



CPUC FORMAL PROCEEDING SUBSCRIPTION SERVICE (FPSS)

User Guide

Table of Contents

1	Introduction	2
2	Creating a New Account.....	3
3	Logging In	5
4	Creating a Subscription for a Specific Proceeding	6
5	Creating a Subscription for Documents and/or Industries	9
6	Creating a Subscription by Time Frame	11
7	Managing Subscriptions.....	12
8	Getting Help	12

1 Introduction

The purpose of this document is to provide instructions on how to use the CPUC's Formal Proceeding Subscription Service (FPSS).

FPSS is a free service that provides the public with the ability to subscribe to documents published on the CPUC's website. These documents are associated with formal proceedings, resolutions, agenda related materials, and press releases. This service allows you to follow a particular proceeding, industry, or type of document in a manner that best meets your needs. The Subscription Service sends subscribers an email notification when a document meeting their subscription criteria is published on the CPUC's website.

Documents that are filed electronically are not published to the CPUC's website until they have been accepted for filing, so there is some delay in receiving notification of the filing of documents. If you need to receive copies of documents at the moment of service, you should still seek to be added to the service list. In addition, some types of documents are not currently published on the CPUC's website, like prepared testimony, so the subscription service will not capture these documents. Subscriptions to Advice Letters are not currently available.

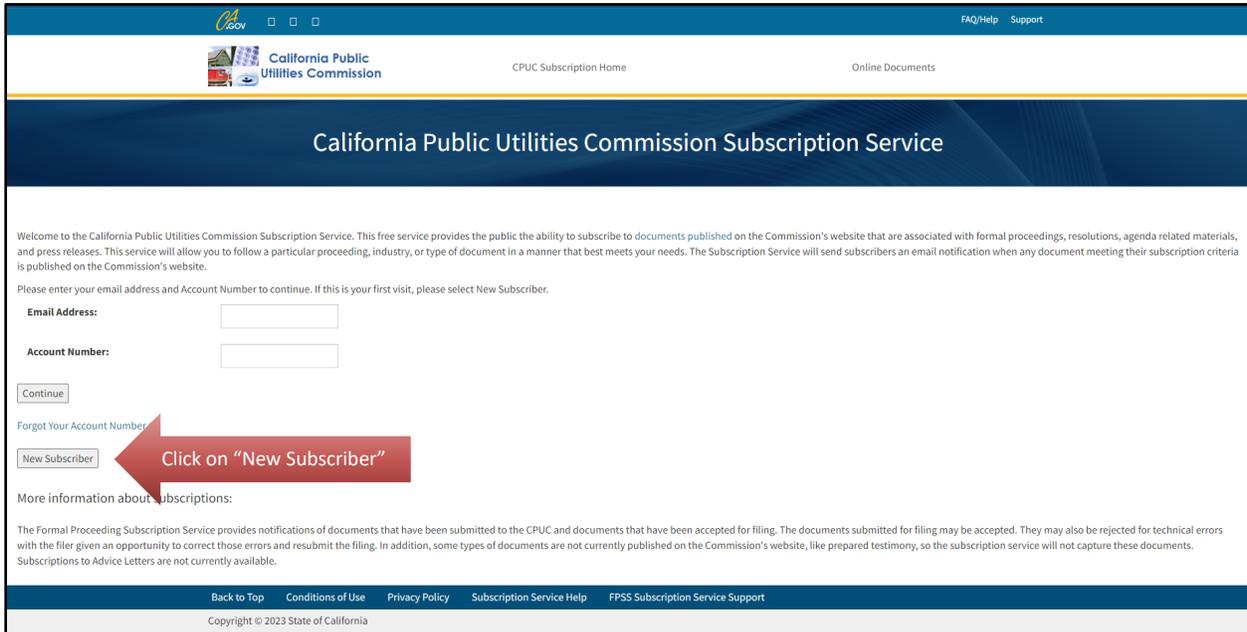
FPSS allows users to create three different types of subscriptions:

