments are uploaded to the filing, it may be sent to the WPSC for approval by clicking on the Submit button. The message “New filing is submitted successfully” will appear. Once submitted, there is no ability 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 a filing has been submitted, the Docketing section will be notified and must approve the filing before it is accepted.

Attachments

Attachment Name	Type	
FilingTesting	FIL	X
Confidential Application	APP	X




New Attachments

Attachment Type: --- Select ---

Attachment Name:

File/Path:

Confidential:

- If a document has been added that it is not applicable to the filing, delete the document by clicking on the Red “X”  next to the attachment name to delete it. Once a document has been 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.

SECTION C - ANNUAL REPORT FILINGS

First, download the appropriate Excel forms to complete. The correct annual report form for each utility type can be downloaded from the WPSC website at <http://psc.state.wy.us/pscdocs/annualreport.html>. (Note: If using Excel 2003 or older, a Microsoft Compatibility Pack will need to be installed. This can be found at <http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>). Once the Excel forms are completed, save the Excel document as a searchable *.pdf document as well as an Excel document. Please differentiate in the filename between *.pdf and *.xlsx when saving the files for each file type.

A single, complete PDF can be electronically converted directly from the entire Excel workbook. Instructions for Office 2007 are below:

- Click "Office Button"
- Save as PDF
- Under "Optimize for:," select "Standard (publishing online and printing)"
- Click "Options"
- Under "Publish What," select "Entire Workbook"
- Click "OK"
- Click "Save"

The following instructions are for the submission process of all documents.

To file the WPSC Annual Report, login to the WPSC Docketing System website. If the utility has not created its company profile at the State of Wyoming's E-Gov site, please see Section A – Setting Up E-Portal User and Business Profile. If the utility has created its E-Gov accounts, the annual report submission process is outlined below:

- To access the WPSC Docketing system, navigate to the following link: <http://dms.wyo.gov>
- Enter the same User ID and password used for entering a new filing.



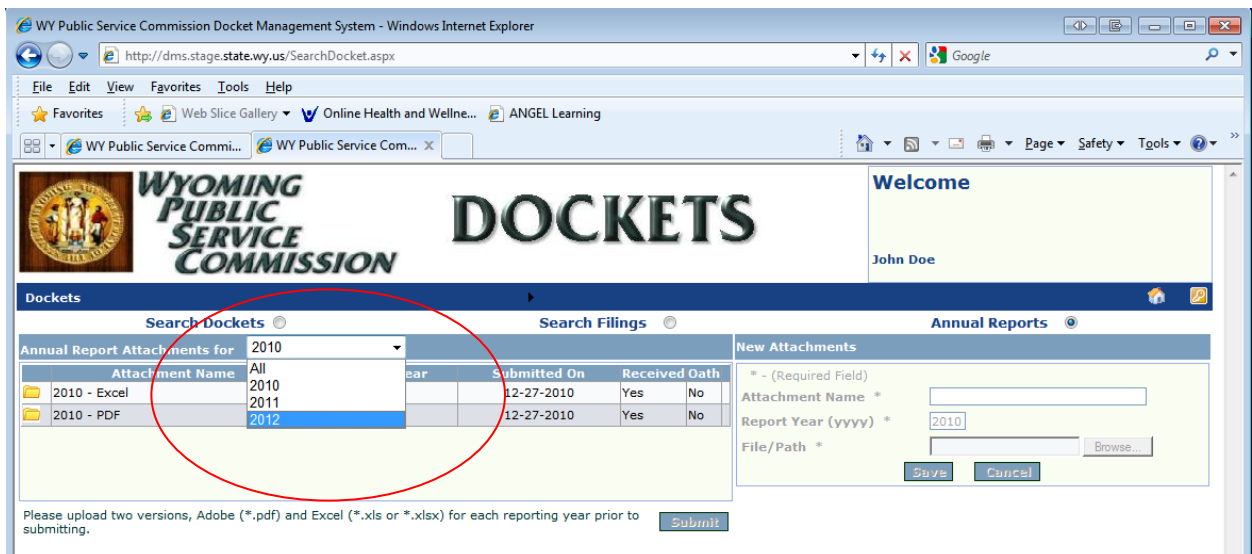
- Enter the PIN number when requested (if necessary). The PIN number will be provided by the Wyoming Public Service Commission IT Staff.
 - The PIN number will only be required on the initial login unless the PIN number has been requested to be changed.



