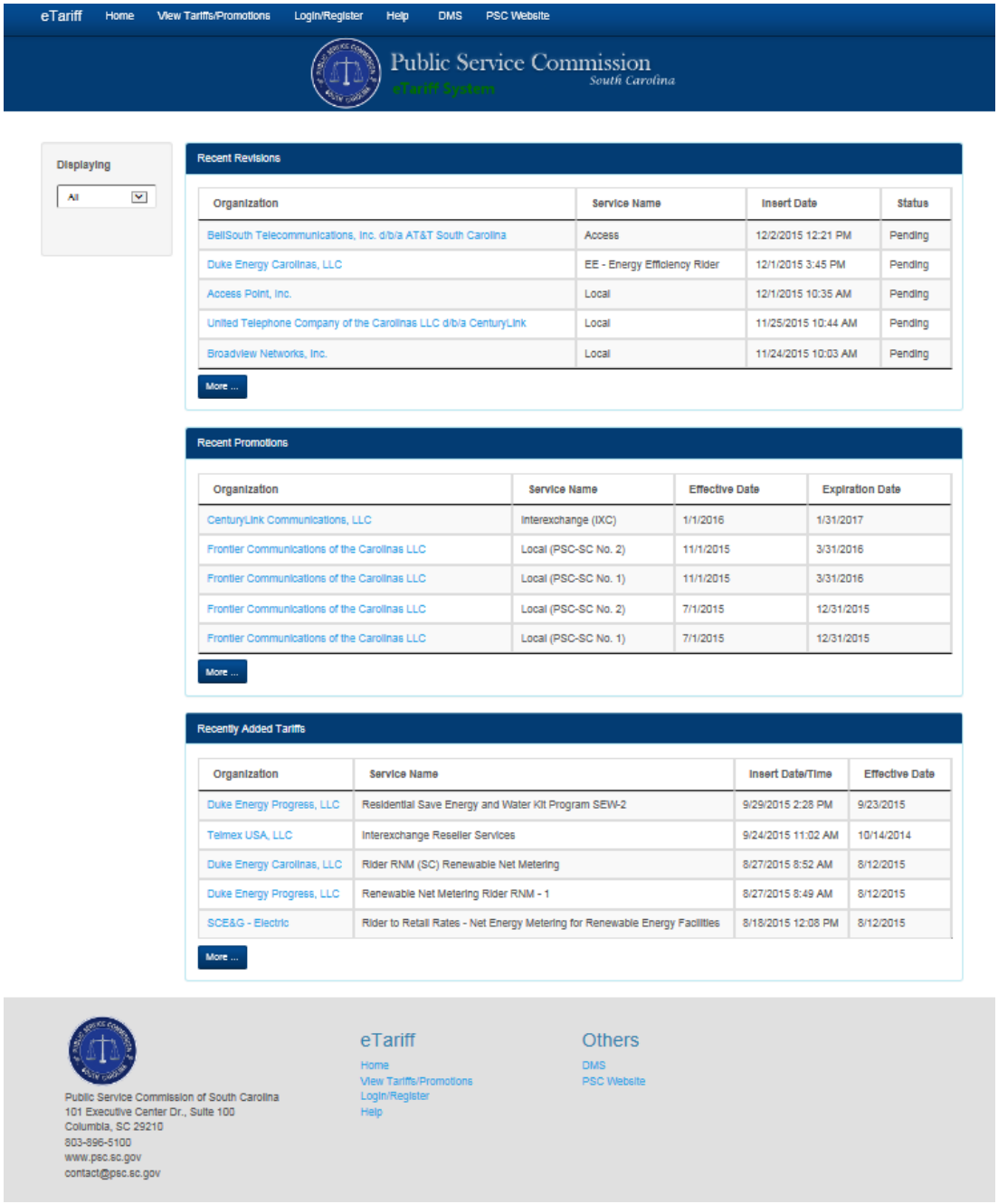
# eTariff System User Guide




**https://etariff.psc.sc.gov**

The Public Service Commission of South Carolina
Columbia, SC
www.psc.sc.gov

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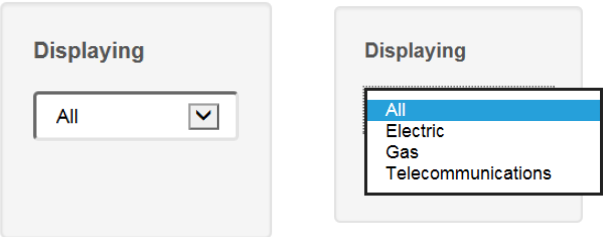
# eTariff System Frequent Features

**Displaying:**

Display by all or individual Industry.

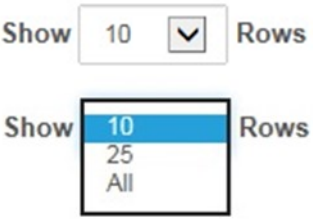



**Search Filter:**

The search filter feature allows users to filter the current page's information using keywords.

**Show Rows:**

The "show rows" feature allows users to show 10, 25, or All rows of information on one page.




**Sort:**

These arrows allow users to sort by column.

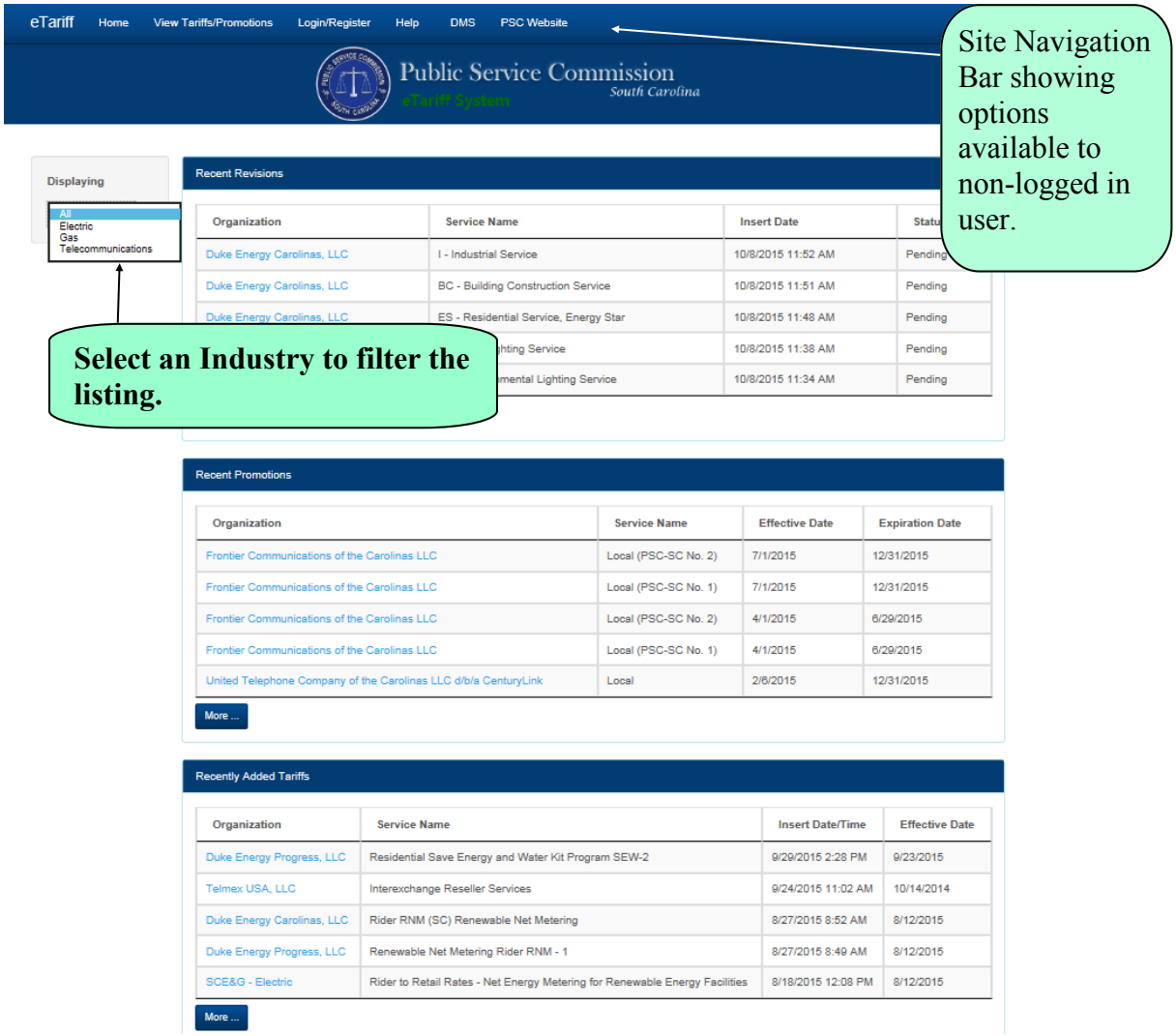


**Top:**

The "top" feature allows users to click the button to return to the top of the page.

