

# Filing and Accessing Records in REDDI

# Roadmap

- **1. How to access REDDI**
- 2. How to find records in REDDI
- 3. How to start a new docket in REDDI
- 4. How to submit a filing in an existing docket
- 5. How to subscribe to email notifications
- 6. New Feature: Protective Orders and Confidential Filings

## **How to Access REDDI**

- psc.mt.gov
- reddi.mt.gov
- A link directly to a document, like this link.
- Coming soon: links directly to full dockets.



Current Commission meetings are now available to watch on YouTube. If you are interested in a particular meeting from the Commission's archive, please contact pschelp@mt.gov

# reddi.mt.gov



## **PSC - REDDI Portal**

**Public Portal Login** 

## **PSC Employee Login**



# okta Options



## **PSC Public Portal**

# **REDDI Homepage**

Welcome to the Public Portal of the PSC's new REDDI system!

### Ready to explore?

- Click New > Assistance Request to submit a new request for PSC assistance.
- · Click New > Docket to submit a document that results in a brand new docket.
- Click New > Registration to submit a new registration form for consideration or to get information needed for Service Providers and Billing Aggregators.
- Click New > Public Comment to submit a new request for comment on an existing docket case.
- Click Search to locate Dockets and Filings, Registrations and Licenses, and Documents.
- Get ready for a new look for dockets! You now have a more comprehensive view of Dockets which enables you to see more details, including an inventory of all documents associated with that docket.
- · Click Organizations to view organizations you are associated with.
- Click My Account to update your contact information and subscribe to PSC email notifications.
- · Click Calendar to view upcoming PSC meetings and events.
- Click Help and FAQs for additional guidance about how to use the new PSC Public Portal.

Note: If you were an EDDI user before June 2023, your information has been added into the new PSC Portal. You should no longer use EDDI to interact with the Montana PSC.

More changes are coming to the Public Portal in 2023. Provide feedback to the PSC (pschelp@mt.gov) about the new portal which may be considered for future updates.

## Items I follow 5

Q Search...

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# How to Find Records in REDDI

- Contested cases, rulemaking, and investigations are all Dockets.
- Parties submit Filings in dockets.
- Filings are comprised of one or more Documents.



Filing (FIL-####)

Document (DOC-####)

# How to Find Records in REDDI

 REDDI offers two methods of searching:
 Dockets & Filings; or
 Documents.

Docket (DCKT-####)

Filing (FIL-####)

Document (DOC-####)

## **PSC** Public Portal

## **Click the looking glass to see search options**

### Ready to explore?

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- Click New > Consumer Assistance Request to submit a new request for PSC assistance.
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## Click here to search for Dockets & Filings



## Click here to search for Documents



's new REDDI system!

ce Request to submit a new request for PSC assistance. submit a new request for comment on an existing docket case. ind Filings, Registrations and Licenses, and Documents. ckets! You now have a more comprehensive view of Dockets which enables you to see more all documents associated with that docket. g PSC meetings and events. nal guidance about how to use the new PSC Public Portal. Portal in 2023. Provide feedback to the PSC (pschelp@mt.gov) about the new portal which may be considered for

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DCKT-190	2022.07.078	Docket	Application		Application for Authority to Increase Rates; Approval of Se	for	07/20/2022		NorthWestern Energy Inc.		Electricity, Natural gas propane	or	Open- PostHeari	ng
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Reconsideration

11/06/2023

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FIL-7137

2022.07.078

Filing

Reconsideration

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# **Documents Search**

**PSC** Public Portal



Unless noted otherwise,	, this search will return results which con	ntain the sear you enter. This	screen will only return t	he first 500 results.			
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Parent Case ╤	Document Title Notice of Waiver	▼   Docket Number ₹     2022.07.078	Document Type ╤	Docket Title	Ŧ	ImagePage1Organization ₹Montana PublicServiceCommission	of 50 Order
Parent Case ₹         FIL-7192         FIL-7137	Document Title Notice of Waiver Motion for Reconsideration	▼         Docket Number ▼           2022.07.078         2022.07.078	Document Type Notice Motion for Reconsideration	Docket Title Notice of Waiver Motion for Reconsideration	₹	Image1Organization ₹Montana Public Service CommissionNW Energy Coalition	of 50 Order
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Motion for

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# How to Start a New Docket in REDDI

- 1. Log in with your okta account.
- 2. Click the plus sign (+) in the menu on the left.
- 3. Click Docket.
- 4. Fill in the docket details:
  - A. Select the organization(s) you represent, or file as an individual.
  - **B.** Select the relevant industry.
  - C. Identify the docket type.
  - D. Give the docket a short title.
  - E. Add the full docket caption.

# How to Start a New Docket in REDDI

## 5. Upload your documents:

- A. Add the name and identify the type of each document
- **B.** Select the primary document
- 6. Click "Submit"

## **Note: Organizations You Represent**

- 1. To file on behalf of an organization, you must be an authorized representative or administrator for the organization.
- 2. Please contact pschelp@mt.gov or call 800-646-6150 to:
  - A. Create a new organization in REDDI, or
  - B. Become an authorized representative or administrator for an existing organization.

## **PSC** Public Portal

## **Click the plus sign**

Welcome to the Public Portal of the PSC's new REDDI system!

### Ready to explore?

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More changes are coming to the Public Portal in 2023.

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Name	~	

### **Filing Details**

Complete the details below and click [Submit] to submit this filing to the Montana Public Service Commission (PSC). If you are submitting a new filing on an existing docket, please submit a new filing by searching a docket through the docket search instead.

