



BPA Secure Website

User Guide

Bonneville Power Administration

October 2024

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INTRODUCTION

Bonneville's Secure Website is a document management and control application for use in BPA proceedings such as rate cases and tariff terms and conditions proceedings. Official Parties, the Hearing Officer, and the Rate Hearing Clerk use the secure area of the Secure Website to submit and access all documents, including Exhibits, Motions, Orders, Briefs, Transcripts, Data Requests, and Data Responses. Generally, the public has access to view all filed documents except Data Requests and Responses. Confidential or proprietary information is not submitted or kept on the site.

Content and format requirements for filings submitted via the Secure Website are contained in Bonneville's *Final Rules of Procedure*, 83 Fed. Reg. 39,993 (Aug. 13, 2018) ("Rules of Procedure"). Please note that special procedural rules adopted by the Hearing Officer of a particular proceeding may contain additional filing requirements.

This document provides instructions for use of the Secure Website by Official Parties to a Bonneville proceeding.

APPLICATION BASICS

System Functionality

The Secure Website allows representatives of Official Parties to:

- Submit petitions to intervene, motions, exhibits, and other documents (Filings) on behalf of their Party.
- Receive service of Filings and of Orders submitted by the Hearing Officer.
- Submit requests for information (Data Requests) to another Party on Filings submitted by that Party.
- Respond to requests directed to their Party (Data Responses).
- View all Filings, Data Requests, Data Responses, and Orders.
- Receive email notifications regarding the submission of Filings, Data Requests, Data Responses, and Orders.
- Receive communications from the Hearing Officer.
- Manage their user settings.

Contacts

Some previous communication and parts of the Secure Website reference the Rate Clerk. That function has been split into the Hearing Clerk, who assists the Hearing Officer, and the Rate Hearing Coordinator, who handles access to the Secure Website.

If you encounter a problem accessing the system, please contact the Rate Hearing Coordinator, whose contact information is provided in the Federal Register Notice initiating a particular proceeding.

For administrative or procedural questions, please contact the Hearing Clerk supporting the Hearing Officer, whose contact information is provided in the Federal Register Notice initiating a particular proceeding.

If you are experiencing technical problems with the BPA Secure Website, such as timing out or browser compatibility issues, please send an email to webapplications@bpa.gov.

BECOMING A PARTY TO A BONNEVILLE PROCEEDING

Any entity or person intending to become a party to a Bonneville proceeding must file a petition to intervene via Bonneville's Secure Website, which requires:

- 1) a filer's account;
- 2) access for that account to the proceeding in question; and
- 3) submission of a petition to intervene that conforms to the requirements laid out in the Rules of Procedure.

New Accounts

- 1) Create an account by following the steps on page 8. Included in the registration form is a request for access to a proceeding, which fulfills the second requirement above. If your party has not previously participated in a Bonneville proceeding, the Rate Hearing Coordinator may contact you to set up your party's two-letter code.
- 2) Once your account has been approved and given access, log in to the proceeding (see page 10) and select Submit Filing under the Filings drop-down menu. Select your Party, enter the title and page count, select the "BPA and Party Filings" category, select the "Petitions to Intervene" designation, and click on "Generate Filing Code." Then select the PDF of your petition to intervene and click "Submit Filing" to upload the document. Before uploading the petition, please ensure that it meets the format and content requirements set forth in the Rules of Procedure §§ 1010.6 and 1010.11 (note that the current version of the Secure Website automatically stamps the PDF with the filing code in the center of the footer). The process for submitting documents via the Secure Website is shown in more detail on pages 17-19.
- 3) To participate in additional proceedings, follow the steps for existing accounts below.

Existing Accounts

- 1) Request access to the new proceeding using your existing account email. The steps to request access to a new proceeding are shown on page 9. Please inform the Rate Hearing Coordinator if you are representing a different Party than in past proceedings.
- 2) Submit your petition to intervene following step 2 for New Accounts above. Ensure that it meets the format and content requirements set forth in the Rules of Procedure §§ 1010.6 and 1010.11.

SECURE LOG IN AND ELECTRONIC SUBMISSION

The Electronic Signature

Each account representing an Official Party to a proceeding will have an associated password to access the Secure Website and validate the Party's identity. Once a Party has access to the system, documents may be electronically submitted into the proceeding. Consistent with a traditional handwritten signature on a paper document, an Electronic Signature is a method to sign an electronic message (Government Paperwork Elimination Act (GPEA), Pub. Law No. 105-277, Title XVII, § 1709(1)). A document is electronically signed by the person whose name is on the signature block of a pleading pursuant to Rules of Procedure § 1010.11(b). The name in the pleading, the password, and clicking **Submit Filing**, together, are considered the Party's Electronic Signature.