- **Specific Proceeding** will allow you to create a subscription for a specific proceeding (or proceedings). You may enter multiple proceeding numbers for a single subscription, separated by commas. If the proceeding has been consolidated with other proceedings, you only need to list one of the consolidated proceeding numbers. For more information on creating this kind of subscription, see [Section 4 – Creating a Subscription for a Specific Proceeding](#) on page 6.
- **Documents and/or Industries** will allow you to create very flexible subscriptions that are filtered by industry and/or Document Type. For instance, you can subscribe to all documents created for the Energy industry or you can subscribe to Agendas for all industries. For more information on creating this kind of subscription, see [Section 5 – Creating a Subscription for Documents and/or Industries](#) on page 9.
- **Time Frame** subscriptions allow you to subscribe to a digest of documents published for a specific period. You can subscribe to all documents published in the last 24 hours or the last 7 days. For more information on creating this kind of subscription, see [Section 6 – Creating a Subscription by Time Frame](#) on page 11.

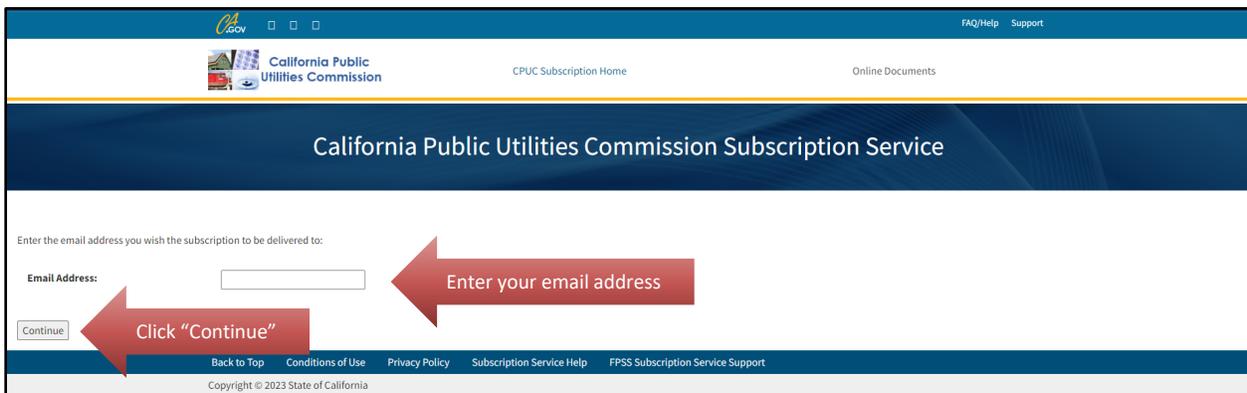
2 Creating a New Account

Before you can subscribe to receive documents through the CPUC Subscription Service, you must first create an account in the system.

1. To create an account, open an internet browser and go to <http://subscribecpuc.cpuc.ca.gov/fpss/>. Click on the **NEW SUBSCRIBER** button on the Welcome Screen.



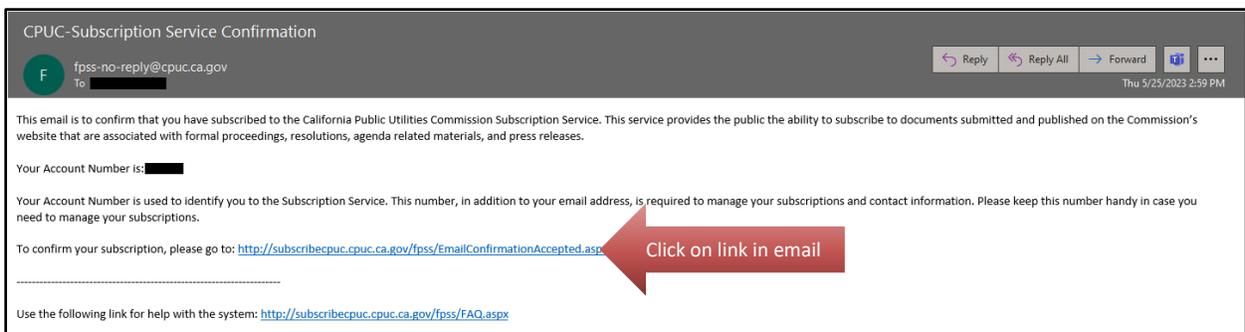
2. After clicking on the **NEW SUBSCRIBER** button, the New User Creation page will appear. Enter the email address where you wish to receive the subscriptions, and click the **CONTINUE** button.



