Preparing to Submit Comments to the PA PUC

Preparation checklist:

- **Check to make sure have essential elements included in your comments.**
  - Name
  - Contact Information (email/address/organization or individual)
  - Docket Number
  - Labeled as “Comments”
- **Decide if you will be submitting comments via USPS or online through eFile.**
  - All comments, eFiled or mailed, must be submitted by **4:30pm ET** on the comment deadline day.
  - Comments must be clearly postmarked by the comment deadline.
    - If you are mailing, **do not deposit in a mailbox**. Go to the post office and hand it to a USPS employee so it can be date-stamped. A mailing envelope stamped by an organization’s in-house postage meter is not sufficient proof of the date of mailing.
  - If you plan to mail comments, you will need to mail to:

    Rosemary Chiavetta, Secretary
    PA Public Utility Commission
    P.O. Box 3265
    Harrisburg, PA 17105

Preparing to eFile Comments with the PA PUC

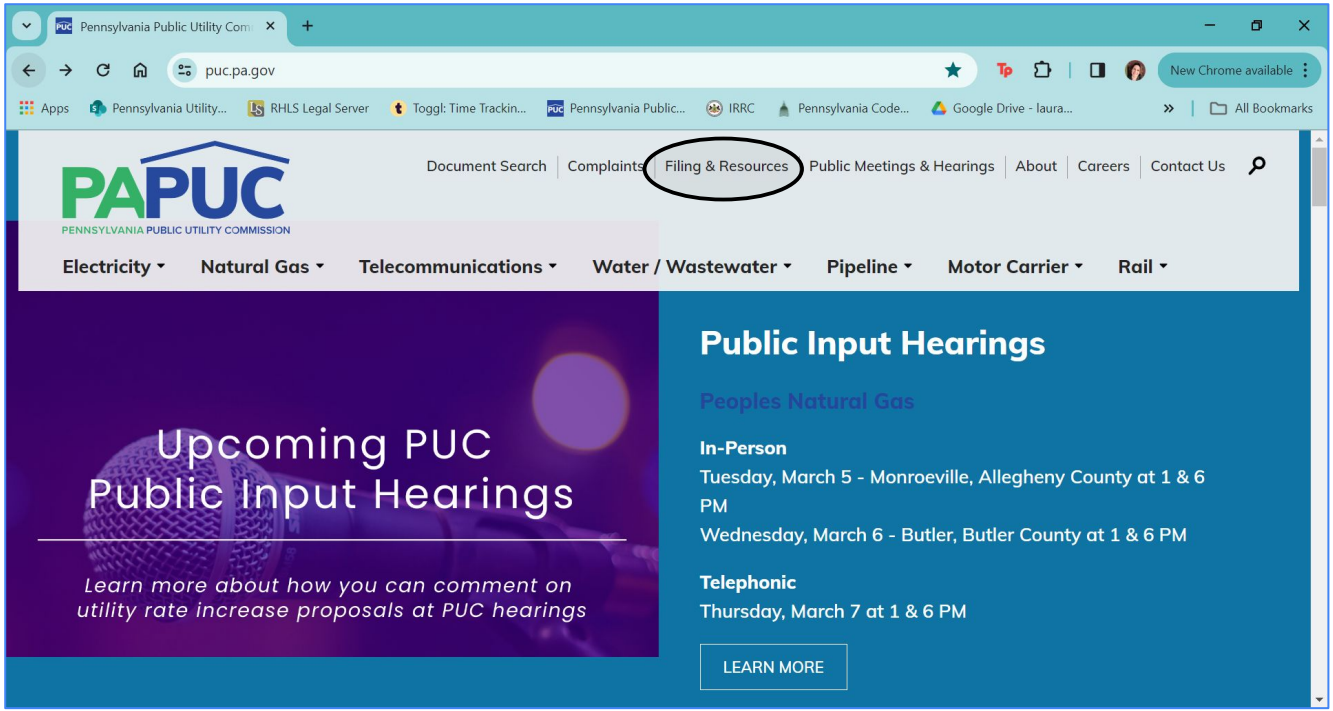
Pre-eFiling preparation checklist:

