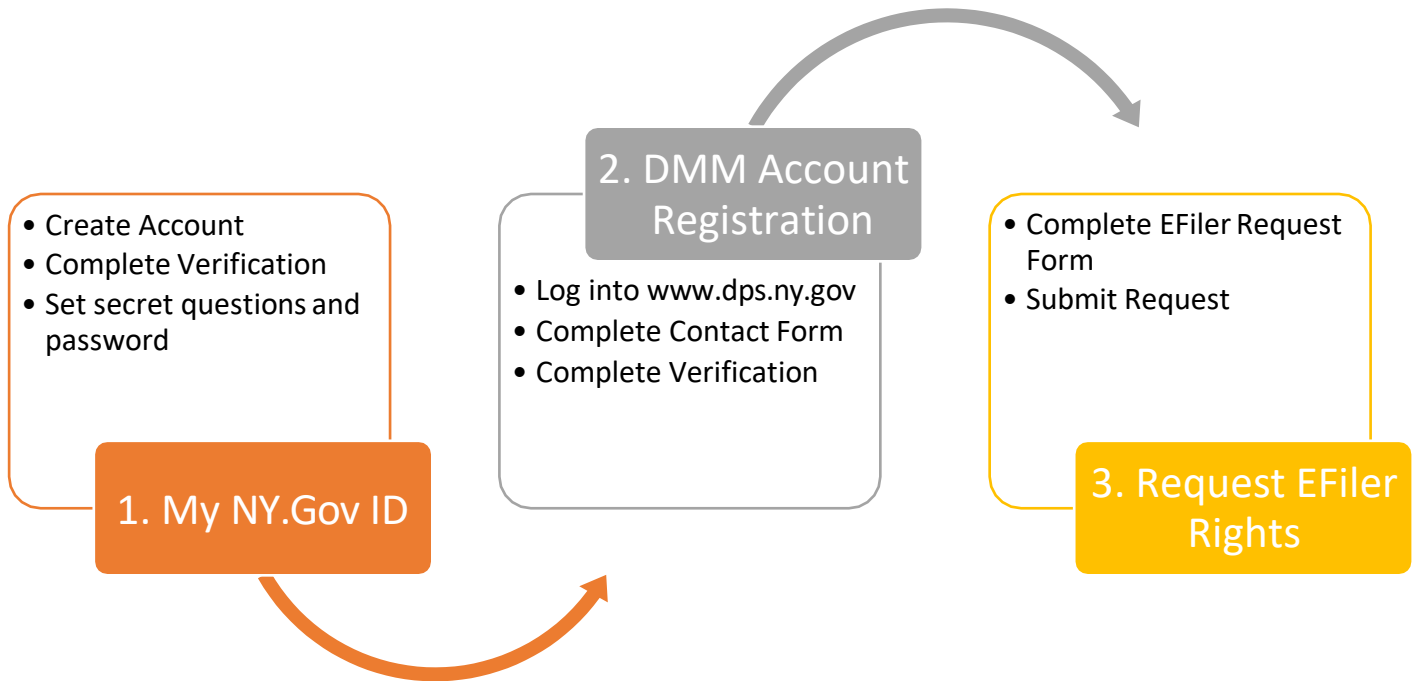


# Document & Matter Management Registration & Efiler Rights Request



This is the process used to establish your identity and your role as a filer on behalf of yourself or your organization. There are three steps to the registration process.

## Step 1: My NY.Gov ID - Account Creation

Complete the following steps to create a new My NY.Gov ID account. Skip to Step 2 if you already have an account.

**Authentication:** DPS is using the statewide [My NY.gov ID](#) Directory Services which allows users to create one account to access multiple systems within New York State Government. It also provides certain functions, such as password changes and resets, as well as delegated administration of accounts. Click here to learn more about [My NY.gov ID](#)

1. Open <https://my.ny.gov/SelfRegV3/selfreg.xhtml>

2. Complete Self Registration form and Check the I'm not a Robot option

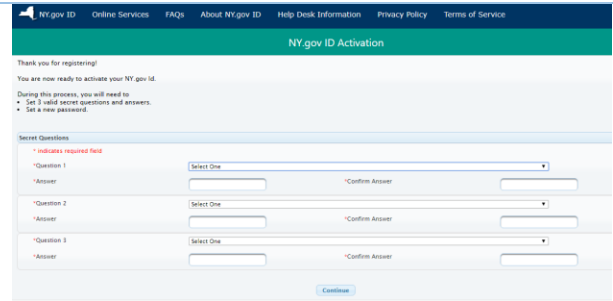
3. Click on the **Create Account**

4. Once you have verified that the information is correct, click on **Continue** to create account

5. Click on FINISH after reading the instructions provided

6. **Complete Verification** steps by logging into your email and completed the steps outlined in the emails from MY Ny.gov ID

7. Complete the Activation process by select 3 Secret Questions and Answers and click **Continue**



8. Click on **Continue** to navigate to the Password Setting screen

9. Enter a **new password** and click on set **password**

10. Click on **Continue** once the password has been confirmed

### Step 2: DMM Account Registration

11. Once you have completed the My NY.gov ID account creation and verification, **navigate to [www.dps.ny.gov](http://www.dps.ny.gov)**

