

# PART ONE: How to Register

Enter <http://www.ferc.gov/docs-filing/efiling.asp> into your browser. The page should look like this:

## FERC Online



### Login

Login to your FERC Online account or create a new one.

### eComment

eComment is limited to individuals filing comments on their own behalf in the following proceedings:

2. Click on the **eRegister** button. This should bring you to the registration form. Fill out the following two pages.

The screenshot shows the first page of the registration form. The browser address bar displays <https://ferconline.ferc.gov/eRegistration.aspx>. The page title is "FERC Online - Web Applications of the Federal Energy Regulatory Commission". A navigation menu on the left includes: FERC Online Home, About FERC Online, Log Out, Edit Registration, Company Registration, eFiling, eSubscription, eComment, Query Mailing List/Recipients by State, Query Service List, My Service List, and eLibrary. The main content area is titled "Create FERC Online Account" and contains the following fields:

- Name Prefix: dropdown menu
- \* First Name: text input
- Middle Initial: text input
- \* Last Name: text input
- Name Suffix: dropdown menu
- \* eMail address: text input
- \* Confirm eMail address: text input
- \* Password: text input (Note: Password should be between 8 and 12 characters and contain at least one numeric or special character.)
- \* Confirm Password: text input

Below the password fields is a CAPTCHA image showing the characters "N52RG". At the bottom, there is a "Done" button and a "Next" button.

The screenshot shows the second page of the registration form. The browser address bar displays <https://ferconline.ferc.gov/eRegistration.aspx>. The page title is "FERC Online - Web Applications of the Federal Energy Regulatory Commission". A navigation menu on the left includes: FERC Online Home, About FERC Online, Log Out, Edit Registration, Company Registration, eFiling, eSubscription, eComment, Query Mailing List/Recipients by State, Query Service List, My Service List, eLibrary, eTariff Viewer, and Help. The main content area contains the following fields:

- Title: text input
- Street Address: text input
- City: text input
- \* State: dropdown menu (ALABAMA selected)
- \* Zip Code: text input
- \* Country: dropdown menu (UNITED STATES selected)
- \* Phone Number: text input (123456 entered) i.e. 555-555-5555 or 011-52-1234-
- Fax Number: text input

A "Next" button is located at the bottom right. At the bottom of the page, there is a footer with contact information: "For any issues regarding FERC Online, please contact FERC Online Support or call Local: (202) 207-2200 | Toll-free: (800) 475-2834. \* Routes include a current e-mail address, telephone number, and e-mail address."

### 3.) After you have registered with FERC, you should get a confirmation email from FERC

FERCOnline Verification Notice  Inbox x



eRegistrationProd@ferc.gov

1:46 PM (15 minutes ago)

to misty

Dear Misty Boos,

Your user ID for FERC Online is \_\_\_\_\_ and you have been assigned FERC ID #F638476.

Click here <https://ferconline.ferc.gov/eregistrationconfirm.aspx?hashcode=L8Ywde9KYjUF8AlrpTvmPA> to confirm your email address and complete your registration.

Information about eRegistration is available at <https://www.ferc.gov/docs-filing/eregistration.asp>

If you have questions or problems, please send an email to [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov)

