

# **FTC Task Order 5**

## **Administrative E-Filing System User Guide**

### **(Filer)**

**July 2020**



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**Prepared for:**  
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## 1) Introduction:

The Federal Trade Commissions’ (FTC) Administrative E-filing System (AEFS) is a new web-based, user friendly application that receives electronic filings and serves public documents electronically and securely in adjudicative proceedings conducted under Part 3 of the Commission's Rules of Practice that governs how competition and consumer protection cases are tried before an Administrative Law Judge (ALJ). The FTC’s new Administrative E-Filing Application has been created to secure, streamline and improve efficiencies for FTC’s Administrative E-Filing application users.

## 2) Administrative E-filing System User Guide Overview:

This Administrative E-filing System (AEFS) User Guide is an instruction manual that provides guidance on how to navigate and securely access the Admin E-Filing System for an optimal user experience.

## 3) Application/User Registration:

### 3.1: New/First time Users:

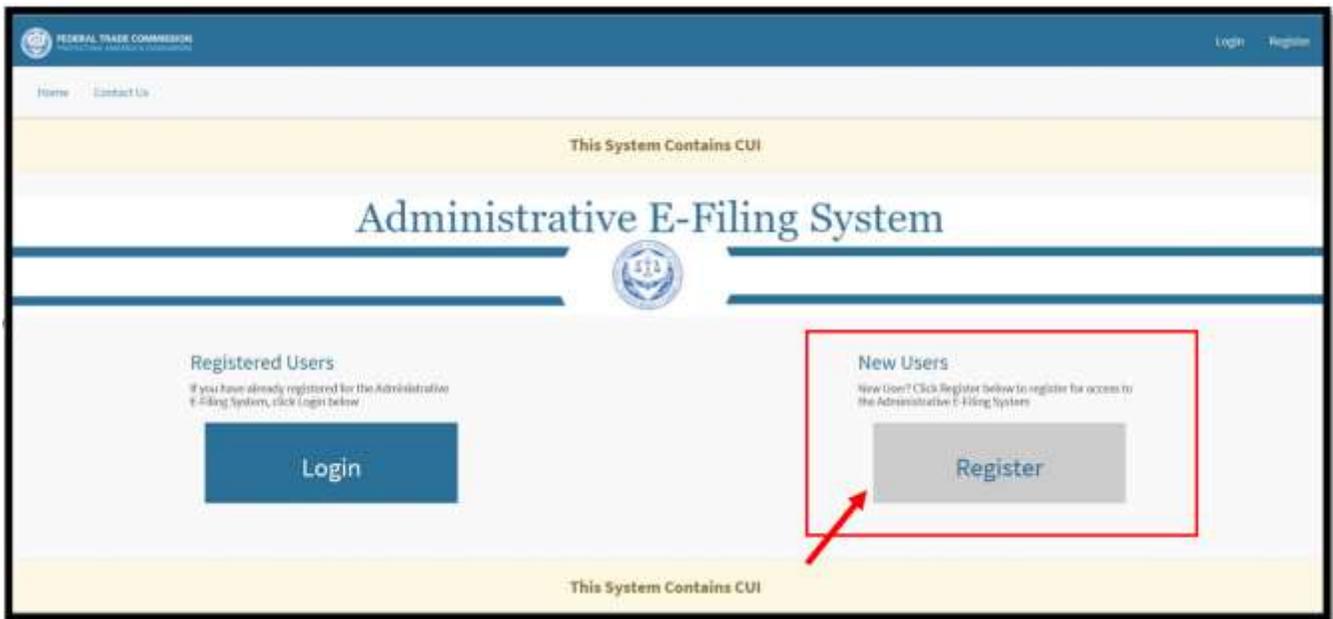
#### 3.1.1: Registration:

In order to access the Administrative E-Filing System, you must first register and create an account.

Please follow the steps below to register and create an account:

- 1) Click on the link below and then click on ‘*Register*’ under *New Users*:

***URL - TBD***



*Figure 1: Administrative E-Filing Landing Page*

- 2) You will be redirected to the Customer Registration Page. To successfully complete registration, you must:
  - First, enter in the requested information for each of the input fields on the Customer Registration page
  - Then, click on the **'Rules of Behavior'** button and review the Rules thoroughly.
  - After you have reviewed the rules, you must sign and date the Rules of Behavior. *Note: You must input the signature in the following format: "/name of the user/."*
  - Next, enter in the **Security Code**
  - Finally, click on **'Submit'** to complete the registration process

PLEASE NOTE: All users **MUST** sign the Rules of Behavior to complete the registration process.

**Customer Registration**

First Name

Last Name

Business Email

Phone number

Company Name

Security Code  I'm not a robot   
reCAPTCHA  
Privacy - Terms

[Rules of Behavior](#)

*Figure 2: Administrative E-Filing Registration Page*

The screenshot shows a web form titled "Rules of Behavior Details". It contains the following sections:

- Accountability**
  - I understand that I will be held accountable for my actions while accessing and using the FTC E-Filing Systems.
  - I understand that I am responsible for maintaining copies of submitted documents for my own records and FTC is not expected to provide copies back to me.
- Acknowledgement Statement**

I acknowledge that I have read the Rules of Behavior, I understand them, and I will comply with them. I understand that failure to comply with these rules could result in disciplinary actions, criminal or civil prosecution or termination.
- Signature** (Print Name in the following format: /s/ Attorney Name):  
A text input field contains the text "/John Doe, Jr./".
- Date:**  
A text input field contains the date "1/1/2000".
- Two checkboxes:
  - I consent to using an electronic signatures.
  - I consent to receive email notifications from the Electronic Filing System and Premerger Notification System.
- At the bottom right, there are two buttons: "Cancel" (orange) and "Confirm" (blue).

Figure 3: Rules of Behavior Details

- 3) Upon successful submission, the application will display a confirmation page and you will receive an email with next steps to 'Activate' your account with the FTC.

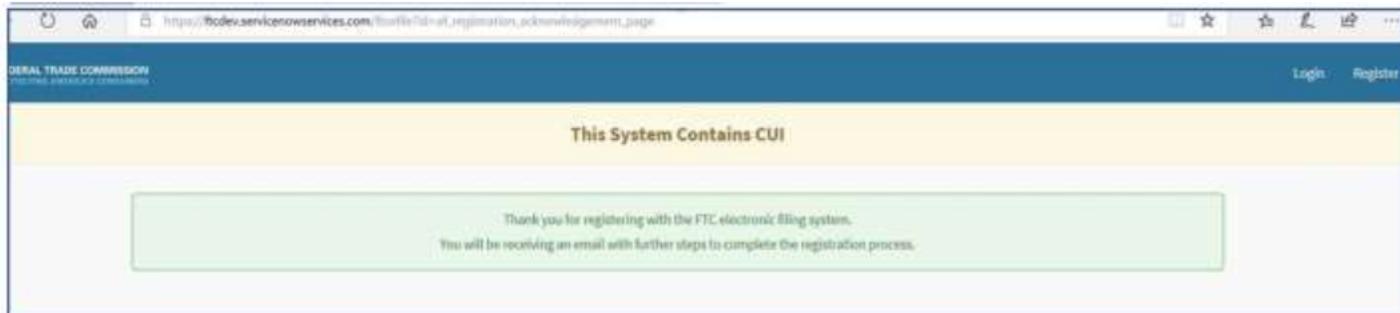
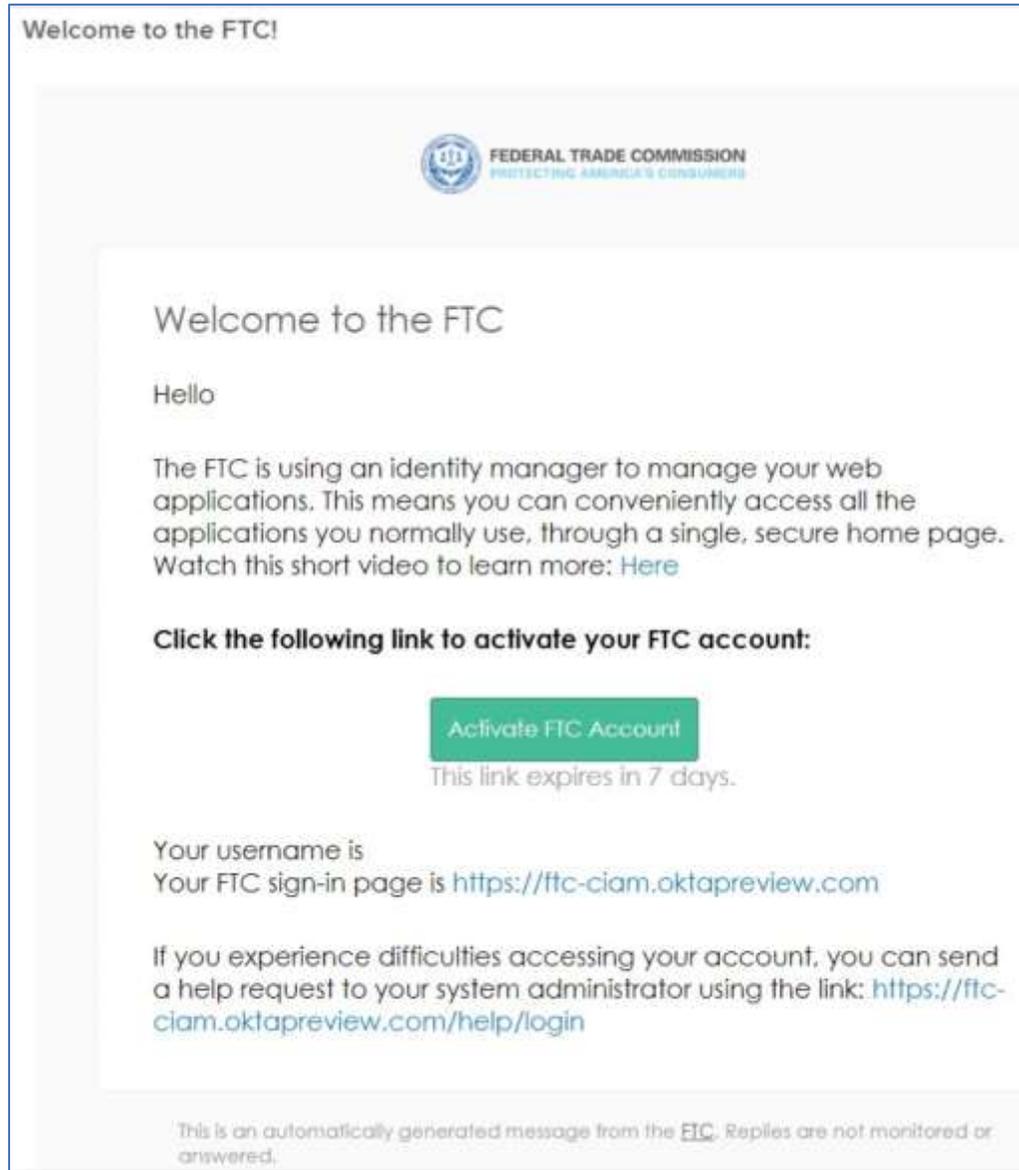


Figure 4: Confirmation Page

- 3.1.2 **Account Activation:** Upon receiving the activation email (example below) from the FTC, click on the ‘Activate Okta Account’ button to Activate FTC Account.



*Figure 5: Account activation page*

Upon clicking on the Activate link from your email, you will be automatically redirected to the FTC “[Create your FTC account](#)” page. Please enter in a new password, then repeat the password, then answer your security questions and click “Create Account”

Welcome to FTC, AI!  
Create your FTC account

**Enter new password**

.....

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 4 passwords. At least 2 hour(s) must have elapsed since you last changed your password.

**Repeat new password**

.....