3. A confirmation screen will appear.



4. Next, check for an email from fpss-no-reply@cpuc.ca.gov which will have information on how to confirm your email address. **You must click the link in the email to confirm your email address before creating your first subscription.**



3 Logging In

To start creating subscriptions, log in to the CPUC Subscription Service.

1. To log into the CPUC Subscription Service, open an internet browser and go to <http://subscribecpuc.cpuc.ca.gov/fpss/>.
2. Enter the email address you used to subscribe to the CPUC Subscription Service.
3. Enter the Account Number issued to you in your confirmation email. If you do not remember what your Account Number is, click on the **FORGOT YOUR ACCOUNT NUMBER** link and your account number will be emailed to you.

CA.GOV

California Public Utilities Commission

CPUC Subscription Home

Online Documents

California Public Utilities Commission Subscription Service

Welcome to the California Public Utilities Commission Subscription Service. This free service provides the public the ability to subscribe to documents published on the Commission's website that are associated with formal proceedings, resolutions, agenda related materials, and press releases. This service will allow you to follow a particular proceeding, industry, or type of document in a manner that best meets your needs. The Subscription Service will send subscribers an email notification when any document meeting their subscription criteria is published on the Commission's website.

Please enter your email address and Account Number to continue. If this is your first visit, please select New Subscriber.

Email Address:

Account Number:

Forgot Your Account Number

More information about subscriptions:

The Formal Proceeding Subscription Service provides notifications of documents that have been submitted to the CPUC and documents that have been accepted for filing. The documents submitted for filing may be accepted. They may also be rejected for technical errors with the filer given an opportunity to correct those errors and resubmit the filing. In addition, some types of documents are not currently published on the Commission's website, like prepared testimony, so the subscription service will not capture these documents. Subscriptions to Advice Letters are not currently available.

[Back to Top](#) [Conditions of Use](#) [Privacy Policy](#) [Subscription Service Help](#) [FPSS Subscription Service Support](#)

Copyright © 2023 State of California

4 Creating a Subscription for a Specific Proceeding

After logging in, click on the **NEW SUBSCRIPTION** button to create a new subscription.

1. To create a subscription for a Specific Proceeding, select the **SPECIFIC PROCEEDING** option on the Select Subscription Type page.

The screenshot shows the 'California Public Utilities Commission Subscription Service' interface. At the top, there is a navigation bar with the CPUC logo and links for 'CPUC Subscription Home' and 'Online Documents'. Below this is a dark blue header with the service name. The main content area shows an account summary and a section titled 'Select the subscription type:'. Under 'Subscription Type', there are three radio button options: 'Specific Proceeding' (which is selected), 'Documents and/or Industries', and 'Time Frame'. A red arrow points from the text 'Select "Specific Proceeding"' to the selected radio button. At the bottom of the form, there are navigation buttons: '<< Back', 'Cancel', and 'Next >>'. A footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Subscription Service Help', and 'FPSS Subscription Service Support', along with a copyright notice for 2023 State of California.

2. Next, enter the proceeding number to which you would like to subscribe. You can enter multiple proceeding numbers in the same subscription separated by commas. If the proceeding has been consolidated with other proceedings, you only need to list one of the consolidated proceeding numbers.