Filing On Behalf Of \*

Myself  $\times$ 

### Industry \*

Electricity  $\times$ 

Docket Type \*

Complaint

Docket Title \* 🕐

Hamilton's Complaint Against NorthWestern Energy

Docket Caption \* 🕐

In the matter of the Complaint of Lucas Hamilton Against NorthWestern Energy

Remaining: 424 characters

Cancel

Submit



X

## Select the organization(s) you represent, or file as an individual.

Select the relevant industry.

## Identify the docket type.

## Give the docket a short title.

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## Add the full docket caption.

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Created	Hamilton, Lucas 12 minutes ago		Created by	Hamilton, Lucas				
Updated	Hamilton, Lucas less than a minute ago		Created Date	11/26/2023 8:11 Pl	Л			
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# How to Submit a Filing in an Existing REDDI Docket

- **1.** Search for the relevant docket.
  - Currently, filings in an existing docket can't be submitted from the REDDI home page.
- 2. Click the Actions menu.
- 3. Click Add filing.
- 4. Select the organization(s) you represent, or file as an individual.
- 5. Indicate whether the filing is protected (i.e., confidential)
- 6. Upload your documents.
  - A. Add the name and identify the type of each document
  - **B.** Select the primary document
- 7. Click Submit.

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	Docket Type	Complaint		Docket Caption	In re Lucas Har	milton's C	omplaint	against NorthW	estern Ene	ergy
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# How to Subscribe to Email Notifications

- 1. Identified parties in dockets receive notices of filings.
- 2. To follow cases as a non-party, click the star in the Docket view.
- 3. To subscribe to notices of filing in certain categories of cases, adjust your subscription settings.

DCKT-66 Hamila North	3 公 ton's Complaint against Western Energy
Close	Actions -
Status	Open
Docket Number	2023.11.496
Docket Type	Complaint
Filing On Behalf Of	Hamilton, Lucas
Created	Hamilton, Lucas 1 day ago
Updated	Lucas Hamilton about a minute ago
Details	
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### Docket

**Docket Details** 

# **View Parties**

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Hamilton's Complaint against NorthWestern Energy

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Status	Open
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Filing On Behalf Of	Hamilton, Lucas
Created	Hamilton, Lucas 1 day ago
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### Click the star to follow any case. **Follow Cases** Filing On Behalf Of Hamilton, Lucas Industry Electricity Docket Number 2023.11.496 Docket Type Complaint Docket Title Hamilton's Complaint against NorthWestern Energy In re Lucas Hamilton's Complaint against NorthWestern Energy **Docket Caption** Submitted By Hamilton, Lucas Created by Hamilton, Lucas **Created Date** 11/26/2023 8:11 PM Docket Schedule

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Hamilton's Complaint against NorthW	DCKT-663	Open-Assign	2023.11.496	Unfollow





### MY PROFILE NOTIFICATIONS

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### Subscribe to PSC notifications

Select from the options below to add topics that you'd like to be notified of. Click in the box and tap your keyboard's down arrow to view all options.

Industry       Electricity ×	Subscribe to all filings in cases for an industry.
Organization       NorthWestern Energy ×     ✓	Subscribe to all filings related to an organization.
Docket Type       Annual Reports ×	Subscribe to all filings in certain docket types.

### **Items I'm Following**

To add or remove items from this list, open the item in the PSC Portal and click the Follow (star) icon in the header. By following an item, you consent to receiving notifications about that item.

ID	Ŧ	Docket #	Ŧ	Description	Ŧ	Submitted by	Ŧ	Status	Ŧ
DCKT-663		2023.11.496		Hamilton's Complaint against NorthWestern Energy		Hamilton, Lucas		Open-Assign	
Save	Click here any cha	e to save anges.	Review follov	the cases you hav ved (starred) here.	/e				

- 1. Unless protected by the Commission, all documents filed in Commission dockets are available to the public.
- 2. Parties may move to protect information.
- 3. If the Commission issues a protective order:
  - A. Protected documents cannot be viewed by the public; and
  - B. Protected document may be viewed by party representatives who have signed and filed a non-disclosure agreement.

- 4. Parties may request protection for a term of years, to avoid filing repeated motions to protect the same information.
  - In response, the Commission may issue a Term Protective Order.
- 5. Parties may request special terms (e.g., terms that prevent market competitors from viewing information).
  - In response, the Commission may issue a Protective Order with special terms.

- 6. Current practice: parties DO NOT file confidential information in REDDI
  - Instead, parties use a secure file transfer service of their choice.
- 7. REDDI now supports filing records pursuant to a Commission-issued protective orders.

- **REDDI** does not yet recognize existing term protective orders.
- Parties are not yet required to file confidential information in REDDI.
- •The Commission will notify parties if confidential materials must be filed in REDDI.

# **How to File Confidential Material**

- **1.** Search for the relevant docket.
- 2. Click the Actions menu.
- 3. Click Add filing.
- 4. Select the organization(s) you represent, or file as an individual.
- **5.** Upload your documents.
  - A. Add the name and identify the type of each document.
  - B. Select the primary document.
- 6. When asked if the filing is protected, select Yes.
- 7. Type in the order number of the relevant protective order.
- 8. Click Submit.

	DCKT-663 <b>★</b> Hamilton's Complaint		Ad	Administrative Record							
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	Docket Type	Complaint		4	Objection	Objection to Intervention	Hamilton, Lucas	11/28/2023			
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## **Note: Protective Orders with Special Terms**

- If the Commission issues a protective order with special terms that disallow any party from viewing confidential information:
   A. Filers will be asked to select which users can access the confidential filing.
   B. Those selections will be reviewed by Commission
  - staff.



# For further assistance, please email or call:

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