



Step 1, slide 1

Step by Step Guide on "How to File an Intervention Online"
<https://www.ferc.gov/how-intervene>

FERC Online - Web Applications of the Federal Energy Regulatory Commission

www.ferc.gov

FERC Online Home About FERC Online Log In eRegister Company Registration eFiling eSubscription eComment Query Mailing List/Recipients by State Query Service List My Service List

Registered eMail address or FERC ID:
Password:

[Forgot/Reset Password?](#)

[Log In](#)

[New User](#)

Sign in with your email and password
OR
Create a new login by clicking on New User.

Title 18, U.S.C. 1001 makes it a crime for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious or fraudulent statements as to any matter within its jurisdiction.

FERC Online does not require the submission of personally identifiable Information (PII) (e.g. social security numbers, birthdates, and phone numbers), and FERC will not be responsible for any PII submitted to FERC Online, including any accidental or inadvertent submissions of PII.

Step 2, slide 2

Step by Step Guide on "How to File an Intervention Online"
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Create FERC Online Account by filling out information and then click Next button on the bottom right corner.

Create FERC Online Account

Name Prefix:

* First Name:

Middle Initial:

* Last Name:

Name Suffix:

* eMail address:
eMail address is required.

* Confirm eMail address:

* Password:
Password is required.
Note: Password should be between 8 and 12 characters and contain at least one numeric or special character.

* Confirm Password:

Type the characters you see in the picture

44DE6Z 

You may complete your registration at this point, however, without completing the full registration, you will be limited to eSubscription among the functions requiring login.

Proceed to full registration, allowing the use of eFiling and Query Service List.

Step 3, slide 3

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Click on **eFiling** on the Menu column on the left or under FERC Online Applications.

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

Step 4, slide 4

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Option 1: If you are only filing an intervention (no comments or attachment of a document), select General > Intervention and then (doc-less) Motion to Intervene.

Filing Type

How is your filing to be directed?

- General (selected)
- Annual Charges
- Hearing/ALJ
- Gas
- Electric
- Oil
- Hydro: Washington C
- Hydro: Regional Office

What kind of filing are you making?

- (Fee) Petition for Declaratory Order (not under FPA Part 1)
- (Fee) Request for Interpretation by Gen. Counsel (not under FPA Part 1)
- Audit Material (to Office of Enforcement; not posted to eLibrary)
- Comment (on Filing, Environ. Report, or Tech Conf)
- Comment on Rulemaking (RM, PL, AD dockets)
- Intervention** (selected)
- Motion (other than Intervention)
- Petition for Declaratory Order under FPA Part 1
- Protest
- Request for Interpretation by Gen. Counsel under FPA Part 1
- Request for Rehearing
- Request to Update Service, Mailing, or Corporate Officials Lists
- Response to Complaint

Filing Type (Fee)

- (doc-less) Motion to Intervene (selected)
- (doc-less) Out-of-Time Motions to Intervene
- Motion to Intervene
- Motion to Intervene Out-of-Time

Next **Cancel**

For any issues regarding FERC Online, please contact [FERC Online Support](#) or call Local: 202-502-6652 | Toll-free: 866-208-3676. Please include a current mail address, telephone number, and e-mail address.

Step 5, slide 5

Step by Step Guide on "How to File an Intervention Online"
<https://www.ferc.gov/how-intervene>

Option 2: If you are filing only an intervention (no comments) and it is after the deadline for filing as specified in the Commission's Notice of Filing select General > Intervention > and then (doc-less) Out-of-Time Motion to Intervene.

The screenshot shows a three-panel interface for selecting a filing type. The left panel, titled 'Filing Type', asks 'How is your filing to be directed?' and lists options like General, Annual Charges, Hearing/ALJ, Gas, Electric, Oil, Hydro: Washington D.C., and Hydro: Regional Office. The middle panel, titled 'What kind of filing are you making?', lists various types of filings including 'Intervention'. The right panel, titled 'Filing Type (Fee)', shows a list of fees associated with different filing types. At the bottom right of the interface are 'Next' and 'Cancel' buttons, with 'Next' being highlighted with a red box.

Filing Type

How is your filing to be directed?

- General
- Annual Charges
- Hearing/ALJ
- Gas
- Electric
- Oil
- Hydro: Washington D.C.
- Hydro: Regional Office

What kind of filing are you making?

