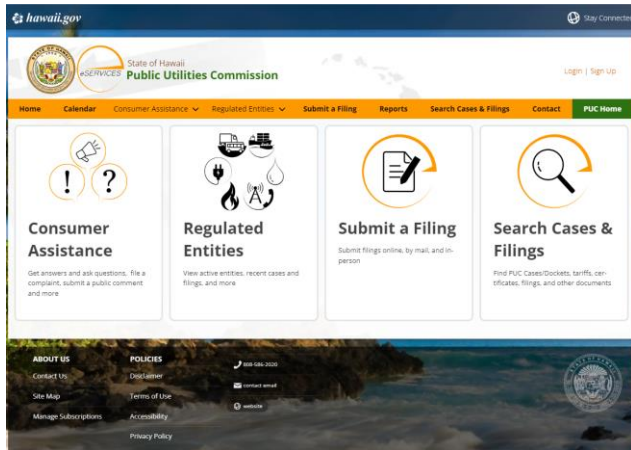
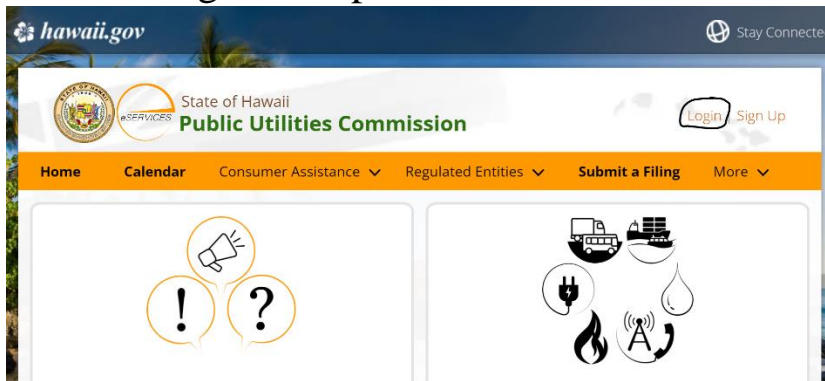




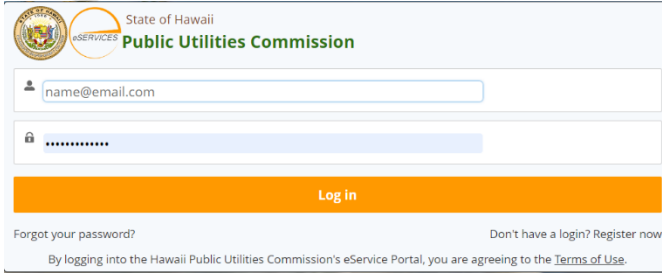
Welcome to the Case & Document Management Services (CDMS) also known as eServices.



This video tutorial will walk you thru the steps of filing a Docketed Document. Please make sure that you are signed into the CDMS eServices website first. In the top right corner of the website, you will notice a Login link, please click on this link now.



The screen that you will see next, is the Login screen that you need to put your username and password into. The username is the email that you used when you first signed up and the password is what you created during the signup process.



State of Hawaii
Public Utilities Commission

name@email.com

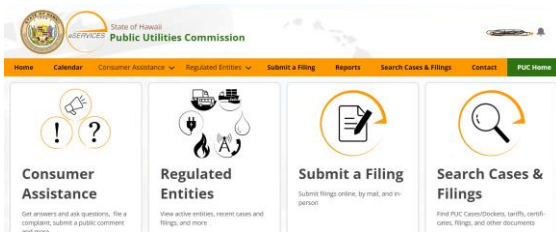
.....

Log In

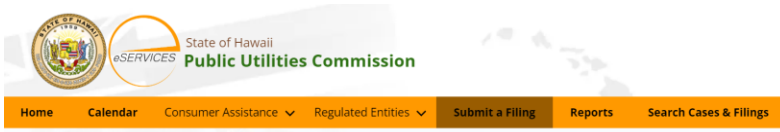
Forgot your password? Don't have a login? Register now

By logging into the Hawaii Public Utilities Commission's eService Portal, you are agreeing to the [Terms of Use](#).

