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.


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;

State of Hawaii
Public Utilities Commission

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.
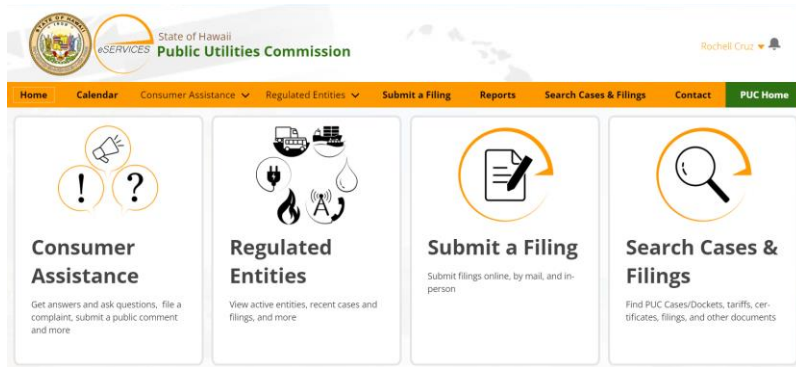
You will then type in the company name in the search box that you are requesting access for.
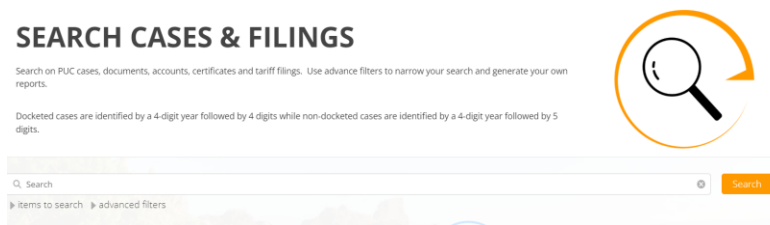
Once you have typed in the company name, please click "**Search**".

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.

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**"

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

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.
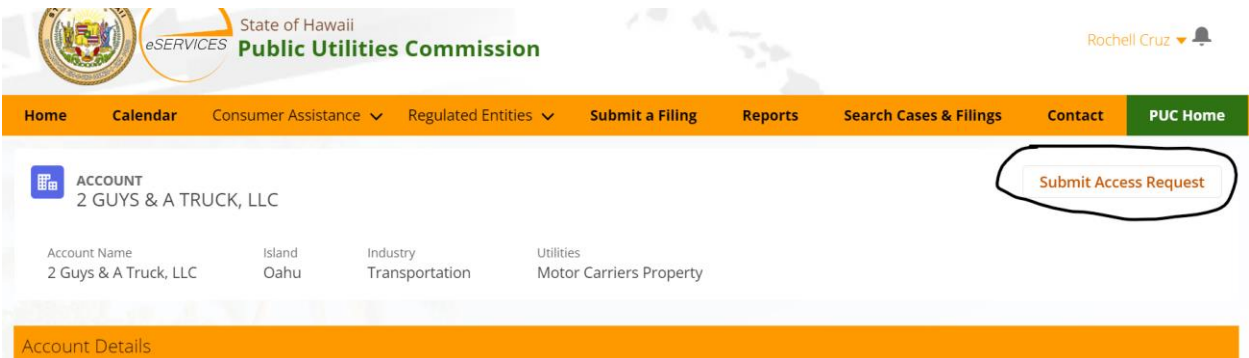
A small window will appear that says "**Access Request**"

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.

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"


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.
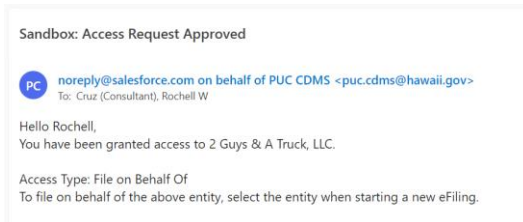
Once you have submitted access for a company, that "Submit Access Request" button goes away.
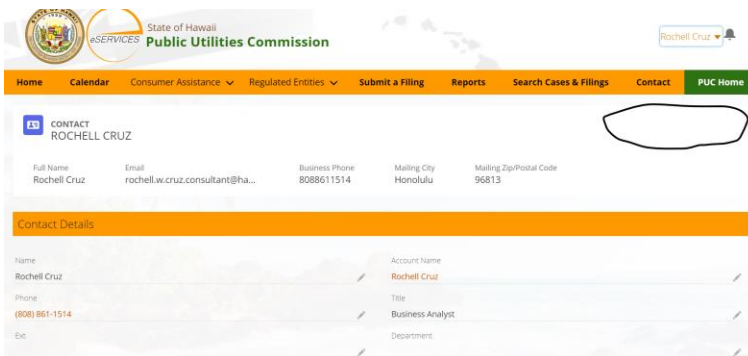
You are now able to file on behalf of the company.

This concludes the video tutorial.

Thank you for your time.