



Electronic Docket Filings

*Michigan Public Service Commission
Department of Licensing and
Regulatory Affairs*

How to Electronically File Documents in Cases Before the Michigan Public Service Commission

(E-Dockets User Manual)

Revised: March 2012

**Michigan Public Service Commission
Electronic Docket Filings
User Manual**

March 2012

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About the MPSC Electronic Docket Filings System

The Michigan Public Service Commission (MPSC) Electronic Docket Filings system (E-Dockets) began as a pilot in March 1999. In September of 2003, the Paperless Electronic Filings Pilot was implemented, initially selecting 21 gas cost recovery/power supply cost recovery plan cases for participation. On June 1, 2005, the paperless electronic filings program was expanded to include all natural gas and electric cases filed with the Commission, other than small business and residential complaints. The expansion also included telecommunications providers' local calling applications. On February 1, 2006, all cases filed with the Commission, other than some small business and all residential complaints, were designated for paperless filing.

As of June 2007, all cases have been designated for paperless electronic filing, with the exception of residential complaint cases. MPSC staff continues to make refinements and enhancements to the E-Dockets Website and to look for ways to streamline the administrative processes.

Michigan Public Act 305 of 2000, the Uniform Electronic Transactions Act, allows for the submission of electronic documents in place of paper copies provided that both parties voluntarily agree to the use of electronic submissions. The MPSC will continue to accept paper filings for those who are unable to take advantage of electronic filings.

This update describes how to electronically file documents in cases before the MPSC. For greater efficiency, we note a few reminders:

- All parties should use digital signatures. Information about digital signatures and “Public Key” files can be found in the Adobe Guide in the Help menu of your Adobe software.
- Participants provide court reporters with a CD containing PDF files of any testimony to be bound into the record. Participants are required to make any necessary changes to the testimony. This enables the court reporter to create a transcript with the testimony bound into the record. [See Hearing Room Procedures at: <http://efile.mpsc.state.mi.us/efile/pdfs/hearingroom.pdf>.]
- Sponsoring parties are required to electronically file PDF files of official exhibits within 24 hours of the hearing in which the exhibits were admitted. Parties are responsible for making any changes and should reference the case number, date of hearing and official exhibit number.
- The official filed date of documents is the date the electronic version is received, approved and posted to the MPSC E-Dockets Website.
- An electronic filing is considered the official document and formally filed at the point of approval and uploading to the MPSC Website. **Confidential documents must not be e-filed (Part II, No. 9)**. Submissions cannot be removed without submitting a request to the Office of the Executive Secretary for Commission approval to remove the

document(s) from the electronic docket. See Policy on Confidential Filings at: <http://efile.mpsc.state.mi.us/efile/pdfs/conf filings.pdf>.

Electronic Filing Overview

There are four steps that must be taken prior to using the MPSC E-Dockets system.

- Review the Users Manual located at: <http://efile.mpsc.state.mi.us/efile/pdfs/usersmanual.pdf>
- Create your digital signature file and email the digital certificate to: mpscedockets@michigan.gov (see page 16).
- Download the “Application for Account and Letter of Assurance” found at: <http://efile.mpsc.state.mi.us/efile/pdfs/assurance.pdf>. Complete the form and e-mail it to: mpscedockets@michigan.gov.
- You will need Adobe Acrobat 5.0 or newer to convert your documents to the required portable document format (PDF). See <http://www.adobe.com/products/acrobat/index.html> to learn more about the Acrobat software.

For questions or more information on the E-Dockets system, contact:

Debra Berry
Office of the Executive Secretary
Michigan Public Service Commission
P.O. Box 30221
Lansing MI 48909

Phone: 517-241-6180
E-mail: mpscedockets@michigan.gov

Part I – Getting Started

A. How Do I Begin?

Complete the Application for Account and Letter of Assurance: open the form, save it to your files by clicking the picture of the “diskette” from the tool bar menu, type in all information requested on the form and save it. E-mail the form as an attachment to: mpscedockets@michigan.gov. Once you have submitted the application, we will provide you with a user name and password to access the e-file upload area of the system. To electronically file a document you will log in to the MPSC Electronic Docket Filings Website at: <https://efile.mpsc.state.mi.us/cgi-bin/efile/login2.pl>. Before e-filing your document it must first be converted to a PDF file.

All documents in electronic cases are PDF files submitted through the E-Dockets system. Documents filed in e-dockets are the official documents. All electronically filed case documents can be downloaded, viewed, and printed by accessing the E-Dockets Website. Cases are grouped first by industry, then by docket number, and the filed documents are displayed in reverse chronological order.

This Users Manual is also available in the “Help” section of the e-docket area of the MPSC Website for easy reference at <http://efile.mpsc.state.mi.us/efile/>. In addition, a list of responses to “Frequently-Asked Questions” may be located at <http://efile.mpsc.state.mi.us/efile/help2.html> under the Documents section of the Help page.

Although PDF files submitted to the E-Docket system are scanned for viruses, any attachments to PDF files will not be accepted. Adobe Acrobat can be used to include an executable file within a PDF file, referred to as an attachment to the PDF file. Such attachments are not accepted as they could contain a virus.

It is recommended that you use up-to-date virus protection software on your computer. Typically, virus scanning software can detect viruses sent as attachments to PDF files. All incoming files to the E-Docket system are scanned for viruses.

To assure the integrity of documents, we ask that digital signatures be used instead of a scanned signature page or a graphic signature. You will need to set separate security on your document if not signing with a digital signature, allowing for opening, editing, and printing of the document.

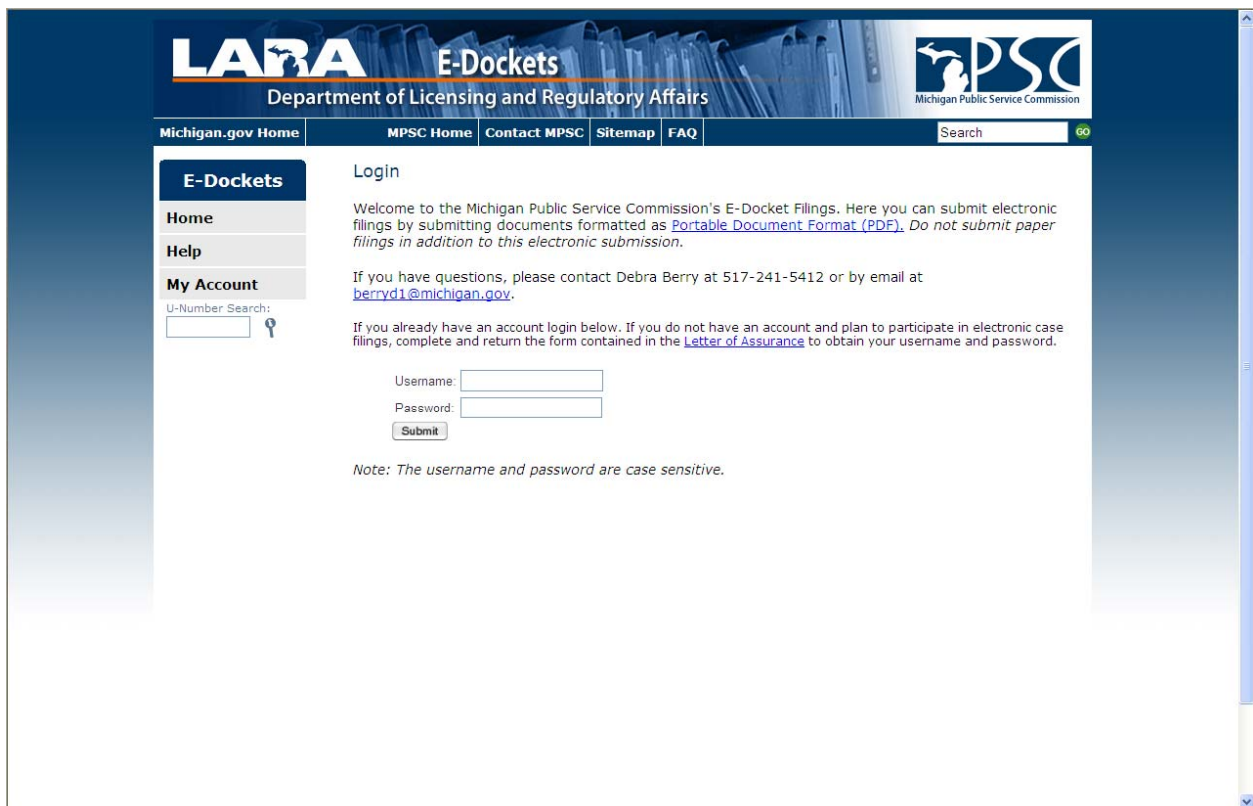
Additionally, remember to include information in the Document Properties fields located under File on the main menu. This will allow search engines to locate the appropriate documents when one conducts an internet search.