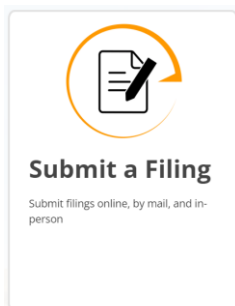
After putting in your username and password into the fields, click on the **Log In** button.



After clicking the **Log In** button, you will then be directed to the Home Page of CDMS eServices website. You have 2 ways that you can submit your filing; One is within the orange banner at the top of the screen that says **Submit a Filing**, which is a link.



The other is on the page itself underneath the orange banner which says **Submit a Filing** and looks like a button. You click on the words; **Submit a Filing**





You also have the option of mailing the documents or walking the documents in-person to the PUC location.

The address for mailing and the PUC location is located on the website.

After you have clicked on the Submit a Filing,

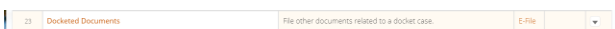
you are then taken to a web page that looks like this:



Using the arrows keys on the right of the web page, scroll down



until you see Docketed Documents. There are 2 ways to get to the Filing a Docketed Documents page. The first way is if you select the Docketed Documents (the words).



If you click on the word Docketed Documents, you will be taken to this web page:



Form Information

Form Name and Instructions

Docketed Documents

Description

File other documents related to a docket case.

Link to Forms

E-File

PDF

E-File

Instructions

Instructions

File a letter or other filings related to a docketed case.

Filing Methods

E-File (Electronic Filing)

Consumer and complaint forms do not require a login, but most e-filing forms require a PUC CDMS E-Services account.

To e-file forms for regulated entities, you will be prompted to sign in or sign up for an e-Services account before continuing to the e-form.

After logging in, follow the steps below to submit your e-filing:

1. Select your filing intent (on behalf of oneself, another entity or joint entity)
2. Select the confidentiality level of your filing
3. Choose whether to complete an online e-form or upload a completed PDF form (if available)
4. Follow the prompts until you finish and submit the form

E-form progress cannot be saved so users must complete an e-form in a single session.

Filings submitted after 4:30 p.m. will be deemed "FILED" on the next business day.

You will receive an emailed confirmation of your filing upon submission and another email when the filing is made available in CDMS.

In-Person or Postal Mail Filing

To file in-person or by postal mail, follow the steps below to download, print and deliver your filing to the PUC.

Depending on the type of document you need to upload a pdf template may be available in the link above to click on for download.

Hawaii Public Utilities Commission
465 South King Street, Room 103
Honolulu, Hawaii 96813

Mailed filings are processed when they are received.

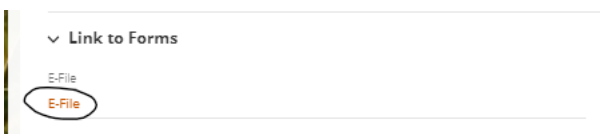
In-person filings are electronically processed by PUC staff. We recommend those on a filing deadline to e-file yourself or arrive no later than 4:00 p.m. to ensure your filing is deemed "FILED" on the same day.

Please note that the neighbor island offices cannot process filings.

This web page gives a brief explanation on the other filing methods.

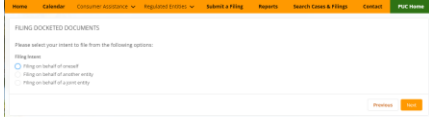
Depending on the type of document you might need to upload, a pdf template may be available in the link above for you to click on to download.

If you still would like to file your Docketed Document online, please click on the "E-File" in orange.