The Electronic Signature represents the Party's authorization to submit documents, including Exhibits, Data Requests, Data Responses, Motions, and any other Filings into the proceeding. Similar to when documents are submitted in paper form, documents submitted using the Secure Website are not considered as evidence unless admitted into evidence by the Hearing Officer. Data requests and responses are not part of the record or evidence unless moved into the record and evidence by an Official Party and admitted by the Hearing Officer.

Because the password authenticates the source of an electronic submission, it is vitally important for each Party to protect the privacy of their password so that unauthorized persons do not access the Secure Website or submit documents using the Party's account.

Parties should not include sensitive information in any document submitted through the Secure Website. Information in the document, including sensitive information, may be accessible to the public over the Internet. Refer to Rules of Procedure § 1010.12(d) for handling of sensitive Data Responses and Filings.

Use of Cookies

Cookies are short text files placed on the computer's hard drive by a web site, usually without the user's knowledge. Cookies are not an executable program and do not adversely impact the computer. The Secure Website uses a session cookie to enable a Party to make filings electronically. A session cookie operates only for the duration of the browser session; when the user shuts down the browser, the cookie is released and disappears.

A Party will not be able to submit documents electronically if their browser is set to prevent any cookie from being sent to its system.

GETTING STARTED

Web Site Location

To access the Secure Website, enter the following URL in the **Address** bar of your browser:

<https://proceedings.bpa.gov>

The Bonneville Secure Website screen displays. From this screen you can view documents associated with various active and inactive proceedings. To access “read-only” copies of the documents associated with a particular proceeding, select the **View Documents** link that is located to the right of the case title.

Active Rate and Tariff Proceedings

		Search...		
2026	TEST Power and Transmission Rate Proceeding	Request Access	Log In	View Documents

CREATE A USER ACCOUNT

For full access to the Secure Website, you must create a user account.

- 1) At the main Secure Website page, click the **Request Access** link to the right of the proceeding in which you would like to participate.

Active Rate and Tariff Proceedings

		Search...		
2026	TEST Power and Transmission Rate Proceeding	Request Access	Log In	View Documents

- 2) The following screen displays:

Register

Already have an account? [Click Here](#)

- Passwords must be at least 15 characters.
- Passwords must have at least one non alphanumeric character.
- Passwords must have at least one digit ('0'-'9').
- Passwords must have at least one uppercase ('A'-'Z').

Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Company	<input type="text"/>
Representing Party	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
Register	

Fill in the fields with your email, name, phone number (optional), the company that you work for (optional), the party (or parties) that you will be representing, a password, and a repeat of the password for confirmation. Please note the requirements for the password listed above the fields. Then click on **Register**.

- 3) You will receive a confirmation of submittal stating: "Your request has been sent to the Rate Clerk for review. You will be notified if you are approved for access." You will receive an automated email once your account is approved.

REQUEST ACCESS TO A PROCEEDING

To request access to a proceeding if you already have a user account:

- 1) At the main Secure Website page, click the **Request Access** link to the right of the proceeding in which you would like to participate.

Active Rate and Tariff Proceedings

Active Rate and Tariff Proceedings			
			Search...
2026	TEST Power and Transmission Rate Proceeding	Request Access	Log In View Documents

- 2) Above the fields for new accounts, click the link that says "Click Here."

Register

Already have an account? [Click Here](#)

- 3) Enter the email address and name associated with your existing account and click "Request Access."

Request Access

Email

First Name

Last Name

[Request Access](#)

- 4) You will be notified via email once your request is approved.

LOGGING IN

Enter the secure log in area by clicking on the “Log In” link located to the right of the active proceeding on the home page.

Active Rate and Tariff Proceedings

			Search...
2026	TEST Power and Transmission Rate Proceeding	Request Access Log In View Documents	

On the Log In page, enter your email address and password then click the “Log in” button.

Email

Password

Log in

The **Secure Website Home** screen displays the expanded menu (for Filings, Discovery, Account, and Log out) at the top and a list of details about the proceeding as a whole (on the left) and your Party in particular (on the right).

Proceedings Home	User Guide	Rules of Procedure	Filings ▼	Discovery ▼	Account ▼	Log out
----------------------------------	----------------------------	------------------------------------	---------------------------	-----------------------------	---------------------------	-------------------------

Hello test2@test.com!

You are logged into 2026 TEST Power and Transmission Rate Proceeding

There is no Rate Clerk assigned, please contact the system administrator.

For security reasons, your connection will time out after 20 minutes of inactivity.

<u>Activity as of 7/15/2024</u>		<u>My Party's Activity</u>	
BPA and Party Filings count:	16	BPA and Party Filings count:	10
Hearing Officer Orders:	3	Hearing Officer Orders:	0
Official Postings:	0	Official Postings:	0
Unanswered Data Requests:	12	Unanswered Data Requests:	5
Total Data Requests:	13	Total Requests submitted:	5
		Total Requests recieved:	0

Resetting Your Password

Your account is automatically locked after too many wrong password entries. This will require you to reset your password. You can also change your password at any time (for example, if you have forgotten your current password).

