

Instructions for  
Registering, Subscribing,  
Commenting and Intervention  
Federal Energy Regulatory Commission



## How to Register with FERC

You will need to register with FERC if:

- You wish to register as an intervenor
- You wish to be kept up to date with project documents

Go to <http://www.ferc.gov/docs-filing/eregistration.asp>

Click eRegister

Register to gain access to FERC Online applications



Create your FERC online account. You can use any of your email addresses. This will be the email address FERC will send their notices to.

Be sure to select “**Next**” at the bottom of this webpage. This will enable you to go to the Full Registration page so you can sign up for eSubscription. eSubscription will let you send and receive comments from FERC about any application or project they have in review.

Complete the Full Registration page and select “**Next**”

On this page you can skip Employer’s Name if you are a private citizen. Complete this next webpage and select “**Done**”.

**DO NOT CLOSE** your browser. A verification email will be sent to the email address you provided earlier. When the email arrives, click the link and your registration will be completed. In the verification email you will be assigned a **FERC ID #**. Write this number down -- you can use this ID number to log in with instead of using your email address.

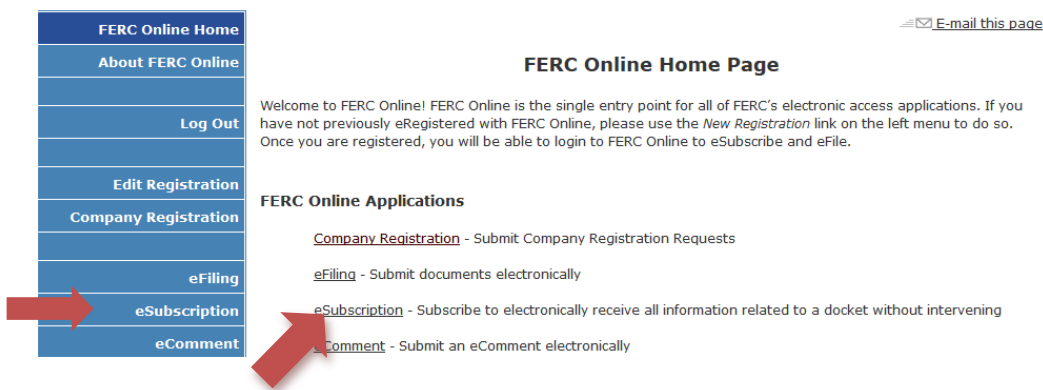
# How to SUBSCRIBE to Project(s)

## 1. Log into FERC

Register to gain access to FERC Online applications



## 2. Select **eSubscription** either from the left hand menu or link



## 3. Select “Add New Subscription”

## 4. Type in docket number and select “**Search**”.

Current projects for Luzerne County are:

**Atlantic Sunrise Docket# CP15-138**  
**PennEast Pipeline Docket# CP15-558**

You can search for dockets to insert. Please note that you can only comment on a maximum of 2 Dockets or Projects at a time.

Search



Enter Docket Number:   (e.g. CP08-10 or P-12485)

5. Select the BLUE PLUS sign, then Select “Subscribe”. You are now registered receive comments with FERC regarding the pipeline under review.

of Projects at a time.

Search

Enter Docket Number:   (e.g. CP08-10 or P-12485)

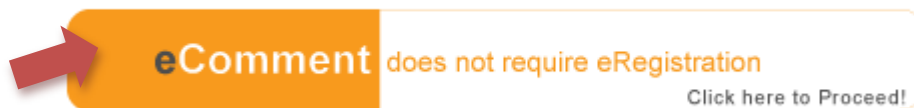
<u>Docket</u>	Description	Applicant/ Filer	Select
PF14-8-000	Transcontinental Gas Pipe Line Company, LLC submits a request to initiate a pre-filing review of the proposed Atlantic Sunrise Project	Transcontinental Gas Pipe Line Company, LLC	 

## How to Submit a FERC comment

1. You will need to know the docket number of the project. Current projects for Luzerne County are:

**Atlantic Sunrise Docket# CP15-138**  
**PennEast Pipeline Docket# CP15-558**

1. Comments are limited to 6,000 characters. Please compose your comment prior to going to FERC comment page and save it. FERC comment page will time out after 35 minutes
2. Go to FERC: <http://www.ferc.gov/docs-filing/ecomment.asp>
3. Click on eCOMMENT



4. Enter information: you name/address, email etc. Then click Authorize. FERC will send you an email with a link to the comment system.
5. When you receive the email, click the link – it may take a few minutes
6. Scroll down and enter the docket# and click SEARCH

You can search for dockets to insert. Please note that you can only comment on a maximum of 2 Dockets or Projects at a time.

