

# PUC Interchange Filer E-Filing Instructions

Revised: January 26, 2022





# Public Utility Commission of Texas

## Interchange Filer

### Interchange Filer - Web upload

## Get started

Please complete the filing process within 20 minutes or you may have to restart the process from the beginning.

[Begin »](#)

## How to File with the PUC

Here are the PUC's [filing procedures](#).

For assistance please contact the PUC Help Desk at: [helpdesk@puc.texas.gov](mailto:helpdesk@puc.texas.gov) or 512-936-7100.

[Learn more »](#)

## Upcoming Events

Thu, Jan 27 — [Open Meeting](#)

Thu, Feb 10 — [Open Meeting](#)

Fri, Feb 25 — [Open Meeting](#)

Tue, Mar 8 — [Public Meeting](#)

Thu, Mar 10 — [Open Meeting](#)

Thu, Mar 31 — [Open Meeting](#)

Thu, Apr 21 — [Open Meeting](#)

[View agency calendar »](#)

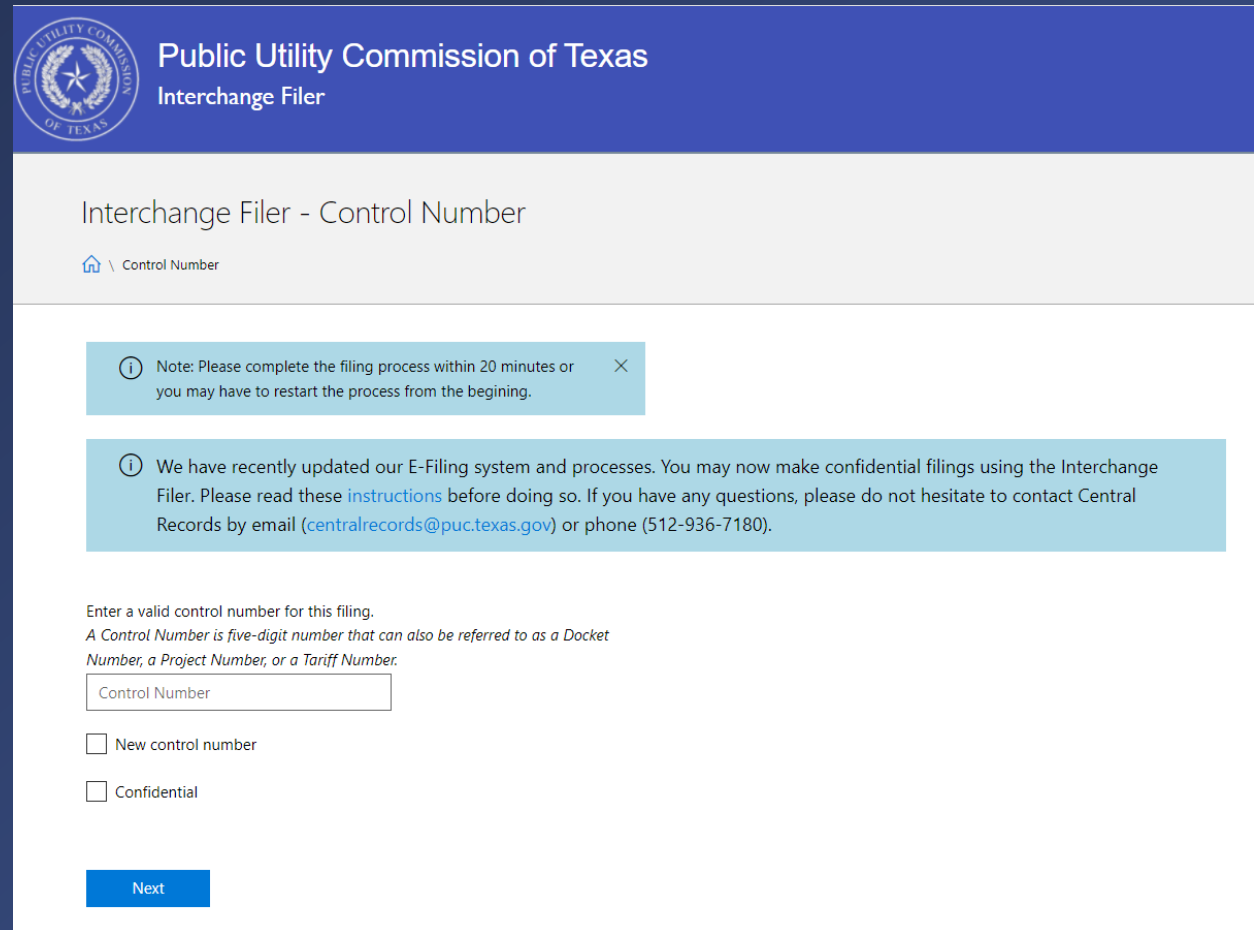
# Begin E-Filing

- Click “Begin” to start your E-Filing
- You can access this webpage at the following URL:
  - <https://interchange.puc.texas.gov/filer>