On the Log In page, underneath the Log In button, click on “Forgot your password?”

[Forgot your password?](#)

In the next page, enter your email and click “Submit.”

Forgot your password?

Enter your email.

Email

You will receive an email with a link to reset your password. After you follow the link, fill out the form with your account email and new password and confirmation and click “Reset.”

Reset your password.

- Passwords must be at least 15 characters.
- Passwords must have at least one non alphanumeric character.
- Passwords must have at least one digit ('0'-'9').
- Passwords must have at least one uppercase ('A'-'Z').

Email

Password

Confirm password

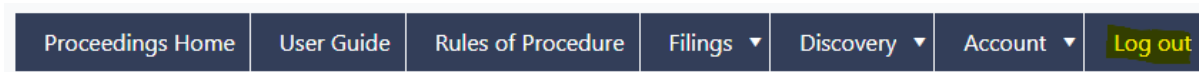
For security reasons, the link you receive will be specific to the account of the email requesting it; trying to reset the password for an email other than the one for which the password reset link was sent will return an error.

Log In Difficulties

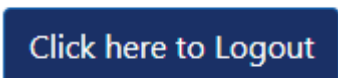
If you experience technical problems logging in, or you feel that you do not have the permissions you need, contact the Rate Hearing Coordinator (refer to page 4).

Logging Out

To log out of the Secure Website, click on the “**Log out**” link located at the top right of the screen.



Then click on “Click here to Logout” to confirm.



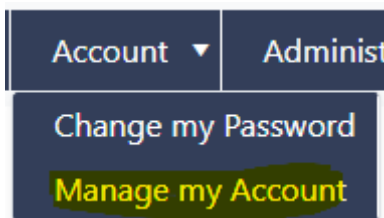
You will be returned to the main log in screen.

You can only be logged in to one proceeding at a time. If you are participating in multiple contemporaneous proceedings, you need to log out of one proceeding in order to log in to a different one using the steps above.

Due to security reasons, the Secure Website will automatically log out users after 20 minutes of inactivity.

Changing Your Notification Preferences

Select “Manage my Account” from the Account drop-down menu on the top.



In your account preferences (where you can also change your other details), you can check or uncheck the boxes to select which automated emails you will receive. Notice that you opt out of service emails by unchecking the first box; Parties must ensure that at least one of their accounts receives service emails.

Select your email notification preferences

- Notify me of Filings
- Notify me of Data Requests
- Notify me of Data Responses



READING DOCUMENT AND DATA REQUEST CODES

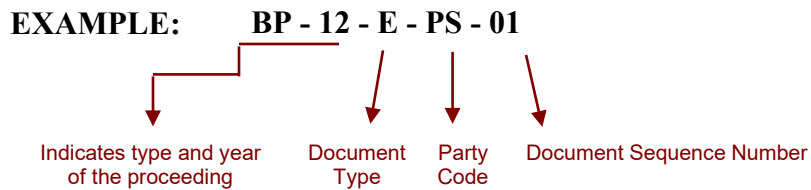
Filing Codes

The Secure Website uses Filing Codes established through an Order by the Hearing Officer for all Filings, Data Requests, Data Responses, and Orders.

Contact the Hearing Clerk for all questions concerning Filing Codes (refer to page 4).

Single Party Submissions

Filing Codes for documents are structured as follows:



The above Filing Code shows that:

- (a) The document is for the 2012 Joint Power and Transmission Rate Proceeding (docket No. BP-12).
- (b) The type of document being submitted is an Exhibit (E).
- (c) The party submitting the Exhibit is Power Services (PS).
- (d) This is the first Exhibit submitted by PS (01).

The Filing Code for a Motion by the same party would read: **BP - 12 - M - PS - 01**.

The Filing Code for an Order would read: **BP - 12 - HOO - 01**.
(Non-Party filings such as Hearing Officer Orders have no Party code.)

Note: Document sequence numbers for all Filings and Orders are automatically generated by the Secure Website. Data Requests and Responses use a separate system (see next page).

Joint Party Submissions

If a Filing is submitted jointly, the Filing Code will show the party code indicating the Joint Party, which is created numerically starting with JP01. See Rules of Procedure § 1010.7 for details on joint parties.



Filings with Multiple Volumes

If a Filing has multiple volumes, a designation of “V01”, “V02”, “V03”, and so forth, will follow the document sequence number.

EXAMPLE: BP - 12 - E - BPA - 04 - V02



Indicates this is the second volume
of the fourth exhibit submitted.

Secondary Submissions (errata, attachments, appendices, etc.)

Secondary submissions receive a designation after the sequential filing number of the original filing. For example, errata will have “E01,” “E02,” and so forth appended.

