



This will walk you thru the process of:

“How to submit an access request” to file on behalf of an entity.

You will need to be logged into the CDMS eServices website in order to request access to be able to file on behalf of an entity.

From the Home Page of CDMS eServices website, click on the Login link located in the top right corner of the webpage.



Please type in your user name and password. This is the same user name and password that you selected when you first signed up for your account on the CDMS eServices website.

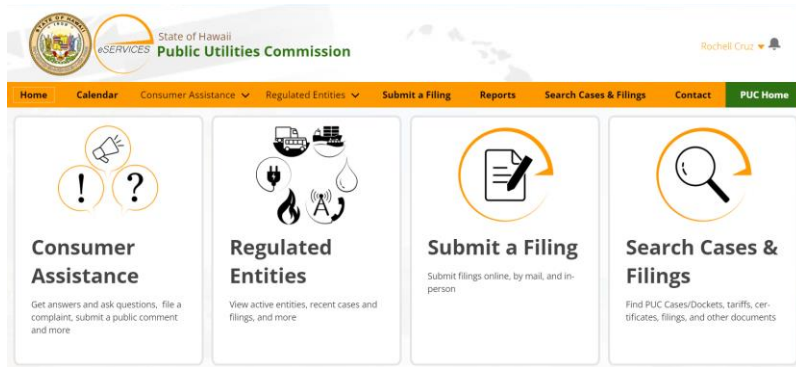
The screenshot shows the login interface for the State of Hawaii Public Utilities Commission. At the top left is the state seal and the eSERVICES logo. The header text reads "State of Hawaii Public Utilities Commission". Below this is a login form with two input fields: the first for a username (containing "name@email.com") and the second for a password (masked with dots). A blue "Log in" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot your password?" on the left and "Don't have a login? Register now" on the right. A footer note states: "By logging into the Hawaii Public Utilities Commission's eService Portal, you are agreeing to the Terms of Use."

After you have successfully logged into your account, you will need to do a search for the company that you want to file on behalf of.

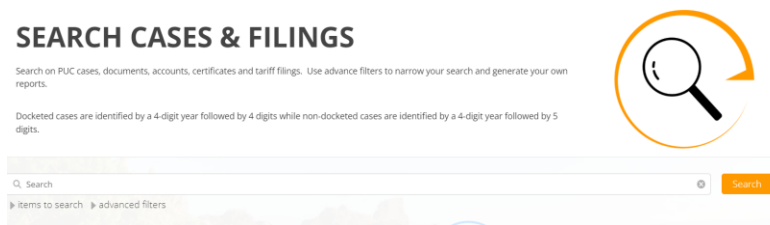
There are 2 ways that you can search;



You can either click on the words “Search Cases & Filings” located on the button within the page or you click on the “Search Cases & Filings” link near the top in the orange banner.



You will then type in the company name in the search box that you are requesting access for.



Once you have typed in the company name, please click “**Search**”.

After the search results are displayed, you will notice that there are 5 different tabs above the search results they are:


PUC Cases, Documents, Accounts, Certificates and Tariffs. Please click on the “**Accounts**” tab.



SEARCH CASES & FILINGS

Search on PUC cases, documents, accounts, certificates and tariff filings. Use advance filters to narrow your search and generate your own reports.

Docketed cases are identified by a 4-digit year followed by 4 digits while non-docketed cases are identified by a 4-digit year followed by 5 digits.



Q 2 guys & a truck Search

items to search advanced filters

PUC Cases (26) Documents (8) **Accounts (1)** Certificates (1) Tariffs (1)

| Account Name | Island | Industry | Utilities | Actions |
|-----------------------|--------|----------------|-------------------------|---------|
| 2 Guys & A Truck, LLC | Oahu | Transportation | Motor Carriers Property | ▼ |

After selecting the Accounts tab, you will notice 5 columns that are displaying information, these are: **“Account Name”**, **“Island”**, **“Industry”**, **“Utilities”** and **“Actions”**. You will be going to the **“Actions”** column. Under the word **“Actions”** there is a small down arrow within that column. Please click on the down arrow and select the word **“View”**

Q 2 guys & a truck Search

items to search advanced filters

PUC Cases (26) Documents (8) **Accounts (1)** Certificates (1) Tariffs (1)

| Account Name | Island | Industry | Utilities | Actions |
|-----------------------|--------|----------------|-------------------------|---------|
| 2 Guys & A Truck, LLC | Oahu | Transportation | Motor Carriers Property | View |

After clicking the **“View”** button, you will then be taken to another screen that will display the account you have searched for.