- ❑ **Have the Docket Number of the proceeding easily accessible.**
  - Docket Number will be printed at the top of the *Pennsylvania Bulletin* notice or at the beginning of the Order.
  - Docket Numbers for the PUC will generally start with an M- , P- , or R-. The number following the letter is typically the year in which the initial proceeding began. This proceeding began in 2016, so this is an M-2016 docket number.
  - Aqua-American Merger **Docket Number is A-2025-3058927**
- ❑ **Check the directives provided in the relevant Order to ensure you are filing comments in the timeframe and the manner instructed.**
  - PUC Orders provide public comment requirements, deadlines, and instructions in the ordering paragraphs at the end of the document.
  - For the Aqua-American Water Merger, comments are due by December 29, 2025.
- ❑ **Save your comments as a pdf file.**
  - To eFile, the PUC requires that comments are submitted as a pdf.
- ❑ **Create an eFiling Account with the PA PUC.**
  - The following slides will take you to the page to either create or log in to your account.

eFiling Comments with the PA PUC

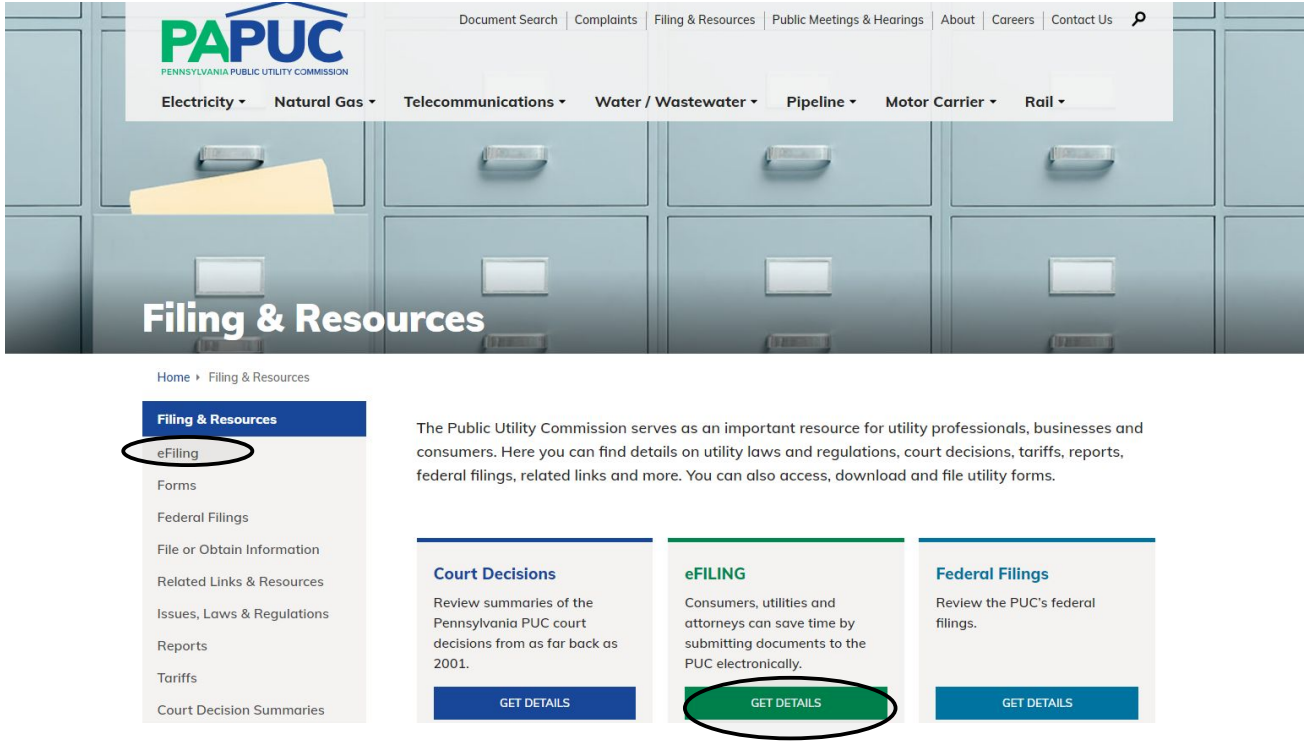
Create an eFiling account or log in to your existing eFiling account with the PA PUC. To get the process started, visit pa.puc.gov and click the Filing and Resources.

