

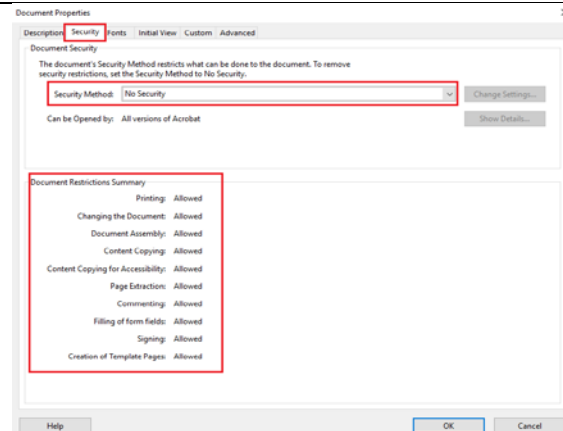
# ERF Filing Policy/Procedures

## The ERF system ONLY accepts PDF and Excel file formats.

- ERF users may upload up to (ten) 10 files at one time.
  - The maximum single file size is 20 MB (20,000kb).
  - The total group file size limit is 100 MB.
  - If you exceed the maximum **NO files will be uploaded.**
- Click the Browser button to select the document you would like to upload
  - If the document type is not specified, **the document will not upload.**
  - If the document name or description is empty, **the document will not upload.**

### PDF Files - Remove All Security Restrictions

Before uploading a PDF file, Check the PDF document properties -> Security tab. The Security Method must set to No Security and Document Restriction Summary must set to Allowed for all. If the Security tab is not set correctly, **the document will not be accepted.**



Multiple PDFs for applications, exhibits, etc. may be filed using the Acrobat Portfolio feature with a minor number (less than 10%) of the files in Excel spreadsheet format. To accurately upload files, combine multiple PDF documents into one PDF file with bookmarks to indicate individual sections.

Spreadsheets that will **NOT BE** “of record,” may be emailed to PSC Staff.

- Multiple files embedded in a format other than Acrobat will NOT be accepted – e.g., ERF filings shall not include PDF files embedded in an Excel spreadsheet.
- “Nesting” of embedded files will also **NOT** be accepted. For example, an Acrobat portfolio is created which includes one or two Excel spreadsheets with multiple PDF documents.
  - This is the first level of documents filed – the filing shall not then include other documents embedded in the documents that represent a second or third or greater layer of documents.
  - In this example, the filing would not be allowed to embed another Excel spreadsheet or PDF file within one of the two Excel spreadsheets in the original portfolio.

## **Confidential and Redacted Document Filing**

1. ALL confidential filings NEED an affidavit AND a redacted copy (per Wis. Admin. Code Ch. 2). The confidential material in the confidential filing must be identified by shading (use no color highlighting).
2. Affidavits MUST be the first document attached to confidential files uploaded into ERF.
  - Attach the affidavit to the corresponding PDF – the affidavit should be the first page seen when opened.
  - If submitting Excel spreadsheets, the affidavit should be a PDF embedded at the top on the first/front sheet of the workbook.
3. A REDACTED copy of the confidential filing is required– even if it is a single page indicating the entire workbook/document is confidential.

### **Submitting Confidential Data on Discs (DVDs/CDs)**

**ONLY discs with manipulative data should be mailed to the PSC.**

**USB Flash drives will NOT be accepted.**

**Everything else should be uploaded in ERF.\*\***

1. Fill out the confidential (blue) form and submit with the actual disc. Mark disc as “CONFIDENTIAL.”
2. Log onto ERF and fill out the Confidential Request Form. Enter the red C number (top right corner of the blue form) with a description of the information/data.
3. Create an affidavit and upload it into the ERF system with the confidential form.
4. Once uploaded, a 5-digit confidential control number will appear in the top right corner of the confidential screen. Include the number in the description of the hard copy blue form.
5. Send/deliver disc and blue hard copy form to the Records Management Unit at the PSC.

**\*\* Limited exceptions may apply with prior Commission approval.**

NOTE:

- If discs arrive already opened and/or all files are PDFs, discs will be returned to sender. All PDF files should be uploaded into ERF.
- Please DO NOT include non-confidential information on a confidential disc. If non-confidential information is included on the disc it will be rejected and returned to you.
- All uploaded electronic confidential forms with paper control numbers will be “held” until the hard copy form/disc arrives. Both will be processed simultaneously.
  - The hard copy should arrive no later than 5 working days after electronic filing.
  - RMU staff will reject any confidential filings that exceed the 5 day limit.

**If you have questions, contact Records Management Unit staff for guidance:  
Public Service Commission of Wisconsin  
4822 Madison Yards Way;  
PO Box 7854;  
Madison WI 53707  
[PSCrecordsmail@wisconsin.gov](mailto:PSCrecordsmail@wisconsin.gov)**