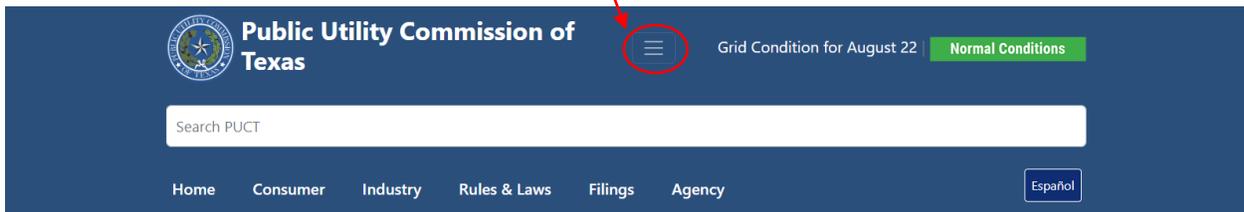


# PUC Filings Tracking and Notification System

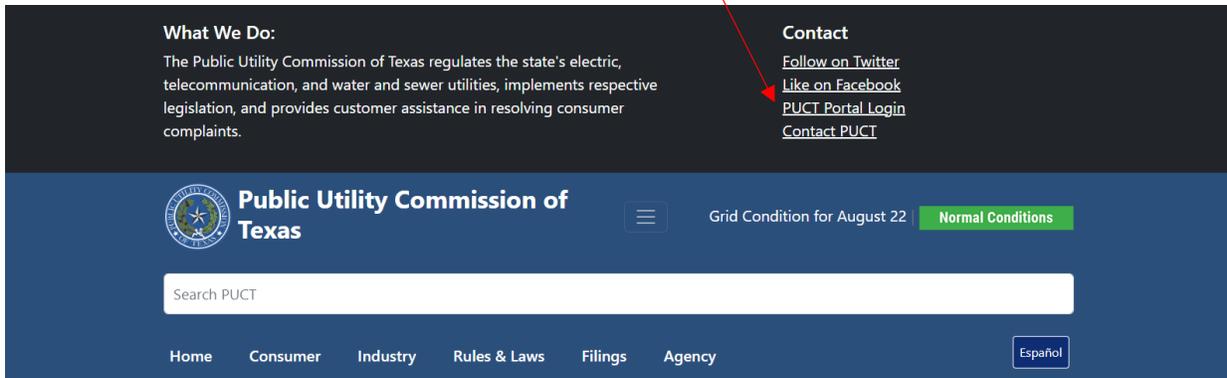
The PUC Filings Tracking and Notification System is a service offered by the Public Utility Commission to assist constituents in following matters before the Commission.

To access, visit the PUC's website located at [www.puc.texas.gov](http://www.puc.texas.gov).

Click on the menu button to reveal the menu.



Once there you will see a link to "PUCT Portal Login".



If you have never registered before, you will want to do so at this time. You can do this by clicking “Register – Filings Notifications” here:

If you have previously registered for the portal, you do not need to re-register for access to the Filings Notification System. Please proceed to Page 5 of these instructions to continue to setup your notifications.

The screenshot displays the Public Utility Commission of Texas PUC Portal. At the top, the header includes the PUC logo, the text "Public Utility Commission of Texas", and navigation links for "MyPUC", "Login", and "Help Desk". A secondary header shows "PUC Portal" and "Logged In as Guest".

The left sidebar contains a "PUC Applications" menu with the following items:

- » Login
- » Register - Filings Notifications
- » Register - PUCTX Portal Applications

The main content area is divided into three sections:

- Already Registered?**
  - » Already Registered? Login...
  - » Available PUC Applications
- Not Registered?**
  - » I represent a company and need access to PUC Applications (For representatives of a Company that need access to PUC Applications)
- Need Assistance?**
  - » For LiteUp Texas questions please call 1-866-454-8387 or email your questions to [liteuptexasupport@solixinc.com](mailto:liteuptexasupport@solixinc.com)
  - » For STAP vendor registration questions (including login issues) please e-mail [stap@solixinc.com](mailto:stap@solixinc.com) or leave a message at 877-236-6553
  - » Help with Registration and PUC Applications - Read Me
  - » Get Support! Email the PUC Help Desk

A secondary navigation bar below the main content lists: PUC Portal, Login, Register, Interchange Notifications, Profile, About, Support, My Filings, Help, Recover Password, Applications.