B. How to File a PDF File on the MPSC Website

To electronically file documents directly to the MPSC Website, the user must have:

- ✓ Adobe Acrobat 5.0 or newer software to convert documents to PDF,
- ✓ Internet connection and browser, i.e., Netscape version 4.5 or higher or Internet Explorer version 5.0 or higher,
- ✓ A user name and password provided by the MPSC, which can be obtained by completing and returning the Application for Account and Letter of Assurance form found under the Forms section at: <http://efile.mpsc.state.mi.us/efile/help2.html>.

1. Use <https://efile.mpsc.state.mi.us/cgi-bin/efile/login2.pl> to submit filings to the MPSC.
2. Type in the user name and password assigned by the MPSC. Click **Submit**.



The screenshot shows the MPSC E-Dockets login page. The header includes the LABA logo and the text 'E-Dockets Department of Licensing and Regulatory Affairs'. The MPSC logo is also present. A navigation bar contains links for 'Michigan.gov Home', 'MPSC Home', 'Contact MPSC', 'Sitemap', and 'FAQ', along with a search box. The main content area is titled 'Login' and contains the following text: 'Welcome to the Michigan Public Service Commission's E-Docket Filings. Here you can submit electronic filings by submitting documents formatted as [Portable Document Format \(PDF\)](#). Do not submit paper filings in addition to this electronic submission.' Below this, it says: 'If you have questions, please contact Debra Berry at 517-241-5412 or by email at berryd1@michigan.gov.' The next line reads: 'If you already have an account login below. If you do not have an account and plan to participate in electronic case filings, complete and return the form contained in the [Letter of Assurance](#) to obtain your username and password.' There are two input fields: 'Username:' and 'Password:'. A 'Submit' button is located below the password field. A note at the bottom states: 'Note: The username and password are case sensitive.'

3. A “Welcome” screen will appear with the user name at the top. Select **File Document**.



4. User information will appear on the next screen when you select **File Document**. Review the information and make any needed corrections by selecting the **Update** button and entering the corrections in the appropriate fields. You must change your password at this time. A password should consist of seven or more characters and a minimum level of complexity such as a combination of upper case and lower case letters, numbers or alpha-numeric characters. We encourage you to change your password quarterly. This will reduce the chance of an unauthorized user being able to access your account. If the information is correct, go to Step 2 on the screen.

LARA E-Dockets
Department of Licensing and Regulatory Affairs

Michigan.gov Home | MPSC Home | Contact MPSC | Sitemap | FAQ | Search

E-Dockets

- Home
- Help
- My Account
 - U-Number Search:

Submit Document

Step 1 - Check User Information

Ensure that the user info is correct. If incorrect, click on *update* button to modify it.

Name:
E-Mail:
On Behalf Of:
Company/Firm:
Mailing Address:
Contact Phone:

Step 2 - Document Information

Fill out the additional information about the particular document you are uploading.

Filer Information

First Name: MI:
Last Name:
On Behalf Of:

Case Number:
Document Type:
Description:
Number of Pages:

5. Enter the name of the person whose name appears on the document being filed.
6. Select **Case Number**. Select the case number from the drop-down menu. (Applicant or Complainant must first contact MPSC staff at 517-241-6180 or e-mail staff at mpscedockets@michigan.gov to obtain a new case number for filings.)
7. Select **Document Type**. Indicate the type of document to be filed by selecting a type from the drop-down menu. If the document is not listed, select **Other**.
8. Select **Description**. Include any additional information on the title of the document. (For overall consistency, enter this information using lowercase letters, with initial caps where appropriate.) For example, if the filing is the initial application in a case, there is no need to include any further information. But, if the filing is an application for leave to appeal, type "Leave to Appeal" to further define the document. Some types are self-explanatory and do not need further information.
9. Select **Number of Pages**. Enter the total number of pages of the document (remember to include the cover letter and proof of service). Select **Continue**.

10. The file is now ready for uploading. Select **Browse** to select the PDF file from the appropriate drive. Files must be in compliance before uploading (refer to Part III). It is important that you do not attach files to your PDF file. PDF files with attached files will be rejected.

11. Select **Upload**.

The screenshot shows the LARA Public Service Commission website. The header includes the LARA logo, the text 'Public Service Commission' and 'Department of Licensing and Regulatory Affairs', and the Michigan state logo with 'MICHIGAN.GOV Michigan's Official Web Site'. A navigation bar contains links for 'Michigan.gov Home', 'MPSC Home', 'Contact MPSC', 'Sitemap', and 'FAQ', along with a search box and a 'GO' button. On the left, there is a sidebar with 'E-Dockets', 'Home', 'Help', and 'My Account' sections. The main content area is titled 'Submit Document' and 'Step 3 - Upload Document'. It contains instructions: 'Now you are ready to upload a document. Click *browse* button to select the PDF file you would like to upload. *Maximum filesize is 15 MB; larger files will need to be split and filed in parts, as it will not be accepted by the system.*' Below this is a red octagonal 'STOP' sign icon followed by a warning: 'DO NOT electronically file documents that contain proprietary information! All information submitted to the Commission in this manner will become public information available on the Commission's website and subject to disclosure.' There is a 'PDF File:' label, an empty text input field, and a 'Browse...' button. Below the input field is an 'Upload' button. At the bottom of the main content area, there is a note: '* Please be patient as this may take a few minutes to process.' and a 'Back to Main Menu' button.

12. You will see a pop-up alert reminding you that once you select “OK,” you cannot retrieve your filing.

The screenshot displays the LARA Public Service Commission website interface. At the top, the logo for LARA Public Service Commission is visible, along with the Department of Licensing and Regulatory Affairs. Navigation links include Michigan.gov Home, MPSC Home, Contact MPSC, Sitemap, and FAQ. A search bar is located in the top right corner.

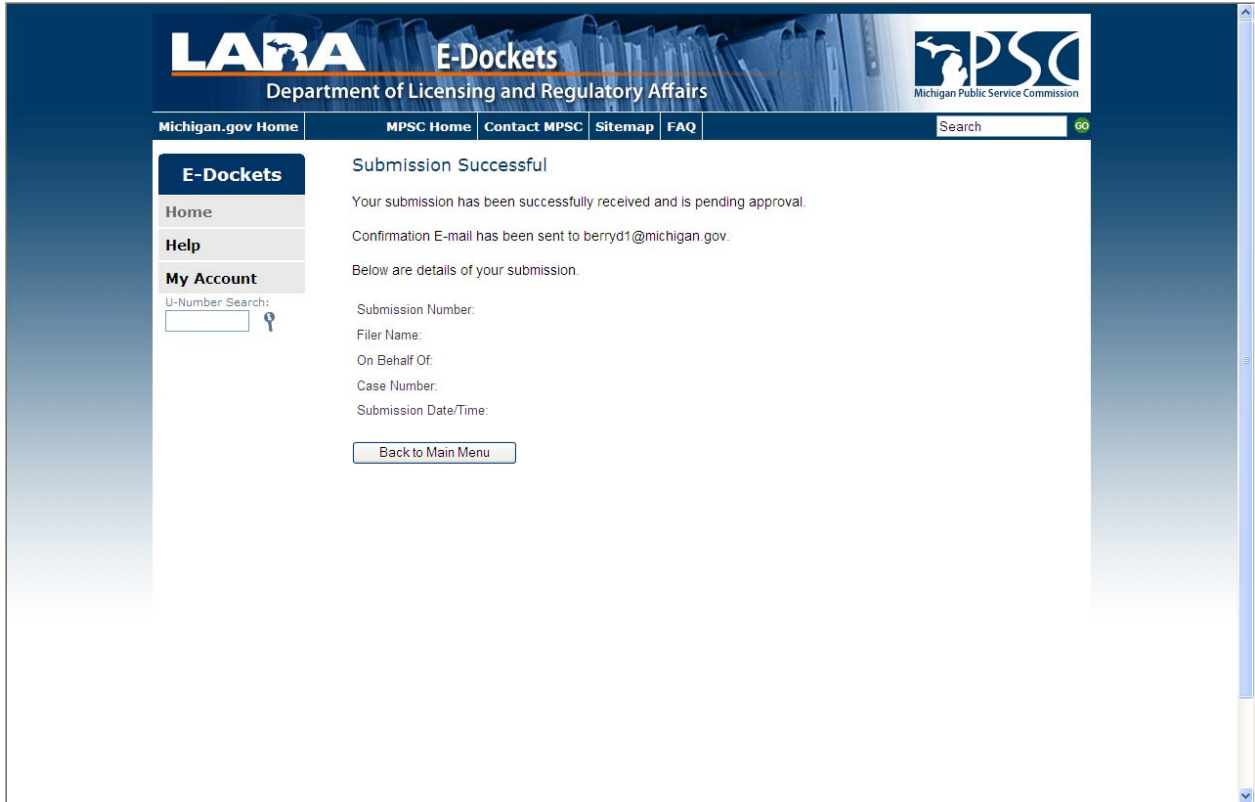
The main content area is titled "Submit Document" and is currently on "Step 3 - Upload Document". The instructions state: "Now you are ready to upload a document. Click *browse button* to select the PDF file you would like to upload. *Maximum filesize is 15 MB*; larger files will need to be split and filed in parts, as it will not be accepted by the system."

