

1) If you already have a **FERC ID**, go to step 2. If you don't have a **FERC ID**, **eRegister** at <https://ferconline.ferc.gov/eRegistration.aspx>

Do the "**FULL**" registration (so you can **eFile**), then come back to these instructions.

2) Go online to <http://ferc.gov/docs-filing/efiling.asp> and **Log In**:

3) Click on the second item -- **eFiling** -- on the list:

4) Click "**General**" in column 1; Click "**Comment (on Filing)**" in column 2; Then Click **Next**:

5) Enter Docket Number **CP13-499**. Then Click **Search**:

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. -

6) Click on the blue **+** :

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	Select
CP13-499-000	Application for a Certificate of Public Convenience and Necessity authorizing the construction and operation of the Constitution Pipeline	<input type="button" value="+"/>

Selected Dockets:

- No Dockets have been selected. -

7) Once the Docket Number appears in the box on the bottom, click on **Next**:

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	Select
CP13-499-000	Application for a Certificate of Public Convenience and Necessity authorizing the construction and operation of the Constitution Pipeline	<input type="button" value="+"/>

Selected Dockets:

Docket	Description	Remove
CP13-499-000	Application for a Certificate of Public Convenience and Necessity authorizing the construction and operation of the Constitution Pipeline	<input type="button" value="X"/>

You must specify at least one docket to file against.

8) Click **Choose File (or Browse)** – different browsers (e.g. Chrome or Firefox) have different buttons:

File Upload

Limits: 200 files per security level; 50 Mb per file; 60 character per file name. Do not revise the path/filename in the Select File box. [Acceptable File Formats](#)

Select File No file chosen

Description

- No Files Loaded -

Then browse to the folder with the file of your FERC comment (e.g. a .TXT file, a Word .DOC or a .PDF) and **highlight** the file name and click **“Open”**.

9) When your file name (e.g. **“FERC-COMMENT.txt”**) appears on the screen, type **“Comment of”** + your name and then click **Upload**:

File Upload

Limits: 200 files per security level; 50 Mb per file; 60 character per file name. Do not revise the path/filename in the Select File box. [Acceptable File Formats](#)

Select File FERC-COMMENT.txt

Description "Comment of" and your name.

- No Files Loaded -

10) After the upload is complete, the screen will look like this. Then click **Next**:

File Upload

Limits: 200 files per security level; 50 Mb per file; 60 character per file name. Do not revise the path/filename in the Select File box. [Acceptable File Formats](#)

Select File No file chosen

Description "Comment of" and your name.

Files Loaded - Public: 1

			Filename	Description	Edit Desc.	Large Format	Change Security
↑	↓	✗	FERC-COMMENT.txt	"Comment of" and your name.	✎	<input type="checkbox"/>	<input type="checkbox"/>

Change Security Level of selected files to: Privileged CEII

11) Click on the **Individual** Button, then click **Next**:

Specify Filing Parties

On behalf of another Party(ies) As an Individual

Back Next Cancel

12) Type in your **email** (the one you used to register with FERC), then Click **Add as Signer**. When your email address appears in the box at the bottom, click **Next**:

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.

1: type your email address here

Filing Party Individual

Contact Email:

Add as Signer Add as Other Contact

- No Contacts selected. -

Back Next Cancel

12) That's it -- one last **Submit** button – and you're done. **Congratulations!**