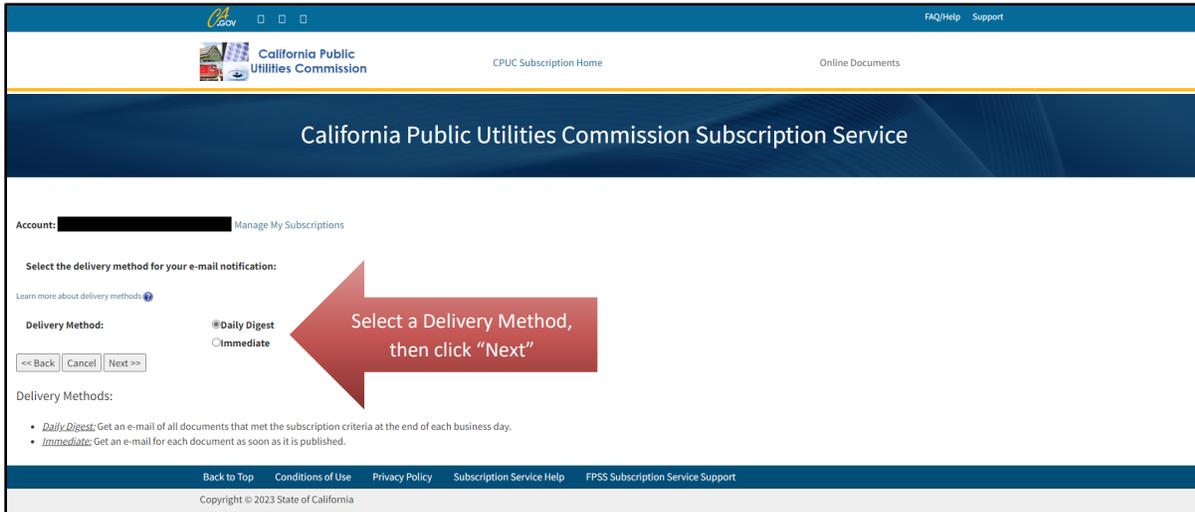
To find a proceeding number, click on the **PROCEEDING LIST ON THE CPUC WEBSITE** link. Use this interface to search for proceeding numbers by Month and Year.

Click **NEXT >>** when done.

The screenshot shows the 'California Public Utilities Commission Subscription Service' interface at the 'Proceeding Number(s)' step. It includes the same navigation and header as the previous screenshot. The main content area contains instructions: 'Please enter the proceeding number of the existing proceeding (or proceedings) for this subscription. If the proceeding has been consolidated with other proceedings, you only need to list one of the consolidated proceeding numbers. You may enter multiple proceeding numbers for a single subscription, separated by commas. For help in locating proceeding numbers, please see the proceeding list on the CPUC website.' Below this is a 'Proceeding Number Format: A0905001' and a link 'Learn more about proceeding numbers'. There is an input field labeled 'Proceeding Number(s):' with a red arrow pointing to it from the text 'Enter a Proceeding Number'. Another red arrow points to a link that says 'Click here to look up a proceeding number'. At the bottom, there are navigation buttons: '<< Back', 'Cancel', and 'Next >>'. A footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Subscription Service Help', and 'FPSS Subscription Service Support', along with a copyright notice for 2023 State of California.

3. Select the delivery method you would like to use for this subscription. **DAILY** delivery will minimize email traffic related to your subscriptions, but you will not receive immediate notification of every published document. **IMMEDIATE** delivery provides more real-time notification but also more email to manage.

Click **NEXT >>** when done.

