



STATE OF HAWAII
Public Utilities Commission
465 South King St., Room 103
HONOLULU, HAWAII 96813
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E-MAIL: Hawaii.PUC@hawaii.gov
WEBSITE: <http://puc.hawaii.gov>

DMS EFILE GENERAL INFORMATION

1. **Option to eFile:**

- a. Electronically filing (“eFiling”) a document(s) using the State of Hawaii Public Utilities Commission’s (“Commission”) Document Management System (“DMS”) is optional. The filer and entity on whose behalf the eFiling is made shall assume all risks associated with the use of the DMS.
- b. While the Commission endeavors to make the DMS available 24 hours a day, the Commission shall not be liable if for any reason the DMS is unavailable at any time or for any period. It is highly recommended that filers and entities allow ample time to eFile a document(s).

2. **Registration Requirement:**

- a. Individuals seeking to eFile using the DMS must register online at the Commission’s website at: <http://puc.hawaii.gov> and read and accept the terms detailed in the *DMS eFiling Terms of Use* document that may be modified at any time by the Commission.
- b. Registered individuals shall be required to re-register with the Commission after six (6) months of inactivity.
- c. The Commission reserves the right to deny any registration request at its sole discretion.

3. **Applicability of Hawaii Administrative Rules (“HAR”) and Commission Orders:**

- a. Service of documents shall be conducted in accordance with Hawaii Administrative Rules §6-61-21, i.e., eFiling a document with the Commission does not constitute service of that document to any other party.
- b. Additional hard copies of eFiled documents shall be submitted to the Commission in accordance with Commission orders until such time that the Commission promulgates new rules and/or amends such orders. To avoid duplicate processing of a filing(s), hard copies of eFiled document(s) shall be accompanied by a copy of the Commission generated eMail confirming receipt or filing of the eFiled document.
- c. Pursuant to HAR §6-61-15, the time of filing shall be the date on which a complete eFiling is received by DMS during Commission business hours, as indicated by the electronic time stamp imprinted on the eFiling.
- d. When eFiling a document(s) that requires a filing fee pursuant to HAR §6-61-24, payment shall be made at the time of eFiling via electronic payment (“ePayment”). Banking information, including a bank account number, transit routing number, and account type are required for ePayment.

4. **Technical Requirements:**

- a. A document containing confidential or proprietary information **shall not** be eFiled. Confidential or proprietary information must continue to be filed with the Commission following the Commission’s Filing Guidelines as posted on the Commission’s website at: <http://puc.hawaii.gov>.

Note: The redacted partner document/s and the confidential document/s are considered one (1) filing and both must be received together by the Commission at 465 South King Street, Honolulu, Hawaii 96813, pursuant to HAR §§ 6-61-3 and 6-61-15. Failure to adhere to the Commission’s filing requirements may result in a filing that may be considered untimely and constitute cause to void the filing, and result in further regulatory action, as authorized by law.

- b. Up to ten (10) portable document format (“PDF”) file attachments are permitted per filing and the individual file size shall not exceed 25MB. PDF files shall be created from electronic source files as opposed to scanned images.
- c. Whenever a signature is required, the typed name preceded by “/s/” shall constitute an official ink signature.
- d. An electronically imprinted time stamp requires a blank area at the top right corner of the documents first page approximately 2.5” by 2.5”.
- e. eFiled documents submitted after normal Commission business hours, i.e., 7:45 a.m. to 4:30 p.m. except Saturdays, Sundays, and State of Hawaii holidays, shall not be deemed “filed” until the start of the next Commission business day.
- f. When an eFiled document(s) is successfully submitted during normal Commission business hours, a notice confirming receipt of the eFiled document(s) and providing a unique confirmation number shall be displayed while still in the DMS. When that eFiled document(s) is officially filed with the Commission, an eMail confirming filing of the eFiled document shall be sent to the registered individual’s email address. When an eFiled document(s) is successfully submitted after normal Commission business hours, an additional interim eMail confirming receipt only shall be sent to the registered individual’s email address.

5. Notice to Attorneys:

Attorneys may obtain their own user login and passwords to file pleadings and other documents on behalf of a client. However, for documents requiring the signature or verification of the party to a proceeding before the Commission, including documents filed to initiate a proceeding (e.g., applications and formal complaints), the party’s user login and password must be used. Such documents may not be eFiled using attorney’s user login and password.

6. Contact Information:

Commission’s Chief Clerk – (808) 586-2020