**Choose a forgot password question**

What is the food you least liked as a child? ▾

**Answer**

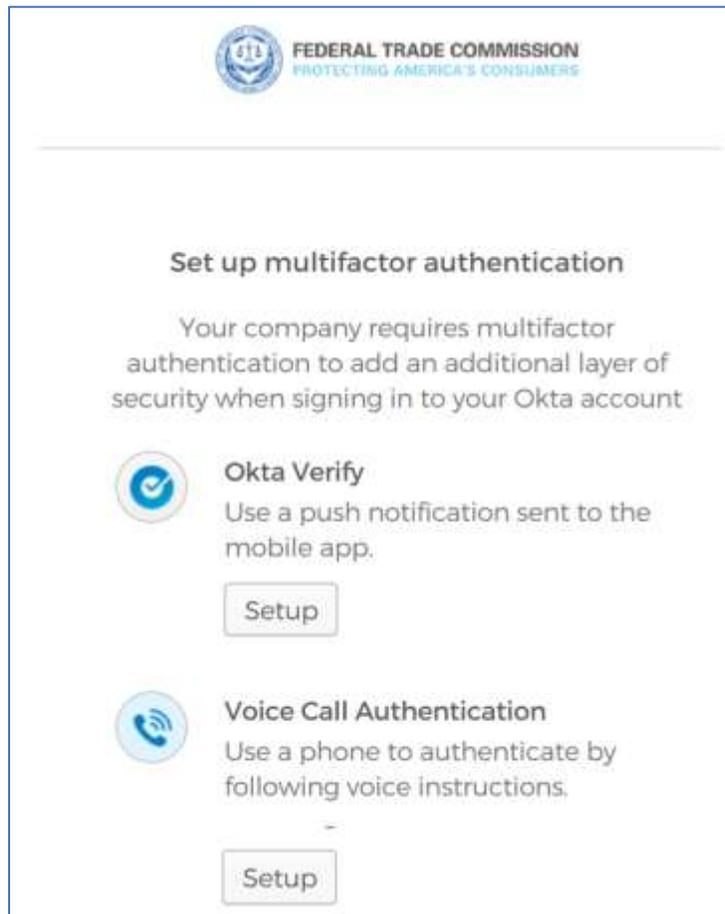
|

**Create My Account**

*Figure 6: Create password page*

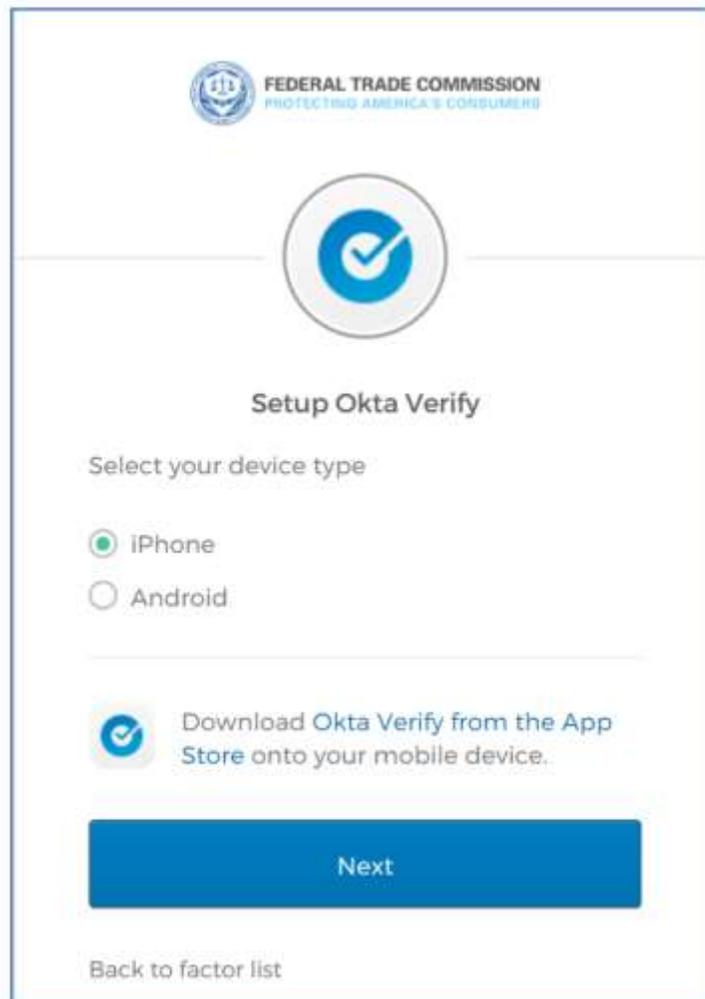
**3.1.5 Setup two-factor authentication:** You will then need to set up your two-factor Authentication (Okta Verify - mobile and Voice call). Okta Verify is the preferred method of authentication.

Please select your option and click “Setup”



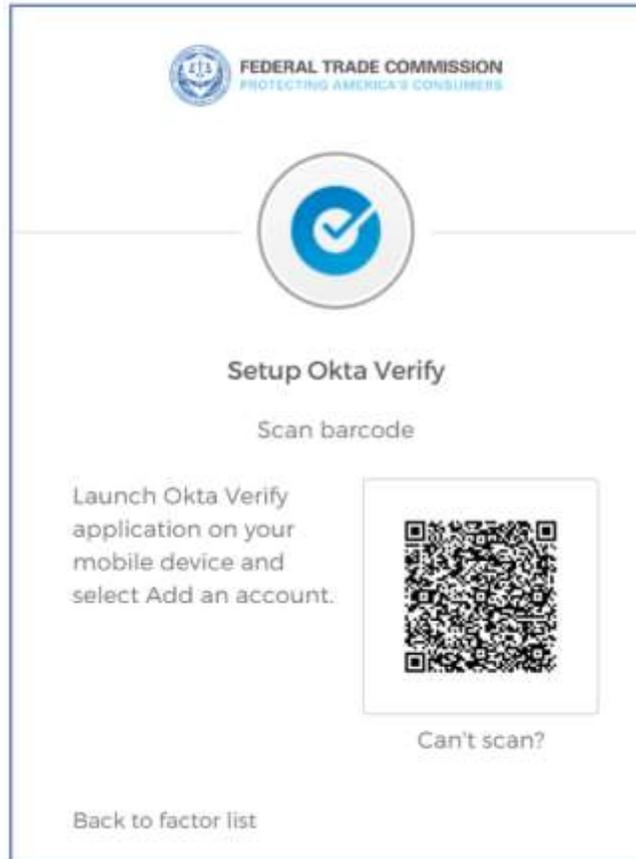
*Figure 7: Two-factor authorization*

If you selected ‘Okta Verify’, please select your device type and click “Next”. You will need to download the Okta Verify App from the App Store onto your mobile device to proceed.



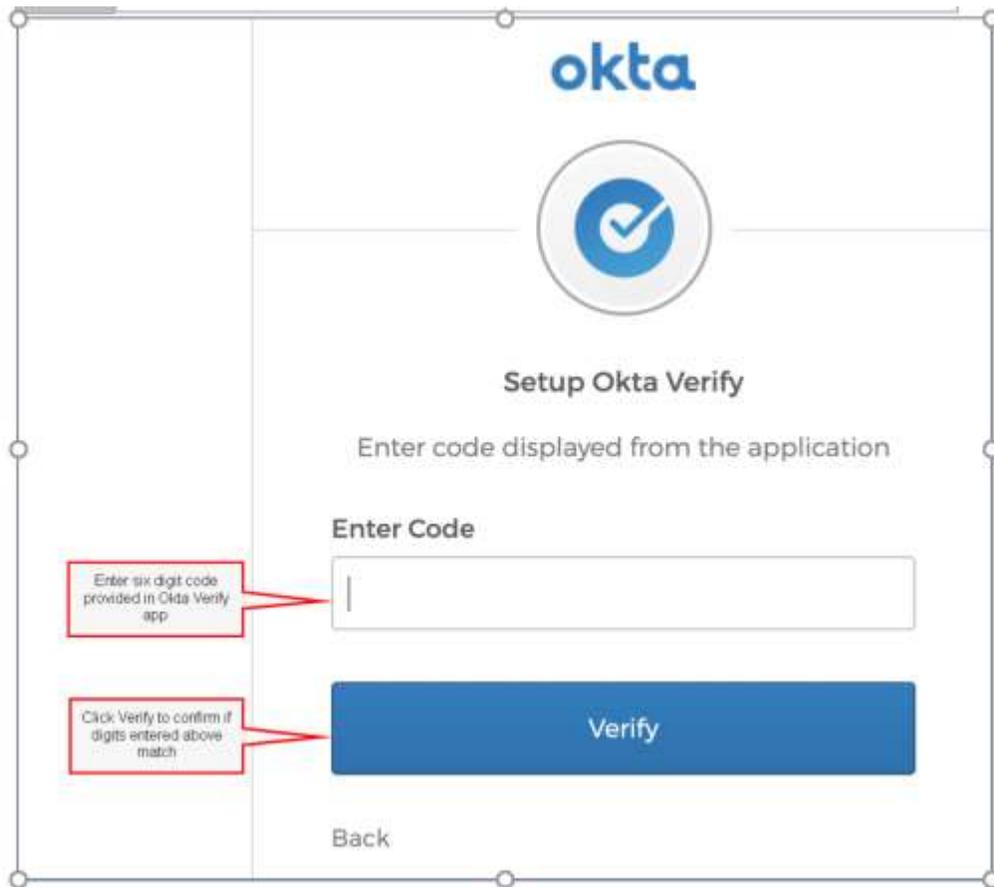
*Figure 8: Two-factor authorization (Okta Verify)*

Please open the Okta Verify App from your mobile device and scan the barcode or proceed with entering in the code (as shown in the next page)



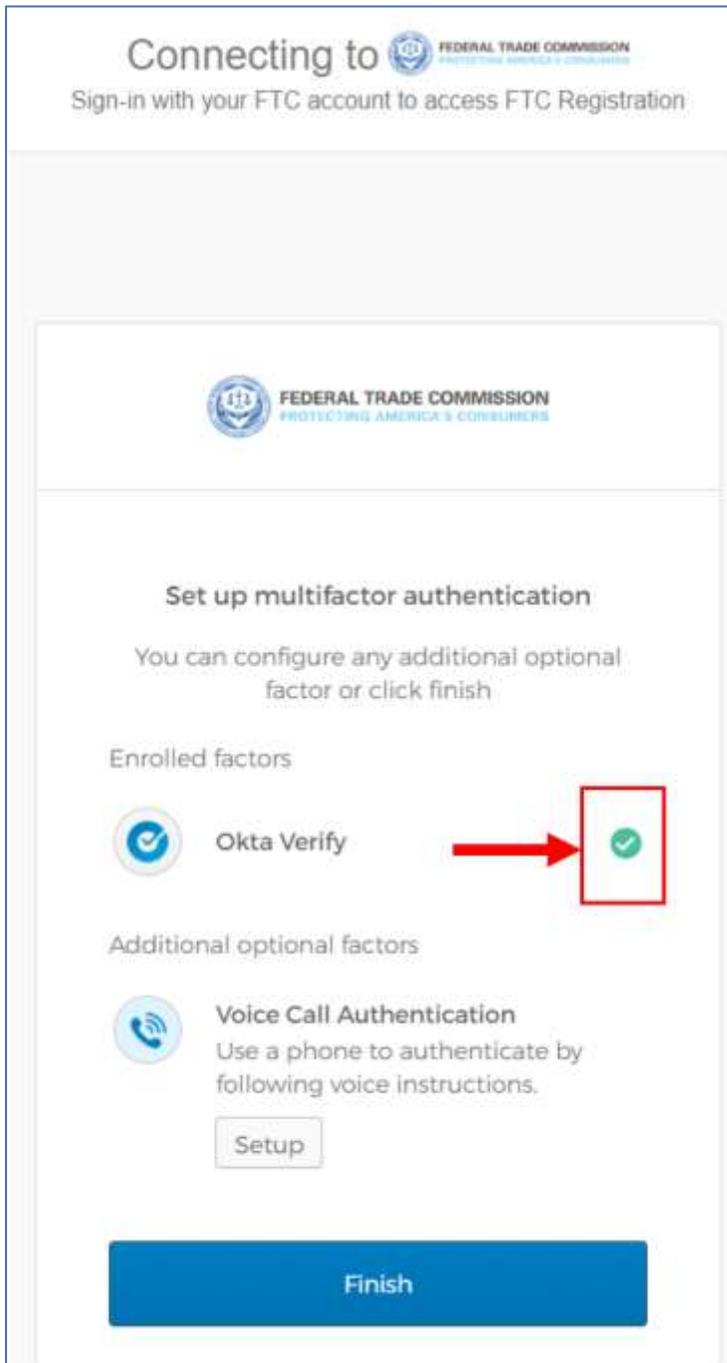
*Figure 9: Okta verification (scanning the barcode)*

If you selected the text option, you should receive a text with a code. Enter in the code and click “Verify”