Notes:

# eTariff System Home Page

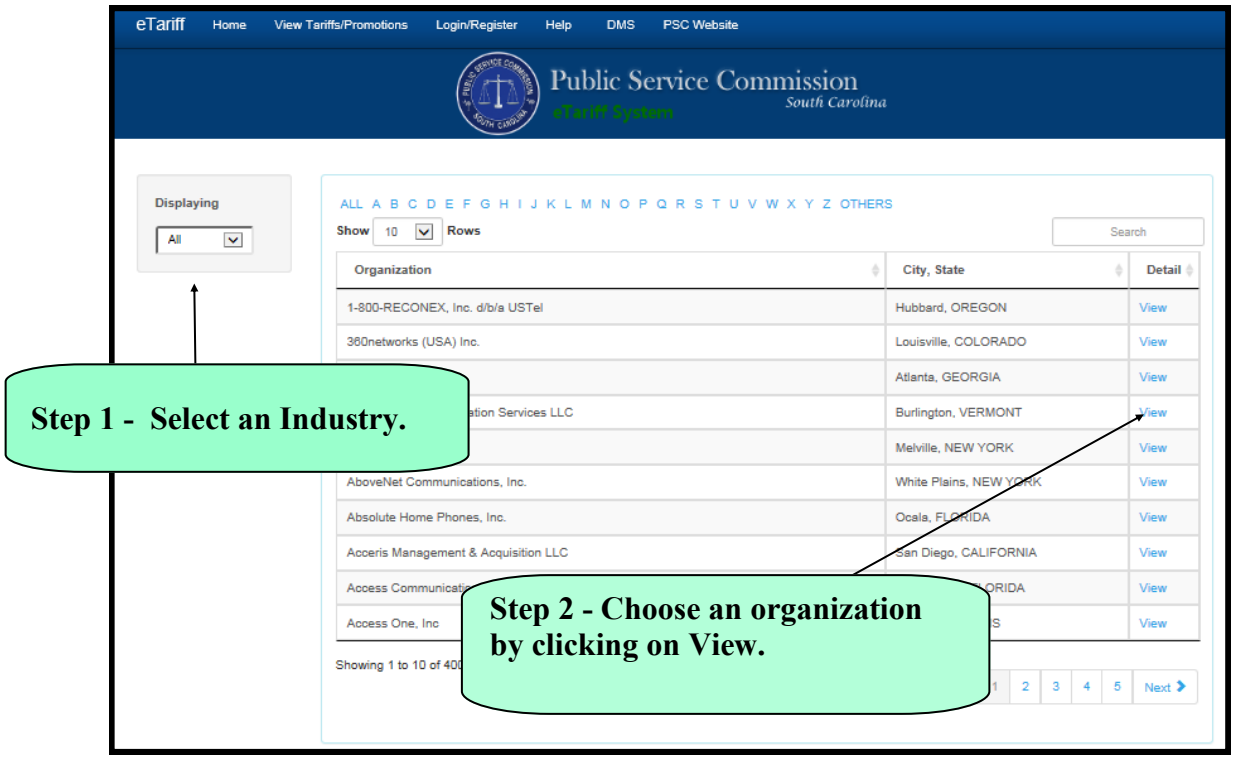



## Notes:

Web address: https://etariff.psc.sc.gov or use link from www.psc.sc.gov

Additional system options available to registered users are File Revision, File Promotion and My Profile.

# View Tariffs/Promotions



Notes:

The tariffs that are on file in the system for this organization will be listed under the Tariff Listing heading.

# View Tariffs/Promotions

eTariff | Home | View Tariffs/Promotions | Login/Register | Help | DMS | PSC Website

Public Service Commission
South Carolina
eTariff System

**Step 4 - Click on down-load link to view actual document.**

Duke Energy Carolinas, LLC

Address: P.O. Box 1006
Charlotte, NORTH CAROLINA
Industry: Electric
Contact: Barbara Yarbrough
704-382-7412
byarbrou@duke-energy.com

RT - Residential Service, Time-of-Use

| Version | Last Revised | Service | # Pages | PDF |
|---|---|---|---|---|
| Version 16 (Current) | 11/12/2014 at 12:00:00 AM | RT - Residential Service, Time-of-Use | 2 | |

Revision History

| | Revision# | Effective Date | Status | # Pages | PDF |
|---|---|---|---|---|---|
| | E2015-263 | 10/1/2015 | Pending | 2 | |
| | E2014-383 | 11/12/2014 | Approved | 2 | |
| | E2014-318 | 10/21/2014 | Approved | 2 | |
| | E2014-271 | 9/24/2014 | Approved | 2 | |
| | E2013-390 | 10/18/2013 | Approved | 2 | |

More

Promotions

Show 10 Rows | Search

| | Effective Date | Expiration Date | # Pages | |
|---|---|---|---|---|
| No data available in table | | | | |

Showing 0 to 0 of 0 entries

Previous | Next

## Notes:

The specific tariff is listed along with its revision history (which may be quite lengthy in the case of some organizations.)

Promotions are listed after the Revision History section. For electric and gas tariffs this section will be blank.

When you click on the PDF icon link, the PDF document will open in a separate window.

Below are the results of a View Tariff/Promotion function when no tariff is on file in the system for an organization.

AboveNet Communications, Inc.

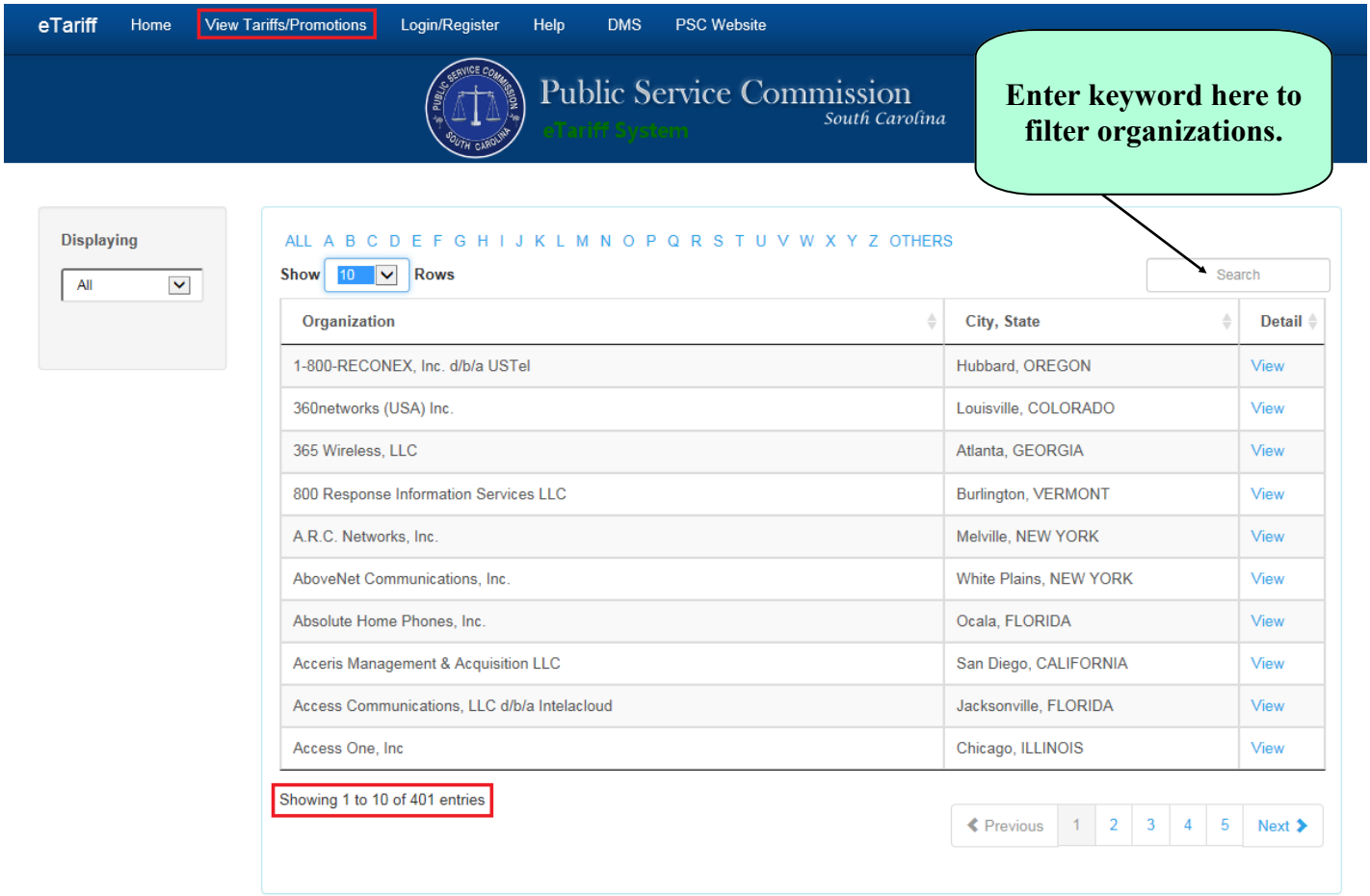
Address: 360 Hamilton Avenue
White Plains, NEW YORK
Industry: Telecommunications
Contact:

