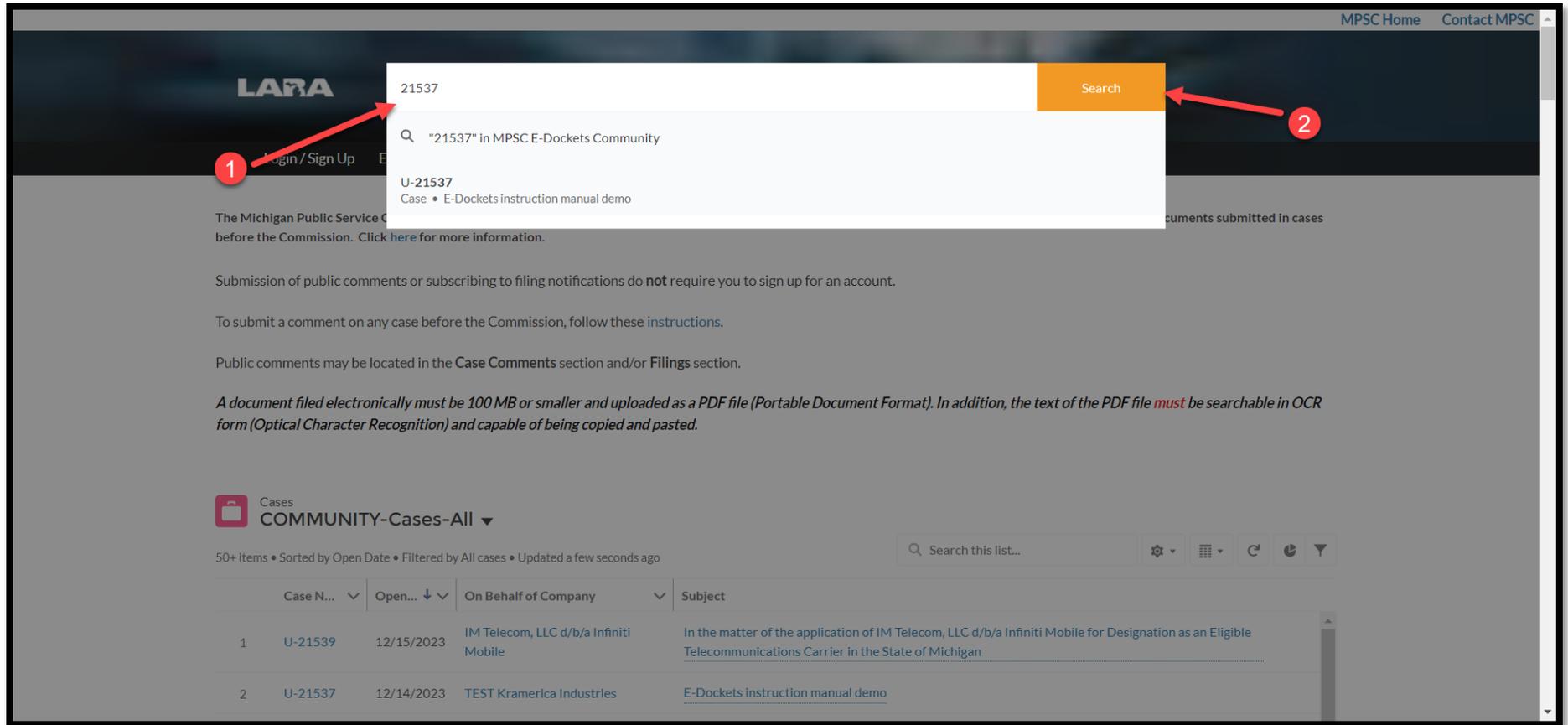


# MPSC E-Dockets Case Comment Instructions

1. In the search box at the top of the page, enter the case number you want to submit a comment for and click the Search button.



2. Click the case number in the Cases results section.

The screenshot shows the MPSC E-Dockets search results page. At the top, there is a search bar with the text '21537' and a 'Search' button. Below the search bar, there is a navigation menu with links for 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. The main content area is divided into two sections: 'Cases' and 'Files'. The 'Cases' section shows 1 result for case number 'U-21537', with an open date of '12/14/2023' and a subject of 'E-Dockets instruction manual demo'. The 'Files' section shows 5+ results, sorted by 'Relevance'. The first file is '21308 Exhibits - Creisher' (1.2MB, 5/24/2023, 4:13 PM). A red arrow points to the case number 'U-21537' in the 'Cases' section.

