ENERGY SAFETY E-FILING SYSTEM

USER GUIDE

Office of Energy Infrastructure Safety

Updated March 2024

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Troubleshooting and General Tips

Troubleshooting

If you are having trouble uploading a file to the Office of Energy Infrastructure Safety's e-filing system, check that your file complies with the document requirements:

- The maximum file size is 100 MB.
    - Any number of documents of 100 MB or less can be uploaded at one time: there is no limit. If your document is larger than 100 MB, consider breaking it up into smaller documents and submitting them all together.
- The system accepts the following file types: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif, mp4, avi, wmv, mov, and mpeg.
    - The system does not accept zip files.
- The system does not accept password-protected documents.

If you take more than a few minutes to proceed to the next step when submitting a file, the system will time out. If the system times out, you will get an error message and you will need to restart your submission process from the beginning.

General E-Filing Tips

- Before the submission can be completed, a title must be added to each document in "Edit Details."
- Contact Energy Safety at efiling@energysafety.ca.gov to arrange to submit a file to Energy Safety that is over 100 MB and can't be broken into smaller documents or is a file type the system does not accept.
- It is advisable to not wait until the deadline to submit something to the e-filing system.
- If you submit a document and notice it hasn't been accepted for distribution to the relevant listserv, please contact efiling@energysafety and your regular point of contact at Energy Safety.
- Regulated entities must have authorization from Energy Safety before submitting materials other than spatial data to SharePoint.
- See Section 4 "Steps for Submitting a Document to the E-Filing System" for more information.

1. About the E-Filing System

The Office of Energy Infrastructure Safety's (Energy Safety's) e-filing system is used by regulated entities, Energy Safety staff, and other stakeholders, including members of the public, to electronically submit files (also referred to herein as "documents") to dockets.

A docket is a place where documents pertinent to a particular event or decision-making process are grouped. In the Energy Safety e-filing system, dockets are organized under overarching "cases," which represent Energy Safety work streams or topics. For example, the case "Electrical: Safety Certifications" contains dockets such as "2021 Safety Certifications," "2022 Safety Certifications," and "2023 Safety Certifications." The docket numbers for these are, respectively, "2021-SCs," "2022-SCs," and "2023-SCs."

Energy Safety staff manage dockets and documents in the e-filing system, including reviewing, validating, and accepting or rejecting documents that have been submitted to the system.

Before submitting a document to the e-filing system, you must first register in the system. See Section 3 for instructions on how to register a new account.

1.1 About this Guide

This guide is intended for those who want to submit documents to Energy Safety's e-filing system. It is designed to be used as a reference tool where each section is self-contained so that if you need to look up how to complete a specific task, you can quickly find the corresponding section with the information you need.

1.2 Roles

When you submit a document to the e-filing system, you must select your role for the submission. These are the roles available in the e-filing system:

- **Intervenor**
- **Office of Energy Infrastructure Safety**
- **Other State Office or Agency**
- **Utility**

An intervenor is the role used by a member of the public or organization wishing to provide input on an Energy Safety work stream or topic. Intervenors may represent themselves or one or more clients. There are no specific criteria for becoming an intervenor.

Office of Energy Infrastructure Safety is the role used by Energy Safety staff.

Other State Office or Agency is the role used by government staff from outside Energy Safety.

**Utility** is the role used by a regulated entity.

2. Case and Docket Navigation

You can use the e-filing system's <u>Dashboard</u> to navigate to cases and their dockets.[1] You do not need to create an account in the e-filing system to access documents through the Dashboard.

From <u>Energy Safety's website</u> you can access the Dashboard by clicking on "e-Filing System" in the top navigation bar.[2]

This is a screenshot of the Dashboard with the Dashboard link in the top navigation bar highlighted in a red box:
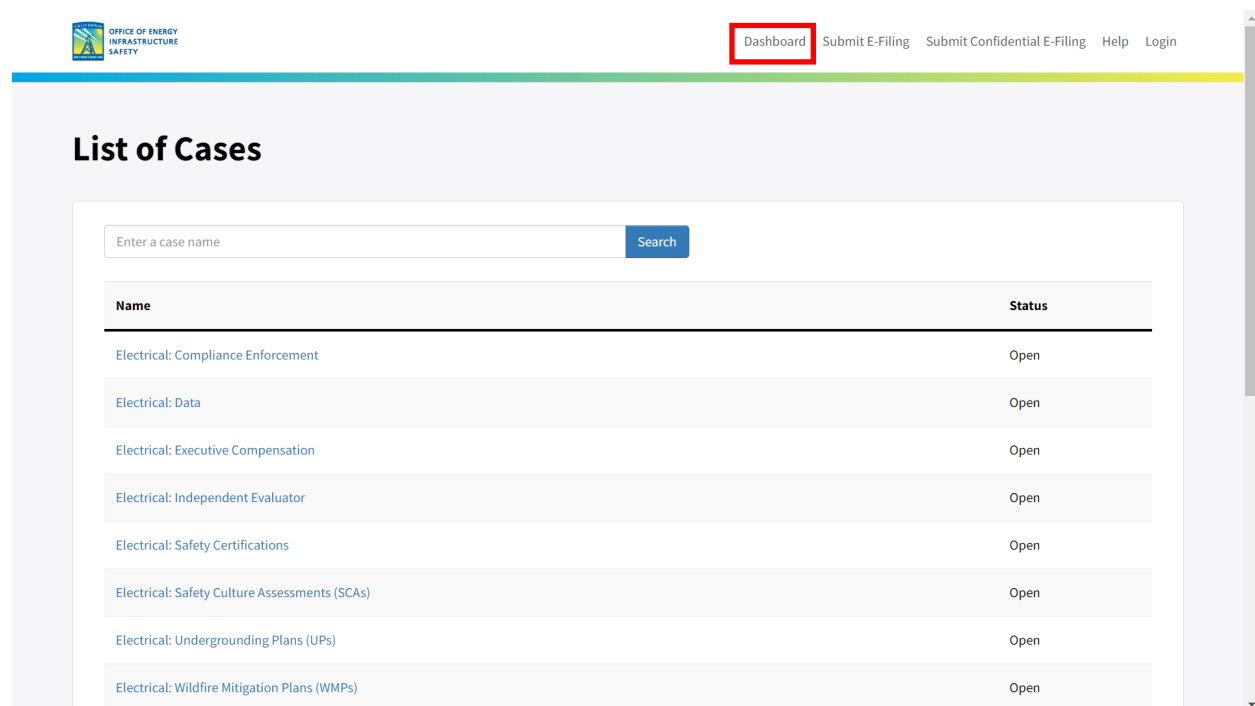
The Dashboard provides a list of all cases. You can use the Search box to search for a specific case. You can view all dockets under a case by clicking on the case name.

