

## **PUCO Community User Guide**

**Apply for Competitive Retail Electric Service  
(CRES) and Competitive Retail Natural Gas Ser-  
vice (CRNGS) Certificates**

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Statements or expressions of opinion herein do not bind the five-person Commission.

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# 1. Getting started

The PUCO Community is where you can file an application for a new competitive retail electric service (CRES) or competitive retail natural gas service (CRNGS) certificate or file an application to renew, change or abandon an existing certificate.

## Logging in to the PUCO Community

To access the PUCO Community, users must log in with their OH|ID credentials and click the PUCO Community tile.

### Steps

1. Navigate to the PUCO Community page: [www.puco.ohio.gov/puco-community](http://www.puco.ohio.gov/puco-community)
2. Follow the log in instructions on the page and refer to the help resources on the right

**PUCO Community**  
*The PUCO Community offers regulated businesses an online system that simplifies business transactions with the PUCO.*

**Return to Resources**  
Click the button to be taken back Take me back

The PUCO Community offers regulated businesses a time-and money-saving online system that helps simplify business transactions with the PUCO.

If you are a **motor carrier or driver**, please click the link below or see [motor carrier safety online services](#) to access the PUCO Community and for more information.



**Motor carriers and drivers**

All users, **except motor carriers and drivers**, must log in to the PUCO Community using their OH|ID account.

**PUCO Community login**

Log in to PUCO Community in 3 steps:

1. Log in to OH|ID
2. Click the PUCO Community tile

Share this  

**For more information**

Help resources:

- [Create an OH|ID account](#)
- [Using the OH|ID app store](#)
- [PUCO Community user guide - request access](#)
- [Frequently asked questions](#)

What can I do in the PUCO Community?

- View certificates and company contacts

## Important information

Below is important information regarding filing competitive retail electric services (CRES) or competitive retail natural gas service (CRNGS) applications.

1. **DIS Case**—A valid DIS case number is required to submit your application. If you are filing a renewal, material change or abandonment application for an existing certificate, please have your case number available. If you are filing an application on behalf of a provider that requires a new certificate, you can reserve a DIS case number in the PUCO Community in the submit application step. Visit [Electronic filing FAQs](#) for more information.
2. **Confidentiality**—Please be advised that all of the applicant's contact information, including address and telephone number, will be made public and is not subject to confidential treatment. The applicant may file its financial statements, forecasted financial statements, credit rating, credit report, and financial arrangements confidentially. See [4901:1-24-08](#) and [4901:1-27-08](#) of the Ohio Administrative Code. Additionally, any other information pertaining to trade secrets contained within the application will be made public unless filed under seal with a motion for protective order, pursuant to [Rule 4901-1-24](#) of the Ohio Administrative Code. Lastly, please ensure that all personal information and data such as social security numbers and bank accounts are not submitted or are properly redacted.

Click for more information on [filing documents confidentially](#).

## Accessing the applications page

Follow these steps for filing a competitive retail electric services (CRES) or competitive retail natural gas service (CRNGS) application. Once an application is submitted in the PUCO Community, the information will populate on future applications



Note: A valid DIS case number is required to submit your application. If you are filing a renewal, material change or abandonment application for an existing certificate, please have your case number available. If you are filing an application on behalf of a provider that requires a new certificate, you can reserve a DIS case number in the PUCO Community in the submit application step. Visit [Electronic filing FAQs](#) for more information.

### Steps

1. After logging in to the PUCO Community, click **Applications** in the top menu and select **Manage applications**. You can also access applications by clicking **View applications** in the application tile. In some browsers, Applications might be under **More** on the menu bar.

The screenshot shows the PUCO Community dashboard. At the top, the Ohio Public Utilities Commission logo is on the left, and 'Logout | Profile' is on the right. A dark red navigation bar contains the following items: HOME, NOTICES, INVOICES, CERTIFICATES, MANDATORY REPORTS, CONTACTS, CASES, APPLICATIONS (with a dropdown arrow), and HELP. A red arrow points to the 'APPLICATIONS' menu item. Below the navigation bar, the 'APPLICATIONS' dropdown menu is open, showing 'MANAGE APPLICATIONS' and 'APPLICATION INFORMATION'. Below this, the dashboard title 'PUCO Community dashboard' is followed by a welcome message: 'Welcome to the PUCO Community! Click a tile below or use the menu at the top to get started.' The dashboard features seven tiles: Certificates, Applications, Mandatory Reports, Invoices, Notices, Civil Forfeiture Cases, and Inspections. The 'Applications' tile is circled in red, and a red arrow points to it. The 'Applications' tile displays '2 Open Applications' and a 'View Applications' link. The other tiles show various counts and links: Certificates (0 Suspended, 1 Active, 2 Ready for Renewal, 2 Renewal Due in 30 Days or Less, View Certificates), Mandatory Reports (0 Needs Filed, 0 In Process, 0 Submitted, Submit Reports), Invoices (0 Open Invoices, 0 Recently Paid, Pay Invoices), Notices (0 Active Notices, Read Notices), Civil Forfeiture Cases (0 Open Cases, 0 Show Cause, Review Cases), and Inspections (0 Certify Repairs, View Inspections).

The applications shown on the applications page depend on the access and relationships you have with companies in the PUCO Community. In the top section, you will see open applications that have been started, but not yet submitted.

In the bottom section, you will see submitted and closed applications, which could include applications that were approved with issued certificates, submitted and under review or require changes, or suspended applications.

**Ohio Public Utilities Commission**

HOME NOTICES INVOICES CERTIFICATES MANDATORY REPORTS CONTACTS CASES APPLICATIONS ▾ HELP

**Open Applications** [New Application](#)

Listed below are open applications. If you represent multiple companies or facilities, you can view all open applications associated with your name or company. For questions, please contact the PUCO at (800) 686-PUCO or [ContactThePucoc@pucoc.ohio.gov](mailto:ContactThePucoc@pucoc.ohio.gov).

Account Name	App. #	Certificate Type	Status	App. Type	Details	
Test Account10	AP-0010581	CRES Provider	New	New	DIS Case # Legal Name	<a href="#">Continue</a>
Test Account10	AP-0010582	CRNGS Governmental Aggregator	In Progress	New	DIS Case # Legal Name BBB Inc.	<a href="#">Continue</a>

**Submitted and Closed Applications**

Listed below are the submitted and closed applications and their status. If you represent multiple companies or facilities, you can view all submitted and closed applications associated with your name or company. For questions, please contact the PUCO at (800) 686-PUCO or [ContactThePucoc@pucoc.ohio.gov](mailto:ContactThePucoc@pucoc.ohio.gov).

Account Name	App. #	Certificate Type	Status	App. Type	Dates	Details	
Test Account25	AP-0010540	CRES Provider	Submitted	New	Submitted 6/12/2020 Issued	DIS Case # Legal Name 18-1327-EL-CRS Bill Tester25	<a href="#">Manage Record</a>

2. To start a new application, click **New Application**.

To continue an application in progress, click **Continue**.

To file an application to renew, abandon, or change a certificate, click **Manage Record** and select the application you want to file. Only the available applications will display. For example, renewal option will only appear if it is time to renew the certificate.