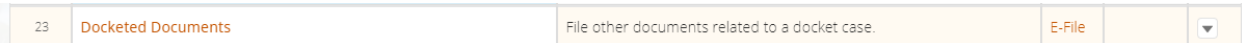




When you click on the E-File link in orange, you will be taken to the Filing Docketed Documents page:



The second way to get to the Filing a Docketed Documents page is to scroll down until you see Docketed Documents

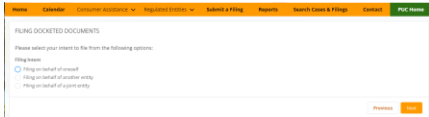


Go to the right-hand side of the page where you will see the word “**E-File**”



Please click on that link.

After clicking on the E-File link, it will then take you to the Filing a Docketed Documents page:



As you can see on this page, you have 3 options:

The first one is Filing on Behalf of Oneself

FILING DOCKETED DOCUMENTS

Please select your intent to file from the following options:

Filing Intent

Filing on behalf of oneself

The second is Filing on Behalf of another entity. If you do select this option, you will need to provide the entity that you are filing on behalf for, your name, a valid email address and phone number.



As it states at the bottom of the page, if the entity that you would like to file on behalf of is not present in the list above (box below select entity), ensure that you have submitted an access request and have been granted access to file on behalf of the entity.

Please select your intent to file from the following options:

Filing Intent

Filing on behalf of oneself

Filing on behalf of another entity

Filing on behalf of a joint entity

* Select Entity
--N/A--

* Preferred Contact

* Contact Email

* Contact Phone

If the entity that you would like to file on behalf of is not present in the previous list, ensure that you have submitted an access request and have been granted access to file on behalf of the entity.

The third is Filing on behalf of a Joint Entity. As it states on the web page, “If the Joint Entity you were looking for to file on behalf of was not present in the list, please select the following checkbox. A PUC Staff member will review this filing upon receipt.

You will also need to input your name, valid email address and phone number.

FILING DOCKETED DOCUMENTS

Please select your intent to file from the following options:

Filing Intent

Filing on behalf of oneself

Filing on behalf of another entity

Filing on behalf of a joint entity

If the joint Entity you were looking to file on behalf of was not present in the list, please mark the following checkbox. A PUC Staff member will review this filing upon receipt.

Select a joint Entity to file on behalf of

Search undefined

I can not find the joint entity I am looking for, file on behalf of my primary account instead

* Preferred Contact

* Contact Email

* Contact Phone

For this video, we are focusing on Filing on Behalf of Oneself.

FILING DOCKETED DOCUMENTS

Please select your intent to file from the following options:

Filing Intent

Filing on behalf of oneself

After making your selection, please click next

You will then be taken to a screen that asks about confidentiality



FILING DOCKETED DOCUMENTS

You have chosen to start a new Docketed Filing. Please select the confidentiality level of the form.

Note: Once selected, this value cannot be changed.

* Confidentiality Level

Non-Confidential

Next

On this page, the default is Non-Confidential. If you have a document that you need to file Confidentially; when you choose Confidential, you will be presented with the steps that you are required to take to file your document. That screen will look like this:

Home Calendar Consumer Assistance Regulated Entities Submit a Filing Reports Search Cases & Filings Contact PUC Home

FILING DOCKETED DOCUMENTS

You have chosen to start a new Docketed Filing. Please select the confidentiality level of the form.

Note: Once selected, this value cannot be changed.

* Confidentiality Level

Confidential

You have elected to file as either Confidential or Restricted. Please ensure that you are aware of the requirements to file as such.

REQUIREMENTS TO FILE CONFIDENTIAL DOCUMENTS

In order for a party to designate information as confidential, a Commission-issued Protective Order must first be in place. Confidential information refers to information that is protected from public disclosure pursuant to HRS Chapter 92F, the Uniform Information Practices Act (UIPA). Consistent with the UIPA, confidential information must be supported by a description which (1) identifies in reasonable detail the information's source, character, and location; (2) states clearly the basis for the claim of confidentiality; and (3) describes, with particularity, the cognizable harm to the filing party from any misuse or unpermitted public disclosure of the information. This description should be included with the filing. Information that is designated as confidential is served on the Commission and other parties and participants to the docket, but cannot be viewed by the public. Confidential information that is filed with the Commission should be accompanied by a public version of the document with the confidential information redacted.