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[1] Energy Safety's e-filing system <u>Dashboard "List of Cases"</u> (https://efiling.energysafety.ca.gov/, accessed Dec. 21, 2023).

[2] <u>Energy Safety's website</u> (https://energysafety.ca.gov/, accessed Dec. 21, 2023).

This is a screenshot of the Wildfire Mitigation Plans (WMPs) case page:

Here you can see a partial list of dockets under the WMPs case.

Click on the docket number to access the docket page.

This is a screenshot of the 2023-2025 Wildfire Mitigation Plans (2023-2025-WMPs) docket page:

Here you can use the right-hand navigation panel to view or search the docket's documents ("View/Search Documents in this Docket"), submit a document ("Submit E-Filing"), submit a

confidential document ("Submit Confidential E-Filing"), or view the docket log ("Docket Log"). These actions are described below.

2.1 View/Search Documents in this Docket

Click on "View/Search Documents in this Docket" to see the options for searching for documents. This page shows all documents published on this docket with the most recent first. You can filter the list of documents by the different criteria listed on the right (e.g., date, document type, submission type, submitter role, subject area). This is a screenshot of the 2023-2025-WMPs docket search page:

Under "Submitter Role" click the button next to "Utility" to see only the documents submitted by utilities.

This is a screenshot of the 2023-2025-WMPs docket search page with the "Utility" submitter filter selected:

2.2 Submit E-Filing

See Section 4 for information on submitting a document to a docket.

2.3 Submit Confidential E-Filing

See Section 4.6 for information on submitting a document confidentially to a docket.

2.4 Docket Log

Click "Docket Log" to view a list of all the documents on a particular docket. This is a screenshot of the 2023-2025-WMPs docket log:

3. Account Creation and Profile Maintenance

Before submitting a document to the e-filing system, you must first register in the system. After registering a new account, in addition to submitting documents to the system, you can view your submission history, update your profile, and recover your password.

3.1 User Registration

Click on "Login" in the top navigation bar of the Dashboard and then "Register New Account" to register a new user account.
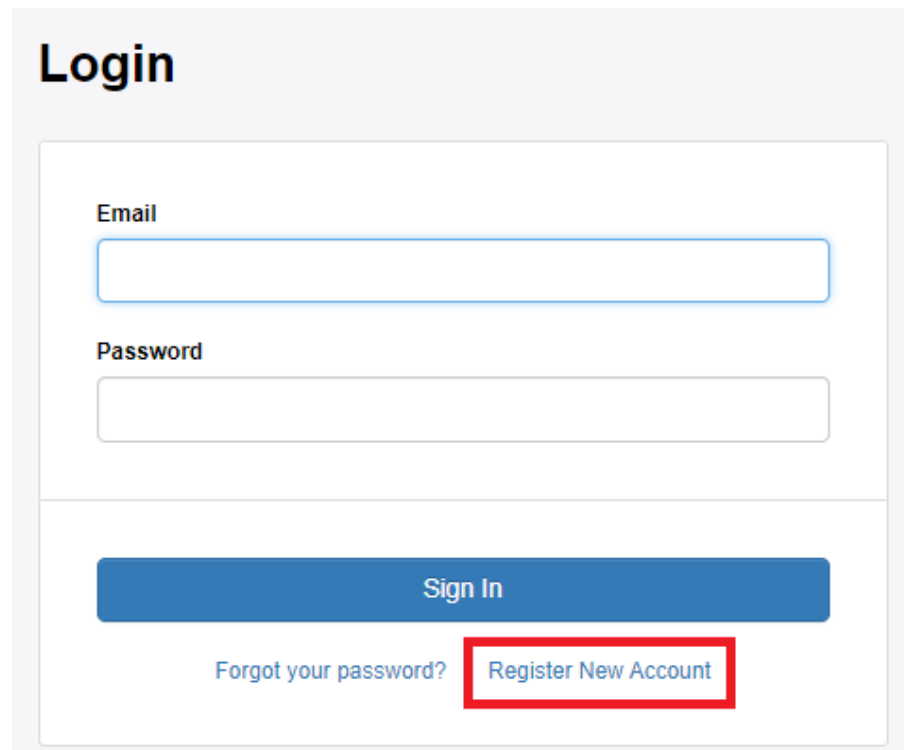
This is a screenshot of the Dashboard with the "Login" link in the top navigation bar highlighted in a red box:

This is a screenshot of the Login page with the Register New Account link highlighted in a red box.

On this page you can click on Forgot your password? and submit the email associated with your account to have password recovery instructions sent to you.[3]

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[3] Energy Safety's e-filing system Forgot your password?
(https://efiling.energysafety.ca.gov/User/ForgotPw.aspx, accessed Dec. 21, 2023).

To register a new user account, you must provide your name, organization's name (if any), a phone number, and an email address. You must also create a password and provide a security question and answer to enable password recovery.

This is a screenshot of the new user account registration page:

After completing this form, read the Terms of Use and, if you agree, click the "Agree & Create Account" button. The system will send an automated email notifying you that you are now able to log into the e-filing system and submit documents.

3.2 User Profile Management

After you register a new account and log in, you can update your profile by clicking on <u>Your Profile</u> in the top navigation bar.[4] Here you can update your profile information, change your email address, or change your password.

This is a screenshot of a sample user account profile page:

Clicking on the "Edit Your Profile" button opens a new window where you can update your user information. The e-filing system will send an email to confirm that your profile has been updated.