EXAMPLE: BP - 12 - E - BPA - 04 - E01



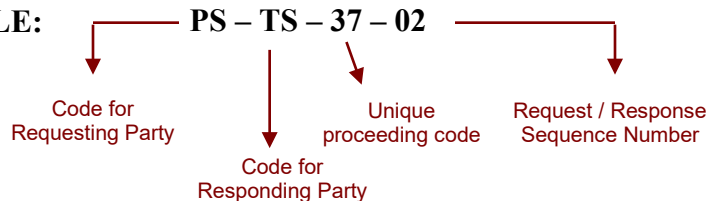
Indicates this is the first erratum
of the fourth exhibit submitted

For a complete list of document designation codes, refer to “[Appendix A – Document Designation Codes](#),” page A-1.

Data Request and Response Codes

Data Request and Data Response Codes are automatically generated by the Secure Website according to the following structure:

EXAMPLE:



The above Code for a data request shows that:

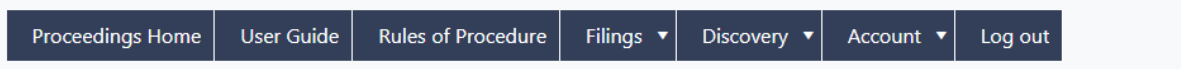
- (a) The Requesting Party is PS.
- (b) The request is directed to the Responding Party TS.
- (c) The proceeding’s unique code is 37 (to avoid duplication issues, each proceeding is assigned a unique identification number in the system).
- (d) This is the second (02) request submitted by PS to TS.

Note: All Parties have access to all Data Requests and Responses without the need to request such access. Data Requests and Responses are not part of the record of a proceeding unless specifically admitted into evidence by the Hearing Officer (see Rules of Procedure §§ 1010.12(g), 1010.13(c)).

FILINGS

Secure Filings Home Menu

Upon log in, the expanded Secure Website Home menu appears at the top. From here, you can access screens to perform all filing and discovery activities.



Hello test2@test.com!

You are logged into 2026 TEST Power and Transmission Rate Proceeding

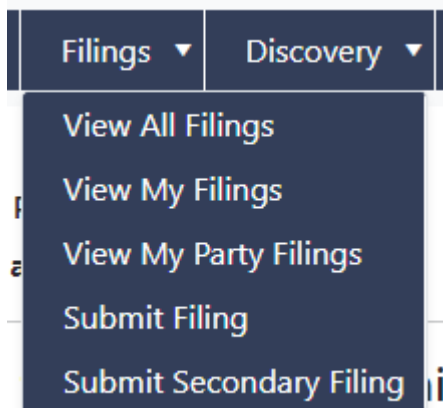
There is no Rate Clerk assigned, please contact the system administrator.

For security reasons, your connection will time out after 20 minutes of inactivity.

<u>Activity as of 7/15/2024</u>		<u>My Party's Activity</u>	
BPA and Party Filings count:	16	BPA and Party Filings count:	10
Hearing Officer Orders:	3	Hearing Officer Orders:	0
Official Postings:	0	Official Postings:	0
Unanswered Data Requests:	12	Unanswered Data Requests:	5
Total Data Requests:	13	Total Requests submitted:	5
		Total Requests recieved:	0

View Filings

From the Filings drop-down menu at the top, you can choose to view all filings from all Parties and the Hearing Officer (View All Filings), just the filings submitted by your account (View My Filings), or all of the filings submitted by any account on behalf of your Party (View My Party Filings).



The filings are shown in a list that can be sorted by most columns (one click on the column name sorts ascending, another descending, and another removes the sorting) and searched via the search box (by title, filing code, etc.). You can also click on the filter icon for a column to access advanced filtering options.

Expand the row to view related filings

Drag a column header and drop it here to group by that column

File Code	Filing Title	Category	Designation	Party	Date Filed	File Name
▶ ABC-25-H-BPA-01	Hearing schedule	BPA and Party Filings	Hearing Schedule	Bonneville Power Administration	07/01/2024	<input type="button" value="Open File"/>
▶ ABC-25-E-BG-01	Test Exhibit	BPA and Party Filings	Exhibits, Studies, Testimony, Affidavits	BG Energy	07/01/2024	<input type="button" value="Open File"/>
▶ ABC-25-E-BPA-04	6/28 test	BPA and Party Filings	Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	06/28/2024	<input type="button" value="Open File"/>
▶ ABC-25-E-BPA-02A	Test Study Documentation	BPA and Party Filings	Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	06/21/2024	<input type="button" value="Open File"/>
▶ ABC-25-E-BPA-02	Test Study	BPA and Party Filings	Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	06/14/2024	<input type="button" value="Open File"/>

You can click the green arrow to the left of any entry to expand a sublist of related items, which is optional metadata that filers can enter when making a submission.