Organization with no tariffs on file in system.

Tariff Listing: There are no electronic copies of tariff documents for this organization on file with the Commission. Please contact the Commission to request a paper copy.

Back

# Search Tariffs




Notes:

# Search Tariffs

Notes:

# HELP

eTariff
Home
View Tariffs/Promotions
Login/Register
Help
DMS
PSC Website
Public Service Commission
South Carolina
eTariff System
Training Guide
To download the eTariff System User Guide, click here.
Click here to open the User Guide (PDF) to view/print.
Contact The Commission
To contact the commission, click here
To submit a Help Request, click here.

Notes:

# HELP

Notes:

You do not need to be logged in to request Help.

# HELP

eTariff
Home
View Tariffs/Promotions
Login/Register
Help
DMS
PSC Website
Public Service Commission
South Carolina
eTariff System
Someone will respond to your support request within the next business day.
Confirmation
Your support request has been successfully transmitted, and someone will respond within the next business day. You may submit another request here, or click here to return to the etariff home page.

Notes:

# Login/Register

# Forgot Password

## Notes:

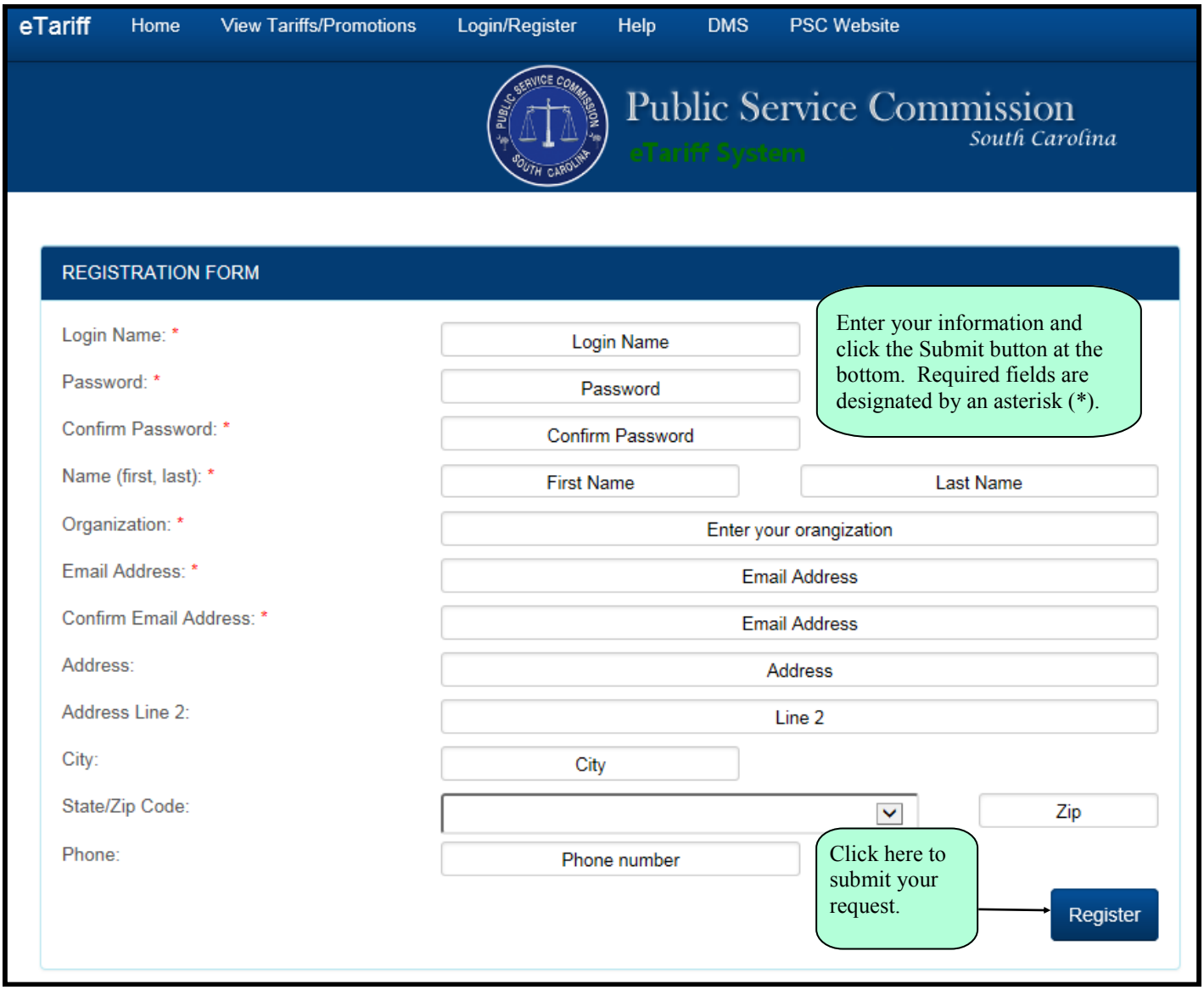
Users can reset their passwords (see above.) They will receive an email containing a link to reset their password.

Click https://etariff.psc.sc.us/account/resetpassword/E95305679EB78C3EFB630261FD9CA to reset your password.
Link will expire in 1 hour.

Public Service Commission of South Carolina

We respect your right to privacy - https://etariff.psc.sc.us/Home/privacy

# Login/Register
# Registration Process




Notes:

After clicking the Submit button, you will get a screen confirmation message and an email message with a link to activate the account (see next page.) You must activate your account using this link.

# Login/Register
# Registration Process

eTariff | Home | View Tariffs/Promotions | Login/Register | Help | DMS | PSC Website

Public Service Commission
South Carolina
eTariff System

Confirmation message screen.

## Registration Successful

Your registration has been received. An email containing activation instructions has been sent to you@youraddress

scpscforms@psc.sc.gov (scpscforms@psc.sc.gov) 4:35 PM
To: you@youraddress

Activation instructions Email message.

Your E Tariff registration is almost complete.

We have sent you this email to verify your email address. To complete this step, click on the following link:

https://etariff.psc.sc.ov/account/activate/291?key=E38AD214943DAAD1D64C102FAEC29DE4AFE9DA3D

Click this link to activate your account.

This will confirm your email address.

Note: You can either click the above web link, cut and paste the entire link into your web browser, or re-type the link in the address bar of your browser.

Please do NOT reply, replying to this e-mail will not validate you.