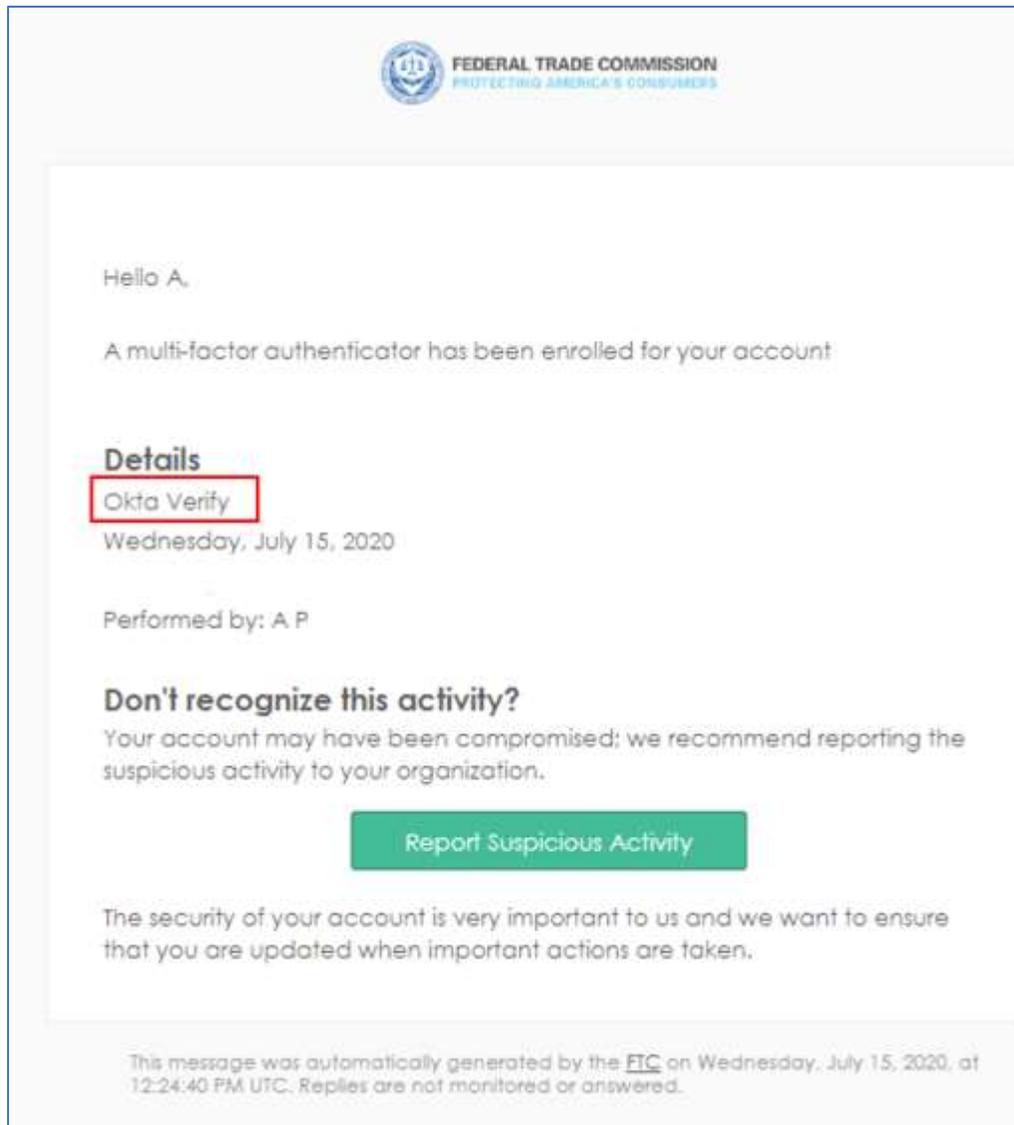


*Figure 10: Phone text code verification*

Once the “Okta Verify” process is complete, you will see a green check mark against the Okta Verify enrollment as shown below:



You will also receive an email confirmation regarding your enrollment in “Okta Verify” as shown below:



You have the option to also set up your multi-factor authentication using “Voice Call Authentication”. If you select this option, click ‘Setup’ as shown below:

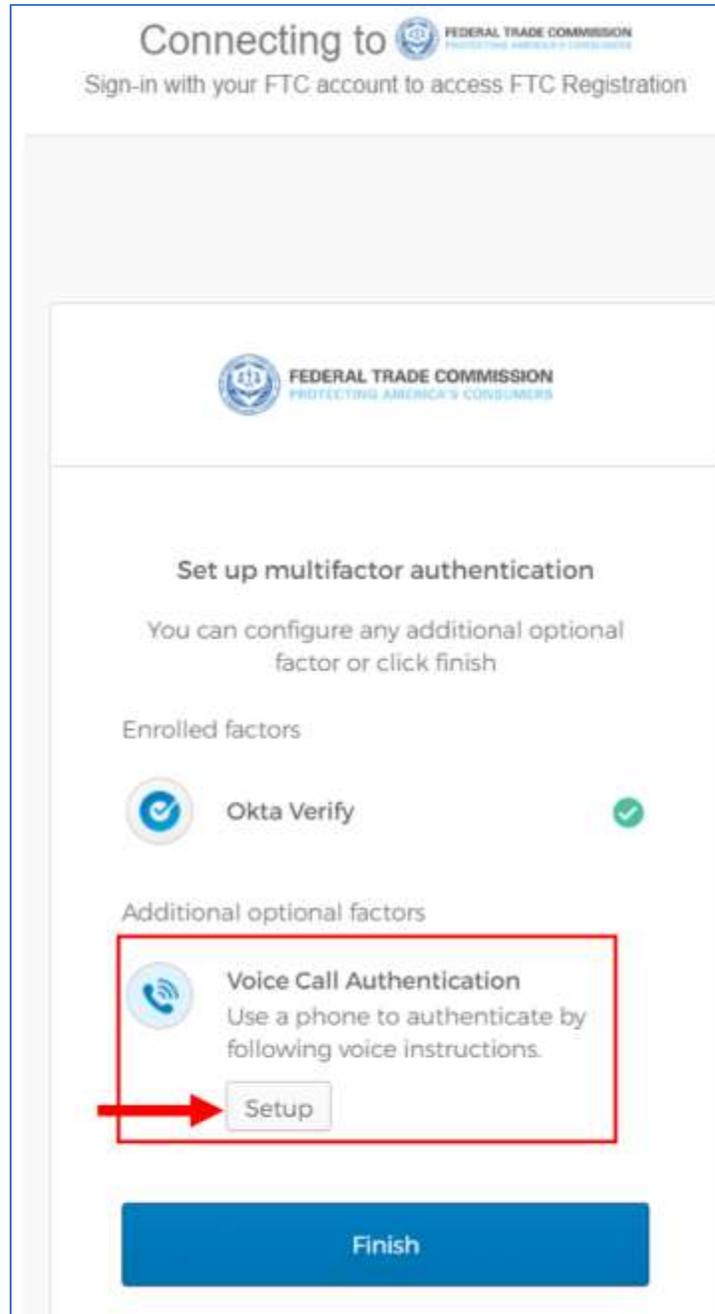
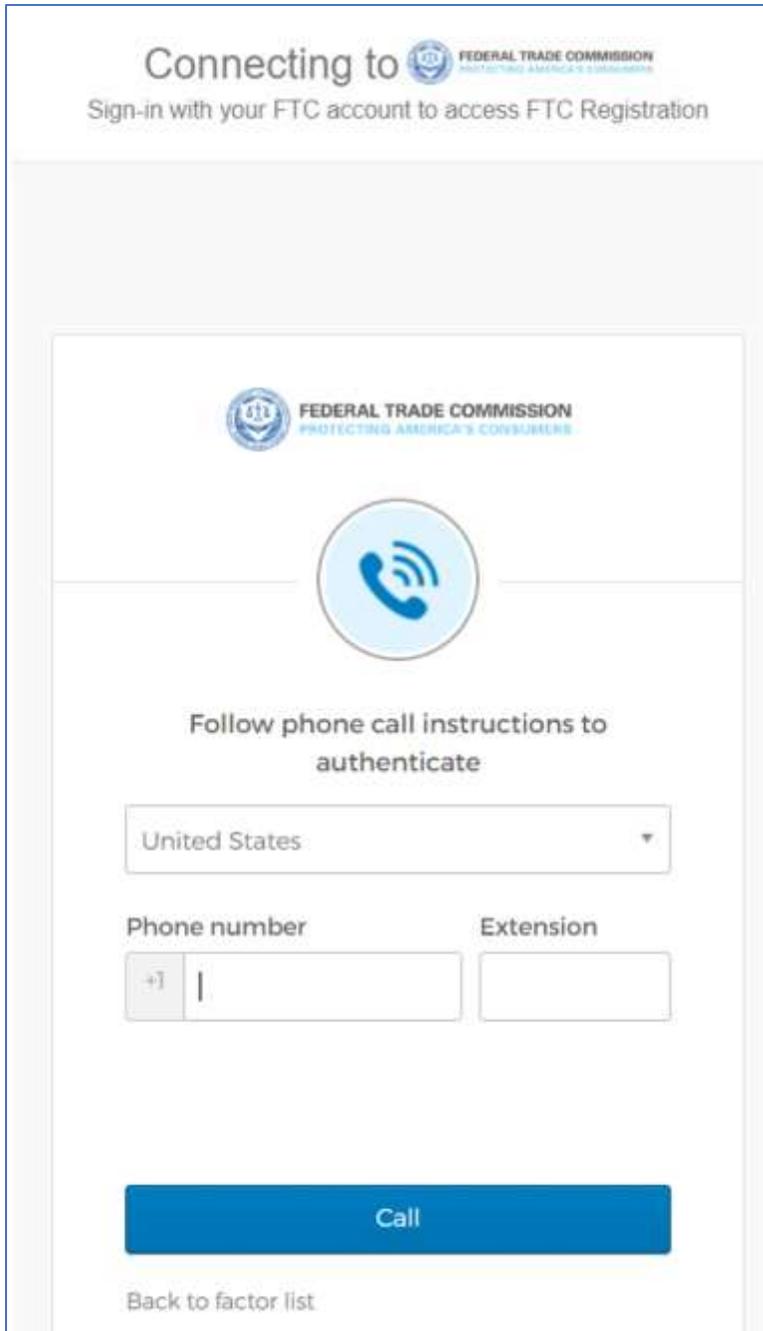


Figure 11: Voice Call Authentication

Please enter your phone number here and click ‘Call’. You should receive a call with a code in the next few minutes.



The screenshot shows a mobile-style interface for authenticating with the FTC. At the top, it says "Connecting to" followed by the FTC logo and "FEDERAL TRADE COMMISSION PROTECTING AMERICA'S CONSUMERS". Below that, it says "Sign-in with your FTC account to access FTC Registration". The main content area features the FTC logo again, a large blue circular icon with a white telephone handset, and the text "Follow phone call instructions to authenticate". There is a dropdown menu for "United States". Below that are two input fields: "Phone number" and "Extension". The "Phone number" field has a "+1" icon and a vertical bar. At the bottom, there is a large blue "Call" button and a link that says "Back to factor list".

Enter in the code and click ‘Verify’

FEDERAL TRADE COMMISSION  
PROTECTING AMERICA'S CONSUMERS

Follow phone call instructions to authenticate

United States

Phone number      Extension

+1 7322211929      112345678

Calling

Enter Code

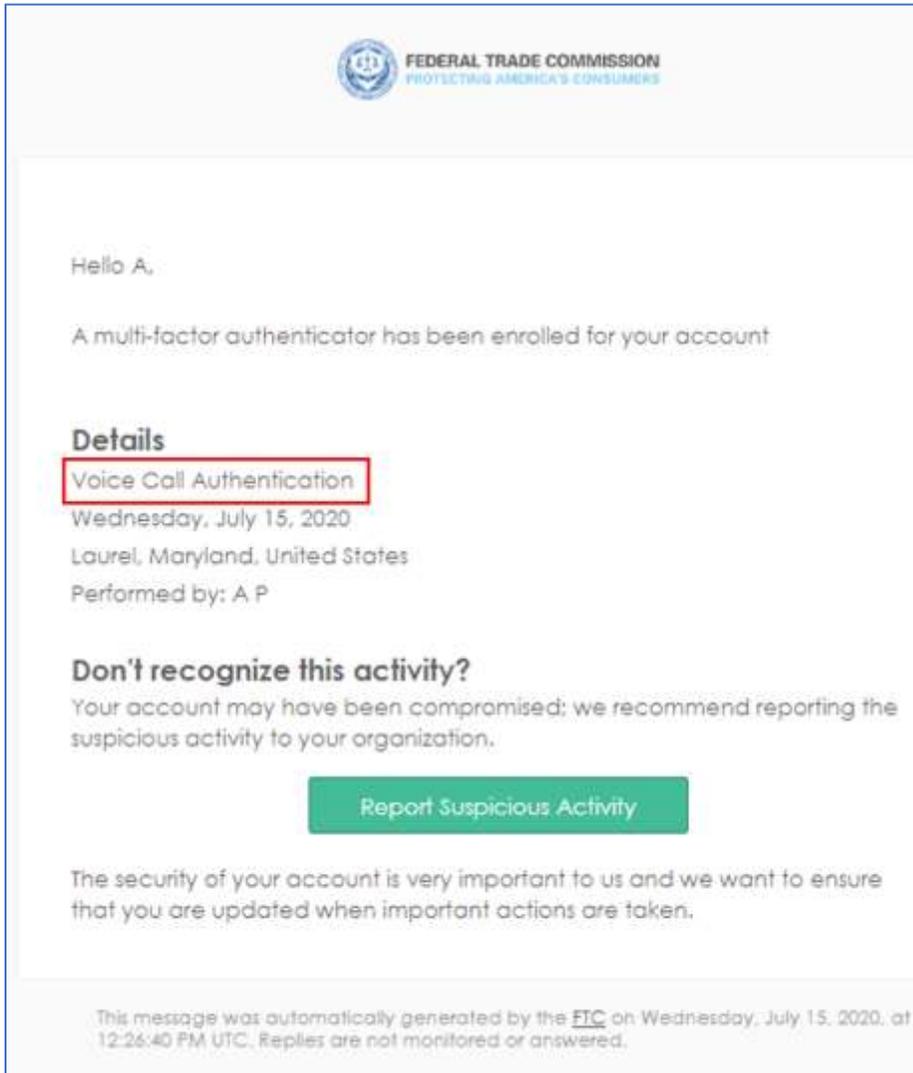
65847

Verify

Back to factor list

Figure 12: Voice Call code verification

Upon verification, you will receive an email confirmation that you have successfully enrolled in the multi-factor authentication with the FTC.