CASE NUMBER	OPEN DATE	SUBJECT	ON BEHALF OF COMPANY	INDUSTRY↑
<a href="#">U-21537</a>	12/14/2023	<a href="#">E-Dockets instruction manual demo</a>	TEST Kramerica Industries	Steam

TITLE	SIZE	CREATED DATE	OWNER
<a href="#">21308 Exhibits - Creisher</a>	1.2MB	5/24/2023, 4:13 PM	
<a href="#">21308 Exhibits - Creisher</a>	1.2MB	5/25/2023, 9:14 AM	
<a href="#">U-17333-R-0012</a>	1.2MB	12/12/2017, 10:05 AM	
<a href="#">U-16294-0001</a>	270KB	12/12/2017, 12:53 AM	
<a href="#">Amended Application, Supplemental Testimony and Revised Exhibits (SEMCO ...</a>	1MB	3/2/2022, 2:29 PM	

3. Click the Submit Comment button.

The screenshot shows the MPSC E-Dockets website interface. At the top right, there are links for "MPSC Home" and "Contact MPSC". The main header features the "LARA" logo on the left and a search bar with the number "21537" and a "Search" button. Below the header is a navigation menu with links: "Home", "Login / Sign Up", "E-Dockets Help", "Hearings Calendar", "Commission Meeting Agendas", and "Archived Commission Orders".

The main content area contains the following text:

- Submission of public comments or subscribing to filing notifications does **not** require you to sign up for an account.
- To submit a comment on any case before the Commission, follow these [instructions](#).
- Public comments may be located in the **Case Comments** section and/or **Filings** section.
- Please see here for instructions on how to get a case's party list in [Word](#) document format or [Excel](#) spreadsheet format.

Below the text is a case summary for Case U-21537, represented by a pink folder icon. To the right of the case summary are three buttons: "Submit Comment", "Print Case Comments", and "Print Case Filings". A red arrow points to the "Submit Comment" button.

Open Date	Industry	Subject
12/14/2023	Steam	E-Dockets instruction manual demo

Below the table is a button labeled "Notify Me of New Approved Filings".

At the bottom, there are two columns of metadata:

- Description**: E-Dockets instruction manual demo
- Case Number**: U-21537
- Contact Name**
- Industry**: Steam
- Open Date**

4. Review and accept the terms and conditions.

The screenshot shows the MPSC E-Dockets website interface. At the top right, there are links for "MPSC Home" and "Contact MPSC". The main header features the "LARA" logo and a search bar containing the number "21537". Below the header is a navigation menu with links: "Home", "Login / Sign Up", "E-Dockets Help", "Hearings Calendar", "Commission Meeting Agendas", and "Archived Commission Orders".

The main content area displays a message: "Submission of public comments or subscribing to filing notifications does **not** require you to sign up for an account." Below this, there are instructions for submitting comments and a link to "Public comments may be located in". A "Terms and Conditions" modal dialog box is centered on the screen, containing the text: "Comments received in this matter become public information, are posted on the Commission's website, and are subject to disclosure. Accordingly, please do not include information you wish to remain private." The dialog has "Accept" and "Cancel" buttons.

Below the modal, the case details for Case U-21537 are visible. A table lists the following information:

Open Date	Industry	Subject
12/14/2023	Steam	E-Dockets instruction manual demo

Below the table, there is a button labeled "Notify Me of New Approved Filings". Further down, the "Description" field is expanded to show "E-Dockets instruction manual demo". Other fields include "Case Number" (U-21537), "Contact Name", "Industry" (Steam), and "Open Date".

