Instructions for
Registering, Subscribing,
Commenting and Intervention
Federal Energy Regulatory Commission
How to Register with FERC
You will need to register with FERC if:

- You wish to register as an intervenor
- You wish to be kept up to date with project documents

Go to http://www.ferc.gov/docs-filing/eregistration.asp
Click eRegister

Create your FERC online account. You can use any of your email addresses. This will be the email address FERC will send their notices to.

Be sure to select “Next” at the bottom of this webpage. This will enable you to go to the Full Registration page so you can sign up for eSubscription. eSubscription will let you send and receive comments from FERC about any application or project they have in review.

Complete the Full Registration page and select “Next”

On this page you can skip Employer’s Name if you are a private citizen. Complete this next webpage and select “Done”.

DO NOT CLOSE your browser. A verification email will be sent to the email address you provided earlier. When the email arrives, click the link and your registration will be completed. In the verification email you will be assigned a FERC ID #. Write this number down -- you can use this ID number to log in with instead of using your email address.
How to SUBSCRIBE to Project(s)

1. Log into FERC

   Register to gain access to FERC Online applications

   ![Login and eRegister buttons]

2. Select eSubscription either from the left hand menu or link

![eSubscription link]

3. Select “Add New Subscription”

4. Type in docket number and select “Search”. Current projects for Luzerne County are:

   Atlantic Sunrise Docket# CP15-138
   PennEast Pipeline Docket# CP15-558
5. Select the BLUE PLUS sign, then Select “Subscribe”. You are now registered receive comments with FERC regarding the pipeline under review.
How to Submit a FERC comment

1. You will need to know the docket number of the project. Current projects for Luzerne County are:

   Atlantic Sunrise Docket# CP15-138  
   PennEast Pipeline Docket# CP15-558

2. Comments are limited to 6,000 characters. Please compose your comment prior to going to FERC comment page and save it. FERC comment page will time out after 35 minutes.


4. Click on eCOMMENT

4. Enter information: you name/address, email etc. Then click Authorize. FERC will send you an email with a link to the comment system.

5. When you receive the email, click the link – it may take a few minutes

6. Scroll down and enter the docket# and click SEARCH

7. The project will appear, click the PLUS sign under SELECT

8. Scroll down a little and enter your comment, then click send comment
9. If you do not wish to register or submit your comment electronically, you may send your comments via US Postal Mail.

INCLUDE:

- Your name
- Address
- Project Name
- Docket Number

Mail to:

Kimberly D. Bose, Secretary
Federal Energy Regulatory Commission
888 First Street, NE
Washington, DC 20426
How to Register as an Intervenor

1. After registering to FERC and logging on, choose **eFiling** from the blue menu on the right.

2. Select the Options: General, Intervention and (doc-less) Motion to Intervene.
3. Enter the docket number and click Next

Current projects for Luzerne County are:

Atlantic Sunrise Docket# CP15-138
PennEast Pipeline Docket# CP15-558

4. Select BLUE PLUS sign by clicking onto it
5. Click NEXT on this screen (DO NOT CLICK RED X).

6. Write a simple description of why you are entitled to be an intervenor and click Next.
7. On this next screen, choose “As An Individual”

The above screen will change to this, click Next
8. Enter your email in the field, and click “Add as Signer”

9. Screen will change to this, click Next:
10. Submission Description now comes up. Click Next

11. Click Submit to finalize.

You will receive two emails: one, an acceptance of your registration as Intervenor, and the other a receipt for the submission. Print them out and keep them for your records.