**Available Actions**

The list below has the available actions for this record. Please select one to continue.

Available Actions:

Description:

[Close](#)

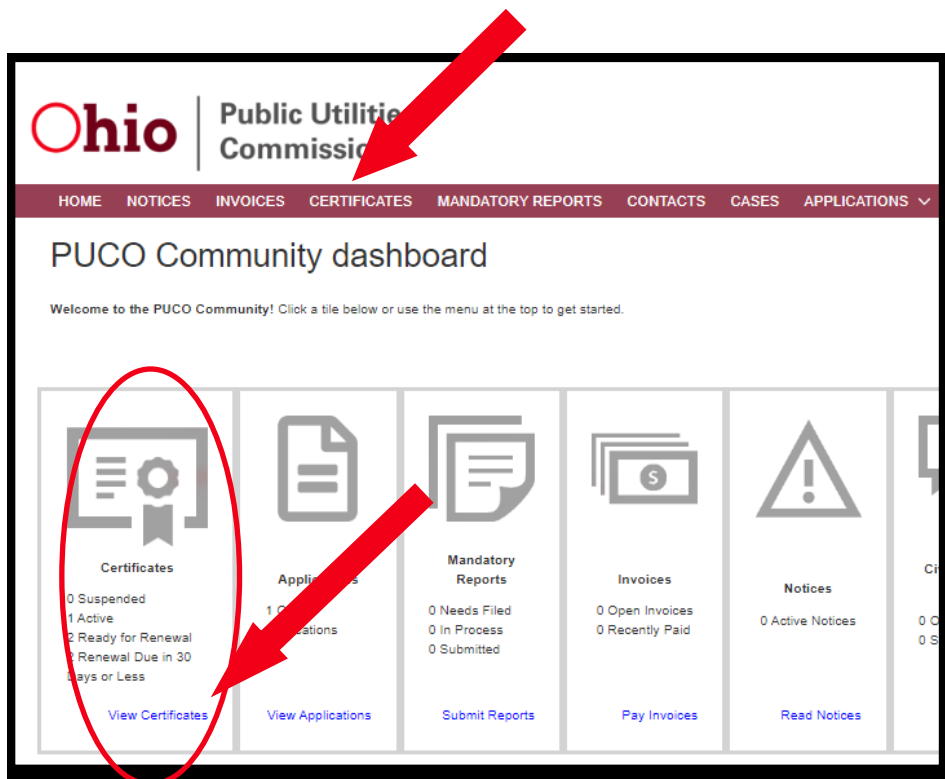
Certificate Type:

Abandon  
Material Change  
Renewal

## Accessing certificate actions

You can also access renew, material change and abandonment applications from the Certificates page.

1. Click **Certificates** in the menu bar or click **View Certificates** in the certificates tile.

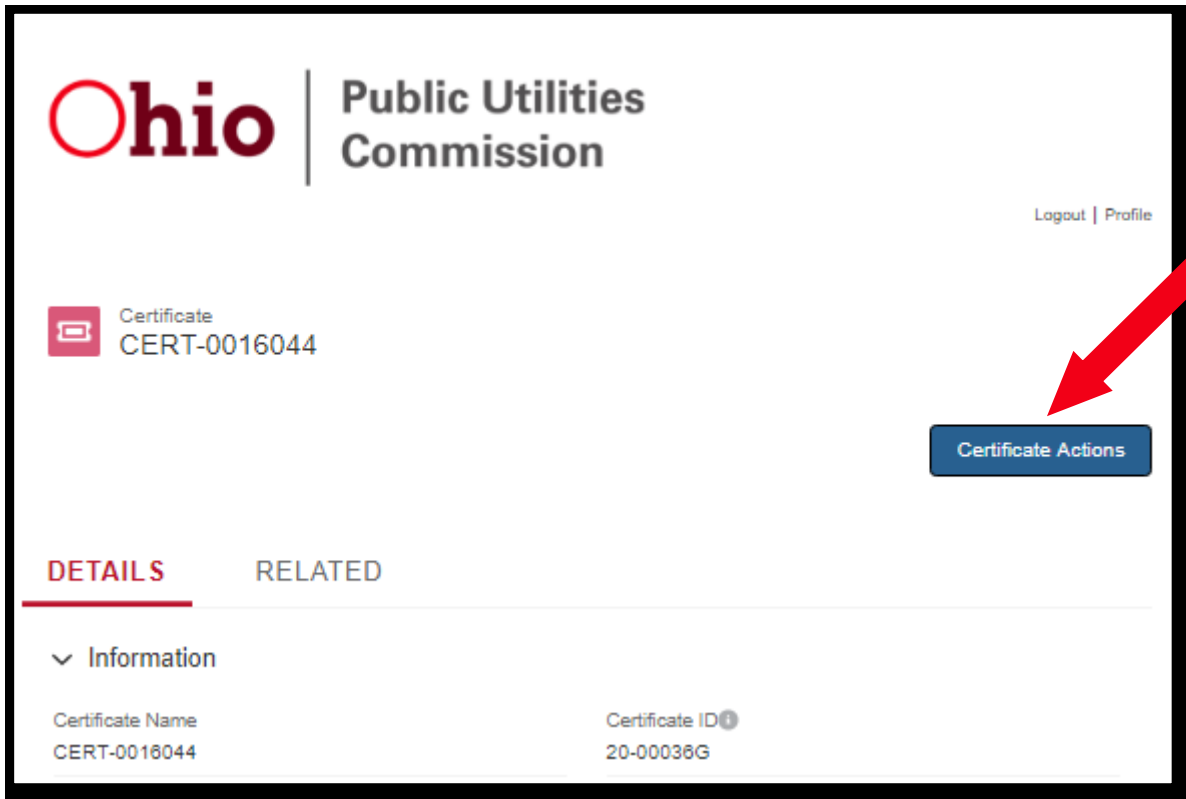


3. The list of certificates available to you displays. Click the **Certificate ID** hyperlink.



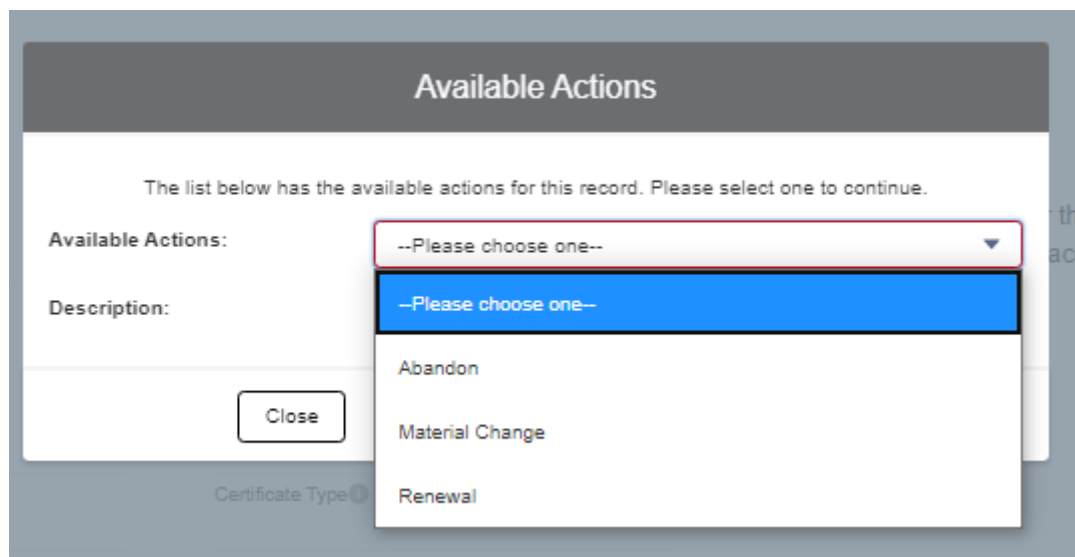


4. Click **Certificate Actions**.



Only the available applications will display. For example, renewal option will only appear if it is time to renew the certificate.

