

UNITED STATES OF AMERICA  
POSTAL RATE COMMISSION  
WASHINGTON, DC 20268-0001

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POSTAL RATE COMMISSION  
OFFICE OF THE SECRETARY

Filing Online

Docket No. RM2002-1

NOTICE TO PARTICIPANTS  
(Issued June 3, 2002)

On May 8, 2002, Order No. 1341 established Docket No. RM2002-1 to revise the Commission's rules of practice to require electronic document filing. That same order scheduled a workshop for current and prospective account holders for June 12, 2002 in the hearing room at the Commission's offices, 1333 H Street, NW, Suite 300, Washington, DC.

The workshop, which is being presented by the Commission's staff, is designed to assist participants in the technical aspects of using Filing Online. The format has been developed to accommodate new users as well as those who have participated in the test docket, T2002-1. There will be an opening session for new users, followed by break-out sessions and individualized training for users with varying skill levels. The break-out sessions will be 20 minutes in length and will be held every half hour, beginning at 11:00 a.m. In addition, the Commission staff will be available from 12:30 - 1:00 p.m. to answer specific questions that might have arisen during the session. A description of the sessions follows:

*Filing Online - How does it work?*

This introductory session will review for beginners the Filing Online interface, how to logon, how to create a filing, and other facets of the system.

*Filing Online - The Larger Picture* (this session will be held in the Library)

What happens once the Commission receives your electronic filing? How best to prepare a filing. How to file a Library Reference, file naming conventions and filing requirements for testimony and briefs. How do I know when my document has been accepted? This session will answer these questions and more.

*Individualized Training - Questions & Answers*

This session provides an opportunity for participants to practice using Filing Online and ask specific questions concerning filing from their systems. It will give participants with varying skill levels an opportunity for one-on-one training on the use of the interface.

*Filing Online and Website Enhanced Features*

This session will cover the enhanced features available in Filing Online and on the Commission's website. Some features to be covered are batch printing and downloading and combining pdfs.

To allow Commission staff to prepare for the workshop, participants are requested to register to attend the workshops. Anyone likely to use Filing Online, current account holders, future account holders and staff, are encouraged to attend. Registration may be done online via the registration form that is posted on the Commission's website at [www.prc.gov](http://www.prc.gov). Registrations should be completed on or before June 10, 2002. Participants can plan to attend all sessions, or to come and attend those sessions which are applicable to questions that have arisen during their participation in the test docket.

Attached to this Notice are the tentative Agenda for the workshop and a pre-workshop worksheet. Completing the attached worksheet will allow Commission staff to have available the necessary information to answer specific questions using individual computer configurations that may have arisen during the test phase of Docket No. T2002-1.



Steven W. Williams  
Secretary

AGENDA  
Filing Online Workshop  
June 12, 2002

9:45 a.m.– 12:30 p.m. Complimentary Refreshments

10:00 - 10:40

*Filing Online - How does it work?*

This introductory session will review for beginners the Filing Online interface, how to logon, how to create a filing, and other facets of the Filing Online process.

Each session will  
Be available at:

11:00 – 11:20

11:30 – 11:50

12:00 – 12:20

***Break-out sessions:***

*Filing Online – The Larger Picture (Held in the Library)*

What happens once the Commission receives your electronic filing? How best to prepare a filing. How to file a Library Reference, file naming conventions and filing requirements for testimony and briefs. How do I know when my document has been accepted? This session will answer these questions and more.

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12:20 p.m.

Workshop ends

12:30 - 1:00 p.m.

Commission staff will be available to answer individual questions

## Pre-Workshop Worksheet

Before attending the workshop, please take a few minutes and familiarize yourself with the Commission website. There have been some new features added in recent months, since the completion of R2001-1.

If you do not have a Filing Online Account, and desire to participate in Filing Online, please take a moment to fill out and send in your application. An application is available at the Filing Online link of the Commission's website. If you have an opportunity, explore the Filing Online section of the Commission's website prior to attending the Workshop.

Have you filed documents in the test docket using Filing Online?  Yes  No

Do you have any specific questions or comments about Filing Online?

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Do you have any specific questions or comments about the PRC website in general?

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The following information would be helpful in assisting the staff to answer your questions:

Operating System:  Windows  Mac  
Version: \_\_\_\_\_

Word processing Software:  WordPerfect  Word  Other

Browser:  IE  Netscape  
Version \_\_\_\_\_