Thanks,

The Public Service Commission of South Carolina

If you have any questions, click here

Notes:

# Login/Register
# Registration Process

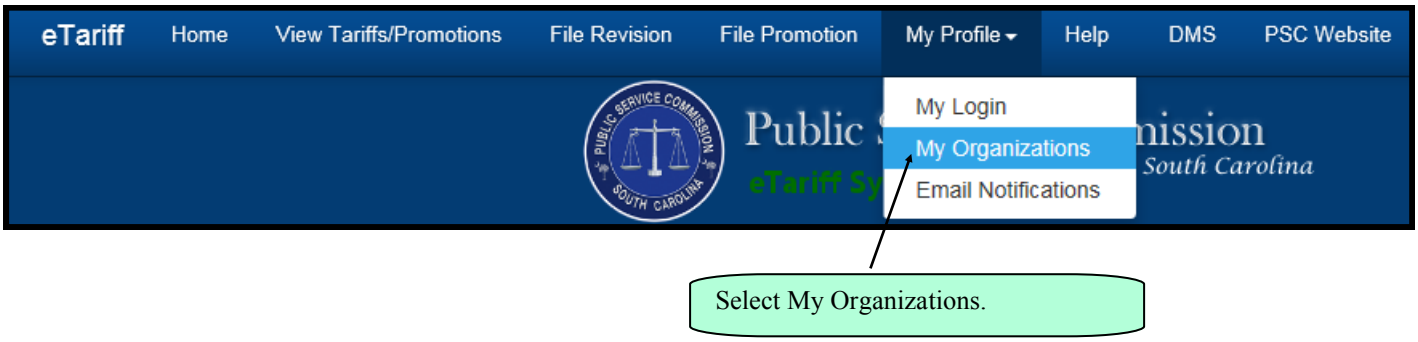
Notes:
After you activate your account, you should log in using the username and password that you created, during the registration process.

# My Profile - My Login

Notes:

Use this screen to update your information or change your password.

# My Profile - My Organizations




Select My Organizations.

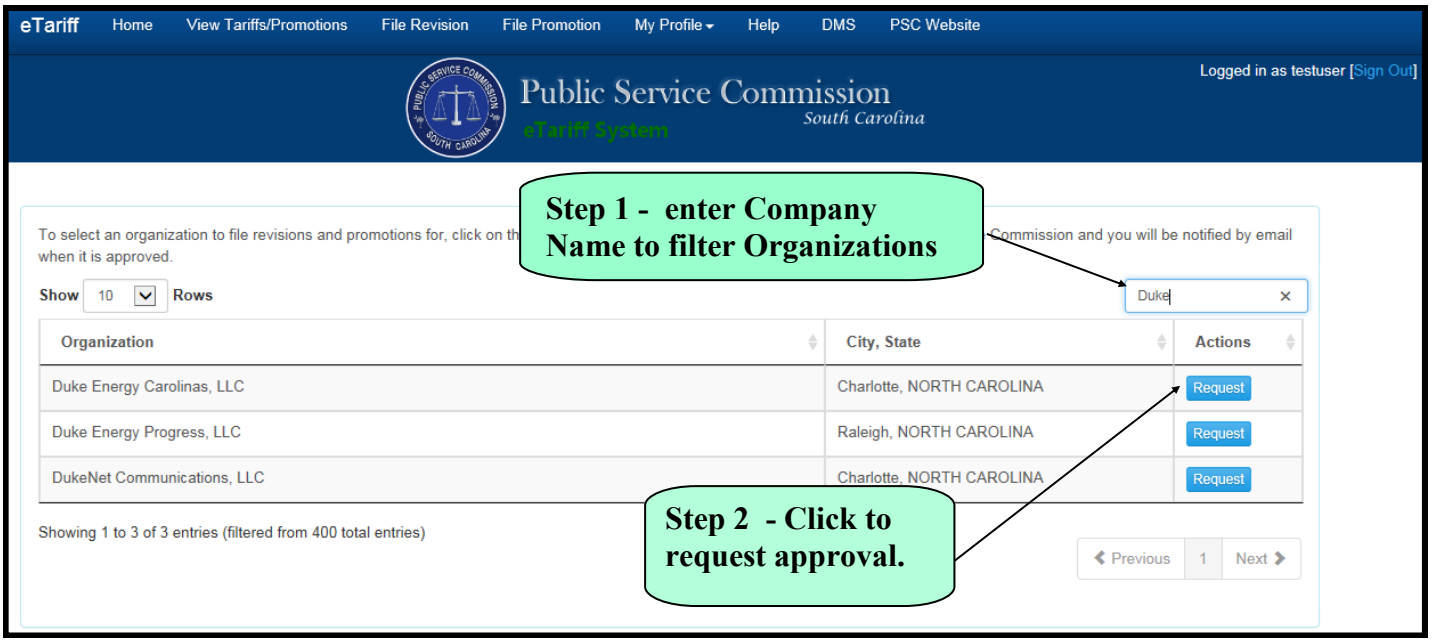
Click here to add more organizations.

Notes:

If you are going to be filing tariff revisions, you must designate the organizations for which you plan to file. This is done using the My Organizations screen shown above.

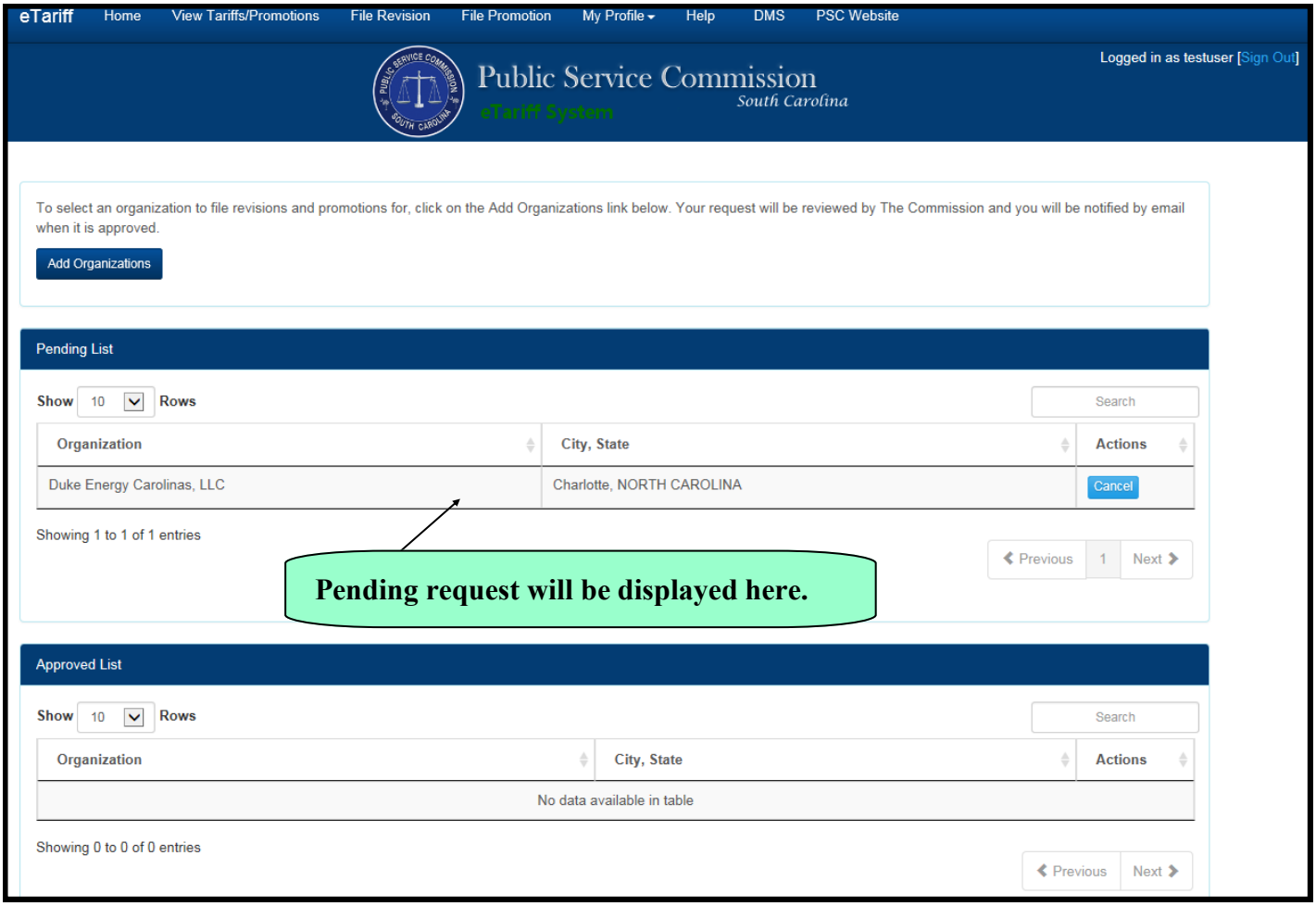
You must complete this step before filing any revisions.

