Public Service Commission
Electronic Tariff Filing System
-Monitoring Instructions-

Introduction:

These instructions are for how to monitor the status of a tariff that has been filed with the PSC and processed through the Tariff Filing System (TFS).

Additional instructions are available on (1) how to register for an account to use the TFS and (2) how to file a tariff using the TFS.

If there are any questions or problems encountered while using the TFS, please call the PSC and ask to speak to the Tariff Branch.

System Access Procedures:

Monitoring the status of a filing in the TFS does not require you to register or login. Instead, you may access the system from the PSC homepage:

http://psc.ky.gov
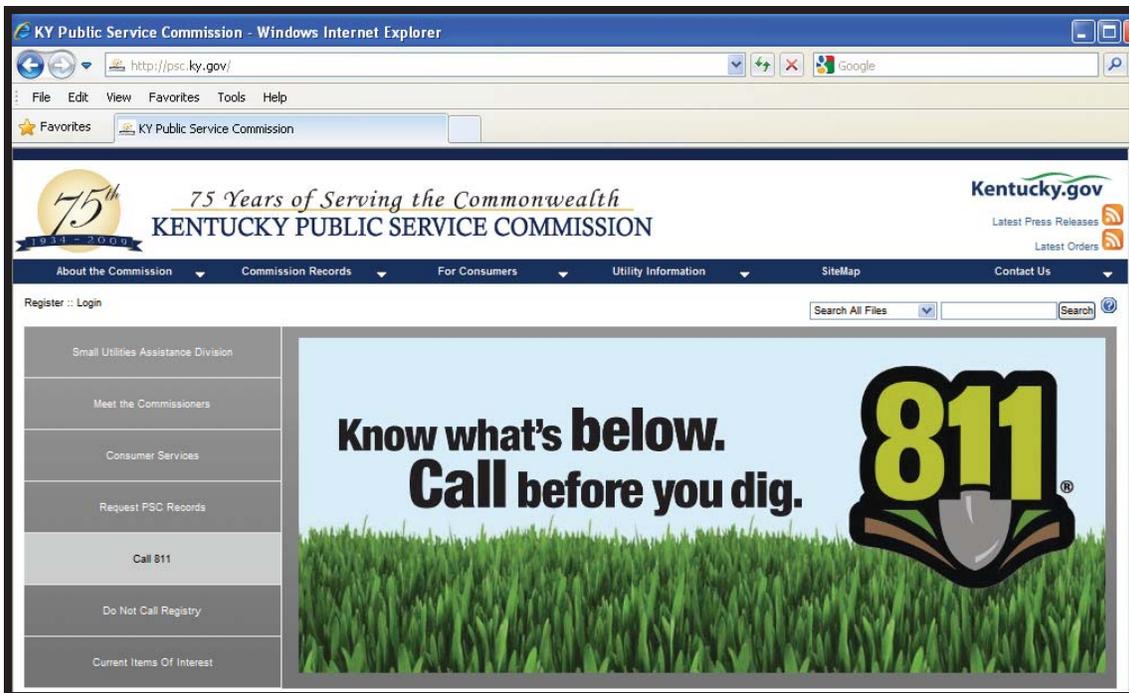
Once at the PSC homepage, you will need to click on the "Commission Records" button which should open a drop-down box where you will