

# The Indiana Utility Regulatory Commission Electronic Filing System

The Electronic Filing System (EFS) serves as a repository for official records submitted to the Indiana Utility Regulatory Commission (IURC). This service was implemented to meet the evolving needs of our industry stakeholders and to better serve the public by taking advantage of Internet technology.

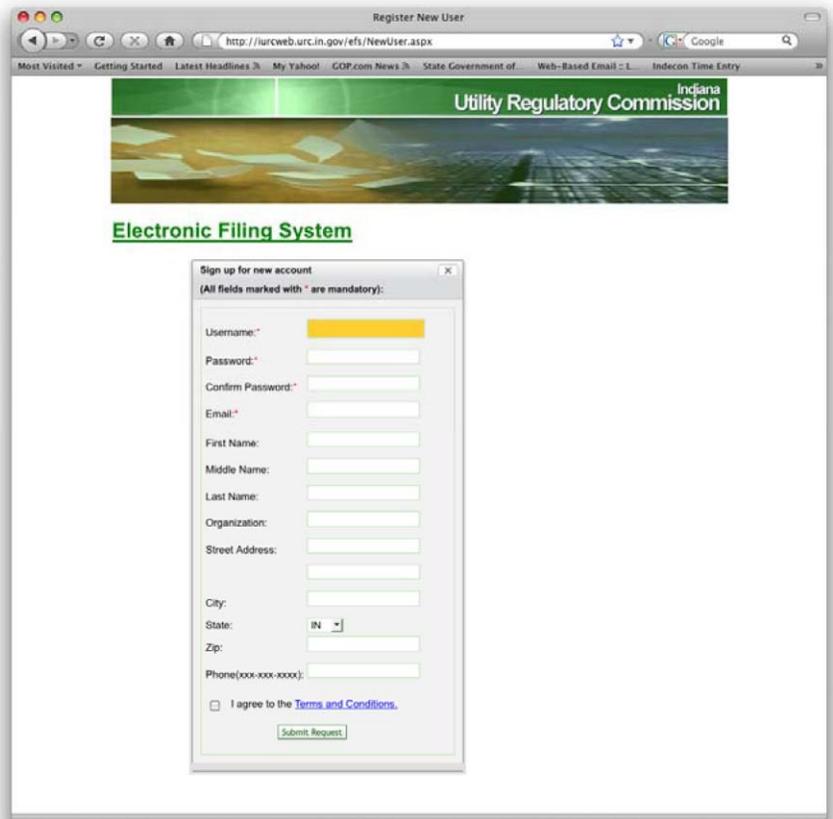
By using our EFS, users can file documents regardless of distance and submit filings outside of the IURC's office hours. Additionally, the EFS allows electronic documents (PDFs, Word, etc.) to be automatically routed to the appropriate registry staff for processing.

At this time, the IURC accepts the following types of documents electronically:

- Filings in docketed cases (not including new case petitions)
- Confidential documents as related to docketed cases
- General submissions (30-day filings, fee bills, annual reports, communications non-docketed filings, etc.)
- Annual Water Utility Resource Reports

## Register an Account

When registering an account, your username, password, and email address are the minimum requirements. You must also read and agree to the Terms and Conditions.



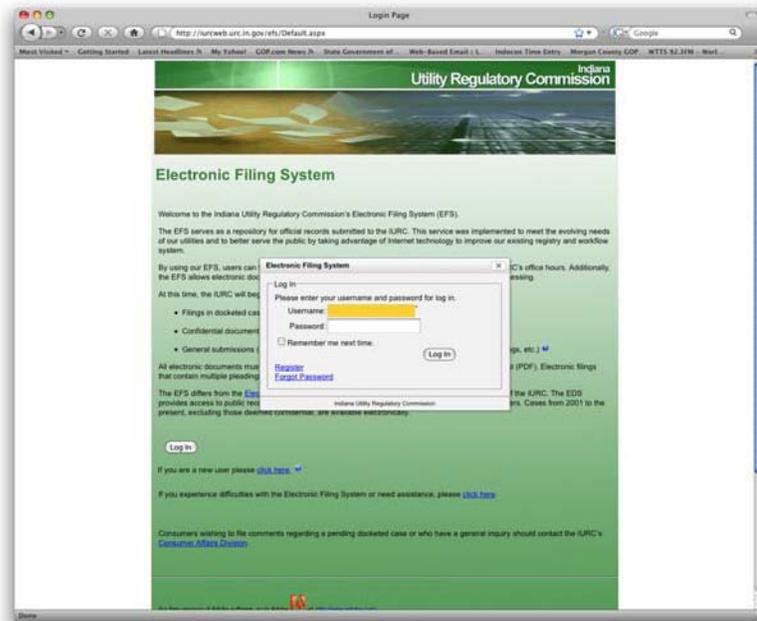
The screenshot shows a web browser window titled "Register New User" with the URL <http://iurcweb.iurc.in.gov/efs/NewUser.aspx>. The page header features the Indiana Utility Regulatory Commission logo and the text "Electronic Filing System". The main content is a "Sign up for new account" form with the following fields:

