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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
PUBLIC SERVICE COMMISSION

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Request to Participate in the MPSC E-Dockets System Application for Account – Letter of Assurance

The first step required in the electronic filings process is registration. You must read the following agreement, click on the “Save Form” button to download the file to your computer, complete all information fields, apply your digital signature, and return the form by e-mailing it as an attachment to mpscedockets@michigan.gov.

Upon issuance of your account, you will receive e-mail notification, which will include your user name and password. We strongly suggest that you include e-mail addresses for more than one person at your organization.

It is the responsibility of the filing party to:

- Convert the case documents to a Portable Document Format (PDF) required in this program and cover any costs incurred for the software needed to provide all filings in the prescribed format.
- Assure that documents filed electronically with the Commission are identical to any paper copies filed in a case, e.g., exhibits. Parties will make every effort to ensure that the paper copies and the PDF files submitted as part of this program match in every way possible including format and content. **We recommend printing the paper version from the PDF file.**
- Include signature pages of submitted documents by using a digital signature, submitting the public key to MPSC staff, and using digital signatures on all submissions.
- Serve the document on the appropriate parties. Commission staff will not provide any electronic proof of service or direct distribution of documents submitted in these cases.

Documents filed in e-docket cases will be available on the MPSC Website at <http://efile.mpsc.state.mi.us/efile/>. Staff will make every effort to post documents to the MPSC Website as soon as possible following their electronic submission. Problems with a submission could, however, delay its availability on the Website.

Electronic dockets are maintained and provided for the convenience of the case participants and other interested parties. The official filed date of a document is the date the approved submission is received by the Commission.

LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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It is the responsibility of the participants to ensure that their user ID and password are held confidential and only used by those individuals authorized to submit an electronic filing on behalf of the person, firm or organization they represent. The user ID and password will be used for no purpose other than the filing of documents via the E-Docket System as prescribed by Commission staff.

The signatory hereby agrees, on behalf of the organization they represent, to the preceding assurances as a condition of their participation in this electronic docket filings program.

On behalf of the organization I represent, we agree to abide by these requirements for participation in the electronic case filings program with the Michigan Public Service Commission. We agree to review the MPSC E-Dockets User Manual (Manual), to review future updates to the Manual, and to follow the procedures in the Manual.

Name (type above the line)

Organization Name

Street Address/P.O. Box

City/State/Zip

E-mail Address(es)

10 Digit Telephone Number

Digital Signature

Please submit this application to the MPSC via e-mail at:

mpscedockets@michigan.gov