

# E-FILING OPSB CERTIFICATE APPLICATIONS

## Document Preparation

- Applicants may upload files up to 9 MB as one filing.
- All documents, including maps and figures, should be converted to a PDF from a native file and uploaded, not scanned, in order to preserve document quality.

## Application Filing Order

- The documents should be filed in the following order:
  1. Application Body Text
  2. Figures (Maps and Diagrams)
  3. Exhibits (Studies)
- For figures and exhibits that cannot be filed in one upload due to file size, an applicant should separate these files into as few parts as possible and file as “Part x of x.”

## E-filing Process

### Setting up an account

See the instructions on the [PUCO electronic filing information page](#).

### E-filing an OPSB Certificate Application

- Add your case number or select a previous case in which you have already filed.
- Add parties for the filing or select from the list of prepopulated, previously-listed parties. The “party” for an OPSB application is usually the name of the applicant.
- For “Type of Document” select “Application.”
- Fill in the box for “Complete the Summary for the Docket Card” with a description of the filing (e.g., Exhibit E, Part 2 of 3).

### Example Docket Card of an E-Filed Application

Date Filed	Summary	Pages
11/14/2012	Application Exhibit E, Part 2 of 3 electronically filed by Jane Applicant on behalf of Energy Development Company.	25
11/14/2012	Application Exhibit E, Part 1 of 3 electronically filed by Jane Applicant on behalf of Energy Development Company.	25
11/14/2012	Application Figure 04-1, Constraint Map electronically filed by Jane Applicant on behalf of Energy Development Company.	3
11/14/2012	Application Body Text electronically filed by Jane Applicant on behalf of Energy Development Company.	150

Docket card components and resulting docket card entry:

[\[Type of Document\]](#) [\[Summary for the Docket Card\]](#) [\[Name of person e-filing\]](#) [\[Parties\]](#)  
[Application Figure 04-1, Constraint Map](#) electronically filed by Jane Applicant on behalf of Energy Development Company.