A pop-up message box titled "Message from webpage" is overlaid on the page. The message reads: "ATTENTION! Your electronic filing will be posted to the MPSC E-Dockets website. Do you wish to proceed?" with "OK" and "Cancel" buttons. To the right of the pop-up, the text "All information available on the" is partially visible.


Below the pop-up, a note says: "* Please be patient as this may take a few minutes to process." A "Back to Main Menu" button is located at the bottom of the page.

On the left side of the page, there is a sidebar with the following sections: "E-Dockets", "Home", "Help", and "My Account". Under "My Account", there is a "U-Number Search:" field with a search icon.

13. After uploading is completed, a status screen will appear indicating if the submission is successful. Contact the MPSC if a “submission successful” with “submission number” does not appear. Some common reasons for unsuccessful submission are: 1) PDF file larger than 15 MB, or 2) file not converted to PDF.



14. After each successful file submission, the account holder will receive an e-mail message confirming that the document status is “pending approval.”

 nobody@efile.mpsc.state.mi.us MPSC Electronic Filing Receipt Confirmation

-----Original Message-----

From: nobody@efile.mpsc.state.mi.us [mailto:nobody@efile.mpsc.state.mi.us]

Sent:

To: Subject: MPSC Electronic Filing Receipt Confirmation

Your submission to the Michigan Public Service Commission Electronic Filings has been received and is pending approval.

Your submission has been given Submission Number *****.

Below are details of your submission:

Submission Number: *****

Filer Name:

On behalf of:

Case Number: U-*****

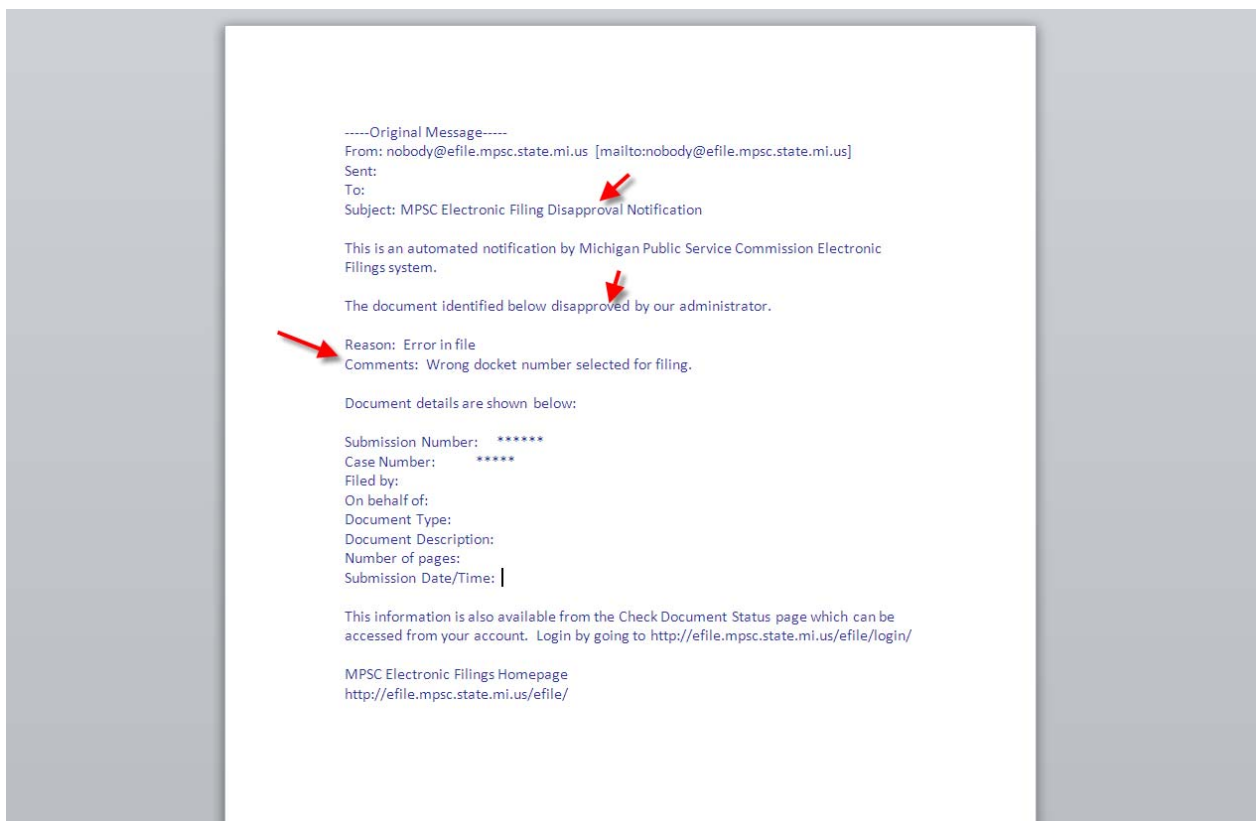
Type:

Description:

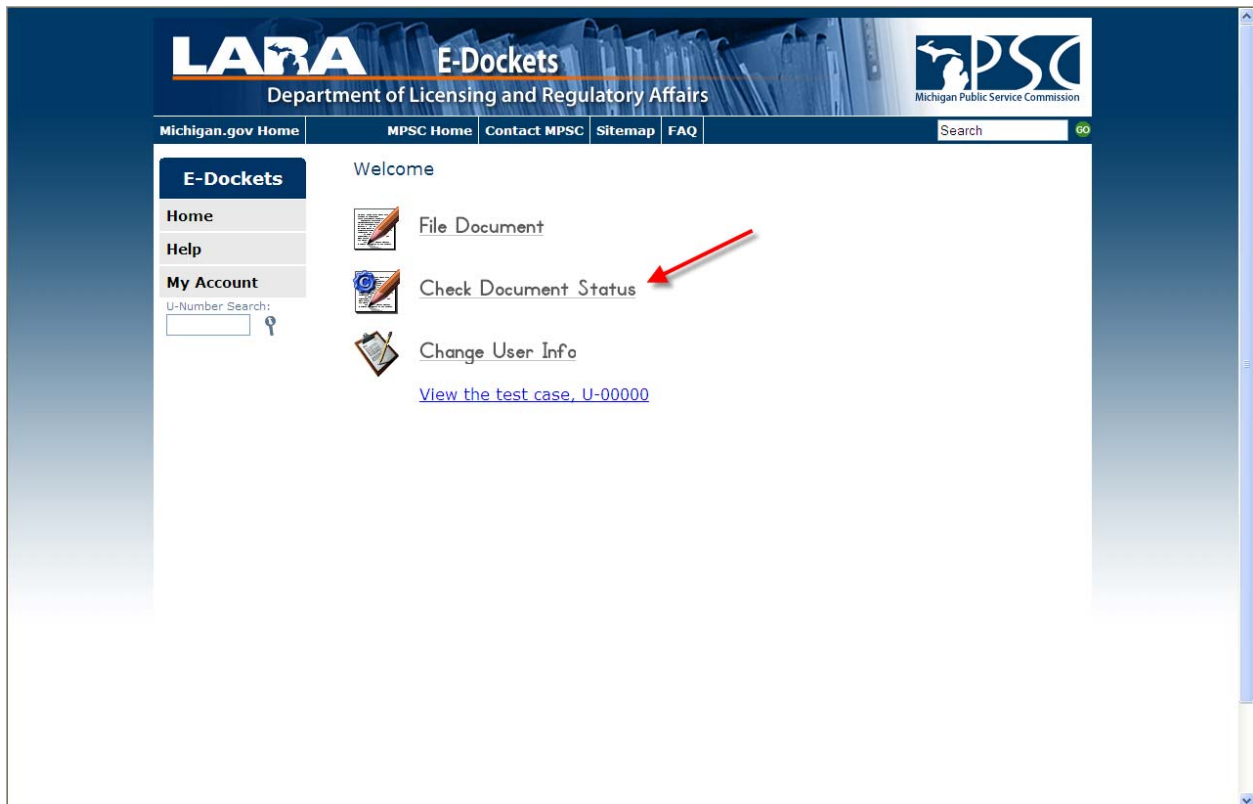
Pages:

