Submitting UEC Forms and making Payments On-Line

These instructions will aid you in submitting a UEC form (Quarterly Utility Collection Report, Quarterly Retail Customer Report, Request for Refund, etc), attachments to the UEC form (if any) and paying the UEC using the Public Utilities Commission's on-line filing system for the UEC.

I. Submitting a UEC report form

1. Down-load and save the correct UEC report form.
   a. Click the "Open" link next to the form you need.
   b. Save the report form to a convenient location on your PC or network.
2. Complete and save the UEC report form
3. On the **UEC Forms** web page click the **Submit Reports (XLS)** link.
4. Select your Company Name from the drop-down List
5. Use the **Browse** button to select the saved UEC report form.
6. Click the **Upload** button.
7. When the file has been successfully uploaded a confirmation message will appear on the page.
8. Print this page for your records.

II. Submitting attachments

If you have attachments to the UEC report form that you wish to submit with the report:
1. Convert the attachments to a PDF document by scanning them or printing them as a PDF document.
2. On the **UEC Forms** web page click the **Submit Attachments (PDF)** link.
3. Select your Company Name from the drop-down list.
4. Use the **Browse** button to select the PDF document.
5. Click the **Upload** button.
6. When the file has been successfully uploaded a confirmation message will appear on the page.
7. Print this page for your records.

III. Electronic payments

Although electronic payments are allowed for any amount, payments over $10,000 must be submitted through the electronic payment system (SB 517). To submit an electronic payment:

1. On the **UEC Forms** web page click the **Pay On-Line** link.
2. Enter the information requested in each of the fields. When entering the **Payment Amount** it may be helpful to copy and paste the amount from the UEC report form.
3. Click the **Make Payment** button.
4. On the next screen double check the **Payment Amount**.
5. Enter the **Bank Routing Number** and **Bank Account Number**
6. Click the **Submit Payment** button.
7. A confirmation page and a confirmation e-mail will be generated.
8. Verify that the **Confirmation Number** is not blank and that the **Total Amount** equals the **Amount Paid**.