



PRCe360 Platform

Dashboard

Overview

User Guide

NMPRC IT DEPARTMENT



Interim Working Rules

- ▶ Working rules that outline appropriate use of the PRCe360 platform for all users and other applicable parties.
- ▶ [Interim working rules can be found here](#)

All Dockets



NEW MEXICO

**PUBLIC REGULATION
COMMISSION**



66

All Filed Documents



22

Closed Dockets



122

All Filed Documents



26

All Companies

All Companies

My Dockets

My Filings

My IPRA Requests

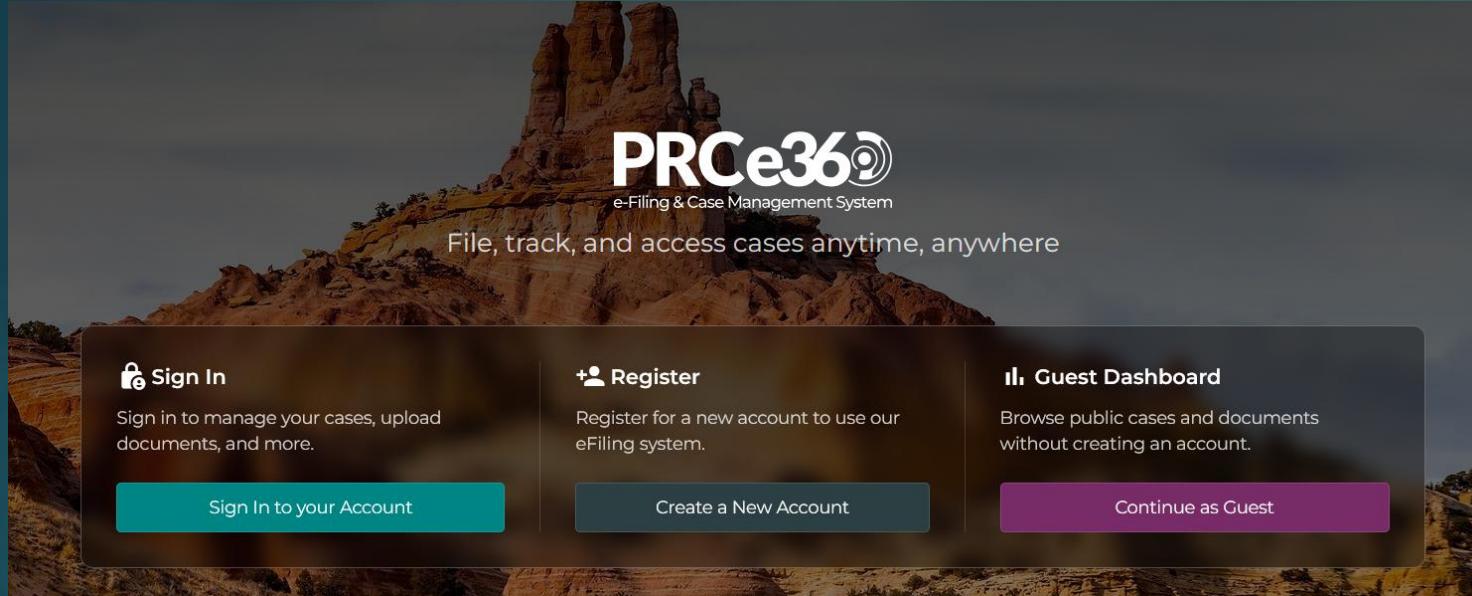
My Case Subscriptions

Advanced Search

Notifications **OVERVIEW OF KEY DASHBOARD FUNCTIONS**

Profile



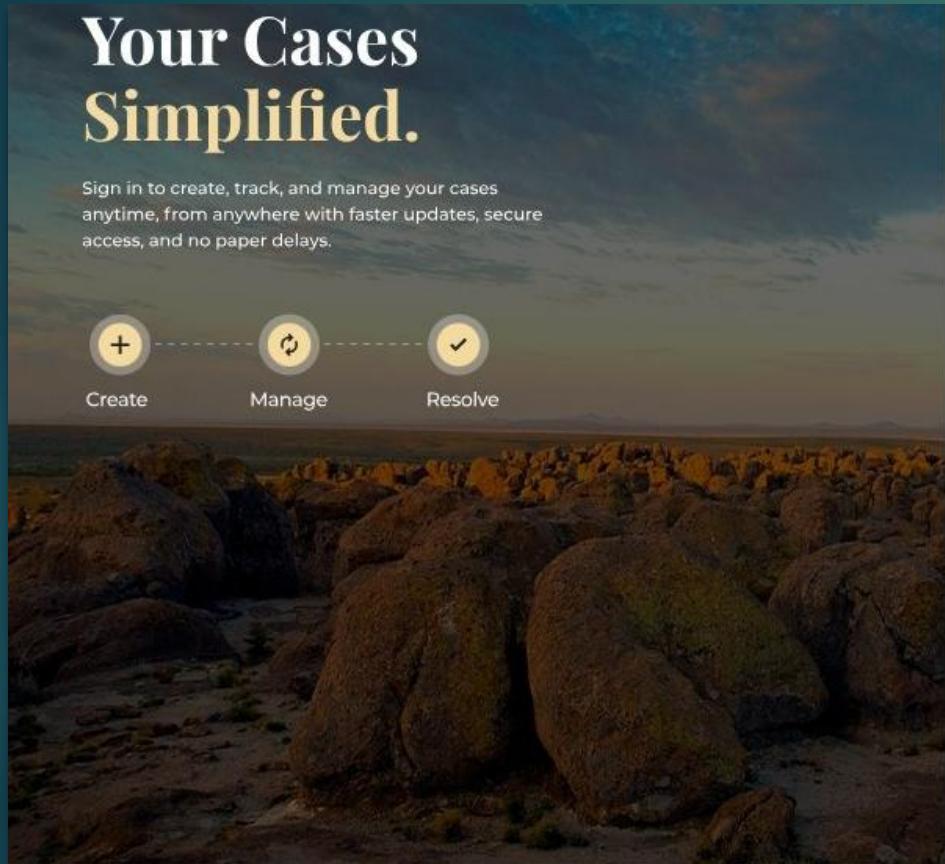


[PRCe360 Landing page](#)

Dashboard Overview

- ▶ [Navigate to PRCe360 Landing page](#)
 - ▶ Select “Sign in to your Account” button as an user with a registered user account
 - ▶ OR Click “Continue as Guest”





PRCe360
Sign in to your PRC account

Email

Password

Remember me [Forgot Password?](#)

Sign In

Dashboard Overview

- ▶ Enter in email and password you used when registering your account
- ▶ Click “Sign In”



All Dockets



NEW MEXICO

**PUBLIC REGULATION
COMMISSION**



66

All Filed Documents



22

Closed Dockets



122

All Filed Documents



26

All Companies

All Companies

My Dockets

My Filings

My IPRA Requests

My Case Subscriptions

Advanced Search

Notifications **OVERVIEW OF PRCE360 DASHBOARD**

Profile

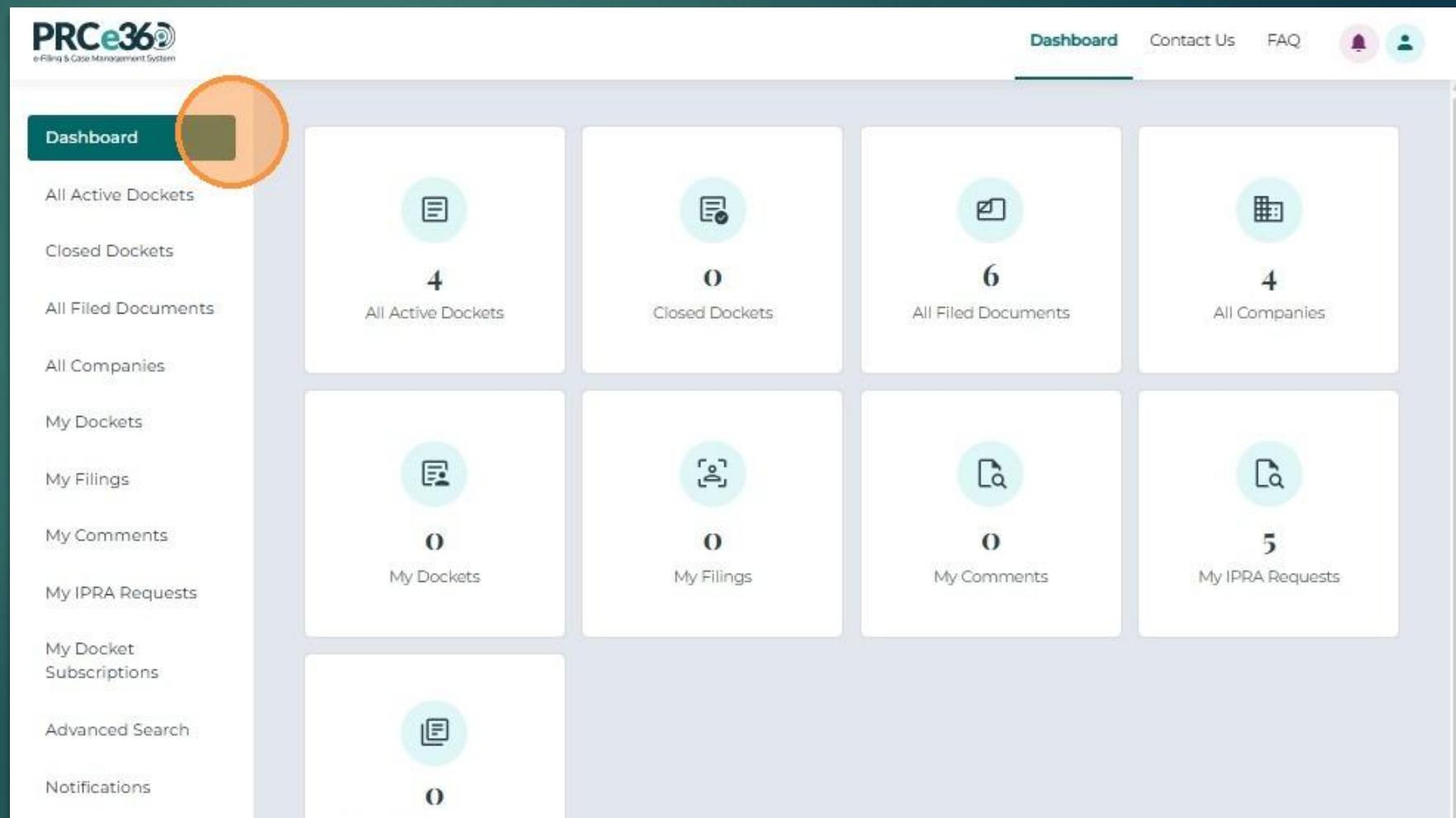


Dashboard Overview

PRCe360 Home Page

Once logged into system portal, the system automatically redirect to the **Dashboard**

The **Dashboard** displays key activity summaries — dockets, filings, companies, and user actions.