The footer contains the PUC logo, contact information (PO Box 13326, Austin, TX 78711-3326, 512-261-7000), and a list of links including: Home, Consumer, Industry, Rules & Laws, Filings, Agency, PUC Websites, Procurement, and Where the Money Goes.

Begin creating your account by filling out this form:



# Public Utility Commission of Texas

[MyPUC](#) [Login](#) [Help Desk](#)

PUC Portal ▶ Interchange Notifications

## Registration For Interchange Notifications

### Create your account

Username:	<input type="text"/>	At least 5 to 25 chars long. Numbers, Alpha and Period chars only. No Spaces
Password:	<input type="password"/>	Password expression: At least 8 to 15 chars long. Numbers, Alpha and ! # \$ chars only. No Spaces. Must include at least <u>one upper</u> case letter, <u>one lower</u> case letter, and <u>one numeric</u> digit. (A-Z, a-z, 0-9, ! # \$)
Confirm password:	<input type="password"/>	Re-type your password
E-mail:	<input type="text"/>	Valid email address up to 255 characters
Security question:	<input type="text"/>	Up to 255 characters
Security answer:	<input type="text"/>	Up to 128 characters
Salutation:	<input type="text" value="- select -"/>	Select from list of values
Gender:	<input type="text" value="- select -"/>	Select from list of values
First Name:	<input type="text" value="Interchange"/>	Enter your first name
Last Name:	<input type="text" value="Subscriber"/>	Enter your last name

Enter the code from the image at the bottom of the form and click on “Submit Registration”.

(Note: the characters in the image are not case sensitive.)



Type the code from the image

[Submit Registration](#)

You should see the following message after you submit your registration.

## Registration For Interchange Notifications

Membership Successful

Your account has been created.

Your account has been created, but before you can login you must first verify your email address. A message has been sent to the email address you provided. Please check your email inbox (or spam folder) and follow the instructions in that email to verify your account.

If you do not receive the verification email within the next hour, contact the PUC Help Desk at [helpdesk@puc.texas.gov](mailto:helpdesk@puc.texas.gov) for assistance.

After verifying your account, you will have access to all of our public features.

To gain access to secure applications you will need to fill out your profile and request access.

You will receive an email to the inbox of the account specified in the registration form. Follow the instructions in the email and select the link provided to complete your registration and verify your account.

### Welcome to Public Utility Commission

Hello, [REDACTED] You are receiving this email because you recently created a new account at Public Utility Commission website. Before you can login, you need to verify your email address by visiting the following link:

<https://puc.texas.gov/portal/VerifyAccount.aspx?ID=f06b1fae-4b92-4ee5-8b43-6f3e892c76a8>

Select the link, or copy the url into your browser address box. After visiting the above link you can log into the site!

If you have any problems verifying your account, please reply to this email to get assistance.

Thank you

Public Utility Commission of Texas  
1701 N. Congress Avenue  
PO BOX 13326  
Austin, TX 78711-3326  
[helpdesk@puc.texas.gov](mailto:helpdesk@puc.texas.gov)  
(512) 936-7100

Once you have registered and confirmed your email, please log in to the portal. Under PUC Applications you will select the tab titled "My Filings".

The screenshot displays the Public Utility Commission of Texas PUC Portal. At the top, the header includes the PUC logo, the text "Public Utility Commission of Texas", and navigation links for "MyPUC", "Log Off", and "Help Desk". On the right side of the header, there are links for "Home", "Contact Us", and "Login". Below the header, a secondary navigation bar shows "PUC Portal" and "Login".

The main content area features a "PUC Applications" menu on the left with sub-items: "My Profile", "My Filings" (indicated by a red arrow), "All Applications", and "PUC TX Website". To the right of this menu, a message states "Access to PUC application is restricted to registered users." Below this message is a "Logged In" section with "Quick Links" for "My Profile" and "Log off". Further right is a "Not Registered?" box with a "Sign up now!" button and a list of benefits: "Request access to secure PUC applications", "Single sign-on to PUC applications", "Get updates to daily filings", and "Get access to important articles". A "Click Here To Register!" link is at the bottom of this box.

