FILING ONLINE USER GUIDE

Compatibility of Your Computer System

Those seeking to use Filing Online to file documents with the Commission should first go to the Login Page and click on the System Requirements Page to determine whether their computer system is among those that have been tested and found likely to be compatible with the Filing Online system. System Requirements are included as Appendix A.

Apply for An Account

Persons representing a participant in a Commission proceeding must become an Account Holder in order to file documents with the Commission. See rule 9(b). An application to become an Account Holder is available on the Login Page. This application should be completed and signed by the Account Holder and mailed to the Secretary.

Login Screen

The login screen is accessed from the 'Filing Online' link on the PRC's banner on the www.prc.gov home page. Users can obtain a username and password by filling out an Account Holder application and mailing it to the Commission. Once a person has become an Account Holder, he may file documents in any subsequent docket in which he has intervened. An Account Holder application can be printed from the Login screen.

The login screen and the entire Filing Online section of the Commission's website are secured by Secure Sockets Layer (SSL) protocol. All transmissions between users' browsers and the Commission's web server are encrypted.

Welcome Page

Once Account Holders have successfully logged in, they reach a Welcome Page that contains simple instructions for using Filing Online.

Filing Online   Welcome | Create Filing Record | User Activity | Participant Activity | Profile | Help

Welcome to Filing Online!   (Logout)

Benjamin Franklin

To submit a filing electronically, select Create Filing Record. (See Help for instructions.)

To view your filings in progress, select User Activity.

To see all filing activity on behalf of participant(s) you represent, select Participant Activity.

To change your password or address information, select Profile.

Creating a Filing Record

Account Holders can begin the process of submitting a filing by selecting the 'Create Filing Record' link to access the entry screen.

The filing record can be prepared in a few simple steps:

❶ The docket number should be selected from the pull-down list. If the docket number is not listed, enter it in the comments field. If the Account Holder is testing the Filing Online System, he should pick Docket No. T2002-1, the test docket.

❷ The appropriate filing party should be checked. The list of filing parties generally includes only parties on whose behalf the Account Holder has previously filed documents. If the appropriate party is not listed, it should be entered in the space for comments. Once the document is filed, that party will be added to the Account Holder's list. Account holders are required to inform the Commission when they end a representational relationship.

❸ The title of the Host Document should be entered exactly as it appears on the first page of the filing. It can be cut and pasted from the actual document. A host document is one that references all other files in the set and describes them (as attachments, exhibits, workpapers, etc.). The Host Document must be in text-based PDF form. This text-based PDF can be produced on the Account Holder's computer using Adobe Acrobat software, or on the Commission's website using the "Create PDF" button on Filing Online's Edit Filing, the Add Files from Computer or the Holding Area of the User Activity Page.

❹ Clicking "Add Files from Computer" allows the user to take files directly from his local mapped drives and attach them to his Filing Record.

❺ Clicking "Add Files from Holding Area" allows the user to take files that he has previously uploaded into his holding area and attach them to his Filing Record.

❻ This space is provided for any comments directed to the docket staff. Comments will not be published with the document.

Adding Files

- Clicking the 'Add File from Computer' button brings up a screen that allows the Account Holder to take the electronic file containing the Host Document and any additional files that reside on his computer and attach them to his Filing Record. Clicking the Browse button allows him to find the file on his local mapped drives. Before adding the file, the user should be certain that the file name includes a file extension (i.e., .doc, .wpd, .xls etc.). Clicking Open will select the file. He should then click either "Add File and Finish" which returns you to the "Edit Filing Record Page" or "Add File and Select Another" which allows you to add additional files from your computer.

Add Files from Computer

Please select files to include in your Filing Record.

Browse computer to select a file:

C:\My Documents\Data.xls

	Included Files	
1	Motion.doc	Create PDF	Delete

Return to Filing

- Clicking the 'Add File from Holding Area' button brings up a screen that allows the Account Holder to copy any electronic files previously uploaded into the Holding Area. He should click the check box to the left of any files he wishes to copy to the Filing Record that is being created or edited, then click either "Add Files" or "Clear." Clicking the "Add Files" button adds the files and returns him to the "Edit Filing Page." Clicking the "Clear" button will remove the check boxes and allow him to reselect the files.

Add Files from Holding Area

Select files from the Holding Area to add to your Filing Record:

	Holding Area
☐	Data.xls
☐	Motion.doc
☐	Motion.pdf

Return to Filing

Creating PDFs

The host document of any filing must be submitted in text-based PDF form. A host document is one that references all other files in the set and describes them (as attachments, exhibits, workpapers, etc.). Including the original word processing files is optional. Data files may be submitted in their native formats. However, any collateral files that can be produced in text-based PDF must also be submitted in that form.