Search


Enter Docket Number:  Search (e.g. CP08-10 or P-12485)

7. The project will appear, click the PLUS sign under SELECT

or Projects at a time.

Search

Enter Docket Number:  Search (e.g. CP08-10 or P-12485)

Docket	Description	Applicant/Filer	Select
PF14-8-000	Transcontinental Gas Pipe Line Company, LLC submits a request to initiate a pre-filing review of the proposed Atlantic Sunrise Project	Transcontinental Gas Pipe Line Company, LLC	

8. Scroll down a little and enter your comment, then click send comment

9. If you do not wish to register or submit your comment electronically, you may send your comments via US Postal Mail.

INCLUDE:

- Your name
- Address
- Project Name
- Docket Number

**Mail to:**

**Kimberly D. Bose, Secretary  
Federal Energy Regulatory Commission  
888 First Street, NE  
Washington, DC 20426**

# How to Register as an Intervenor

1. After registering to FERC and logging on, choose **eFiling** from the blue menu on the right

FERC Online Home Page

Welcome to FERC Online! FERC Online is the single entry point for all of FERC's electronic access applications. If you have not previously eRegistered with FERC Online, please use the *New Registration* link on the left menu to do so. Once you are registered, you will be able to login to FERC Online to eSubscribe and eFile.

**FERC Online Applications**

- [Company Registration](#) - Submit Company Registration Requests
- [eFiling](#) - Submit documents electronically
- [eSubscription](#) - Subscribe to electronically receive all information related to a docket without intervening
- [eComment](#) - Submit an eComment electronically

2. Select the Options: General, Intervention and (doc-less) Motion to Intervene

FERC Online - Web Applications of the Federal Energy Regulatory Commission

www.ferc.gov

Current FERC Time: 11:29:05 PM Eastern

**Filing Type**

How is your filing to be directed? kind of filing are you making?

**Filing Type (Fee)**

Next Cancel

- Enter the docket number and click Next  
Current projects for Luzerne County are:

**Atlantic Sunrise Docket# CP15-138**  
**PennEast Pipeline Docket# CP15-558**

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)

Current FERC Time: **4:02:20 PM** Eastern

FERC Online Home

Filing Type

Company Login

Payment

**Docket Number**

Upload Files

Intervention Desc

Filing Party(s)

Contact(s)

Description

**Select Docket**

Search and select all docket and sub-dockets for your submission.

You can search for docket or click the Quick Entry tab if you already know the docket numbers you want to insert.

Search

Enter Docket Number:   (e.g. ER08-10)

Selected Dockets:

- No Dockets have been selected. -

- Select BLUE PLUS sign by clicking onto it

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)

Current FERC Time: **4:04:46 PM** Eastern

FERC Online Home

Filing Type

Company Login

Payment

**Docket Number**

Upload Files

Intervention Desc

Filing Party(s)

Contact(s)

Description

Confirmation

Status

**Select Docket**

Search and select all docket and sub-dockets for your submission.

You can search for docket or click the Quick Entry tab if you already know the docket numbers you want to insert.

Search

Enter Docket Number:   (e.g. ER08-10)

Docket	Description	Applicant/Filer	Select
CP15-558-000	Application of PennEast Pipeline Company, LLC for Certificates of Public Convenience and Necessity and Related Authorizations	PennEast Pipeline Company, LLC	<input type="button" value="⊕"/>

Selected Dockets:

- No Dockets have been selected. -

You must specify at least one docket to file against.



5. Click NEXT on this screen (**DO NOT CLICK RED X**).

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)

Current FERC Time: **4:06:13 PM** Eastern

**FERC Online Home**

**Filing Type**

**Company Login**

**Payment**

**Docket Number**

**Upload Files**

**Intervention Desc**

**Filing Party(s)**

**Contact(s)**

**Description**

**Confirmation**

**Status**

**Help**

**Select Docket**

Search and select all docket and sub-dockets for your submission.