- Username\* (text input)
- Password\* (text input)
- Confirm Password\* (text input)
- Email\* (text input)
- First Name (text input)
- Middle Name (text input)
- Last Name (text input)
- Organization (text input)
- Street Address (text input)
- City (text input)
- State (dropdown menu, currently set to IN)
- Zip (text input)
- Phone(XXX-XXX-XXXX) (text input)

At the bottom of the form, there is a checkbox for "I agree to the [Terms and Conditions](#)" and a "Submit Request" button.

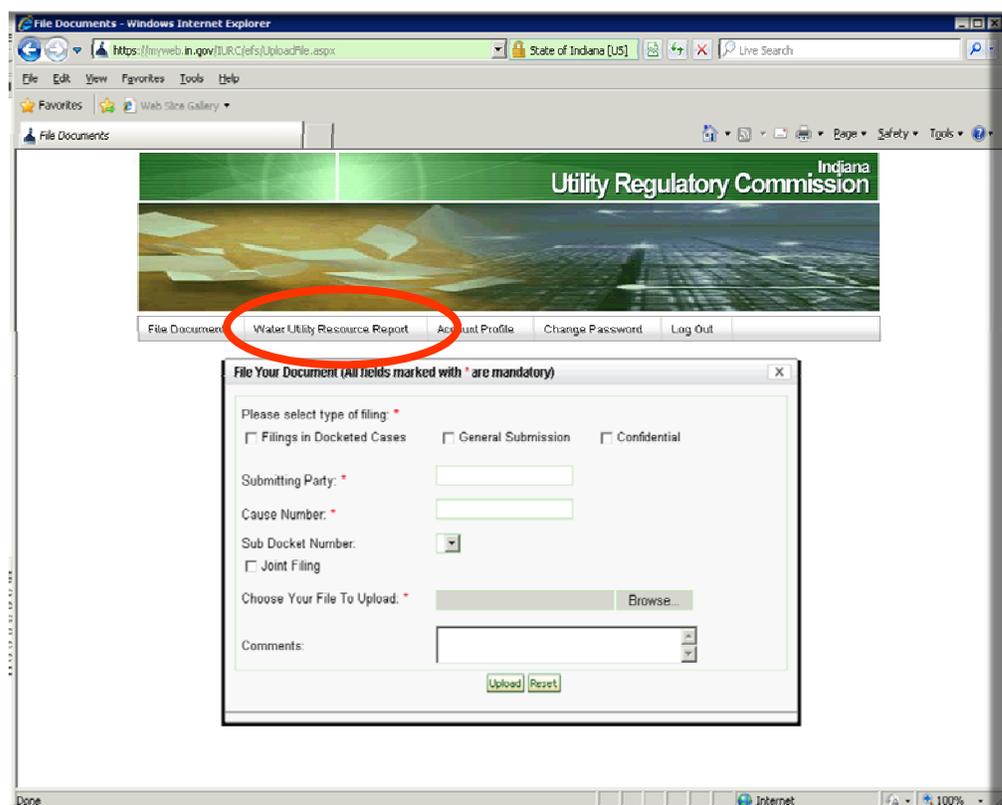
## Logging In

To log in, simply enter your username and password to gain access to the EFS. If you are a new user simply register to create a new account, and you will be able to immediately begin using the EFS.