- If necessary, the 'Create PDF' button can be used to turn a Postscript, Word, RTF or WordPerfect file into a text-based PDF file. This option can be used with either a Mac or a PC using Microsoft Windows. The creation of PDFs from Word and RTF files is accomplished by conversion first to a Word 2000 file. WordPerfect documents are converted to PDF by opening the file in WordPerfect 9. PDFs of Postscript files are created directly by ActivePDF.

- A PDF file can be created on the following screens "Holding Area of User Activity Page," "Create Filing Record" page, "edit Filing Record page, "Add Files From Computer page or the "Add Files from Holding Area" page.

Whether the user creates the PDF using his own Adobe Acrobat software or creates it on the Commission's website, he should verify that the format of the original document has not been altered in any significant way by converting it to PDF prior to submission. Documents requiring hard copy service under rule 10(a)(1) must first be printed from the PDF and then reproduced.

Once all the Filing Record information is entered, and the Host Document PDF and the collateral files attached, the Account Holder should click the 'Proceed with Filing' button to bring up the confirmation page. Clicking the 'Save on Activity Page' button saves the record on the User Activity page without filing it. Records saved on the Activity Page can be accessed up to seven days after the record is created.

Confirmation Page

The Confirmation page gives the user a final chance to review his Filing Record before submitting it.

Confirmation Page

Please double check the filing before final submission.

Docket:	T2002-1
Title:	Motion to Compel Responses
Filing Party:	Postal Rate Commission
Comments:	
Attached Files:	Data.xls 14 KB
	Motion.pdf 1 KB
	Motion.doc 19 KB

Receipt Page

After the Account Holder submits the filing, a receipt page will appear that records the time that the Commission received the submission. Users should print this page for their records. The receipt acknowledges only the fact that the Commission's server has received the submission. It does not constitute acceptance of the submission by the Secretary as an officially filed document. The receipt page includes the Filing ID# which should be referenced in any subsequent inquiries concerning this filing.

Filing Online Receipt

Please print this receipt for your records.

Filing ID:	33729
Date Stamp:	00/00/00 00:00 PM
Docket:	T2002-1
Title:	Motion to Compel Responses
Filing Party:	Postal Rate Commission
Comments:	
Attached Files:	Data.xls 14 KB
	Motion.pdf 1 KB
	Motion.doc 19 KB

The Secretary will check the document-identifying information for the host document and review any collateral files. If the Secretary finds them in compliance with the Commission's rules, the filing will be posted on the Daily Listing page. This will indicate that

the filing has been accepted. At this time the document status on the User Activity page will also be updated. If the Secretary has found a problem, the Account Holder will be contacted.

User Activity Page

The User Activity page allows Account Holders to keep track of their electronic filings. It consists of three parts:

❶ *Holding Area* – The Holding Area is a space for users to upload files they may use to create different filing records, or to test the conversion of files to PDF format, without creating a filing record. Files in the Holding Area can be added directly to filings using the 'Add Files from Holding Area' button. Files remain in the holding area for seven days.

❷ *Filings in Progress* – Any filings not yet submitted are listed under Filings in Progress. Account Holders can save Filing Records and return to them later from this screen. Filing Records are deleted from the User Activity page after seven days.

❸ *Submitted Filings* – Filings that have been submitted in the last seven days are listed under Submitted Filings. All filings are listed as "pending" until the Commission's Dockets staff reviews them. Once accepted, the status changes to "filed."

Activity of Ben Franklin   [Logout]

All items are removed after seven days.

❶ [Add Files to Holding Area]

Holding Area		
1	Data.xls	[Create PDF] [Delete]

❷
Filings in Progress			
1	T2002-1	Motion to Compel Responses	[View Record] [Delete]
2	T2002-1	Motion Requesting Late Acceptance	[View Record] [Delete]

❸
Submitted Filings Pending or Approved Since 3 26 02			
Date Stamp	Status	Docket No.	Filing Title
4/2/02 4:12 pm	Pending	T2002-1	Motion to Compel Responses
4/2/02 2:07 pm	Pending	T2002-1	Motion to Compel Responses
4/1/02 1:18 pm	Pending	T2002-1	Motion for Late Acceptance of Answers to Interrogatories

Participant Activity Page

The Participant Activity page provides a list of all the filings made on the current day and the previous business day on behalf of participants the Account Holder represents, whether the filings are pending or accepted. Both hard copy and electronic files are listed.

