How to File Data Requests on CMS

1) Go to the Public Utilities Commission's Content Management Site:
   https://mpuc-cms.maine.gov/CQM.Public.WebUI/ExternalHome.aspx

2) Click the link to sign in to the system:
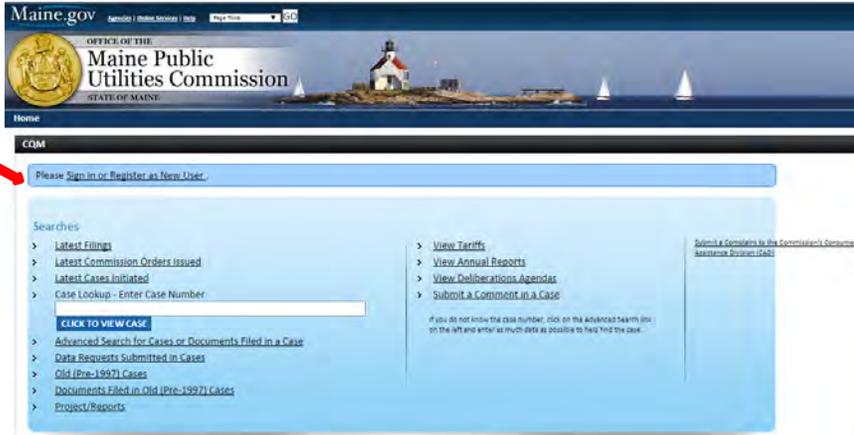
3) Using your previously created username and password, log-in on this screen.

4) Enter the case number in the Case Look-up box in the main screen and click "View" to load the Case File.

5) Once at the Case File screen, select the Data Request tab. Scroll down and select the "Add New Set" button.

6) The Data Request Screen should load at this point.

7) In the Requested By section, select the button for "Self". Type your initials in the Code box and click the Generate Code button.

8) In the Propounded Upon section, choose the case party or participant to whom you are asking the questions. There is a drop down menu that will allow you to select the Utility or individual in question.

9) Set Information is the section that allows you to enter your questions. Enter your last name in the description box and select the due date to match the Data Response date issued in the Procedural Order. Often, there is not a reason to attach a cover letter or instructions.

10) The last step is entering the individual questions in the Data Request Question section. Click the Add DR Question box and a new window should appear with a field to type your question. Each question will be entered individually in the system using the steps below.

a. In the Question Description box, add the number of the question after your name. Example – Smith – 1
b. The Due Date will be filled out automatically on each question.
c. Type your question in the Question field.
d. After your question is entered, click Save DR Question and Add Another if you have additional questions. If you are entering your final question, select the Save DR Question button.
e. Your questions should now appear on the previous screen. The last step to the process is to select SUBMIT.

11) This completes the Data Request submission process and your questions should now be visible in the case file.

If you have any questions or problems when filing your data requests in the CMS, please contact the Office of the Public Advocate at (207) 624-3687 or the Public Utilities Commission (207) 287-3831 for further assistance.