Procedures for Submitting an Annual Report Extension Request

Step 1:   Open your Internet browser and enter the Commission's web address.

http://rca.alaska.gov/RCAWeb/Home.aspx.

Step 2:   From the website's home page, enter your Commission issued **User name** and **Password** in the boxes shown in the upper right corner of the page. Click the **Login** button**.**

To request a login please follow the **Procedures for Requesting a User Name and Password** which can be found on the Commission's website at https://rca.alaska.gov/RCAWeb/Documents/Help/RequestingLogin.pdf or send an electronic mail to RCAElectronicFiling@alaska.gov.

Please make sure that you are familiar with the Commission's procedural rules and specific filing requirements, including electronic filing. You should also be familiar with the **Commission's Fling Submission Guide** which can be found at https://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf.

Step 3: Once you are logged into the Commission's electronic filing system, you will see a list of dark blue tabs that run horizontally across the top of the screen. The second tab in this list is the **RCA Exchange** tab. Place your cursor over the tab and click the **Submit Annual Report** menu option. This will give you two filing options. Click the **Submit Annual Report Extension Request** option.

If you are submitting **a Filing, a Petition for Intervention, an Annual Report, a Public Comment or a Quarterly RCC Report**, please see the instructions that relate to those filing types.

Step 4: On the **Select Entity** screen you will be asked to select the **Company** or **Entity** that is submitting the annual report extension request.

The company that you work for or the entity you are filing on behalf of will be listed in the **Select the Entity** drop down menu. Select the **Company** from the drop down menu box and click the **Submit** button. If your company is not listed in the drop down menu, please contact the Commission's webmaster at webmaster.rca@alaska.gov.

Step 5: On the **Select Certificate** screen you will be asked to select the **Certificate of Public Convenience and Necessity** that has been issued to the entity submitting the annual report extension request.

Each certificate that is related to the company you selected in Step 4 will be listed in the **Select the Certificate** drop down menu. Select a **Certificate** from the drop down menu box and click the **Next** button. If the appropriate certificate is not listed in the drop down menu, please contact the Commission's webmaster at webmaster.rca@alaska.gov.

Please be aware that using the **Back** button in your web browser will cause you lose any information you have already entered into the Commission's electronic filing system. If you wish to return to a previous screen you should use the **Back** button on the bottom of the screen.

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Step 6: On the **Extension Request** screen there will be a data entry box and a check box.

The data entry box requires you to enter the **Date** you wish the annual report deadline extended to and the **Reason(s)** for the requested extension. This can be a simple statement such as:

> **"XYZ Utility hereby requests that the Commission extend the time for submitting the [YEAR] annual report, to [REQUESTED EXTENSION DATE] or as the Commission otherwise deems appropriate. This request is made in order to [LIST REASON(S) FOR REQUESTED EXTENSION]."**

The check box on the bottom of the screen will allow you to **Upload** additional files in support of the annual report extension request. To begin the process of uploading files, place your cursor over the **I Have Files to Upload** check box and **Left Click.** A green **Check Mark** will appear in the box, click the **Submit** button.

If you don't need to upload any additional files, click the **Submit** button and move to **Step 8**.

Step 7: On the **Upload File** screen there are two data entry boxes.

The first box requires uploading the **File(s)** that are associated with the extension request. To upload a file you must click the **Browse** button on the right side of the **File** box. This will enable you to locate the files you want to include as part of the extension request, by searching in the location on your computer where they are saved.

Please note that all electronic files submitted to the Commission must be in portable document format (typically with a file extension of .pdf). In addition, all files must be text-searchable regardless of whether the document was scanned or produced directly from a native electronic file.

