



NEW MEXICO
PUBLIC REGULATION
COMMISSION

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](#)

66
All Dockets

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

Profile

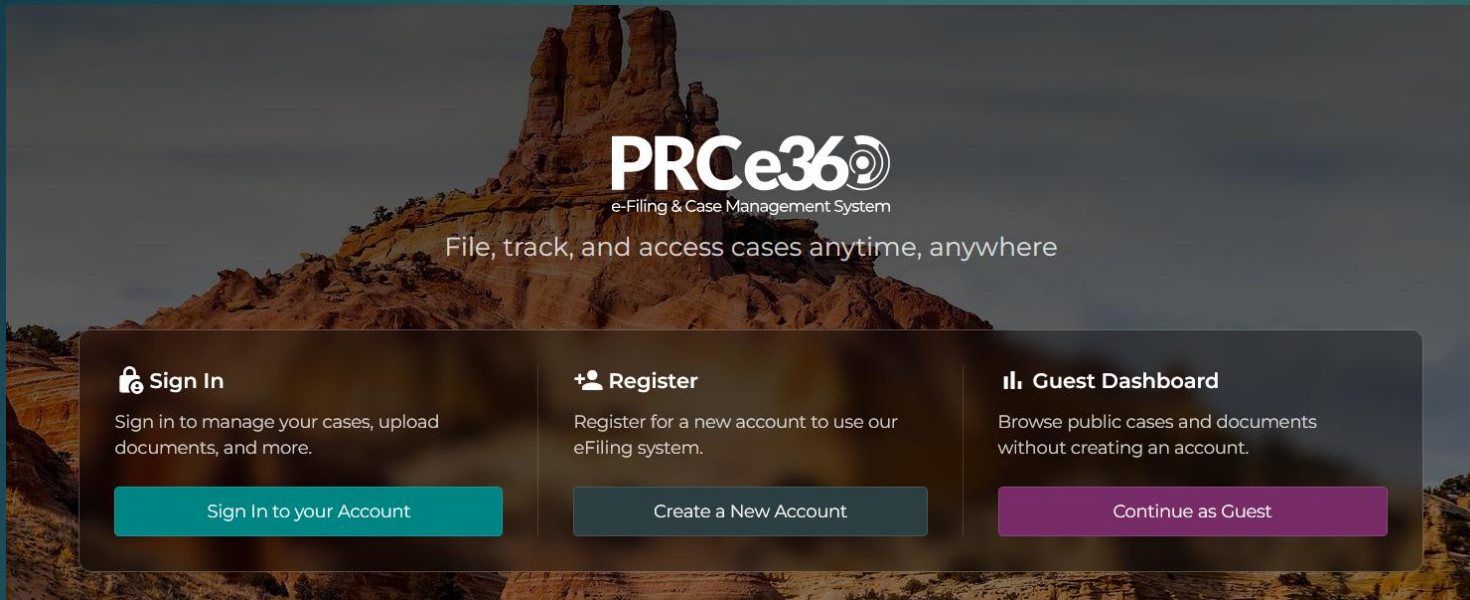
Dashboard Overview

OVERVIEW OF KEY DASHBOARD FUNCTIONS

0
My Filings

5
My IPRA Requests

0
My Docket Subscriptions



[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”



Your Cases Simplified.

Sign in to create, track, and manage your cases anytime, from anywhere with faster updates, secure access, and no paper delays.



Create



Manage



Resolve



Sign in to your PRC account

Email

vaishnavi.hrishikesh@gmail.com

Password

.....

☐ Remember me

[Forgot Password?](#)