3.3 Client Profile Management

If you are planning to submit documents as an intervenor, after you register a new account and log in, you must create a client profile. In order to submit a document as an intervenor, you have to select a client from your client list for your submission. Click on <u>Your Clients</u> in the top navigation bar to create a client profile.[5]

If you plan to submit documents on your own behalf, you must add yourself as a client.
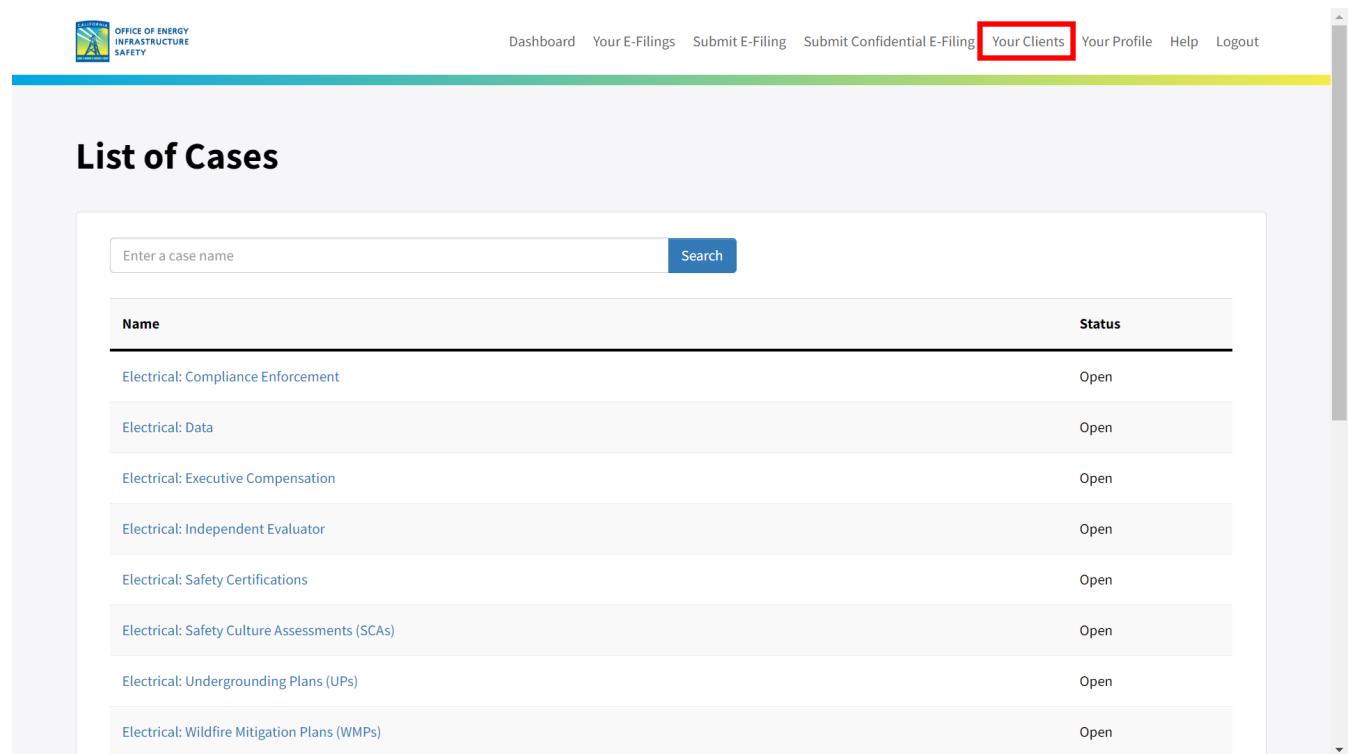
If you plan to submit documents on others' behalf, you must add separate client profiles for the individuals or organizations you represent.

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[4] Energy Safety's e-filing system <u>Your Profile</u> (https://efiling.energysafety.ca.gov/User/ViewProfile.aspx, accessed Dec. 21, 2023).

[5] Energy Safety's e-filing system <u>Your Clients</u> (https://efiling.energysafety.ca.gov/EFiling/ViewClients.aspx, accessed Dec. 21, 2023).

If you plan to submit documents both on your own and others' behalf, you can include yourself as a client along with the others you represent. You can also register a separate user account that you associate with your client list.

This is a screenshot of the Dashboard page in the e-filing system with the "Your Clients" link in the top navigation bar highlighted in a red box:

Click on "Your Clients" then "Add a New Client" to create a new client profile. This is a screenshot of the "Your Clients" page highlighting the "Add a New Client" button in a red box:

Clicking on "Add a New Client" will take you to the "Add/Edit Client Organization Information" page.

After you provide the required information and click "Save Client Organization Profile," the new client will appear in your client list.

This is a screenshot of the "Add/Edit Client Organization Information" page:

This is a screenshot of a sample client profile page:

Click on "Edit" next to the client's name to update an existing client's information. Click on "Update Client Organization Profile" to save your changes.

You can also delete a client from your client list by clicking on the "Delete Client" button, highlighted in a red box in the screenshot below:

3.3.1 Searching for Clients

The "Your Clients" page lists all your clients by default. If you have a large number of clients, you can use either the search field to search by all fields at once or click on "Advanced Search" under the search field to search by organization name, contact name, email, address, or phone. Once you have filled out the Advanced Search fields, click "Search with Filters." If you wish to start a new search, first click on "Clear All Filters" below the Advanced Search fields on the right.

This is a screenshot of the Advanced Search page you can use to search your client list:

4. Steps for Submitting a Document to the E-Filing System

There are five steps in the e-filing document submission process:

1. Review your document for digital accessibility (unless submitting confidentially)
2. Log in to the system
3. Select a docket and add submitter information
4. Upload your document
5. Review and submit

These steps are described below.

4.1 Review Your Document for Digital Accessibility (Unless Submitting Confidentially)

Pursuant to California Government Code section 11546.7,[6] all documents published on an Energy Safety docket should be digitally accessible. This expectation does not apply if documents are submitted confidentially as Energy Safety does not publish confidential documents. For more information on submitting documents confidentially, see Section 4.6 "Submitting a Confidential Document to the E-Filing System."

Energy Safety expects users of the e-filing system to make their best effort to comply with the digital accessibility guidelines on the Department of Rehabilitation website.[7]

Note that the easiest way to create an accessible PDF file is to first begin with an accessible Microsoft Word document.

Energy Safety may ask e-filing system users to resolve a document's digital accessibility issues before publishing it on a docket.