Once you have located the file you wish to include as part of the extension request, highlight the document by placing your cursor over its name and **Left** click it. You may then click the **Open** button on the bottom of the screen.
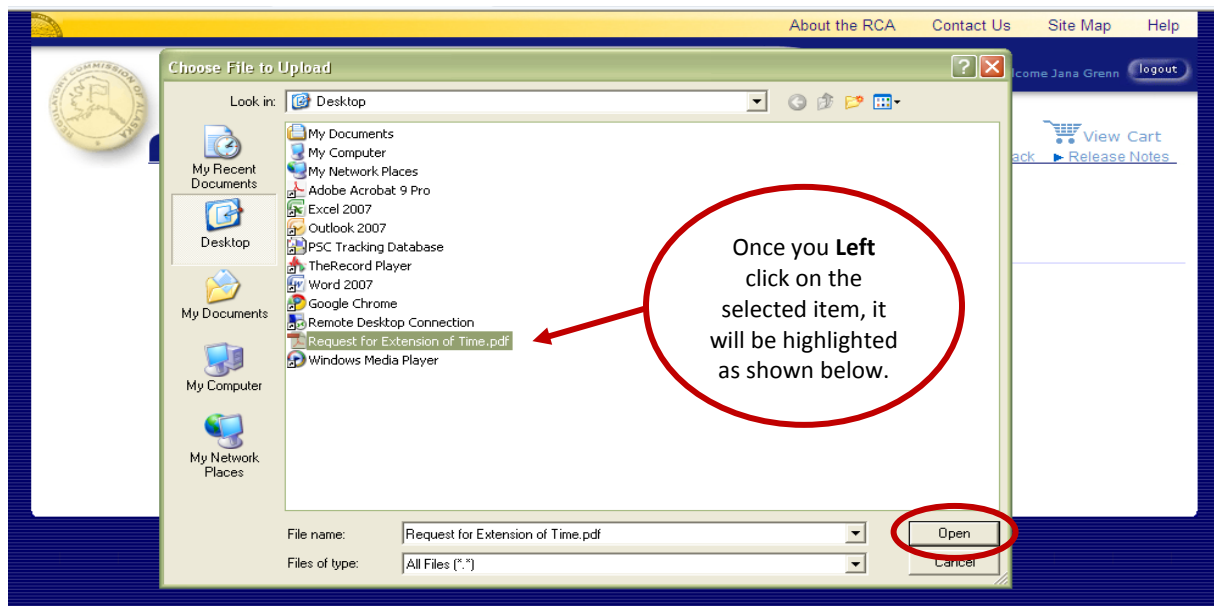
This will bring you back to the **Upload File** screen. The location and name of the file will now appear in the **File** box.

The second box requires an easily understandable **Description** of the file that you just uploaded in the **File** box. Please review the **Commission's Electronic Filing Guide** for file description examples.

Once you have entered a **Description** for the file, click the **Add** button on the right side of the Description box. Please note that if you have multiple files that you are associating with one extension request, you should provide a distinct **Description** for each.

The name, size and description of the file will appear under a set of light blue boxes at the bottom of the **Upload File** screen. If at any time you wish to delete a file that you have associated with the extension request, click the **Delete** button (highlighted in light blue) on the right side of the file name, size and description.

You can **Repeat** the steps described above for each **File** you wish to associate with the annual report extension request.

Once you have entered uploaded all of the **Files** you want to associate with the extension request and each of them appears under the light blue boxes on the bottom of the **Upload Files** screen, click the **Submit** button.

Step 8: On the **Annual Report Data** screen you will be asked to enter the company's preliminary beginning and ending balances from the **Balance Sheet**, the Total Revenues, Expenses and Net Income from the **Income Statement** and the appropriate **Metrics**. You will also be required to enter the appropriate **Filing Year** from the drop down menu box at the top of the screen.

Once you have entered the required information, click the **Submit** button.

Step 9: On the **Electronic Filing Submitted** screen there will be a detailed summary of the information regarding the annual report extension request. Specifically, you should see data entered for the following:

➢ An electronic filing **Tracking Number**, which is automatically generated by the Commission's electronic filing system;

➢ The **Name of the Person** submitting the extension request;

➢ The **Date/Time** the extension request was submitted, which is automatically generated by the Commission's electronic filing system;

➢ The **Filing Description**, which is automatically generated by the Commission's electronic filing system; and

➢ A list of the **File(s)** that are uploaded in support of the extension request.

Once you have verified that all of the information listed on the **Electronic Filing Submitted** screen is complete, click the **Finished** button on the bottom of the screen.

If you do not click the **Finished** button, the extension request submission will not be complete and will not be filed with the Commission.

You may print a copy of the Electronic Filing Submitted screen by clicking on the **View Printable Version** button (highlighted in light blue) to the right side of the **Finished** button. Electronic filers are encouraged to print a copy of this screen for their records.

Please note that the Commission will review the annual report extension request for compliance with its filing requirements. If the extension request passes review, you will be sent an electronic mail with a **Tracking Number** for the filing. Once you receive a Tracking Number, the extension request will be available on the Commission's website.

If the extension request <u>does not</u> pass the Commission's review, you will be sent an electronic mail informing you that the filing has been rejected and the reason for the rejection.