Note: Commenters can go directly to efiling.pa.puc.gov, but we want you to know how to access eFiling from the PUC homepage.



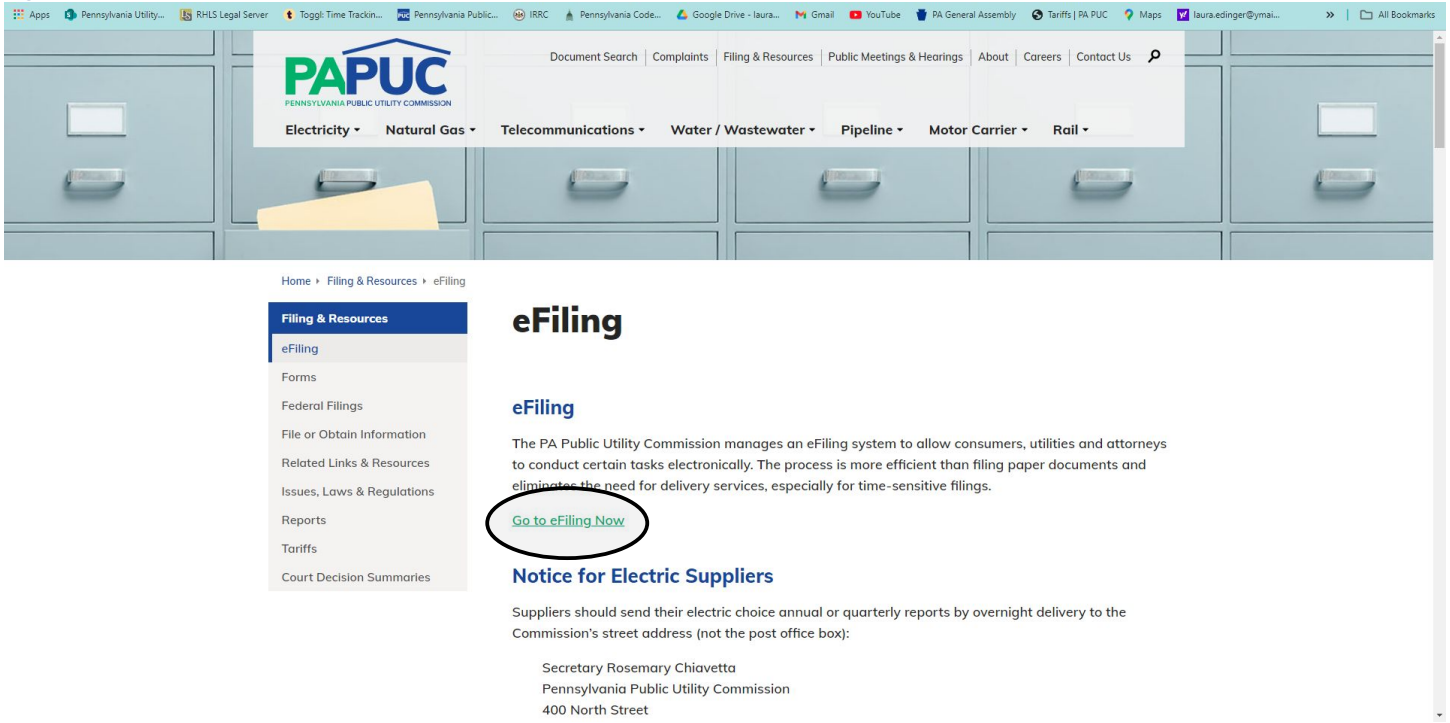
eFiling Comments with the PA PUC

Once on the Filing and Resources page, click the green GET DETAILS button under eFILING *or* click eFiling under Filing & Resources in the left column.