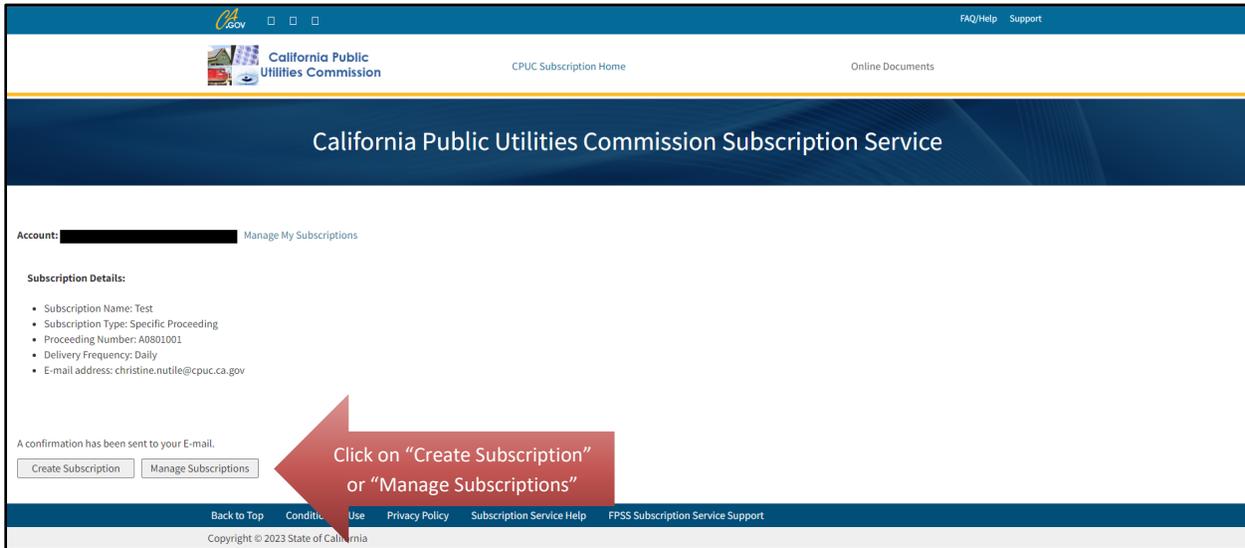


4. Enter your own personal name for this subscription that will allow you to remember what this subscription covers at a first glance. For example, if you create a subscription for proceeding number A0807021, and choose to receive that subscription in a daily digest, you may want to name it, "A0807021 - Daily."

Click **NEXT >>** when done.



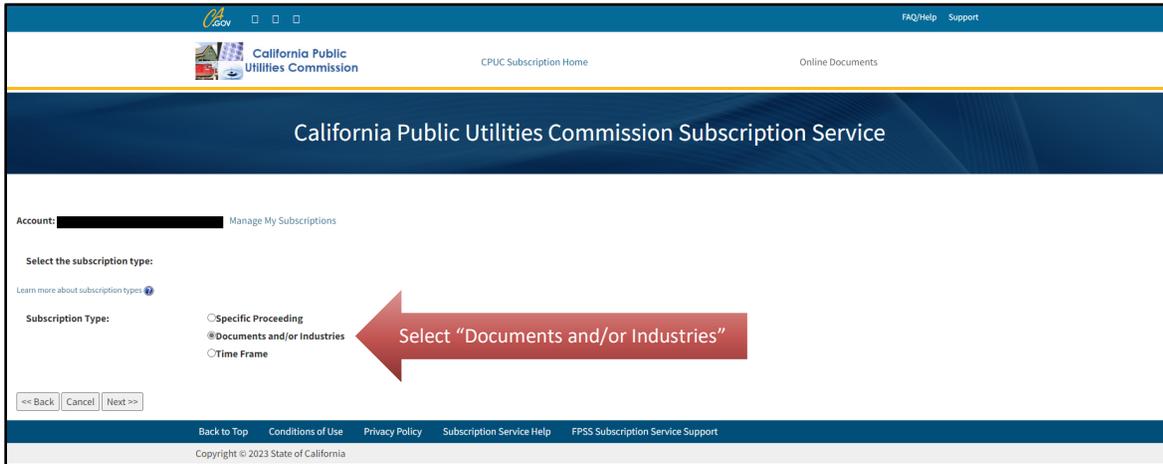
5. After you have successfully created a subscription, the confirmation page will appear. To create another subscription, click on **CREATE SUBSCRIPTION**. To manage your account and subscriptions, click on **MANAGE SUBSCRIPTIONS**.



5 Creating a Subscription for Documents and/or Industries

After logging in, click on the **NEW SUBSCRIPTION** button to create a new subscription.

1. To create a Documents and/or Industries subscription, select the **DOCUMENTS AND/OR INDUSTRIES** option on the Select Subscription Type page.