need to scroll over the "Tariffs and Contracts" option as shown in the following graphics.
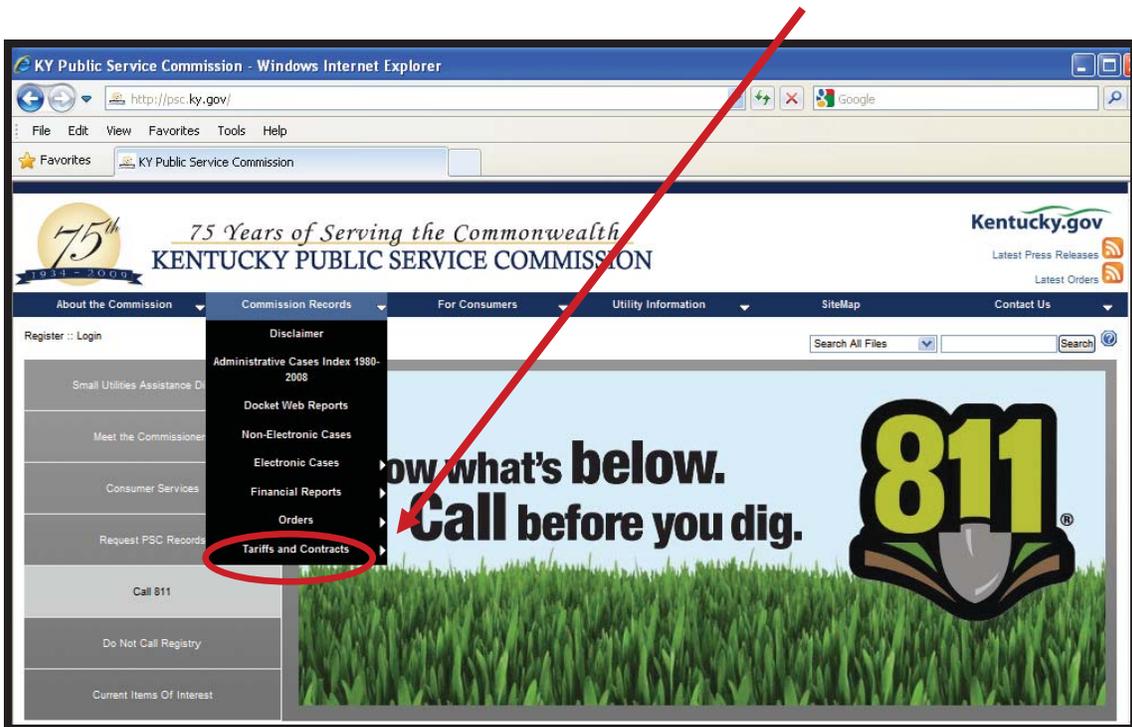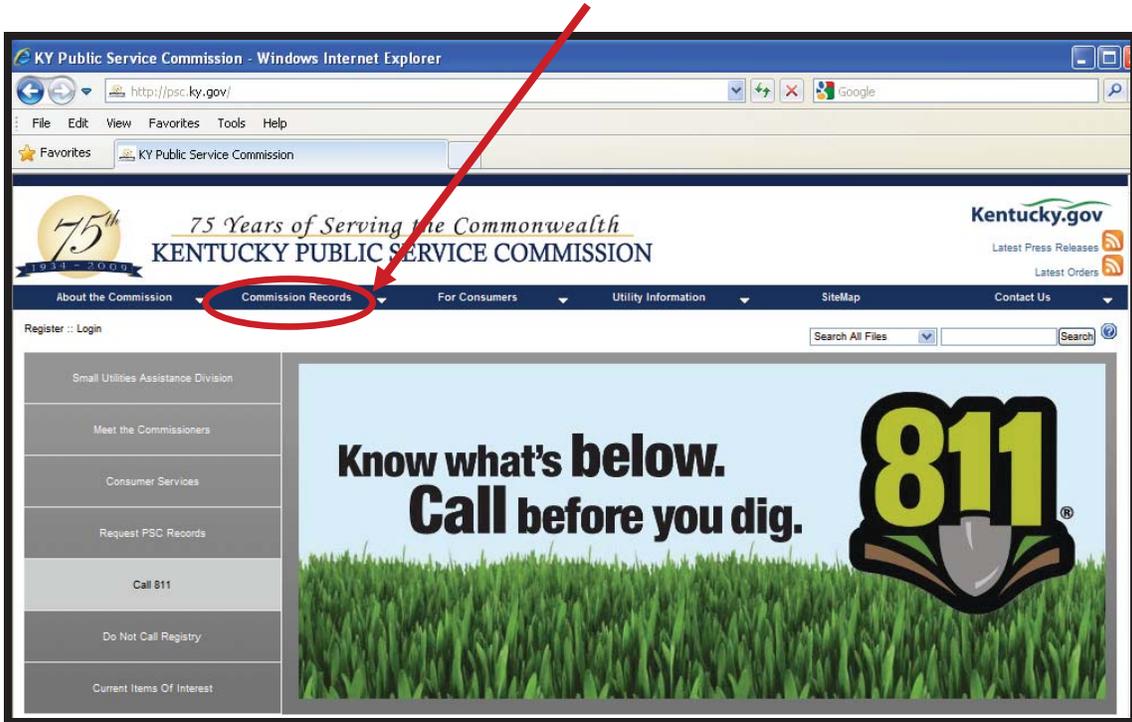
When the "Tariffs and Contracts" option is selected, another drop-down box should appear where you will choose the "Search Tariff / Contracts" option.
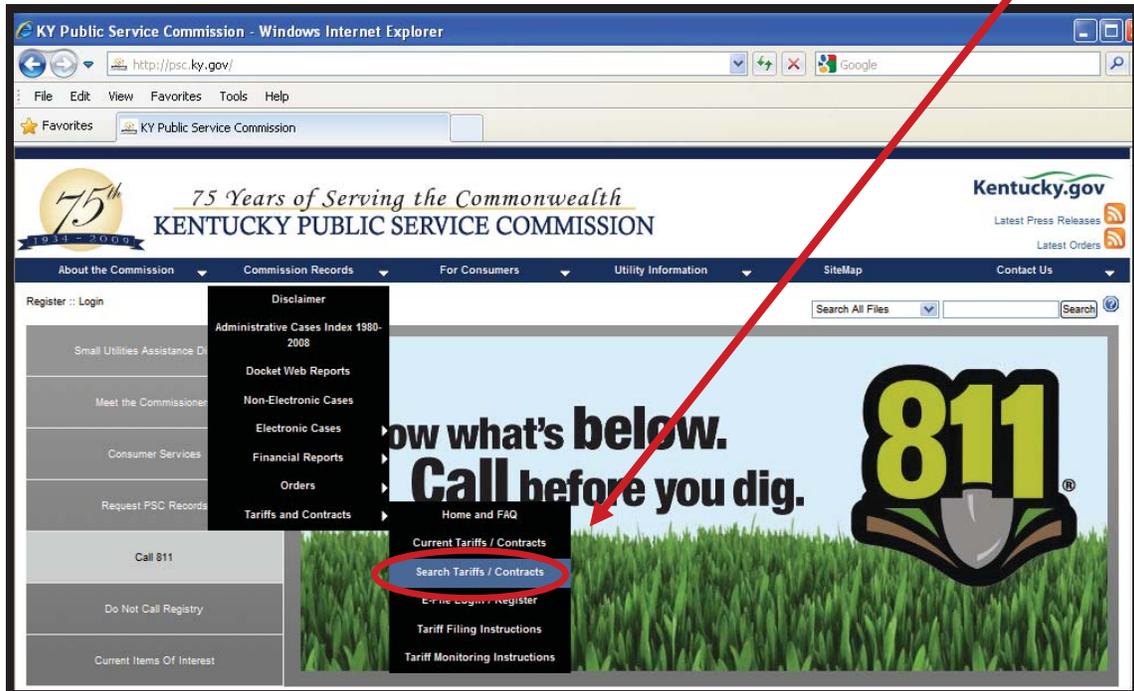
To summarize, the following are the steps that have been taken up to this point:

1. Go to http://psc.ky.gov

2. Scroll over the "Commission Records" button for the drop-down menu

3. Scroll over the "Tariffs and Contracts" option for the drop-down menu

4. Click on the "Search Tariffs / Contracts" option

Now you should be in the TFS system and your computer screen should look like the following:
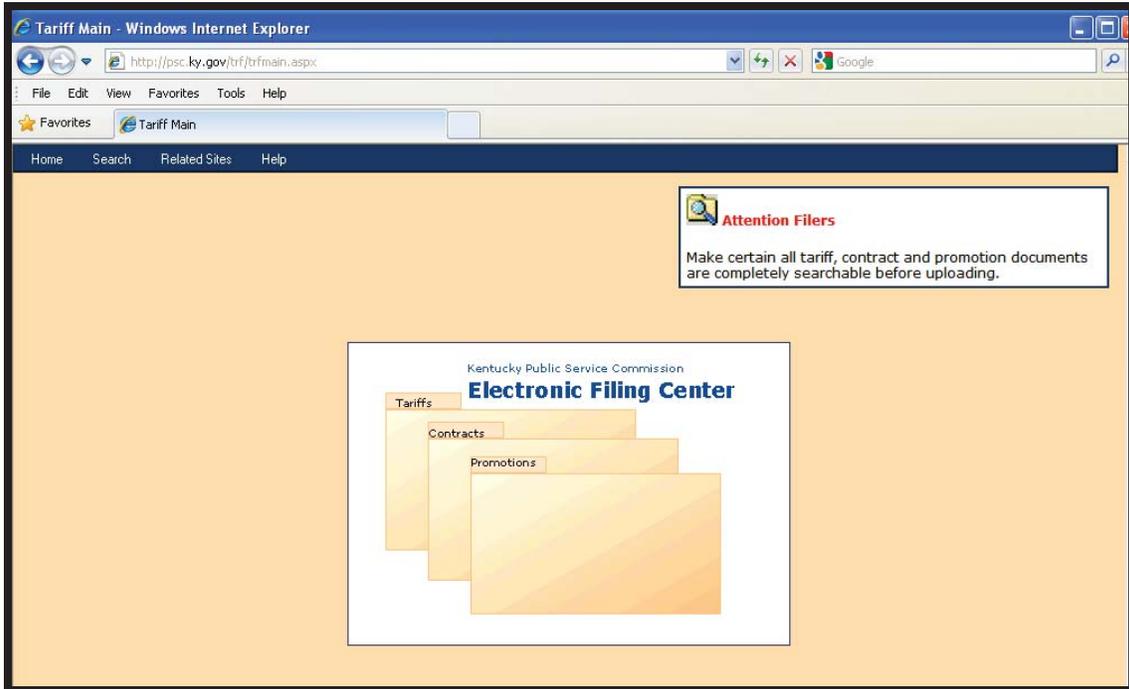
Click on the "Search" button and a drop-down box should appear showing a "Tariffs Circulating" option as well as a "Closed Tariffs" option.
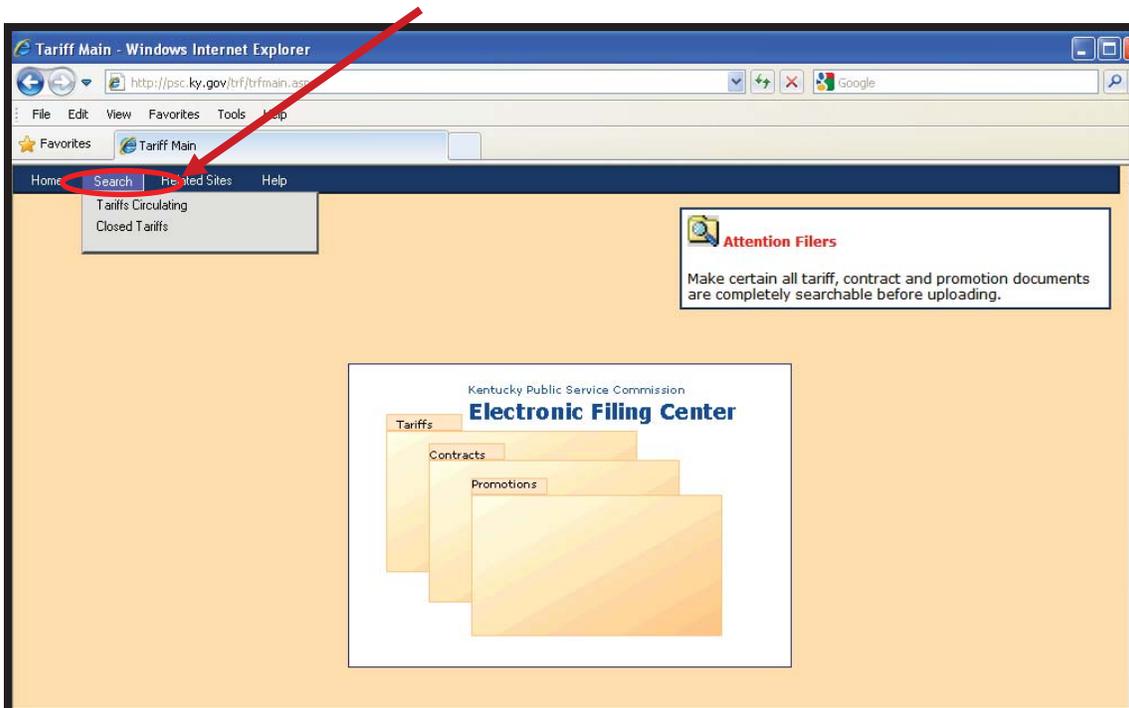
All filings that are currently in the review process can be found by clicking on the "Tariffs Circulating" option.