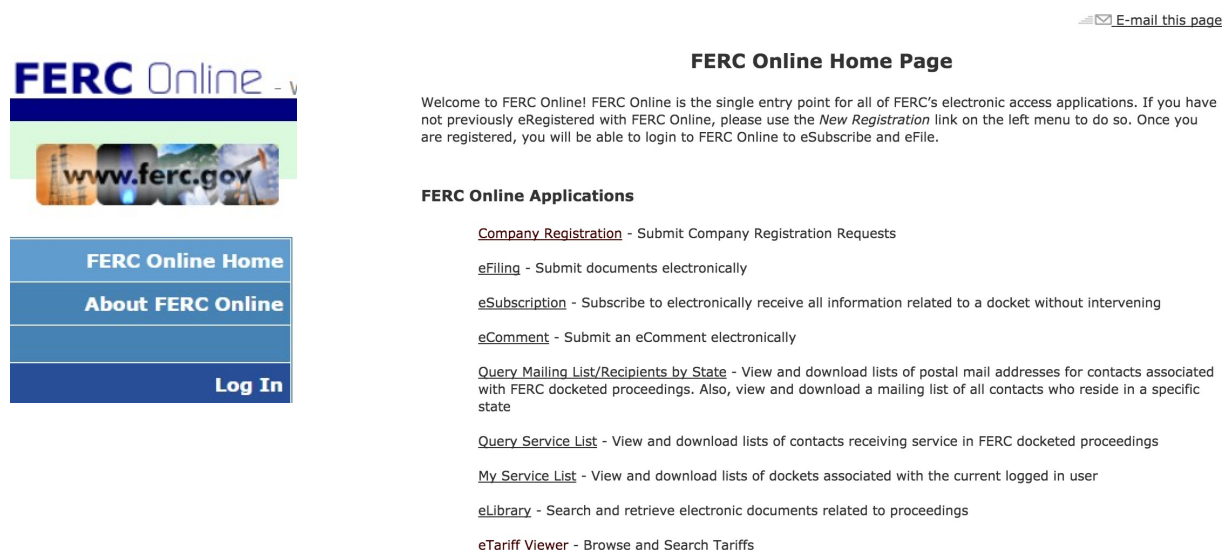
Once you receive this email, you are officially registered with FERC and able to access several FERC tools to take further action in the FERC process:

**eComment** – to file comments relevant to a particular docket

**eFiling** --to submit whole documents electronically, rather than just submitting text typed into the FERC eComment system.

**eSubscription** – to sign up to receive all information related to a particular docket

### 4) Return to the FERC Online Home Page (<https://ferconline.ferc.gov/FERCOOnline.aspx>), and you should be able to log-in with your email and password. You will then come to this screen.



The screenshot shows the FERC Online Home Page. On the left is a navigation menu with buttons for "FERC Online Home", "About FERC Online", and "Log In". The main content area has a header "FERC Online Home Page" and a welcome message. Below the message is a section titled "FERC Online Applications" with several links: "Company Registration", "eFiling", "eSubscription", "eComment", "Query Mailing List/Recipients by State", "Query Service List", "My Service List", "eLibrary", and "eTariff Viewer".

[E-mail this page](#)

## FERC Online Home Page

Welcome to FERC Online! FERC Online is the single entry point for all of FERC's electronic access applications. If you have not previously eRegistered with FERC Online, please use the *New Registration* link on the left menu to do so. Once you are registered, you will be able to login to FERC Online to eSubscribe and eFile.

### FERC Online Applications

- [Company Registration](#) - Submit Company Registration Requests
- [eFiling](#) - Submit documents electronically
- [eSubscription](#) - Subscribe to electronically receive all information related to a docket without intervening
- [eComment](#) - Submit an eComment electronically
- [Query Mailing List/Recipients by State](#) - View and download lists of postal mail addresses for contacts associated with FERC docketed proceedings. Also, view and download a mailing list of all contacts who reside in a specific state
- [Query Service List](#) - View and download lists of contacts receiving service in FERC docketed proceedings
- [My Service List](#) - View and download lists of dockets associated with the current logged in user
- [eLibrary](#) - Search and retrieve electronic documents related to proceedings
- [eTariff Viewer](#) - Browse and Search Tariffs

From here, you can access the Atlantic Coast Pipeline project by clicking the appropriate link and entering the docket number CP15-554-009. To register for the eSubscription, for example, you will go to “eSubscription” and click, “Add New Subscription.” If you want to make comments, you click “eComment”. If you want to become an intervenor, instructions follow:

## PART TWO: Filing as an Intervenor

1. Return to the FERC Online Home Page (<https://ferconline.ferc.gov/FERCOOnline.aspx>)
2. Click on “eFiling.”
3. Choose this pathway: “General” -> “Intervention” -> “(doc-less) Motion to Intervene.”
4. Click “Next”