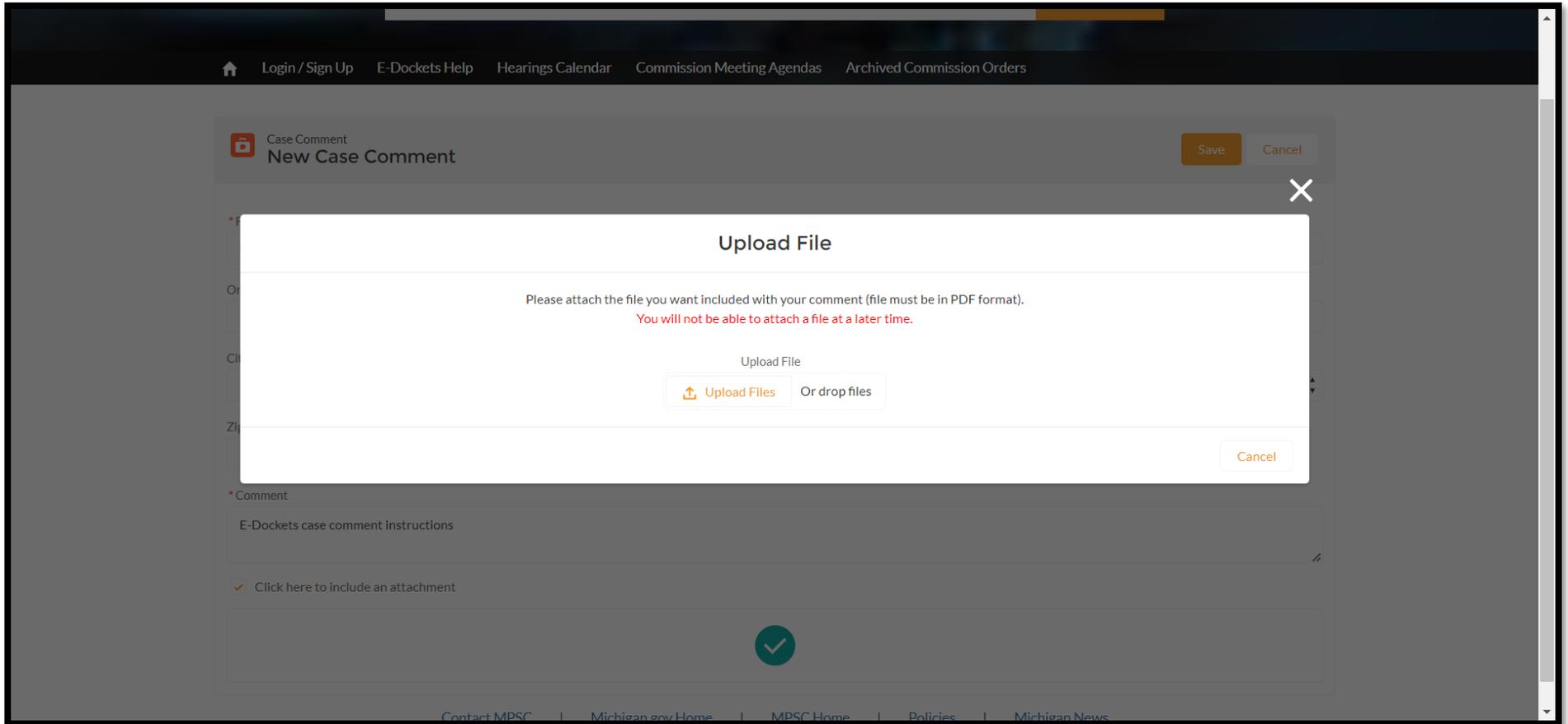
5. Populate all fields applicable to your comment (fields with an asterisk are required). If you check the box to include an attachment, you will attach the file in a later step. Your comment and file **must** meet the criteria listed in the Checklist for Approval of Electronically Filed Documents below. Answer the spam filter question and click Confirm.

The screenshot shows a web browser window with a navigation bar at the top containing links for Home, Login / Sign Up, E-Dockets Help, Hearings Calendar, Commission Meeting Agendas, and Archived Commission Orders. The main content area is titled 'Case Comment' and 'New Case Comment'. It features a 'Save' button and a 'Cancel' button. The form includes several input fields: 'First Name', 'Last Name', 'On Behalf of Company', 'Email Address', 'City', 'State', 'Zip Code', and 'Case Number'. A large text area is labeled '\* Comment'. Below the comment field is a checkbox labeled 'Click here to include an attachment'. At the bottom, there is a 'Spam Filter' section with a text input field containing the question 'The answer to 5 plus 1 is:' and a green 'Confirm' button. Three red callouts are present: '1' points to the top of the form, '2' points to the spam filter input field, and '3' points to the 'Confirm' button.