You can search for docket or click the Quick Entry tab if you already know the docket numbers you want to insert.

Search

Enter Docket Number:   (e.g. ER08-10)

Docket	Description	Applicant/Filer	Select
CP15-558-000	Application of PennEast Pipeline Company, LLC for Certificates of Public Convenience and Necessity and Related Authorizations	PennEast Pipeline Company, LLC	<input type="checkbox"/>

Selected Dockets:

Docket	Description	Applicant/Filer	Remove
CP15-558-000	Application of PennEast Pipeline Company, LLC for Certificates of Public Convenience and Necessity and Related Authorizations	PennEast Pipeline Company, LLC	<input checked="" type="checkbox"/>

You must specify at least one docket to file against.

6. Write a simple description of why you are entitled to be an intervenor and click Next

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)

Current FERC Time: **1:47:17 PM** Eastern

**FERC Online Home**

**Filing Type**

**Company Login**

**Payment**

**Docket Number**

**Upload Files**

**Intervention Desc**

**Filing Party(s)**

**Contact(s)**

**Description**

**Confirmation**

**Status**

**Help**

**Document-less Intervention Description**

Characters remaining:

7. On this next screen, choose "As An Individual"



FERC Online Home
Filing Type
Company Login
Payment
Docket Number
Upload Files
Intervention Desc
<b>Filing Party(s)</b>
Contact(s)
Description

Current FERC Time: 4:12:25 PM Eastern

Specify Filing Parties

On behalf of another Party(ies)  As an Individual



Specify a full or partial company name, click on Search, and select from the list.

Starts with  Contains

- No Organizations selected. -

The above screen will change to this, click Next



FERC Online Home
Filing Type
Company Login
Payment
Docket Number
Upload Files
Intervention Desc
Filing Party(s)

Current FERC Time: 4:13:54 PM Eastern

Specify Filing Parties

On behalf of another Party(ies)  As an Individual



8. Enter your email in the field, and click “Add as Signer”



FERC Online Home
Filing Type
Company Login
Payment
Docket Number
Upload Files
Intervention Desc
Filing Party(s)
Contact(s)
Description

Current FERC Time: 1:49:57 PM Eastern

Specify the person or persons to whom communication should be addressed. For service list-related filings, all persons to be added to the service list must be eRegistered and added as a signer or other contact.

Filing Party  Individual

Contact Email:

- No Contacts selected. -

9. Screen will change to this, click Next:



FERC Online Home
Filing Type
Company Login
Payment
Docket Number
Upload Files
Intervention Desc
Filing Party(s)
Contact(s)
Description

Current FERC Time: 1:54:02 PM Eastern

Specify the person or persons to whom communication should be addressed. For service list-related filings, all persons to be added to the service list must be eRegistered and added as a signer or other contact.

Filing Party  Individual

Contact Email:

Filing Party	Signer (Representative)	Remove	Other Contacts (Principal)	Remove
Individual	lcrown88@juno.com	<input checked="" type="checkbox"/>		

10. Submission Description now comes up. Click Next

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)


Current FERC Time: 1:56:13 PM Eastern

**Submission Description**

Please modify the description to accurately describe your submission.  
 (doc-less) Motion to Intervene of [REDACTED] under CP15-558-000.

Characters remaining: 187

Back Next Cancel



11. Click Submit to finalize.

You will receive two emails: one, an acceptance of your registration as Intervenor, and the other a receipt for the submission. Print them out and keep them for your records.

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)

Current FERC Time: 1:58:01 PM Eastern

**Summary**

You must click the Submit button to officially submit filing to FERC.

Submission (doc-less) Motion to Intervene of [REDACTED] under CP15-558-000.  
Description

Submission Date 9/25/2015 1:48:17 PM

Dockets	Docket	Description	Applicant/Filer
	CP15-558-000	Application of PennEast Pipeline Company, LLC for Certificates of Public Convenience and Necessity and Related Authorizations	PennEast Pipeline Company, LLC

Text On-line/Document-less Text

Filing Party/Contacts	Filing Party	Signer (Representative)	Other Contacts (Principal)
	Individual	lcrown88@juno.com	

Back Submit Cancel