Participant Activity Since 00/00/00   `Logout`

Postal Rate Commission

Status	Docket No.	Document Title	Filed By
Pending	T2002-1	Motion to Compel Responses	Ben Franklin
Pending	T2002-1	Motion to Compel Responses	Ben Franklin
Pending	T2002-1	Motion for Late Acceptance of Answers to Interrogatories	Ben Franklin

Profile Page

Account Holders can change their password and update their address information on the Profile page. To maintain security, Account Holders are encouraged to periodically change their password. Changing the address information on the Profile page simultaneously updates the Account Holder's address on the Service List and Party Representative pages.

Profile   `Logout`

Ben Franklin (franklinb)

Address Information

Job Title	
Organization	
Address*	
City*	
State*	
Zip*	
Phone*	
Fax	
E-mail*	

*Required

Change Password

Current Password	
New Password	
Re-enter New Password	

Help Page

Information about using the Filing Online system is available on the Help page in a question and answer format.

Filing Online   Welcome | Create Filing Record | User Activity | Participant Activity   Profile | Help

Help

If the following information does not answer your question, please call the Commission's Docket Room at (202) 789-6847 or e-mail the Webmaster.

+ **Preparing a Filing**

+ **Adding Electronic Files**

+ **Creating PDFs**

+ **Using Filing Online**

+ **Security**

SYSTEM REQUIREMENTS FOR USING FILING ONLINE

Accessing Filing Online

Filing Online users have few limitations with respect to the web browser that they may use. This is because from the browser's perspective, the Filing Online portion of the Commission's website consists primarily of html with minimal Javascript used for error checking. Some earlier versions of browsers, however, may have difficulty accessing the site through its Secure Socket Layer (SSL). If users with earlier versions of common browsers experience problems, they should use the latest versions, which may be downloaded for free from the appropriate websites.

The following versions of common browsers run with the following operating systems and platforms have been successfully tested.

Windows/PC:
Internet Explorer 4.x+

Netscape 4.x+

Netscape 6.x+
(EXCEPTION: Netscape versions 6.0 and 6.1 have a bug that stalls on uploading some files. This was corrected in Netscape 6.2.)

OS/Mac:
Internet Explorer 4.x

Netscape 4.x+

Conversion to PDF

Using Adobe Acrobat on the user's workstation

Users that have Adobe Acrobat software should encounter no limitations on their ability to convert word processing files to text-based PDF files.

Using ActivePDF on the Commission's web server

The "Create PDF" button in Filing Online utilizes a program called ActivePDF to convert word processing files to PDF files. This conversion is accomplished on the PRC web server using either WordPerfect or Word to open the file and create a PDF.

Tests of Word 6.0/Office 95, Office 97 and Office 2000 and tests of WordPerfect 7 through 10 on the Windows/PC platform resulted in successful conversions. Tests of the Word software contained in Office 97 and Office 2001 on the OS/Mac platform resulted in successful conversions. Other combinations have not been tested. These successful tests included tests on files containing the most common formatting processes and some advanced formatting.

The following chart summarizes the results of the Commission's testing:

	Word 97*	Word 2001*	Word Perfect	Word 6.0/95	Word 97	Word 2000
	Macintosh		PC			
Text & Formatting (tabs, line spacing, etc.)	√	√	√	√	√	√
Headers & Footers	√	√	√	√	√	√
Footnotes	√	√	√	√	√	√
Line Numbering	√	√	√	√	√	√
Bulleted paragraph	√	√	√	√	√	√
Multiple Heading Levels	√	√	√	√	√	√
Generated Table of Contents	√	√	√	√	√	√
Tables	√	√	√	√	√	√
Charts**	†	†	√	√	√	√
Equations**	†	†	√	√	√	√

* In order for the conversion to pdf to work, the user must include a file extension with the file name (i.e., .doc, .wpd)

** Some difficulty was experienced with embedded Excel charts and equations on conversion.

† These features were not tested on the Macintosh

Using Enhanced Functions

Batch Downloading

The Batch Downloading feature on the Commission's site uses Software Artisans' SA-X-File to create the directories on the user's hard drive. It requires Microsoft's Wininet API that is supplied with Internet Explorer.

Windows 95, 98, NT, 2000:
IE 4.0+ Only

Mac:
This feature is not currently available.

PDF Batch Print

The PDF Batch Print feature requires a Netscape plugin to be installed on the user's system. Users must also have Acrobat or Acrobat Reader.

Windows (95, 98, ME, NT SP5+, 2000):
IE 4.0+ (A patch available on the Commission's website is required for IE 5.5 and 6.0 because IE no longer supports Netscape plugins. When ActivePDF releases its new version, this problem should be fixed.)

Netscape 4.x+ (Installation of the required plugin can be more difficult in Netscape and may require PRC staff to walk the user through the first attempt.)

Mac:

This feature is not currently available