2. Documents and/or Industry subscriptions allow you to filter the documents you receive in your subscription by Industry and/or Document.

The CPUC regulates several different types of industries within the State of California. You can choose to filter the documents you receive by industry. For instance, if you are interested in receiving documents that only relate to the Telecommunications industry, you can choose to filter your document selection for that specific industry.

Choose the Industry you wish to filter or select All Industries. Click **NEXT >>** when done.

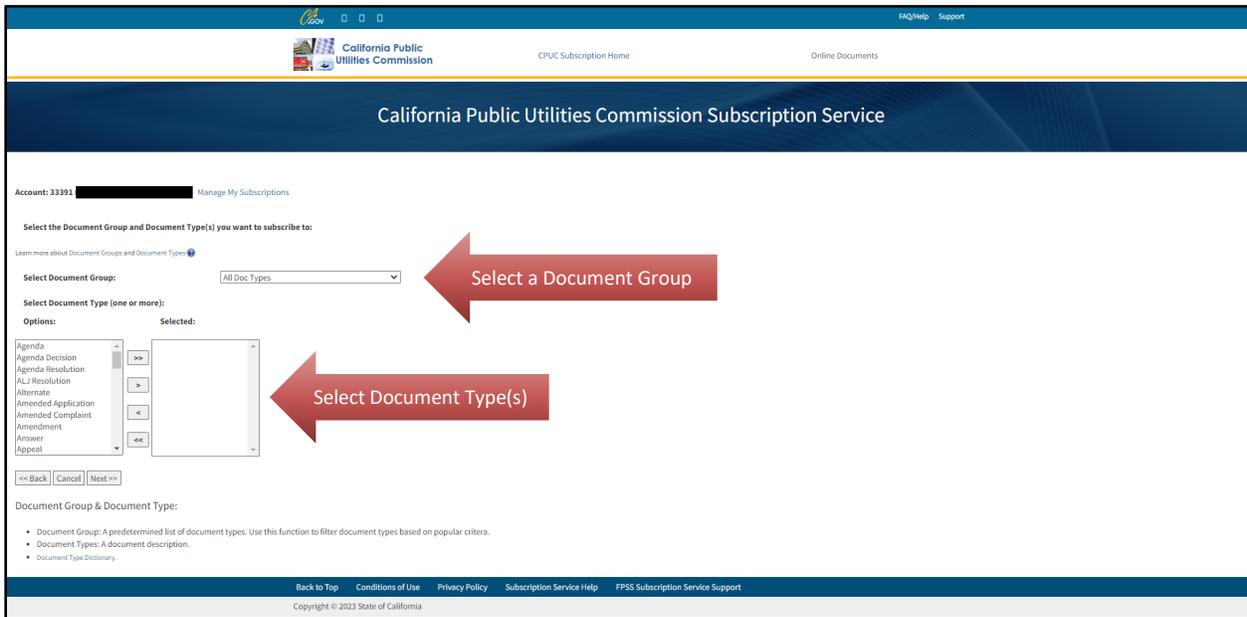


3. You can also choose to filter by Document Type or Document Group. A Document Type is a designation given to documents filed electronically with the CPUC or published to the CPUC’s website. A Document Group is a group of related document types.

When you select a Document Group on the subscription page, the left column will be populated by a list of all the document types that make up the Document Group. Documents in the left column are those that are available based on the Document Group chosen. Documents in the right column are those that are selected for the subscription.

To choose a Document Type or group of document types, highlight the document in the left column and click the > button. To move ALL the documents in the left column to the right column, click the >> button. You can also select multiple documents by holding the CTRL key down on your keyboard while selecting the documents to which you wish to subscribe and clicking the > button.

Once you have selected all the documents you wish to subscribe to, click the **NEXT >>** button.