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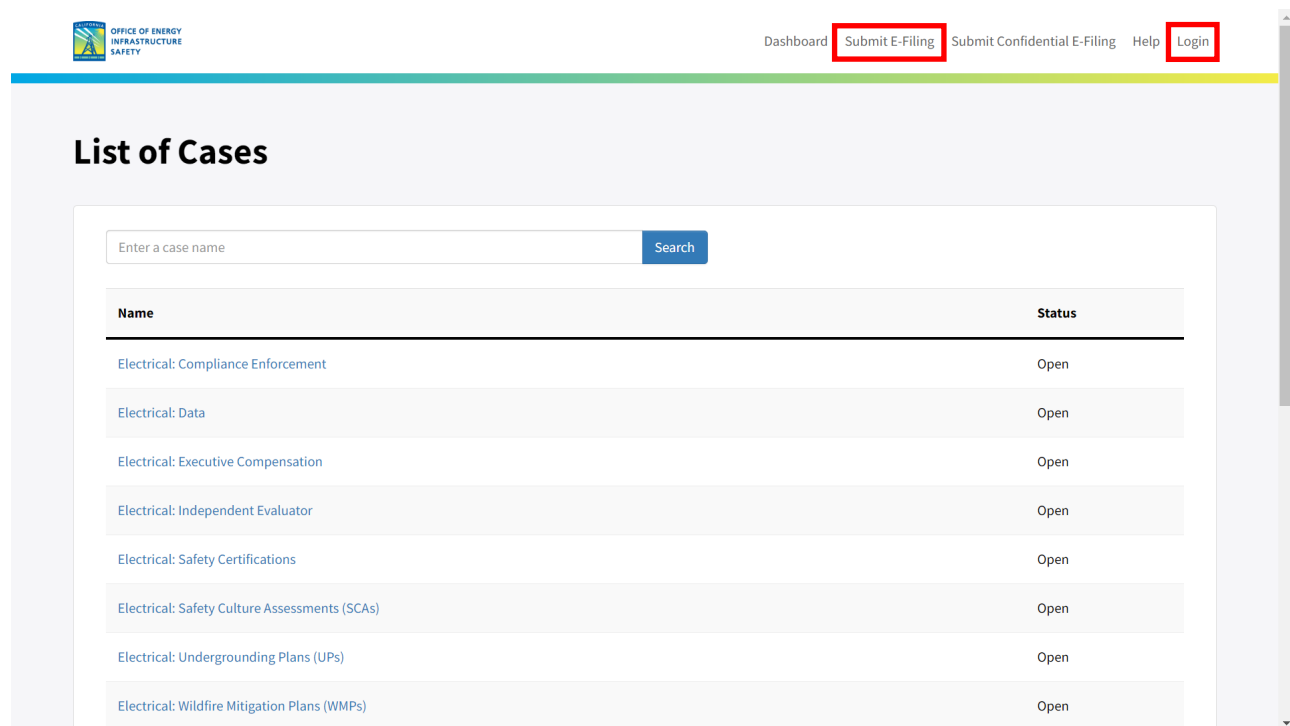
[6] California Government Code section 11546.7 on digital accessibility standards (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=11546.7.&lawCode=GOV (accessed Dec. 26, 2023).

[7] California Department of Rehabilitation, How To Create Accessible Content (https://www.dor.ca.gov/Home/HowToCreateAccessibleContent, accessed Dec. 26, 2023).

4.2 Log In to the System

After reviewing your document for digital accessibility, log in to the e-filing system using the email you provided to register your account.[8] If you haven't registered an account yet, see Section 3.1 "User Registration."

From the Dashboard, click on the "Login" link in the top navigation bar to open the Login page. Clicking on "Submit E-Filing" will also take you to the Login page. This is a screenshot of the Dashboard page in the e-filing system with the "Submit E-Filing" and "Login" links in the top navigation bar highlighted:

Next, you will select the docket to which you want to submit a document and add your submitter information.

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[8] Login web page (https://efiling.energysafety.ca.gov/Login.aspx, accessed Dec. 26, 2023).

4.3 Select a Docket and Add Submitter Information

To select a docket, enter the initial characters in the name of the case or docket name in the "Select a Docket" field and click on "Search." The search will return a list of dockets that include your search terms.

Alternatively, click on "View All Dockets" and select a docket from that list.

This is a screenshot of the e-filing submission page with the "Select a Docket" search field and "View All Dockets" link highlighted in a red box:

Below is a screenshot of the suggested dockets that appear if you type "2023-2025" into the search field:

Submit an E-Filing

1 Select Docket & Submitter	2 Upload Files	3 Review & Submit

Step 1: Select a Docket & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Docket *

2023-2025	Search

Case #: 2023-2025-WMP-DRs
2023-2025 WMP Data Requests
Open
Case #: 2023-2025-WMPs
2023 to 2025 Electrical Corporation Wildfire Mitigation Plans
Open

You can select a docket from the list of suggestions that come up.

Also, if you start to type part of the docket name and click **"Search,"** you will be taken to a list of possible matches. If you type "2023-2025" and click "Search," this is a screenshot of the window that will open:

Select a Docket:

☐ Show expired, on hold, and suspended projects

Search by Case   [Search by case name] 🔍

Case #	Docket Title	Case Title	Status	
2023-2025-WMP-DRs	2023-2025 WMP Data Requests	Electrical: Wildfire Mitigation Plans (WMPs)	Open	Select
2023-2025-WMPs	2023 to 2025 Electrical Corporation Wildfire Mitigation Plans	Electrical: Wildfire Mitigation Plans (WMPs)	Open	Select

Click **"Select"** next to the docket you wish to select,.

Next, select **Your Role** from the drop-down menu:

- Intervenor
- Office of Energy Infrastructure Safety
- Other State Office or Agency
- Utility

This is a screenshot of the drop-down menu that appears when you click on "Your Submitter Role in this Case":

Roles are described in more detail in Section 1.1.

If you are an **Intervenor,** then you must select a client before proceeding to the next step. Below is a screenshot of the "Submit an E-Filing" page after selecting "Intervenor":

The "Select a Client" field, highlighted above, only appears if you select "Intervenor" as your role.

After selecting a docket and entering your submitter information, the "**Continue to Upload Files**" button will appear. Click on this button to proceed.

This is a screenshot of the "Select a Docket & Add Submitter Info" page after selecting a docket and adding submitter information, with the "Continue to Upload Files" button highlighted:

Step 1: Select a Docket & Add Submitter Info

Fields denoted by an asterisk (*) are required.

Select a Docket *

| 2023 to 2025 Electrical Corporation Wildfire Mitigation Plans | Search |

or View All Dockets

Submitter (Update Submitter Info)

Jane Q. Stakeholder
Energy For All
1234 Main Street
Anytown, CA 90000

Your Submitter Role in this Case *

| Intervenor | ⌄ |

Select a Client: *

| Example Energy Group | Search |

or View All Clients

Continue to Upload Files   Cancel and Return to Previous Page

4.4 Upload Your Document

Before uploading your document, take note of the system's file requirements. The maximum file size is 100 MB per file. The system accepts the following file types: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif, mp4, avi, wmv, mov, and mpeg.

Below we describe the process of uploading a file, here referred to as a document; the uploading process is the same for other file types.