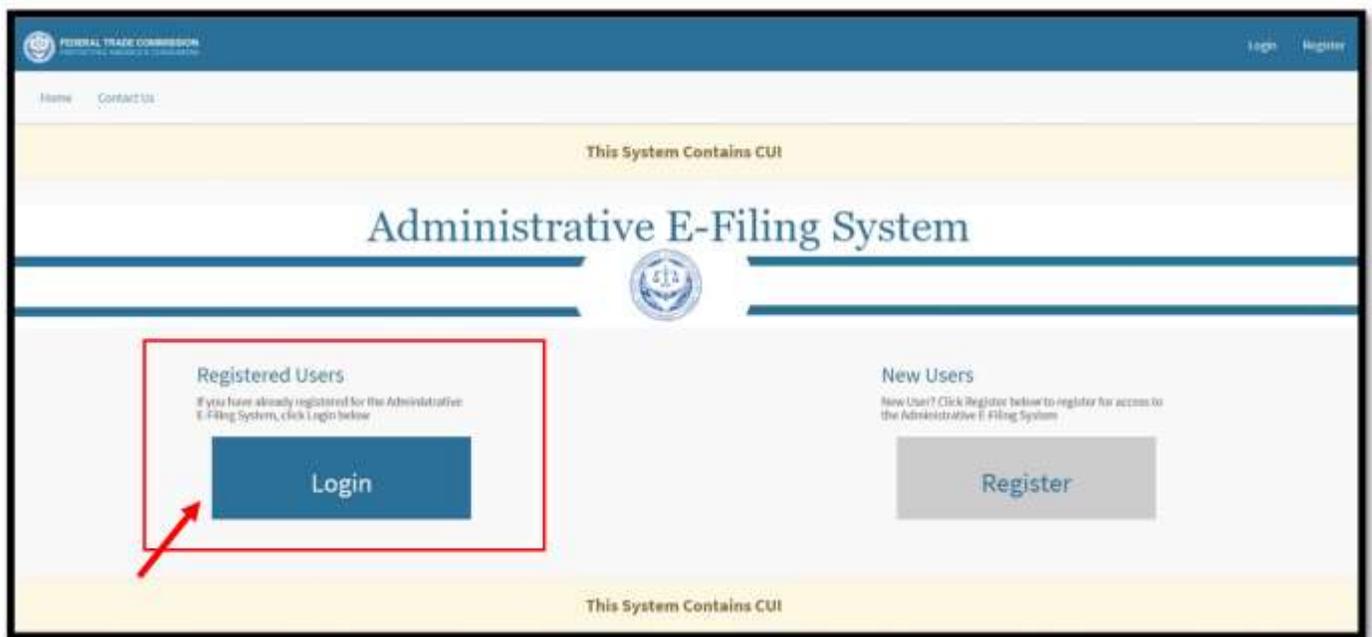
Your account registration with the FTC is now complete. You can now conveniently access all external FTC applications through this account.

### 3.2 Registered Users:

#### 3.2.1 Login:

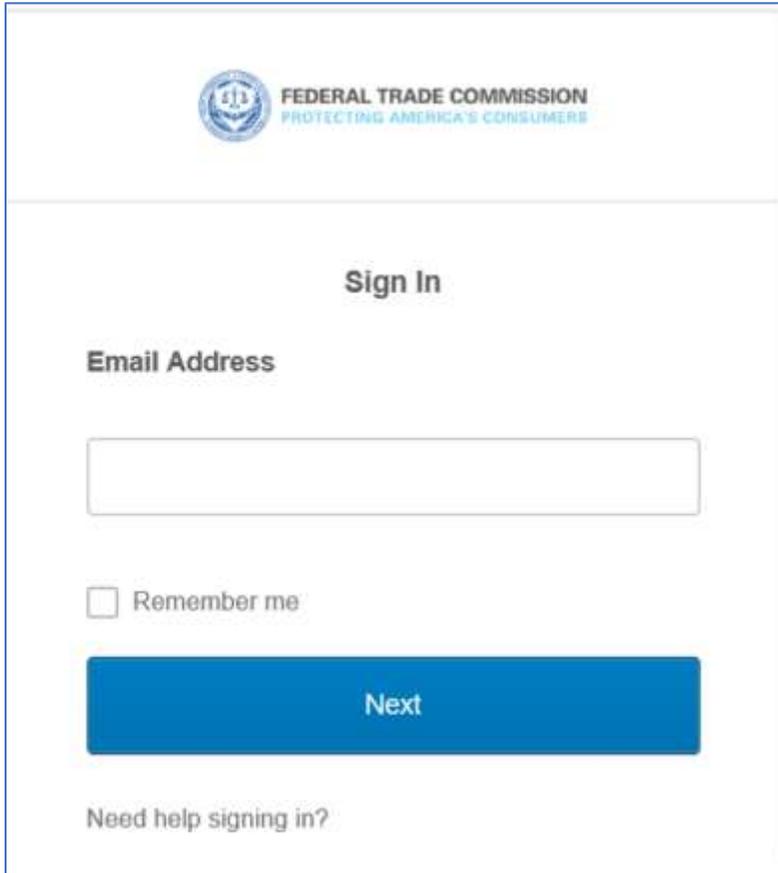
If you have previously registered with the FTC, you can access the Administrative E-Filing System by going to [URL - TBD](#)

Click ‘Login” under Registered Users and enter the e-mail address and password associated with the registered user account.



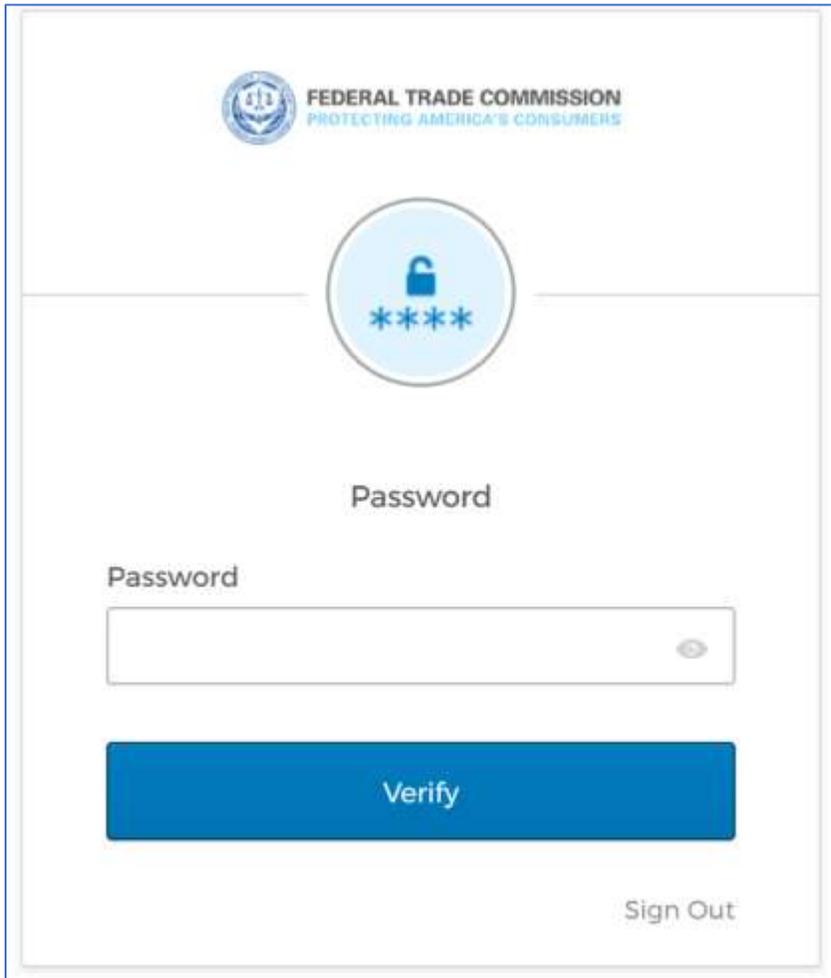
*Figure 13: Administrative E-Filing System Login Page*

Enter your email address and click ‘Next’.



The screenshot shows the FTC Sign In page. At the top left is the FTC logo, which includes a shield with a scale of justice and the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". Below the logo is the heading "Sign In". Underneath is the label "Email Address" followed by a text input field. Below the input field is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the text "Next". Below the button is the text "Need help signing in?".

Then, enter in your password and click ‘Verify’.



The screenshot shows a web interface for the Federal Trade Commission. At the top left is the FTC logo, followed by the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". In the center is a circular icon containing a blue padlock and four asterisks "\*\*\*\*". Below this icon is the label "Password". Underneath is a text input field with the placeholder text "Password" and a small eye icon on the right side. Below the input field is a large blue button with the text "Verify". In the bottom right corner of the form area, there is a link labeled "Sign Out".

You will then be prompted to complete the authentication process. Please proceed with either “Okta Verify” or “Voice Call Authentication” Click ‘Call’ and enter in the code that you receive via the verification phone call. If you selected the mobile phone option during registration, you will receive a text message with the code. After you enter the code, click ‘Verify’.

FEDERAL TRADE COMMISSION  
PROTECTING AMERICA'S CONSUMERS

Voice Call Authentication  
(+1 XXX-XXX-1929)

Enter Code

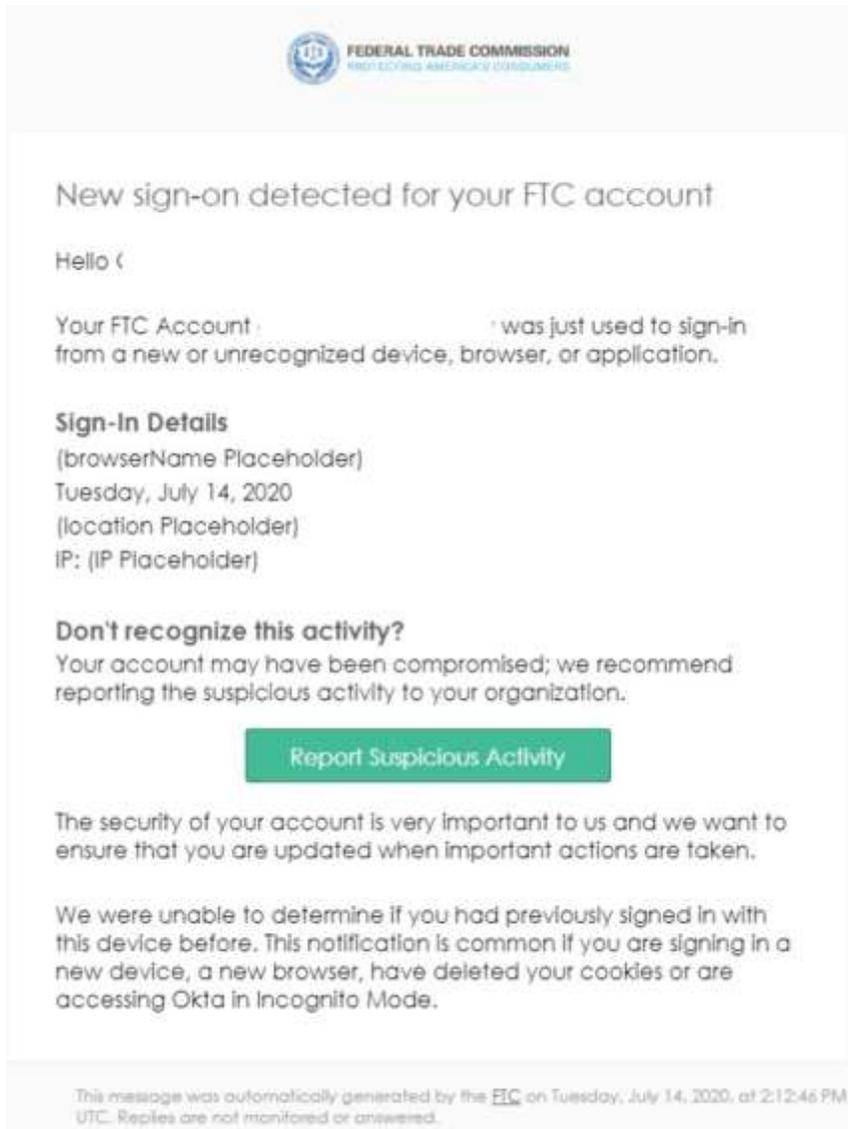
|

Call

Verify

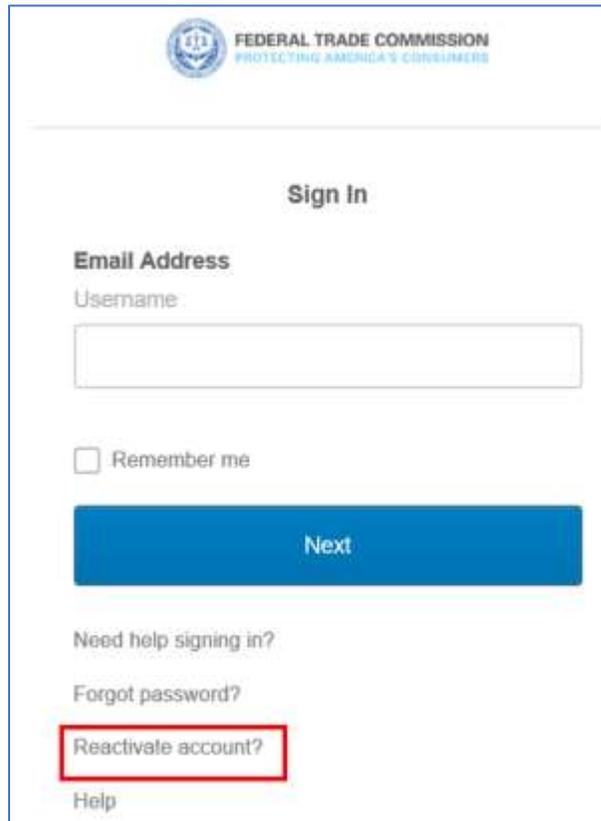
Sign Out

Upon successful authentication, you will be logged in to the application and you will receive an email notification confirming your login.