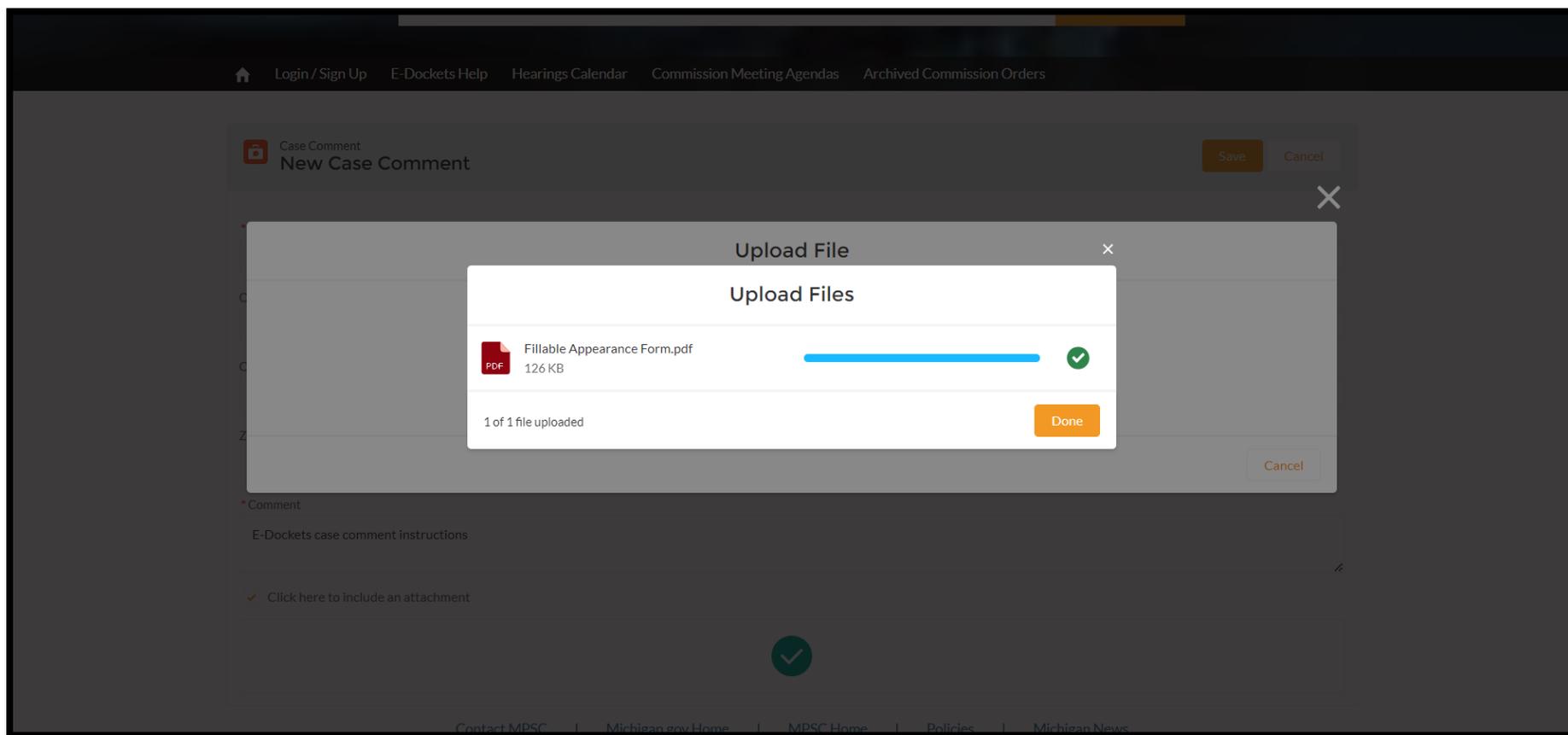
6. Once the spam filter question is verified, click the Save button.

The screenshot shows a web interface for submitting a case comment. At the top, a dark navigation bar contains links for 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. Below this is a light gray header for the 'Case Comment' section, featuring a red icon and the text 'New Case Comment'. In the top right corner of this header, there are two buttons: 'Save' (highlighted in orange) and 'Cancel' (in white). A red arrow points to the 'Save' button. The main form area contains several input fields: 'First Name' (filled with 'Cosmo'), 'Last Name' (filled with 'Kramer'), 'On Behalf of Company' (placeholder 'Enter On Behalf of Company'), 'Email Address' (placeholder 'Enter Email Address @mi.gov'), 'City' (placeholder 'Enter City'), 'State' (dropdown menu showing '--None--'), 'Zip Code' (placeholder 'Enter Zip Code'), and 'Case Number' (filled with 'U-21537'). A large text area for the 'Comment' contains the text 'E-Dockets case comment instructions'. Below the comment area is a link that says 'Click here to include an attachment' with a checkmark icon. At the bottom center of the form is a green circular button with a white checkmark. The footer of the page contains links for 'Contact MPSC', 'Michigan gov Home', 'MPSC Home', 'Policies', and 'Michigan News'.