Sign In


Dashboard Overview


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




66
All Dockets


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Navigating the Dashboard

OVERVIEW OF PRCE360 DASHBOARD

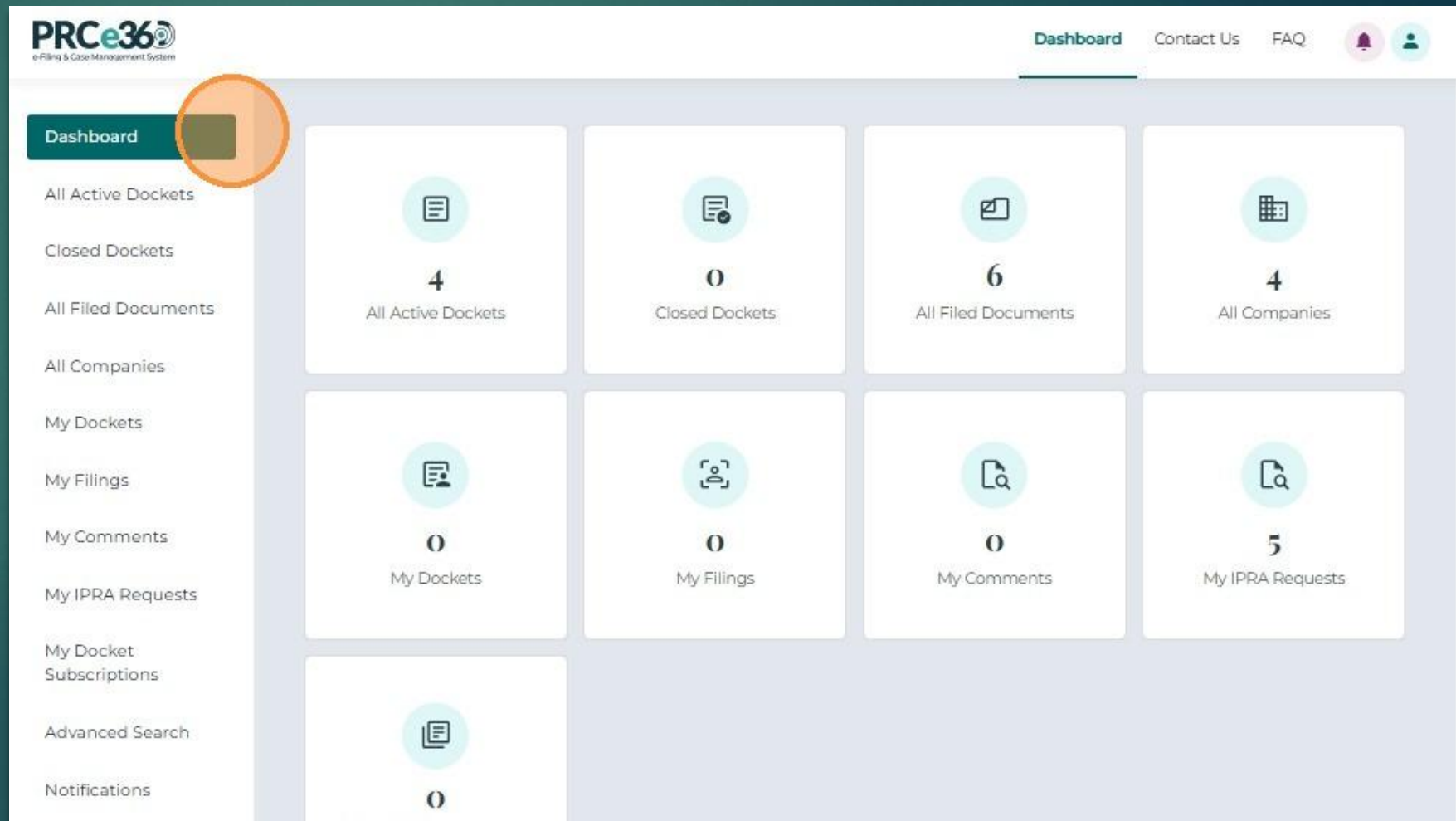

5
My IPRA Requests


0
My Docket Subscriptions

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 interface includes a top navigation bar with links for Dashboard, Contact Us, and FAQ, along with user profile and notification icons. A left sidebar lists various dashboard sections, with 'Dashboard' highlighted. The main content area displays a grid of summary cards for different categories, each with an icon, a count, and a label. An orange circle highlights the 'Dashboard' link in the sidebar.