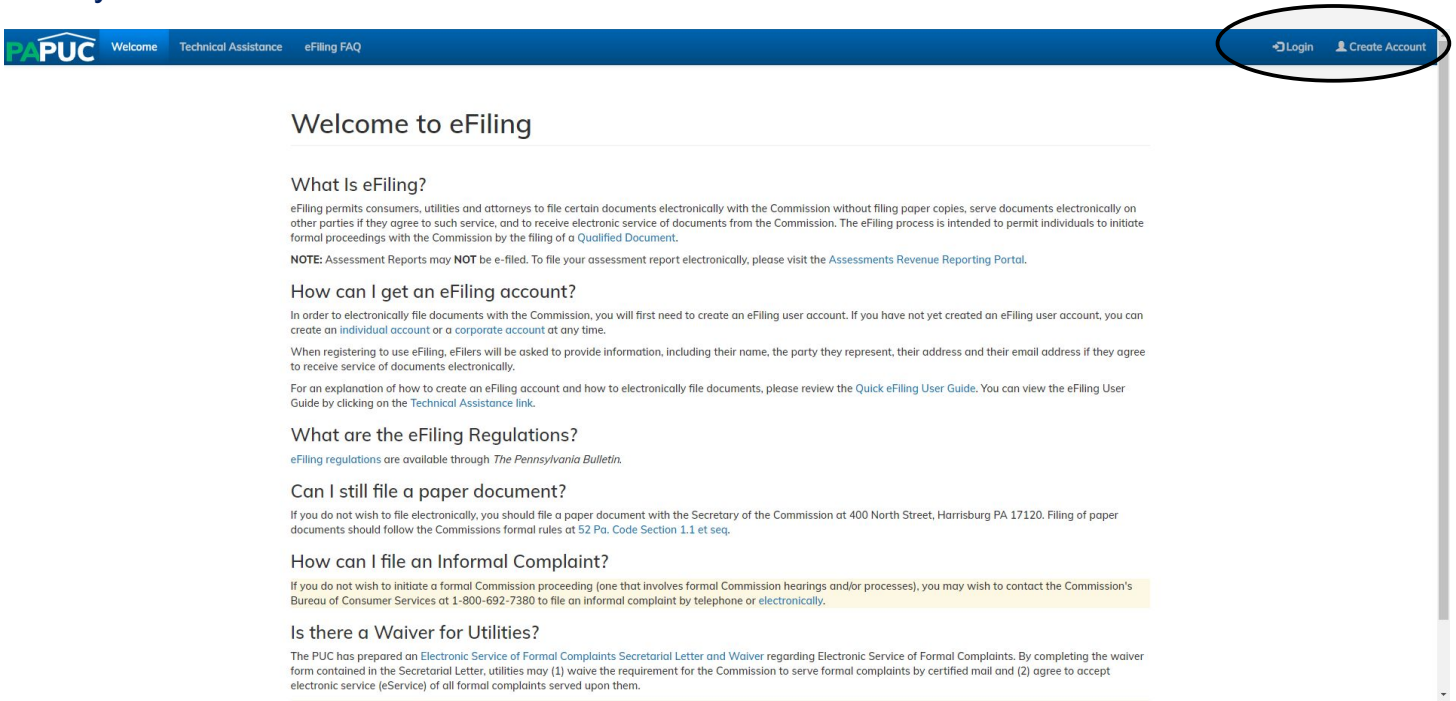
eFiling Comments with the PA PUC

Once on the eFiling page, click the link that says Go to eFiling Now. Note: Clicking eFiling under Filing and Resources to the left will not take you anywhere. You must click the green link under eFiling.