File Code	Filing Title	Category	Designation	Party	Date Filed	File Name												
▼ ABC-25-M-JP01-01	Motion to Strike	BPA and Party Filings	Motions, Responses, Notices, Memoranda	Joint Party 01	07/15/2024	<input type="button" value="Open File"/>												
<table border="1" style="width: 100%;"> <thead> <tr> <th>Related File Code</th> <th>Filing Title</th> <th>Category</th> <th>Designation</th> <th>Party</th> <th>Related Filing Id</th> </tr> </thead> <tbody> <tr> <td>ABC-25-E-BPA-01</td> <td>Test Study</td> <td>BPA and Party Filings</td> <td>Exhibits, Studies, Testimony, Affidavits</td> <td>Bonneville Power Administration</td> <td><input type="button" value="Open related File"/></td> </tr> </tbody> </table>							Related File Code	Filing Title	Category	Designation	Party	Related Filing Id	ABC-25-E-BPA-01	Test Study	BPA and Party Filings	Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	<input type="button" value="Open related File"/>
Related File Code	Filing Title	Category	Designation	Party	Related Filing Id													
ABC-25-E-BPA-01	Test Study	BPA and Party Filings	Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	<input type="button" value="Open related File"/>													

To open the PDF of any filing, select “Open File” on the right hand side (or “Open related File” in the expanded view showing related Filings).

Submitting a Primary Filing Document

To submit a Filing Document:

- 1) Log in to the proceeding in which you want to submit a Filing Document (see page 10).
- 2) Click the “**Submit Filing**” link in the “Filings” drop-down menu.



- 3) The following screen displays:

Please check the following:

- The document I am filing is an errata to an existing filing, or
- The document is a second or higher volume in a multi-volume filing, or
- The document is an attachment to an existing filing, or
- The document is an appendix to an existing filing.

If any of the above are true: [Click Here](#)

Otherwise:

- The document I am filing is an original document, and
- It is a single-volume filing, or the first volume in a multiple-volume filing.

Select Submitting Party:

Title:

Number of Pages:

Category:

Designation:

Select Related Filings:

[Generate Filing Code](#)

- 4) Select the Party on whose behalf you are submitting the document. Only parties associated with your account are available for selection. If you represent additional parties that are not listed, please contact the Rate Hearing Coordinator.

- 5) Fill in the fields for title and number of pages.
- 6) Select the Category of filing. For most accounts, only “BPA and Party Filings” will be available.
- 7) Once the Category has been selected, the list of Designations becomes available. Please select the correct type of filing. Note that Petitions to Intervene have an entry separate from Motions (the Motions designation should be used for procedural motions such as Motions to Strike or Motions to Modify the Hearing Schedule).
- 8) Optionally, select any Related Filings from the list of previously-made filings. This is not a requirement, and the only effect will be a sublist of the related filings from the View Filings screen (see above).

Select Submitting Party: Energy Kazoom

Title: Petition to Intervene

Number of Pages: 3

Category: BPA and Party Filings

Designation: Petitions to Intervene

Select Related Filings:

- ABC-25-B-BPA-01
- ABC-25-E-BPA-01
- ABC-25-E-BPA-02
- ABC-25-E-BPA-02A

Generate Filing Code

- 9) Click the “**Generate Filing Code**” button. This will automatically create the filing code for your document based on the proceeding’s docket number, your Party Code, and the type of filing (see page 12).
- 10) Click “Select files...” This will open a browser window to your computer to select the PDF for your Filing.

Select Related Filings:

- ABC-25-E-BPA-01
- ABC-25-E-BPA-02
- ABC-25-E-BPA-02A

Your Filing Code will be: ABC-25-I-EK-01

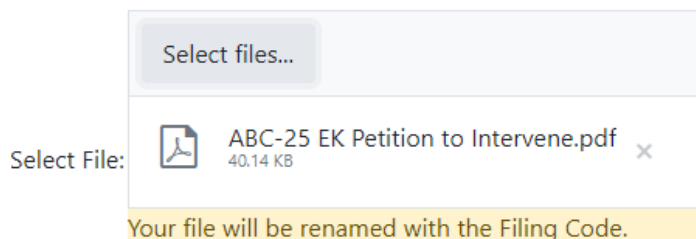
Select files...

Select File: Your file will be renamed with the Filing Code.

Submit Filing **Cancel**

- 11) You can only select one document. Once selected, it will be shown beneath the button, so you can double check your selection. If you picked the wrong document, simply click “Select files...” again to replace it. There is a size limit of 50,000,000 bytes (about 49MB) for documents submitted via the Secure Website. If your document exceeds this limit, you must separate it into multiple volumes and file subsequent volumes as Secondary Filings (see below).