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

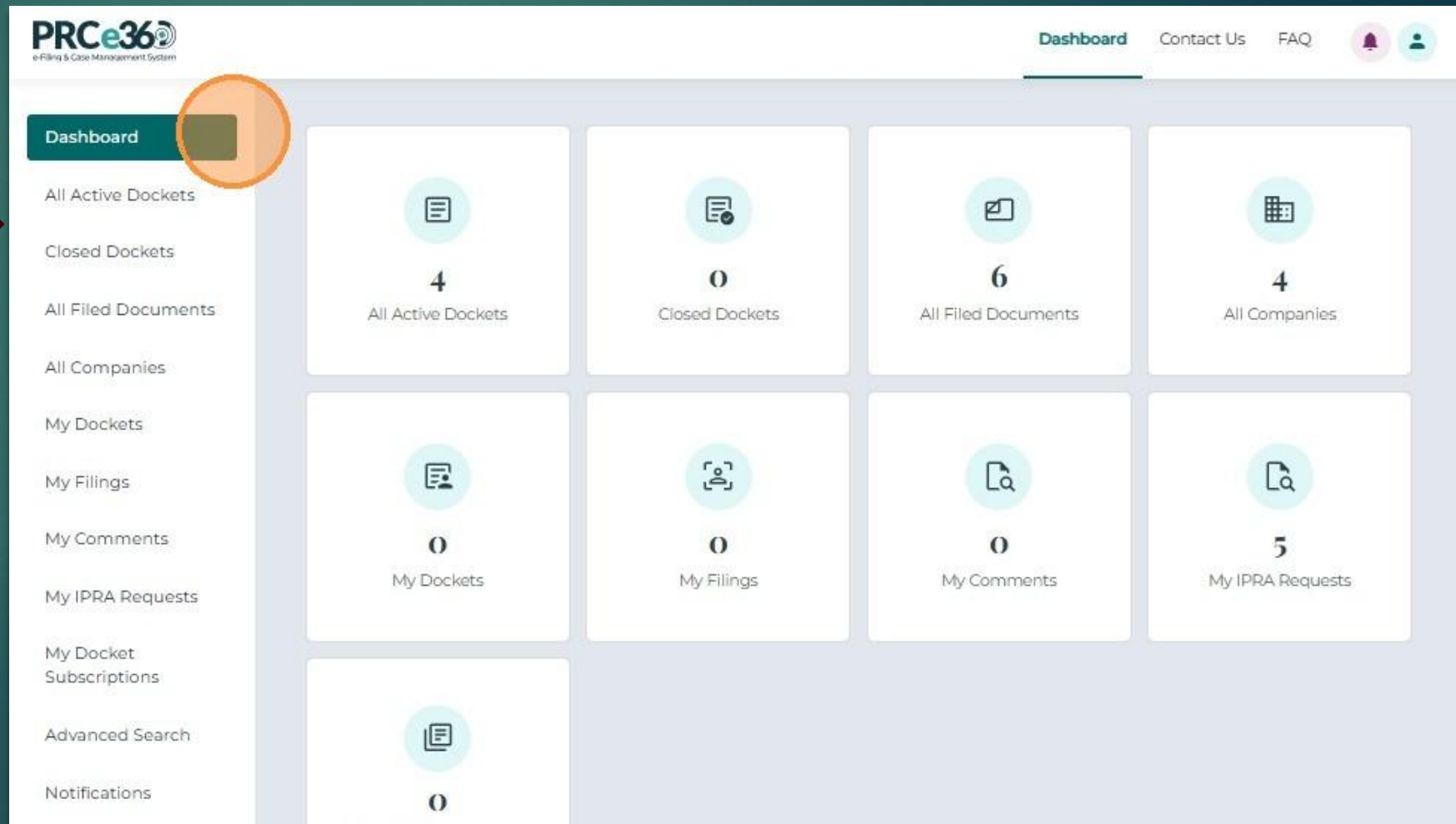
Dashboard Overview

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**
- **My Dockets**
- **My Filings**
- **My Comments**
- **My IPRA Requests**
- **My Docket Subscriptions**
- **Advanced Search**
- **Notifications**



