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To: All Concerned Parties

From: Reece McAlister, Executive Secretary

Date: March 17, 2020

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

As Georgia, as well as the United States, experiences the spread of COVID-19, it is important to keep not only our workforce healthy in order to maintain Commission operations, but also the other citizens of the state. One of the most effective ways to prevent the spread of this virus is social distancing.

To achieve this goal, I would like to encourage all individuals making filings at the Commission to utilize the Alternative Electronic Filing Procedures outlined below. The office is still open at this time and UPS and FEDEX are still making deliveries to the Commission as well as the United States Postal Service. The Alternative Electronic Filing Procedures are being put in place to allow for limited person to person contact and achieve the goal of social distancing.

I appreciate your assistance in taking proactive measures to ensure the health of our workforce and the safety of Georgia's citizens while ensuring continuity for the important business of the Commission.

Alternative Electronic Filing Procedures

1. To file electronically please use the link <https://psc.ga.gov/alternative-e-file/> . The form is self-explanatory, but if you have any questions please feel free to call me at (404) 656-4540 or e-mail me at reecem@psc.state.ga.us .

2. This procedure will take effect immediately 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.

As I stated earlier please do not hesitate to call or e-mail me with any questions. This process is rather fluid so if we discover the need to make any changes I will keep you informed. These are unchartered times for us all, so a little grace and understanding will go a long way. The Executive Secretary's Office is here to assist you in meeting the requirements that have been placed on you by the Commission. Thank You and Be Safe!