

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

NOTICE TO PARTICIPANTS  
(Issued March 12, 2003)

On October 21, 2002, the Commission issued Order No. 1349 that established Filing Online as the standard procedure for submission and distribution of documents. Order Nos. 1357 (issued December 23, 2002) and 1362 (issued March 7, 2003) further refined the Filing Online procedures providing for Temporary Accounts and revising the rules governing expedited proceedings that propose limited changes to postal rates, classifications, or terms of service.

Since the January 7, 2003 effective date, the Commission has added several features to Filing Online to enhance its functionality. The Commission believes that these new enhancements will enable participants to more effectively utilize Filing Online. These enhancements include:

- 🕒 Temporary Accounts
- 🕒 Deferred Filing
- 🕒 Document Alert
- 🕒 New options for creating PDFs
- 🕒 Time verification
- 🕒 XML pages

*Temporary Accounts.* Order No. 1357 adopted Rule 9(e). That Rule allows two categories of documents to be filed under temporary Filing Online accounts. The first category is Notices of Intervention. The second category is comments that have been solicited by the Commission. Temporary accounts are issued online after the applicant completes an online form. Temporary accounts are valid for 10 days and cannot be renewed. Temporary Account Holders who wish to file a series of documents in a proceeding will need to obtain a permanent Filing Online account.

*Deferred Filing.* This feature allows an Account Holder to create a filing record, but to defer submission of that record to the Commission for up to 7 days. The Account Holder can also choose either 8:00 a.m. or 12:00 p.m. as the submission time for that record. The default submission time is 8:00 a.m. This option provides Account Holders with additional flexibility to better manage the submission of documents.

*Document Alert.* This feature provides e-mail notification when specific types of documents of interest are filed with the Commission. All that is required is internet access and an e-mail address. The Commission will send an e-mail to an interested person who creates a customized "Rule" in the Document Alert system when a document satisfying that Rule is posted on the Commission's website. Users may create multiple Rules. The Document Alert function is accessed through the Contents section or the Daily Listing Page of the Commission's website, or the Welcome Page of Filing Online. Instructions for registering under Document Alert are enclosed.

*New options for creating PDFs.* To facilitate the preparation of the host Document, Account Holders are now able to convert spreadsheet and Powerpoint files, in addition to word processing files to the PDF format. This will better enable Account Holders to assemble a cohesive Host Document.

*Time Verification.* The filing deadline for Filing Online is 4:30 p.m. Eastern Standard Time. When a document is submitted to the Commission's server, the Receipt Page notes the date and time of submission. To allow Account Holders to view the time on the Commission's server there is a clock next to the logout button on each page that will display the time on the Commission's server. This will allow Account Holders to check the time during all phases of document preparation. Documents submitted after the 4:30 p.m. deadline will be processed on the next business day.

*XML Pages.* XML pages provide an interface for automation of downloading. For more information contact the Commission's computer staff at (202) 789-6873.

*Updated User Guide.* In February 2003, the User Guide was updated. The revised Guide appears on the Login page of Filing Online in PDF format. A hard copy of the revised User Guide is enclosed with this notice.

To insure that those who have an interest in proceedings before the Commission are kept informed of changes to the Filing Online system, copies of this notice and its attachments have been mailed to all persons that have participated in Docket No. R2000-1 and subsequent dockets. In an effort to develop the most efficient and user-friendly system possible, the Commission is continually updating the Filing Online system. Any comments or suggestions concerning the website, the User Guide, or Filing Online should be directed to Steven W. Williams, Secretary, 1333 H Street, NW, Suite 300, Washington, DC 20268-0001 or [webmaster@prc.gov](mailto:webmaster@prc.gov).

Steven W. Williams  
Secretary

Enclosures