

## To Submit a Document you need to be a registered user.

- First you will need to enter your eFiling UserID and password and then select **[Sign In]**. If you have forgotten your password, click on **[Forgot Password]** and you will be assigned a temporary password.

After you Sign In, you will be taken to a new screen.

- Select **Submit Document**

## Verify User Information

Verify your User Information and make sure the information you see is correct. If the information is not correct you can select **[Update My Profile]** and make any necessary changes. If the user information is correct, select **[Next]**.

## Docket Identification

Next, you will need to enter some information about the document you wish to submit.

Is it a New Docket (does not have a case/docket number) or an Existing Docket (with a number already assigned)?

If it is a **New Docket**, or you are **Not Sure**, you will be asked for the **Related Industry** (Energy or Telephone).

If the Document will be filed to an **Existing** Docket you will need to enter the **Related Industry**, **Year** of the Docket, and the sequential **Number** associated with the Docket.

If the Document you are filing relates to more than one Docket, you can select **[More Dockets]** to add additional Docket numbers.

## Document Information

You then need to enter the **Document Date**, select the **Document Type** from a drop down list (If you are unsure of the Document Type choose “Other”), and then enter the name of the entity you represent for **On Behalf Of**. If you are from a law firm, “On Behalf of” is the name of your client.

After you have entered all the information in the required fields, select **[Next]**.

## Submit Documents

Now you are ready to select the document for Upload.

- **Browse** to locate the **Document** you wish to upload.
- Choose the **Classification** of the document, **Public** or **Trade Secret**.
- Add **Additional Information** to help clarify the nature of the Document. If you selected “other” for the type of document under document information, you **must** enter something in this field.
- Select **[Add to List]**. Repeat this process to upload additional documents. You can browse and upload up to 10 documents with a maximum file size of 10 MB per document. Remember, if you upload a trade secret document, you will be required to upload at least one public document in the same submission.
- You are encouraged to submit text documents converted to pdf so they are text searchable.
- When your upload list is complete, click **[Next]**.



Selected Document	Classification	Additional Information	Action
Listing of ILEC Exchanges.xls	Public		Delete
Doc ID 5037410.pdf	Trade Secret		Delete
EG CTL 102708.pdf	Public		Delete

## Document Submission Summary

This is a display of all the information you provided and a list of documents you are submitting for upload.

- Use the **View Document** to do a final review of all the documents you are submitting.
- Once the document is eFiled it cannot be changed or deleted.
- When you are satisfied with what is on the summary pages, select **[Submit]**.

**Step 4: Document Submission Summary**  
 Please review the information below for accuracy. If errors are identified, use the change button to make the correction. You have the option to view the document to ensure the correct version has been selected. **Until you choose submit, your documents have not been eFiled.**

**filer Information**

filer: Trade Secret, Test  
 Company: State  
 Email: tstest@state.mn.us  
 Phone Number: 651-343-5678

**Document Information**

Describes the document you intend to submit

Document Date: 03/25/2009  
 Document Type: Initial filing  
 On Behalf Of: DOC

**Selected Documents Information**

Verify the accuracy of the information you provided.

Selected Document	Classification	Additional Information	Action
Listing of ILEC Exchanges.xls	Public		<input type="button" value="View Document"/>
Doc ID 5037418.pdf	Trade Secret		<input type="button" value="View Document"/>
EQ CTL 102708.pdf	Public		<input type="button" value="View Document"/>

## Document Upload Confirmation

Finally you receive a confirmation of your eFiling. This confirmation includes a **Submission Number** which can be used in eDockets Search to view your submission. Retain this information using the **View Printer Friendly** option to save an electronic or paper copy.

In addition, you will receive an email when your submission has been accepted or rejected.

**Document Upload Confirmation**  
 Your submission has been eFiled and is pending verification. Submissions in this status are considered received. Once the submission is accepted, you will receive an email notification and the public version(s) will be available through eDockets Search. If there is a problem with the submission, it will be rejected and you will be notified by email. For more information about acceptance of documents, go to eFiling Help.

**Submission Information**

Submission Number: 2009-779  
 Submission Date/Time: 03/25/2009 09:35 AM

**filer Information**

filer: Trade Secret, Test  
 Company: State  
 Email: tstest@state.mn.us  
 Phone Number: 651-343-5678

**Document Information**

Document Date: 03/25/2009  
 Document Type: Initial filing  
 On Behalf Of: DOC

**Uploaded Documents Information**

Selected Document	Classification	Additional Information
Listing of ILEC Exchanges.xls	Public	
Doc ID 5037418.pdf	Trade Secret	
EQ CTL 102708.pdf	Public	