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## Georgia Public Service Commission

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To: All Concerned Parties

From: Sallie Tanner, Executive Secretary

Date: February 24, 2022

Re: Notice of Alternative Electronic Filing Procedures at the Georgia Public Service Commission

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The spread of COVID-19 taught Georgia and the United States to use innovative ways of keeping our workforces and workplaces healthy. To assist in that effort the Georgia Public Service Commission utilized Alternative Electronic Filing Procedures. As the state and country move toward post-COVID life, the PSC will continue to utilize the procedures outlined below for the convenience of everyone who utilizes our services.

Alternative Electronic Filing Procedures

1. To file electronically please use the link <https://psc.ga.gov/alternative-efile/>. All filings must be submitted in a minimum of WORD format. The form is self-explanatory, but if you have any questions please feel free to call me at (404) 656-4540 or email me at [stanner@psc.ga.gov](mailto:stanner@psc.ga.gov).
2. This procedure has been in effect since March 17, 2020, and will remain in effect until further notice.
3. All filings made prior to 4:00 p.m. will be given that date as the official filing date.
4. All required fields must be completed before the form will be transmitted to the Commission. All required fields are designated with a \*. Although “Docket Number and Description of Filing” are not a required field it would greatly facilitate the process for you to fill out this section.

5. Once you have submitted your form you will receive two (2) e-mails acknowledging receipt of your filing here at the Commission. One will be titled “Georgia Public Service Commis...PSC Alternative Filing” and the other will be titled “Georgia Public Service Commis...Auto Response GA PSC Alternative eFiling.”
6. This Alternative Electronic Filing Procedure will not relieve you of the hard copy filing requirement. You will be required to file a single hard copy of your filing, both public disclosure and trade secret (if applicable), at a later date. You can make this hard copy filing via USPS, FEDEX, UPS, courier or in person, once the Alternative Electronic Filing Procedure policy has been discontinued.
7. When making the hard copy filing please print a copy of the e-mail confirmation referenced in (5) above titled “Georgia Public Service Commis...PSC Alternative Filing” to send along with your hard copy filing. This will allow us to link up your hard copy with your previous electronic submission.
8. Trade Secrets can also be submitted along with any public disclosure filing on the Alternative Electronic Filing link.
9. Please place any trade secret information in the folder titled “Attachment (Trade Secret)”. These trade secret files will be sent to the respective Unit Directors for sharing with their appropriate staff members. Please ensure all accompanying “Trade Secret Affidavits” are in the “Attachment (Public Disclosure)” folder, since they do not contain any trade secret information.

Please do not hesitate to call or e-mail me with any questions. The Executive Secretary’s Office is here to assist you in meeting the requirements that have been placed on you by the Commission.