12. Click on **Login**

13. Click on **Login with your [NYS DPS Account](#)**



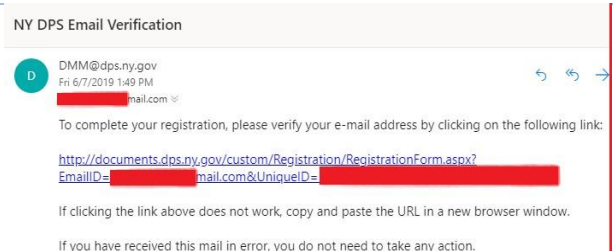
14. If prompted, enter your **username** and **password**

15. Once you have logged in the system enter your **Email Address** and click on **Confirm**

The system will send you an email to complete your DMM Registration process



16. **Complete Verification** step by logging into your email and completed the steps outlined in the NY DPS Email Verification notification from [dmm@dps.ny.gov](mailto:dmm@dps.ny.gov).



17. After clicking on the link, you maybe prompted for your username and password. Enter your credentials and complete the User Registration

### 18. User Information

- Existing Contact Record: If you have previous interacted with the Department and we have a contact record for you in the system your will be presented with the record to associate your account. You may select the record move on to the next step



- **New Contact Record:** If we do not have a record of your email address you will not see a listing of contact records.
  - (1) click on **Click here to Register**
  - (2) complete all **User Registration Form** required fields
  - (3) click on **Register**

**User Registration**

Please fill in the information below to register.

Prefix:

• First Name:

Middle Name:

• Last Name:

Suffix:

Title:

Company:

• Mailing Address:

• City:

• State:

• Zip Code:

• Country:

Phone No:  Extn:

Fax No:

• Email Id:

19. Once you have completed the User registration form you will be navigated to the **Document and Matter Management – Registered User Home** page which allows you to **Manage Subscriptions and Favorite Searches, Comment on Matters, update Contact information and Submit E-Filing Registration Request form**

Note: Additional options will become available once your request for e-filing rights have been processed

**Step 3: Request Efiler Rights**

20. Click of the E-Filing Registration Request form, you would be provided with the link to the contact form which is used to request E-Filing (e-Filing, ESCO Rate, EEPS) rights with the Department of Public Service.
21. This form can also be used to request new Companies be added to your profile

Note: You will use this form anytime you need additional companies added to your list. Request to **REMOVE** companies you no longer represent should be sent to [secretary@dps.ny.gov](mailto:secretary@dps.ny.gov)

**Account and Contact Information Sheet**

The form will be auto populated with your account information. Use this form to provide the Representing Organization and select the proper Filing Rights being requested.

**E-Filing Registration**

Account and Contact Information Sheet

User ID:	ibhandari
Name of Person:	Neha Bhandari
Title:	
Company/Organization:	
Mailing Address:	114 Essex Circle Guilderland NY United States 12084
e-mail address:	neha.bhandari@dps.ny.gov
Telephone Number:	
Fax Number (if used):	
Representing Organization(s) (typically used by law firms):	all   Remove
Additional companies which are not currently listed in system:	

E-Filer: Ability to submit Electronic Filings to the Secretary, Judges and Commission  
 Rates Filer: Ability to enter Energy Rate Pricing Information for display in Power to Choose  
 EEPS Filer: Ability for Energy Efficiency Program providers (EEPS) to file and submit EEPS reports

**Electronic Service and Waiver 3.0 - Global Consent in All Cases/Matters**

As duly authorized by the Participant identified above that I represent, I knowingly waive on behalf of that Participant any right under PSL A§23(1) to be served personally or by regular mail with Commission orders that affect that Participant and will receive all orders by electronic means in all cases where I participate. If participating individually, I knowingly waive any PSL A§23(1) right to service of orders personally or by regular mail, and will receive all orders by electronic means in all cases where I participate. This consent remains in effect until revoked.  
 Note: Due to the design of our system, this consent attaches to the individual named here and not to the party that may be represented by that individual. Therefore, individuals who represent multiple parties should be aware that a global consent will affect all matters in which they appear on behalf of any party.

## 22. Representing Organization –

- Click on **ADD**
- in the pop up enter the **company/organization** and click on **search**. You may use the **Industry Type** to help narrow down the result set
- Companies matching the search criteria will appear in the Companies section
- Select one or more companies which you are authorized to represent.

Note: If the company you represent is not returned, click on **Close**. Once back on the request form, enter the full company name and address in the **Additional Company** text box

Companies/Organizations	Industry Type
<input type="checkbox"/> 1 800 Collect, Inc.	Communication
<input type="checkbox"/> 1 Beekman Pl O.C.	Miscellaneous
<input type="checkbox"/> 1 Com, Inc.	Communication
<input type="checkbox"/> 1 John Street LLC	Electric
<input type="checkbox"/> 1-800-RECONEX, Inc.	Communication

23. Select the **Filing rights** for which you are authorized to perform on behalf of the organizations you have identified

24. Click on the **submit** button to submit the request.

## Finished

Once you have submitted your request you will receive a notification listing the rights which you have been granted and the companies for which the rights apply. During business hours this process is typically completed within 30 minutes

NOTE: Accounts are intended for individual representatives as such account sharing is not allowed. Logged in user must be the owner of the account. Shared accounts will be disabled, and all rights revoked.