The screenshot shows the PRCe360 e-Filing & Case Management System dashboard. The top navigation bar includes 'Dashboard' (which is underlined in green), 'Contact Us', 'FAQ', and user icons for notifications and profile. The left sidebar lists navigation links: Dashboard (highlighted with an orange circle), All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search, and Notifications. The main content area is divided into four rows of four cards each. Each card has a blue circular icon with a white symbol and a numerical count. The counts are: Row 1: 4 (All Active Dockets), 0 (Closed Dockets), 6 (All Filed Documents), 4 (All Companies). Row 2: 0 (My Dockets), 0 (My Filings), 0 (My Comments), 5 (My IPRA Requests). Row 3: 0 (Notifications).

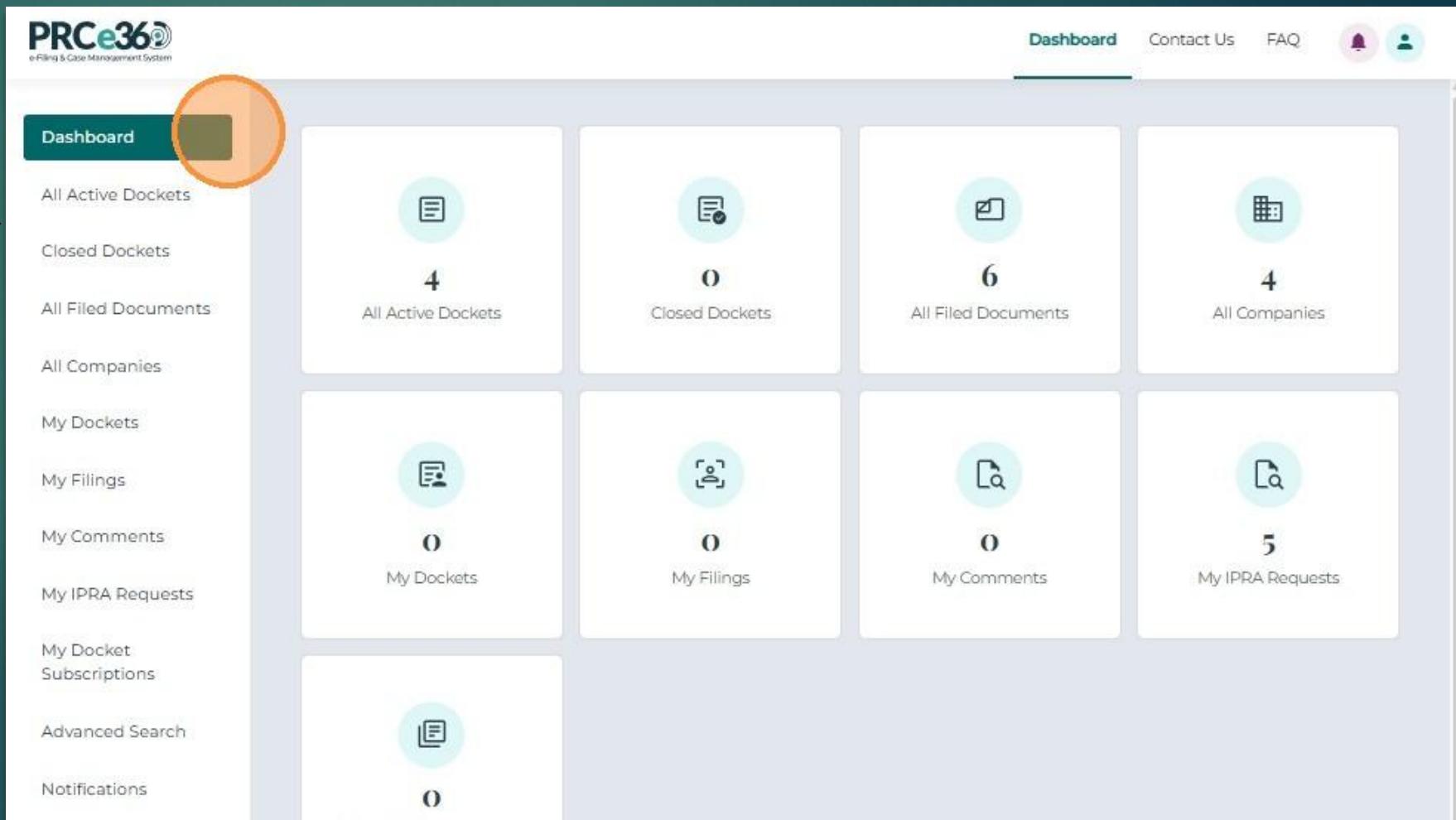
Category	Count
All Active Dockets	4
Closed Dockets	0
All Filed Documents	6
All Companies	4
My Dockets	0
My Filings	0
My Comments	0
My IPRA Requests	5
Notifications	0

Dashboard Overview Sidebar Navigation

Each section opens in a new view and provides search and filter tools to help you find the information you need quickly

Use the left-side navigation panel to move between dashboard sections:

- **Dashboard**
- **All Dockets**
- **Closed Dockets**
- **All Filed Documents**
- **All Companies**
- **Notifications**
- **Profile**

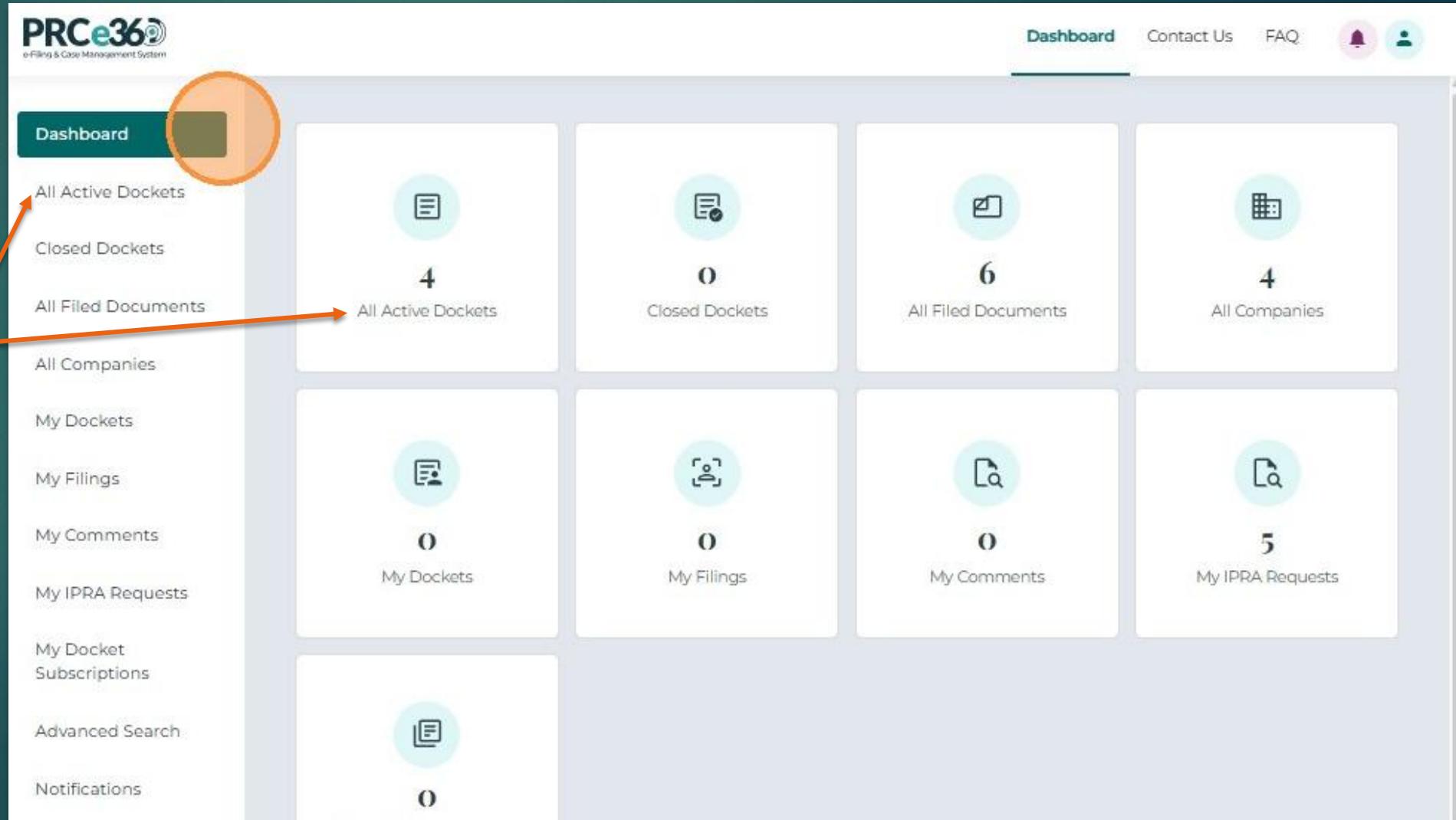


The screenshot shows the PRCe360 dashboard. The sidebar on the left lists navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search, and Notifications. The 'Dashboard' option is highlighted with a green bar. The main content area displays eight cards with icons and counts: All Active Dockets (4), Closed Dockets (0), All Filed Documents (6), All Companies (4), My Dockets (0), My Filings (0), My Comments (0), and My IPRA Requests (5). The top right of the dashboard includes links for Dashboard, Contact Us, FAQ, and user icons.