Note that password-protected documents will be rejected (see the red text in the pop-up window).

This is a screenshot of the "Upload Your Documents" page, with the file requirements visible:

Submit an E-Filing

1 Select Case & Submitter	2 Upload Files	3 Review & Submit

Step 2: Upload Your Documents

1. **Select Files**: Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.

2. **Upload Files**: Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files. Note that in some cases, files may be automatically converted to Portable Document Format (PDF) once they are received. For Mac users with iWork software, you can create a PDF file for upload by (1) selecting Print from the File menu; (2) clicking on Save as PDF… from the PDF drop down menu; and (3) Clicking Save to save the PDF file on your computer.

3. **Provide Detail** ey will appear in the 'Uploaded Files' section. Edit the file details before continuing.

File Requirements

Maximum file size (per file):
100 MB.

Allowed file types:
pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, tif, tiff, gif, mp4, avi, wmv, mov, mpeg.

Please note: Password protected documents are not accepted and will be rejected.

Note: Multiple docu... ion will be given the same transaction number. If documents should not be grouped, you will need to file in separate se...

File Requirements

Drop files here

Select File

Please select file(s) to upload.

You will need to upload files before continuing.

Cancel and Return to Previous Page

4.4.1 Select Your Document for Upload

Select the document you want to upload by clicking "**Select File**," browsing on your computer to the document you want to upload, clicking "Open," and then clicking the green "**Upload**" button.

Once you have uploaded the document, it will appear under the header "Uploaded Files," at the bottom of the page.

Note that the system will provide a warning if a document has the same name as one already in the e-filing system. This is intended to prevent duplicate submissions. If you are trying to resubmit a document to replace a submission that was canceled, ignore this warning.

Any number of documents of 100 MB or less can be uploaded at one time: there is no maximum limit. If your document is larger than 100 MB, consider breaking it up into smaller documents and submitting them all together.

After you have selected a document to upload, it will appear as shown in the screenshot below, where you will see a sample document "Doc1_example.pdf" ready to be uploaded:

If you change your mind after selecting a document for upload, click the red "Remove" button next to the document name and it will be removed from the queue for upload.

4.4.2 Upload Your File and Edit Details

Once you have selected the document to upload, click the green "Upload" button. The document will appear under the heading "Uploaded Files."

If you change your mind after uploading a document, you can click the "Remove file" link next to the document name and it will be removed.

If you need to cancel and start over, click the "Cancel and Return to Previous Page" button.

If everything looks correct, proceed to editing the document's details. Note the warning "Details Required" that appears next to the document name and the instructions "You will need to edit details of the uploaded files before continuing."

Click on "Edit details" to fill in the required document information.

This is a screenshot of the document upload page highlighting the "Edit details" link in a red box:

Uploaded Files

DocumentForUpload.docx   Details Required | Edit details   Remove file

You will need to edit details of the uploaded files before continuing.

Cancel and Return to Previous Page

You must fill in the "Title" field for every document you upload. The other fields are optional. These include "Document Description," "Subject(s)," "Document Type," and "Pages" (indicating the number of pages). This is a screenshot of the "Update File Details" window:

Update File Details   ×

Fields denoted by an asterisk (*) are required.

File Name	Doc1_example.pdf
**Title ** *	
Document Description	
Subject(s) select one or more	Choose subject(s)
Document Type	
Pages	
Addressed To	
Notes	

Update File Details   Cancel

After entering the appropriate details, click the "Update File Details" button and you will be taken back to the "Step 2: Upload Your Documents" page. The word "OK" will appear next to the file name if you have entered the minimum required information.

Below is a screenshot of the bottom of the "Upload Your Documents" page after the required details have been added. Note the green "OK" next to the document name where previously there was a red "Details Required" warning:

After you see "OK" next to the document name, click "Continue to Review & Submit," highlighted in a red box in the screenshot below:

This will take you to the next step.

4.5 Review and Submit

Clicking "Continue to Review & Submit" will take you to the "Step 3: Review your E-Filing" page. Here you have one more chance to review your file before submission. You can change the file details by clicking "Edit details" or click "Remove file." If you need to cancel your submission or upload a different or additional file, click the "Cancel and Return to Previous Page" button at the bottom of the page.

If you need to change the docket, click on "Update case," and then enter the correct docket name or number in the "Select a Docket" search field or click on "View All Dockets" and select the correct docket. You may also change your submitter role on this page. Note that clicking on "Update case" returns you to the beginning of the submission process. This is a screenshot of the "Review your E-Filing" page:

If everything looks correct, read the text that begins "I affirm or certify…" and, if you agree, click on "I Agree & Submit."

You should see a message saying "Success! Your e-filing submission is completed." This is a screenshot of the message you will see if your document was submitted successfully:
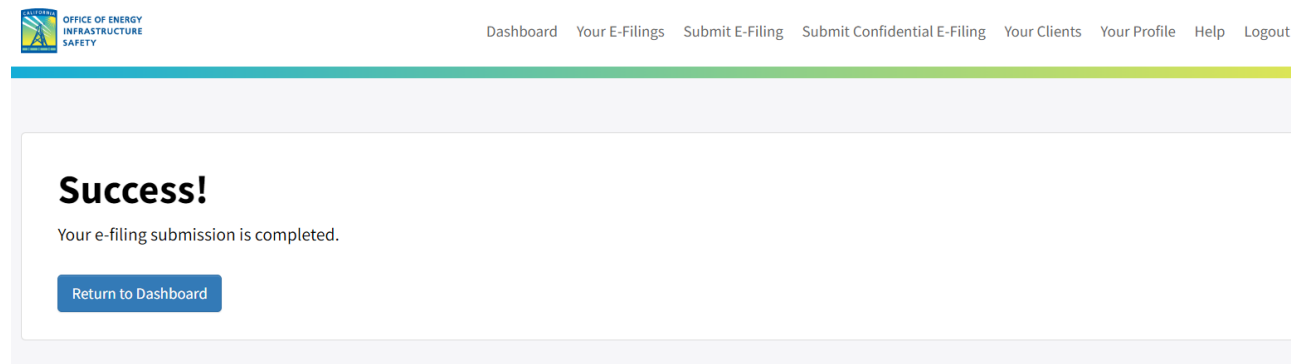
The system will send an email to your registered email address stating that your e-filing was submitted successfully and will be reviewed before it is published.