# My Profile - My Organizations




Notes:

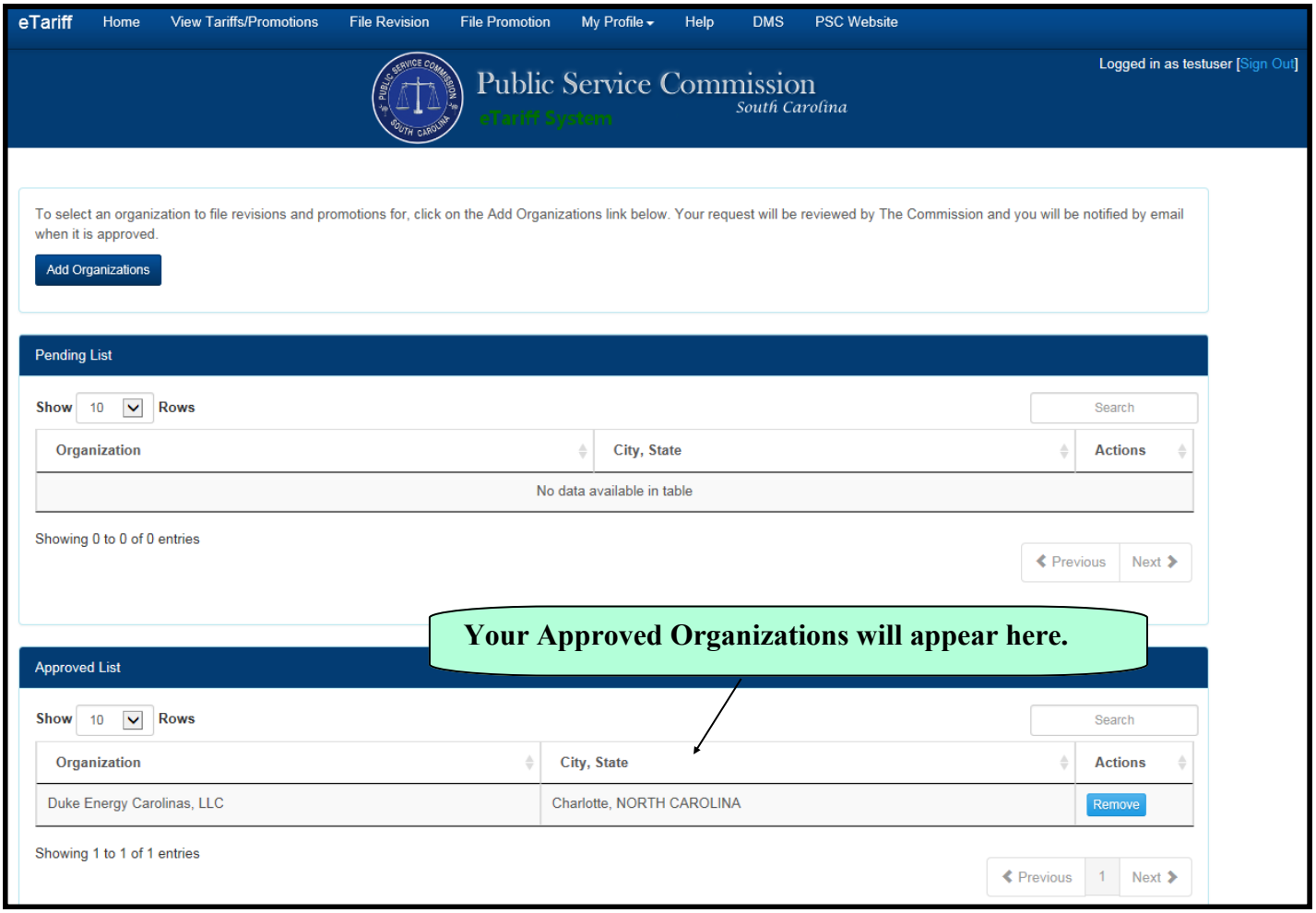
# My Profile - My Organizations




Notes:

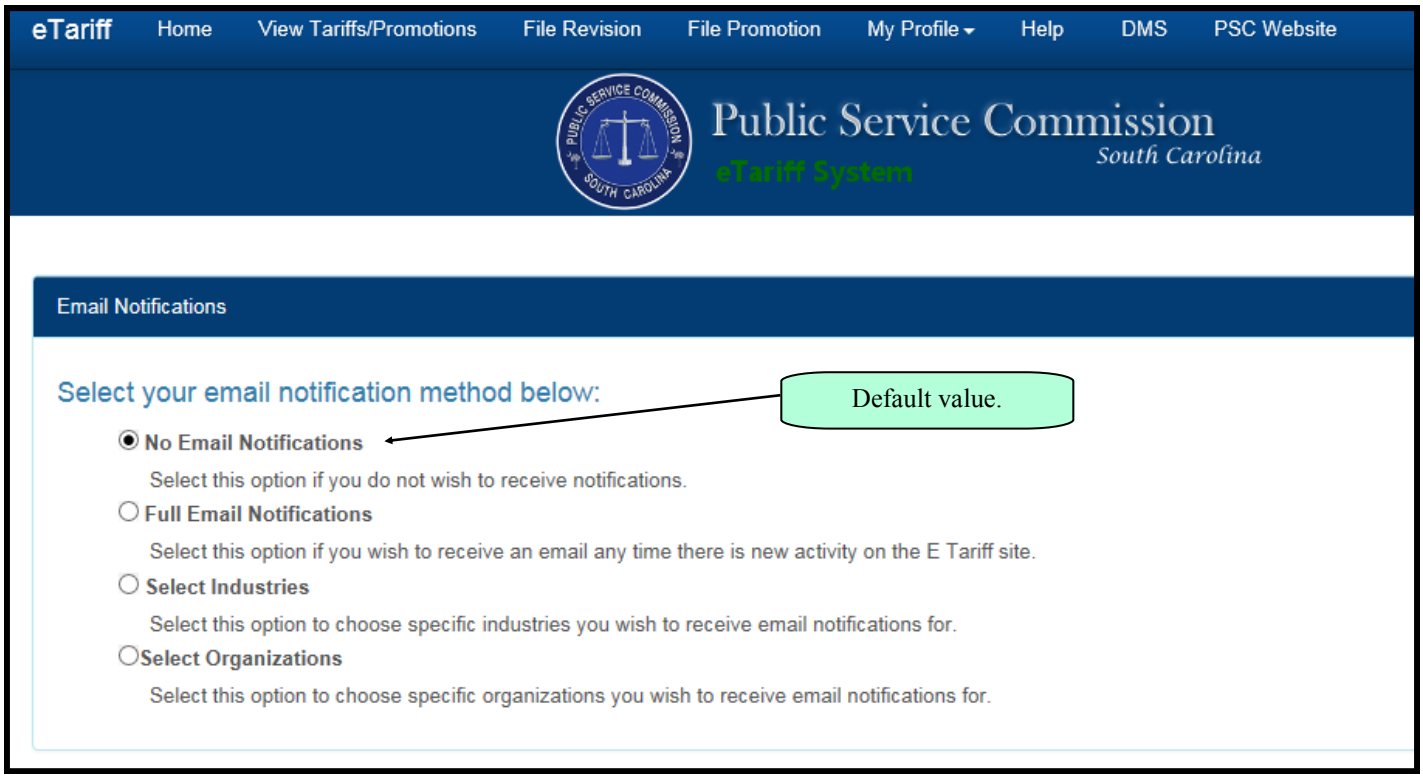
The Commission tariff staff will approve/reject your request(s), and you will receive an email notification (see below.)

# My Profile - My Organizations




Notes:

# My Profile - Email Notifications




Notes:

This screen shows the type of email notification you will receive. The default is No Email Notification.