### 3.2.2 Reactivate Account:

If your account has been deactivated and you need to reactivate it, please click on “Reactivate account” as shown below:



The screenshot shows the Federal Trade Commission's sign-in page. At the top left is the FTC logo with the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". Below this is the heading "Sign In". Underneath is the "Email Address" section, which includes a "Username:" label and an empty text input field. Below the input field is a checkbox labeled "Remember me". A large blue button labeled "Next" is positioned below the checkbox. At the bottom of the sign-in section, there are four links: "Need help signing in?", "Forgot password?", "Reactivate account?", and "Help". The "Reactivate account?" link is highlighted with a red rectangular border.

You will be taken to the reactivation page. Enter your email address and click ‘Reactivate My Account’:



This System Contains CUI

## Administrative E-Filing System

Please enter your email address and click reactivate to get the email instructions to reactivate your account.

Reactivate My Account

Upon entering your email address and clicking ‘Reactivate My Account’, you will receive the below on-screen confirmation and you will also receive an email notification with a link to verify your account.

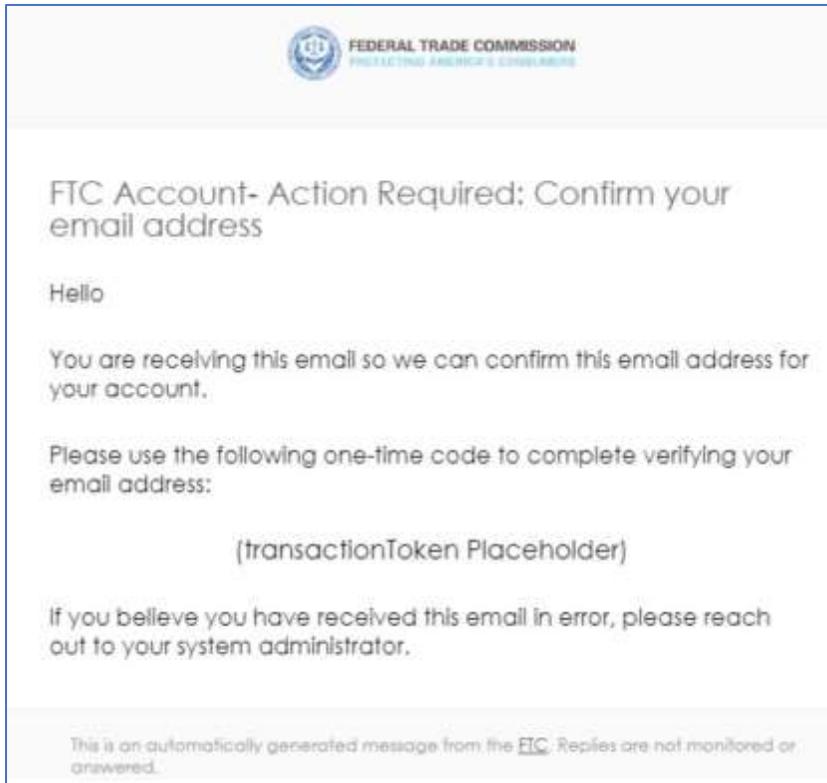


This System Contains CUI

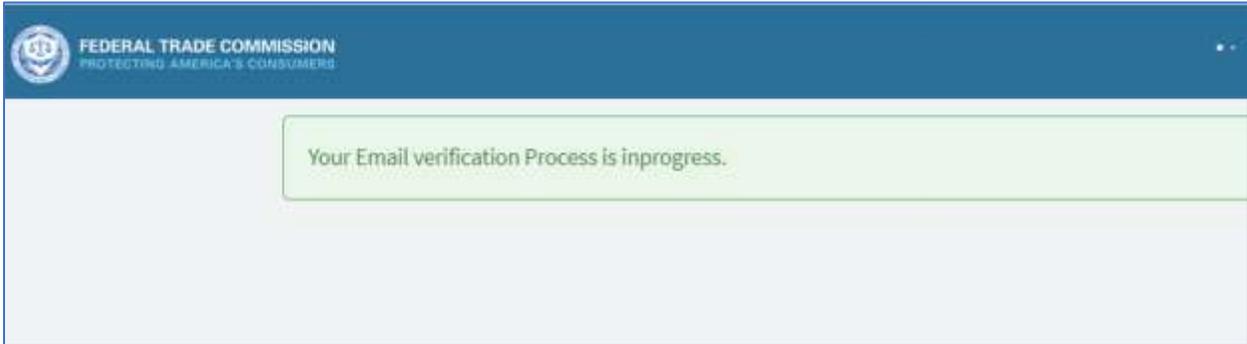
## Administrative E-Filing System

Your reactivation submission has been completed.  
You will receive an email notification to verify the submitted email address.

You will receive an email to verify your account for reactivation, please follow the instructions in the email to proceed.

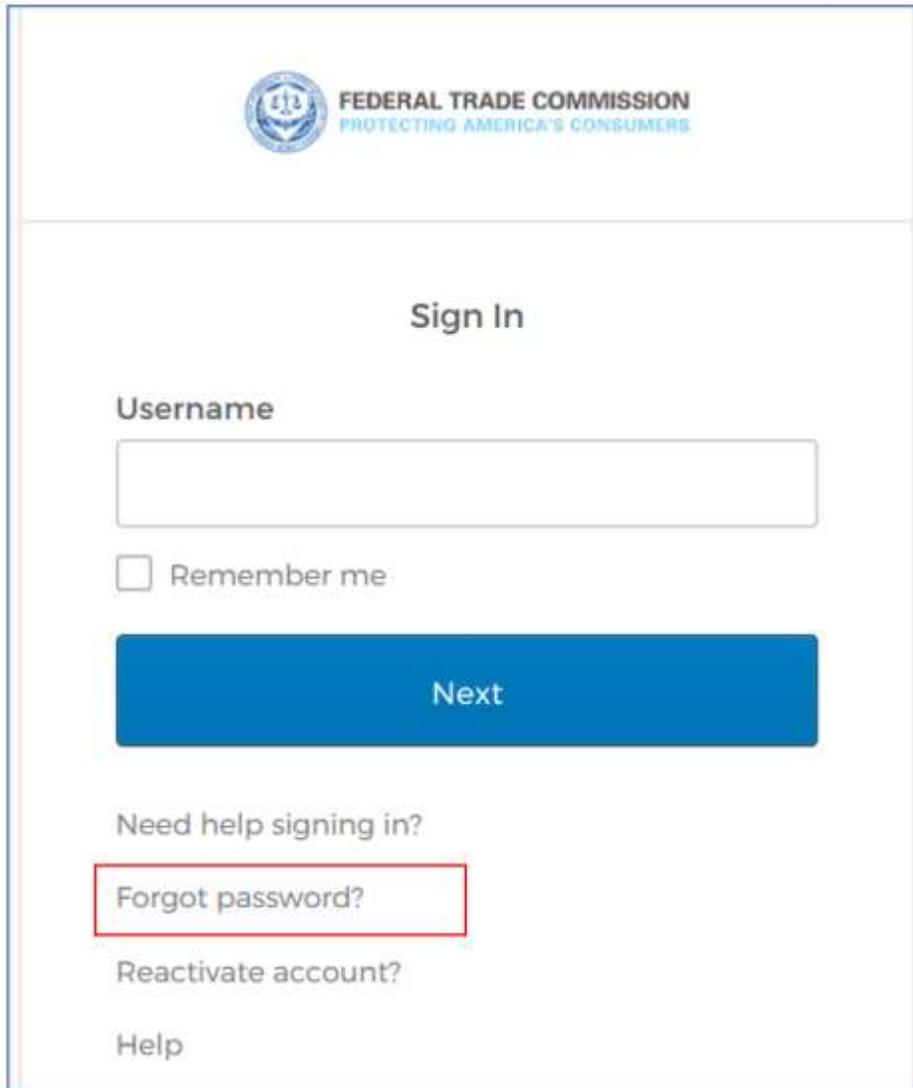


The following on-screen notification will be displayed confirming that your email verification is in progress. You will then receive another email confirming that your account has been successfully verified or if there was a problem with the verification.



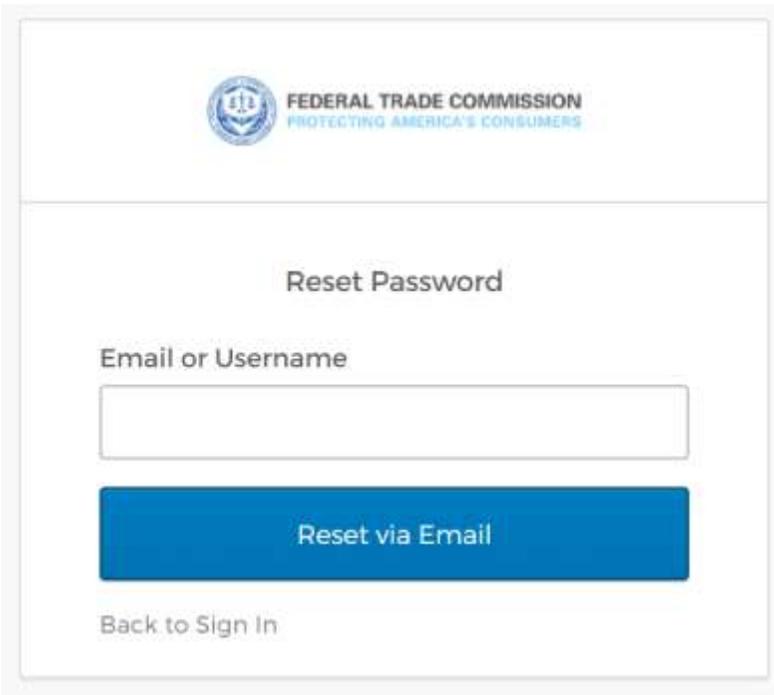
### 3.2.3 Reset Password:

If your password needs to be reset, please click on “Forgot password” as shown below:



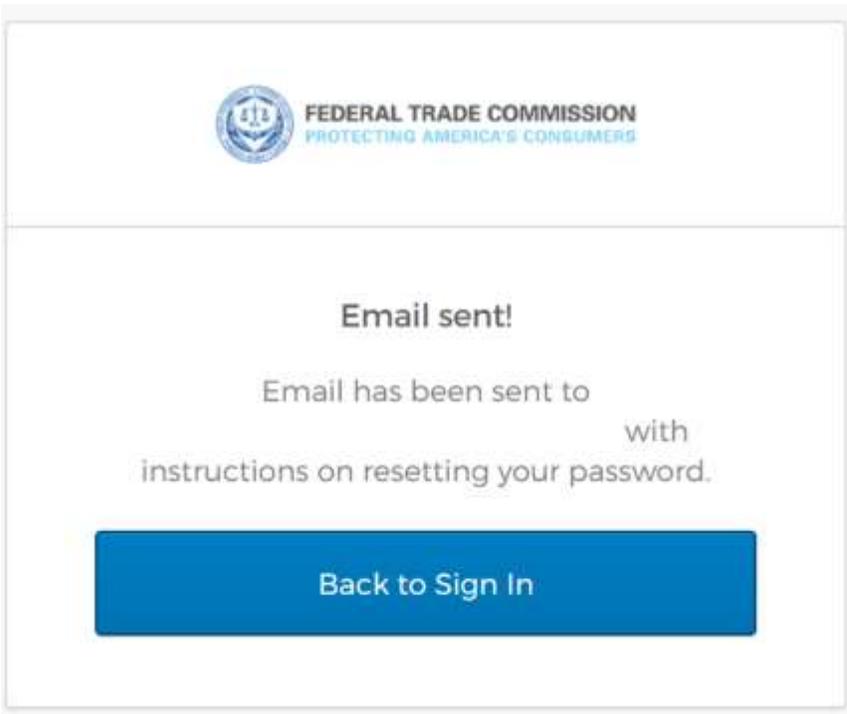
The screenshot shows the FTC Sign In page. At the top left is the FTC logo with the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". Below this is the heading "Sign In". There is a text input field for "Username". Below the input field is a checkbox labeled "Remember me". A large blue button labeled "Next" is positioned below the checkbox. Underneath the "Next" button, there is a section titled "Need help signing in?". Within this section, the link "Forgot password?" is highlighted with a red rectangular border. Below "Forgot password?" are the links "Reactivate account?" and "Help".