# Enter Control Number

- Enter your Control Number in the text box
- To request a new Control Number, click the box next to “New Control Number”
- To complete a confidential filing, click the box next to “Confidential”
- Click “Next” once you are finished
- If you do not know what your Control Number is, please contact Central Records
  - [centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov)




The screenshot shows the 'Interchange Filer' interface. At the top, there is a blue header with the PUC of Texas logo and the text 'Public Utility Commission of Texas Interchange Filer'. Below the header, the page title is 'Interchange Filer - Control Number'. A breadcrumb trail shows a home icon followed by 'Control Number'. There are two informational messages in light blue boxes: one stating a 20-minute filing limit and another about updated E-filing processes. The main form area contains instructions to enter a valid control number, a text input field labeled 'Control Number', and two checkboxes for 'New control number' and 'Confidential'. A blue 'Next' button is at the bottom.



# Complete Contact Information

- Fill in your contact information
- We will send confirmation emails to the Email Address you provide here
- You can click the “Save Contact Information” box in order to save you information for future E-Filings
- Click “Next” once you are finished



Public Utility Commission of Texas  
Interchange Filer

Interchange Filer - Contact Info

[Home](#) \ [Control Number](#) \ [Contact Information](#)

Enter your contact information. [?](#)

Name

Address

Address

City

State

Zip

Phone number


Email address

Save Contact Information



# Enter Filing Information

- Enter the Filing Party Name
  - Please do not use “PUC CENTRAL RECORDS” as your Filing Party Name
- Select a Filing Type from the drop-down menu
  - If you are completing a Confidential E-Filing, you will only have one choice: CONFIDENTIAL INFORMATION
- Enter the Filing Description
  - For example, the name of your document.
  - NOT a paragraph describing the filing.
  - There is a maximum of 255 characters in this text box
- Click “Next” once you are finished



Public Utility Commission of Texas  
Interchange Filer

## Interchange Filer - Filing Info

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#)

Filing Party Name ?  
*Do not use PUC Central Records as your filing party name.*

Filing Type ?

Filing Description ?  
*For example, the title of your document.*

[Back](#) [Next](#)





## Interchange Filer - Document Upload

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#) \ [Upload Documents](#)

**§22.72. Formal Requisites of Pleadings and Documents to be Filed with the Commission.**

**(i) File format standards.**

(2) Electronic filings shall be made using the [native file format](#) used to create and edit the file, unless the native file format is not on the current list of preferred file formats maintained by the commission referenced in paragraph (1) of this subsection. Microsoft Excel spreadsheets shall have active links and formulas that were used to create and manipulate the data in the spreadsheet. An application that fails to include the native file filings is materially deficient.

**Note:**

The PUC accepts most common file types: Word, PowerPoint, Excel, Word Perfect, text files, etc. There is a limit of **255** individual files per filing, with a total file size limitation of **400 MB**.

If you have any questions about the types of files you can submit, or the size limitations, please contact the PUC Help Desk at **(512) 936-7100**.

**⚠ Please attach documents to your filing in the order in which you would like them to be filed.**

The documents you attach in Filer will be **processed into a single PDF in the order in which the documents were attached**. Therefore, if you attach a PDF and Word version of the same document, they will both end up in the PDF record copy that has a time stamp.

Add Files

Addendum Included [?](#)

Back

Next

# Add Files

- Add your document(s) in the order in which you would like the documents to be filed
- See next slide for further instructions on how to Add Files





# Add Files (cont.)

- The documents you attach in Filer will be processed into a single PDF in the order in which the documents were attached
- If you attach a PDF and Word version of the same document, they will both end up in the PDF record copy that has a time stamp
- The following file types will not be converted:
  - Excel: .xls, .xlsx
  - Shapefiles: .shp, .shx, .dbf, .sbn, .sbx, .atx, .fbn, .fbx, .ain, .aih, .ixs, .mxs, .prj, .xml, and .cpg
- If the file is not converted, a page will be added in its place that includes the following information:
  - The following files are not convertible:
    - Name(s) of the file(s)
  - Please see the ZIP file for the relevant Filing on the PUC Interchange in order to access these files
  - Contact [centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov) if you have any questions
- Please include a PDF copy of your Excel document(s)
  - This allows you to format the Excel document however you would like, and it will be converted into the PDF record copy in Interchange
  - The native version of the Excel file that you attach will be available in the Zip File for your Item on the Interchange
  - This Excel document will not be duplicated in the final PDF as the Excel document will not be converted