Section	Count	Icon
All Active Dockets	4	document
Closed Dockets	0	document
All Filed Documents	6	document
All Companies	4	document
My Dockets	0	document
My Filings	0	document
My Comments	0	document
My IPRA Requests	5	document

Dashboard Overview Active Dockets

View all public **Active Dockets** in the system with search and filter options

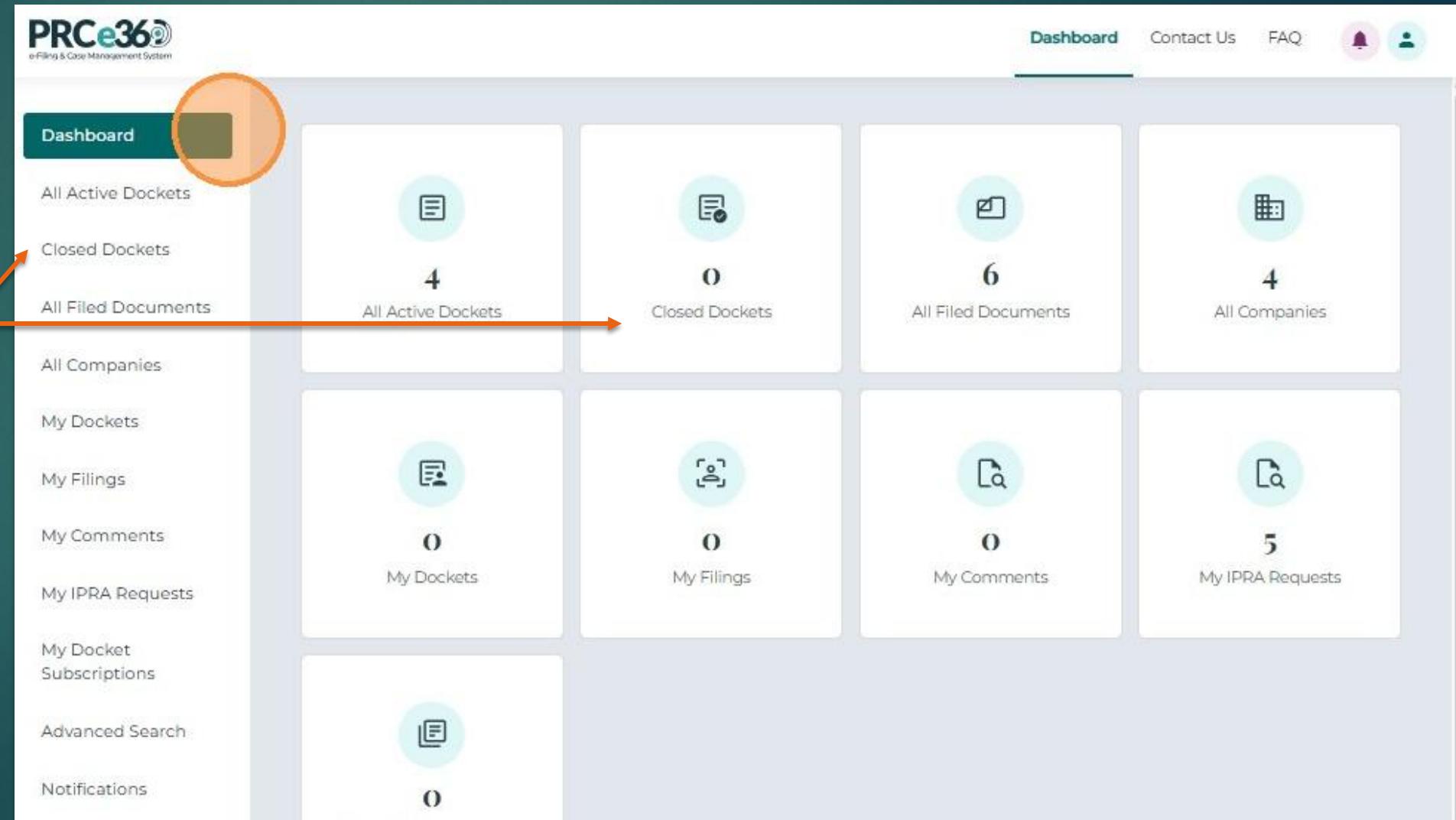


The screenshot shows the PRCe360 e-Filing & Case Management System dashboard. The top navigation bar includes the logo, 'Dashboard', 'Contact Us', 'FAQ', and user icons for notifications and profile. The main content area is titled 'Dashboard Overview Active Dockets'. On the left, a sidebar lists navigation links: 'All Active Dockets' (highlighted with an orange circle and arrow), 'Closed Dockets', 'All Filed Documents', 'All Companies', 'My Dockets', 'My Filings', 'My Comments', 'My IPRA Requests', 'My Docket Subscriptions', 'Advanced Search', and 'Notifications'. The main area displays a grid of eight cards with the following data:

Category	Count	Icon	Description
All Active Dockets	4	document	All Active Dockets
Closed Dockets	0	document	Closed Dockets
All Filed Documents	6	document	All Filed Documents
All Companies	4	document	All Companies
My Dockets	0	document	My Dockets
My Filings	0	person	My Filings
My Comments	0	comment	My Comments
My IPRA Requests	5	document	My IPRA Requests

Dashboard Overview Closed Dockets

View dockets that
have been marked
as closed or resolved.



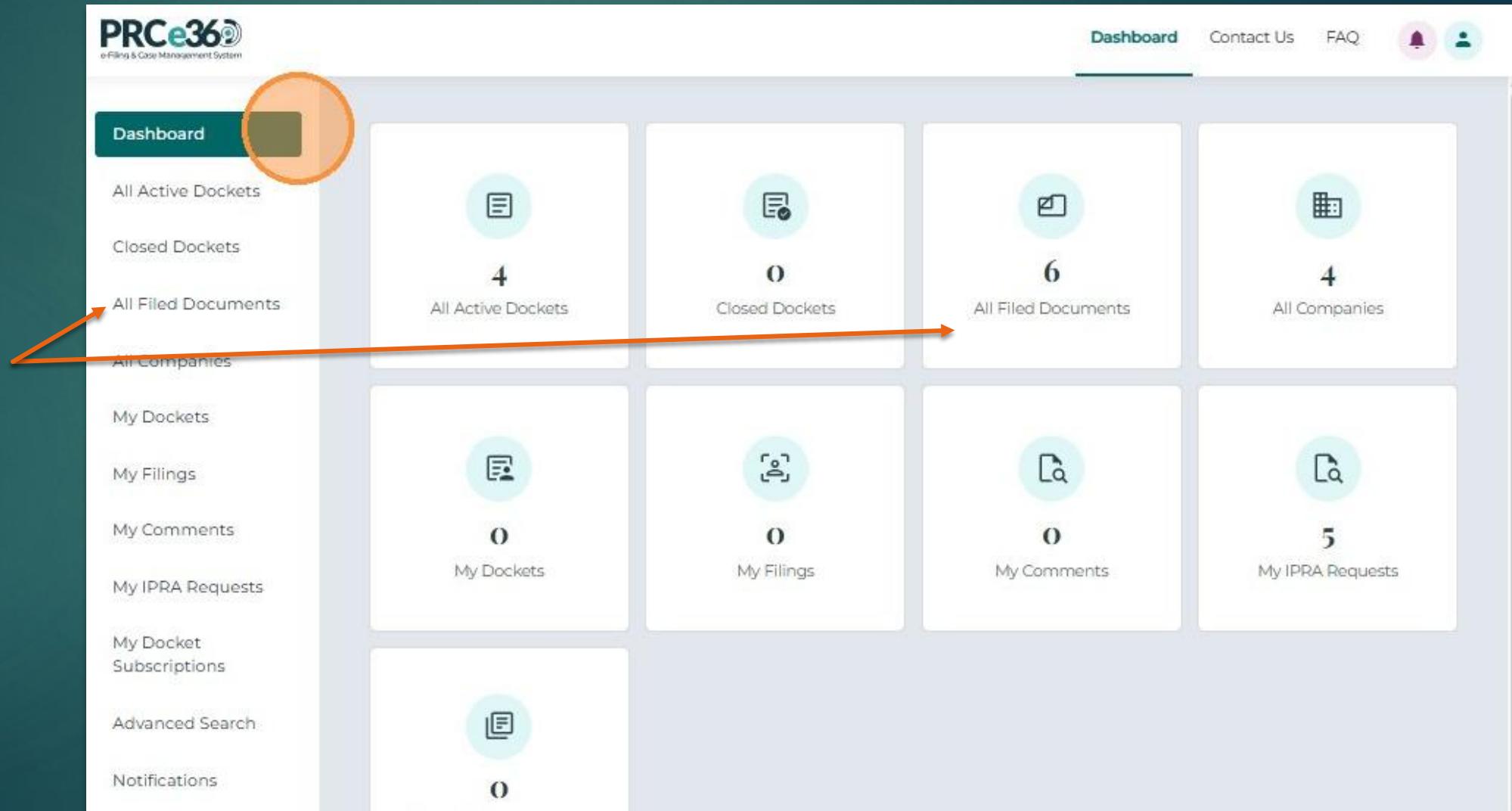
The screenshot shows the PRCe360 e-Filing & Case Management System dashboard. The top navigation bar includes the logo, 'Dashboard', 'Contact Us', 'FAQ', and user icons for notifications and profile. The main content area is titled 'Dashboard Overview' with a sub-section 'Closed Dockets'. On the left, a sidebar lists navigation links: 'All Active Dockets', 'Closed Dockets' (circled in orange), 'All Filed Documents', 'All Companies', 'My Dockets', 'My Filings', 'My Comments', 'My IPRA Requests', 'My Docket Subscriptions', 'Advanced Search', and 'Notifications'. The 'Closed Dockets' link is highlighted with an orange circle and an orange arrow points to the 'Closed Dockets' section in the main grid. The main grid displays eight data cards: 'All Active Dockets' (4), 'Closed Dockets' (0), 'All Filed Documents' (6), 'All Companies' (4), 'My Dockets' (0), 'My Filings' (0), 'My Comments' (0), and 'My IPRA Requests' (5). Each card features a blue circular icon with a white icon representing the data type.

