



In order to subscribe to cases or electronically file documents using the PUCO's Docketing Information System (DIS), you will need to:

1. Submit a [Participation Agreement](#)
2. [create a PUCO account](#) and
3. create a Profile which keeps track of your contact information, and cases you are involved with.

Go to the [DIS homepage \(http://dis.puc.state.oh.us/\)](http://dis.puc.state.oh.us/) and click the "[Subscribe & E-file](#)" link.

The screenshot shows the DIS homepage with a breadcrumb trail "PUCO > DIS" and a "Case Lookup" field containing "00-0000". The main content area is divided into three columns: "Search" with links for "Full Text Search" and "Advanced Search"; "Case Browsing" with links for "By Year" and "By Industry and Purpose"; and "Daily Activity" with a "Recent Daily Reports" list showing dates from 01/20/2012 to 01/26/2012, a "Report Date" field set to 1/19/2012, and a "Display" button. A fourth column, "On-Line Services and Information", contains links for "Subscribe & E-file", "Electronic Filing Information & Links", "Procedural Filing Requirements", and "Docketing Information".

If you have not yet completed your profile, or your profile has not been approved by the Docketing Division, a message on the screen in red like the one shown below will be displayed. Click on "Add/Modify Profile Information" under the Profile column.

The screenshot shows the "Subscribe & E-file" page with a breadcrumb trail "PUCO > DIS > Subscribe & E-file" and a "Case Lookup" field containing "00-0000". A red warning message reads: "Subscribe & E-file for pucotestfiler. A profile is required before documents can be filed and cases can be reserved." Below this, the page is divided into three columns: "File" with links for "E-File a document", "Change Password or Primary Email Address", "Reserve a case number", and "Logout"; "Profile" with links for "Add/Modify Profile Information", "Cases in which I file", "Parties for which I file", and "Add/Modify up to 4 email addresses"; and "Subscriptions" with "Email format" options for HTML and Text, a checkbox for "Subscribe to the complete Daily Activity Report", an "Update" button, and links for "Personal Daily Report" and "Case Notifications".

Fill in your profile information and click "Save." This information will be used whenever you e-file a document or to contact you in the event of an issue with a filing.

PUCO > DIS > [Subscribe & E-file](#) > Add/Modify Personal Information Case Lookup

Filing Profile

Your e-filing profile contains data that will allow you to file documents electronically. Information contained in the "Personal Identification" section identifies you as the filer and will be used to contact you if there is a problem with a filing. The "Cases and Parties" section contains the cases in which you will be filing and the parties on whose behalf you will be filing.

Before you can file a document, you must complete the "Personal Identification" section. Information in the "Cases and Parties" section can be entered on this screen or on the screens in the filing process.

Personal Identification

Your Name	Title	First	MI	Last
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company/Firm	<input type="text"/>			
Address	<input type="text"/>			
	<input type="text"/>			
City	<input type="text"/>			
State	OH <input type="text"/>			
Zip	<input type="text"/>			
Phone	Voice	Fax		
	<input type="text"/>	<input type="text"/>		

The Docketing Division will need to approve your profile and verify receipt of your [Participation Agreement](#) before the "E-File a Document" or "Reserve a Case" links become active. See the [Electronic Filing Manual & Technical Requirements](#) for more information or call the PUCO Docketing Division at (614) 466-4095.

These instructions are posted at

<http://www.puco.ohio.gov/puco/index.cfm/docketing/create-a-puco-profile/>

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