## Interchange Filer - Document Upload

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#) \ [Upload Documents](#)

### **i** 522.72. Formal Requisites of Pleadings and Documents to be Filed with the Commission.

**(1) File format standards.**

(2) Electronic filings shall be made using the [native file format](#) used to create and edit the file, unless the native file format is not on the current list of preferred file formats maintained by the commission referenced in paragraph (1) of this subsection. Microsoft Excel spreadsheets shall have active links and formulas that were used to create and manipulate the data in the spreadsheet. An application that fails to include the native file filings is materially deficient.

**Note:**

The PUC accepts most common file types: Word, PowerPoint, Excel, Word Perfect, text files, etc. There is a limit of **255** individual files per filing, with a total file size limitation of **400 MB**.

If you have any questions about the types of files you can submit, or the size limitations, please contact the PUC Help Desk at **(512) 936-7100**.

### **w** Please attach documents to your filing in the order in which you would like them to be filed.

The documents you attach in Filer will be **processed into a single PDF in the order in which the documents were attached**. Therefore, if you attach a PDF and Word version of the same document, they will both end up in the PDF record copy that has a time stamp.

Add Files

PUC TEST FILING.docx

Size: 13.10 KB



Total: 13.10 KB

Addendum Included [?](#)

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Next

# Add Files (cont.)

- Finish adding your document(s)
- You will then be able to see the attached document(s)
  - e.g., PUC TEST FILING.docx
- Click “Next” once you are finished







## Interchange Filer - Summary

[Home](#) \ [Control Number](#) \ [Contact Information](#) \ [Filing Information](#) \ [Upload Documents](#) \ [Summary](#)

# Almost Done!

Please verify your information below and press submit to complete your filing.

**i** If you are making a confidential filing, please make sure that your filing only includes confidential information. If you have any questions, please do not hesitate to contact Central Records by email ([centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov)) or phone (512-936-7180).

[Edit](#)

### Control Number

Control Number 47425

Description TESTING SCANNING

# Summary

- Almost Done!
- This page gives you an opportunity to review and verify your E-Filing details before you complete your E-Filing
- See next slide for an example of the rest of the Summary page



## Contact Information

Name Brady Cox  
Address 1701 N. Congress Ave.  
Austin, TX 78701  
Phone (512) 936-7180  
Email [brady.cox@puc.texas.gov](mailto:brady.cox@puc.texas.gov)

[Edit](#)

## Filing Information

Filing Party PUC CENTRAL RECORDS  
Filing Type PROJECT  
Description PUC TEST FILING


[Edit](#)

## Documents

Document Name	Document Size
PUC TEST FILING.docx	13.1 KB

Addendum Included No

[Edit](#)

I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

[Back](#)

[Submit](#)

# Summary (cont.)

- This is an example of the rest of the Summary page
- You can click “Edit” in the top right corner of each section or you can click “Back” if necessary
- If the information is accurate, click the check box next to “I’m not a robot” and then click “Submit”





## Interchange Filer - Filing Submitted

We have received your E-Filing. You will receive an E-Filing Confirmation email shortly, followed by an E-Filing Receipt email.

Once you receive the E-Filing Receipt - the second email - you are finished filing.

Please contact Central Records if you have any questions. Thanks!

Central Records  
Public Utility Commission of Texas  
[centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov) | 512-936-7180

### Tracking Number: TEJZTEHN

Filing Submitted on	<b>1/26/2022 10:21:26 AM</b>	
Control Number	47425	TESTING SCANNING
Filing Party	PUC CENTRAL RECORDS	
Filing Type	PROJECT	
Description	PUC TEST FILING	
Documents	PUC TEST FILING.docx	
Addendum Included	No	
Submitted By	Brady Cox 1701 N. Congress Ave. Austin, TX 78701 (512) 936-7180 <a href="mailto:brady.cox@puc.texas.gov">brady.cox@puc.texas.gov</a>	

An email confirmation has been sent to [brady.cox@puc.texas.gov](mailto:brady.cox@puc.texas.gov). Please check your spam/junk folders.