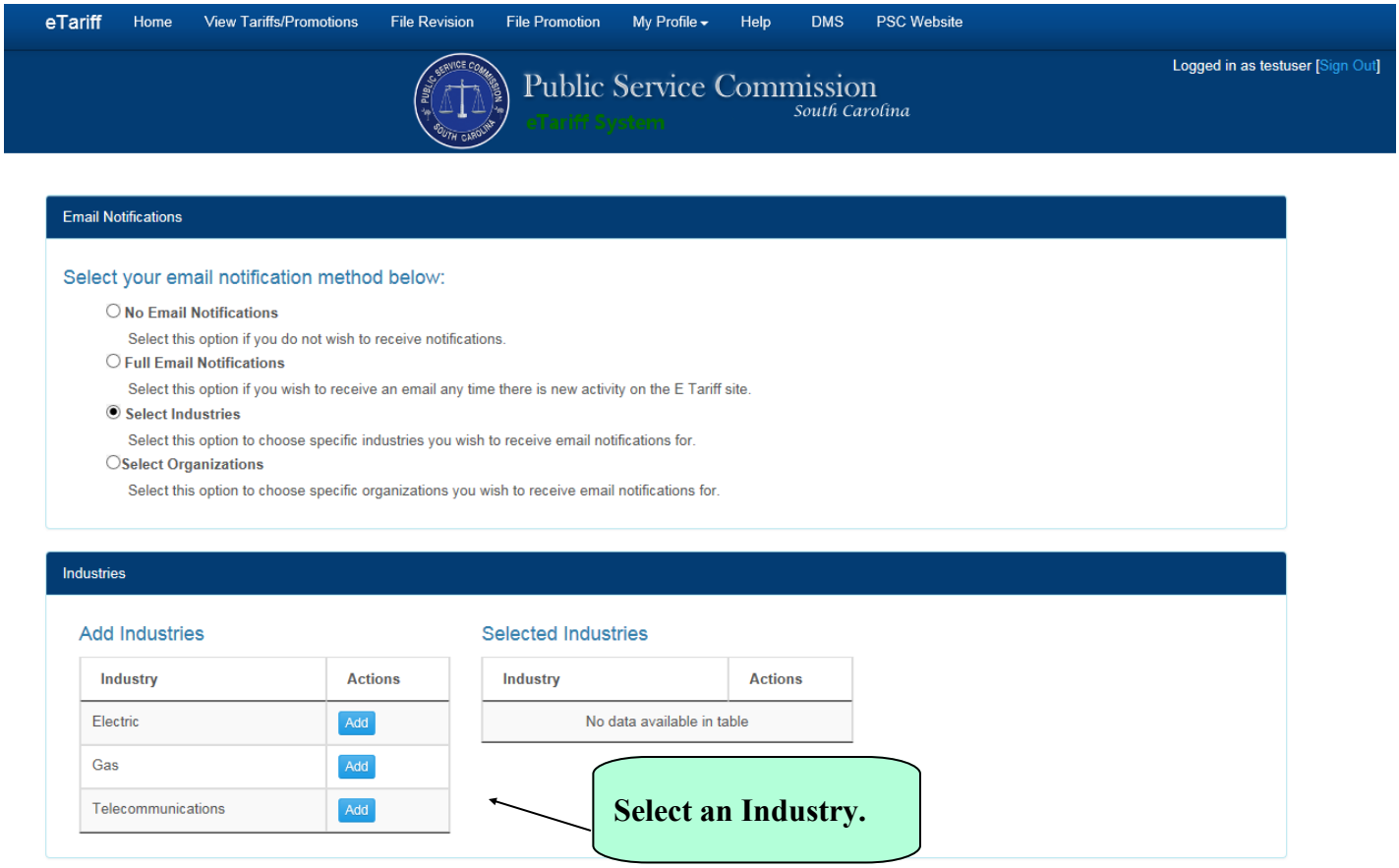
**Full Email Notification:** means that you will receive an email whenever a new tariff revision is filed or approved, or whenever a promotion is filed for any organization.

**Select Industry:** allows you to choose certain industries for which you would be notified via an email message informing you of a tariff revision or promotion being filed or approved for that industry.

**Select Organization:** allows you to choose certain organizations for which you would be notified via an email message informing you of a tariff revision or promotion being filed or approved (see next page.)

***** Automatically, the filer and the organization's contact person (if different from the filer) will receive an email whenever a tariff revision or promotion is filed or approved.**

# My Profile - Email Notifications




Notes:

# My Profile - Email Notifications

eTariff Home View Tariffs/Promotions File Revision File Promotion My Profile Help DMS PSC Website

Logged in as testuser [Sign Out]

Public Service Commission
South Carolina
eTariff System

Email Notifications

Select your email notification method below:

- No Email Notifications
  Select this option if you do not wish to receive notifications.
- Full Email Notifications
  Select this option if you wish to receive an email any time there is new activity on the E Tariff site.
- Select Industries
  Select this option to choose specific industries you wish to receive email notifications for.
- Select Organizations
  Select this option to choose specific organizations you wish to receive email notifications for.

Organizations

Add Organizations

Show 10 Rows

Duke

| Organization | City, State | Actions |
|---|---|---|
| Duke Energy Progress, LLC | Raleigh, NORTH CAROLINA | Add |
| DukeNet Communications, LLC | Charlotte, NORTH CAROLINA | Add |

Showing 1 to 2 of 2 entries (filtered from 399 total entries)

Next

Currently Selected Organizations

Show 10 Rows

Search

| Organization | City, State | Actions |
|---|---|---|
| Duke Energy Carolinas, LLC | Charlotte, NORTH CAROLINA | Remove |