- **Annual Report**
 - Click on the Annual Reports radio button



- Click the drop down arrow and select the year of the Annual Report. **It is critical that the correct year be selected.**



Click in the Attachment Name field:

- Type in an attachment name. Please differentiate between *.pdf and *.xlsx for the attachment name. *This does NOT have to be the actual name of the file being submitted.* The name entered here may be descriptive such as 'Annual Report 2011 PDF.' The Report Year field will be populated with the correct filing year.

- Click the 'Browse' button to the right of the File/Path field. Browse to locate the file to submit and click Open.
- Click Save.

The screenshot shows the Wyoming Public Service Commission Dockets website. The main header includes the logo and the text 'DOCKETS'. A 'Welcome' message for 'John Doe' is visible. The page is divided into sections: 'Search Dockets', 'Search Filings', and 'Annual Reports'. The 'Annual Report Attachments for 2011' section contains a table with the following data:



Attachment Name	Reporting Year	Submitted On	Received Oath
2011 - Excel	2011		No No X
2011 - PDF	2011		No No X

The 'New Attachments' form on the right has the following fields:

- * - (Required Field)
- Attachment Name * (text input field, circled in red)
- Report Year (yyyy) * (text input field with '2011', circled in red)
- File/Path * (text input field with a 'Browse...' button, circled in red)

Buttons for 'Save' and 'Cancel' are located below the File/Path field. A 'Submit' button is located at the bottom of the page. A note at the bottom left states: 'Please upload two versions, Adobe (*.pdf) and Excel (*.xls or *.xlsx) for each reporting year prior to submitting.'

Repeat the above process for the corresponding document in the alternate format. An Annual Report filing **must** consist of the report file saved in *.pdf format as well as the same document saved in a *.xls or *.xlsx Excel spreadsheet format. If supplemental documents need to be filed, they need to be uploaded in the same formats.

- If a document has been added that it is not applicable to the filing, 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 unavailable for viewing.
- Each attachment can be reviewed by clicking on the associated Attachment name and clicking on Open. After all attachments are uploaded to the filing and it is ready to be sent it to the WPSC for approval, click on the Submit button. An e-mail message will be sent to the user acknowledging the submission has been received. Once submitted, there is no ability to make changes to the Annual Report. **Note:** Remember, the annual report is not considered complete until the WPSC receives the original signed and notarized Oath and Verification page.
- When all of the utility's completed WPSC Annual Report documents are displayed in the box at the left of the screen, the documents are ready for submittal. **Note:** Once documents are submitted additional documents will not be able to be submitted for that filing year without contacting the WPSC at 307-777-7427.
- To logout of the system, click on the yellow key icon  next to the home icon  in the upper right.

Public Service Commission personnel are notified that the documents have been submitted and are available for review and will hold the documents pending receipt of the original, signed and notarized Oath and Verification page.

SECTION D - OATH AND VERIFICATION MAILING

After completion of the electronic forms, print a hard copy of the final page, Oath and Verification, sign this original page, have it notarized and mail it to:

Judy Mitchell, Executive Assistant
Wyoming Public Service Commission
2515 Warren Avenue, Suite 300
Cheyenne, WY 82002

Annual Report submissions will not be considered valid until the signed Oath has been received in the WPSC offices.

When the signed Oath is received, the submission will be marked as received, and the utility will be notified by e-mail that its Annual Report and Oath have been acknowledged as received by the Wyoming Public Service Commission.

The report will be reviewed according to the standards set by the Commission and will be placed in the Commission files for future reference. The Wyoming Public Service Commission will contact the utility if there are questions about the report. The acknowledgment of receipt does NOT preclude the Commission from asking for additional information.

If an annual report is required to be resubmitted by a utility, an original signed and notarized Oath and Verification page shall be resubmitted to the Commission to the address noted above.

SECTION E – TECHNICAL ASSISTANCE

If technical assistance is needed with the Wyoming Public Service Commission electronic filing system, please contact Donna Crock at donna.crock@wyo.gov or 307-777-5751 or Ellie Haldeman at ellie.haldeman@wyo.gov or 307-777-5740.

The main contact phone number for the Wyoming Public Service Commission is 307-777-7427.