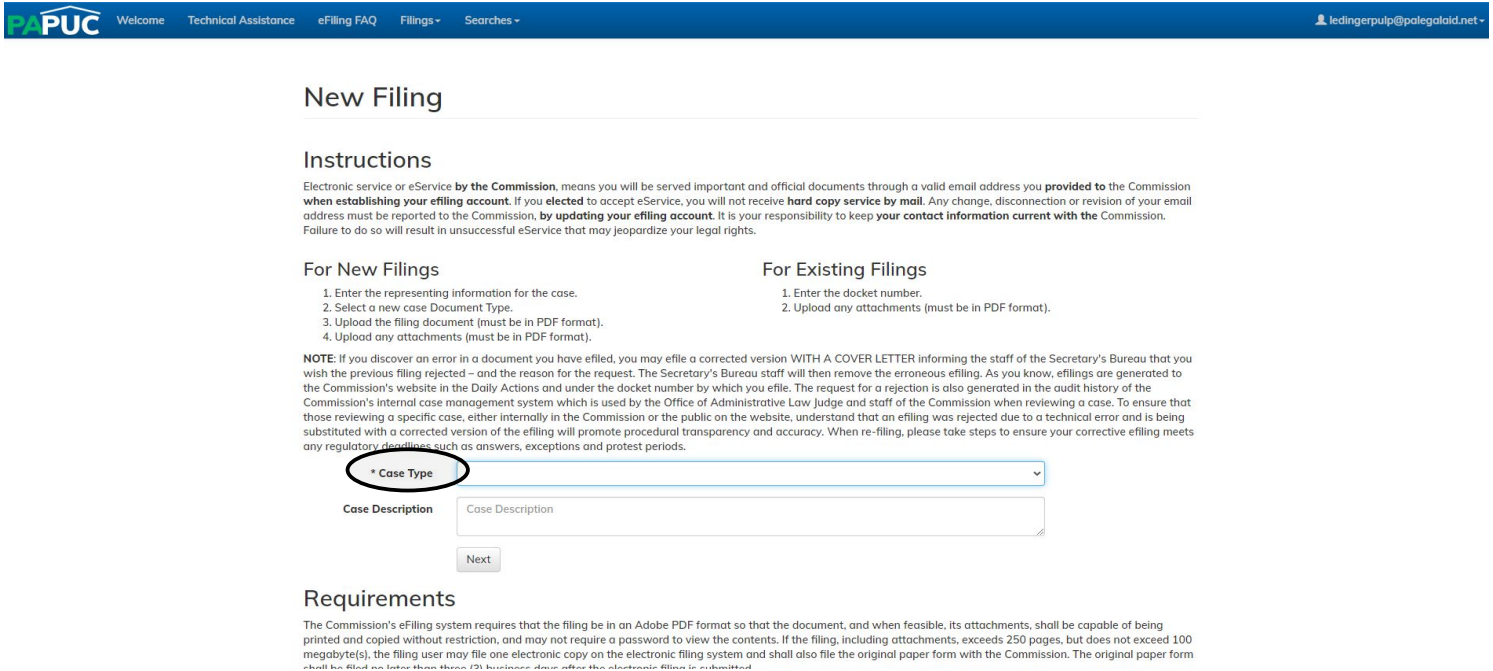
eFiling Comments with the PA PUC

This is the page that you would be taken directly to if you typed into your browser efiling.puc.pa.gov. This opens up the eFiling program application. If you have not yet created your account, this is the page from which you will be able to do that.