PRCe360
e-Filing & Case Management System

Dashboard Contact Us FAQ

Dashboard

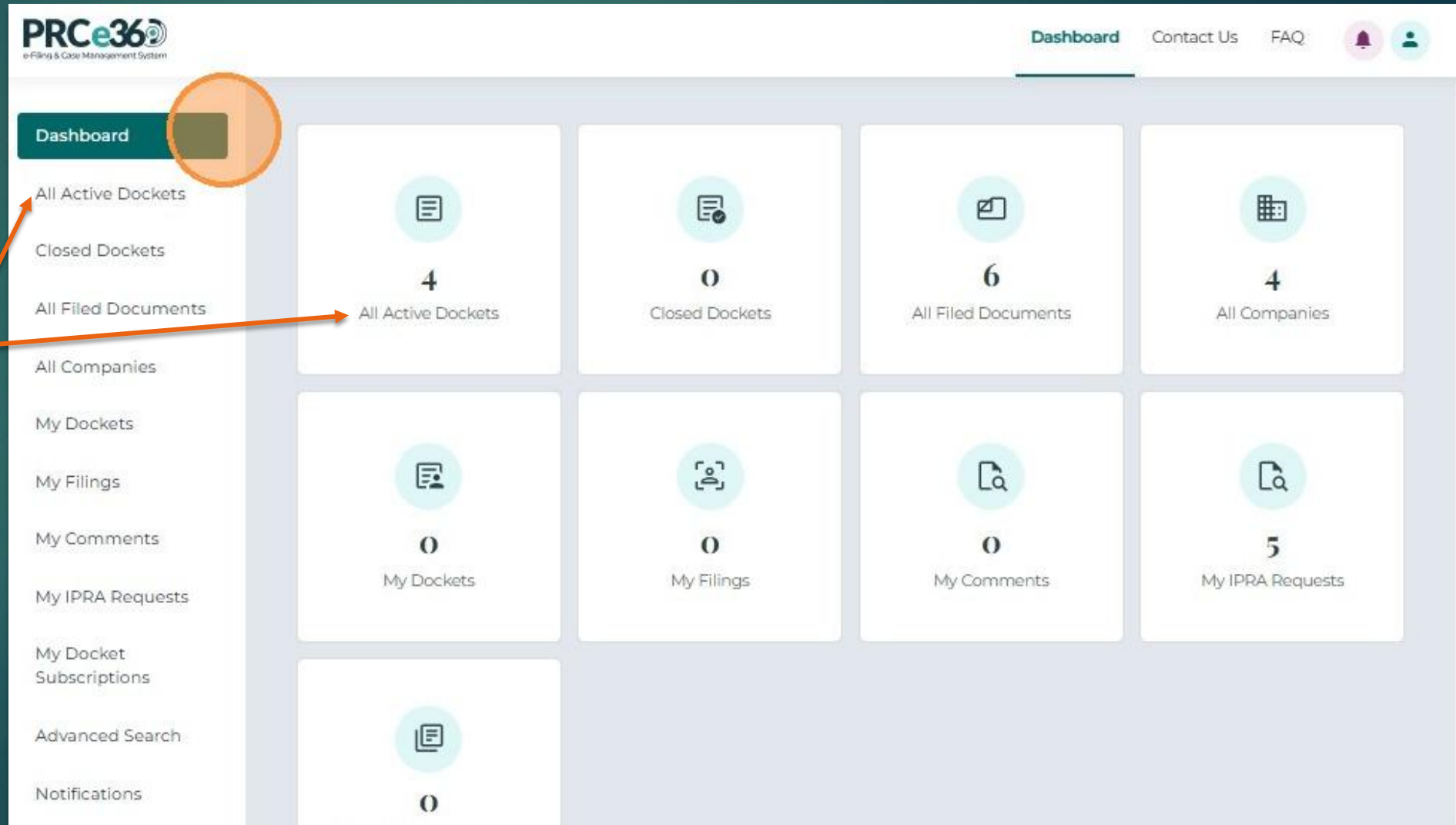
- All Active Dockets
- Closed Dockets
- All Filed Documents
- All Companies
- My Dockets
- My Filings
- My Comments
- My IPRA Requests
- My Docket Subscriptions
- Advanced Search
- Notifications

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

Dashboard Overview

Active Dockets

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



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e-Filing & Case Management System