Filings that have completed the review process can be found by clicking on the "Closed Tariffs" option.

Monitoring "Circulating" Filings:

Choosing the "Tariffs Circulating" option should take you to a screen that looks like the following:
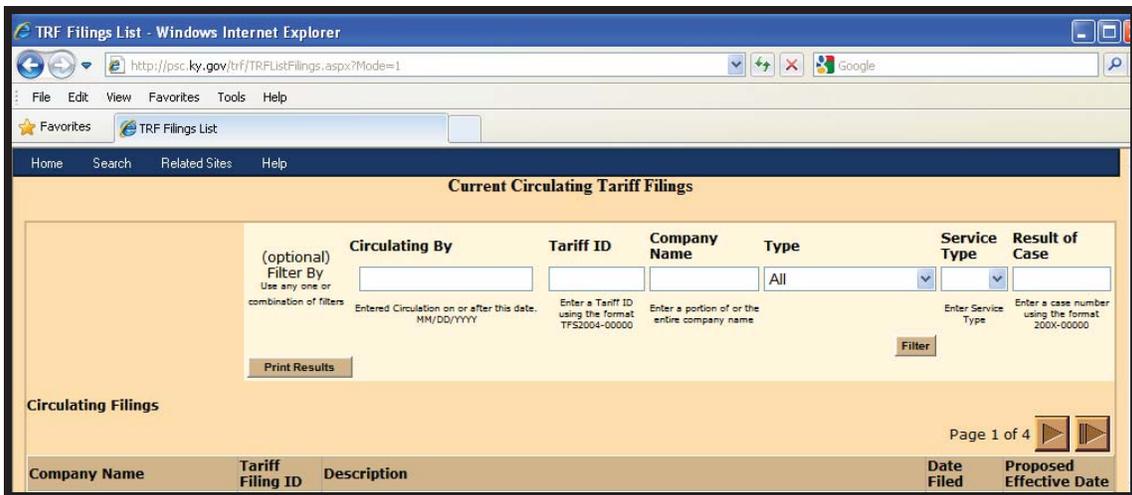
You may use the boxes to help narrow your search; then hit the "Filter" button.

Otherwise, all filings currently circulating in the review process will be listed below the search options.

The next page will provide instructions on searching for a closed filing.

Monitoring "Closed" Filings:

The term "closed" as used here refers to any filing which has completed the internal review process.

Choosing the "Closed Tariffs" option should take you to a screen that looks like the following:

You may use the boxes to help narrow your search; then hit the "Filter" button.

Otherwise, a default listing of all closed filings for the current year will be listed below these search options.

The filings will be listed in alphabetical order in groups of ten.

You may navigate through the pages by choosing the "Next" and "Previous" buttons located at the lower right portion of the screen.

_____

Any questions regarding monitoring or searching the TFS for current or closed filings should be directed to the PSC Tariff Branch by calling 502-564-3940 or emailing PSC.tariffs@ky.gov