REQUIREMENTS TO FILE RESTRICTED DOCUMENTS

In order for a party to designate information as restricted, a Commission-issued Protective Order must first be in place that provides for the designation of both confidential and restricted information. Restricted information refers to information that is protected not only from public disclosure, but also from certain parties and/or participants to the docket. Restricted information requires two levels of support. The filing party must first include an explanation of why the restricted information cannot be disclosed to the public by (1) identifying in reasonable detail the information's source, character, and location; (2) stating clearly the basis for the claim of confidentiality; and (3) describing, with particularity, the cognizable harm to the filing party from any misuse or unpermitted public disclosure of the information. Furthermore, the filing party must also provide a justification for not disclosing the restricted information to specific parties and/or participants to the docket, including a general description of the cognizable harm to the filing party if the restricted information is disclosed. This description should be included with the filing. Information that is designated as restricted is served on the Commission and the Consumer Advocate, but may be withheld from other parties and/or participants. Restricted information that is filed with the Commission should be accompanied by a public version of the document with the restricted information redacted.

CONFIDENTIAL/RESTRICTED FILINGS MUST INCLUDE THE FOLLOWING ATTACHMENTS

1. The cover letter as set forth in Commission Protective Order;
2. The redacted documents; and
3. The unredacted confidential pages on Light Yellow paper, with "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED" and the Docket number stamped on every page, and the confidential text highlighted in light grey.

Next

For this video, we will be focusing on **Non-Confidential** filing. Please click the next button.

Home Calendar Consumer Assistance Regulated Entities Submit a Filing Reports Search Cases & Filings Contact PUC Home

FILING DOCKETED DOCUMENTS

You have chosen to start a new Docketed Filing. Please select the confidentiality level of the form.

Note: Once selected, this value cannot be changed.

* Confidentiality Level

Non-Confidential

Next

The next screen looks like this and have the **Filing Docketed Documents** at the top middle of the screen.



FILING DOCKETED DOCUMENTS

Docketed Document ▾

Filing Docketed Documents

Use this form to file documents with the Hawaii Public Utilities Commission. Please complete relevant information below and attach the document(s) as PDF files. If the filing has an associated fee or payment, payment must be made at the time of filing by electronic fund transfer. Visit the [Commission's page](#) for more information.

Select type of document to be filed:

* Document Category
---Select One---

Filer information:
* Entity Name
Rochell Cruz

Documents to be filed:

Attached Files Instructions

1. Files MUST be in standard .pdf, .xls, .xlsx format.
2. Files MUST not be secured or password protected.
3. Individual file size MUST not exceed 20MB. Larger files must be separated into multiple files.
4. Click the Upload Files button to upload up to 10 files at time. Repeat process to upload more than 10 files.
5. The first file uploaded will be the first document filed. To ensure the first document is uploaded first, click the Upload File button and ONLY upload the first document. Then click the Upload File button again to upload additional documents.

Additional Instructions for CONFIDENTIAL or RESTRICTED Files

1. Confidential or Restricted files should be in two separate filing.
2. The first non-confidential filing should include the redacted complete documents.
3. The confidential filing should be 1 pdf file that includes:
 1. An identifier sheet with the Title "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED", Date Submitted, Docket Number, Company Name, Project Name/Subject of Filing, and Protective Order Number.
 2. The unredacted confidential pages on Light Yellow paper, with "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED" and the Docket number stamped on each page, and the confidential text highlighted in light grey.

Documents

Or drop files

Unable to upload document due to File Size

Previous Next

It will ask you to select what **Document Category** you are filing.

Select type of document to be filed:

* Document Category

---Select One---

- Amended Pleadings or Filings
- Answers, Statements of Position, and other answering documents
- Applications, Petitions, and other initiating documents
- Briefs
- Information Requests and Responses
- Miscellaneous Filings
- Motions and Related Documents
- Testimonies and Workpapers

The name of the filer

Filer information:

* Entity Name

Jane Doe

After selecting the **Document Category**, you will need to select the **Document Type**.