15. Upon completion of the review and approval processes by MPSC staff, the account holder will receive a second e-mail advising that the document has been approved or disapproved. Approved documents are available for public viewing on the MPSC Website. **Disapproved documents require further attention by the filing party and must be corrected and resubmitted as soon as possible.** Reasons for disapproval include: 1) lack of a signature, 2) lack of other secured method or, 3) copying of text, images and other content not accessible. **You should always track each submission to the completed stage of “approved.”**

 nobody@efile.mpsc.state.mi.us MPSC Electronic Filing Disapproval Notification



16. The filing party may check the status of any document(s) filed under their user name and password by selecting **Check Document Status** from the main menu. Listed here will be documents filed under that account name that are pending, approved, or disapproved. **Again, you must track each submission to the completed stage of “approved.”**



LABA E-Dockets
Department of Licensing and Regulatory Affairs

Michigan.gov Home | MPSC Home | Contact MPSC | Sitemap | FAQ | Search

E-Dockets

Home

Help

My Account
U-Number Search:

Document Status for

Pending Document
There are no pending documents on file.

Approved Documents
Only last 100 approvals are kept on database.
There are no approved documents on file.

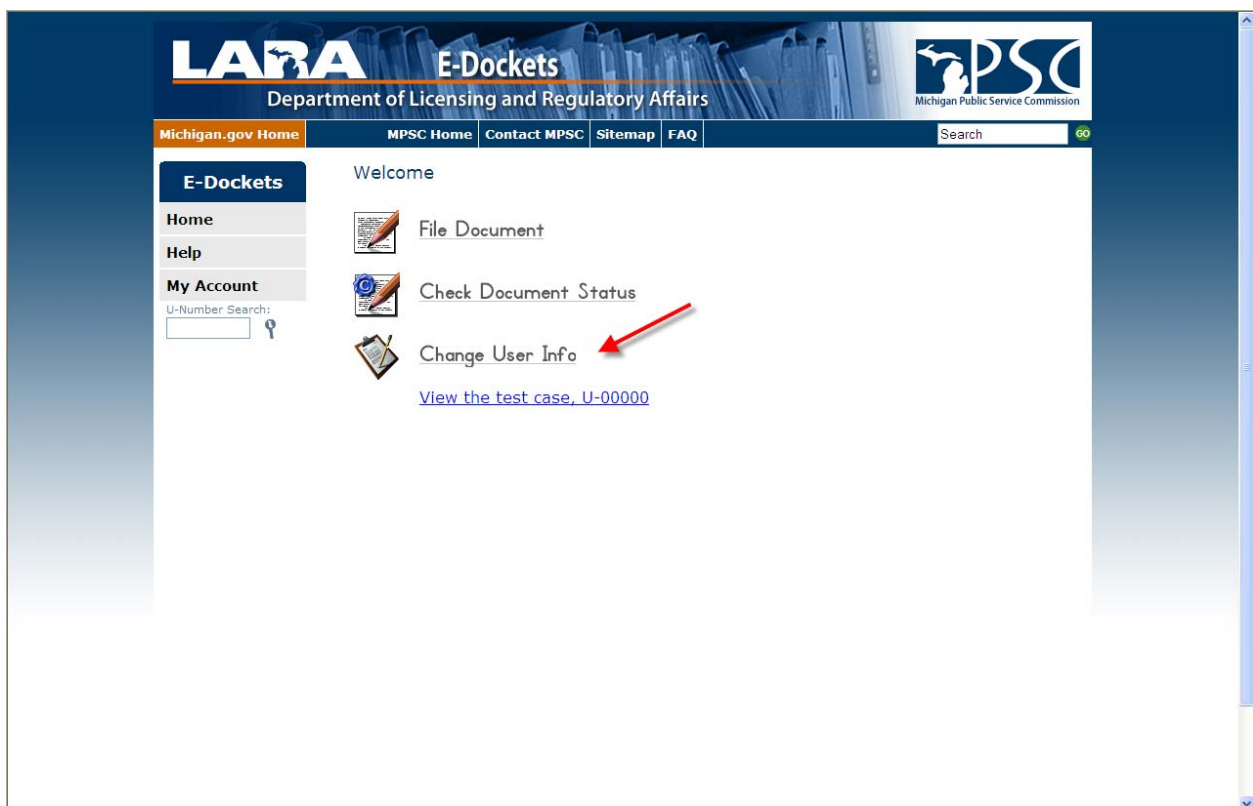
Disapproved Documents
Only last 100 disapprovals are kept on database.

Doc #	Submit Time	Case	Type	Description	Pg	Disapproval Time	Reason for Disapproval
037754BER	6/11/2009 5:13 pm	U-00000	Other	Testing notification address	1	6/11/2009 5:21 pm	Error in file & Testing disapproval notification address

[Back to Main Menu](#)

17. If you are unable to connect with the MPSC’s Electronic Docket Filings Web page, see “Alternate Emergency Electronic Docket Filings Procedures” in Part IV, Page 29, of this manual.

18. The filing party may occasionally need to make changes to his/her user information. Once the MPSC has created an account, it is the responsibility of the user to maintain correct user information in the E-Docket system. The user may change his/her password, phone number, address, and e-mail contacts by selecting **Change User Info** from the main menu. The user account information may contain up to four e-mail addresses, however, each e-mail address must be separated with a comma and no spaces between email addresses. Once the user has changed the information, he/she may submit the changes by clicking the **Submit** button at the bottom of the page. [E-mail notification address(es) should be kept current—this is the means by which submissions are verified, very important in paperless filings.]



- E-Dockets**
- Home
- Help
- My Account**

U-Number Search: 

Change User Information

Username:

Password:

Confirm Password:

Full Name:

E-Mail:

On Behalf Of:

Company/Firm:

Mailing Address: Street:

City: State: Zip:

Contact Phone: () -

Part II – General Guidelines

1. Documents are to be prepared using a 12-pitch, easily readable font which, when printed, will fit on an 8½ x 11-inch page. Exhibits and maps are the exception.
2. All documents must be submitted in PDF. Do not scan any document that can be converted from the original file format. Note: DO NOT use the “highlight” feature of Microsoft Word to redact text. Text that is blacked-out in this method is capable of being recovered in a PDF search mode. Instead, utilize the TouchUp Text Tool of your Adobe Acrobat file to delete or replace text that was converted from MS Word (see “[Frequently-Asked Questions](#)” on the E-Docket Help page). If your file was scanned, the TouchUp Text Tool method will not apply.
3. If you are submitting documents on electronic media, it shall contain only PDF files, each no larger than 10 MB. Video and audio files may be no larger than 25 MB. CD, DVD and USB drives (flash keys) may be used—**zip files will not be accepted**. This method should only be used if you do not have Internet access or e-mail capabilities.

The maximum file size is 10 MB (10,000 KB). Typically, the document should be divided into logical components by: 1) dividing the document into parts, 2) making each part a separate file (setting security on each file), and 3) uploading as Part 1, Part 2, etc. Do not attach files to the PDF file. [Note: video and audio files cannot be filed via the E-Dockets system and therefore must be filed via e-mail to: mpscedockets@michigan.gov.]