ACCOUNT
2 GUYS & A TRUCK, LLC

Submit Access Request

| Account Name | Island | Industry | Utilities |
|-----------------------|--------|----------------|-------------------------|
| 2 Guys & A Truck, LLC | Oahu | Transportation | Motor Carriers Property |

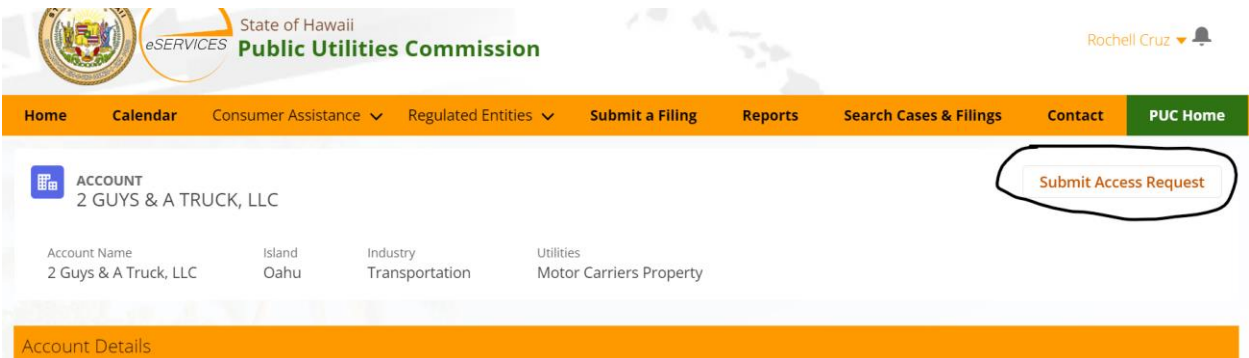
Account Details

| | |
|---------------------------------------|---|
| Account Name 2 Guys & A Truck, LLC | DBA ⓘ |
| Description | Website |
| Island Oahu | Phone (808) 542-5058 |
| Account Id Number 010822 | Phone2 |
| Primary Contact | Billing Address 2403 Pacific Heights Road Honolulu, Hawaii 96813 United States |
| Shipping Address United States | Parent Account |

Certificates

In the top right corner of the page, just underneath the orange banner that has **Contact** and **PUC Home**, there will be a button that says **“Submit Access Request”**

Please click on this button.



A small window will appear that says **“Access Request”**



In this window, you will need to select the **“Request Type”**; there is **File on Behalf of** and **Account Administrator**.

Please select the **“File on Behalf of”**.

The next box under the **“Request Type”**, is the **“Request Details”**. This is where you will be giving an explanation as to why you are requesting access to this account.

The screenshot shows a web form titled "ACCESS REQUEST". It has three main sections: "Account" with a dropdown menu showing "2 Guys & A Truck, LLC X"; "Request Type" with a dropdown menu showing "File on Behalf Of"; and "Request Details" with a text area containing "For training purposes.". A "Next" button is located at the bottom right of the form.

When you have completed the details for the request, please click **“Next”**

You will then get a confirmation pop-up window that states **“your request has been successfully submitted”**

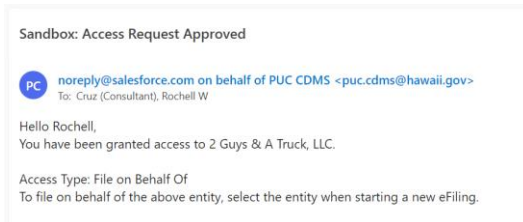
The screenshot shows a confirmation pop-up window titled "ACCESS REQUEST". It displays the message "Your request has been successfully submitted." in green text. A "Finish" button is located at the bottom right of the window.

You can now click finish.

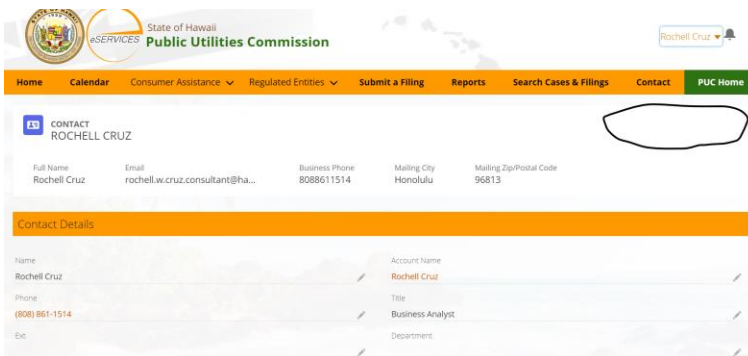
An email will then be sent to the administrator of the company notifying them of your request and they will either approve or deny your request.



Once approved, you will receive an email that states: your access request is approved and you are now able to file on behalf of the company.



Once you have submitted access for a company, that “Submit Access Request” button goes away.



You are now able to file on behalf of the company.

This concludes the video tutorial.

Thank you for your time.