Your Filing Code will be: ABC-25-I-EK-01



Submit Filing

Cancel

- 12) After double checking your entries, click “Submit Filing” to submit your filing. This is a final step; there is no opportunity to make changes or check again after clicking this button.
- 13) Your filing PDF will be renamed to its filing code (in the above example to ABC-25-I-EK-01.pdf) during the submission process and stamped by the software in the central footer section with the filing code. This satisfies the document numbering requirement of Rules of Procedure § 1010.11(b) (“Pleadings must follow the document numbering system established by the Hearing Officer and display the document number in the footer of the pleading.”). Please leave the central section of your document’s footer empty to avoid textual overlap.

You are logged into 2026 TEST Power and Transmission Rate Proceeding

Please check the following:

- The document I am filing is an errata to an existing filing, or
- The document is a second or higher volume in a multi-volume filing, or
- The document is an attachment to an existing filing, or
- The document is an appendix to an existing filing.

If any of the above are true: [Click Here](#)

Otherwise:

- The document I am filing is an original document, and
- It is a single-volume filing, or the first volume in a multiple-volume filing.

Success - your file was stamped with Filing code ABC-25-I-EK-01

- 14) After a successful submission as indicated in the screenshot above, the system will send an automated email to all parties. This satisfies service requirements (see Rules of Procedure § 1010.10(a)). Certificates of Service are not needed.

Submitting a Secondary Filing Document

Use this procedure to submit a Secondary Filing if one of the following is true.

The document is:

- An attachment to an existing Filing.
- An appendix to an existing Filing.
- An erratum to an existing Filing.
- A correction to an existing erratum.
- A second or higher volume in a multi-volume Filing.
- A conformed copy of an original (e.g., pursuant to an Order on a Motion to Strike).

To submit a Secondary Filing:

- 1) Log in to the proceeding in which you want to submit a Secondary Filing Document (see page 10).
- 2) Click the “**Submit Secondary Filing**” link in the “Filings” drop-down menu. You can also select View My Filings or View My Party Filings and follow the steps from there. If you click on Submit Filing instead, the list of secondary filings at the top and an associated link also lead you to the secondary filings interface.



- 3) Find the primary filing to which you are submitting a secondary filing (e.g., the testimony to which you're submitting an attachment or errata) and click the Submit Secondary Filing button at the right end of its row.

▶ ABC-25-M-JP01-01	Motion to Strike	BPA and Party Filings	Motions, Responses, Notices, Memoranda	Joint Party 01	07/15/2024	Open File	Submit Secondary Filing
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- 4) The submission page displays, with some of the options filled in based on your selection:

Filing Code	ABC-25-E-EK-01
Submitting Party:	EK
Secondary Type:	Select Category ▼
Title	
Number of Pages	
Select Related Filings:	ABC-25-B-BPA-01 ABC-25-E-BPA-01 ABC-25-E-BPA-02 ABC-25-E-BPA-02A
Generate Secondary Filing Code	

- 5) Select a Secondary Type from the Select Category drop-down list. The following Secondary Types (and their abbreviations) are available:
- Appendix (AP)
 - Attachment (AT)
 - Conformed Copy (CC)
 - Correction to Errata (CE)
 - Documentation (#A; e.g., BP-12-E-BPA-01A; this is used by BPA for Study Documentations and should usually not be used by other Parties)
 - Errata (E)
 - Volume (V)
- 6) Fill in the document title and page count.
- 7) Optionally, select any Related Filings from the list of previously-made filings. This is not a requirement, and the only effect will be a sublist of the related filings from the View Filings screen (see above).
- 8) Click the “**Generate Secondary Filing Code**” button. This will automatically create the filing code for your document based on the proceeding, your Party Code, and the type of filing (see page 12).

Your Secondary Filing Code will be: ABC-25-E-EK-01-AP01

Select files...

Select File: Your file will be renamed with the Filing Code.

Submit Filing

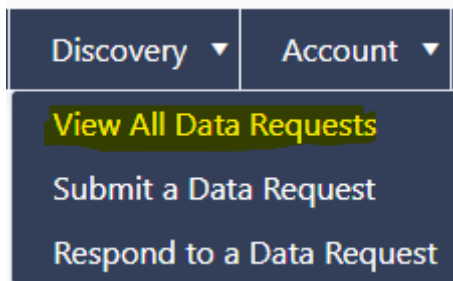
Cancel

- 9) Click “Select files...” This will open a browser window to your computer to select the PDF for your Filing.
- 10) You can only select one document. Once selected, it will be shown beneath the button, so you can double check your selection. If you picked the wrong document, simply click “Select files...” again to replace it. There is a size limit of 50,000,000 bytes (about 49MB) for documents submitted via the Secure Website. If your document exceeds this limit, you must separate it into multiple volumes and file subsequent volumes as Secondary Filings (see step 5 above).
- 11) After double checking your entries, click “Submit Filing” to submit your filing. This is a final step; there is no opportunity to make changes or check again after clicking this button.
- 12) Your filing PDF will be renamed to its filing code during the submission process and stamped by the software in the central footer section with the filing code. This satisfies the document numbering requirement of Rules of Procedure § 1010.11(b) (“Pleadings must follow the document numbering system established by the Hearing Officer and display the document number in the footer of the pleading.”). If possible, please leave the central section of your document’s footer empty to avoid textual overlap.
- 13) After a successful submission, the system will send an automated email to all parties. This satisfies service requirements (see Rules of Procedure § 1010.10(a)). Certificates of Service are not needed.