### Filing Type

How is your filing to be directed?	What kind of filing are you making?	Filing Type (Fee)
<ul style="list-style-type: none"> <li>General</li> <li>Annual Charges</li> <li>Hearing/ALJ</li> <li>Gas</li> <li>Electric</li> <li>Oil</li> <li>Hydro: Washington DC</li> <li>Hydro: Regional Office</li> </ul>	<ul style="list-style-type: none"> <li>(Fee) Petition for Declaratory Order (not under FPA Part 1)</li> <li>(Fee) Request for Interpretation by Gen. Counsel (not under FPA Part 1)</li> <li>Audit Material(to Office of Enforcement; not posted to eLibrary)</li> <li>Comment (on Filing, Environ. Report,or Tech Conf)</li> <li>Comment on Rulemaking (RM, PL, AD dockets)</li> <li><b>Intervention</b></li> <li>Motion (other than Intervention)</li> <li>Petition for Declaratory Order under FPA Part 1</li> <li>Protest</li> <li>Request for Interpretation by Gen. Counsel under FPA Part 1</li> <li>Request for Rehearing</li> <li>Request to Update Service, Mailing, or Corporate Officials Lists</li> <li>Response to Complaint</li> </ul>	<ul style="list-style-type: none"> <li>(doc-less) Motion to Intervene</li> <li>(doc-less) Out-of-Time Motion to Intervene</li> <li>Motion to Intervene</li> <li>Motion to Intervene Out-of-Time</li> </ul>

5. On the next screen, enter docket # **CP15-554-009** (this is the docket number for ACP’s application to extend the Certificate).
6. Click “Search”
7. Click **the blue plus sign**.
8. You will now see the “Document-less Intervention Description” page. Enter the reason you wish to be an intervenor in the box. You may give any reason you wish: you are concerned about property rights or the environment, you are a concerned Nelson citizen, you are a member of Friends of Nelson, or whatever you feel applies best to you. **IF YOU ARE A DIRECTLY IMPACTED LANDOWNER, BE SURE TO SAY THAT!** Click “Next.”
9. On the Specify Filing Parties page, click “**as an individual**” if you are filing for yourself or another person. (Choose “on behalf of other party(ies) only if you are filing on behalf of a group.) If you are filing as an individual, **enter your e-mail** and click, “Add as signer.” Click “Next.”
10. You will now see the Submission Description page. You can keep the pre-formatted text, reading “(doc-less) Motion to Intervene of Your Name Here under CP15-554-009. Click, “Next.”
11. When it takes you to the Summary page, click “Submit.” You should get this screen:

You have successfully submitted the filing and will receive an eMail confirmation shortly.

[Submission Status](#)

[Printable Submission Confirmation Receipt](#)

[Back to FERCOOnline](#)

11. You should receive an email Receipt of Filing first, and later another one as an Acceptance for Filing.

## Informing the Service list:

1. The final step in becoming an Intervenor is to contact all parties who are on the Service List. This is required of all Intervenor. The Service List includes the e-mails of the filer(s) and all parties who have thus far signed up as Intervenor. **As an Intervenor, anytime you file any comments or documents, you must download the latest list and email copies to every party on the list.**
2. Return to the FERC site and click **“Query Service List”**
3. (You may have to Log In if you have not already, entering your **FERC ID** and password and click **“Log In”**)
4. Enter the docket #**CP15-554-009** and click **“search”**
5. Under “select”, click **the blue plus sign +**
6. For “type of address,” select **“email”**; For “format,” select **“delimited with semicolon”**
7. Click **“download list”** and save to your computer. It will read as a .txt document.
8. Cut and paste this list to the address of your e-mail and click “enter” and it should populate your e-mail address field with all of the e-mail addresses on the service list. *Please note that some email systems limit the number of recipients you can send a single e-mail to. If that is your situation, simply cut the list into smaller pieces and send out multiple e-mails as needed.*
9. Enter **“Docket #CP15-554-009 – Motion to Intervene”** into the subject heading
10. Compose the following message: **“Please be advised that (your name) has filed a Motion to Intervene with FERC on Docket #CP15-554-009”** and close with your **name and address** that you used when you registered with FERC.
11. Send!