4. Send the transmittal letter, the document, and proof of service as one file.
5. When it is necessary to divide large documents into separate components, include the transmittal letter and proof of service with the first part.
6. If a file contains more than one document, upload it as a single file. For example: if you are filing a motion to strike with a brief in support and a notice of hearing, submit the document as one file, selecting motion as the type of filing, and enter “With Brief in Support and Notice of Hearing” on the description line.
7. If the document contains hyperlinks, they must refer only to another part of the same document within the same file.
8. The official filing date is the date the e-filed document is received, approved and posted by the Electronic Docket Filings Website (see Part IV, Page 29 for alternate methods).
9. Confidential material – File material on CD or DVD via mail or hand-delivered. You will *e-file* only a cover letter stating that a confidential document was filed under cover with the Executive Secretary.
10. Service is the responsibility of the filing party. Service of documents will be electronic, unless other arrangements are made at the prehearing.

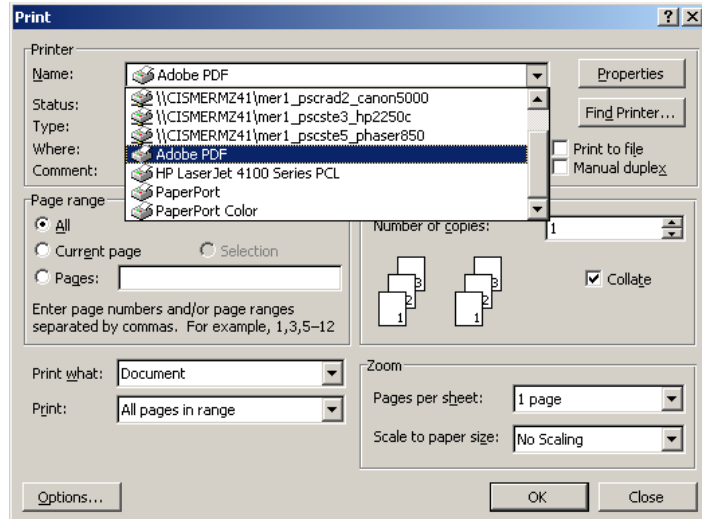
Part III – Adobe Acrobat

A. How to Create a PDF File from a Word Processing File

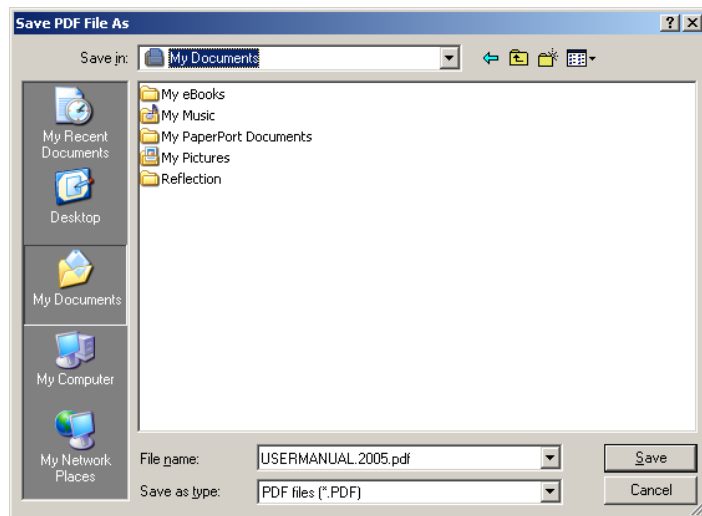
1. Open the selected file.
2. After opening the document, select **File** from the menu bar, then select **Print**.

3. A print screen will appear. To produce a drop-down menu, click on **Printer** arrow to see a drop-down menu of options.

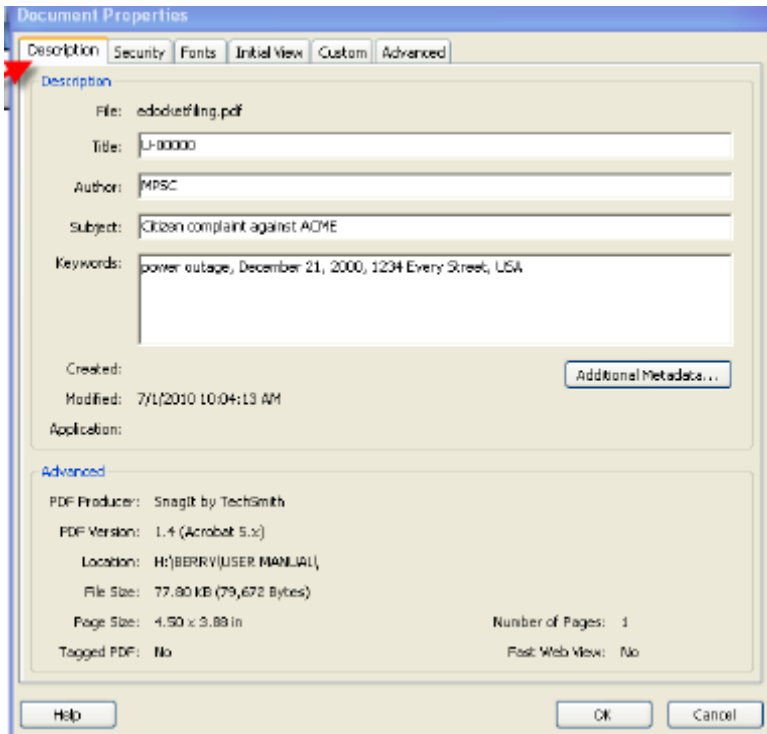
4. Select **Adobe PDF** from the printer choices. Click on **OK** at the bottom of this screen.



5. You will be prompted to save the file as a PDF file. Select a drive to save file, give the file an appropriate name, and save.



6 After converting your Word file to a PDF file, in the Document Properties fields located under File on the main menu, complete the description for the file, i.e., title, author, subject, and key words. This will allow search engines to locate the appropriate documents when one conducts an internet search.



7. Apply digital signature(s) [Page 17], or set security [Page 22], and save your file.

8. Use this same file when uploading the filing to the system. [See page 8.]

B. Creating a PDF File from Paper (Scanning)

Generally, documents should not be scanned but converted to PDF directly from the original source file. It is recognized, however, that there are some instances where scanning is the only option. Be sure that your scanner is set to 300 dpi (the best resolution for Optical Character Recognition and capture). Check your scanner documentation for instructions on how to do this. Remember to set the security on your document.

Make sure that you utilize the “paper capture” feature on a PDF document (this converts the file from a graphic image to a text-based document, reducing the size of the file, and allows for text copying). All scanned documents must be captured to convert the image into text using the OCR capability of Adobe Acrobat. All captured suspects must be checked and corrected as needed.

To keep your PDF file to a manageable size, you should try to compress your file. See steps located on the E-Dockets Help page at: <http://efile.mpsc.state.mi.us/efile/help2.html> under the section titled “Adobe Acrobat Information” “Compressing PDF Files.”

For more information on how to capture PDF Original Image with Hidden Text, open Adobe Acrobat and select “Help” from the tool bar, then select the “Acrobat Guide” and see the section titled “Capturing pages” to convert to searchable text.

Tip: It is always best to scan from the original document, as photocopies do not produce a good scanned image. Many newspaper and magazine articles can be found online and can be converted from the Web page to PDF directly.

C. Create and Apply a Signature to a PDF File

Use of a digital signature is preferred for signing a PDF file. If for some reason this cannot be done, a scanned signature page can be added to the PDF file.

Digital Signatures

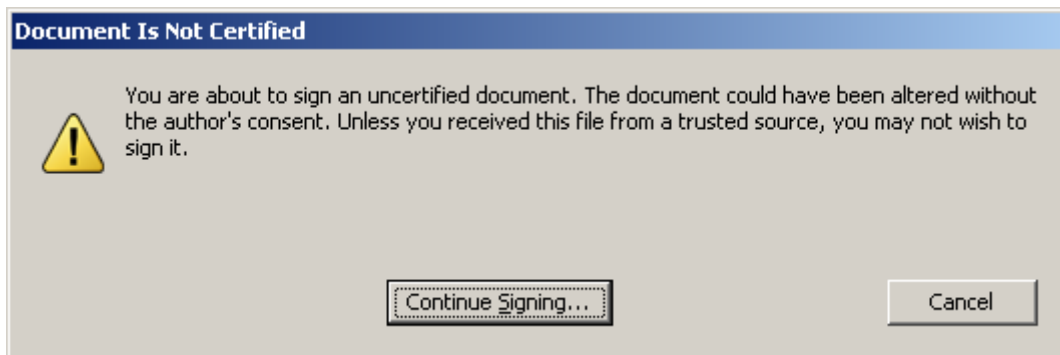
A digital signature uniquely identifies us and is the preferred method of signing a PDF document. Once created, a digital signature is the easiest format to use to secure your document and verify your authority. Refer to the Adobe Guide in the Help menu of your Adobe Acrobat software.