Select type of document to be filed:

* Document Category
Briefs

* Document Type
---Select One---

- Answering Brief
- Brief
- Closing Brief
- Non-Hearing Brief
- Opening Brief
- Other Brief
- Post-Hearing Brief

After making your selection, you will need to type in the **Filer Name**. The Filer Name is the name of the Entity that is submitting the Docketed Documents.

Filer information:

* Entity Name
Windpower Inc

if you are uploading any documents, there are certain limitations that you cannot exceed. The upload document requirements are stated within this webpage; the individual file size cannot exceed **20MB** and you are only able to upload a **maximum of 10 files at a time**. Should you need to upload more than 10 files, please select **the first 10 to upload** and then select the next number of files to be uploaded and click the **Upload** button again. **There are no limitations as to how many times you can upload documents within a day.**

Documents to be filed:

Attached Files Instructions

1. Files MUST be in standard .pdf, .xls, .xlsx format.
2. Files MUST not be secured or password protected.
3. Individual file size MUST not exceed 20MB. Larger files must be separated into multiple files.
4. Click the Upload Files button to upload up to 10 files at time. Repeat process to upload more than 10 files.
5. The first file uploaded will be the first document filed. To ensure the first document is uploaded first, click the Upload File button and ONLY upload the first document. Then click the Upload File button again to upload additional documents.

Additional Instructions for CONFIDENTIAL or RESTRICTED Files

1. Confidential or Restricted files should be in two separate filing.
2. The first non-confidential filing should include the redacted complete documents.
3. The confidential filing should be 1 pdf file that includes:
 1. An identifier sheet with the Title "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED", Date Submitted, Docket Number, Company Name, Project Name/Subject of Filing, and Protective Order Number.
 2. The unredacted confidential pages on Light Yellow paper, with "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED" and the Docket number stamped on each page, and the confidential text highlighted in light grey.

Documents

Or drop files

Unable to upload document due to File Size



You will notice under the Upload Files button, there is a box that you can check if your file size is too large to upload. Once you check that box, there will be a pop window that says: “**Request to Upload Large File**”. You will need to provide a description as to why you need to upload a document that is larger than the specified limit.

ed 20MB. Larger files must be separated into multiple files.

REQUEST TO UPLOAD LARGE FILE

* Reason for Request

Cancel

Once you type in your reason, you will be able to submit your request to PUC.

sword protected.

ed 20MB. Larger files must be separated into multiple files.

REQUEST TO UPLOAD LARGE FILE

* Reason for Request

More than 3 changes to my document has been made.

Cancel Submit

After clicking Submit, the **Request To Upload Large File** Window will disappear and you will be taken back to the same screen. You can close



that screen out. PUC will then contact you regarding your request that you have submitted.

For this video, we will be not be using large files.

So the screen that you will be seeing to file a Docketed Document will look like this:

FILING DOCKETED DOCUMENTS

Docketed Document ▼

Filing Docketed Documents

Use this form to file documents with the Hawaii Public Utilities Commission. Please complete relevant information below and attach the document(s) as PDF files. If the filing has an associated fee or payment, payment must be made at the time of filing by electronic fund transfer. Visit the [Commission's page](#) for more information.

Select type of document to be filed:

* Document Category
Miscellaneous Filings ▼

* Document Type
Correspondence ▼

Filer information:

* Entry Name
Rochell Cruz

Documents to be filed:

Attached Files Instructions

- Files MUST be in standard .pdf, .xls, .xlsx format.
- Files MUST not be secured or password protected.
- Individual file size MUST not exceed 20MB. Larger files must be separated into multiple files.
- Click the Upload Files button to upload up to 10 files at time. Repeat process to upload more than 10 files.
- The first file uploaded will be the first document filed. To ensure the first document is uploaded first, click the Upload File button and ONLY upload the first document. Then click the Upload File button again to upload additional documents.