**CONGRATULATIONS!**

**You have finished registering as an Intervenor.**

## Part Three: Submitting Comments to FERC via the eFiling System

**We recommend that all intervenors use FERC's eFiling (not eComment) system to submit their comments.** To do this, comments must be composed and saved on your computer ahead of time as a document or .pdf file. Please note that, after filing, intervenors will also have to send a notice to the Service List alerting them that you have added comments to the docket.

- 1) Go to [FERC.gov](http://FERC.gov) and click on the "e-File" Quick Link on the right. This will take you to a log-in page.
- 2) Type in the **e-mail address** you used when you registered and your **password**. Click "**log in**".
- 3) On the "Filing Type" page, select "**General**" in the column on the left.
- 4) Whether or not you are an intervenor, select "**Comment on Filing**" in the middle column. In the right hand column, the word "comment" will appear already highlighted. Click "**next**". This takes you to the "Select Docket" page.
- 5) Enter docket number **CP15-554-009**. Click "**search**". The named docket will appear. *If you get an error message, make sure you have typed the numbers and dashes exactly as listed, with no spaces.* The docket number and "Notice of Amendment of Certificates" should appear. Click **the blue plus sign**. The same info will appear again below under "Selected Dockets". If it is correct, click "**next**".
- 6) Click the "**Choose File**" button and using the dialogue box that appears, choose the document with your comments from your computer. If you have multiple files you wish to send, repeat until they are all listed. **Type a short description** in the Description box. (e.g. "Comments on Restoration Plan for Atlantic Coast Pipeline under CP15-554-009). *Ignore all the checkboxes and just hit "next"*
- 7) On the Specify Filing Parties screen, choose "As an individual" if you are filing for yourself. Click "next".
- 8) Type in your contact e-mail. Then click "add as signer", and then "next".
- 9) On the next screen, if you wish, you can add a longer description after the "Comment of (your name) under CP15-554-009" that says a bit more about the gist of your comment (e.g. "Restoration Plan for ACP project must also fully restore landowner property rights"). Click "next".
- 10) On the final screen, review the information, and click "submit".
- 11) In a few minutes you will get an email confirming your submission. Sometime after that (possibly the next day) you should also get an email that includes the "accession number".

## **Notifying the Service List After eFiling your Comment**

If you are an Intervenor, you will have to send an email notifying the entire "Service List" of your submission.

- 1) From the FERC Online Home Page, click on the "Query Service List" on the left.
- 2) Enter the docket number CP15-554. (It will show the main docket, with suffix 000)
- 3) Click the blue plus sign.
- 4) In the pull down menus select: "Email, delimited with semicolon".
- 5) Click "download list".

You will get a text file that will probably have LOTS of duplications. Feel free to delete duplications if you wish.

- 6) Send out an e-mail to everyone on the list letting them know you submitted your filing. It is sufficient to write something simple like: "This is to notify you that on xx/xx/21 (your name) submitted comments on the proposed restoration plans for the Atlantic Coast Pipeline in FERC docket #CP15-554." It is nice if you include a copy of what you filed, or, if you have it, the link with the accession number.

In my experience, if you have too many people listed on one e-mail, some programs flag you as a potential spammer and may block your attempt. So, I take the extra time to purge the list of duplications, and then mail my notification out to folks in groups of about 30-50. Your mileage may vary.

(Note for previous ACP Intervenor: You may notice there are a lot less people on the Service List now than the several hundred that were on it a couple of years ago. This is because FERC sent out a "you've got to renew if you want to stay on the Service List" e-mail a year or two ago and many folks let themselves be purged from the Service List.)