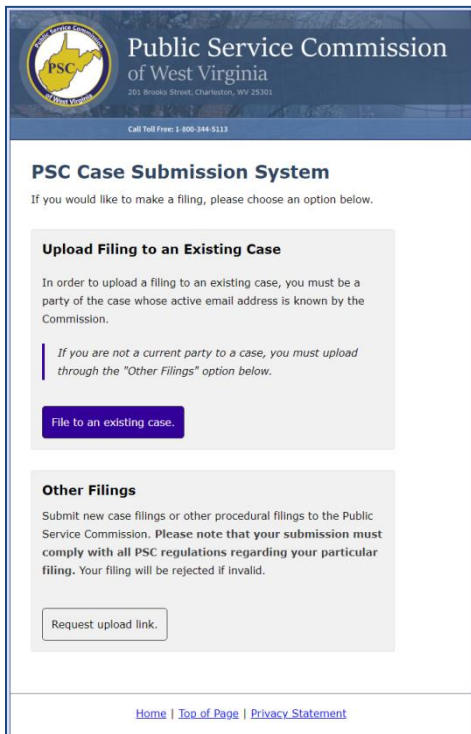


How To Upload Comments to the West VA PSC

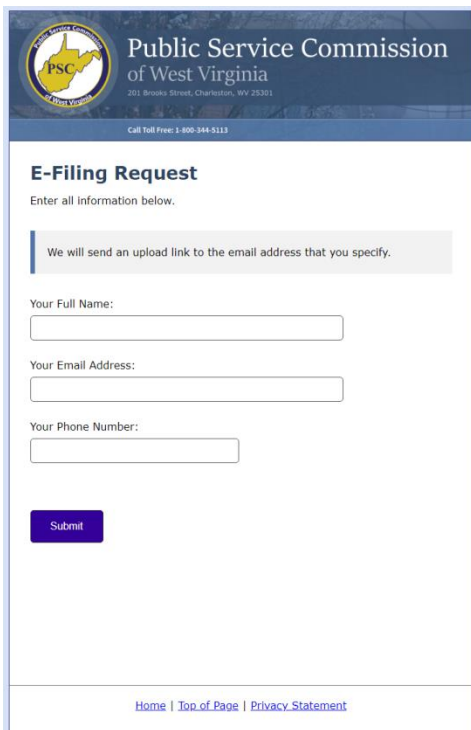
(This works for both West VA residents and residents of other states. Only a pdf file can be uploaded.)

1) Goto: <http://www.psc.state.wv.us/scripts/CaseSubmit/default.cfm> then Click Request Upload Link



The screenshot shows the 'PSC Case Submission System' page. At the top is the PSC logo and the text 'Public Service Commission of West Virginia' with the address '201 Brooks Street, Charleston, WV 25301' and a toll-free number. Below this is the heading 'PSC Case Submission System' and a note: 'If you would like to make a filing, please choose an option below.' There are two main sections: 'Upload Filing to an Existing Case' and 'Other Filings'. The 'Upload Filing to an Existing Case' section explains that the user must be a party to the case and provides a button 'File to an existing case.' The 'Other Filings' section explains that new case filings or other procedural filings should be submitted here, with a button 'Request upload link.' At the bottom are links for 'Home', 'Top of Page', and 'Privacy Statement'.

2) Enter the requested information, and click Submit



The screenshot shows the 'E-Filing Request' page. At the top is the PSC logo and the text 'Public Service Commission of West Virginia' with the address '201 Brooks Street, Charleston, WV 25301' and a toll-free number. Below this is the heading 'E-Filing Request' and a note: 'Enter all information below.' A message states: 'We will send an upload link to the email address that you specify.' There are three input fields: 'Your Full Name:', 'Your Email Address:', and 'Your Phone Number:'. Below these fields is a 'Submit' button. At the bottom are links for 'Home', 'Top of Page', and 'Privacy Statement'.

E-Filing Request Received

All uploads must comply with PSC Rules & Procedures

Your request has been received.

You will receive an email shortly containing a link that can be used to upload your filing.

[Back to Dashboard](#)

The email can take some time to arrive, and it may end up in your spam folder. Make sure you check your spam folder. Adding `docketnotify@psc.state.wv.us` to your contacts can decrease the probability that the email we send you will end up in your spam box.

3) Go to your email , Click Access Upload Portal in the message from the West VA PSC

In the "Describe Your Filing" box be sure to include your name and the WV PSC Case number that you are commenting on. Attach your file click Upload File . You will receive a confirmation email.

**Public Service Commission**
of West Virginia



We Received Your EFile Request.

Access Upload Portal

Note: The link expires 180 minutes after it was created.

You are receiving this email because you submitted a request for a link to upload a Filing for consideration by the Public Service Commission of West Virginia.

Things to be aware of...

- The Commission only accepts e-filings in Adobe PDF format.
- Invalid PDF documents will be rejected.
- Attachments, links, and scripts will be removed from any uploaded PDF.
- Successful uploading of a file does not guarantee acceptance for filing.

Request Another Link

Have Questions?

Contact Us

By Phone: 1-800-344-5113 304-340-0300 (Local) 304-340-0325 (Fax)	By Mail: Docket Officer P.O. Box 812 Charleston, WV 25323
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**Public Service Commission**
of West Virginia
201 Brooks Street, Charleston, WV 25301
Call Toll Free: 1-800-344-5113

Upload Your File Below

This link will expire at **11:01AM**. Uploads following that time are rejected.

You are submitting your filing as **Theresa Ghiorzi** for potential inclusion into **New Case**

If this is not correct, Do not Continue.

At this time, the Commission is only accepting e-filings of documents in **Adobe PDF** format.

Describe Your Filing:

Choose File

Drop PDF File Here

Upload File

EFilings Home Page

[Home](#) | [Top of Page](#) | [Privacy Statement](#)