Additional Instructions for CONFIDENTIAL or RESTRICTED Files

- Confidential or Restricted files should be in two separate filing.
- The first non-confidential filing should include the redacted complete documents.
- The confidential filing should be 1 pdf file that includes:
 - An identifier sheet with the Title "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED", Date Submitted, Docket Number, Company Name, Project Name/Subject of Filing, and Protective Order Number.
 - The unredacted confidential pages on Light Yellow paper, with "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED" and the Docket number stamped on each page, and the confidential text highlighted in light grey.

Documents

Or drop files

Unable to upload document due to File Size

You will need to choose the Document category and then select the Document type

* Document Category
Miscellaneous Filings ▼

* Document Type
Correspondence ▼



Once you have selected your document type, you will then need to give the filer information (the entity name) and the documents that you are going to be uploading.

Filer information:

* Entity Name

Documents to be filed:

Attached Files Instructions

1. Files MUST be in standard .pdf, .xls, .xlsx format.
2. Files MUST not be secured or password protected.
3. Individual file size MUST not exceed 20MB. Larger files must be separated into multiple files.
4. Click the Upload Files button to upload up to 10 files at time. Repeat process to upload more than 10 files.
5. The first file uploaded will be the first document filed. To ensure the first document is uploaded first, click the Upload File button and ONLY upload the first document. Then click the Upload File button again to upload additional documents.

Additional Instructions for CONFIDENTIAL or RESTRICTED Files

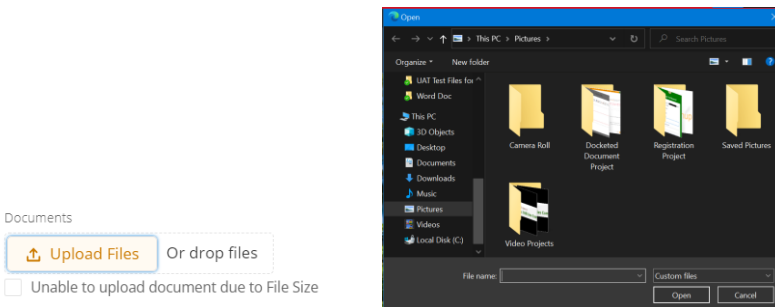
1. Confidential or Restricted files should be in two separate filing.
2. The first non-confidential filing should include the redacted complete documents.
3. The confidential filing should be 1 pdf file that includes:
 1. An identifier sheet with the Title "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED", Date Submitted, Docket Number, Company Name, Project Name/Subject of Filing, and Protective Order Number.
 2. The unredacted confidential pages on Light Yellow paper, with "CONFIDENTIAL UNDER PROTECTIVE ORDER" or "RESTRICTED" and the Docket number stamped on each page, and the confidential text highlighted in light grey.

Documents

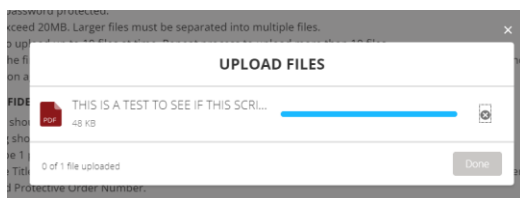
Or drop files

Unable to upload document due to File Size

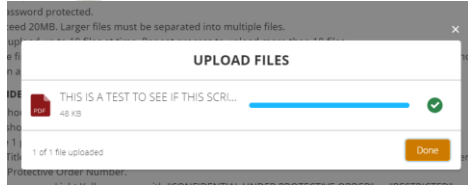
Click on the upload button, and select the file(s) that you want to upload and then click Open



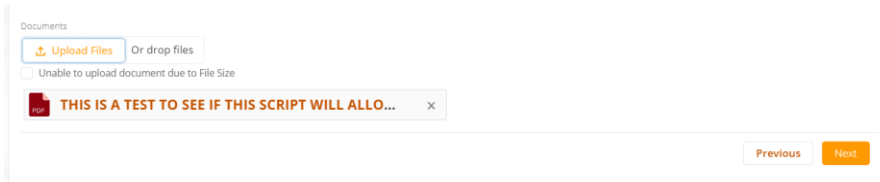
After you click “**Open**”, a screen will pop-up showing you the progress of the file that you have selected:



Once it has completed the upload process, the “**Done**” button will then be ready for you to click; please click on the “**Done**” button.