Category	Count	Icon	Description
All Active Dockets	4	Document icon	All Active Dockets
Closed Dockets	0	Document icon	Closed Dockets
All Filed Documents	6	Document icon	All Filed Documents
All Companies	4	Document icon	All Companies
My Dockets	0	Document icon	My Dockets
My Filings	0	Document icon	My Filings
My Comments	0	Document icon	My Comments
My IPRA Requests	5	Document icon	My IPRA Requests

Dashboard Overview

All Filed Documents

View all publicly
Filed Documents
submitted to the
Commission.



PRCe360
e-Filing & Case Management System

Dashboard

All Active Dockets: 4

Closed Dockets: 0

All Filed Documents: 6

All Companies: 4

My Dockets: 0

My Filings: 0

My Comments: 0

My IPRA Requests: 5

My Docket Subscriptions: 0

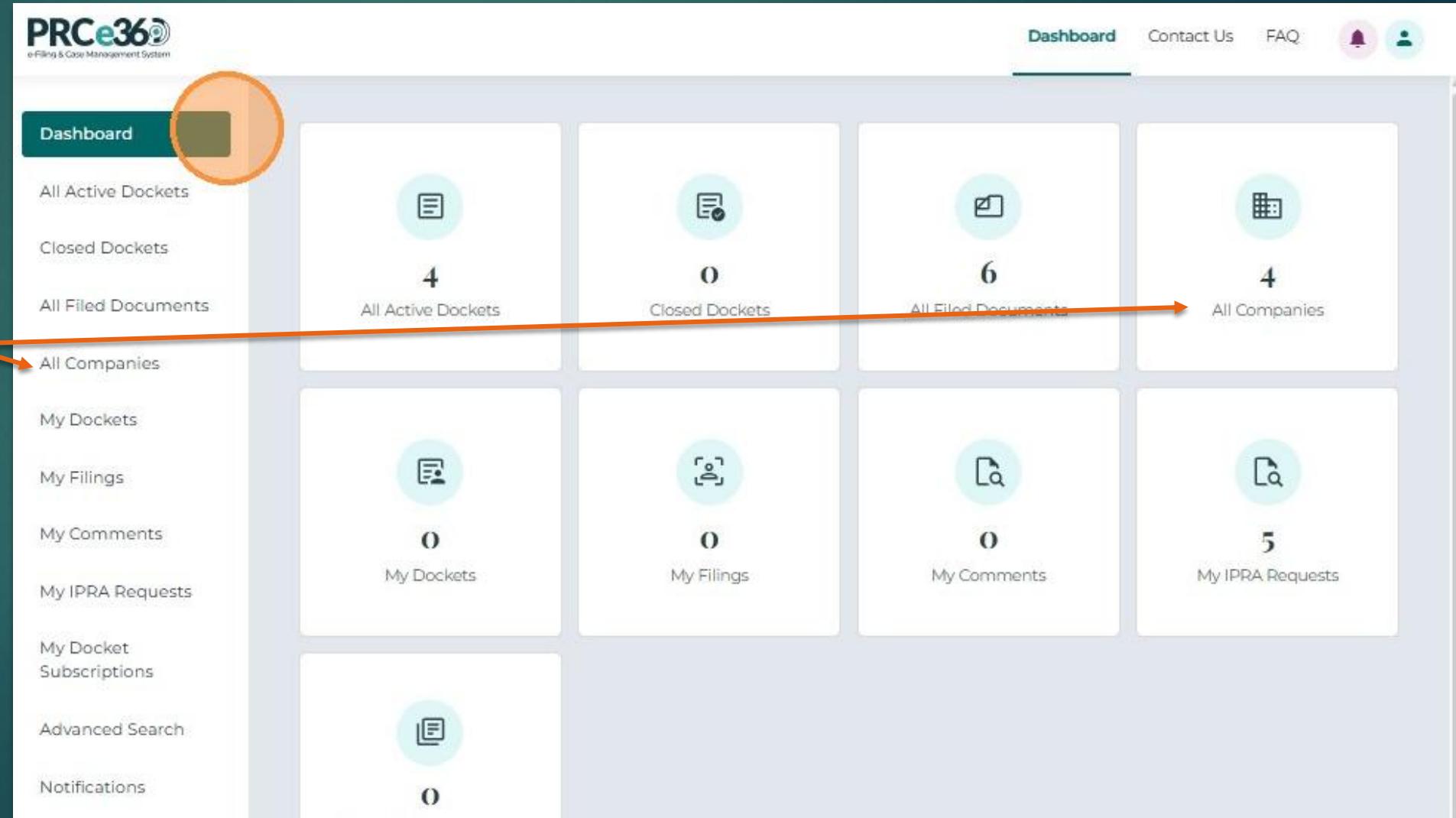
Advanced Search: 0

Notifications: 0

Dashboard Contact Us FAQ

Dashboard Overview All Companies

View a list of **All Companies** registered within the system.

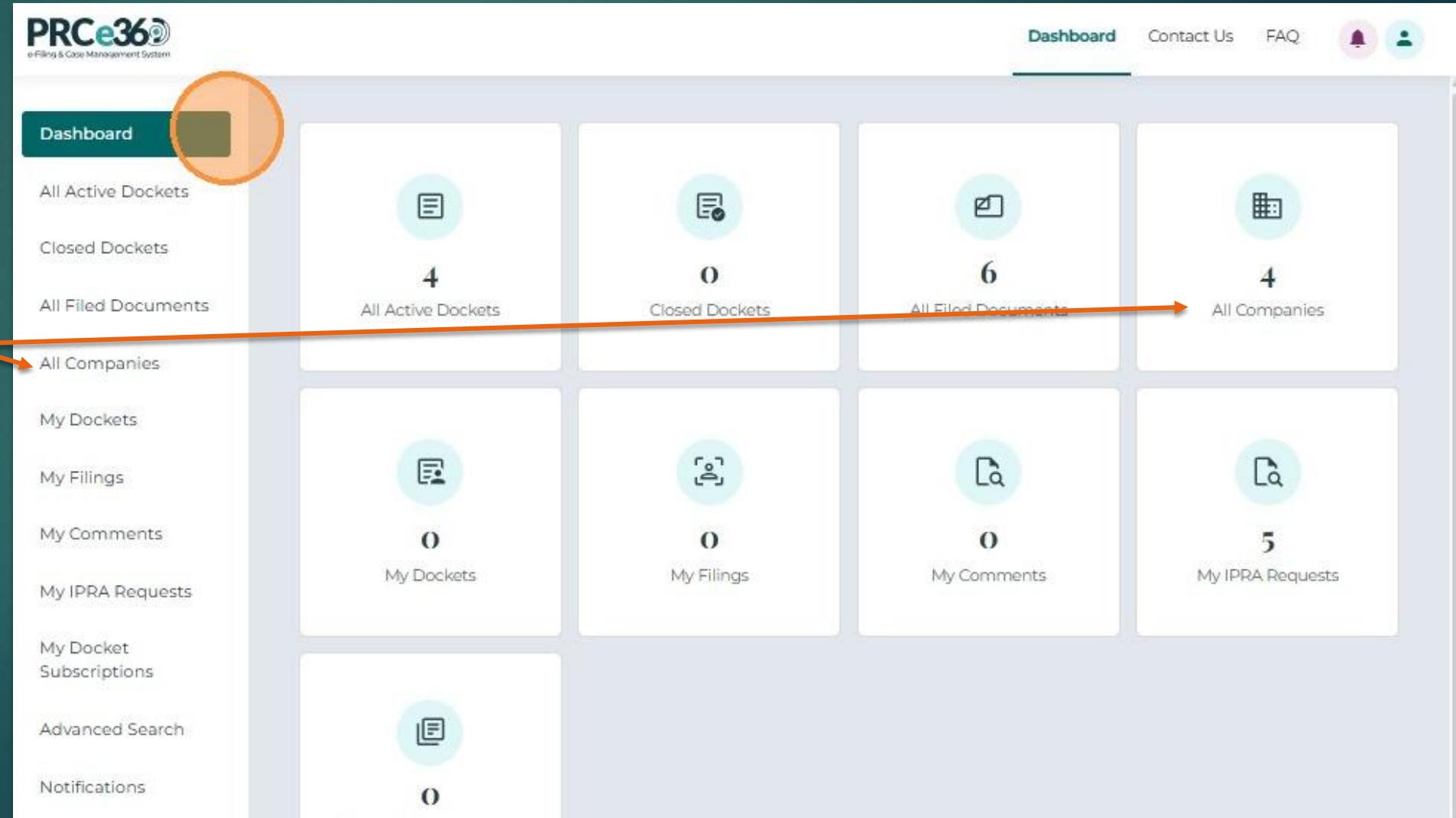


The screenshot shows the PRCe360 e-Filing & Case Management System dashboard. The top navigation bar includes the logo, 'Dashboard', 'Contact Us', 'FAQ', and user icons for notifications and profile. The main content area is titled 'Dashboard Overview All Companies'. On the left, a sidebar lists navigation links: Dashboard (highlighted with an orange circle), All Active Dockets, Closed Dockets, All Filed Documents, All Companies (highlighted with an orange arrow), My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search, and Notifications. The main area displays eight data cards in a 2x4 grid:

Category	Count	Icon	Description
All Active Dockets	4	document	All Active Dockets
Closed Dockets	0	document	Closed Dockets
All Filed Documents	6	document	All Filed Documents
All Companies	4	document	All Companies
My Dockets	0	document	My Dockets
My Filings	0	person	My Filings
My Comments	0	comment	My Comments
My IPRA Requests	5	document	My IPRA Requests

Dashboard Overview All Companies

View a list of **All Companies** registered within the system.