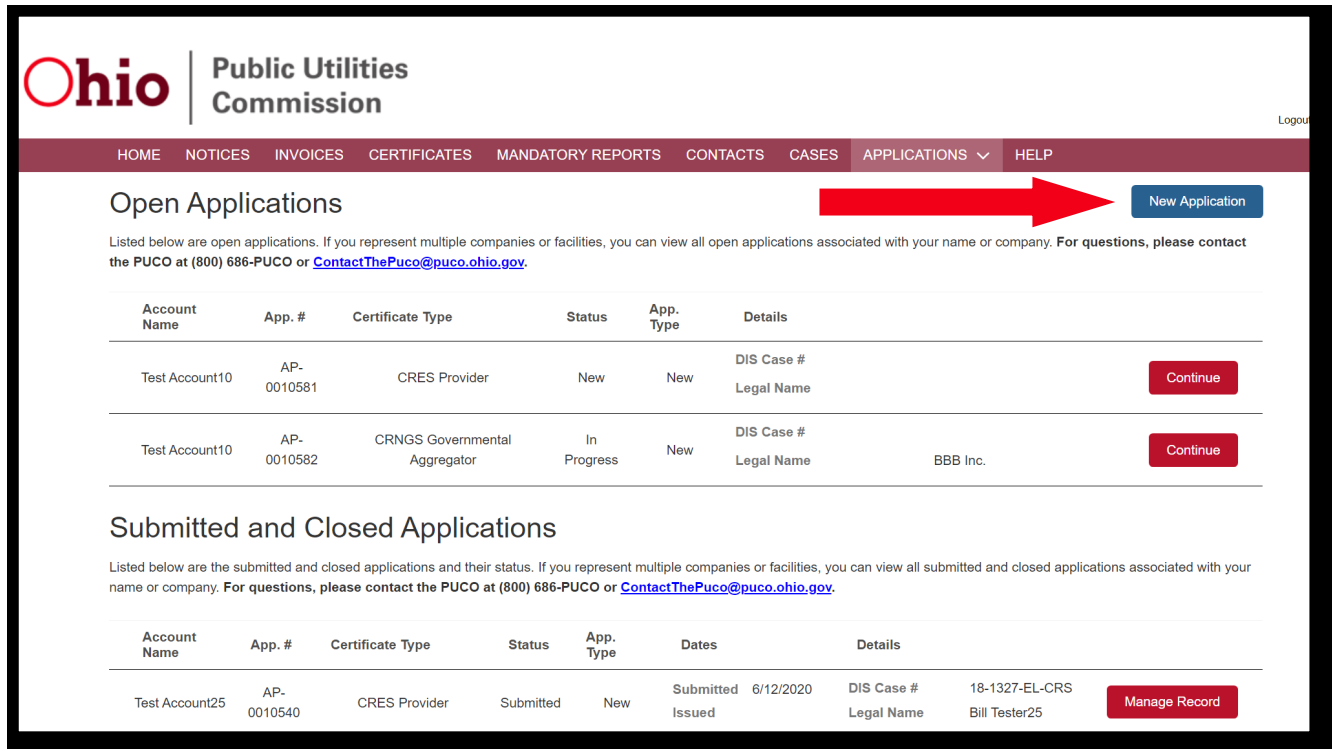
5. Select the available action or application you would like to file.



## 2. New Applications

From the applications page, you can start a new application.

1. Click the **New Application** button.



**Ohio** | Public Utilities Commission

HOME NOTICES INVOICES CERTIFICATES MANDATORY REPORTS CONTACTS CASES APPLICATIONS ▾ HELP

**Open Applications**

Listed below are open applications. If you represent multiple companies or facilities, you can view all open applications associated with your name or company. For questions, please contact the PUCO at (800) 686-PUCO or [ContactThePuco@puco.ohio.gov](mailto:ContactThePuco@puco.ohio.gov).

Account Name	App. #	Certificate Type	Status	App. Type	Details	
Test Account10	AP-0010581	CRES Provider	New	New	DIS Case # Legal Name	<a href="#">Continue</a>
Test Account10	AP-0010582	CRNGS Governmental Aggregator	In Progress	New	DIS Case # Legal Name	<a href="#">Continue</a>

**Submitted and Closed Applications**

Listed below are the submitted and closed applications and their status. If you represent multiple companies or facilities, you can view all submitted and closed applications associated with your name or company. For questions, please contact the PUCO at (800) 686-PUCO or [ContactThePuco@puco.ohio.gov](mailto:ContactThePuco@puco.ohio.gov).

Account Name	App. #	Certificate Type	Status	App. Type	Dates	Details	
Test Account25	AP-0010540	CRES Provider	Submitted	New	Submitted Issued 6/12/2020	DIS Case # Legal Name	<a href="#">Manage Record</a>

2. Find the company or provider account for which you are filing the CRES or CRNGS application. Any community user can select any company account within the system.

If you are already authorized in the PUCO Community to act on behalf of the company, click the circle next to **Select authorized account** and select the company from the drop down list. Click **Continue**.

The screenshot shows a web form titled "Select account". At the top, a grey header bar contains the title. Below it, a paragraph of text explains the purpose of the form. There are two main sections, each with a red header bar and a radio button. The first section, "Select authorized account", is selected. Below it is a dropdown menu showing "Test Account10". A red arrow points to this dropdown. The second section, "Search for an existing account", is unselected. Below it is a link to "submit a request". At the bottom, there are two buttons: "Cancel" and "Continue". A red arrow points to the "Continue" button.

Select account

To begin a new application, select the account for the company, organization or facility for which you are already authorized or search for a different existing account. The available application types will display on the next screen.

☒ Select authorized account

These are the entities that you already have access to or have previously filed applications on behalf of.

Test Account10

☐ Search for an existing account

If you do not see the account listed, [submit a request](#) for a new account to be created.

Cancel Continue

3. If the company does not appear in the authorized account section, click the circle next to **Search for an existing account** and search using the company's name or address. If you do not see the company, try entering additional search terms for the company name or address. Click the circle next to the company to select it, then click **Continue**. If you still do not see the company, go to the next step.

**Select account**

To begin a new application, select the account for the company, organization or facility for which you are already authorized or search for a different existing account. The available application types will display on the next screen.