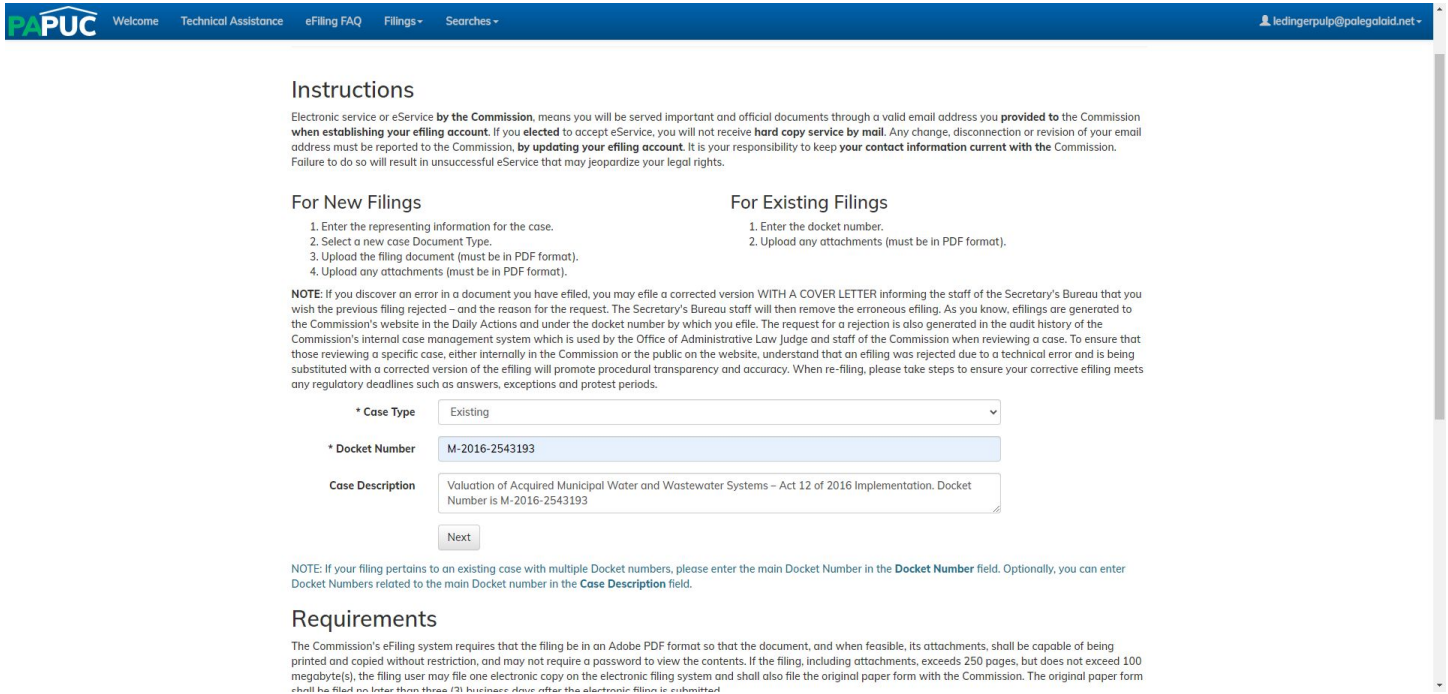
eFiling Comments with the PA PUC

On this page, **Case Type** is starred, so you must select from the drop-down menu to proceed. Since this is an existing proceeding, you will want to select **Existing**. While it is not required to add a Case Description, we recommend adding by simply copying and pasting the title of the proceeding followed by the Docket Number.



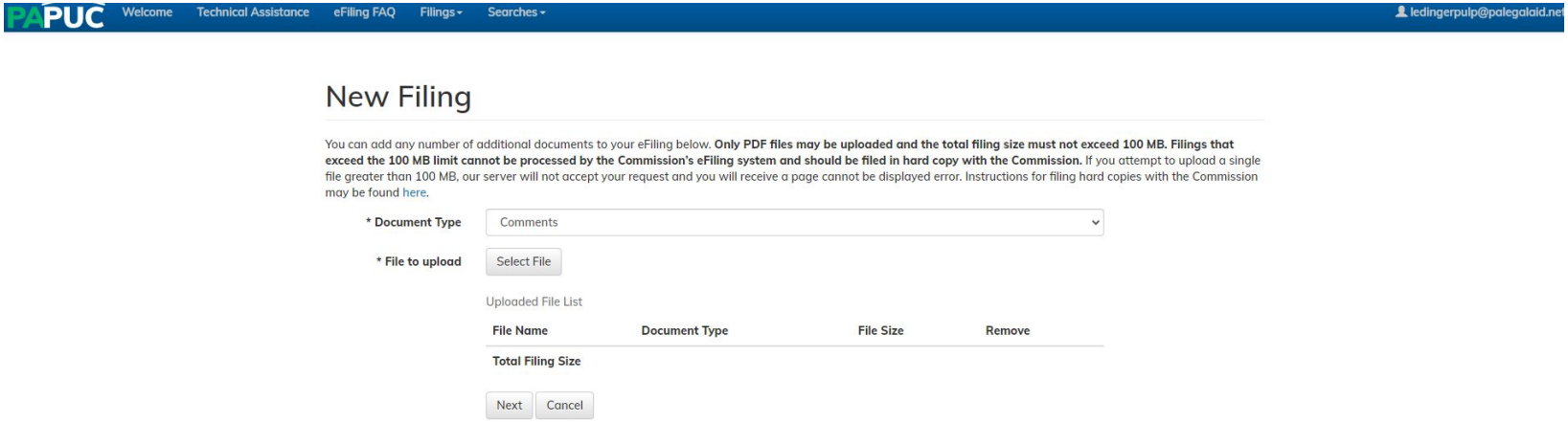
eFiling Comments with the PA PUC

Once you select Existing as the Case Type, another box will appear for you to enter the **Docket Number**. Since Docket Number is also starred, it must also be completed to proceed. Also, while it is not required to add a Case Description, we recommend adding by simply copying and pasting the title of the proceeding followed by the Docket Number.



eFiling Comments with the PA PUC

This is the page where you will upload your comments. First, select Comments from the drop-down list for Document Type. Then you will click the Select File button to upload your pdf comment file. Once uploaded, click the Next button.



