The PUC Filing Notification System is a new service offered by the Public Utility Commission to assist constituents in following matters before the Commission.

In order to access the system, you will need to go to the PUC’s website located at www.puc.texas.gov. Once there you will see a link to “Login” in the upper right-hand corner.
If you have never registered before, you will want to do so at this time. You can do this by clicking “Register – Filings Notifications” here: If you have previously registered for the portal, **you do not need to re-register for access to the Filings Notification System.** Please proceed to Page 5 of these instructions to continue to setup your notifications.
Begin creating your account by filling out this form:

Enter the code from the image at the bottom of the form and click on submit to create your account.
(Note: The characters in the image are not case sensitive.)

You should see the following message after you submit your registration.
You will receive an email in your inbox for the email account specified in the registration form. The final step to completing your registration is to click on the link that email.

(Note: If you don’t see the email in your inbox, please check your spam folder. You may need to add the email address helpdesk@puc.state.tx.us to your safe sender’s list.)

When you click on the link in the registration email, you should see a screen on the Portal letting you know that your account has been verified.
Once you have registered and confirmed your email, please log in to the Portal and you will see “My Filings” under the heading **PUC Applications**.
There are three tabs to the Filings Notification System screen.

The first is “My Watched Filings” where you can enter the Control/Docket numbers that interest you. You will receive notifications whenever an item is filed in the corresponding docket. If you need help determining what the docket number for the case you are interested in, please contact our Central Records Division at 512-936-7180.

Here you can manage the filings you wish to "Subscribe" to.

- To add items: Enter a Control Number, select the desired format for the email you will receive, and click on the "Add Watch" icon.
- When a new document is filed in Central Records you will receive an email notifying you the document is available.
- You can edit the desired Email Format by selecting the "Edit" icon to toggle to edit mode. Select the "Save" icon to save your changes.
- You can stop receiving notices for a filing by selecting the delete icon and removing the Control Number from your subscribed list.

<table>
<thead>
<tr>
<th>Control No</th>
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<th>Action</th>
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<tbody>
<tr>
<td>39410</td>
<td>TEXT</td>
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The second tab is “My Latest Documents”. This tab will show you a list of filings in the dockets which you signed up for in “My Watched Filings”. This tab is useful if you want to see multiple filings on one screen, rather than the individual emails. Additionally, should one of the notification emails be lost or accidentally deleted, this tab is available so that you can still check the status of the docket.

The final tab is the “PUC Daily Filings” tab. This tab simply shows a list of all filings made at the PUC for a particular date.
If you have any questions, or if you need assistance with any part of this process, please don’t hesitate to contact our Help Desk. We can be reached at 512-936-7100 or via email at helpdesk@puc.texas.gov.