☐ **Select authorized account**

☒ **Search for an existing account**

If you are authorized to submit applications on behalf of an entity, enter the name or address to search and select the company/organization.

Search Criteria :

✕

Search for Account

	Name	Address	Telephone Number
<input checked="" type="radio"/>	Test Account20		

If you do not see the account listed, [submit a request](#) for a new account to be created.

Cancel

Continue

4. If you are filing on behalf of a new CRES or CRNGS provider not yet certified by the PUCO or you do not see the company in the search results, click **submit a request** to have the company added. Complete all fields and click **Continue**. You will go back to the Manage Applications page.



PUCO staff will review the information and contact you once the account is added.

### New Account Request

If the account does not exist in the PUCO Community, you may submit a request for a new account to be created by completing the information below. PUCO staff will review the information and contact you once the account is added.

**Name:**

**Phone:**

**Ext: (if appl.)**


**Billing Address:**

**Country**

**Street**

**City**  **Province/State**

**Postal Code**



5. Choose the type of application you want to submit. All of the available new application types will display. Click the down arrow in the Application Type and select the application.

**Choose Application Type**

Select an account from the list below to display available application choices. After selecting an application, press Continue.

**Account:** Test Account20

**Application Type:** CRES Provider - New

**Application Description:**

Cancel

CRES Provider - New

CRES Governmental Aggregator - New

CRNGS Provider - New

CRNGS Governmental Aggregator - New

Renewable Energy - New

The application description provides information about the application and provider types. Click **Continue**.

To search for a different account, click **Go Back**. Click **Cancel** to cancel the application and return to the Manage Applications screen.

**Choose Application Type**

Select an account from the list below to display available application choices. After selecting an application, press Continue.

**Account:** Test Account20

**Application Type:** CRES Provider - New

**Application Description:** Choose this application type if the applicant is seeking to become certified as a competitive retail electric service (CRES) provider. Includes aggregator, power broker, power marketer, and retail electric generation provider.

Cancel Go Back Continue

### 3. Material Change Applications

For material change applications, select which sections require changes or reasons for the material change application.

1. Select the exhibits to change from the Changes Available column. Click the arrow pointing toward the right to move the selection to the Change Selected column.
2. To remove the selection, select the exhibit and click the arrow pointing left.
3. Repeat as needed for all exhibits that need changed.
4. Click **Continue** and complete application.

**Select Changes**

Please select one or more reasons for the change from this list below, then click to Continue.

Change Available	Change Selected
A-1. Applicant's legal nam...	
A-2. Contact person for re...	
A-3. Contact person for Co...	
A-4. Applicant's address a...	
B-1. Authorizing Ordinance	
B-2. Operation and Gover...	

Use the arrows to select changes from one box to the other.

## 4. Complete the application

The application type will determine which information is required. Use the progress bar at the top of the application to navigate between sections of the application. Not every application type will have all of the sections shown.

### 1. Enter the requested information in the form.

The screenshot displays the 'Application Information' section of the application form. At the top, a progress bar shows the following steps: **Application Information** (active), Managerial Capability, Financial Capability, Technical Capability, Submit, and Completed. Below the progress bar, a note states: 'Use the progress bar above to quickly navigate between different sections of the application. For more information and rules regarding CRES and CRNGS providers, please visit [Certification requirements and responsibilities](#).' The section title is 'Section A: Application Information'. The first sub-section is 'A-1. Provider type', which asks the user to select the competitive retail electric service (CRES) provider type(s). It includes a link for more information and four checkboxes: Aggregator, Power Broker, Power Marketer, and Retail Electric Generation Provider. The second sub-section is 'A-2. Applicant's legal name and contact information', which asks for the name and contact information of the business entity. It contains several input fields: Legal name, Country (dropdown menu with 'United States' selected), Phone, Extension (if appl.), Street, City, Province / State (dropdown menu with '--None--' selected), and Postal code. There is also a Website (if any) input field.

### 2. Provide information, documents, descriptions or files.

Many exhibits provide options for supplying information, such as uploading a file; providing a weblink/URL to a document; entering text to explain or describe company information; or checking a box to file to indicate you will file the documents confidentially.

The screenshot displays the 'A-14. Secretary of State' section of the application form. It asks the user to provide evidence that the applicant is currently registered with the Ohio Secretary of State. Below the instruction, there are two buttons: 'I will attach files' and 'I will provide a link'. The 'I will provide a link' button is highlighted in red. Below the buttons, there is a text input field containing the URL: <https://businesssearch.ohiosos.gov/?=businessDetails/4212345>.



3. Additional information about the requirements is available by clicking the hyperlinked text, such as “does not have such a credit rating” in the example below. A new tab or window will open with the additional information.

C-4. Credit rating

Provide a credit opinion disclosing the applicant's credit rating as reported by at least one of the following Services, Fitch Ratings or the National Association of Insurance Commissioners. If the applicant does not affiliate organization and submit a statement signed by a principal officer of the applicant's parent or affiliate or its parent does not have such a credit rating, enter "Not Rated".

I will attach files   I prefer to file confidentially   This does not apply

4. Once the section is complete, click **Save & Next** to move to the next section.

To Save the application, click **Save**. To exit without saving changes, click **Cancel Changes**.

**Application not confidential:** Please be advised that all of the applicant's contact information, including address and telephone number, will be made public and is not subject to confidential treatment. The applicant may file its financial statements, forecasted financial statements, credit rating, credit report, and financial arrangements confidentially. See [4901:1-24-08](#) and [4901:1-27-08](#) of the Ohio Administrative Code. Additionally, any other information pertaining to trade secrets contained within the application will be made public unless filed under seal with a motion for protective order, pursuant to [Rule 4901-1-24](#) of the Ohio Administrative Code. Lastly, please ensure that all personal information and data such as social security numbers and bank accounts are not submitted or are properly redacted.

Cancel Changes   Save   Save & Next


## Manage DBAs

The applicant must provide all the DBAs, or names under which they will do business, in the state of Ohio and also in North America.

1. Click **Manage DBAs** to provide alternate names under which the company is doing business.

A-3. Names and contact information under which the applicant will do business in Ohio

Provide the names and contact information the business entity will use for business in Ohio. This does not have to be an Ohio address and may be the same contact information given in A-2




Manage DBAs

Legal Name	Type	Address	Telephone	Active	Proof
------------	------	---------	-----------	--------	-------

A-4. Names under which the applicant does business in North America

Provide all business names the applicant uses in North America, including the names provided in A-2 and A-3.



Manage DBAs


Legal Name	Type	Address	Telephone	Active	Proof
------------	------	---------	-----------	--------	-------

If the company has DBAs associated to their account in PUCO Community, the DBAs will be listed. If all of the DBAs are listed, go to step 5.

2. To add a new DBA, click **Add New DBA**.

DBAs

Please select all the legal names the applicant will use to conduct business in Ohio. If the business name is not listed below, click "Add New DBA". Once all the business names are listed, click "Confirm DBA".