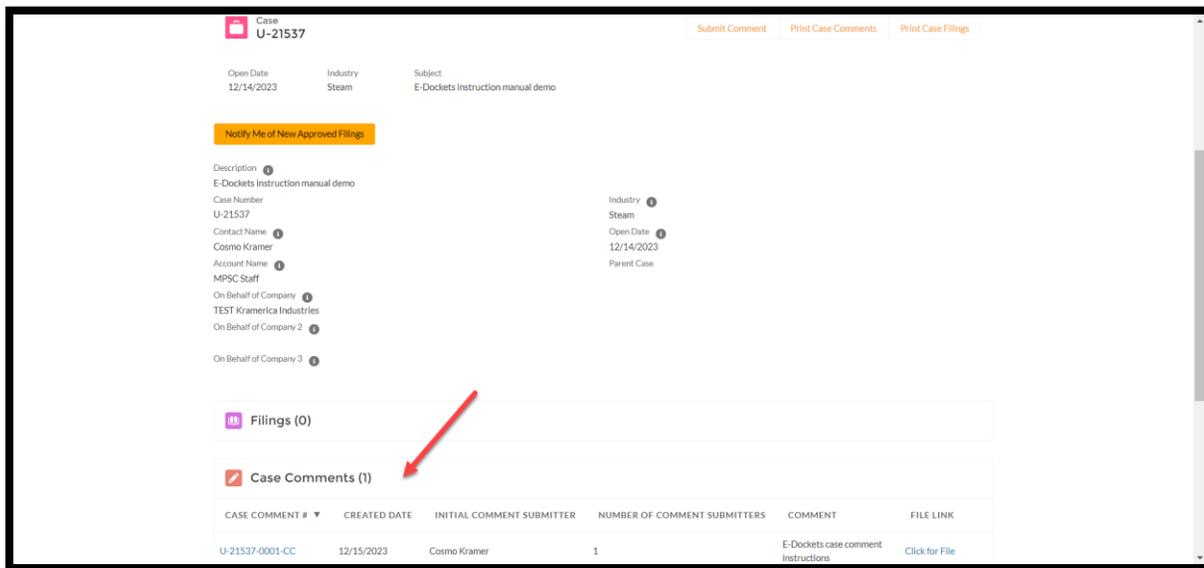
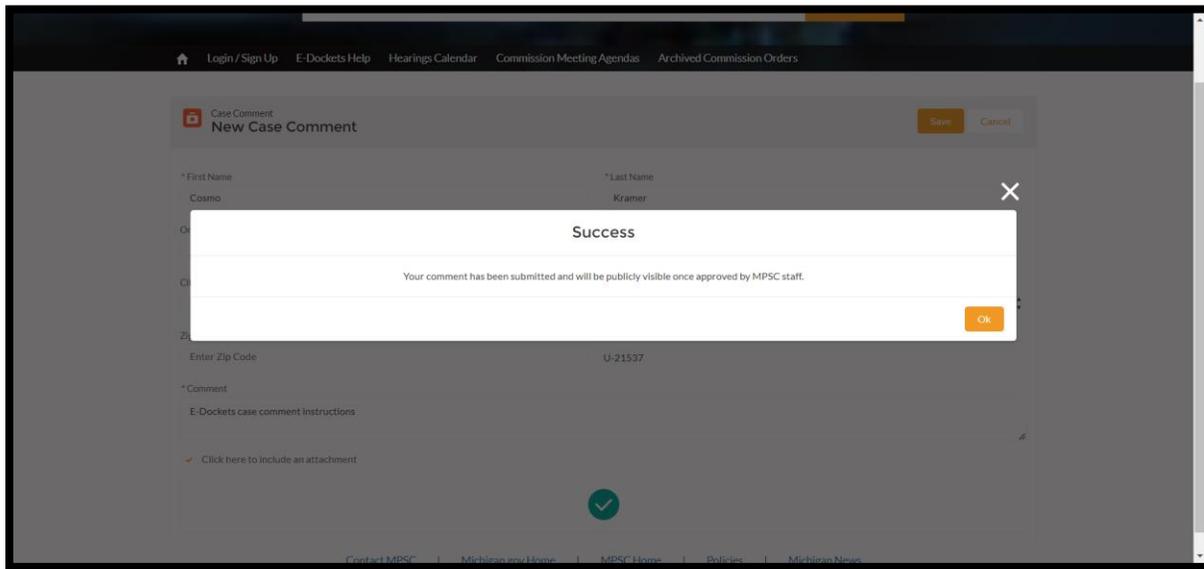
7. If you checked the box to add an attachment, you will now see the upload window. Attach your file to the record by clicking Upload Files or dragging your file over that button.