When you click on "Return to Dashboard," you will be taken to the Dashboard where you should see a message confirming the success of your submission in a green banner, seen in the screenshot below highlighted in a red box:
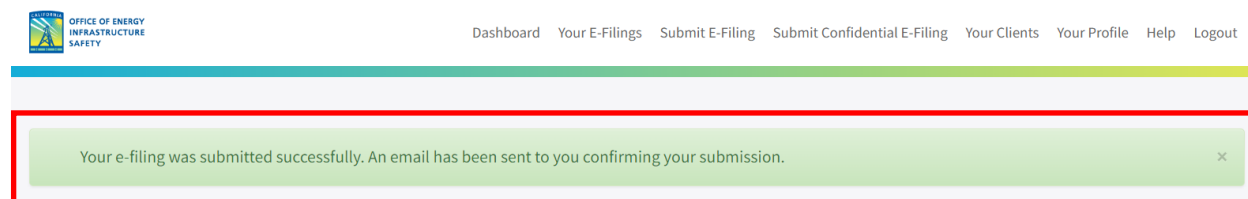
You can view the status of your submission on the "Your E-Filings" page, linked in the top navigation bar.

4.5.1 E-Filing System Time-Out

Note that the e-filing system sessions end automatically as the system times out if you take more than a few minutes to proceed to the next step. If the system times out, you will get an error message and you will need to restart your submission process from the beginning.

One of two error messages may appear to tell you that the system has timed out.

The first possible time-out error message:
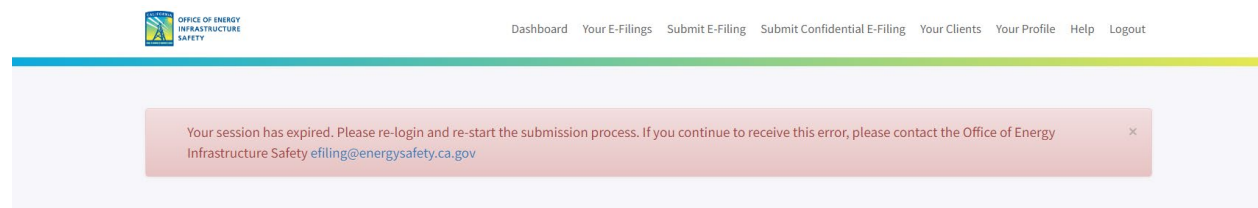
The second possible time-out error message:
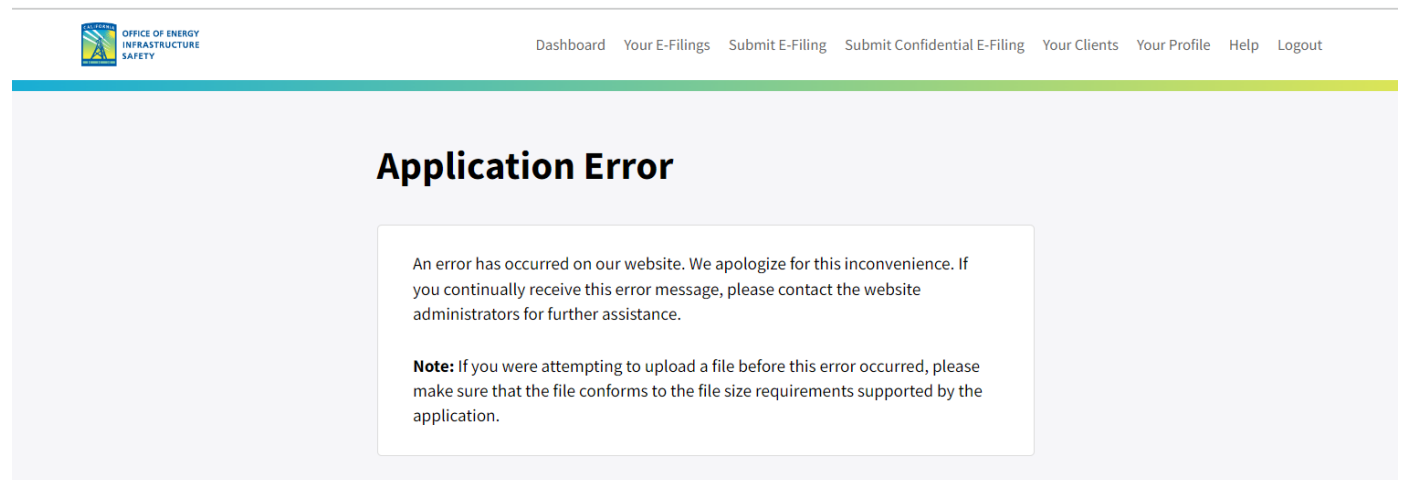
You may need to log out and log back in again to restart the submission process.

4.5.2 Review and Approval Process

You will be notified by email after Energy Safety reviews and accepts the document for publication on the docket. The email will read, for example:

The following Document that you submitted to the Office of Energy Infrastructure Safety for publication to the **Electrical: Safety Certifications** Case in Docket Number **2023-SCs** has now been accepted.