The screenshot shows the PRCe360 e-Filing & Case Management System dashboard. The top navigation bar includes the logo, 'Dashboard', 'Contact Us', 'FAQ', and user icons for notifications and profile. The main content area is titled 'Dashboard Overview All Companies'. On the left, a sidebar lists navigation links: Dashboard (highlighted with an orange circle), All Active Dockets, Closed Dockets, All Filed Documents, All Companies (highlighted with an orange arrow), My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search, and Notifications. The main area displays eight data cards in a 2x4 grid:

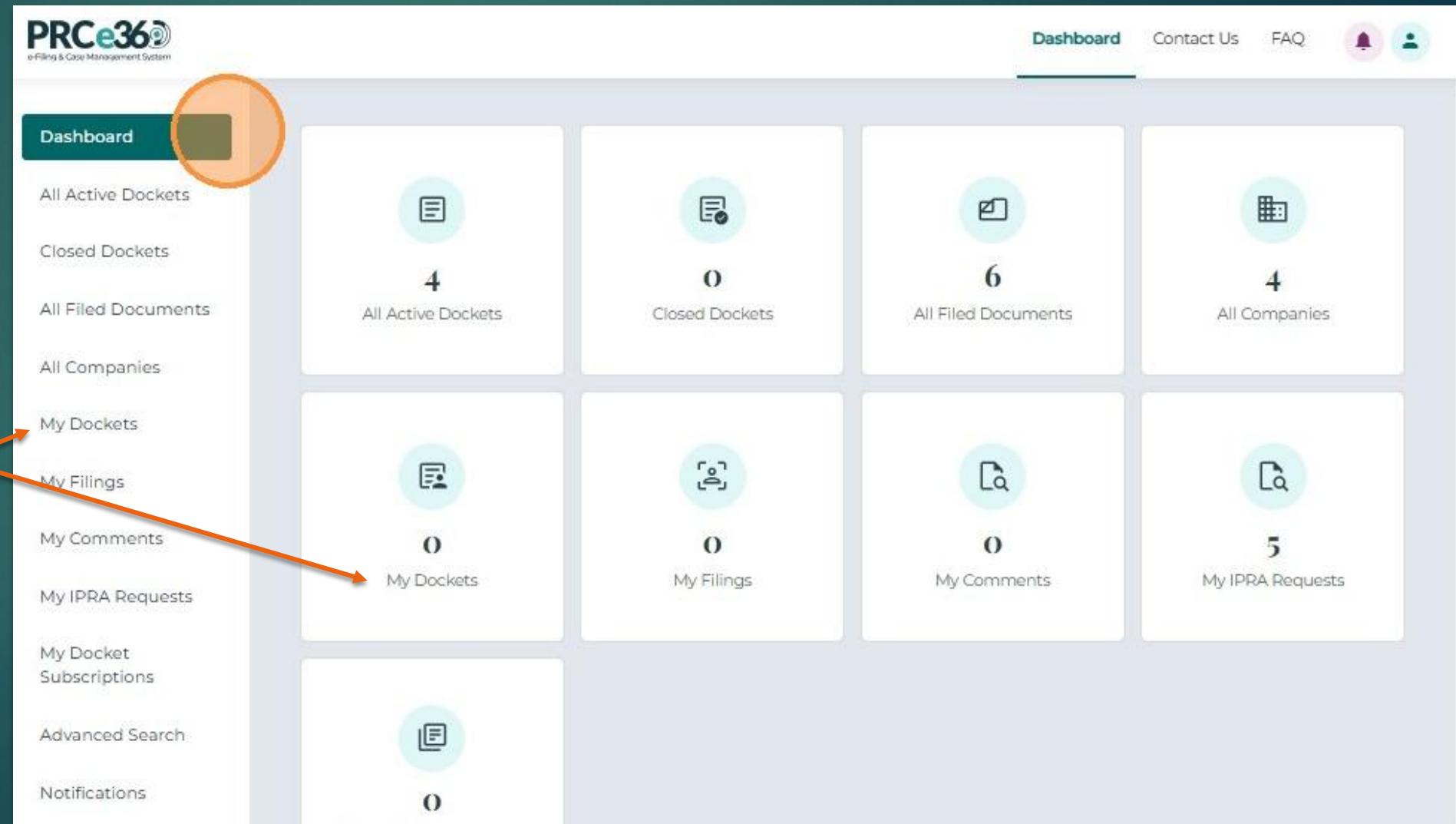
Category	Count	Icon	Description
All Active Dockets	4	document	All Active Dockets
Closed Dockets	0	document	Closed Dockets
All Filed Documents	6	document	All Filed Documents
All Companies	4	document	All Companies
My Dockets	0	document	My Dockets
My Filings	0	person	My Filings
My Comments	0	comment	My Comments
My IPRA Requests	5	document	My IPRA Requests

Dashboard Overview

My Dockets

My Dockets

- Tier 1 – Shows formal complaints and filings submitted by you.
- Tier 2 – Shows all dockets you have created or filed into.



The screenshot shows the PRCe360 e-Filing & Case Management System dashboard. A green bar at the top has 'Dashboard' highlighted. The main area is titled 'My Dockets' with an orange circle and arrow pointing to it. The dashboard is divided into four sections: 'All Active Dockets' (4), 'Closed Dockets' (0), 'All Filed Documents' (6), and 'All Companies' (4). Below these are 'My Dockets' (0), 'My Filings' (0), 'My Comments' (0), and 'My IPRA Requests' (5). Other sections include 'My Docket Subscriptions' (0), 'Advanced Search' (0), and 'Notifications' (0). The top right has 'Dashboard', 'Contact Us', 'FAQ', and user icons.

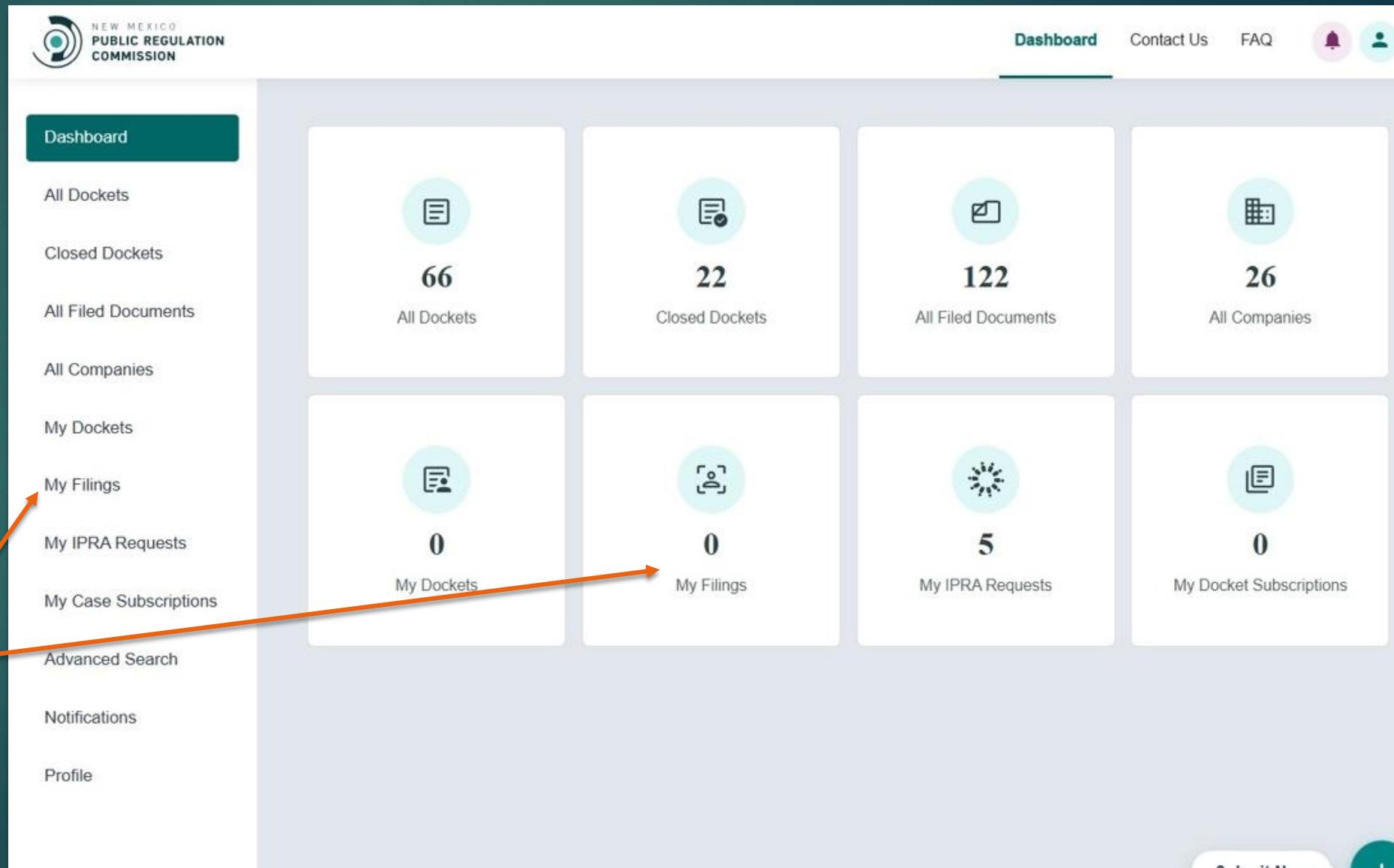
Category	Count
All Active Dockets	4
Closed Dockets	0
All Filed Documents	6
All Companies	4
My Dockets	0
My Filings	0
My Comments	0
My IPRA Requests	5
My Docket Subscriptions	0
Advanced Search	0
Notifications	0

Dashboard Overview

My Filings

Displays all **Filings** submitted by you

- Tier 1 – comments/IPRA requests;
- Tier 2 – formal filings included



The screenshot shows the 'My Filings' section of the dashboard. On the left, a sidebar lists navigation options: Dashboard, All Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings (which is highlighted in blue), My IPRA Requests, My Case Subscriptions, Advanced Search, Notifications, and Profile. On the right, a grid of cards displays various statistics:

Category	Count
All Dockets	66
Closed Dockets	22
All Filed Documents	122
All Companies	26
My Dockets	0
My Filings	0
My IPRA Requests	5
My Docket Subscriptions	0