A secondary navigation bar below the main content area lists: "PUC Portal", "Login", "Register", "Interchange Notifications", "Profile", "About", "Support", "My Filings", "Help", "Recover Password", and "Applications".

The footer contains the PUC logo, contact information (P.O. Box 13326, Austin, TX 78711-3326, 512-836-7000), and a "Customer Web Survey" link. It also includes a "PUC Websites" list (Power to Choose, Power to Save, PUC Interchange), a "Procurement" list (Employment, Site Policies, Accessibility, Email Subscriptions, Sitemap), and a "Where the Money Goes" list (TRM Search, Texas Veterans, Texas.gov, Report Fraud). Social media icons for LinkedIn, Facebook, Twitter, YouTube, and Instagram are present, along with a copyright notice: "Copyright © 2019 Public Utility Commission of Texas".

There are three tabs to the Filings Notification System screen.

The first is **“My Watched Filings”** where you can enter the Control/Docket numbers that interest you. You will receive notifications whenever an item is filed in the corresponding docket. If you need help determining what the docket number for the case you are interested in, please contact our Central Records Division at 512-936-7180.

My Watched Filings | My Latest Documents | PUC Daily Filings

Here you can manage the filings you wish to "Subscribe" to.

- To add items: Enter a Control Number, select the desired format for the email you will receive, and click on the "Add Watch" icon
- When a new document is filed in Central Records you will receive an email notifying you the document is available.
- You can edit the desired Email Format by selecting the "Edit" icon to toggle to edit mode. Select the "Save" icon to save your changes.
- You can stop receiving notices for a filing by selecting the delete icon and removing the Control Number from your subscribed list.

Control No:  Email Format: Text

ControlNo	Email Format	Action
<a href="#">47833</a>	TEXT	

The second tab is **“My Latest Documents”**. This tab will show you a list of filings in the dockets which you signed up for in “My Watched Filings”. This tab is useful if you want to see multiple filings on one screen, rather than the individual emails. Additionally, should one of the notification emails be lost or accidentally deleted, this tab is available so that you can still check the status of the docket.

My Watched Filings | My Latest Documents | PUC Daily Filings

This list shows the notices you have received. You can view the notices for past days by selecting a different date and clicking on the "Search" button. The columns can also be sorted by clicking on the column header.

Show me list from: 6/14/2019  Show All

ControlNo	Item No	Email Format	Date Last Document	Last Sent
<a href="#">49421</a>	<a href="#">543</a>	TEXT	6/14/2019 2:12:00 PM	6/14/2019 2:22:00 PM
<a href="#">49494</a>	<a href="#">134</a>	TEXT	6/14/2019 2:13:00 PM	6/14/2019 2:14:00 PM
<a href="#">49494</a>	<a href="#">135</a>	TEXT	6/14/2019 2:12:00 PM	6/14/2019 2:17:00 PM

The final tab is the **“PUC Daily Filings”** tab. This tab simply shows a list of all filings made at the PUC for a particular date.



ControlNo	Item No	ItemNo	ItemType	PartyName	DateFiled	RecID
<a href="#">18661</a>	<a href="#">669</a>	669	MISC	CENTERPOINT ENERGY INC.	6/5/2019	666270
<a href="#">20310</a>	<a href="#">1481</a>	1481	MISC	CENTERPOINT ENERGY INC.	6/5/2019	666269
<a href="#">37548</a>	<a href="#">1582</a>	1582	CONF	HARRIS COUNTY MUD 249	6/5/2019	666233
<a href="#">37548</a>	<a href="#">1583</a>	1583	PRJ	HARRIS COUNTY MUD NO. 495	6/5/2019	666217

If you have any questions, or if you need assistance with any part of the process, please don't hesitate to contact our Help Desk. We can be reached at 512-936-7100 or via email at [helpdesk@puc.texas.gov](mailto:helpdesk@puc.texas.gov).