Dashboard Contact Us FAQ

Dashboard

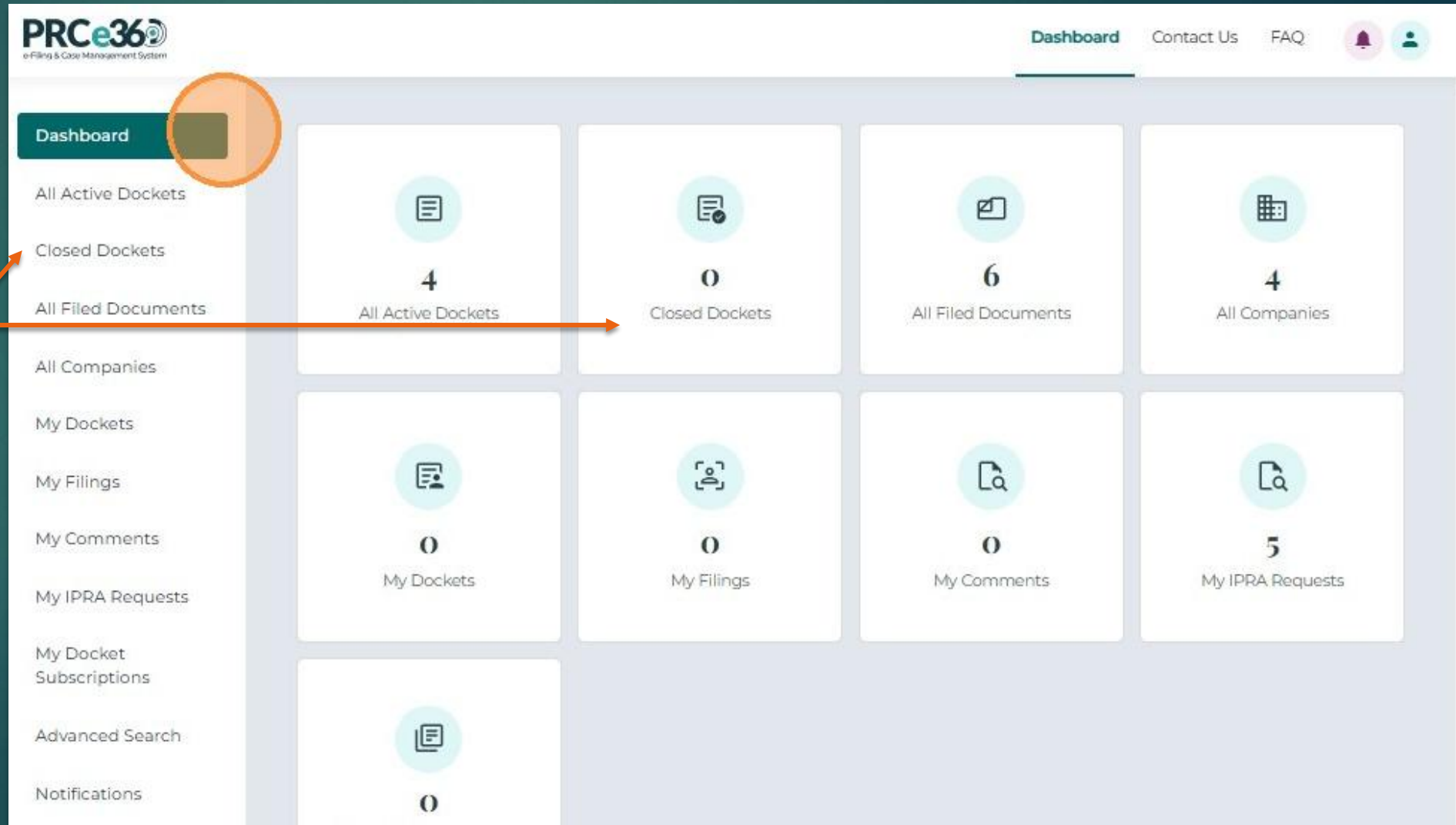
- All Active Dockets
- Closed Dockets
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- All Companies
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- My Filings
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- My Docket Subscriptions
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Category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

Dashboard Overview

Closed Dockets

View dockets that have been marked as closed or resolved.