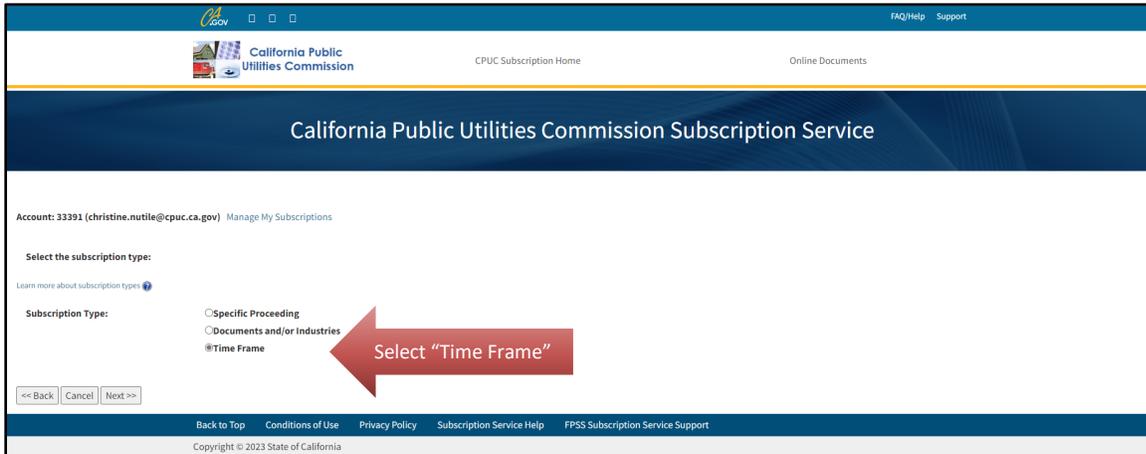


4. Complete your subscription by selecting a delivery method and entering a subscription name. [\(See steps 3-5 on pages 7 and 8.\)](#)

6 Creating a Subscription by Time Frame

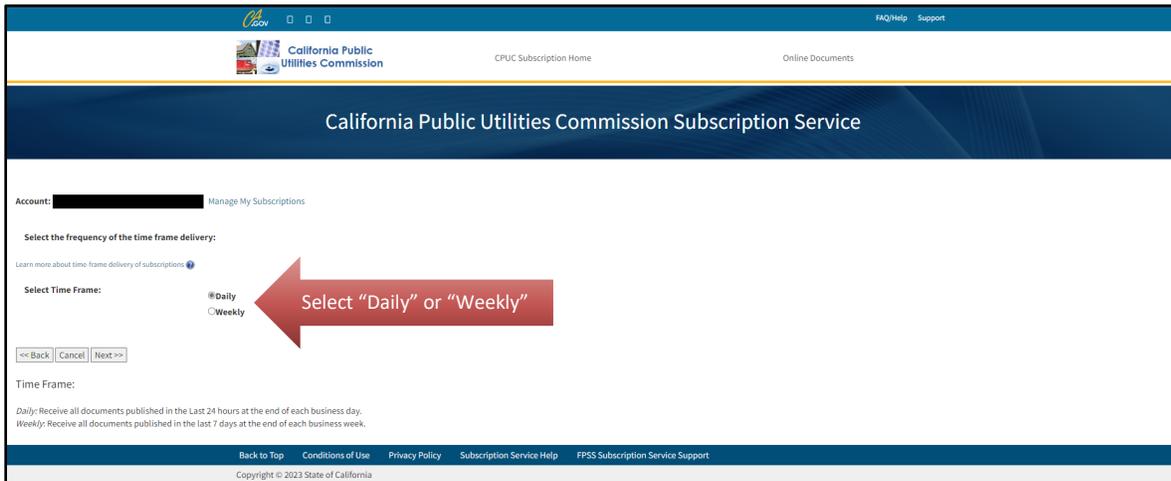
After logging in, click on the **NEW SUBSCRIPTION** button to create a new subscription.

1. To create a Time Frame Subscription, select the **TIME FRAME** option on the Select Subscription Type page.



2. Time Frame subscriptions allow you to create a subscription to receive *all* published documents for a given period. Currently, the CPUC offers two Time Frame subscriptions:
 - **DAILY:** Receive all documents published in the last 24 hours at the end of each business day.
 - **WEEKLY:** Receive all documents published in the last 7 days at the end of each business week.

