

INSTRUCTIONS FOR SUBMITTING APPLICATIONS for the Dispatch Consolidation Grant Program

If you would like to submit an application in response to the Commission's Request for Applications (RFA) regarding dispatch center consolidation grants, you must file your application using the Commission's Case Management System (CMS).

How to Register and/or Represent a Company/Organization in CMS:

[If you are already registered in CMS, go to step 2.]

1. User Registration

- Click on <https://mpuc-cms.maine.gov/CQM.Custom.WebUI/Registration/UserRegistrationForm.aspx>.
- Fill in the fields, considering the following:
 - Required fields are denoted by red asterisks.
 - User IDs must be at least 8 characters long and cannot have spaces
 - Passwords must be at least 8 characters long and must include numbers, at least one Upper Case Letter, and at least one special character
 - The first Company/Organization field is the company or organization you work for (NOTE: This will NOT be the "company" you represent for PUC purposes as described below)

2. The Representing Company/Organization field

- This is for the company you represent. For the purposes of this RFA, all applicant will represent the same "company": "Dispatch Grant Applicant."
- To populate your profile with Dispatch Grant Applicant, click the "Add" hyperlink. A window will pop-up. In the "Utility/Company Name" field type "Dispatch" and click the "SEARCH" button. Check the box next to "DISPATCH GRANT APPLICANT" and click on the "SELECT" button.
- IF YOU ARE A NEW USER: After submitting your registration you will receive an email notification with a hyperlink and instructions. You must go to the hyperlinked page and confirm your registration. (If clicking on the hyperlink does not work in your email system, copy and paste it into your browser's URL field to go to the confirmation screen. Once this is done, you will be registered to submit your application.
- IF YOU ARE AN EXISTING USER: Click the "Update" button at the bottom of the screen.

How to File Applications and Supporting Documents in CMS:

Once registered and/or logged in, click on "Case File" in the menu on the left-hand side of the screen. In the sub-menu, click on "Submit New Case or Filing," then click the radio button in front of "New."

Once the page has loaded, fill out the "Add New Case" section as follows, and in the following order (NOTE: Anything that is preceded by a red asterisk is mandatory):

- Add New Case

- Utility/Industry Type
- Utility/Industry Subtype
- Case Type
- Case Subtype
- Pertaining to Utility/Company

Select "Other" from the drop-down menu
Select "Other" from the drop-down menu
Select "Request" from the drop-down menu
Select "For Review" from the drop-down menu
Click the "Add" hyperlink under "Pertaining to Utility/Company." In the pop-up window click the box in front of "Dispatch Grant Applicant" and click the "SELECT" button.

(NOTE: "Dispatch Grant Applicant" will not appear unless you have populated your profile with "Dispatch Grant Applicant" as described above).

- Case Title

Type "Dispatch Grant Application of [YOUR ORGANIZATION]"

- Filing Information

- Description of Filing:
- Utility/Company Name:

Type "[YOUR ORGANIZATION] Dispatch Grant Application."

Click the "Add" hyperlink under "Utility/Company Name." In the pop-up window click the box in front of "Dispatch Grant Applicant" and click the "SELECT" button.

(NOTE: "Dispatch Grant Applicant" will not appear unless you have populated your profile with "Dispatch Grant Applicant" as described above).

- Filing Party:

Leave this as "Representing Utility/Company"

- Statutory Reference

- Ignore this section.

- MPUC Rule Reference

- Ignore this section.

- Add Public Document

1. Form Fields

- Document Type: Application
- Document Sub/Type: (will automatically populate with "Application")
- Document Title: Type "[YOUR ORGANIZATION] Dispatch Grant Application"

2. Attaching Your Application

- Click the "ATTACH NON-CONFIDENTIAL DOCUMENTS" button
- Click the "Choose File" button to browse your computer for your application (NOTE: All documents must be in a text-searchable format, e.g. Microsoft Word, or a searchable (i.e. non-image) .pdf).
- Once you have selected the document from your computer (the document name will show next to the "Choose File" button), click "Done." You will see your document appear at the bottom of the screen.
- Repeat this process for each document you are intending to submit, (e.g. supporting materials not in the same document as the application).
- Once you have added all your documents, click the "SUBMIT" button.

NEED HELP? Call 287-3831 Explain that you need assistance with filing a Dispatch Grant Application