

Instructions for Filing Comments

Electronic Filing

1. Register for electronic filing on the Commission's website (<http://www.psc.alabama.gov>) through a link on the dropdown box under the Business Information Center on the main page
2. After registering for electronic filing, login to the system through a link on the dropdown box under the Business Information Center on the main page
3. File comments
4. Mail/deliver the original and one copy of the comments to the Commission

Electronic Filing Rules and Requirements:

- Any document filed electronically via this system is deemed to be received by the Commission when it is received electronically as long as the original and one copy are received by the Commission by 5 PM on the next business day.
- In the event the original and one copy are not received by the Commission on the next business day, the filing will be deemed received when the original is received by the Commission.
- All documents filed electronically should be in text-searchable public document format (pdf).
- Documents filed electronically shall be no larger than 10 MB in size. Any document larger than 10 MB shall be broken into separate files with no file being larger than 10 MB.

Paper Filing (Rule 4 of the Commission's Rules of Practice)

1. Filing is accomplished by delivery of a document to the Secretary of the Commission, or an employee of his office, in person, or by United States Mail, Postage Prepaid, addressed to the Commission at P.O. Box 304260, Montgomery, Alabama, 36130, or by courier to RSA Union Building, 100 North Union Street, Room 950, Montgomery, Alabama, 36104.
2. Filing is effective only upon receipt by the Commission.
3. Paper-copy filing shall include an original and ten copies.