Please enter your email and click ‘Reset via Email’



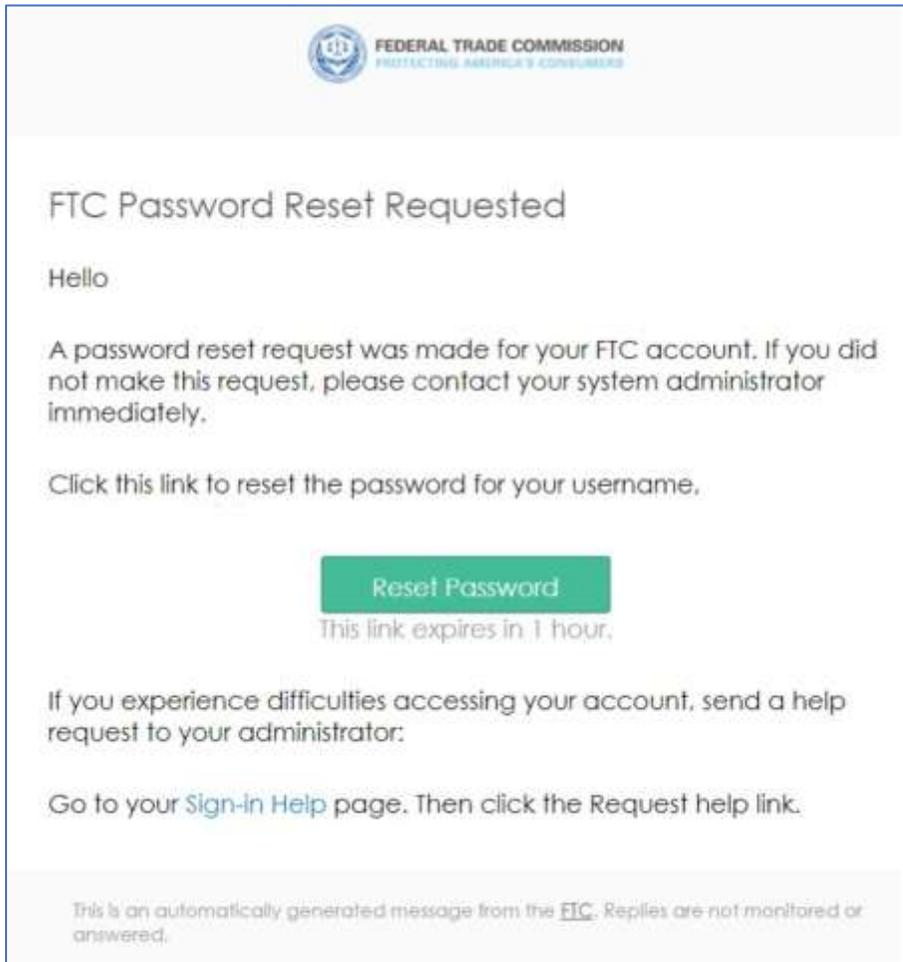
The screenshot shows the 'Reset Password' form on the Federal Trade Commission website. At the top left is the FTC logo with the text 'FEDERAL TRADE COMMISSION' and 'PROTECTING AMERICA'S CONSUMERS'. Below this is the heading 'Reset Password'. There is a text input field labeled 'Email or Username'. Below the input field is a blue button labeled 'Reset via Email'. At the bottom left of the form is a link labeled 'Back to Sign In'.

An on-screen confirmation will be displayed confirming that an email has been sent to your registered email account. Please open the email to proceed.

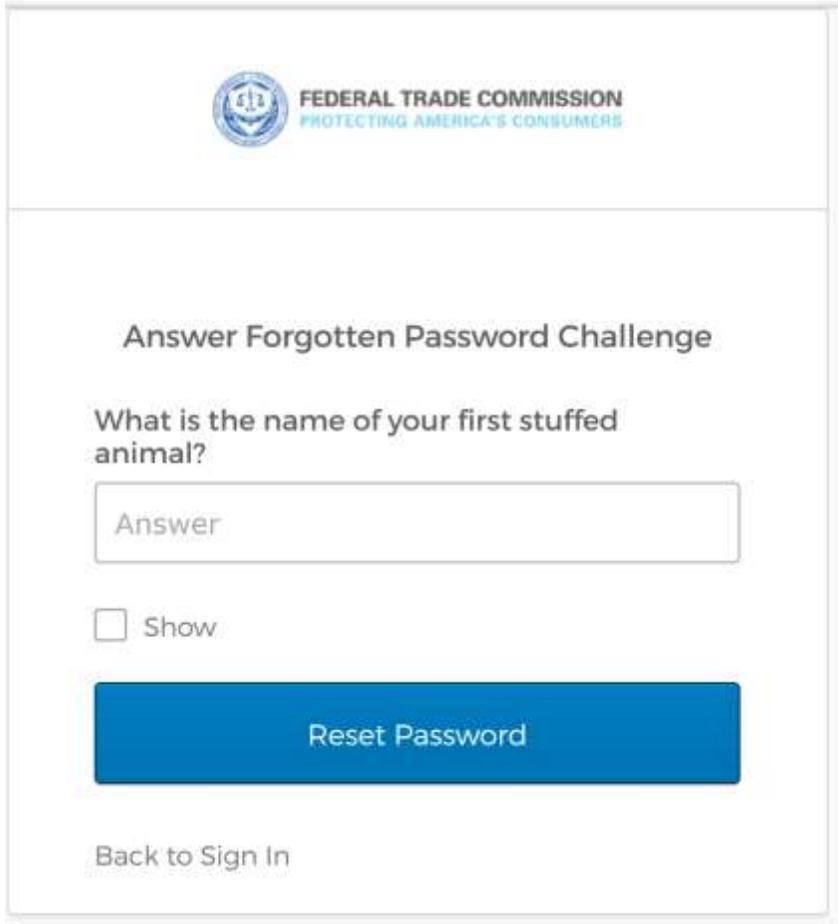


The screenshot shows the 'Email sent!' confirmation message on the Federal Trade Commission website. At the top left is the FTC logo with the text 'FEDERAL TRADE COMMISSION' and 'PROTECTING AMERICA'S CONSUMERS'. Below this is the heading 'Email sent!'. The message reads: 'Email has been sent to [redacted] with instructions on resetting your password.' Below the message is a blue button labeled 'Back to Sign In'.

You will receive an email with a link to proceed with password reset. Please click on the ‘Reset Password’ link.

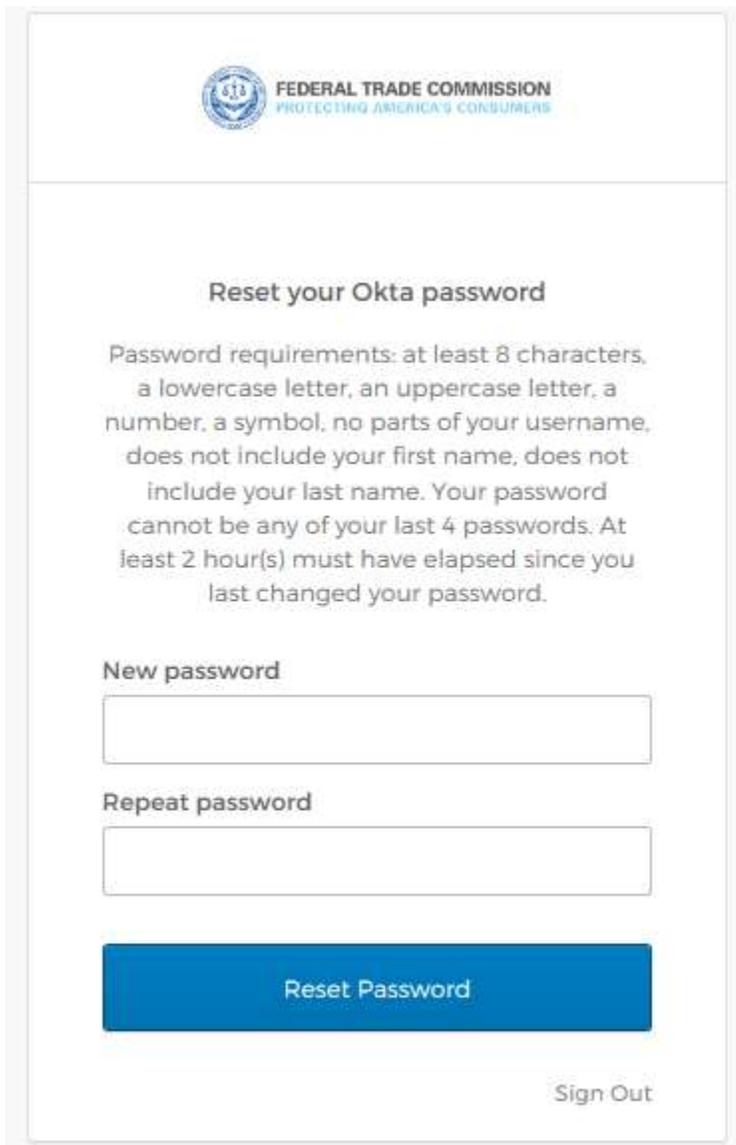


Upon clicking the link, you will be prompted to answer your security questions. Please enter in the answer and click “Reset Password”.



The screenshot shows a web interface for the Federal Trade Commission. At the top left is the FTC logo, a circular seal with a scale of justice and the words 'FEDERAL TRADE COMMISSION' and 'PROTECTING AMERICA'S CONSUMERS'. To the right of the logo is the text 'FEDERAL TRADE COMMISSION' in bold and 'PROTECTING AMERICA'S CONSUMERS' in a smaller font. Below this is a horizontal line. The main content area has the heading 'Answer Forgotten Password Challenge' in bold. Underneath is the question 'What is the name of your first stuffed animal?' followed by a text input field containing the placeholder text 'Answer'. Below the input field is a checkbox labeled 'Show'. At the bottom of the form is a large blue button with the text 'Reset Password'. Below the button is a link that says 'Back to Sign In'.

Please create a new password, repeat the password and click “Reset Password”.



The screenshot shows a web page for resetting an Okta password. At the top left is the Federal Trade Commission logo with the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". The main heading is "Reset your Okta password". Below this is a paragraph of password requirements: "Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 4 passwords. At least 2 hour(s) must have elapsed since you last changed your password." There are two text input fields: "New password" and "Repeat password". Below these is a blue button labeled "Reset Password". At the bottom right of the form area is a link labeled "Sign Out".

You will be prompted to complete the multi-factor authentication process. Please enter in the code and click ‘Verify’.

FEDERAL TRADE COMMISSION  
PROTECTING AMERICA'S CONSUMERS

Voice Call Authentication  
(+1 XXX-XXX-1929)

Enter Code

Call

Verify

That should complete the password reset process and you should be able to login to the Admin E-Filing application: [URL - TBD](#)

#### 4) Admin E-Filing Business Process Overview:

Upon successfully logging in to the Admin E-Filing application, you are ready to proceed with next steps. Please answer these questions to proceed:

- Have you submitted and obtained approval on a Notice of Appearance? Yes/No?
- If your answer is Yes, you may proceed with filing case-related information within the Admin E-Filing System.  
If your answer is No, you must first submit a Notice of Appearance and obtain approval prior to submitting case-related information within the Admin E-Filing System.
- You must wait until after the Notice of Appearance is approved before you can file.
- The Notice of Appearance should be drafted outside of the filing system and uploaded as a PDF attachment only

#### 5) System Dashboard Overview:

Upon successfully logging in, a user will be presented with a System Dashboard.

**PLEASE NOTE:** Your System Dashboard view depends on whether you have or have not filed a Notice of Appearance

If you **HAVE NOT** filed a Notice of Appearance, you will see the following screen (Announcements only)



Figure 14: Admin E-Filing Dashboard View for New Users

To file case documents, all users must first file a Notice of Appearance for the case they've been assigned. Without submitting a Notice of Appearance (and receiving an e-mail notification that the document has been filed), the application will only allow a user to see the Announcements on the Dashboard.

**PLEASE NOTE:**

**Filers may only VIEW system announcements. Filers may not author or edit announcement content.**

If you **HAVE** filed a Notice of Appearance, you will be presented with the following System Dashboard:



*Figure 15: Admin E-Filing Dashboard View for Return Users*

The dashboard provides a central location for all filers to:

- Submit a Notice of Appearance,
- Submit filings for their assigned cases,
- View the status of their submissions and filings as they are processed, and
- View Announcements

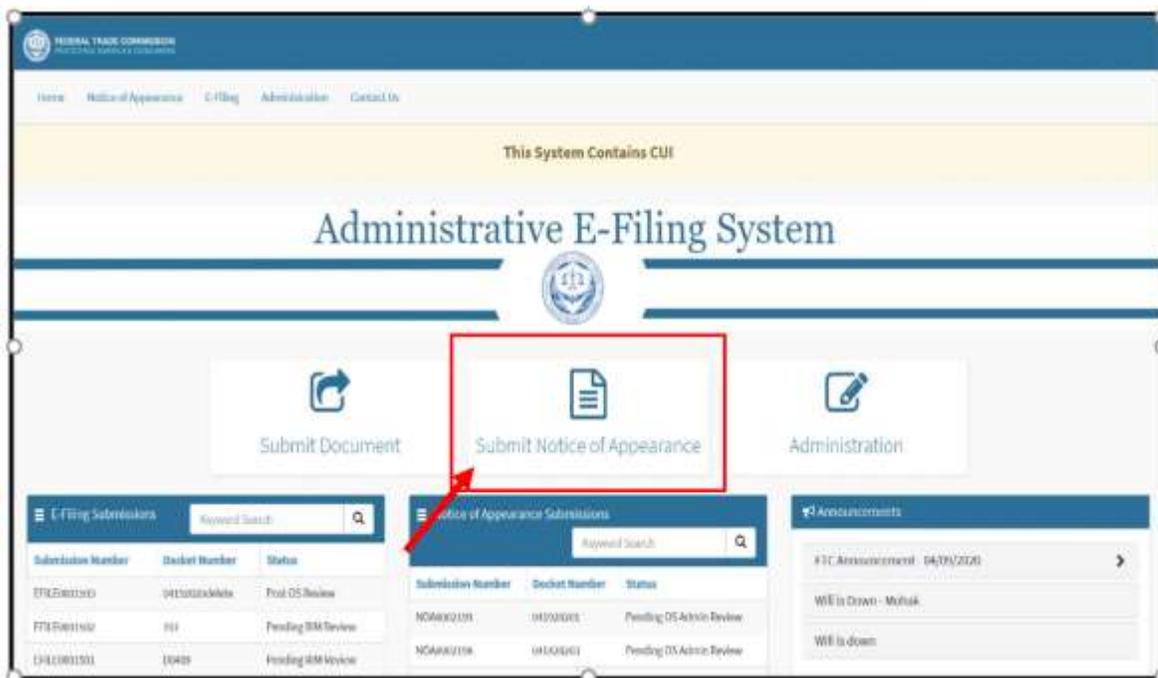
## 6) Submitting a Notice of Appearance:

### IMPORTANT POINTS TO REMEMBER:

- All registered users must have submitted and obtained approval on a Notice of Appearance prior to submitting case-related information within the Admin E-Filing System.
- You must wait until after the Notice of Appearance is approved before you can file.
- The Notice of Appearance should be drafted outside of the filing system and uploaded as a PDF attachment only

To submit a Notice of Appearance for the first time:

1. Click the **Submit Notice of Appearance** button from the Dashboard or click on “Notice of Appearance” on the navigation menu to get access the Notice of Appearance Upload form.