DISCOVERY

View Discovery

To view the discovery list, select “View All Data Requests” from the top menu.



Requests are listed in order by date of submission, from newest to oldest. It shows the document at issue in the request, the Party that requested it, the Party to whom it is directed, and the number of responses submitted by the responding Party.

Expand the row to view responses

Search...

Drag a column header and drop it here to group by that column

Original Filing	Request Code	Requesting Party	Request Directed To	Responses	Request Date	Filing Id
ABC-25-E-BPA-05	EK-BPA-35-1	Energy Kazoom	Bonneville Power Administration	0	07/10/2024	View Request
ABC-25-E-BG-01	EK-BG-35-1	Energy Kazoom	BG Energy	0	07/10/2024	View Request
ABC-25-E-BPA-05	BG-BPA-35-6	BG Energy	Bonneville Power Administration	0	07/09/2024	View Request

The list can be sorted by most columns (one click on the column name sorts ascending, another descending, and another removes the sorting) and searched via the search box (by original filing, party, etc.). You can also click on the filter icon for a column to access advanced filtering options. Finally, you can drag one of the headers (Original Filing, Requesting Party, Request Directed To, Responses, Request Date) to the row above to group the items by that header.

↑ Original Filing ×

Original Filing	Request Code	Requesting Party	Request Directed To	Responses	Request Date	Filing Id
Original Filing: ABC-25-B-JP01-01						
ABC-25-B-JP01-01	EK-JP01-35-1	Energy Kazoom	Joint Party 01	0	07/09/2024	View Request
Original Filing: ABC-25-E-BG-01						
ABC-25-E-BG-01	EK-BG-35-1	Energy Kazoom	BG Energy	0	07/10/2024	View Request
ABC-25-E-BG-01	BPA-BG-35-1	Bonneville Power Administration	BG Energy	0	07/08/2024	View Request

Click on the x on the right side of the grouped header to remove the grouped view.

To access any Data Request and see the Data Responses that have been submitted for it, simply select “View Request” at the right end of the row for that request.

Data Request BG-BPA-35-1 Details

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Primary Filing Code	ABC-25-E-BPA-01
Request Code	BG-BPA-35-1
Requesting Party	BG Energy
Request Directed To	Bonneville Power Administration
Requested Date	7/1/2024 10:22:21 AM
Description	Please answer my question!

Technical Contact Name	Legal Contact Name
Phone	Phone
Email	Email

Responses

Responding Party Name	Response Contact Name	Response Contact Email	Response Date	Response Id
Bonneville Power Administration			07/01/2024	View Response
Bonneville Power Administration			07/01/2024	View Response

To see the details of a response, select “View Response” on the right side.

Data Reponse to Request EK-BPA-35-2

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Primary Filing Code	ABC-25-E-BPA-01
Request Code	EK-BPA-35-2
Responding Party	Bonneville Power Administration
Response Date	7/17/2024 1:25:55 PM
Response Description	
Download File	Response to EK-BPA-35-2.pdf
Download File	Attachment EK-BPA-35-2.xlsx

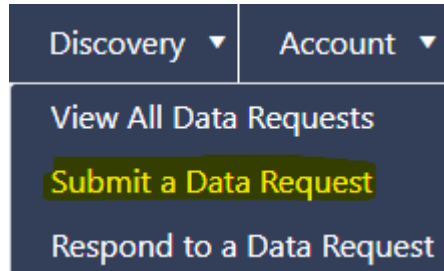
You can also expand a request on the request list via the green button to the left and access responses directly from there.

ABC-25-E-BPA-01	EK-BPA-35-2	Energy Kazoom	Bonneville Power Administration	1	07/17/2024	View Request
Response Id	Responding Party Name	Response Contact Name	Request Date	Response Id		
6863	Bonneville Power Administration		07/17/2024		View Response	

Submitting a Data Request

The Secure Website allows an Official Party to submit Data Requests to another Party regarding any Filing the other Party has submitted. To submit a Data Request:

- 1) Select “Submit a Data Request” from the Discovery drop-down menu at the top.



- 2) On the list of available filings, click on “Create Data Request” at the right end of the row of the filing at which your request is aimed.

ABC-25-E-JP01-01	JP01 Testimony	Joint Party 01	07/01/2024	Create Data Request
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- 3) Select the Party that is submitting the request (only Parties associated with your account are available).

Select Requesting Party:	Select Party
Primary Filing Code	ABC-25-E-JP01-01
Directed To Party	JP01
Page Number	
Line Number	
Request (enter into text field or attach as document)	
Select File:	Select files...