- (Fee) Petition for Declaratory Order (not under FPA Part 1)
- (Fee) Request for Interpretation by Gen. Counsel (not under FPA Part 1)
- Audit Material (to Office of Enforcement; not posted to eLibrary)
- Comment (on Filing, Environ. Report, or Tech Conf)
- Comment on Rulemaking (RM, PL, AD dockets)
- Intervention**
- Motion (other than Intervention)
- Petition for Declaratory Order under FPA Part 1
- Protest
- Request for Interpretation by Gen. Counsel under FPA Part 1
- Request for Rehearing
- Request to Update Service, Mailing, or Corporate Officials Lists
- Response to Complaint

Filing Type (Fee)

- (doc-less) Motion to Intervene
- (doc-less) Out-of-Time Mot**
- Motion to Intervene
- Motion to Intervene Out-of-Time

Next Cancel

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Step 5, slide 6

Step by Step Guide on "How to File an Intervention Online"
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Option 3: If you are filing an intervention with comments and an attachment (PDF) select **General > Intervention >** and then **Motion to Intervene**.

Filing Type

How is your filing to be directed?	What kind of filing are you making?	Filing Type (Fee)
General (circled)	Intervention (circled)	Motion to Intervene (circled)
Annual Charges	(Fee) Petition for Declaratory Order (not under FPA Part 1)	(doc-less) Motion to Interv
Hearing/ALJ	(Fee) Request for Interpretation by Gen. Counsel (not under F	(doc-less) Out-of-Time Mot
Gas	Audit Material (to Office of Enforcement; not posted to eLibrary	Motion to Intervene
Electric	Comment (on Filing, Environ. Report, or Tech Conf)	Motion to Intervene Out-of
Oil	Comment on Rulemaking (RM, PL, AD dockets)	
Hydro: Washington E	Motion (other than Intervention)	
Hydro: Regional Offic	Petition for Declaratory Order under FPA Part 1	
	Protest	
	Request for Interpretation by Gen. Counsel under FPA Part 1	
	Request for Rehearing	
	Request to Update Service, Mailing, or Corporate Officials Lists	
	Response to Complaint	

Next (button) **Cancel** (button)

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Step 5, slide 7

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Option 4: If you are filing an intervention with comments and an attachment (PDF) that is after the deadline for filing as specified in the Commission's Notice of Filing select General > Intervention > and then Motion to Intervene Out-of-time.

Filing Type

How is your filing to be directed?	What kind of filing are you making?	Filing Type (Fee)
General	Intervention	Motion to Intervene Out-of
Annual Charges Hearing/ALJ Gas Electric Oil Hydro: Washington C Hydro: Regional Office	(Fee) Petition for Declaratory Order (not under FPA Part 1) (Fee) Request for Interpretation by Gen. Counsel (not under FPA Part 1) Audit Material (to Office of Enforcement; not posted to eLibrary) Comment (on Filing, Environ. Report, or Tech Conf) Comment on Rulemaking (RM, PL, AD dockets) Intervention Motion (other than Intervention) Petition for Declaratory Order under FPA Part 1 Protest Request for Interpretation by Gen. Counsel under FPA Part 1 Request for Rehearing Request to Update Service, Mailing, or Corporate Officials Lists Response to Complaint	(doc-less) Motion to Intervene (doc-less) Out-of-Time Motion to Intervene Motion to Intervene Out-of

Next **Cancel**

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Step 5, slide 8

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<https://www.ferc.gov/how-intervene>

In the Search tab, type in the Docket Number then click Search.

Select Docket

Search and select all dockets and sub-dockets for your submission.

You can search for dockets or click the Quick Entry tab if you already know the docket numbers you want to insert.

Enter Docket Number: (e.g. ER08-10)

Selected Dockets:

- No Dockets have been selected. -

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Step 6, slide 9

Step by Step Guide on "How to File an Intervention Online"
<https://www.ferc.gov/how-intervene>

Select the Docket Number in the list (see example Docket list below)

Select Docket

Search and select all dockets and sub-dockets for your submission.

You can search for dockets or click the Quick Entry tab if you already know the docket numbers you want to insert.