[Start a New filing](#)

# Filing Submitted

- After submitting your E-Filing, you will see a webpage with your E-Filing details and a Tracking Number
- You can click “Start a New filing” at the bottom of the page if you have more filings to complete




# PUC E-Filing Received Email

- You will receive an email once we have received your E-Filing
- You can keep this for your reference until we have confirmed your E-Filing

## PUC E-Filing Received: TEJZTEHN



NoReply

To  Brady Cox

Retention Policy 30 Days Delete Inbox (30 days)

Hello,

We have received your E-Filing. You will receive an E-Filing Confirmation email shortly.

### Tracking Number: TEJZTEHN

**Filing Submitted on** 1/26/2022 10:21:26 AM

**Control Number** 47425 TESTING SCANNING

**Filing Party** PUC CENTRAL RECORDS

**Filing Type** PROJECT

**Description** PUC TEST FILING

**Documents** PUC TEST FILING.docx

**Addendum Included** No

**Submitted By** Brady Cox

1701 N. Congress Ave.

Austin, TX 78701

5129367180

[brady.cox@puc.texas.gov](mailto:brady.cox@puc.texas.gov)

Please contact Central Records if you have any questions. Thanks!

Central Records

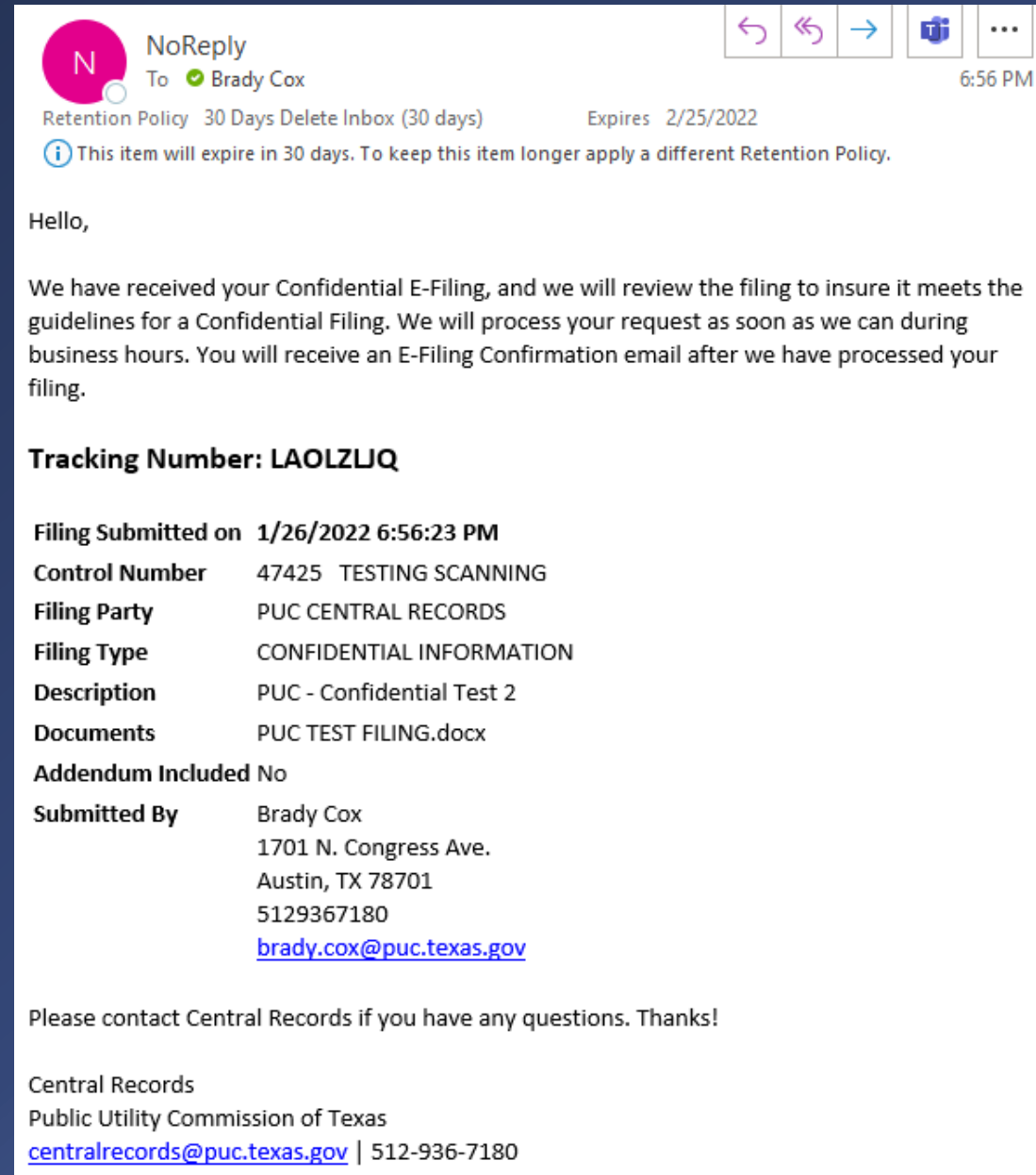
Public Utility Commission of Texas

[centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov) | 512-936-7180





# Confidential E-Filings

- You will receive an email once we have received your E-Filing
- After we review your Confidential E-Filing, we will finish processing it.
- You will then receive an E-Filing Receipt Email (see next slide).
- We will do our best to process these on the same business day they are received, but we cannot make any guarantees due to fluctuating demand.
- Confidential E-Filings will only be accessible to relevant PUC Staff members.



The screenshot shows an email interface with a header bar containing navigation icons and a 'NoReply' sender. The email body includes a retention policy notice, a greeting, a confirmation of receipt, and a detailed filing tracking record. The tracking record lists submission time, control number, filing party, type, description, and documents. It also provides contact information for Brady Cox at the Public Utility Commission of Texas.

**NoReply**  
To  Brady Cox  
Retention Policy 30 Days Delete Inbox (30 days) Expires 2/25/2022  
6:56 PM  
 This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Hello,

We have received your Confidential E-Filing, and we will review the filing to insure it meets the guidelines for a Confidential Filing. We will process your request as soon as we can during business hours. You will receive an E-Filing Confirmation email after we have processed your filing.