Exchanging Certificates for Verifying Signatures

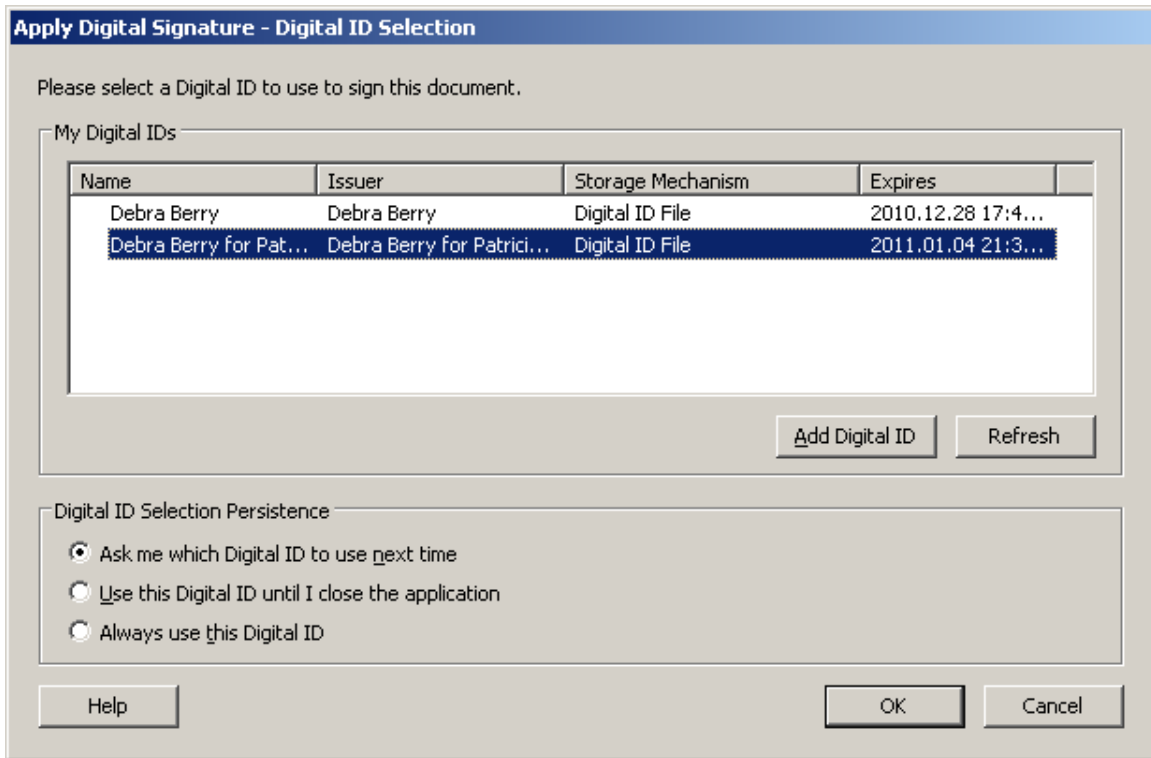
For purposes of verifying digital signatures on filings, by Commission staff and other persons deemed appropriate by the filing party, signing parties must exchange their digital I.D.s by exporting their certificate. E-mail your certificate(s) to MPSC staff at: mpscedockets@michigan.gov.

How to Sign a Document Using a Digital Signature

- 1) Open the document you want to sign, make sure the document is finalized and ready for approval (signing). Note: procedure varies slightly depending on which version of Adobe Acrobat you use.
- 2) Do one of the following: 1) if the document includes a digital signature field, use the Hand tool or the self-sign icon/Digital Signature Tool (picture of a pen) on the toolbar, and go to Step 5, or 2) if the document has not been signed, you may be asked to certify the document or continue signing. Select **Continue Signing** and follow Steps 3 and 4.



- 3) Highlight the signature you want to use to sign the document. If you use more than one digital signature to sign documents, select **Ask me which Digital ID to use next time**, click **OK**.



- 4) Type in the password for the signature. There is a drop down menu of reasons for signing, or select **none**. You may select to Edit your Signature Appearance, or click **Sign and Save**. Click **OK**. Close document.

Apply Signature to Document

To complete the signing process, click Sign to apply the Digital Signature to the document. After signing, you can create a local copy of the signed document using the Save a Copy of the File toolbar button.

Signature Details

Signing as Debra Berry for Patricia Fronta.

Confirm Password:

Reason for Signing Document: (select or edit)

Options

Signature Appearance:

Location, e.g. city name: (optional)

Your Contact Information, e.g., phone number: (optional)

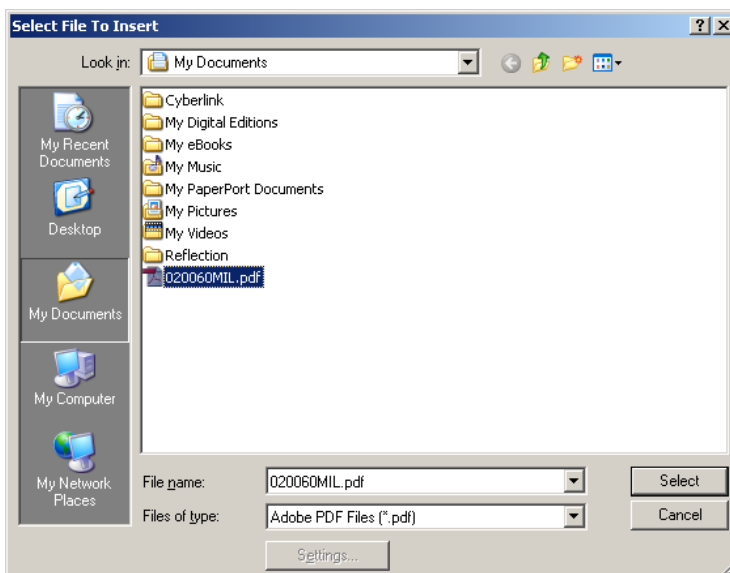
- 5) If the document includes a digital signature field, use the Hand tool or the self-sign icon/Digital Signature Tool (picture of a pen) on the toolbar. Select **Create a new signature field to sign**, click **Next**.



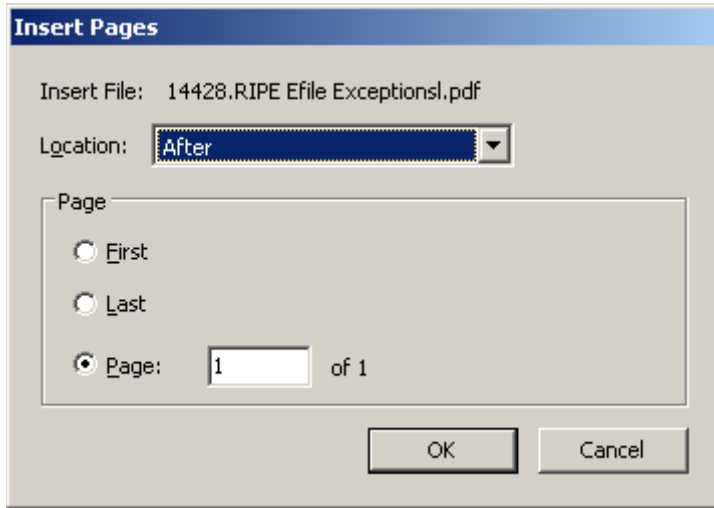
- 6) Click and drag your mouse to draw a signature field where your signature will appear in the document (if you draw one too small you will receive a warning message). Go back and follow Steps 3 and 4.