[Search](#) [Quick Entry](#)

Enter Docket Number: [Search](#) (e.g. ER08-10)

Docket	Description	Applicant/Filer	Select
GP04-1-000	Notice of Assignment of Test Docket under GP04-1.	Test Docket for eFiling and FERC Online	+
GP04-1-001	GP04-1-001 Test Sub Docket	Test Docket for eFiling and FERC Online	+
GP04-1-002	GP04-1-002 Test Reserved Sub Docket	Test Docket for eFiling and FERC Online	+
GP04-1-003	Tes SubDocket GP04-1-003 Subocket for testing ATMS remote service update	FERC Electronic Filing Test	+
GP04-1-004	TEST SubDocket GP04-1-004	FERC Electronic Filing Test	+

Selected Dockets:

- No Dockets have been selected. -

[Next](#) [Cancel](#)

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Step 6, slide 10

Step by Step Guide on "How to File an Intervention Online"
<https://www.ferc.gov/how-intervene>

The Selected Docket will show on the bottom of the page.

Select Docket

Search and select all dockets and sub-dockets for your submission.

You can search for dockets or click the Quick Entry tab if you already know the docket numbers you want to insert.

Docket	Description	Applicant/Filer	Select
GP04-1-000	Notice of Assignment of Test Docket under GP04-1.	Test Docket for eFiling and FERC Online	<input type="checkbox"/>
GP04-1-001	GP04-1-001 Test Sub Docket	Test Docket for eFiling and FERC Online	<input type="checkbox"/>
GP04-1-002	GP04-1-002 Test Reserved Sub Docket	Test Docket for eFiling and FERC Online	<input type="checkbox"/>
GP04-1-003	Tes SubDocket GP04-1-003 Subocket for testing ATMS remote service update	FERC Electronic Filing Test	<input type="checkbox"/>
GP04-1-004	TEST SubDocket GP04-1-004	FERC Electronic Filing Test	<input type="checkbox"/>

Selected Dockets:

Docket	Description	Applicant/Filer	Remove
GP04-1-000	Notice of Assignment of Test Docket under GP04-1.	Test Docket for eFiling and FERC Online	<input type="checkbox"/>

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Step 6, slide 11

Step by Step Guide on "How to File an Intervention Online"
<https://www.ferc.gov/how-intervene>

If you already know the Docket Number click the Quick Entry tab and type it out, then click Next.

Select Docket

Search and select all dockets and sub-dockets for your submission.

You can search for dockets or click the Quick Entry tab if you already know the docket numbers you want to insert.

Enter your docket number(s), separated by commas or semi-colons (e.g. CP08-999-000,P-2659-000, ER05-10-000).

Selected Dockets:

- No Dockets have been selected. -

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Step 6, slide 12

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Document-less Intervention Description

Type in this box the reason you filing to intervene in a proceeding. It should include:

- Your status (for example are you a landowner, organization, party)
- Describe how the project has a direct or substantial interest to you or your organization and that the determination of the project may have an affect on you or your organization.
- Describe how filing for intervention will not allow you or your party to be represented adequately unless allowed to participate fully in the proceedings.
- Cite to the Commission's regulations pursuant to Section 214, C.F.R. 385.214 to motion to intervene.
- Write full name or organization and contact information (address, email, phone number) that you are comfortable having in the public record.

Characters remaining:

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Step 7, slide 13

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Select the Filing Parties that should appear on the service list, then select Next.

Specify Filing Parties

On behalf of another Party(ies) As an Individual

Specify a full or partial company name, click on Search, and select from the list.

Starts with Contains

- No Organizations selected. -

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Step 8, slide 14

Step by Step Guide on "How to File an Intervention Online"
<https://www.ferc.gov/how-intervene>

Specify the Person(s) to Whom Communication Should be Addressed.

Specify the person or persons to whom communication should be addressed. For service list-related filings, all persons to be added to the service list must be eRegistered and added as a signer or other contact.

Filing Party Individual

Contact Email:

- No Contacts selected. -

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Step 9, slide 15

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<https://www.ferc.gov/how-intervene>

Ability to modify the description before you submit the intervention, then click Next.

Submission Description

Please modify the description to accurately describe your submission.

(doc-less) Motion to Intervene of Individual or Party Name under Docket CP01-000-000.

Characters remaining: 170

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Step 10, slide 16

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Confirmation Screen stating that you have successfully submitted the filing (intervention) and will receive an email.

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

[Submission Status](#)

[Printable Submission Confirmation Receipt](#)

[Back to FERCOnline](#)

Step 11, slide 18

Step by Step Guide on "How to File an Intervention Online"

<https://www.ferc.gov/how-intervene>