Add New DBA

Selected	Legal Name	Type	Address	Telephone	Active	Proof	Action
<input checked="" type="checkbox"/>	Test Company DBA	DBA	123 High Street Delaware, OH 43015 United States	6145551212	Yes	File	<div>Edit</div>

Close

Confirm DBA

3. Enter the information in the New DBA Information form. Required fields are marked with an asterisk (\*). Click **Save Information**.

The screenshot shows a web form titled "New DBA Information". Below the title is a grey bar with the text "Update the fields below to make changes for this DBA." The form contains several input fields, most of which are marked with an asterisk (\*) to indicate they are required. The fields are: "Additional Name" (text input), "Currently Active" (dropdown menu with "-Please Select Yes/No-"), "Type of Name" (dropdown menu with "-Please choose one-"), "Phone" (text input), "Extension (if appl.)" (text input), "Website (if any)" (text input), "Country" (dropdown menu with "--None--"), "Street" (text input), "City" (text input), "Province / State" (text input), and "Postal Code" (text input). At the bottom of the form, there are two buttons: "Go Back" and "Save Information". A large red arrow points from the "Go Back" button towards the "Save Information" button.

4. To submit documentation for the new DBA, click **Upload Files** to select a file from your computer to upload, drag a file to the “Or drop files” button, or provide a direct link to the documentation. Click **Save Document** to continue.

The example below shows both an uploaded document and a link; however, only one form of documentation is required.

**Manage DBA Documentation**

\* Additional Name  
Test Company DBA

\* Currently Active  
Yes

\* Type of Name  
DBA

Please provide proof of the registered DBA by uploading a supporting document or providing a direct link to the document.

Upload documents here using the button or drag-and-drop.

**Upload Files** Or drop files

**Files Uploaded**

Action		Filename	Date Created	Created By
<b>Download</b>	<b>Delete</b>	GoToWebinar 000	Jun 18, 2020	Bill Testuser10

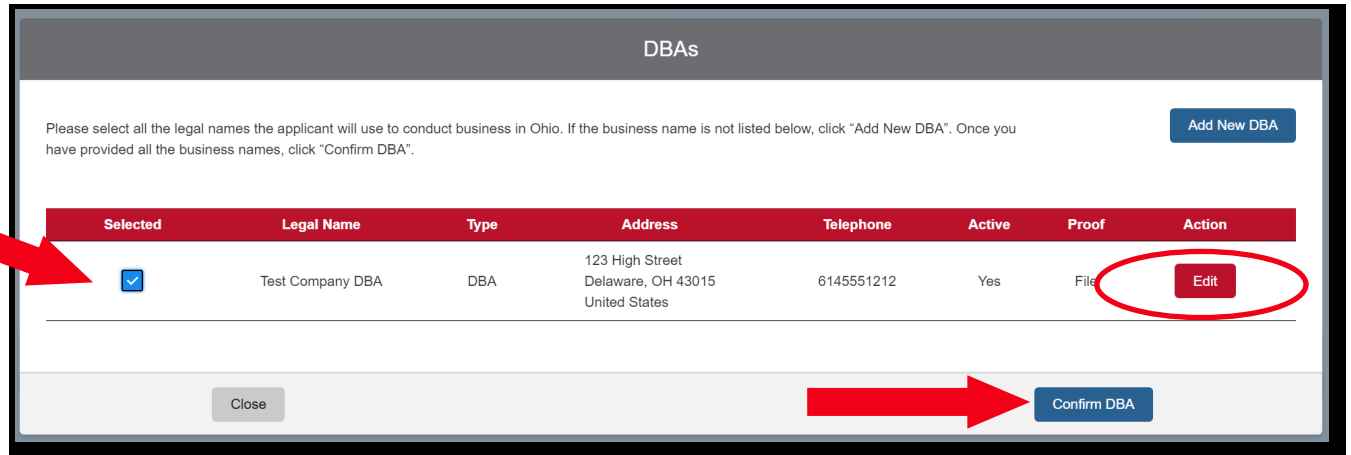
or

Provide a Link

Please enter a valid website address

**Close** **Save Document**

5. Select the DBA(s) and click **Confirm DBA**. Click **Edit** next to the DBA to make changes to the DBA information.



The screenshot shows a web interface titled "DBAs". Below the title is a text instruction: "Please select all the legal names the applicant will use to conduct business in Ohio. If the business name is not listed below, click 'Add New DBA'. Once you have provided all the business names, click 'Confirm DBA'." In the top right corner, there is a blue button labeled "Add New DBA". Below the text is a table with the following columns: "Selected", "Legal Name", "Type", "Address", "Telephone", "Active", "Proof", and "Action". The table contains one row with the following data: "Selected" has a checked checkbox; "Legal Name" is "Test Company DBA"; "Type" is "DBA"; "Address" is "123 High Street, Delaware, OH 43015, United States"; "Telephone" is "6145551212"; "Active" is "Yes"; "Proof" is "File"; and "Action" has a red "Edit" button. A red arrow points to the checked checkbox in the "Selected" column. Another red arrow points to the "Confirm DBA" button at the bottom right. At the bottom left, there is a grey "Close" button.

Selected	Legal Name	Type	Address	Telephone	Active	Proof	Action
<input checked="" type="checkbox"/>	Test Company DBA	DBA	123 High Street Delaware, OH 43015 United States	6145551212	Yes	File	Edit

Close

Confirm DBA

## Manage regulatory and consumer complaints contacts

Provide contact persons for regulatory matters and for consumer complaints investigations.

1. Click **Select** to see the contacts currently associated with the company.

The screenshot displays a web interface with two sections for selecting contact persons. The first section, titled "A-5. Contact person for regulatory matters", features a dropdown menu currently showing "-- Select --" and a red button labeled "Add New Regulatory Contact". The second section, titled "A-6. Contact person for PUCO Staff use in investigating consumer complaints", contains a dropdown menu with three visible options: "-- Select --", another "-- Select --", and "Bill Tester10". A red arrow points to the dropdown arrow of the first "-- Select --" option in this section. To the right of the dropdown menu in section A-6, the text "customer service and complaints" is partially visible.

2. If the person is not listed, click **Add New Regulatory Contact** or **Add New Investigation Contact**.

A-5. Contact person for regulatory matters

Bill Tester10

Add New Regulatory Contact

A-6. Contact person for PUCO Staff use in investigating consumer complaints

-- Select --

Add New Investigation Contact

3. Enter the information into the form and click **Save**. All fields are required.

Create New Investigation Contact

\*First Name

\*Last Name

\*Email

\*Phone

Address Information

\*Mailing Street

\*Mailing City

\*Mailing State

\*Mailing ZipCode

\*Mailing Country

\*Marked fields are required.

Cancel Save

## Identify service areas

Companies must identify the current or proposed service area and class of customer.

1. Click a service area in the available list to highlight it and click the right arrow to add to the selected list. To remove a selection, click the service area then click the left arrow.
2. Perform the same steps for class of customer selection.

**A-10. Identify current or proposed service areas**

Identify each service area in which the applicant is currently providing service or intends to provide service and identify each customer class that the applicant is currently serving or intends to serve.

