FAQ and General Directions for Large Electric Annual Report PDF form completion and submission:

During completion of the PDF please note:

1. All fields circled in red are mandatory fields and your submission will only upload successfully with mandatory fields completely.
2. There are also fields not circled in red but which may become mandatory. These are as follows:

   In the **Email Information** section on page 5 where there is room for two contacts, the field for phone and email becomes mandatory upon the entry of the name.
   > AND

   Within **Undergrown Facilities Damage Report** section on pages 8 & 10 items/questions 2b & 5d, 5f and 6f are not circled in red but completion may be required depending upon the answer preceding each of these questions.

Upon submitting/uploading Annual Report PDF and any supplemental data:

1. Save Annual Report pdf file to a known location.
2. Click the download link provided by the Department via email from Sheri Rockcastle on January 10th, 2018.
3. Once in the link notice the red star (*) indicating required information.

The first question asked:

Is the Annual Report confidential?* is prepopulated as "no".

If no, please continue by attaching your Annual Report pdf file. At **Attach Annual Report*** with a browse button further to the right. Click browse and select your saved PDF.

If yes, please click "yes" and be prepared to attach the following at this step:

> **Annual Report***
>
> **Confidential Treatment***
>
> **Redacted Version***
>
> **Affidavit***

4. Please also have the prepared documentation available for uploading:
   - **Add Rate Sheet**
   - **Docket Compliance Document**
   - **Board Rules Compliance Document**

5. Lastly, if you have any additional supplement documents you wish to file, under the

Additional Documents section click browse and select file.

And at this point if you are **ready to submit** your files, simply **click on the "Proceed"** button located at the bottom left hand of the page. Once clicking this your upload will occur and you'll find a validating message at the top left of the page.