

Instructions for Writing Letters to FERC, Establishing a FERC Online Account and Filing Documents Electronically with FERC

Writing Letters to FERC

Address Letter to:

Ms. Kimberly D. Bose
Secretary
Federal Energy Regulatory Commission
888 First Street NE
Washington, DC 20426

Subject of Letter

Any filing must bear in all capital letters the title "COMMENTS", "PROTEST", or "MOTION TO INTERVENE", as applicable, and the Project Number of the particular application to which the filing refers. – So please use for example --- RE: COMMENTS – Martin Project, FERC No. 349 - 134.

State in Your Letter at a Minimum

You are a Lake Martin Stakeholder
You are a Lake Martin HOBO
Your comments and opinion regarding the matter at hand
Your name and address

Saving File for Electronic Filing

DO NOT use spaces or special characters in your file name when saving your file – So for example name your file – FERCLetter110207. Save your file where you can easily locate the file on your computer such as under My Documents. If you do not file your letters electronically with FERC see Mailing Letters to FERC below.

Mailing Letters to FERC

All documents (original and eight copies) should be mailed to Ms. Kimberly D. Bose, Secretary, Federal Energy Regulatory Commission, 888 First Street NE, Washington, DC 20426.

Establishing a FERC Online Account

Establish a Personal FERC Account

- (1) Go to <http://ferc.gov/docs-filing/efiling.asp> and CLICK ON New User? Sign Up
- (2) On the next page enter your email and password information and click NEXT
- (3) On the next page do the following
 - (1) You DO NOT have to check either check box at the top of the page
 - (2) Fill in personal information
 - (3) Under Select Organization Click SELECT ORGNIZATION. On the next page type in INDIVIDUAL and click SEARCH. Click the hyperlinked (Blue underlined) word Individual. You will then be directed back to the previous page to complete the registration process.
 - (4) Enter address and telephone information

- (5) Under Alternate Contact Information (This section Must be Filled In)
 - a. Under Name Type in your Name Again, unless you have an alternate contact
 - b. Phone Number – Enter your Phone Number again or alternate
 - c. Email Address – Enter your Email Address again or alternate
 - d. On the bottom of the page click SAVE
- (4) On the next page just click SAVE – do not enter any information on this page
- (5) On the next page click OK
- (6) Upon completing the above page you will be sent a validation email from FERC
- (7) Open the FERC New User Validation Email and click on the link to verify your email address and complete your account validation.
- (8) Your FERC account is now established.

Filing Documents Electronically with FERC

To File Electronic Documents with FERC

- (1) Go to <http://ferc.gov/docs-filing/efiling.asp> and click on Existing User – Log in
- (2) On the next page enter your email address and password you used to register your FERC account.
- (3) On the next page click on – CREATE FILING
- (4) On the next page under COMMON header click on COMMENTS ON FILING
- (5) On the next page type in P-349 and click SEARCH. Once the search is complete scroll down to find the filing you are commenting on (For example P-349 134) and click select. Then go to bottom of page and click NEXT
- (6) On the next page click BROWSE and locate the letter you saved earlier on your computer. Then type a description of your letter in the Description Box, such as Comments of John D. Doe under P-349, Supporting Alabama Powers Temporary Variance Request. Then click ATTACH and finally click UPLOAD FILES. When the confirmation window pops up stating FERC has received the File click OK
- (7) On the next page select - For an Individual, then click NEXT
- (8) On the next page enter your email address and then click ADD. Once your email address is added to the filing click NEXT
- (9) On the next page fill in the Submission Description box – For Example -- Comments of John D. Doe under P-349-134 in Support of Alabama Power's Request for a Temporary Variance and Requesting a Permanent Change in Lake Martin's Rule Curve. This will be the description of the document used by FERC to file in its on-line elibrary. So be as specific as possible. Then click NEXT.
- (10) On the next page click SUBMIT FILING. You will then be redirected to the homepage of FERC's eFiling website. And your letter has been electronically filed with FERC.
- (11) You will then receive an email from FERC confirming they have received your electronic filing.

Setting Up FERC eSubscription

Once you have established your FERC account you can subscribe to FERC's eSubscription service to receive an automated email when any public documents are filed with FERC regarding Lake Martin. This is a great way to stay abreast of issues and matters regarding our lake. To subscribe to esubscriptions do the following:

- (1) Go to <http://www.ferc.gov/docs-filing/esubscription.asp> and click on Existing User – Log in

- (2) On the next page enter your email address and password you used to register your FERC account.
- (3) On the next page click on esubscription
- (4) On the next page click on Add New Subscription
- (5) On the next page in the first box next to Enter Docket Number within this box enter P-349, then click SUBMIT.
- (6) On the next page click on SUBSCRIBE next to docket number P-00349-066. When the window pops-up click on OK.
- (7) You will be returned to your esubscription list page of all docket numbers you are subscribed to, just close this window.
- (8) You are now subscribed for automated email of all future public correspondence filed with FERC regarding Lake Martin. Such as, but not limited to:
 - a. Alabama Power filings
 - b. Filings for commercial docks
 - c. Reservoir elevations
 - d. Applications for commercial land usage