- Title: 2023 Safety Certification Guidelines
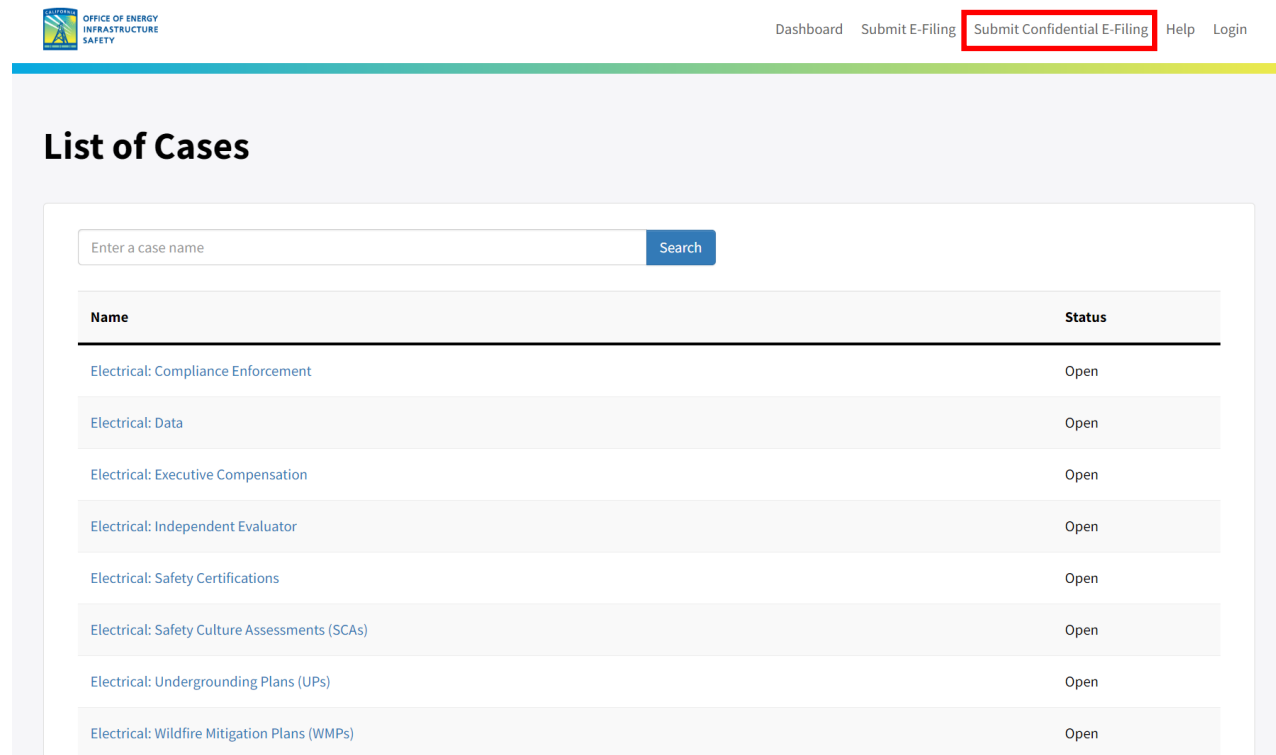
When Energy Safety accepts a document for publication on a docket, the service list for that docket receives an email indicating that a new document has been added to the docket.

If Energy Safety rejects your document, you will receive an email notifying you of the reason for the rejection.

4.6 Submitting a Confidential Document to the E-Filing System

To submit a confidential document, click "Submit Confidential E-Filing" in the top navigation bar.

This is a screenshot of the Dashboard page in the e-filing system with the "Submit Confidential E-Filing" link in the top navigation bar highlighted in a red box:

The steps for submitting a confidential document to the e-filing system are similar to the steps for submitting a non-confidential document.

There are six steps in the confidential document submission process:

1. Log in to the system
2. Select a docket and add submitter information
3. Upload your application for confidential designation
4. Upload your unredacted confidential document
5. Review and submit
6. Create and submit a redacted version of your document

These steps are described below.

4.6.1 Log In to the System

See [Section 4.2](#) "Log In to the System."

4.6.2 Select a Docket and Add Submitter Information

See [Section 4.3](#) "Select a Docket and Add Submitter Information."

4.6.3 Upload Your Application for Confidential Designation

When submitting a confidential document, you must upload both the confidential document and the "Application for Confidential Designation."

There is no standard form for this application: you need to create your own document that provides information to support the confidentiality claim. This "Application for Confidential Designation" and all the confidential documents in your submission must meet the requirements of California Code of Regulations, Title 14, section 29200, ["Submission of Confidential Information."](#)[9]

You may use one Application for Confidential Designation to cover multiple documents. The application must provide information supporting the confidential designation for each document in the group. The application should identify each document by its exact title. Note that documents submitted together with one application will be approved or rejected as a group.

The maximum file size for the Application for Confidential Designation is 100 MB. It can be in any of the following file types: pdf, doc, docx, rtf, or txt. For instructions on how to submit an Application for Confidential Designation that exeeds 100 MB or is a file type not accepted by the e-filing system, see [Section 4.6.6](#) "Submitting Large Files Confidentially."

Below is a screenshot of the "Upload your Documents" page where you upload your Application for Confidential Designation:

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[9] [California Code of Regulations, Title 14, section 29200 "Submission of Confidential Information"](#) (https://govt.westlaw.com/calregs/Document/I18B2423091BF11ED96EDCC74A00DD2CB, accessed Dec. 26, 2023).

4.6.4 Upload Your Confidential Document

After uploading your Application for Confidential Designation, you will click "Select File" and upload the confidential document on the same "Upload your Documents" page.

For more information see Section 4.4 "Upload Your Document."

You must add details for both documents before submitting them. Under "Edit details" the Application for Confidential Designation requires a title to be added before submission, and each confidential document requires a title and a confidentiality sunset date before submission.

This is a screenshot of the document submission page showing a sample Application for Confidential Designation and a sample confidential document that have just been uploaded, with no details added:

4.6.4.1 Edit Details: Add Confidentiality Sunset Date

As with non-confidential documents uploaded to the e-filing system, you must next click "Edit details" next to each uploaded document and enter the title of the document in the "Update File Details" form. See Section 4.4.2 "Upload Your File and Edit Details" for screenshots of the steps in that process.

In addition to a title, you must also either select a confidentiality sunset date for your confidential document or check the box next to "Indefinite." You may optionally add a justification for either the "Indefinite" designation or for the confidentiality sunset date in the "Notes" field of the form.

A confidential document may be made public after the date you provide as the confidentiality sunset date.

Note that you must also provide the required confidentiality sunset date information in the Application for Confidential Designation.

This is a screenshot of the "Update File Details" page for a confidential document showing the calendar that appears when you select the confidentiality sunset date:
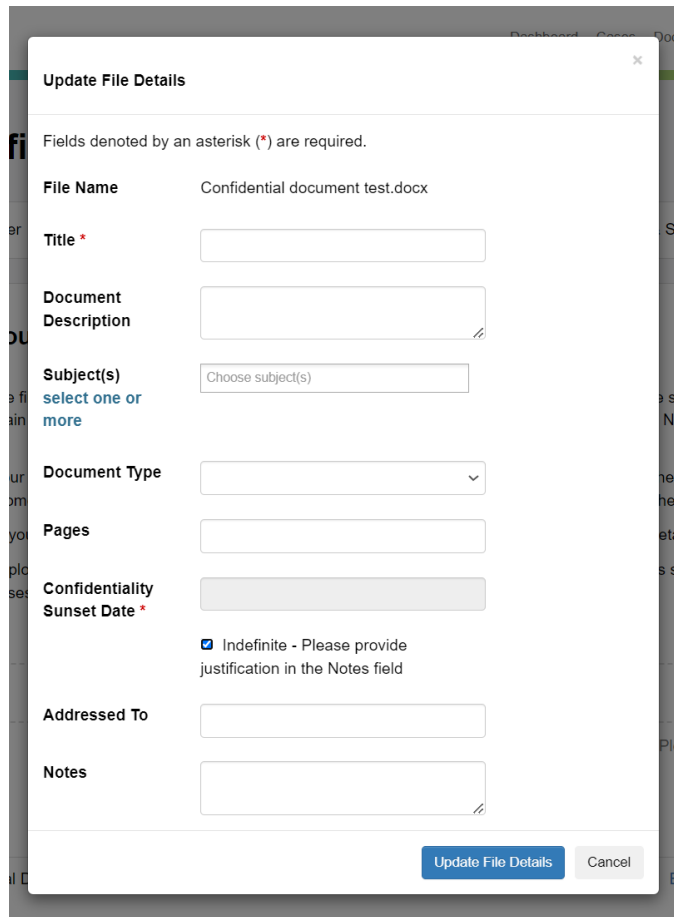
This is a screenshot of the "Update File Details" page for a confidential document showing the "indefinite" box checked:

Once you have entered the required information for all of your uploaded documents, click "Continue to Review and Submit" button to proceed..

4.6.5 Review and Submit

See <u>Section 4.5</u> "Review and Submit."

As with non-confidential submissions, after clicking "I Agree & Submit" you should see a message saying "Success! Your e-filing submission is completed."

The system will send an email to your registered email address stating that your e-filing was submitted successfully and will be reviewed.

After you complete your submission, Energy Safety reviews the documents to check for compliance with submission requirements. If the documents do not meet the requirements, the submission will be rejected. If your Application for Confidential Designation covers multiple documents, all of the documents will be approved or rejected as a group.

If Energy Safety approves your Application for Confidential Designation, you will be notified that the Application for Confidential Designation will be published on the docket to which it was submitted and that the document or documents submitted with the application are now awaiting review. For example:

> *Your confidential filing submitted on 5/18/2023 1:01:01 PM, to Docket Number **2022-WMPs (Case: Electrical: Wildfire Mitigation Plans (WMPs))**, has been approved by OEIS staff.*
>
> *The Application for Confidential Designation associated with your filing has been published to the Office of Energy Infrastructure Safety website.*
>
> *The following other documents were included in your confidential filing, and are now awaiting confidentiality review:*
>
> - *Title: **Document to be confidential 1 of 2 05182023***
>   *Subject(s): Electrical Infrastructure*
>   *Document Type: Report*
>
> - *Title: **Document to be confidential 2 of 2 05182023***
>   *Document Description: Testing GovDelivery Notifications*
>   *Subject(s): Electrical Infrastructure*
>   *Notes: Test*
>
> *You will be notified again as to the status of your confidential filing once the confidentiality review is complete.*

If Energy Safety rejects your Application for Confidential Designation, Energy Safety will notify you via email with the reason for the rejection.

4.6.6 Create and Submit a Redacted Version of Your Document

After submission of your Application for Confidential Designation and confidential document, pursuant to the California Code of Regulations, Title 14, section 29200(b)(2), you must next create and submit to the e-filing system a redacted version of your confidential document if the information claimed to be exempt can reasonably be redacted. This redacted version must be submitted at the same time as the Application for Confidential Designation. This ensures that the public has access to all non-confidential information in your confidential document.

See Section 4 for information on submitting a non-confidential document to a docket.

4.7 How to Submit Files That Do Not Meet Technical Requirements for the E-Filing System

Contact Energy Safety at efiling@energysafety.ca.gov to arrange to submit a file to Energy Safety that is too large for the e-filing system (over 100 MB) or is a type that the system does not accept (see Section 4.4 "Upload Your Document" for the list of accepted file types). See Energy Safety's Data Guidelines for more information.[10, 11]

If a regulated entity's response to an Energy Safety data request requires it to submit materials in a format that does not meet the system's technical requirements and are not covered by the Data Guidelines, it may contact Energy Safety at efiling@energysafety.ca.gov for instructions on submission and public notification. Regulated entities must have authorization from Energy Safety before submitting materials other than spatial data to SharePoint.

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[10] Energy Safety's Data Guidelines Version 3.2 (January 2024) is the most current version at present. Check the Energy Safety Data Analytics web page for updates to this version (https://efiling.energysafety.ca.gov/eFiling/Getfile.aspx?fileid=56226&shareable=true; https://energysafety.ca.gov/who-we-are/department-organization/electrical-infrastructure-directorate/data-analytics-division/, both accessed Feb. 5, 2024).
[11] Energy Safety at present expects quarterly spatial data (geodatabase) and associated photographs to be submitted via SharePoint. Spatial data (geodatabases or shapefiles) submitted by utilities in response to data requests, whether considered confidential or not, may also be submitted via SharePoint. Note that the e-filing system accepts kml/kmz files, so these may be submitted through the e-filing system if they do not exceed 100 MB.

4.7.1 How to Submit Files That Do Not Meet Technical Requirements for the E-Filing System Confidentially

To submit a confidential file that does not meet the e-filing system technical requirements, contact Energy Safety at efiling@energysafety.ca.gov for instructions. If you represent a regulated entity that is already authorized to send Energy Safety files via SharePoint, you may submit the application (see Section 4.6.3 for instructions) with a reference to the confidential documents being filed via SharePoint and then proceed to submit the confidential documents via SharePoint.

When submitting a confidential file using SharePoint, be sure to give the file the same name in the Application for Confidential Designation as in SharePoint. Also, be sure the Application for Confidential Designation both describes the file and indicates its location in SharePoint.

5. Search Your E-filings

You can search the e-filing system for documents you have submitted to the system.

After logging in, click "Your E-Filings" in the top navigation bar to see a list of what you have submitted to the e-filing system.

This is a screenshot of the Dashboard with the "Your E-Filings" link in the top navigation bar highlighted in a red box:

To search the list of your submissions to the e-filing system, click on the search field at the top of the "Your E-Filings" page, as shown in the screenshot below, and enter a search term.

Your E-Filings

Enter a REF #, docket #, project, or document title | Search

Advanced Search

A search returns up to 25 records at a time with the most recent at the top of the list. The search results are sortable.

You can filter the list of your submissions by clicking "Advanced Search" under the search field. You can filter by docket, date, visibility (with the options "Confidential," "Internal Only," or "Public"), or other options as shown in the screenshot below.

Your E-Filings

Enter a REF #, docket #, project, or document title | Search

Advanced Search

Advanced Search

REF #:

Start Date:

End Date:

Docket #:

Case Title:

Doc Title:

Visibility:

Status:

Search with Filters   Clear All Filters

Export To Excel