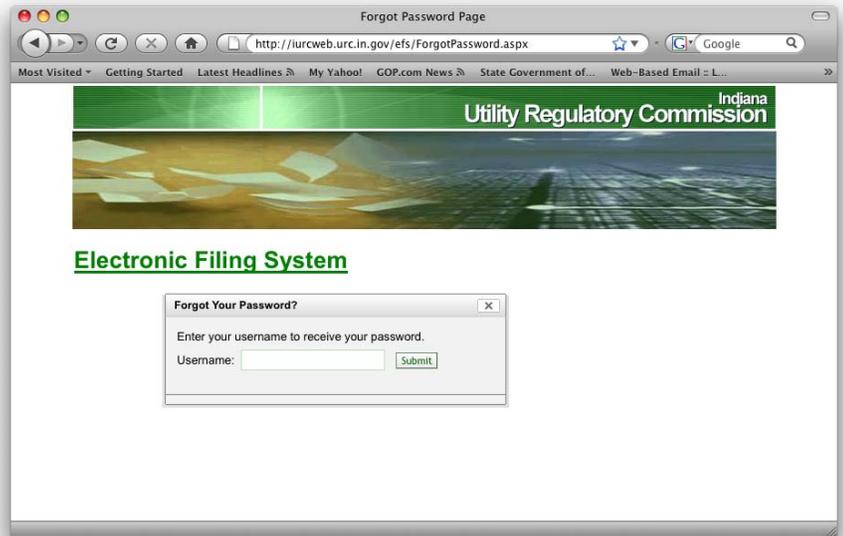
## Submitting An Annual Water Utility Resource Reports

Select the Water Utility Resource Report Tabs (Indicated in the circle below)



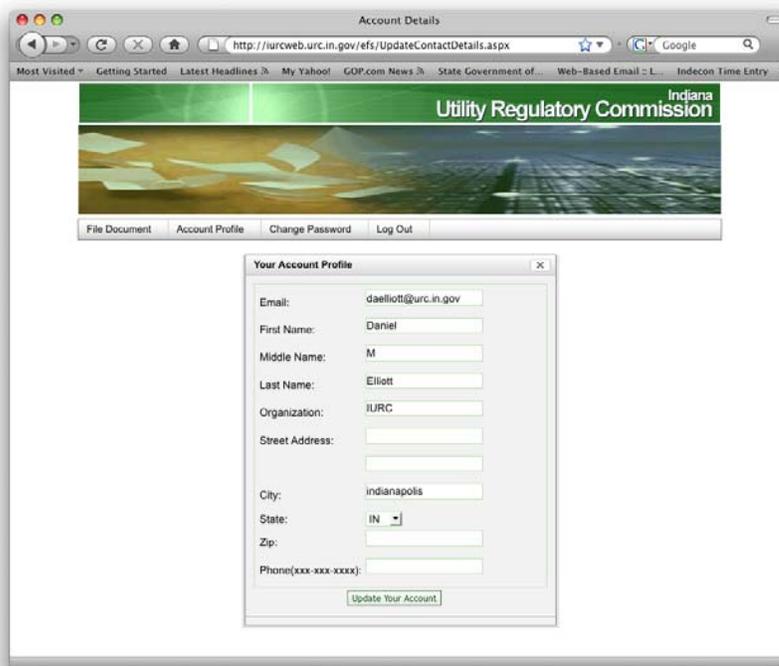
## Forgot Your Password

If you are a registered user but have forgotten your password, please use the “Forgot Password” link and a new, randomly generated password will be sent to your email address on file. You may then log in and change the password to a password of your choice..



## Updating Your Account

You may update or change your account at anytime through the “Account Profile” link. Your username, however, cannot be changed once it submitted during registration.



## Changing Your Password

You may change your password at anytime. This is especially useful if you have forgotten your password. The system will generate a random password that will be difficult to remember. You may change it here to a password more easily remembered.



The screenshot shows a web browser window titled "Change Your Password" with the URL <http://iurcweb.unc.in.gov/efs/ChangePassword.aspx>. The page header features the "Indiana Utility Regulatory Commission" logo and a navigation menu with "File Document", "Account Profile", "Change Password", and "Log Out". The main content area contains a "Change Your Password" form with three input fields: "Old Password: \*", "New Password: \*", and "Confirm New Password: \*". An "Update" button is located below the fields.

**If you experience difficulties with the Electronic Filing System or need assistance please email [iurcsupport@urc.in.gov](mailto:iurcsupport@urc.in.gov) or call 317-232-2642.**