



Federal Energy Regulatory Commission eService User Guide

NOTE: The contact information on Commission service lists may only be used by participants in the applicable proceeding to comply with their required service obligation under 18 C.F.R § 385.2010. All other uses of the contact information are prohibited.

You must have a validated eRegistration account in order to access FERC Online Web Service Lists at <http://www.ferc.gov/docs-filing/eservice.asp>.

The service list display contains three columns:

Column 1: The Party Name

Column 2: The Primary Person/Counsel of Record for the Party (previously referred to as the Representative Contact)

Column 3: “Other” contacts for the Party (previously referred to as the Principal Contact and appearing in the first column with the “Party”).

The organization reflected in the mailing address for a contact is the organization the contact specified when they eRegistered. It will not necessarily be the same as the Party Name in Col. 1 of the service list, e.g., the Party may be a subsidiary and the mailing address for the contact may reflect the parent company name (Separate email addresses and eRegistration accounts must be created for each organizational entity in order for the applicable entity name to be part of the contact’s address)

For dockets created after March 21, 2005, most contacts will be linked to their eRegistered email accounts and the service list will display email addresses for those contacts. Whenever possible, or in response to a request to change a service list, FERC will consolidate older non-eRegistered accounts with the eRegistration account for a contact, so that email addresses will appear on more service lists for the contact. Therefore, any new contacts identified in a service list change request must be eRegistered.

To Download Service List Information:

1. Click on Service List at <http://www.ferc.gov/docs-filing/eservice.asp>.
2. Log in using your eRegistered email address and password.
3. Enter the docket or project number in the docket field (e.g., ER08-10 or P-1234) and click on Search.
4. Click on the Select icon for the 000 root (e.g., ER08-10-000, or P-1234-000).
5. The default download is Email; click on Download List and Open the .txt file



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(Notepad, e.g.) to see the email addresses for the contacts that have them. Save it. The addresses are delimited with a semicolon. You can copy/paste the addresses directly into the address block in Outlook. It may be necessary to replace the semicolons with commas or other delimiter depending on your email application. The edit/replace function in Notepad is one way to do this.

6. To obtain postal addresses for contacts without email addresses, click on the down arrow in the Type of Address field and select "Postal Contacts without email". Select the Format that will enable you to best create mailing labels from the choices available in the Format block.
7. Click on download and save the resulting file.
8. Create labels using Word or other label application.

The Commission will electronically serve issuances on all eRegistered contacts on the applicable service list(s) via an email with a link to the issuance in eLibrary. Persons without Internet access will be served via postal mail.

The Commission does not serve filings by participants on other participants.

Parties have several options for serving eRegistered contacts by email:

- 1) For electronically filed documents that must be served, forwarding the Confirmation of Receipt or Acceptance for Filing email.
- 2) Attaching the file to the email (recommended only for small files)
- 3) Including a link to the document on the party's web site (or the party representative's web site).

Contacts for which there is no known email address must be served via postal mail.

For assistance with eRegistration, eFiling, eService, eSubscription, and eLibrary

FERCOnlineSupport@ferc.gov

1-866-208-3676 (toll-free)

202-502-6652 (local)