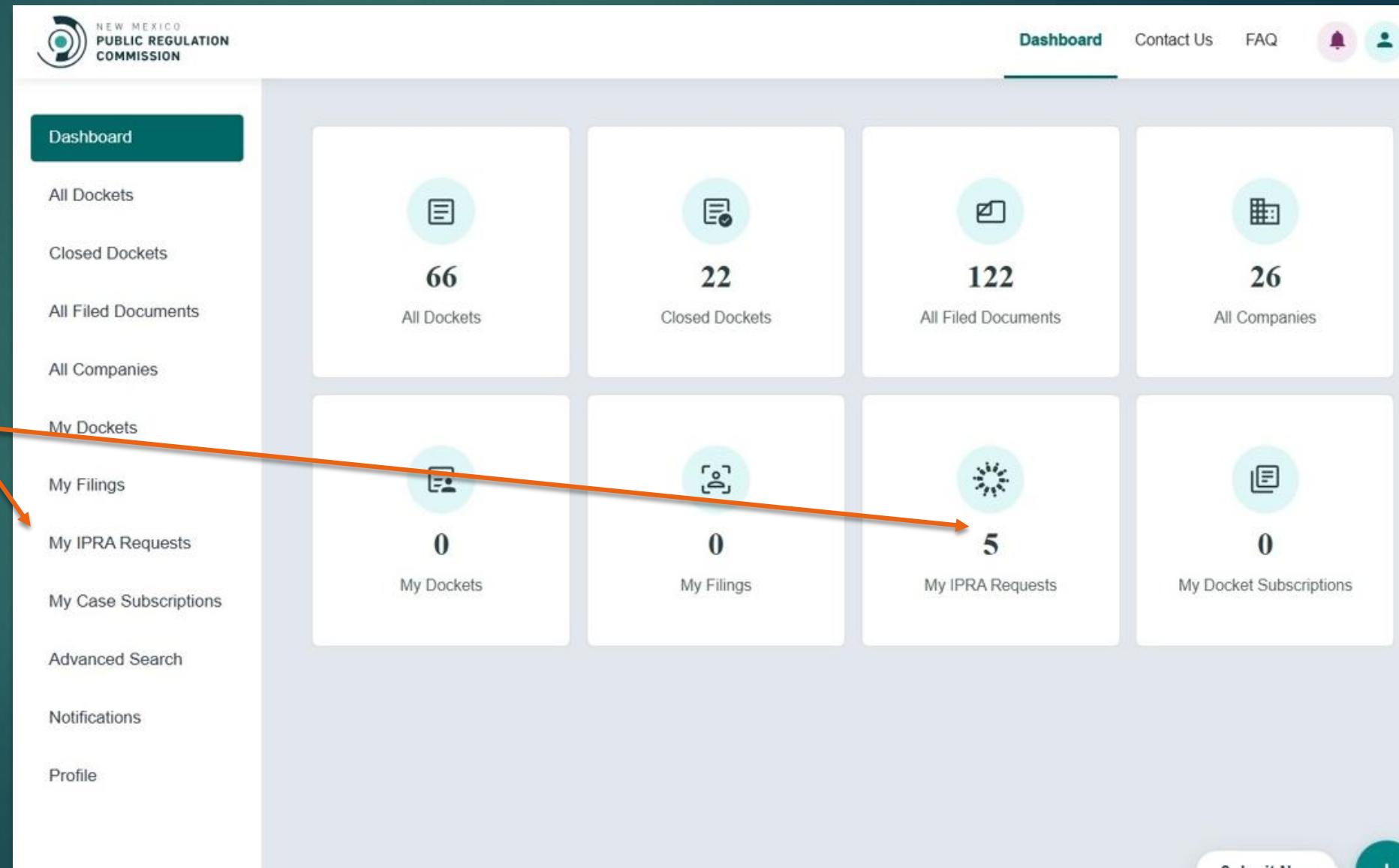
Two orange arrows point from the 'My Filings' text in the sidebar to the 'My Filings' card in the grid. The 'My Filings' card is highlighted with a blue border.

Dashboard Overview

IPRA Requests

IPRA Requests

- Lists **IPRA requests** you have submitted with their statuses.



The screenshot shows the New Mexico Public Regulation Commission dashboard. On the left, a sidebar lists navigation options: Dashboard, All Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My IPRA Requests, My Case Subscriptions, Advanced Search, Notifications, and Profile. A red arrow points from the 'My IPRA Requests' link in the sidebar to the 'My IPRA Requests' card on the dashboard. The dashboard features several cards with statistics: 'All Dockets' (66), 'Closed Dockets' (22), 'All Filed Documents' (122), 'All Companies' (26), 'My Dockets' (0), 'My Filings' (0), 'My IPRA Requests' (5), and 'My Docket Subscriptions' (0). The 'Dashboard' tab is highlighted in green, while 'Contact Us' and 'FAQ' are in grey. A red vertical bar is positioned on the right side of the dashboard area.

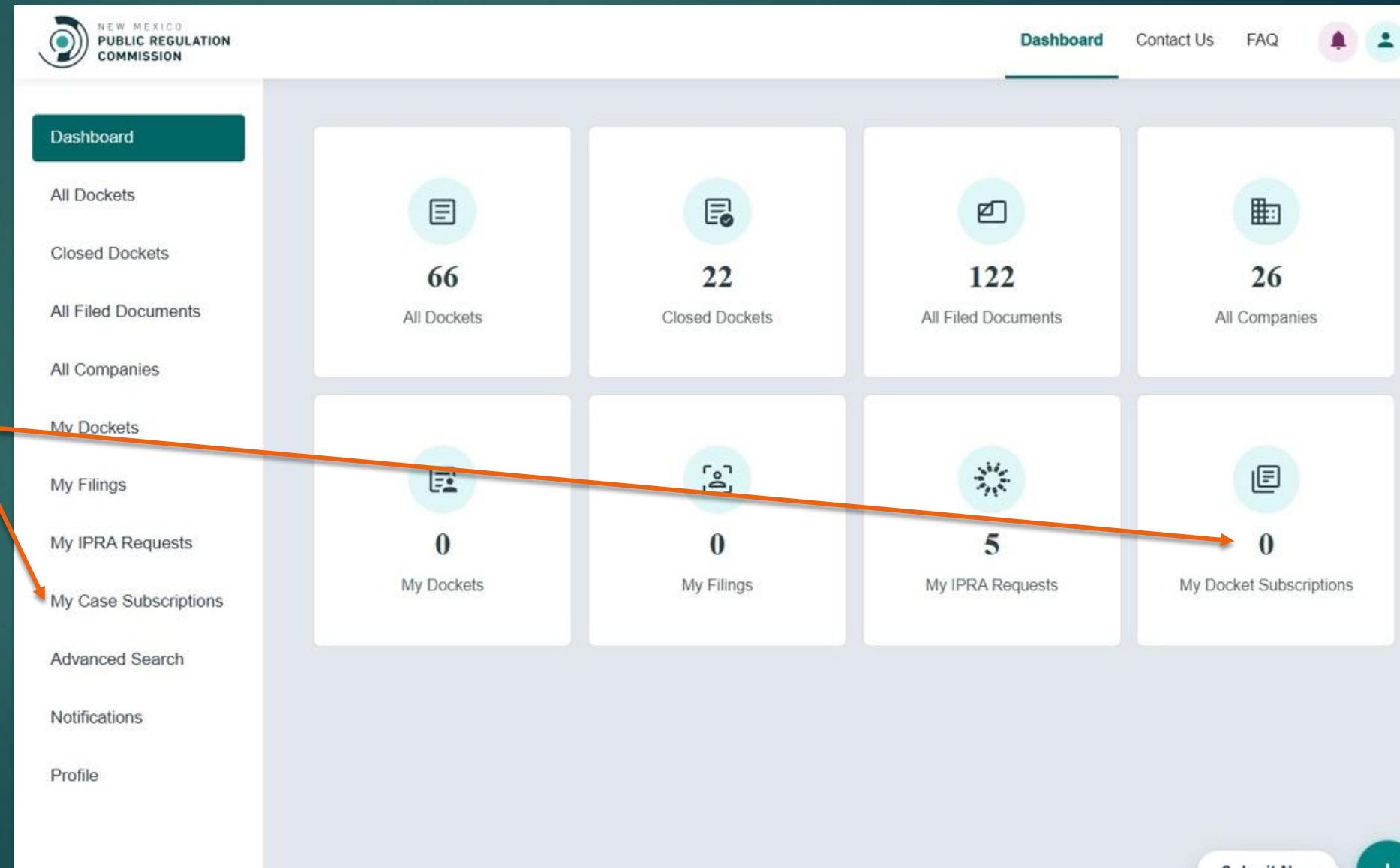
Category	Count
All Dockets	66
Closed Dockets	22
All Filed Documents	122
All Companies	26
My Dockets	0
My Filings	0
My IPRA Requests	5
My Docket Subscriptions	0

Dashboard Overview

My Docket Subscriptions

Docket Subscriptions

- Manage notifications for **Dockets** you are following.