2. The Notice of Appearance window will provide several open fields for the user to fill-in, including the **Docket Number**. The Docket Number is the case/matter number [D1234] and can be found on the original complaint or any case documentation from the Federal Trade Commission

Fill-in the Docket Number and select your case-related role from one of the following options:

- a. Counsel supporting the Complaint
- b. Counsel or Representative for the Respondent
- c. Counsel or Representative for a Third Party

**NOTE: In the event a user enters an incorrect Docket Number, the application will provide an on-screen error message that the Docket Number is invalid.**

The screenshot shows a web application interface for filing a Notice of Appearance. At the top, a yellow banner reads "This System Contains CUI". Below this, a breadcrumb trail shows "Home > Notice of Appearance" and a search bar. The main form area is titled "Notice of Appearance" and contains the following fields and options:

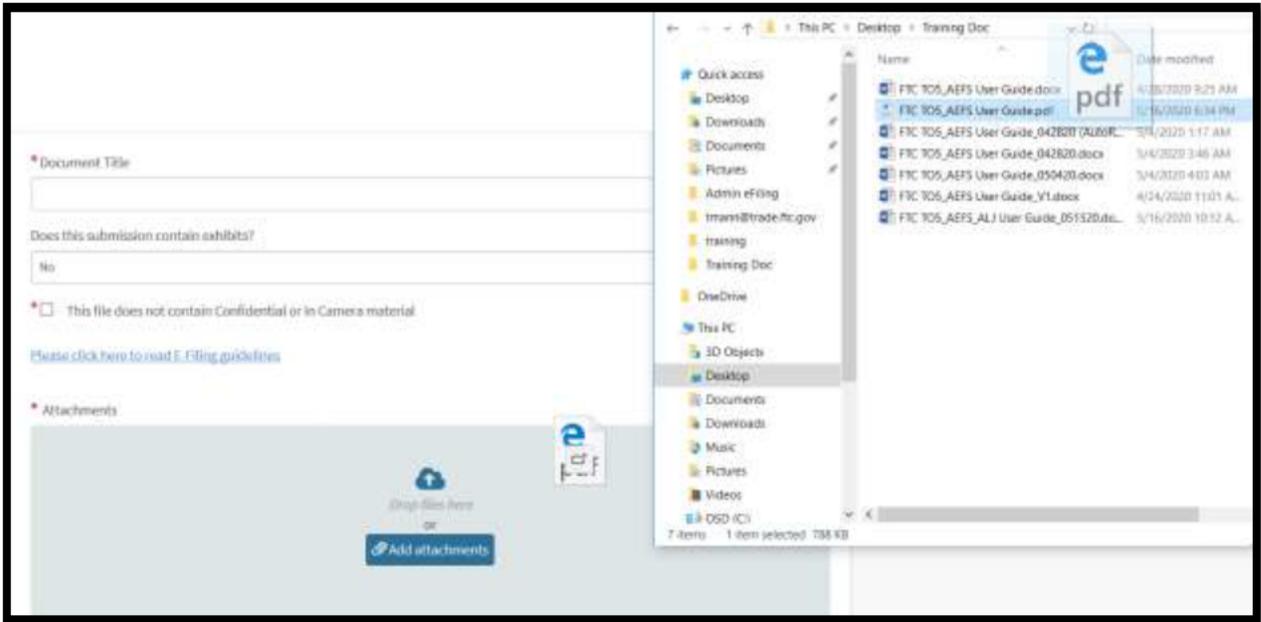
- A required field for "Docket Number" with the value "041320201" entered.
- A required field for "Pursuant Section 4.1 of the Commission's Rules of Practice, I (we) am (are) entering in the above proceeding the appearance of:" with three radio button options:
  - Counsel supporting the Complaint
  - Counsel or Representative for the Respondent
  - Counsel or Representative for a Third Party
- A required field for "Attachments" with a "Drop files here" area and an "Add attachments" button.

A "Submit" button is located on the right side of the form.

3. Users may upload the Notice of Appearance using one of two options:
- **drag and drop function**

*To attach a document by drag-and-drop:*

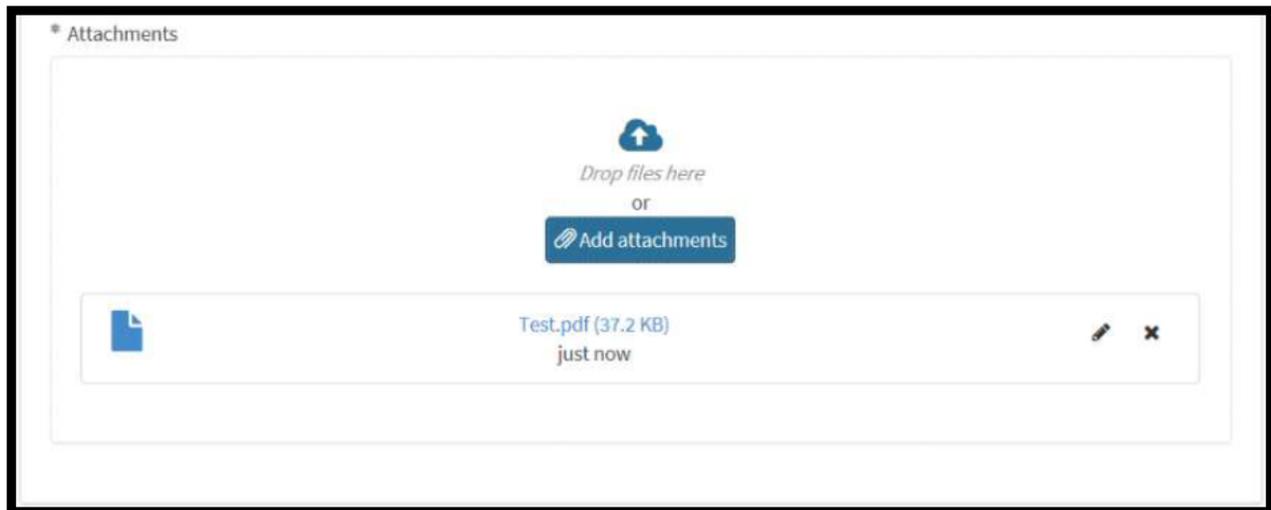
1. Locate the folder where the file is saved (C Drive, Shared Network Drive)
2. Select the file or files to be attached



- **Add Attachments** function

To attach a document by selection:

- click the **Add Attachments** button
- Locate the folder where the file is saved (C Drive, Shared Network Drive)
- Select the file to be attached
- Click **Open**. The filing system will attach the file and the user will see the attached file appear at the bottom of the attachment window



Upon completing all the steps, click the final **Submit** Button to file the document through the system. The application will provide the user with an on-screen confirmation message that includes the document's Submission Number. **Please Note the Submission Number for your records.**

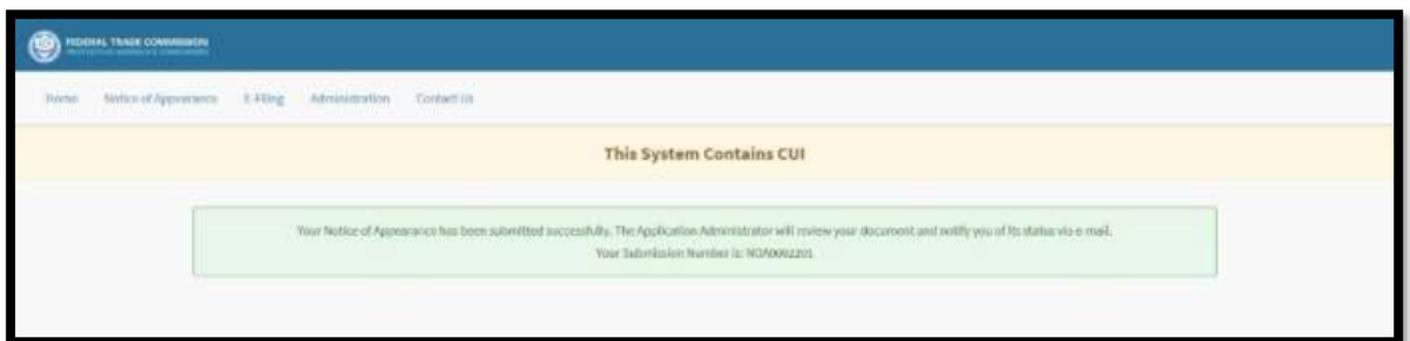


Figure 16: Notice of Appearance On-Screen Upload Confirmation



NOTE: Until a Notice of Appearance has been reviewed and approved, a user may not file any case-related documents. Users will receive e-mail notifications concerning the status of the Notice of Appearance review.

- Users will receive an e-mail notification upon submitting their Notice of Appearance, and upon the approval or return of a Notice of Appearance.



*Figure 17: Approved Notice of Appearance Email Notification*

- In the event a Notice of Appearance is returned to the user, the e-mail notification will include an explanation for the return. Upon correcting the matter addressed in the notification, the user may return to the system to re-file the document



*Figure 18: Returned Notice of Appearance Notification Email*

**In the event a Notice of Appearance is returned to the user, the e-mail notification will include an explanation for the return. Upon correcting the matter addressed in the notification, the user may return to the filing system to re-file the document.**

## 7) Submitting an E-Filing:

Administrative E-filing users with an approved Notice of Appearance will have the ability to submit public or non-public e-filings by logging in to the filing system and begin uploading/filing case-related documents. The following section will discuss the submission process for both submission categories.

### 7.1 Submitting a Public E-Filing:

To submit a Public E-Filing, click on the **Submit Document** button on the dashboard

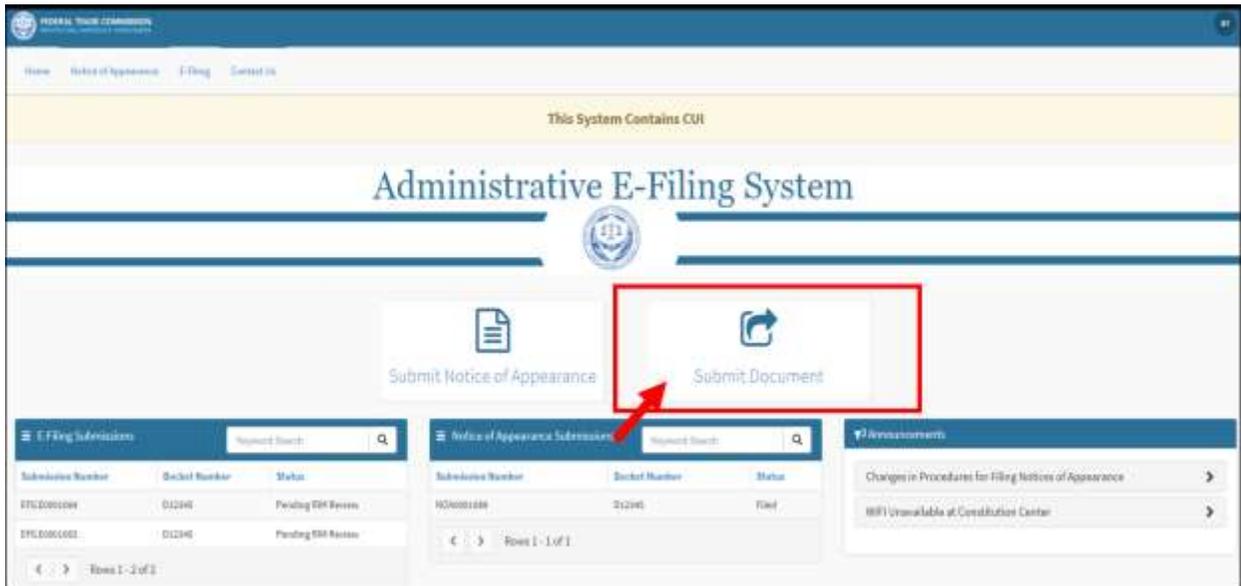


Figure 19: Submitting a Public e-filing

The application will display the Submit an E-filing Table. Locate the D-Number associated with the and click **Public** to submit a Public e-filing option as shown below

The screenshot shows a web interface for the Federal Trade Commission. At the top, there is a blue header with the text 'FEDERAL TRADE COMMISSION' and 'PROTECTING AMERICA'S COMPETITORS'. Below the header, there are navigation links: 'Home', 'Notice of Appearance', 'E-Filing', and 'Contact Us'. A yellow banner across the page reads 'This System Contains CUI'. The main content area features a 'Submit an E-Filing' section with a search bar. Below this is a table with the following data:

Docket Number	Matter Name	Public Filings	Non-Public Filings
D12345	Brick case	Public Filing	Non-Public Filing

Figure 20: E-filing Submission Table

The system will display the **Submit a Public E-filing** window which allows the user to fill-in pertinent case information and upload attachments up to 100MB per file

- Carefully review the Instructions at the top of the Public E-filing page.
- Create a Document Title for the submission
- Answer the following question: **Does this submission contain exhibits?**
- Confirm the submission does not contain confidential or *in camera* material.
- Attach your filing in PDF Format. Refer to the uploading instructions beginning on page 2 for details on attaching a document

The screenshot shows a web form titled "Submit a Public E-Filing". The form is divided into two main columns. The left column contains the following elements: a heading "Submit a Public E-Filing", a section titled "Instructions" with detailed text about filing requirements, a "Document Title" input field, a dropdown menu for "Does this submission contain exhibits?" with "No" selected, a checkbox for "This file does not contain Confidential or In Camera material", a link to "Please click here to read E-filing guidelines", and an "Attachments" section with a "Drop files here" area and an "Add attachments" button. The right column contains a "Submit" button and a "Required information" section with a red error message: "This file does not contain Confidential or In Camera material".

