



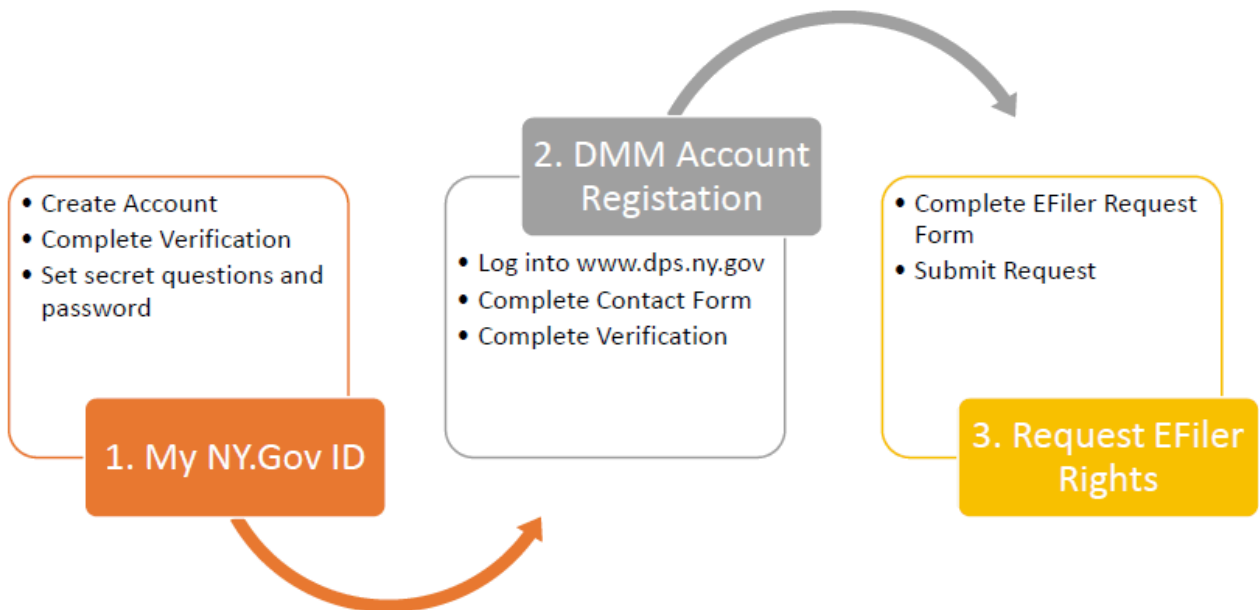
Electronic Filing Registration Instructions

The Office of Renewable Siting (ORES) will be using the Department of Public Service (DPS) Document and Matter Management (DMM) system to track projects. Please follow the instructions on the DMM system to submit your documents electronically.

See the ORES web page for additional information: www.ores.ny.gov.

- Regulations
- Resources
- Events

Initial Steps:



You must have an My NY.gov ID account and be registered with the Department of Public Service to make electronic filings using the Document and Matter Management (DMM) System. See the **DMM Registration User Manual (pdf)** for step-by-step instructions on creating an account, registering and requesting Efiler rights.



Step 1 – Create a user account

You must obtain a NYS Directory Services User Account by using the [registration page](#).

If you have a User ID, proceed to Steps 2 & 3 below.

Step 2 – Register with DMM information

Once you have completed Step 1 above and have your MY NY.gov ID, Navigate to www.dps.ny.gov > click on Login > click on **Login with your NYS DPS Account**. Complete DMM Registration form.

- [I forgot my username](#)
 - [Recover/Reset your password](#)
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Step 3 – Request Efiler Rights

Once you get your NY State Directory Services User ID, complete the **Contact Form** on the E-Filing Registration page.

Note: This form should be used for updating Company User information so they will be able to file on behalf of the Company.

Finish – Wait for e-mail confirmation

After review of your contact information, we will send you an e-mail approving your registration.



As a Registered User of the Document and Matter Management (DMM) system you can:

Manage Subscriptions

Service Lists – By subscribing to a service list for a matter, an email notification will be sent to you when a filing and/or issuance is entered in the matter.

Party List – Generally, parties are determined pursuant to 19 NYCRR §900-8.5 and commit to contribute to the development of a complete record in a proceeding by conducting discovery, submitting testimony, briefs, or other formal written comments, and/or participating in evidentiary hearings, procedural conferences and other formal events conducted in the matter.

Manage Favorite Searches

Set up and save your favorite search criteria. Once saved, you can re-use the search so that you can quickly and easily find matters or documents in the files.

Comment on Matters

Conveniently post your opinions regarding matters before the ORES.

Update Contact Information

Update your contact information such as address, email, etc.

For questions or help with the Section 94-c regulatory process, please e-mail: general@ores.ny.gov.

For technical questions or help with DMM, please e-mail: dmm@dps.ny.gov.