Technical Contact (optional)

Name

Phone

Email

Legal Contact (optional)

Name

Phone

Email

Submit Data Request

- 4) Enter the **Page Number(s)** and **Line Number(s)** that the request concerns. Numeric entries may be both consecutive and non-consecutive.
- 5) Either write or paste your written request in the Request field, or attach your request in PDF format using the “Select files...” button. Do not submit text or a PDF with more than one Data Request—each request must be submitted separately. Please also note the limitations on multi-part requests pursuant to Rules of Procedure § 1010.12(b)(2)(iv).
- 6) Technical and Legal contacts are optional and provided in case a request is complicated or otherwise might need discussion among the Parties.
- 7) Click “Submit Data Request” to submit your request.

- You will receive a notice that your request was submitted successfully, and an automated email will be sent to all Parties. If you receive a time out or other error message when submitting a Data Request, please do not refresh the page or click the back button to submit the request again, as this can lead to multiple identical requests. Instead, please check the list of Data Requests first to see if your request was successfully submitted.

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Data Request BPA-JP01-35-1 submitted successfully

Select Requesting Party:

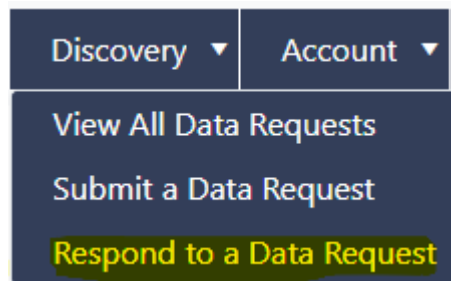
- After submitting a request, the form resets to step 3 (select your party). This enables users to submit several requests for the same filing in a row.

Responding to a Data Request

Although all Parties are notified about and can view every Data Request, only the Party to which the request is directed can submit a response.

To enter and submit a response to a Data Request:

- Select “Respond to a Data Request” from the Discovery drop-down menu.



- This will bring up a list of Data Requests submitted to your Party in two tabs: requests for which you’ve already submitted one or more Data Responses, and those that have no responses yet. You can switch between the two lists via the highlighted tab links.

Unanswered Requests		Answered Requests	
Request Code	Requested By	Request Date	Id
EK-BPA-35-3	EK	07/17/2024	<input type="button" value="Create Data Response"/>



- Select a request from the either list by clicking on the “Create Data Response” field at the right end of its row.
- Either write or paste your text response in the Description field, or upload your written response as a PDF by using the “Select files...” field. You can attach multiple files to a response.

Response

Description

Select files...

Select Files:

-  Response to EK-BPA-35-3.pdf
39.96 KB
-  Attachment EK-BPA-35-3.xlsx
6.04 KB

Response Contact

Name

Phone

Email

Submit Data Response

- 5) The Response Contact is an optional set of fields, similar to technical and legal contacts for Data Requests, in case you want to enter a particular point person for Parties that may have questions about the response.
- 6) Click “Submit Data Responses” to submit your response.
- 7) A successful submission will show you the completed response page. The system will send an automated email to all Parties informing them that the response has been submitted.

Data Response to Request EK-BPA-35-4

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Primary Filing Code	ABC-25-E-BPA-02
Request Code	EK-BPA-35-4
Responding Party	Bonneville Power Administration
Response Date	7/17/2024 3:30:56 PM
Response Description	
Download File	Response to EK-BPA-35-3.pdf
Download File	Attachment EK-BPA-35-3.xlsx

Technical Contact

Name

Phone

Email

- 8) You can repeat this process to submit supplemental responses at any time.

APPENDIX A – DOCUMENT DESIGNATION CODES

This list is provided as an example only. Document codes are determined by the Hearing Officer for each proceeding. Please contact the Hearing Clerk for all questions concerning document codes (see page 4).

Code	Document
A	Final Documents (Draft Record of Decision, Final Record of Decision, Hearing Officer's Certification of the Record)
B	Initial Briefs
E	Exhibits (Initial Studies, Initial Studies Documentation, Testimony, Rebuttal Testimony, Surrebuttal Testimony, and Cross-Examination Exhibits)
FR	Federal Register Notices
FS	Final Studies and Final Studies Documentation
HOO	Hearing Officer Orders
I	Petitions to Intervene
M	Motions and Procedural Matters (Motions to Strike, Responses, Notices, and Memoranda)
P	Pre-Hearing Briefs
PR	Informational Mailings
Q	Qualification Statements
R	Briefs on Exceptions (a.k.a. Reply Briefs)
S	Party Status (Letters and Documentation)
TA	Transcripts of Oral Arguments
TB	Transcripts of Field Hearings
TE	Transcripts of Cross Examinations
TPH	Transcript of Pre-Hearing Conference
W	Public Comments and Reply Comments