Inserting a Scanned Signature Page into a PDF File

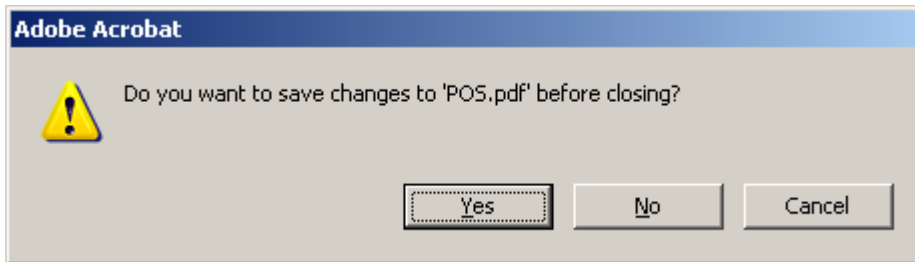
- 1) The page containing the original signature must first be scanned and saved as a separate PDF file before it can be merged into another PDF file.
- 2) Open Adobe Acrobat and the document in which the signature page is to be merged. Go to the page where the signature page will immediately follow.
- 3) From the toolbar, select **Document > Insert Pages**.
- 4) Locate the PDF file to be inserted and click, **Select**.



- 5) Set the location to reflect where you want the file to be inserted in your document.
Click, **OK**.

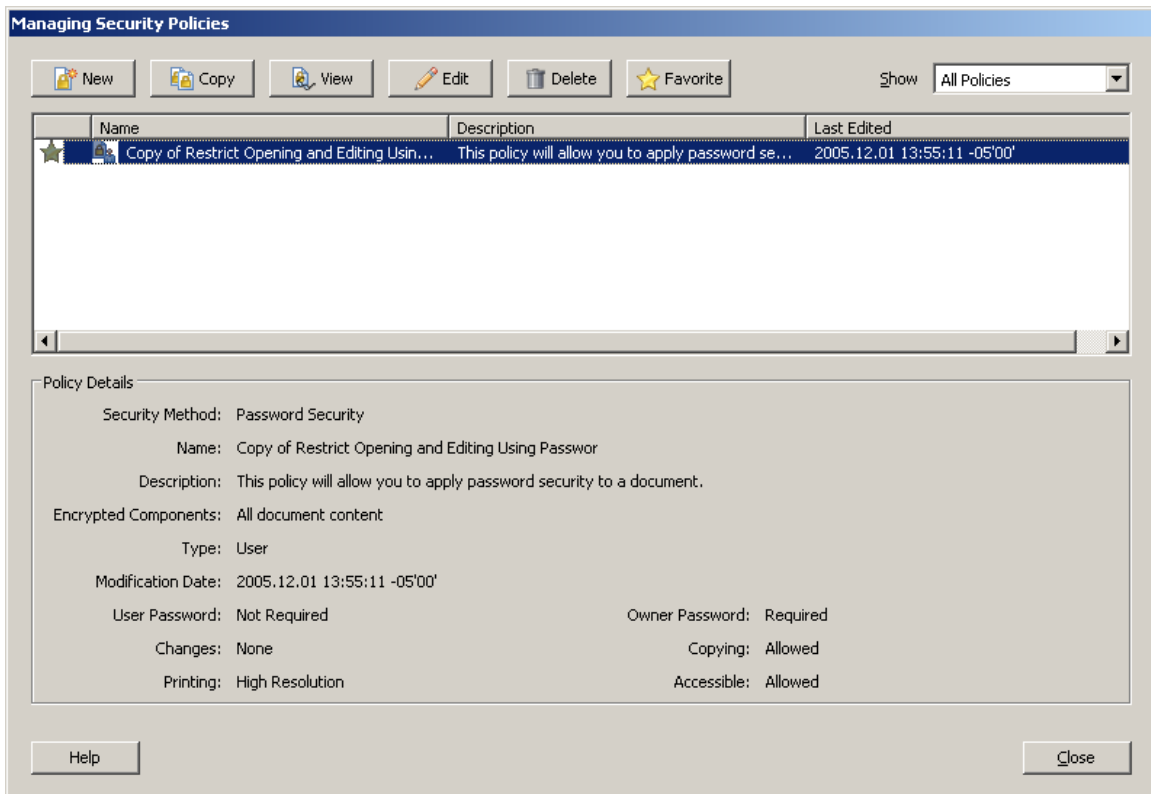


- 6) Close the file. Click **Yes** to save changes to your document.

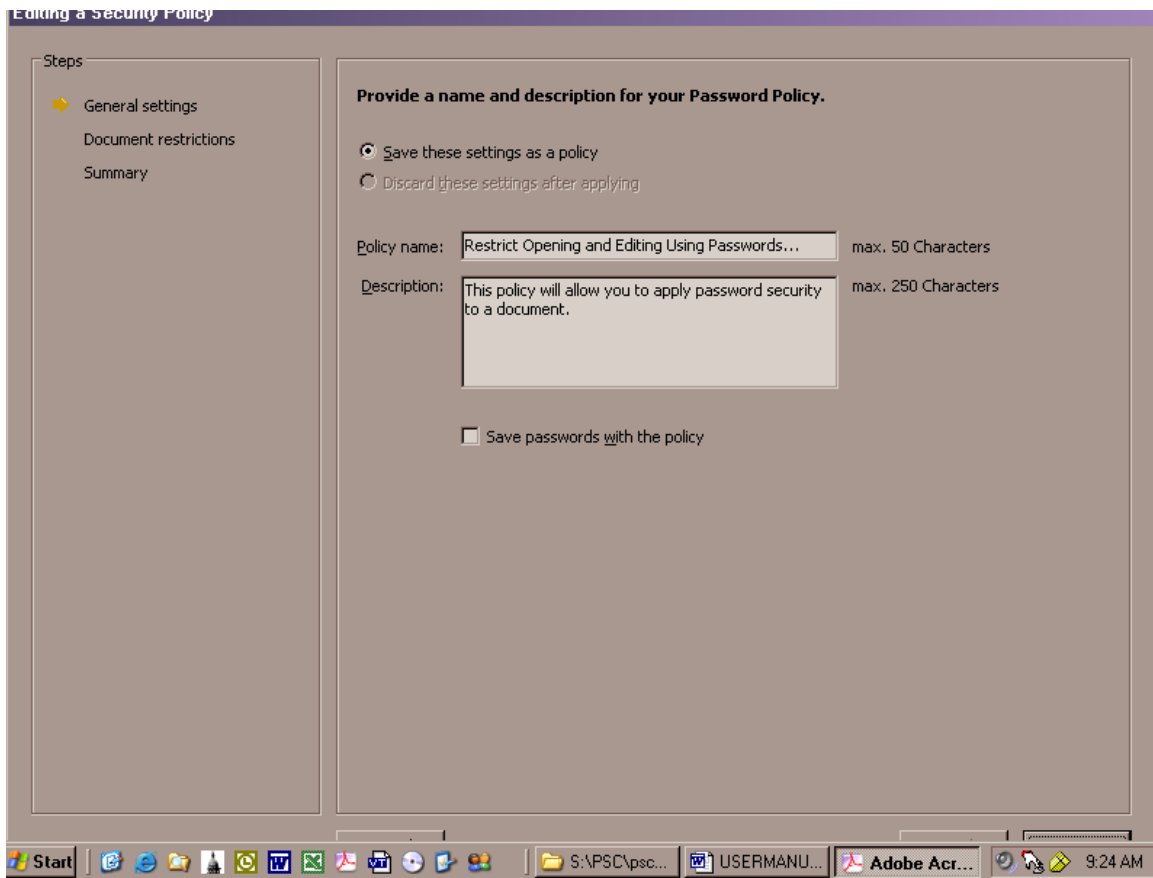


How to Password Protect a Document that is Not Signed

- 1) Open Adobe Acrobat and open the document file on which you want to set security. Click on the **Gold Padlock** in your toolbar. If you have already set up your security profile, begin at Step #7. Note: procedure varies slightly depending on which version of Adobe Acrobat you use.
- 2) Select **Managing Security Policies**. Highlight **Copy of Restrict Opening and Editing Using Password**, Select **Edit**.



- 3) This will bring up the Edit a Security Policy window. Select **Save these settings as a policy**, click **Next**.



4) Select **Use passwords**, click **Next**.

New Security Policy

Steps

- ➔ Select the type of security
- General settings
- Document restrictions
- Summary

How would you like to protect your documents?

Security Policies are settings that you save and can later use when encrypting a document.

Use passwords

Require a password when opening a document or restrict document rights, such as the ability to edit or print.

Use public key certificates

You can use someone's public key certificate to encrypt documents so that only they may open the document. Certificates can be found in your Trusted Identities list, or using a directory search.

Use the Adobe Policy Server

If you have access to an Adobe Policy Server (APS) you can restrict document access and rights using the user names of people or groups registered with this server.