Figure 21: Public E-filing Submission Form

Click the e-filing guidelines link and review the terms:

Click the “**I Accept**” checkbox and click the “Submit” button to complete the e-filing guidelines.

NOTE: *Accepting the e-filing guidelines is a requirement of the filing process*

Please read the following information carefully before submitting any Public E-filing:

1. You are transmitting a public document to the Commission. ACCEPTED SUBMISSIONS WILL BECOME PART OF THE PUBLIC RECORD.
2. The first page shall clearly show the file or docket number and the title of the action in connection with which they are filed. Every page of each PUBLIC document shall be clearly and accurately labeled "Public" per Commission Rules of Practice § 4.2(b), 16 CFR 4.2(b).
3. Every document submitted through the E-filing system must be a full-text searchable PDF file.
4. If any document contains in camera or otherwise confidential material, it must be designated as a "Non-Public" filing in the E-filing system, and you must follow the requirements in Commission Rule 4.2(c), 16 CFR 4.2(c), for filing in camera or confidential documents. To file non-public documents in the E-Filing system, please navigate back to the list of proceedings and click on "Submit Non-Public Filing" in the corresponding matter's row.
  - a. IF A FILER FILES A "PUBLIC" DOCUMENT WITH CONFIDENTIAL OR IN CAMERA INFORMATION, THE CUPABILITY OF THAT CONFIDENTIAL OR IN CAMERA INFORMATION BECOMING PUBLIC IS ON THE FILER.
  - b. THE COMMISSION WILL NOT ENSURE THAT DOCUMENTS LABELED "PUBLIC" IS PUBLIC IN ALL RESPECTS. FUTHERMORE, THE COMMISSION IS NOT LIABLE FOR PUBLISHING DOCUMENTS LABELED "PUBLIC" THAT REVEAL CONFIDENTIAL OR IN CAMERA INFORMATION.
5. Documents presented for filing shall contain proof of service in the form of a statement of the date and manner of service and of the names of the persons served, certified by the person who made service. Proof of service must appear on or be affixed to the documents filed pursuant to Commission Rule 4.4(d), 16 CFR 4.4(d).
6. The filing should be a single text file, in Adobe Portable Document Format ("PDF").
7. By Checking "I Accept" and pressing the Submit button you are stating and confirming:
  - a. That you have read and understand all of the foregoing disclosures and procedures;
  - b. That the information submitted will not contain any in camera or otherwise confidential material; and That all the information submitted will become part of the public records of the Commission, and may be placed on the publicly accessible Commission Web site.

I Accept

Submit

Figure 22: E-filing Guidelines for Public E-filings

Review your submission and click ‘Submit’

Upon submitting a filing, you will receive an email confirmation that the document has been uploaded.

## 7.2 Submitting a Non-Public Filing:

To submit a Non-Public E-Filing, click on the **Submit Document** button on the dashboard

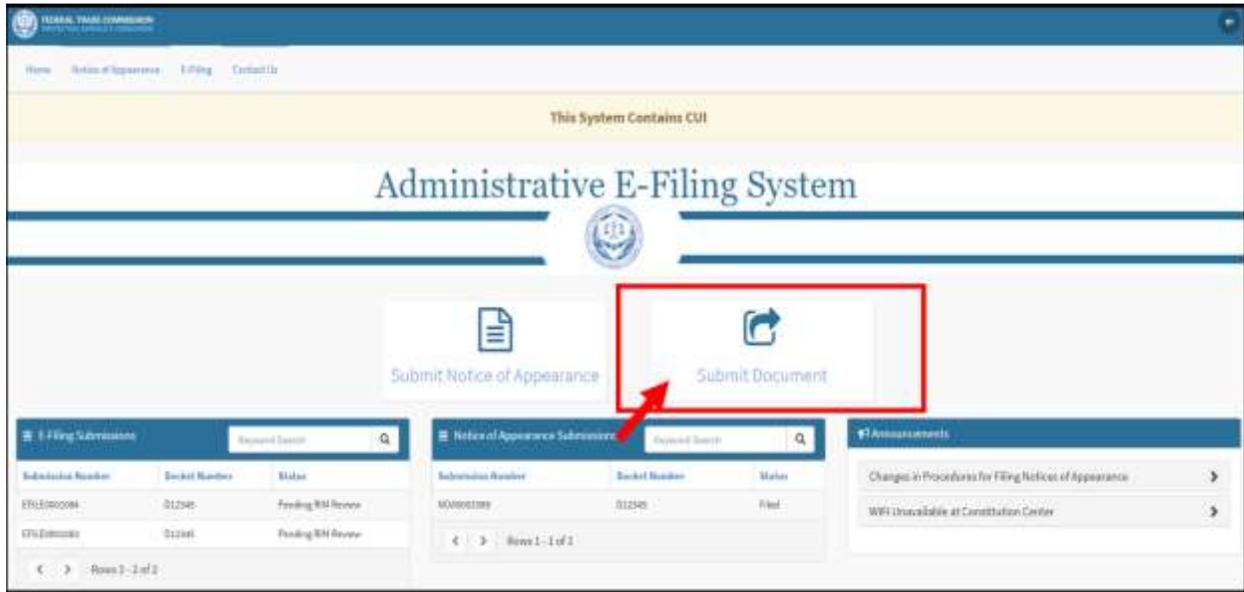
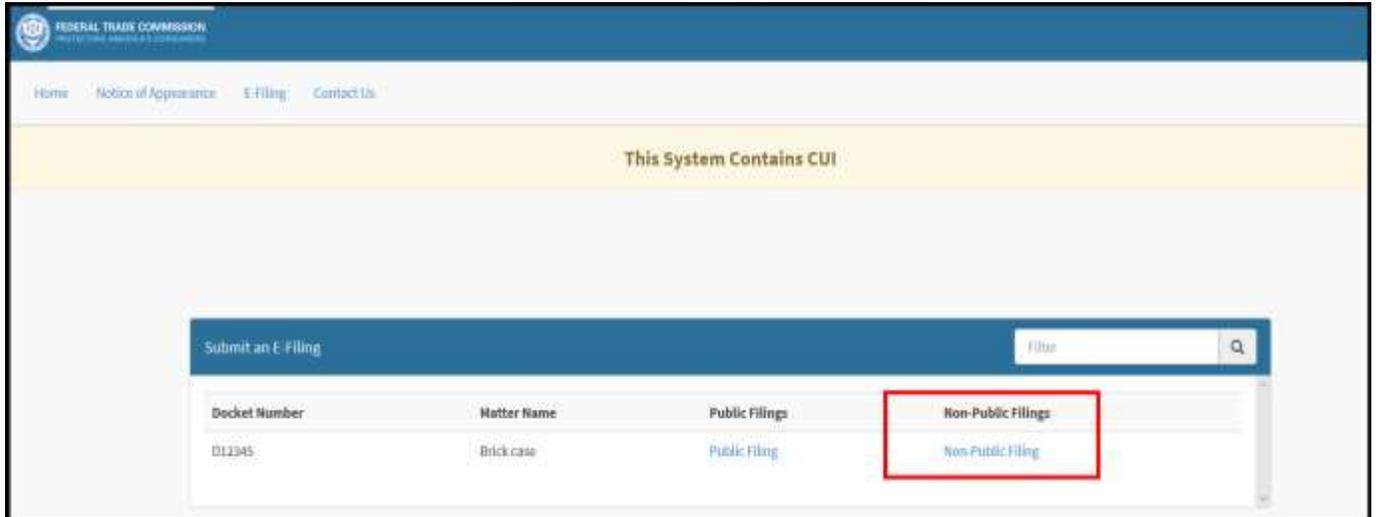


Figure 23: Submitting a Non-Public e-filing

The application will display the Submit an E-filing Table. Locate the D-Number associated with the and click Non-Public to submit a Non-Public e-filing option as shown below:



*Figure 24: E-filing Submission Table*

The system will display the **Submit a Non-Public E-filing** window which allows the user to fill-in pertinent case information and upload attachments up to 100MB per file:

- Carefully review the Instructions at the top of the Non-Public E-filing page.
- Create a Document Title for the submission
- Answer the following question: **Does this submission contain exhibits?**
- Attach your filing in PDF Format. Refer to the uploading instructions beginning on page 2 for details on attaching a document

The screenshot shows a web form titled "Submit a Non-Public E-Filing". The form is divided into several sections. At the top, there is an "Instructions" section with text: "Please read the following information carefully before submitting a NON-PUBLIC, CONFIDENTIAL, or IN CAMERA electronic filing: The first page shall use the proper caption, address the proper decision-maker, clearly show the docket number, and the title of the action in connection with which they are filed. EVERY PAGE shall be clearly and accurately labeled 'NON-PUBLIC,' 'CONFIDENTIAL,' or 'IN CAMERA' per Commission Rules of Practice § 4.2(b). The document MUST meet the requirements of Commission Rules of Practice §4.2 with special attention to section (c)(2) and (d)(4). Users may upload up to 100MB per file. We recommend uploading no more than three files as a part of a submission." Below the instructions is a form field for "Document Title" with a red asterisk. Underneath is a dropdown menu for "Does this submission contain exhibits?" with "No" selected. A link "Please click here to read E-filing guidelines" is provided. The "Attachments" section has a red asterisk and a large box with a cloud icon and the text "Drop files here" and "or" above a blue "Add attachments" button. On the right side of the form, there is a blue "Submit" button and a section titled "Required information" with a red "Document Title" label.

*Figure 25: Submitting a Non-Public e-filing*

The user can attach a PDF attachment of the document they would like to file. They may also drag and drop single or multiple files into the attachment box.

Please read the following information carefully before submitting any Non-Public, Confidential, or In Camera E-filing:

1. You are transmitting a "NON-PUBLIC," "CONFIDENTIAL," or "IN CAMERA" document to the Commission.
2. The first page shall clearly show the file or docket number and the title of the action in connection with which they are filed. Every page of each "NON-PUBLIC," "CONFIDENTIAL," or "IN CAMERA" document shall be clearly and accurately labeled ""NON-PUBLIC," "CONFIDENTIAL," or "IN CAMERA" per Commission Rules of Practice § 4.2(b), 16 CFR 4.2(b).
3. Every document submitted through the E-filing system must be a full-text searchable PDF file.
4. If any document contains in camera or otherwise confidential material, it must be designated as a "Non-Public" filing in the E-filing system, and you must follow the requirements in Commission Rule 4.2(c), 16 CFR 4.2(c), for filing in camera or confidential documents.
5. Documents presented for filing shall contain proof of service in the form of a statement of the date and manner of service and of the names of the persons served, certified by the person who made service. Proof of service must appear on or be affixed to the documents filed pursuant to Commission Rule 4.4(d), 16 CFR 4.4(d).
6. The filing should be a single text file, in Adobe Portable Document Format ("PDF").
7. By Checking "I Accept" and pressing the Submit button you are stating and confirming:
  - a. That you have read and understand all of the foregoing disclosures and procedures; and
  - b. That the information submitted complies with the Commission Rules of Practice.

I Accept

Deny Accept

*Figure 26: Non-Public E-filing Guidelines*

Click the **"I accept"** checkbox and click the **Submit** button to complete the E-filing guidelines.

NOTE: Every user must accept the Non-Public E-filing guidelines to complete the e-filing submission process.

Once all the steps have been completed, click Submit to proceed with submitting a Non-Public E-Filing.

Upon submitting a document, a user should receive an on-screen confirmation as well as an email confirmation that the document has been uploaded successfully.