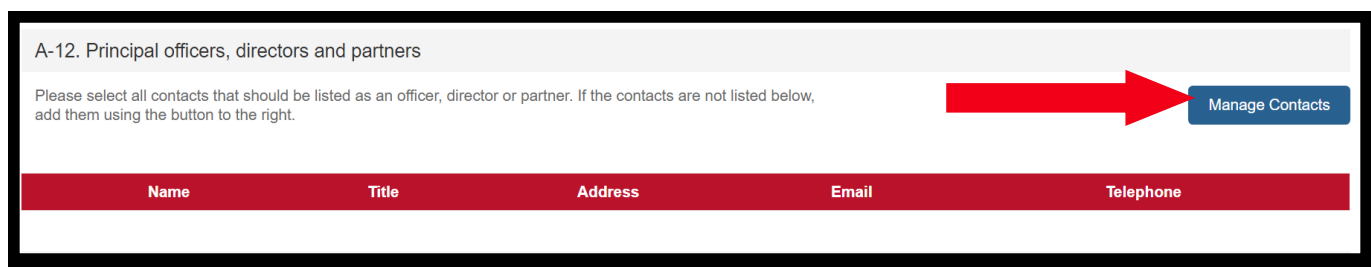
Service area selection		Class of customer selection	
Available	Selected	Available	Selected
<div><div>AEP Ohio</div><div>Duke Energy Ohio</div><div>FirstEnergy - Cleveland Elect...</div><div>FirstEnergy - Ohio Edison</div><div>FirstEnergy - Toledo Edison</div></div>	<div>DP&amp;L</div>	<div><div>Commercial</div><div>Industrial</div><div>Residential</div></div>	<div>Mercantile</div>



## Manage contacts for principal officers, directors, partners

Companies must provide all contacts who should be listed as an officer, director or partner.

1. Click **Manage Contacts** to see a list of contacts associated with the company.



A-12. Principal officers, directors and partners

Please select all contacts that should be listed as an officer, director or partner. If the contacts are not listed below, add them using the button to the right.

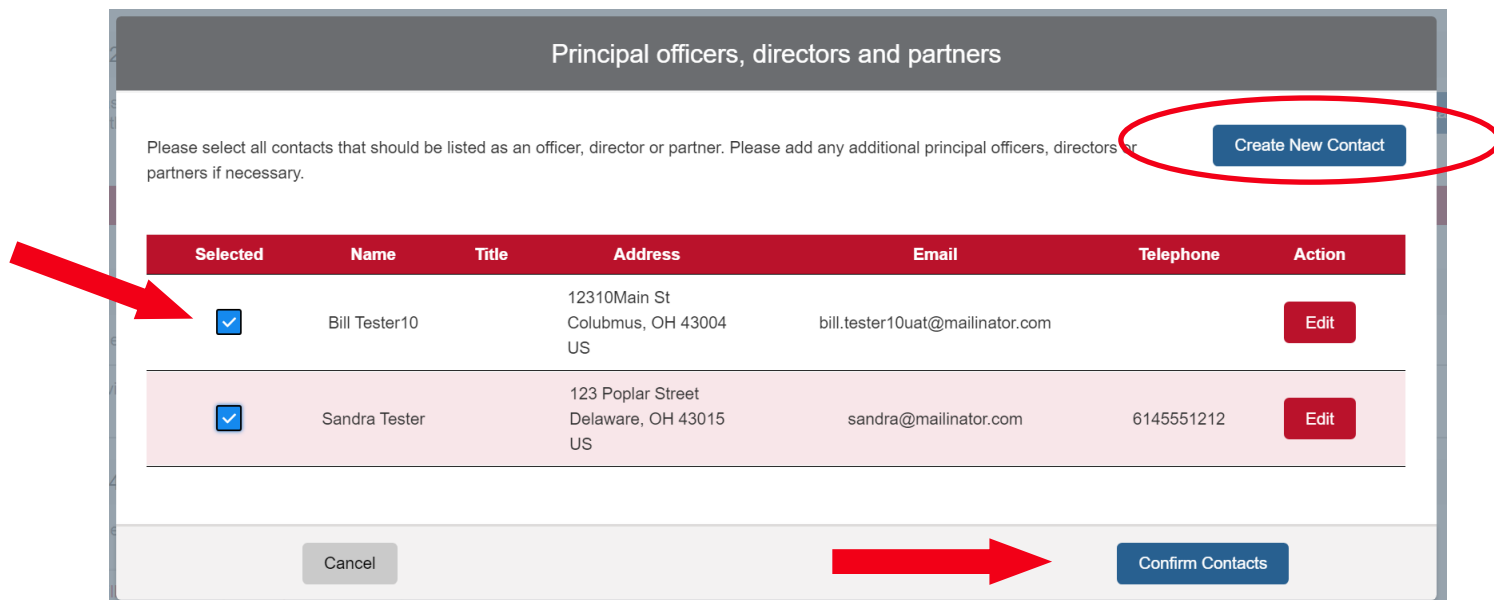
**Manage Contacts**

Name	Title	Address	Email	Telephone
------	-------	---------	-------	-----------

2. Check the box next to the contacts who are an officer, director or partner of the company.

If a person is not listed, click **Create New Contact**, complete the form (not shown), and click **Save**. The contact will appear in the list. Check the box next to the new contact.

Once all boxes are checked to identify the contacts, click **Confirm Contacts**.



Principal officers, directors and partners

Please select all contacts that should be listed as an officer, director or partner. Please add any additional principal officers, directors or partners if necessary.

**Create New Contact**

Selected	Name	Title	Address	Email	Telephone	Action
<input checked="" type="checkbox"/>	Bill Tester10		12310Main St Columbus, OH 43004 US	bill.test10uat@mailinator.com		<b>Edit</b>
<input checked="" type="checkbox"/>	Sandra Tester		123 Poplar Street Delaware, OH 43015 US	sandra@mailinator.com	6145551212	<b>Edit</b>

**Cancel** **Confirm Contacts**

## 5. Submit the application

Please carefully review all the information on the submit page.

1. The submit page provides a summary of the files attached and files designated to be filed confidentially. If you are filing documents confidentially, follow the instructions on the linked page and check the box under the list of documents to be filed confidentially.

### Submission Instructions

Please review the following information. After all sections have been completed, click the Submit Application button at the bottom of the page.

#### Attached Filings

This is a list of the documents that have been uploaded for filing with the application. The combined size of all files must be under 38 MB (megabytes) to submit the application.

Exhibit	Exhibit Name	File Name	File Size
B-1	Jurisdiction of Operation	UAT upload document	0.035 MB
B-3	Liabilities and Investigations	UAT upload document	0.035 MB
Total File Size			0.07 MB

#### Confidential Filings

The following is a list of exhibits that were marked with a preference of filing confidentially. Confidential documents must be submitted separately from the application. For confidential filing instructions, [click here](#).

Exhibit	Exhibit Name
C-2	Financial Statement
C-3	Financial Forecast
C-4	Credit Rating
C-9	Financial Arrangement



☒ By checking here, I certify that all confidential documents have been, or will be, provided to the PUCO according to the instructions provided. If the required documents indicated to be confidential are not provided timely, your application may be delayed.