Showing 1 to 1 of 1 entries

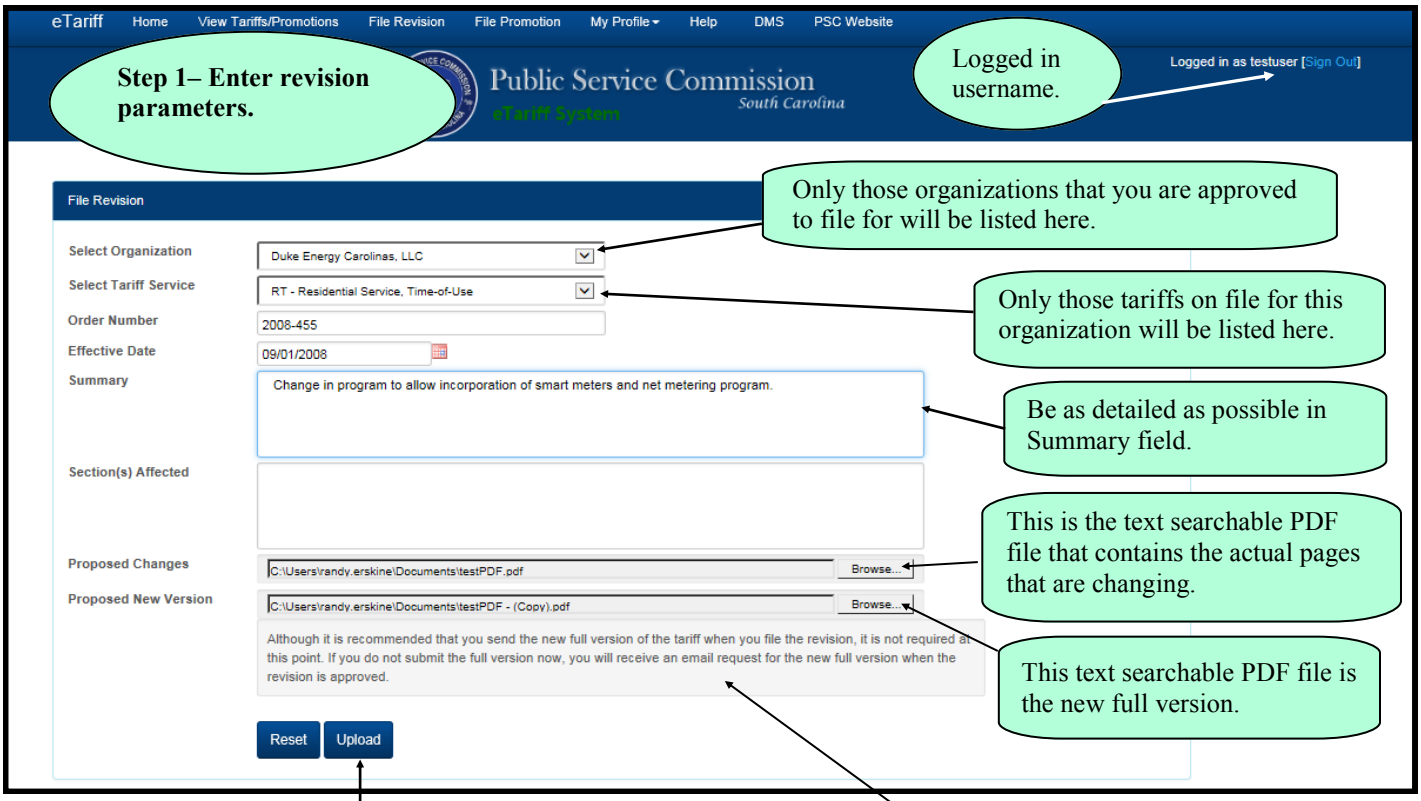
**Step 1 - Type a partial name**

**Step 2 - Click to add.**

**Any Currently Selected Organizations are shown here.**

Notes:

# File Revision




**Step 1– Enter revision parameters.**

Logged in username.

Only those organizations that you are approved to file for will be listed here.

Only those tariffs on file for this organization will be listed here.

Be as detailed as possible in Summary field.

This is the text searchable PDF file that contains the actual pages that are changing.

This text searchable PDF file is the new full version.

**Step 2 – Click to upload revision, when all information is complete.**

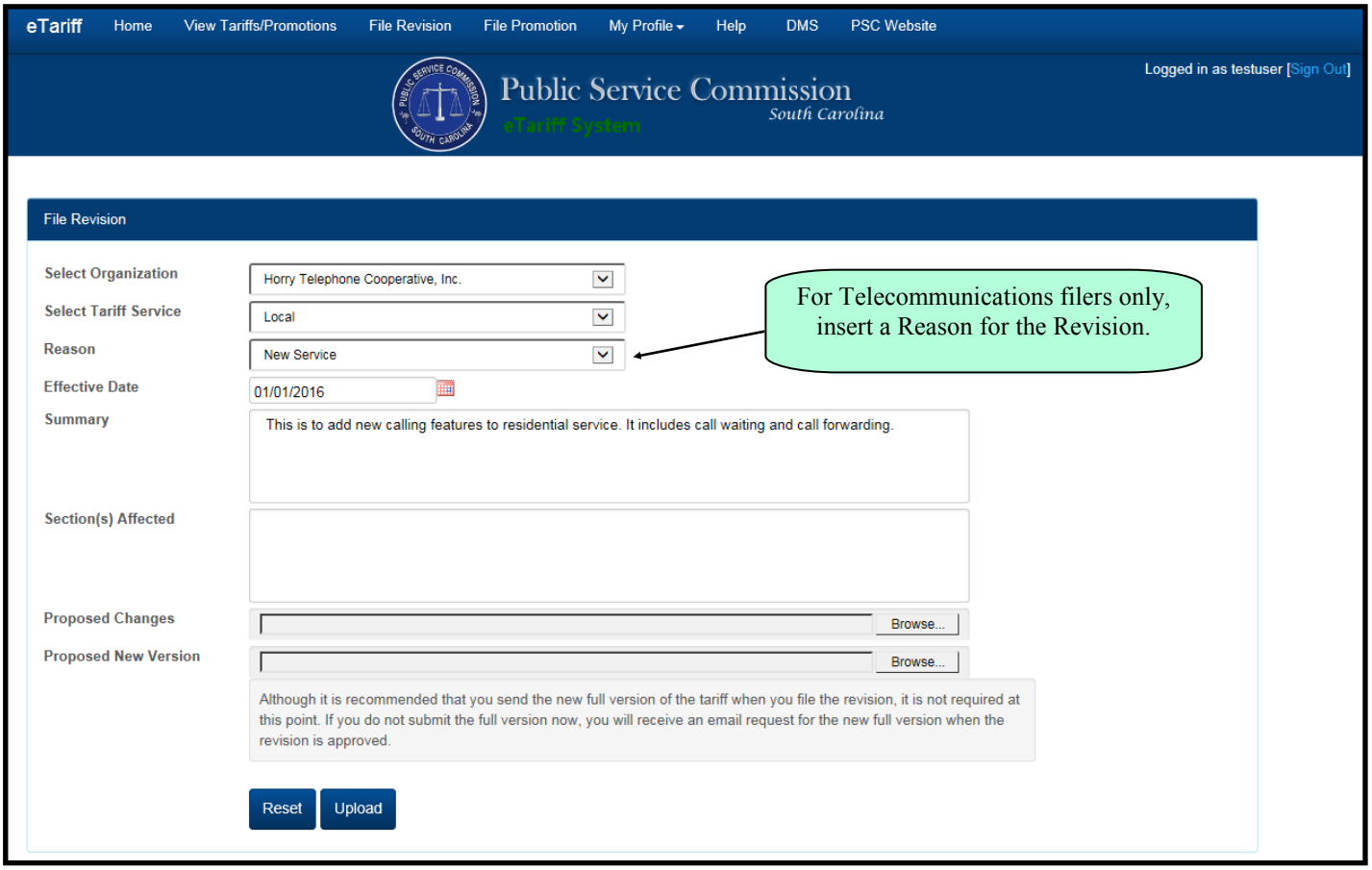
**Electric and Gas Filers:** Always upload a Proposed new full version of the tariff.

**Telecommunications Filers :** If the full version is not submitted now, an email requesting new full version will be sent when approved.

Notes:

# File Revision

## (*Telecommunications Only*)



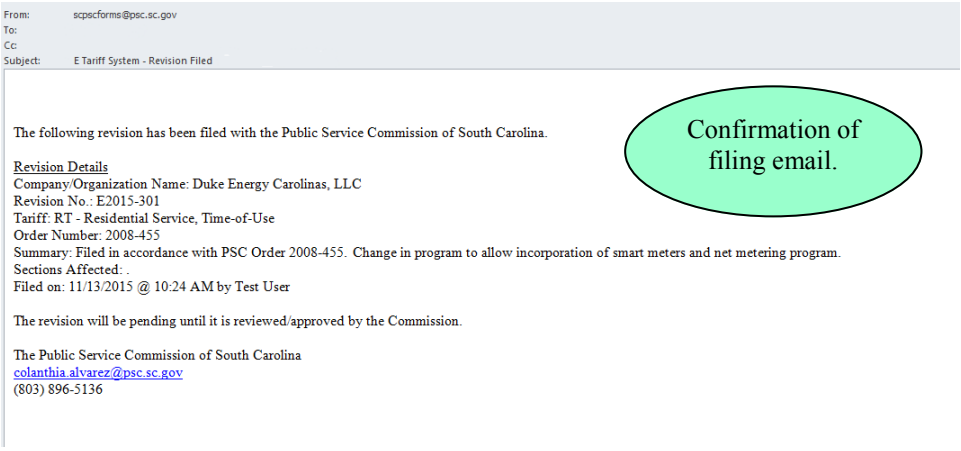

## Notes:

Revision Reasons:

- Textual/Format Change
- Service Change
- Company Name Change **
- Terms & Conditions
- New Service
- Rate Change - Section 576
- Rate Change - Section 575
- Rate Change - Alt Reg
- Rate Change - Flex Reg

** Requires an application and docket assignment.

# File Revision



From: scpscforms@psc.sc.gov
To:
Cc:
Subject: E Tariff System - Revision Filed

The following revision has been filed with the Public Service Commission of South Carolina.

Revision Details
Company/Organization Name: Duke Energy Carolinas, LLC
Revision No.: E2015-301
Tariff: RT - Residential Service, Time-of-Use
Order Number: 2008-455
Summary: Filed in accordance with PSC Order 2008-455. Change in program to allow incorporation of smart meters and net metering program.
Sections Affected: .
Filed on: 11/13/2015 @ 10:24 AM by Test User

The revision will be pending until it is reviewed/approved by the Commission.

The Public Service Commission of South Carolina
colanthia.alvarez@psc.sc.gov
(803) 896-5136

Confirmation of filing email.

