

## **DIRECTIONS FOR E-FILING**

### **THE PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA**

1. In order to e-file you must register and create your login and password. After you have e-filed a document, an e-mail will be sent to you stating that the Commission has received your filing. Please see attached document for submitting an e-filing.
2. All electronic filings must be in a PDF format.
3. When a document is e-filed with the Commission, the signature of the attorney filing the document must be shown as an “s/” followed by the attorney’s name typed in the signature line of the document.
4. Upon submission of the e-filing, an e-mail message will be sent to the filer confirming receipt of the filing.
5. Once the e-filed document is reviewed by Commission staff, a second email will be sent to the filer indicating whether the filing has been accepted or rejected for processing.
6. The filed date will be the date of the electronic submission to the Commission, unless otherwise provided by Commission order, etc.
7. All confidential filings must be mailed or hand delivered to the Commission. No confidential filings should be sent electronically to the Commission.
8. Maps must be mailed or hand delivered to the Commission. If the map is in a PDF format, the map may be e-filed with the Commission.

# Updated E-Filing Process

## STEP 1: Choose Filing Type


**Choose Filing Type**

**New Case** - New matter for which no docket or NDI exists.

**Existing Docket** - New matter to be filed on an existing docket.

**Existing NDI** - New matter to be filed on an existing NDI..

## STEP 2: Fill in required fields and click “File Now”



Public Service Commission  
Docket Management System  
South Carolina

Year-Seq-Ty


**New Filing**

Filing Type

Contact Name

Contact Email

Organization Name

Document Summary 

On Behalf Of

Attachment 1 (Title/File)

Attachment 2 (Title/File)

Attachment 3 (Title/File)

STEP 3: Review information and click “Confirm”



Public Service Commission  
Docket Management System  
South Carolina

Year-Seq-

### E-Filing Confirmation

**Document Summary**

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Test

Contact Name: Jocelyn

Organization Name: Test

Contact Email: jocelyn.boyd@psc.sc.gov

On Behalf Of: Test

Uploaded File(s): 2012-218-E(3) Directive.pdf

[Cancel](#) [Confirm](#)