The screenshot shows the 'My Docket Subscriptions' section of the dashboard. On the left, a sidebar lists navigation options: Dashboard, All Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My IPRA Requests, My Case Subscriptions (which is highlighted with a red triangle), Advanced Search, Notifications, and Profile. The main area displays a grid of cards with docket counts:

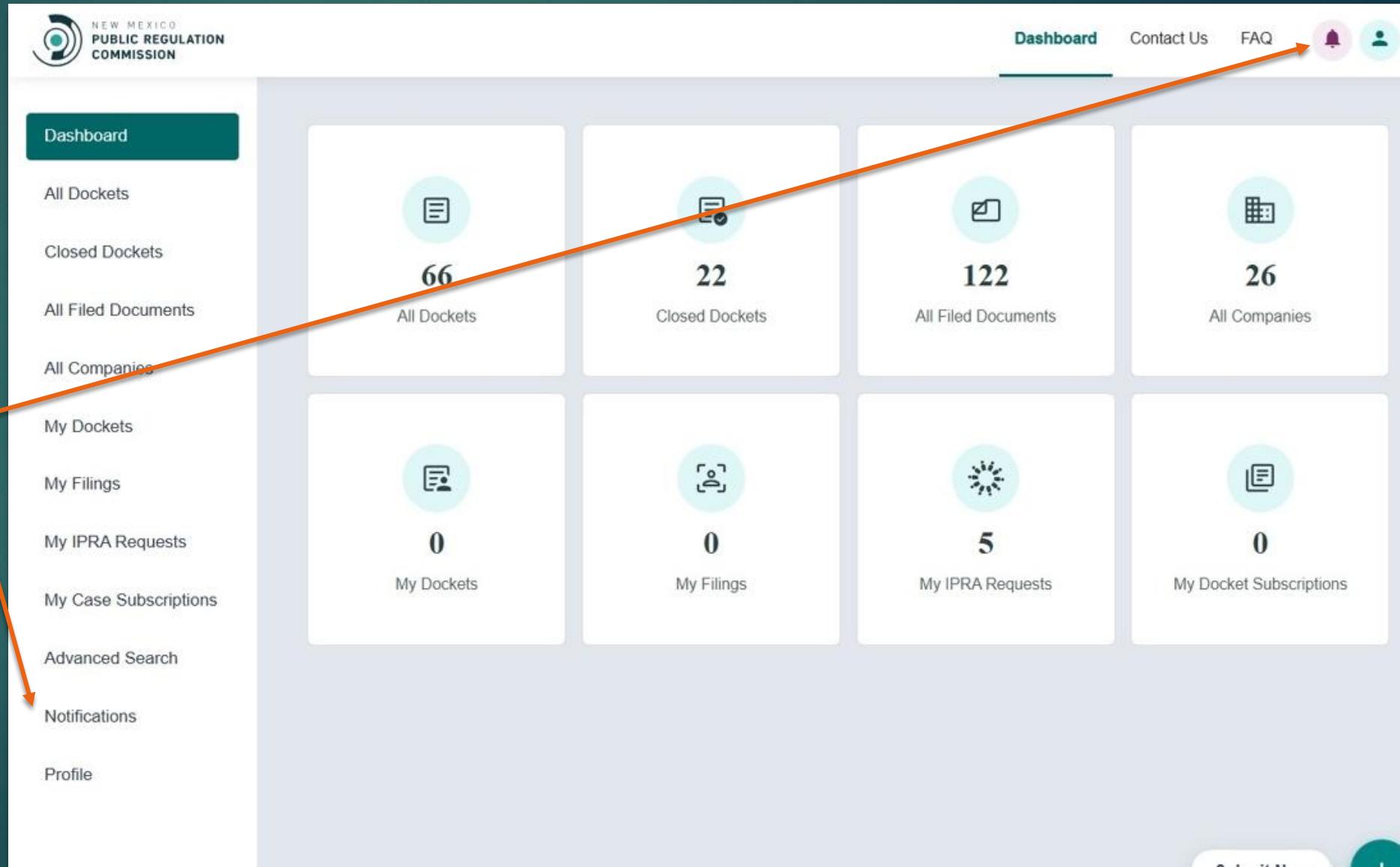
Category	Count
All Dockets	66
Closed Dockets	22
All Filed Documents	122
All Companies	26
My Dockets	0
My Filings	0
My IPRA Requests	5
My Docket Subscriptions	0

At the top right of the dashboard, there are links for Dashboard, Contact Us, FAQ, and user icons (bell and profile).

Dashboard Overview Notifications

Notifications

- View alerts such as filing updates, hearing notices, and messages.



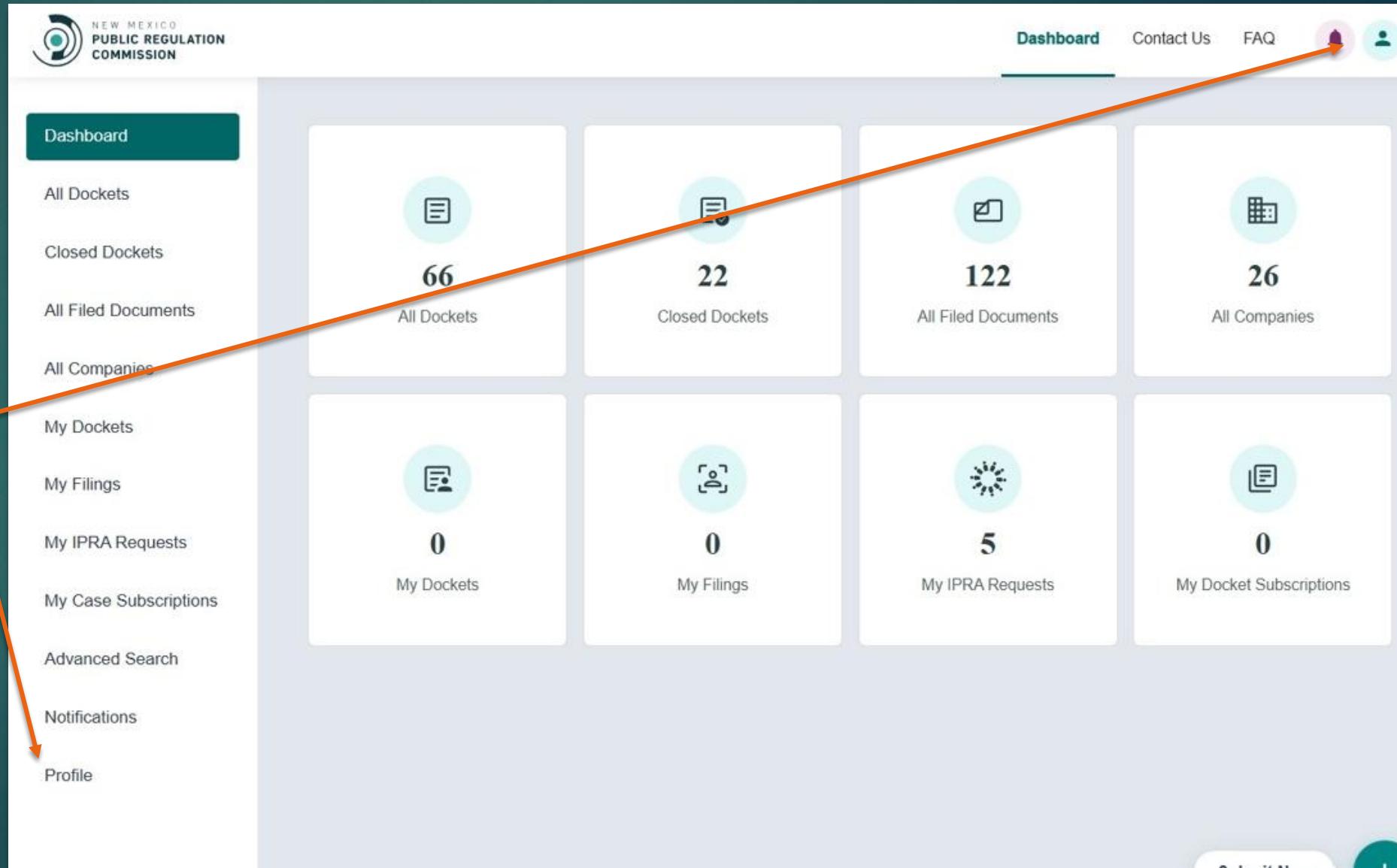
The screenshot shows the dashboard of the New Mexico Public Regulation Commission website. At the top right, there are links for 'Dashboard' (which is underlined in green), 'Contact Us', 'FAQ', and a bell icon with a red notification count of 1. Below the header, there is a sidebar with links: 'Dashboard', 'All Dockets', 'Closed Dockets', 'All Filed Documents', 'All Companies', 'My Dockets', 'My Filings', 'My IPRA Requests', 'My Case Subscriptions', 'Advanced Search', 'Notifications', and 'Profile'. The main content area features several data summary cards arranged in a grid. The top row contains four cards: 'All Dockets' (66), 'Closed Dockets' (22), 'All Filed Documents' (122), and 'All Companies' (26). The bottom row contains four cards: 'My Dockets' (0), 'My Filings' (0), 'My IPRA Requests' (5), and 'My Docket Subscriptions' (0). An orange arrow points from the 'Notifications' text in the sidebar to the bell icon in the header. Another orange arrow points from the 'Notifications' text in the sidebar to the 'Notifications' link in the sidebar.

Category	Count
All Dockets	66
Closed Dockets	22
All Filed Documents	122
All Companies	26
My Dockets	0
My Filings	0
My IPRA Requests	5
My Docket Subscriptions	0

Dashboard Overview Profile

Profile

Update your **Profile**'s contact information, email, phone, and password.



The screenshot shows the dashboard of the New Mexico Public Regulation Commission website. The top navigation bar includes links for Dashboard, Contact Us, and FAQ, with a user profile icon. A red arrow points from the 'Profile' link in the sidebar to the user profile icon. The sidebar also lists other navigation options: Dashboard, All Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My IPRA Requests, My Case Subscriptions, Advanced Search, Notifications, and Profile. The main content area displays various statistics in cards: All Dockets (66), Closed Dockets (22), All Filed Documents (122), All Companies (26), My Dockets (0), My Filings (0), My IPRA Requests (5), and My Docket Subscriptions (0).