2. To preview the information entered in the form, click the **PDF Preview** button.
3. To upload the signed, notarized affidavit, click Upload Files or drag the file to “Or drop files”. There is a link to download the affidavit template for the application type.

### Preview Application

The button below will generate a PDF preview of the information entered on the application and will not contain any of the uploaded attachments.



### Affidavit

In order to submit this application, a signed and notarized affidavit is required. In the affidavit, a principal of your company or organization must attest to complying with all state and/or federal rules and regulations, as well as orders adopted by the Public Utilities Commission of Ohio. Please carefully review and use the affidavit as a guide to assist your company in maintaining compliance.

Download the affidavit at [this link](#).

After the affidavit has been signed and notarized, upload it below.

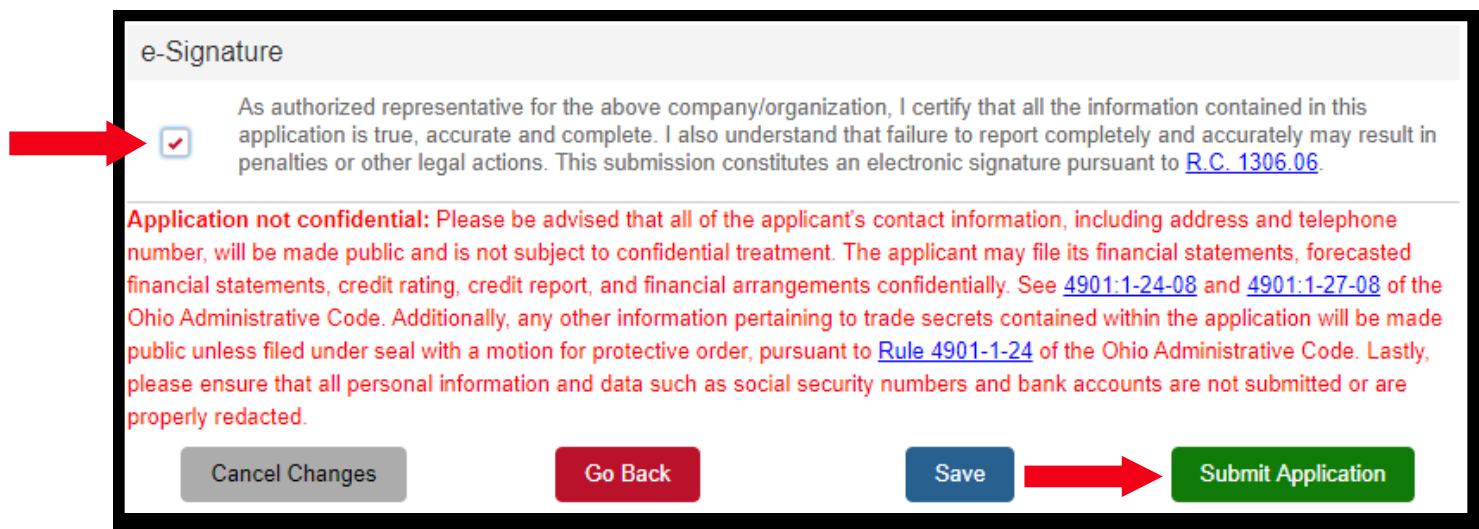
Use the controls below to upload or drag-and-drop files.

 Or drop files

### Files Uploaded

Action		Filename	Date Created	Created By
 Download	 Delete	UAT upload document	Jun 26, 2020	Bill Testuser10

4. Review the e-signature language and check the box. Click **Submit Application**.



e-Signature

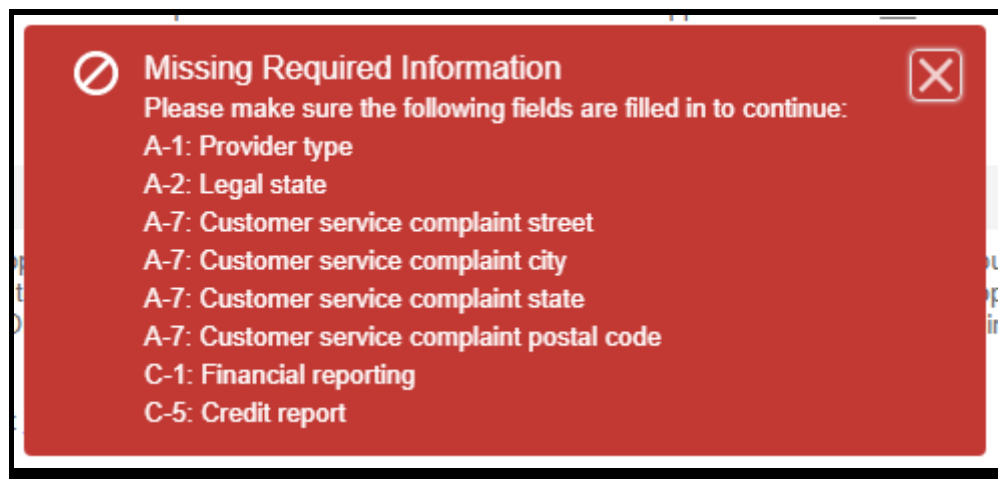
☒ As authorized representative for the above company/organization, I certify that all the information contained in this application is true, accurate and complete. I also understand that failure to report completely and accurately may result in penalties or other legal actions. This submission constitutes an electronic signature pursuant to [R.C. 1306.06](#).

**Application not confidential:** Please be advised that all of the applicant's contact information, including address and telephone number, will be made public and is not subject to confidential treatment. The applicant may file its financial statements, forecasted financial statements, credit rating, credit report, and financial arrangements confidentially. See [4901:1-24-08](#) and [4901:1-27-08](#) of the Ohio Administrative Code. Additionally, any other information pertaining to trade secrets contained within the application will be made public unless filed under seal with a motion for protective order, pursuant to [Rule 4901-1-24](#) of the Ohio Administrative Code. Lastly, please ensure that all personal information and data such as social security numbers and bank accounts are not submitted or are properly redacted.

Cancel Changes Go Back Save Submit Application

5. If any information in the application is missing, a notice will display with the section and which information is needed. Use the progress bar at the top of the screen to navigate to the sections and complete the information. The notice will stay visible until you click the X to close it.

Once all information is complete, click **Submit Application**.