After selecting which Time Frame you want, click the **NEXT >>** button.



3. Complete your subscription by entering a subscription name. ([See steps 4-5 on pages 7 and 8.](#))

7 Managing Subscriptions

On the Manage Subscriptions Page, you can Manage Email, search for Recently Published documents, suspend your Account, and delete subscriptions.

7.1 Manage Email

Click the **MANAGE EMAIL** button to change the email address to which subscriptions are sent. Enter the new email address, and enter it a second time to confirm the new email address.

7.2 Recently Published

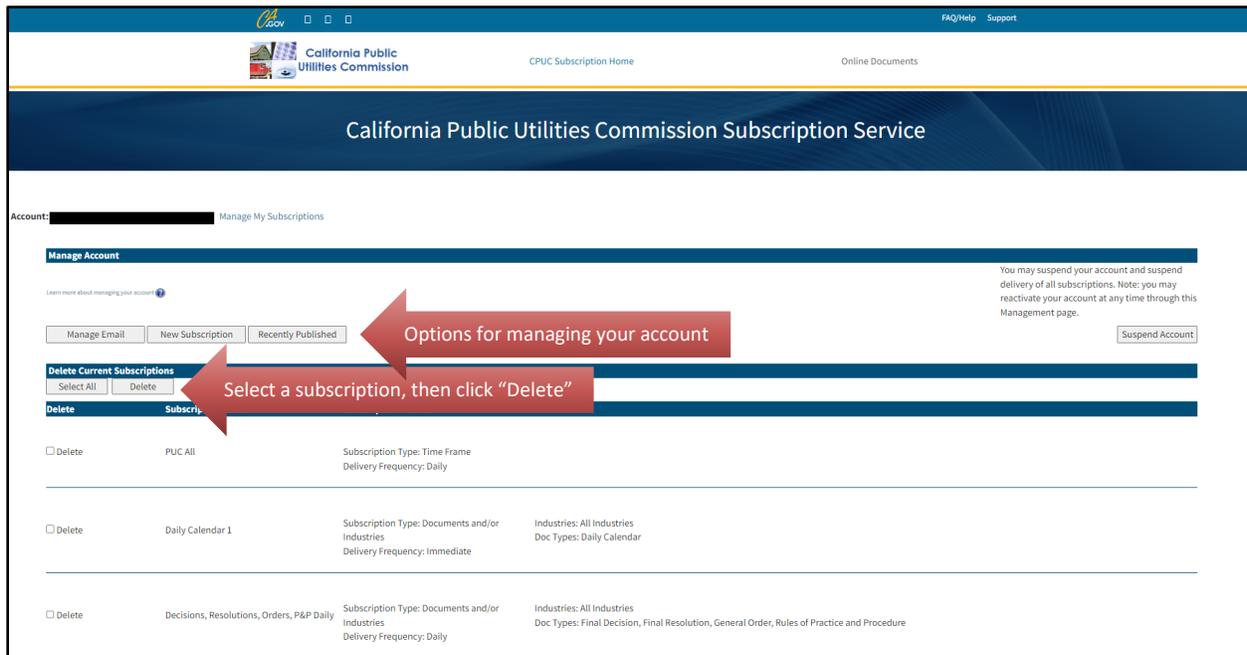
Click the **RECENTLY PUBLISHED** button to search for documents published in the last 24 hours or last 7 days.

7.3 Suspend Account

If you want to suspend or cancel delivery of emails to your inbox without deleting your subscriptions, click the **SUSPEND ACCOUNT** button. This will suspend your account, but keep all of your settings so that you can reactivate your account at a later time.

7.4 Deleting Subscriptions

To delete a subscription or a group of subscriptions, click on the check box(es) next to the subscription(s) you wish to delete and click the **DELETE** button.



8 Getting Help

Thank you for using the CPUC’s Formal Proceeding Subscription Service. Should you need any assistance or have any questions using the service, please email the CPUC FPSS Help Desk at:

fpss.help@cpuc.ca.gov.