Category	Count
All Dockets	66
Closed Dockets	22
All Filed Documents	122
All Companies	26
My Dockets	0
My Filings	0
My IPRA Requests	5
My Docket Subscriptions	0

All Dockets



NEW MEXICO

**PUBLIC REGULATION
COMMISSION**

Closed Dockets



66

All Filed Documents



22

Closed Dockets



122

All Filed Documents



26

All Companies

All Companies

My Dockets

Tier 2



0

Dashboard

My Case Subscriptions

My Dockets



0

Advanced Search



My Filings



5

My IPRA Requests



0

My Docket Subscriptions

Notifications **OVERVIEW OF KEY DASHBOARD FUNCTIONS**

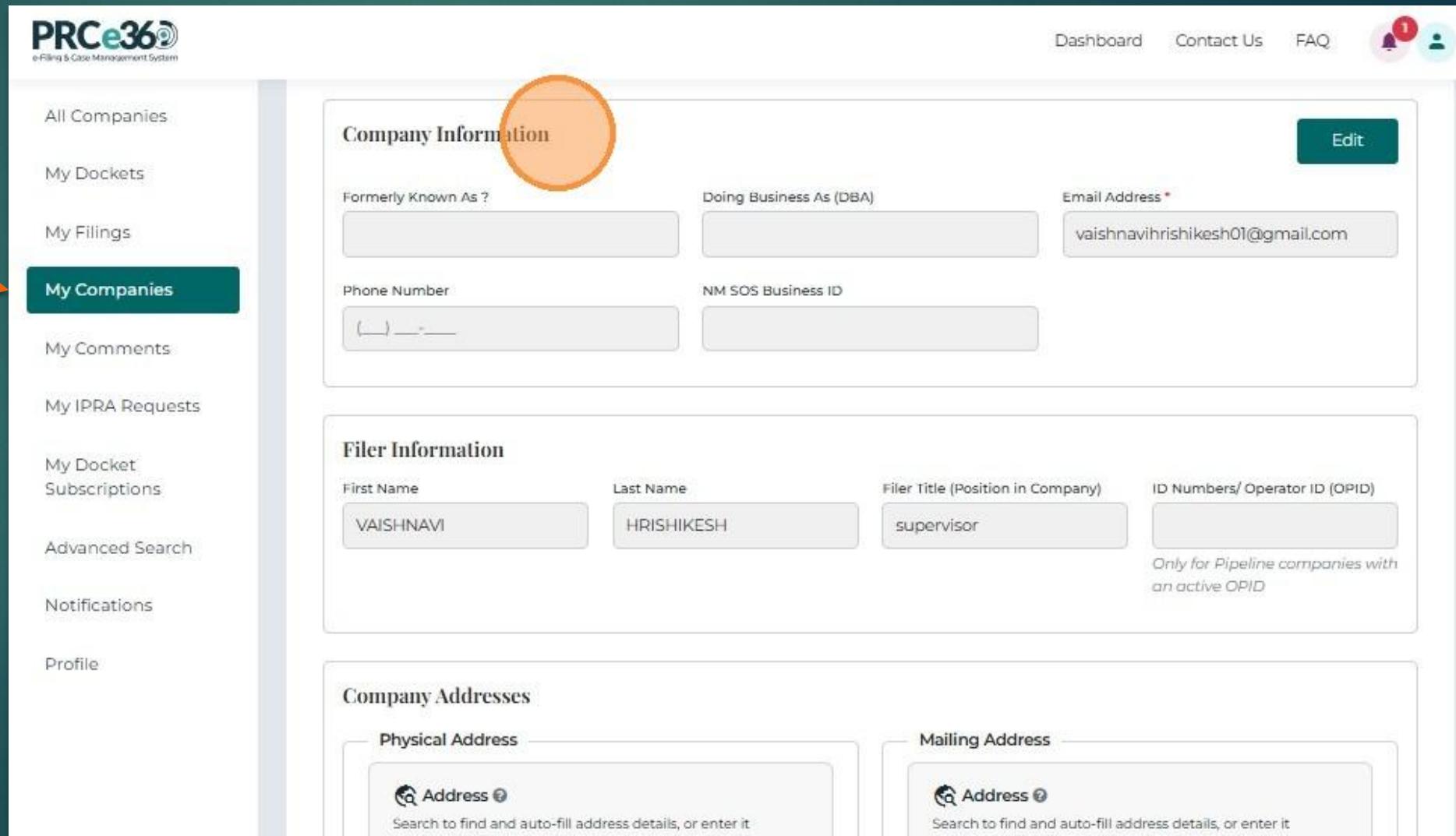
Profile



Dashboard Overview

My Companies

The **My Companies** tab Lists companies you have registered or manage



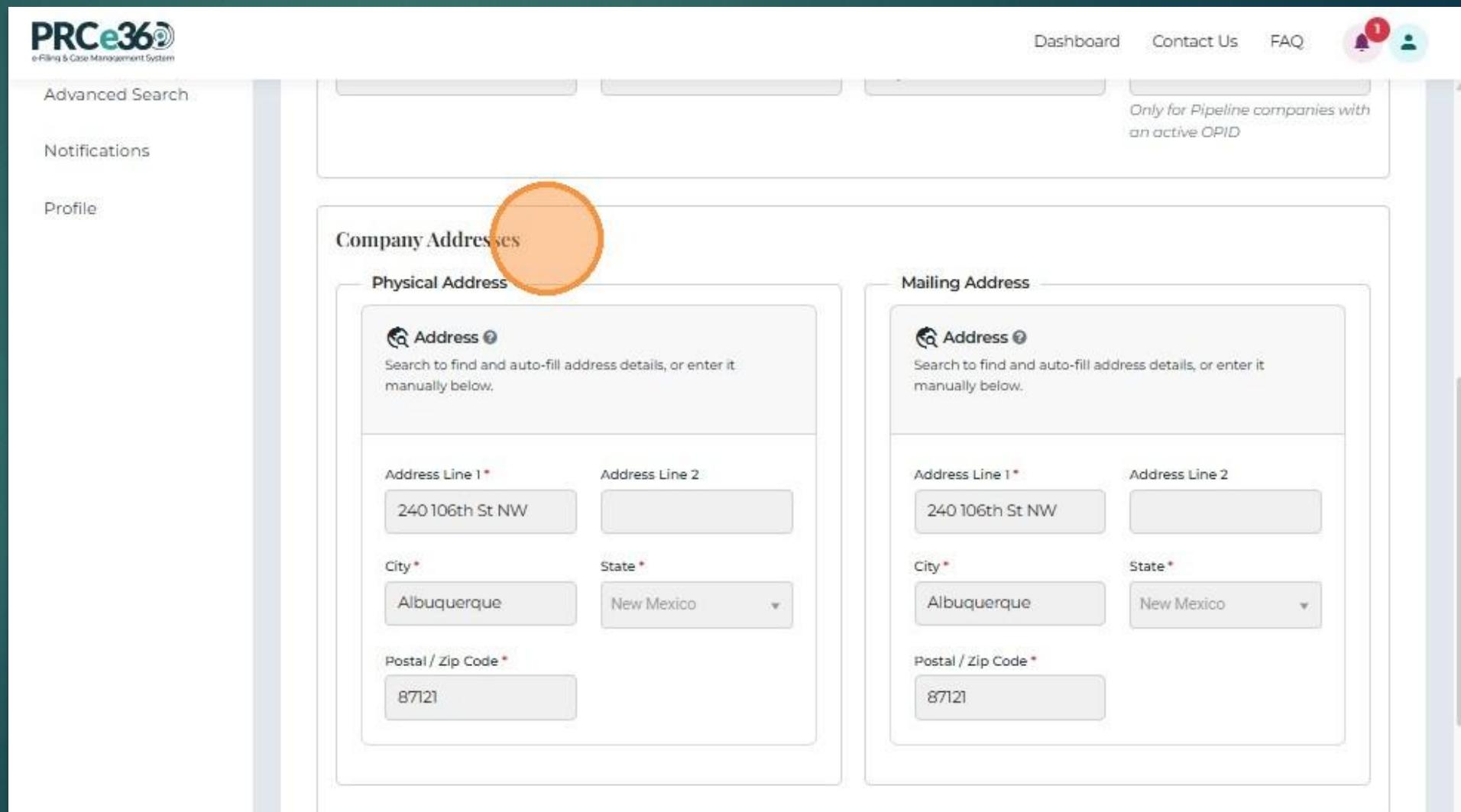
The screenshot shows the PRCe360 e-Filing & Case Management System dashboard. On the left, a sidebar menu lists various options: All Companies, My Dockets, My Filings, **My Companies** (which is highlighted with an orange arrow and circled in orange), My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search, Notifications, and Profile. The main content area is titled "Company Information" and contains fields for "Formerly Known As?", "Doing Business As (DBA)", "Email Address *" (with the value "vaishnavihrishikesh01@gmail.com"), "Phone Number", and "NM SOS Business ID". Below this is a "Filer Information" section with fields for "First Name" (VAISHNAVI), "Last Name" (HRISHIKESH), "Filer Title (Position in Company)" (supervisor), and "ID Numbers/ Operator ID (OPID)". A note states "Only for Pipeline companies with an active OPID". The bottom section is titled "Company Addresses" and includes "Physical Address" and "Mailing Address" fields, each with a "Address" button and a note: "Search to find and auto-fill address details, or enter it".

Dashboard Overview

My Companies

The **Company Details** tab contain:

- **Company Information**
- **Filer Information:**
 - Displays the details of the user who registered the company
- **Company Addresses**
- **Primary Company Contact**
 - **Additional Company Contacts**
- **Industry Information**
- **Additional Information**



PRCe360
e-Filing & Case Management System

Dashboard Contact Us FAQ

Only for Pipeline companies with an active OPID

Advanced Search Notifications Profile

Company Addresses

Physical Address

Address ?
Search to find and auto-fill address details, or enter it manually below.

Address Line 1 * Address Line 2
240 106th St NW

City * State *
Albuquerque New Mexico

Postal / Zip Code *
87121

Mailing Address

Address ?
Search to find and auto-fill address details, or enter it manually below.

Address Line 1 * Address Line 2
240 106th St NW

City * State *
Albuquerque New Mexico

Postal / Zip Code *
87121

All Dockets



NEW MEXICO

**PUBLIC REGULATION
COMMISSION**



66

All Filed Documents



22

Closed Dockets



122

All Filed Documents



26

All Companies

All Companies

My Dockets

My Filings

My IPRA Requests

My Case Subscriptions

Advanced Search

Notifications **ADDITIONAL RESOURCES**

Profile



Troubleshooting

- ▶ [Troubleshooting guide](#)

PRCe360 User Guides

- ▶ [PRCe360 Public Portal User Guide](#)



Contact for Additional Support

- ▶ **Email:** portal-support@prc.nm.gov
- ▶ **Phone:** (505) 827-6940
- ▶ **Hours:** Monday - Friday, 8:00 AM - 5:00 PM Mountain Time

- ▶ **When contacting support, please provide:**
- ▶ Your name and email address
- ▶ Description of the issue
- ▶ Confirmation number (if applicable)
- ▶ Screenshots (if possible)
- ▶ Browser and operating system information





e-Filing & Case
Management
System

Questions?

EMAIL: PORTAL-SUPPORT@PRC.NM.GOV