**Missing Required Information**

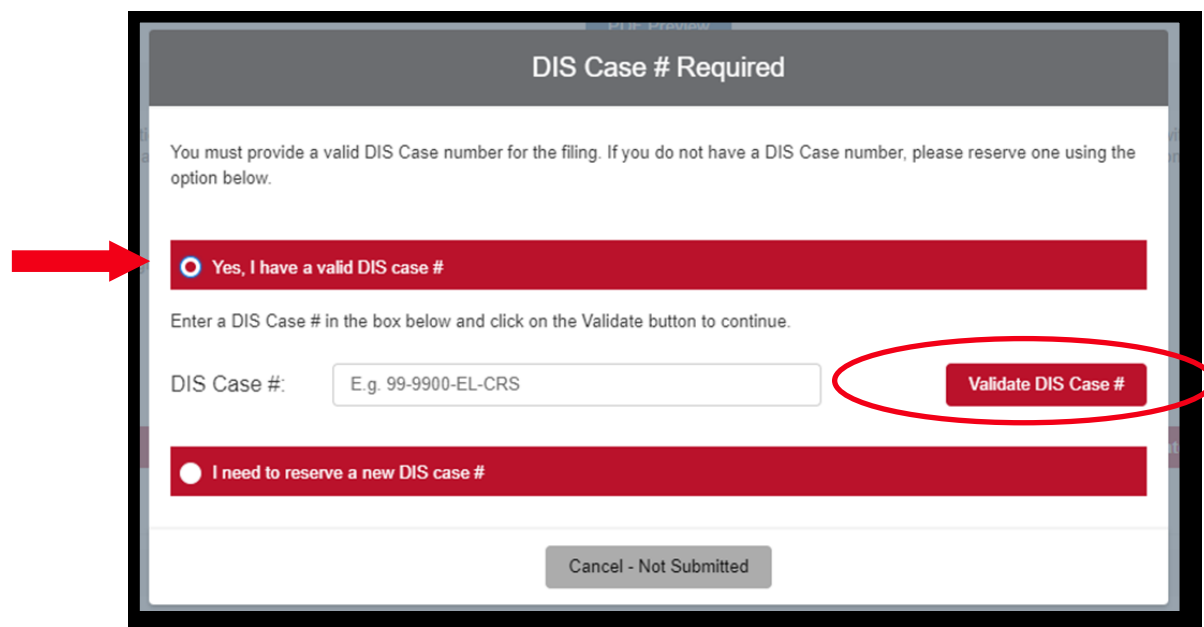
Please make sure the following fields are filled in to continue:

- A-1: Provider type
- A-2: Legal state
- A-7: Customer service complaint street
- A-7: Customer service complaint city
- A-7: Customer service complaint state
- A-7: Customer service complaint postal code
- C-1: Financial reporting
- C-5: Credit report

## 6. DIS Case number for renewal, material change or abandonment applications

For an application to renew, change or abandon, use the DIS case number for the existing certification case. Click **Yes, I have a valid DIS case #**, enter the case number and click **Validate DIS Case #**.

The DIS Case # must follow the format displayed in the box. You may need to use leading zeros to ensure there are four digits in the second part of the case number.



**DIS Case # Required**

You must provide a valid DIS Case number for the filing. If you do not have a DIS Case number, please reserve one using the option below.

☒ **Yes, I have a valid DIS case #**

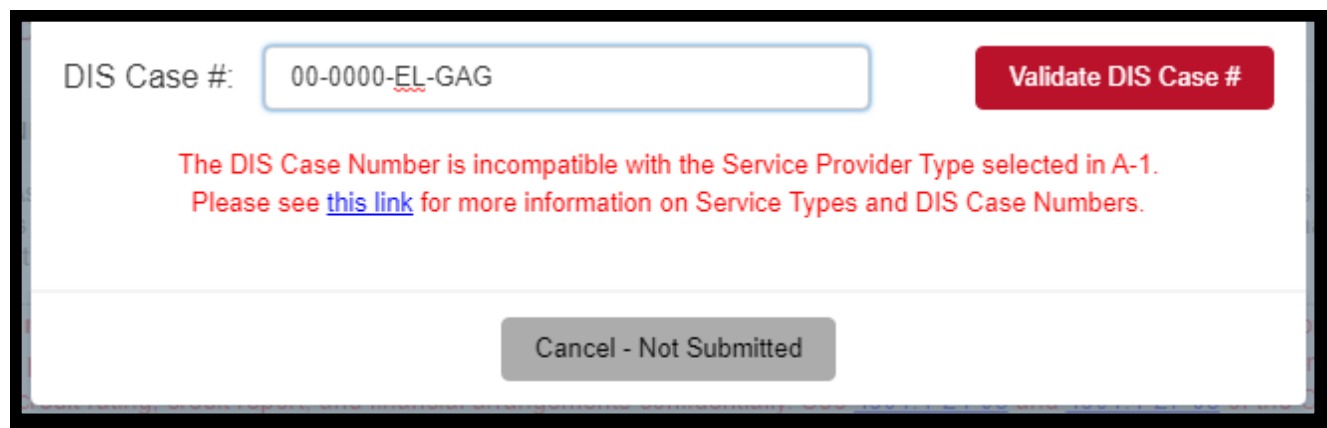
Enter a DIS Case # in the box below and click on the Validate button to continue.

DIS Case #:  **Validate DIS Case #**

☐ **I need to reserve a new DIS case #**

**Cancel - Not Submitted**

If the DIS case number is not correct for the application and/or service provider type, you will receive an error message. Enter a valid DIS case number and click **Validate DIS Case #**.



DIS Case #:  **Validate DIS Case #**

**The DIS Case Number is incompatible with the Service Provider Type selected in A-1.**  
Please see [this link](#) for more information on Service Types and DIS Case Numbers.

**Cancel - Not Submitted**


Once the DIS case number is verified, click **Submit Application**.

**DIS Case # Validated**

The DIS Case # has been successfully verified. Click on the Submit Application button to finish submitting your application.

DISCase #:

[Edit DIS Case #](#)

[Cancel - Not Submitted](#)  [Submit Application](#)

#### 7. DIS case number for new application

For an application for a new certificate, click **I need to reserve a DIS case #** and then click **Create New DIS Case #**. The system will reserve a case number with the correct industry and purpose code based on the information entered in the application.

**DIS Case # Required**

You must provide a valid DIS Case number for the filing. If you do not have a DIS Case number, please reserve one using the option below.

☐ Yes, I have a valid DIS case #

☒ I need to reserve a new DIS case #

To reserve a case number, click Create New DIS Case # below

[Create New DIS Case #](#)

[Cancel - Not Submitted](#)

Once the DIS case number is reserved, click **Submit Application**.

The screenshot shows a web application interface. At the top, a green notification banner reads: "DIS Case # Created! You have successfully created a new DIS Case # for your application". Below this, the "Total File Size" is displayed as "0.105 MB". A "PDF Preview" button is visible. A modal window titled "DIS Case # Created" is open in the center. It contains the text: "The DIS Case # has been successfully Created. Click on the Submit Application button to finish submitting your application." Below this text, the "DISCase #:" is shown as "20-1571-EL-GAG" in a text box, with an "Edit DIS Case #" button to its right. At the bottom of the modal, there are two buttons: "Cancel - Not Submitted" on the left and "Submit Application" on the right.

8. The application was successfully submitted. The application will now be listed on the Applications page in the Submitted and Closed section.

The screenshot shows the PUCO Public Utilities Commission website. The header includes the PUCO logo and navigation links: HOME, NOTICES, INVOICES, CERTIFICATES, MANDATORY REPORTS, CONTACTS, CASES, and MORE. A "Logout | Profile" link is also present. The main heading is "Competitive Retail Electric Service Provider Application AP-0010581". Below this is a progress bar with five green checkmarks and a red "Completed" label. A message states: "Your application has been submitted! Please contact the PUCO for any questions during the review period." A "Return to Applications" button is located at the bottom.

[End]