**Tracking Number: LAOLZUQ**

**Filing Submitted on** 1/26/2022 6:56:23 PM  
**Control Number** 47425 TESTING SCANNING  
**Filing Party** PUC CENTRAL RECORDS  
**Filing Type** CONFIDENTIAL INFORMATION  
**Description** PUC - Confidential Test 2  
**Documents** PUC TEST FILING.docx  
**Addendum Included** No  
**Submitted By** Brady Cox  
1701 N. Congress Ave.  
Austin, TX 78701  
5129367180  
[brady.cox@puc.texas.gov](mailto:brady.cox@puc.texas.gov)

Please contact Central Records if you have any questions. Thanks!

Central Records  
Public Utility Commission of Texas  
[centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov) | 512-936-7180



# PUC E-Filing Receipt Email

- You will receive an email once we have processed and completed your E-Filing
- This email includes a PDF of the E-Filing Receipt
  - This is the cover page for your E-Filing that includes the timestamp
- You can keep this for your reference
- Your E-Filing is complete!

## PUC E-Filing Receipt: 47425-21



NoReply

To Brady Cox

Retention Policy 30 Days Delete Inbox (30 days)



Hello,

Your E-Filing is complete. The attached PDF is your E-Filing Receipt.

Please contact Central Records if you have any questions.

Received - 2022-01-26 10:26:28 AM

Control Number - 47425

Item Number - 21

URL - <https://interchange.puc.texas.gov/search/documents/?controlNumber=47425&itemNumber=21>

Thank you!

Central Records

Public Utility Commission of Texas

[centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov) | 512-936-7180





# E-Filing Mistakes

- If you accidentally file the wrong document(s) and/or file in the incorrect Control Number, we ask that you do the following:
  - Re-file the correct document(s) in the correct Control Number
    - Include a cover letter that explains your E-Filing mistake, and what changes you made to the re-filed documents
  - Email [centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov) and explain the situation
    - Include “E-Filing Mistake” in the Subject Line of the email
    - Include relevant Item number(s) and Control Number(s) in your email
    - You can request that Central Records delete specific documents in the Zip File (Native Files) and/or void the Item number(s) for your incorrect filing(s)
- Central Records will not:
  - Swap out or change documents in the Zip Files of existing Item numbers
  - Delete documents or void Item numbers requested by filing parties until the filing party has correctly refiled the document(s) and sent the email described above



# Problems or Questions?

- If you have any E-Filing questions, please contact Central Records
  - [centralrecords@puc.texas.gov](mailto:centralrecords@puc.texas.gov)
  - 512-936-7180
- If you have any technical issues, please contact the PUC Help Desk
  - [helpdesk@puc.texas.gov](mailto:helpdesk@puc.texas.gov)
  - 512-936-7100