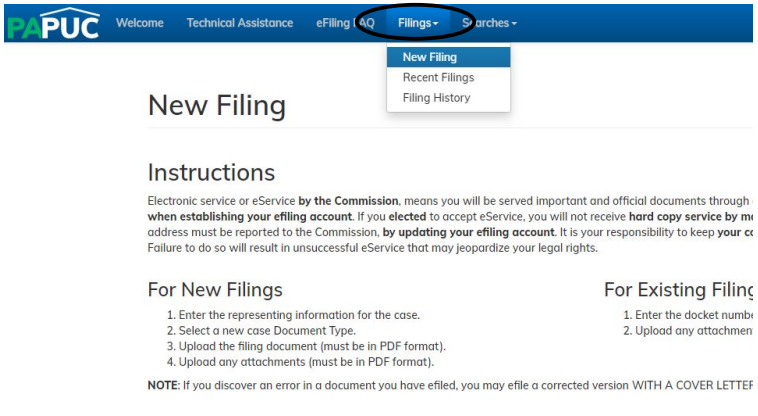
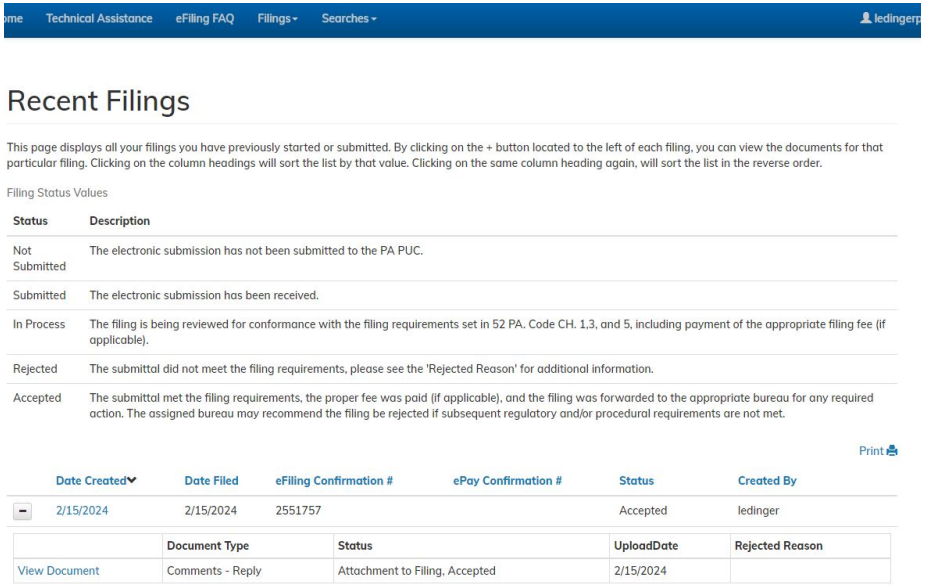
eFiling Comments with the PA PUC

The final screen will give you one more chance to click the link to your pdf comments to ensure that the document you are planning to file is correct. You will click Submit, and the system will alert you that you are about to file and will ask if you are ready. Once you click Yes, your comments are submitted.

You will have the opportunity to print your eFile confirmation. We recommend printing/saving the file to a pdf for the following reasons:

- to have proof of filing,
- to have easy access to your filing number so you can check your eFiling status,
- helpful to have for your records, and
- helpful to have to share with colleagues who worked on the comments.

What happens after eFiling comments?

The PUC's Secretary's Bureau will send an automated email when the filing has been accepted. If a filing is rejected for any reason, you should receive an email from the Secretary's Bureau explaining why. They may ask you to correct the issue and to refile.

You can also check your eFile account for updates on your filing. Log in to your eFile account and click the drop-down arrow next to Filings at the top of the page. Click **Recent Filings.**