

# Make Your Voice Heard!

## A Guide to Submitting Public Comments to the North Carolina Utilities Commission's Online Portal

Submitting comments online can be confusing! Follow the steps below to make sure your comment is received.

If you don't have a PDF, you can submit your comment at:

<https://www.ncuc.gov/contactus.html>

The form needs your name, email address, the docket number, and your comment.

If you have a PDF to file, first make an account with NCUC's online e-file system here: <https://starw1.ncuc.gov/NCUC/page/NCIDLogin/portal.aspx>

Once logged in, click "File Online" and from this page, click "Submit Electronic Filing".

On the page marked "Select Filing Type View", select "STATPOSN" (Consumer Statement of Position tag) and click "Submit".

Enter a brief description and synopsis of your testimony (example) and click "Next".

On "Selected Entities View", choose your appropriate Duke Energy provider. "Duke Energy Progress" is entity number E-2 and "Duke Energy Carolinas" is entity number E-7. Select the right company and click "Submit".

On the next page ("Related Dockets"), type in the search bar the exact docket number you're looking for (ex: E-2 Sub 1318). You may see a docket number with a "CS" at the end -- this is the same!

Click on the highlighted docket number in blue and click "submit". Then, enter your name and phone number on the Contact Information page.

You can now upload the file with your written comment. Make sure that you click the "Add File" button after you select the PDF from your computer to upload.

Click "Submit" and make sure to click "Finalize Submission" on the next screen. You should receive an email in 1-2 business days noting that your submission has been approved.

Have questions? Email us at [info@nclcv.org](mailto:info@nclcv.org)!