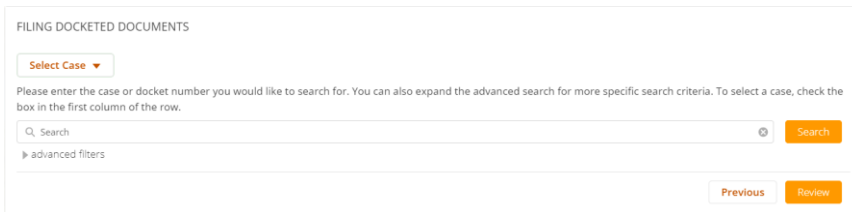


Once you click “**Done**”, your file that you uploaded will appear on the page underneath the “**Upload**” Button:



Please click the “**Next**” button.

The next screen will ask you to “**Search**” for the Case or Docket Number



After you have searched for your Case or Docket Number, your search results will appear.



FILING DOCKETED DOCUMENTS

Select Case ▾

Please enter the case or docket number you would like to search for. You can also expand the advanced search for more specific search criteria. To select a case, check the box in the first column of the row.

100 2023-2023 X

PUC Cases (1)

| <input type="checkbox"/> | Docket# | Title | Account | Type | Subtype | Industry | Utilities | Public Ut. | Filing Date |
|--------------------------|-----------|---------------------------------------|-------------|------------|----------------|----------------|-----------|------------|-------------|
| <input type="checkbox"/> | 2023-2023 | ACCOUNT FOR REPAIRING AND MAINTENANCE | Electricity | Contractor | Electric Meter | Electric Power | Electric | Electric | 12/14/2023 |

Showing items 1 - 1 of 1

Previous Submit

There is a check box that is located next to the name, please select this box.

Your screen should resemble this:

FILING DOCKETED DOCUMENTS

Select Case ▾

Please enter the case or docket number you would like to search for. You can also expand the advanced search for more specific search criteria. To select a case, check the box in the first column of the row.

100 2023-2023 X

Previous Submit

Please click on the “**Review**” button.

On the next screen, you will have the opportunity to give any special instructions to the PUC staff. If you do not have any special instructions for the PUC staff for your Docketed Document, please click submit.

FILING DOCKETED DOCUMENTS

Review ▾

Special Instructions for PUC

Please supply any special instructions for PUC pertaining to this filing.

Previous Submit



After clicking “**Submit**” you are then given an E-Filing Confirmation Page that displays all the information that you have filed, and your screen will look like this:

E-Filing Filed Confirmation

Your electronic filing to the Hawaii Public Utilities Commission has been FILED. You will receive an email when the filing is public.

Please note filings received 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 PUC business day.

| | |
|--|---|
| <p>Filing Number F-303627</p> <hr/> <p>Filing Title</p> <hr/> <p>PUC Case PC-191761</p> <hr/> <p>Account Rochell Cruz</p> <hr/> <p>Originating Account Rochell Cruz</p> <hr/> <p>Contact Rochell Cruz</p> <hr/> <p>Filing Origin Portal</p> <hr/> <p>PUC Number</p> <hr/> <p>> Filing Type</p> <p>> Special Instructions</p> <p>> E-Filing Form Fields - Page 1</p> <p>> Filing Fee</p> <p>> Rejection Information</p> | <p>Owner In Review - Case Management</p> <hr/> <p>Confidentiality Level Non-Confidential</p> <hr/> <p>Status In Review</p> <hr/> <p>Received Date 6/6/2023, 2:38 PM</p> <hr/> <p>Filed Date 6/6/2023, 2:38 PM</p> <hr/> <p>Published Date</p> <hr/> <p>Service Method</p> <hr/> |
|--|---|

You have successfully filed a Docketed Document.

Thank you for your time.

Mahalo Nui Loa