Cancel < Back Next >

5) In the Editing a Security Policy window, select the following in the diagram below:

Editing a Security Policy

Steps

- General settings
- Document restrictions**
- Summary

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

- Encrypt all document contents
- Encrypt all document contents except metadata (Acrobat 6 and later compatible)
- Encrypt only file attachments (Acrobat 7 and later compatible)

i All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Require a password to open the document

Document Open Password:

i When set, this password is required to open the document.

Permissions

- Use permissions password to restrict editing of security settings

Permissions password:

Printing allowed: High Resolution

Changes allowed: None

- Enable copying of text, images, and other contents
- Enable text access for screen reader devices for the visually impaired

Cancel < Back Next >

- 6) Review the settings to ensure proper accessibility, either go back to make changes, or click **Finish**. Close window.

Editing a Security Policy

Steps

- General settings
- Document restrictions
- ➔ Summary

Please review this summary of the information entered for this policy. You must click "Finish" to save this information.

Policy Details

Name: Copy of Restrict Opening and Editing Using Passwor

Description: This policy will allow you to apply password security to a document.

Encrypted Components: All document content

Type: User

Modification Date: 2006.01.06 11:26:46 -05'00'

Document Open Pagsword: Not Required

Permissions password: Required

Changes: None

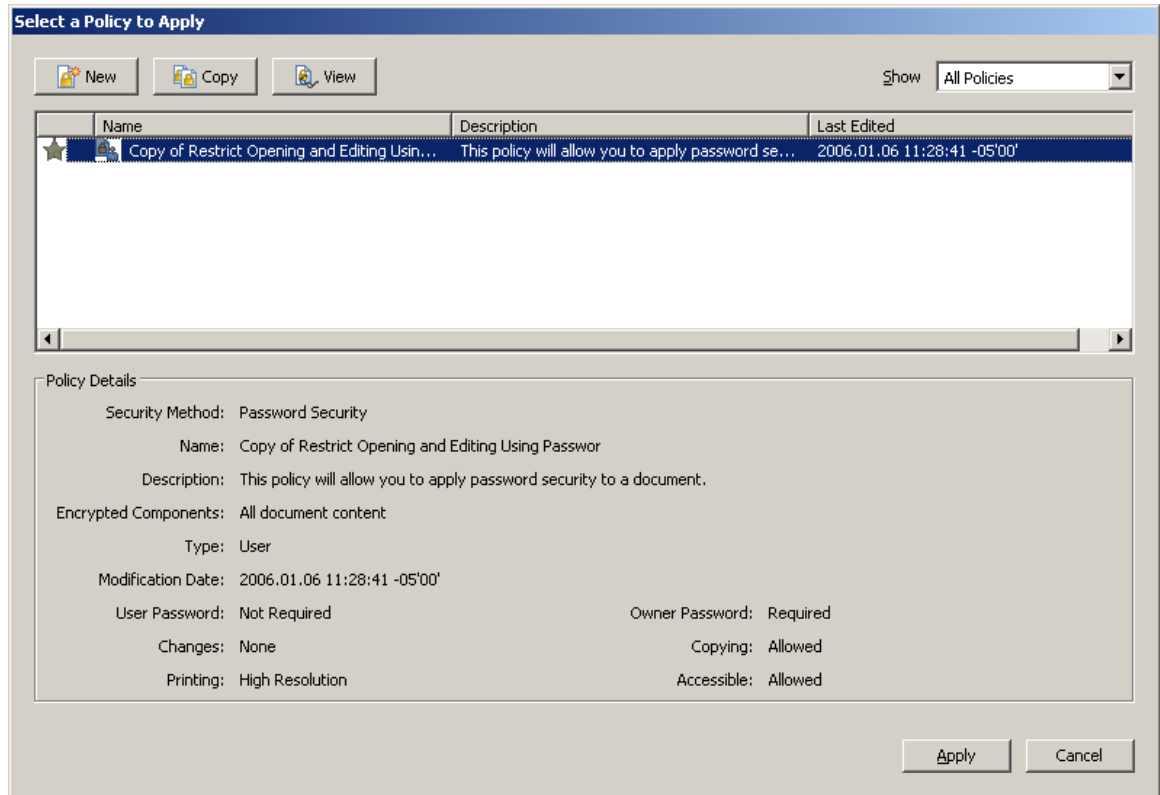
Printing: High Resolution

Copying: Allowed

Accessible: Allowed

Cancel < Back Finish

- 7) With the document file open and clicking the Gold Padlock, select **Secure this document**.
- 8) Highlight **Copy of Restrict Opening and Editing Using Password**, click **Apply**.



- 9) In the “Permissions” box after “Change Permissions Password,” type password. Click **OK**.

Password Security - Settings

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Require a password to open the document

Document Open Password:

No password will be required to open this document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Change Permissions Password:

Printing Allowed: High Resolution

Changes Allowed: None

Enable copying of text, images, and other content

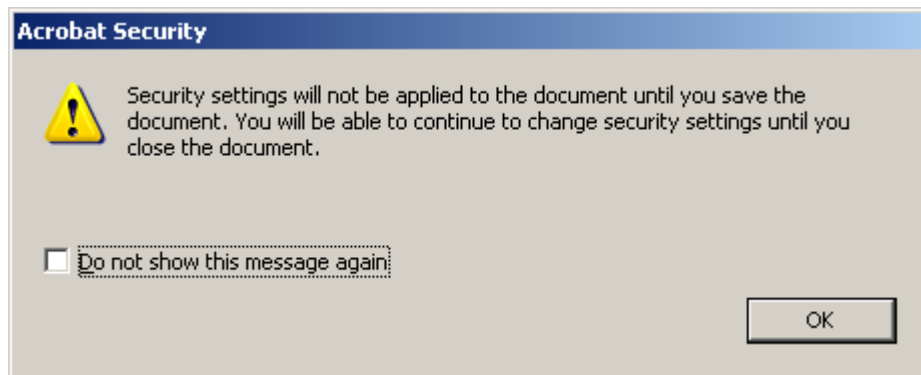
Enable text access for screen reader devices for the visually impaired

Help OK Cancel

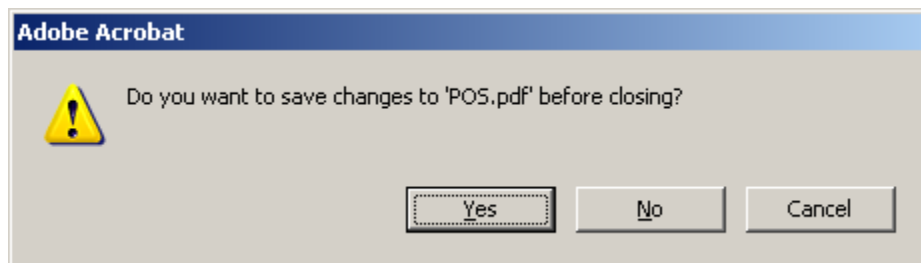
10) Type password again, click **OK**.



11) At the Acrobat Security window you may select: **Do not show this message again**. Click **OK**.



12) Closing the document file will set the security. To save the security settings, click **Yes**.



Part IV – Alternate Emergency Procedures

What to do if the MPSC Electronic Docket Filings Website is not accessible/available:

There may be an occasion when a user is unable to access the MPSC Website due to problems with the State's or the user's network or Internet access. **Alternate methods for submitting files should only be used if regular access is not available.** All submissions must contain a properly created PDF file to be accepted. The following methods are not to be used as the normal filing mechanism.

1. If Web access is unavailable, but you do have access to e-mail, e-mail the file to: mpscedockets@michigan.gov.

The message area should contain the identifying information listed below, and the PDF file should be attached to the message. This is the same information that is entered under "document information" when submitted via the Web page and includes:

- a. The name of the person submitting the document;
 - b. The name of the organization on whose behalf the document is being submitted;
 - c. Case number;
 - d. Document description if necessary; and
 - e. The number of pages in the file
2. If all else fails, a DVD, CD or USB drives (flash keys) containing the PDF file should be hand-delivered to the Office of the Executive Secretary at the following address:

Michigan Public Service Commission
Office of the Executive Secretary
6545 Mercantile Way, Suite 7
Lansing, MI 48911

Plan ahead and create a contingency procedure. Computer or network problems may arise at any time. If the Electronic Docket Filings Website is not available, please provide enough time to submit a document in an alternate manner in order to meet your filing deadline.

The MPSC is not responsible for any items that are not received because of a failure in delivery mechanisms.

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