Notes:

An email will be sent to the filer and organization contact, if different from the filer, notifying them of the receipt of revision (see above.) Those users with email notification set for this organization or industry will be notified as well.

# File Revision

From: scpscforms@psc.sc.gov
To:
Cc:
Subject: E Tariff System - Revision Approved

The following revision which was filed with The Public Service Commission of South Carolina on 11/13/2015 @ 10:24 AM has been approved.

Revision Details
Company/Organization Name: Duke Energy Carolinas, LLC
Revision No.: E2015-301
Tariff: RT - Residential Service, Time-of-Use
Order Number:2008-455
Summary: Filed in accordance with PSC Order 2008-455. Change in program to allow incorporation of smart meters and net metering program.
Sections Affected: .
Filed on: 11/13/2015 @ 10:24 AM by Test User

You may view the revision online at:
https://etariff.psc.sc.gov/Organization/TariffDetail/111?OrgID=407

Link to approved revision filing.

The Public Service Commission of South Carolina
colanthia.alvarez@psc.sc.gov
(803) 896-5136

Notes:

After the revision is approved or rejected, a second email will be sent to filer and organization contact notifying them of the approval/rejection of the revision (see above.)

# File Revision

eTariff | Home | View Tariffs/Promotions | Login/Register | Help | DMS | PSC Website

Public Service Commission
South Carolina
eTariff System

Duke Energy Carolinas, LLC

Address: P.O. Box 1006
Charlotte, NORTH CAROLINA
Industry: Electric
Contact: Barbara Yarbrough
704-382-7412
byarbrou@duke-energy.com

Link to approved revision filing.

RT - Residential Service, Time-of-Use

| Version | Last Revised | Service | # Pages | PDF |
|---|---|---|---|---|
| Version 16 (Current) | 11/12/2014 at 12:00:00 AM | RT - Residential Service, Time-of-Use | 2 | |

Revision History

| | Revision# | Effective Date | Status | # Pages | PDF |
|---|---|---|---|---|---|
| | E2015-263 | 10/1/2015 | Pending | 2 | |
| | E2014-383 | 11/12/2014 | Approved | 2 | |
| | E2014-318 | 10/21/2014 | Approved | 2 | |
| | E2014-271 | 9/24/2014 | Approved | 2 | |
| | E2013-390 | 10/18/2013 | Approved | 2 | |

More

Promotions

Show 10 Rows

Search

| | Effective Date | Expiration Date | # Pages | |
|---|---|---|---|---|
| No data available in table | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Notes:

# File Revision

## (*Callback Required Telecommunications Only*)

scpscforms@psc.sc.gov
E Tariff System - Request
To Test User

**Telecommunications Filers :** If the new full version was not submitted with the Proposed Changes, an email requesting the new full version will be sent when approved.

Dear Test User:
On 11/2/2015 @ 10:19 AM you filed a revision with the Public Service Commission of South Carolina. The revision has been approved. Please complete the revision filing process by submitting the new full version of the tariff with the approved revisions incorporated.

Revision Details
Company/Organization Name: Bellsouth Telecommunications, Inc.
Revision No.: E2015-4
Tariff: Local Tariff
Reason: Terms & Conditions
Summary: Changes to Terms and Conditions of payments.
Sections Affected: A13
Filed on: 11/2/2015 @ 10:19 AM by Test User

To upload the new full tariff now, use the following link:
https://etariff.psc.sc.gov/file/callback/6B975EA064A5D8BC6021BA8240F46C15

-The Public Service Commission of South Carolina
colanthia.alvarez@psc.sc.gov
(803) 896-5136

**Filer must use link provided to complete the revision filing process.**

eTariff | Home | View Tariffs/Promotions | File Revision | File Promotion | My Profile | Help | DMS | PSC Website

Public Service Commission
South Carol
eTariff System

Clicking on the link in the email brings the filer to the Upload Tariff screen to complete the filing process.

File Revision

Proposed New Version | Browse...

Reset | Upload

After the file is selected, click Upload to continue processing revision filing.

File Revision Successful

**File uploaded successfully.**

The revision will be pending until it is reviewed/approved by the Commission.

Add another

File successfully uploaded.

## Notes:

After the revision is approved or rejected, an email will be sent to filer and organization contact notifying them of the approval of the revision.

# File Promotion

## (*Telecommunications Only*)

This is the text searchable PDF file that contains the promotion announcement.

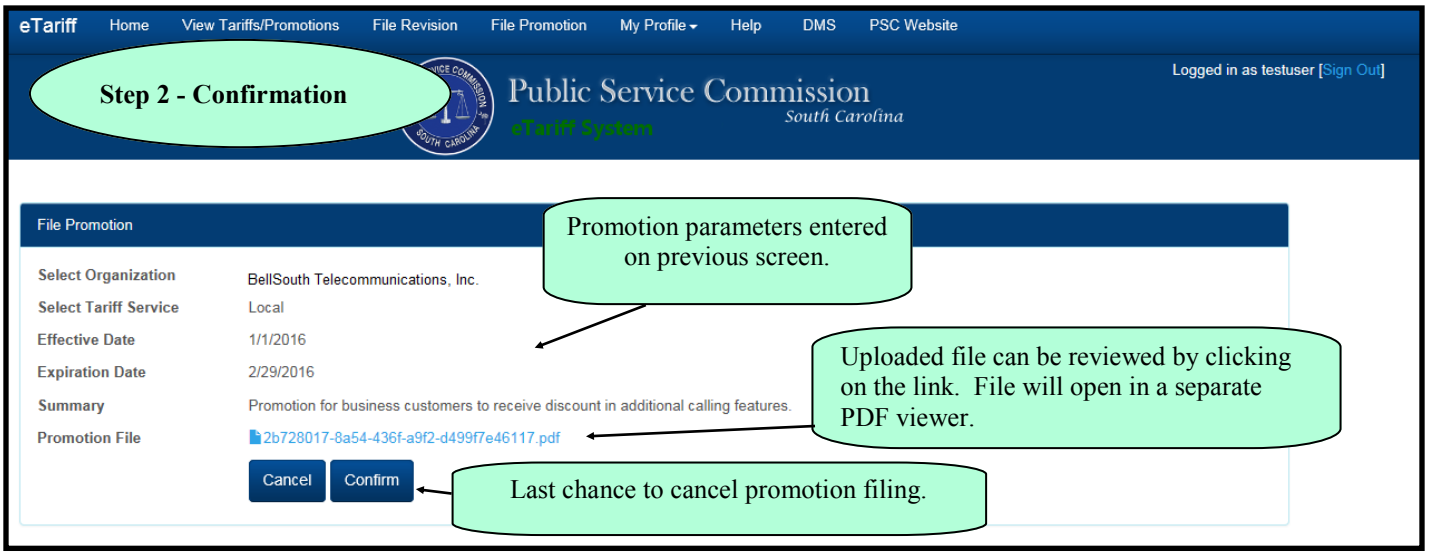
After file is selected, click on Upload to continue processing promotion filing.

Uploaded file can be reviewed by clicking on the link. File will open in a separate PDF viewer.

Notes:

# File Promotion

## (*Telecommunications Only*)



Notes:

An email will be sent to filer and organization contact, if different than the filer, notifying them of the submission of a promotion filing to the tariff (see below.)

# File Promotion

## (*Telecommunications Only)*

From: scpscforms@psc.sc.gov
To:
Cc
Subject: E Tariff System - Promotion Filed

The following promotion filed with The Public Service Commission of South Carolina on 12/1/2015 @ 12:41 PM has been submitted successfully.

Promotion Details
Company/Organization Name: BellSouth Telecommunications, Inc.
Tariff: Local
Summary: Promotion for business customers to receive discount on additional calling features.
Effective Date: 3/1/2007
Expiration Date: 5/31/2007
Filed on: 2/8/2015@ 12:41 PM by testuser

You may view the promotion online at:
https://etariff.psc.sc.gov/Attachments/promotionFile/519a3376-952d-dd2d-4af4739e8ce8816f

The Public Service Commission of South Carolina
colanthia.alvarez@psc.sc.gov
(803) 896-5136

Notes:
This email will be sent to the filer and organization contact, if different from the filer, notifying them of the filing of the promotion.