8. You will receive a success message confirming the upload was successful. Click Done.



If you see the below message, you have successfully submitted your comment (picture 1). Once MPSC staff has reviewed and approved your comment, it will be publicly visible on the case page under the Case Comments section (picture 2). You will receive a notification only if your comment is rejected.



If you cannot submit your comment on our website, they can be submitted via email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov) or via mail to:

Michigan Public Service Commission

Attn: Executive Secretary

7109 W. Saginaw Hwy.

Lansing, MI 48917

Please be sure to include the case number with your submission, so it can be placed in the correct case. Do not submit any information you wish to remain private, as comments will be publicly visible.

### Checklist for Approval of Electronically Filed Documents

Ensure that your electronic filing is accurate and complete by checking the following:

- Is your document 100 MB or smaller and uploaded as a PDF file (Portable Document Format)? The text of the PDF file must be searchable in OCR form (Optical Character Recognition) and capable of being copied and pasted.
- Does the case number referenced in your PDF match the case number in which the filing is submitted?
- Have all required digital signatures have been applied to the documents?
- Are any necessary attachments included with the document submitted?
- Does your filing meet the guidelines listed below?

MPSC GUIDELINE 2014-1  
GUIDELINE APPLICABLE TO DOCUMENTS FILED ELECTRONICALLY

This guideline applies to documents filed electronically to the e-dockets website of the Michigan Public Service Commission (Commission), including documents filed pursuant to 1999 AC, R 460.17207 (Rule 207) or in response to an invitation for public comments. All information posted on the e-dockets website is public information. The Commission may deny for public posting documents found to contain the following:

- a. Information that may be subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), in the absence of a notarized waiver of the rights governed by HIPAA.
- b. Hyperlinks or other navigational aids that link to voluminous documents without pinpointing the material within that document that addresses the subject matter of the case, such as links to entire books, newspapers, magazines, or websites. Filers should link to the targeted information. Although hyperlinks may be included in electronically filed documents, the material linked to will not become part of the official record or filing unless the material itself is filed. Filers are also reminded that such materials may be subject to copyright and other intellectual property rights and may not be reproduced without the prior written consent of the copyright holder. Filers may include hyperlinks to matter for which they have obtained all necessary consents. By submitting content to the e-dockets website, filers warrant and represent that they either own or otherwise control all of the rights to that content, including, without limitation, all the rights necessary to provide, post, upload, input, or submit the content, and that their use of the content is a protected fair use.
- c. Language that is offensive, defamatory, obscene, vulgar, inflammatory, or threatening; or which is harmful in its nature including, without limitation, computer viruses, corrupted data, or other potentially harmful software or data.

Acceptance of a document for filing is not a final determination that the document complies with all of the Commission's requirements and is not a waiver of such requirements. If a filing is rejected, a "Notice of Rejection" explaining why the filing has been rejected will be sent by e-mail to the filer, or the filer will be contacted by other appropriate means.

If a filer discovers an error in the electronic filing or publishing of a document, the filer shall contact the Commission's Executive Secretary as soon as possible. The Commission will review the situation and advise the filing party of how the error will be addressed and what further action by the filer, if any, is required. Ordinarily, any modifications to a published document will require a revised filing with the Commission. If errors in the filing or publishing of a document are discovered by the Executive Secretary, Commission staff will ordinarily notify the filer of the error and advise the filer of what further action, if any, is required to address the error.