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e-Filing & Case Management System

Dashboard Contact Us FAQ

Dashboard

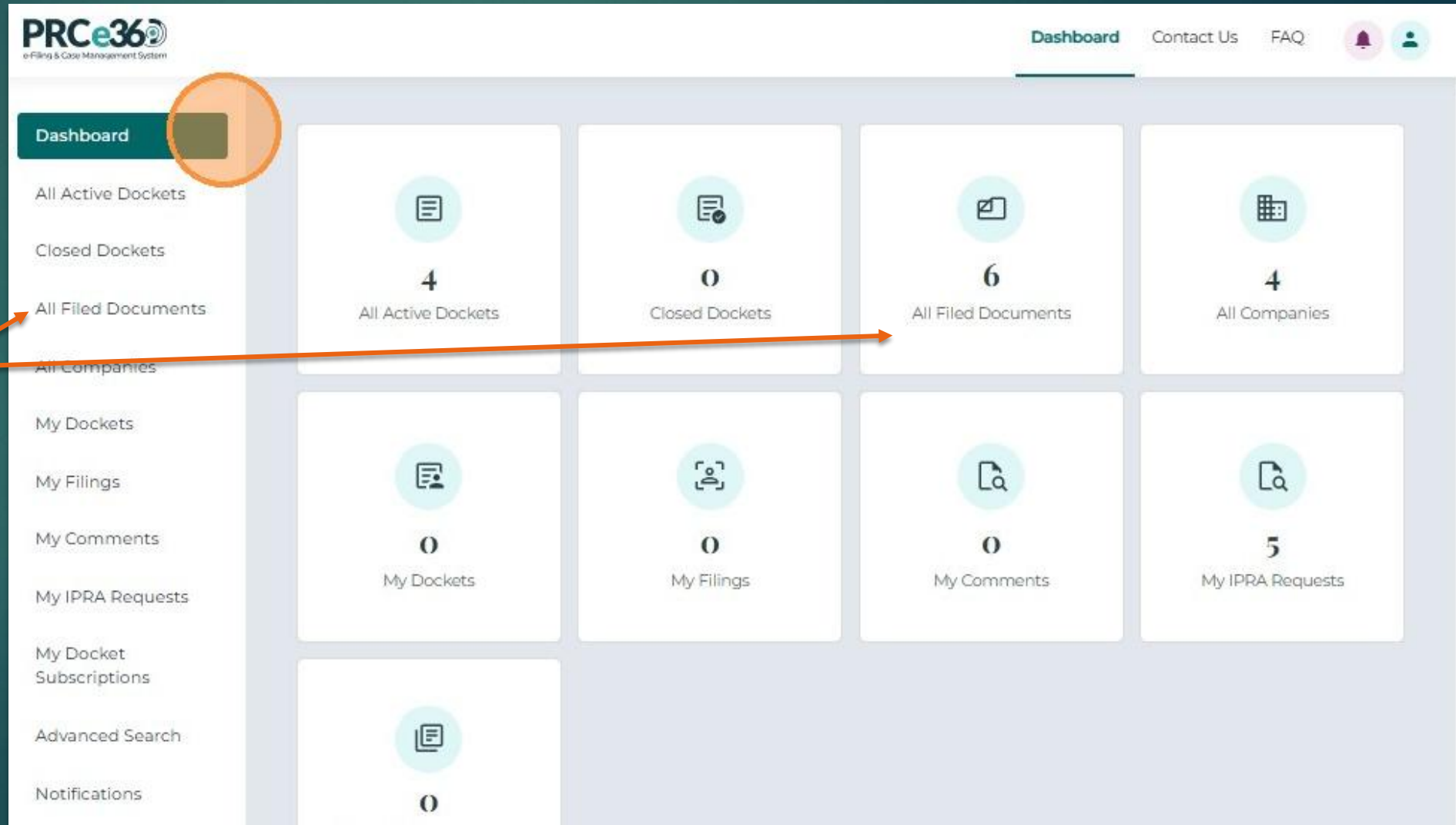
- All Active Dockets
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Closed Dockets	0
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All Companies	4
My Dockets	0
My Filings	0
My Comments	0
My IPRA Requests	5

Dashboard Overview

All Filed Documents

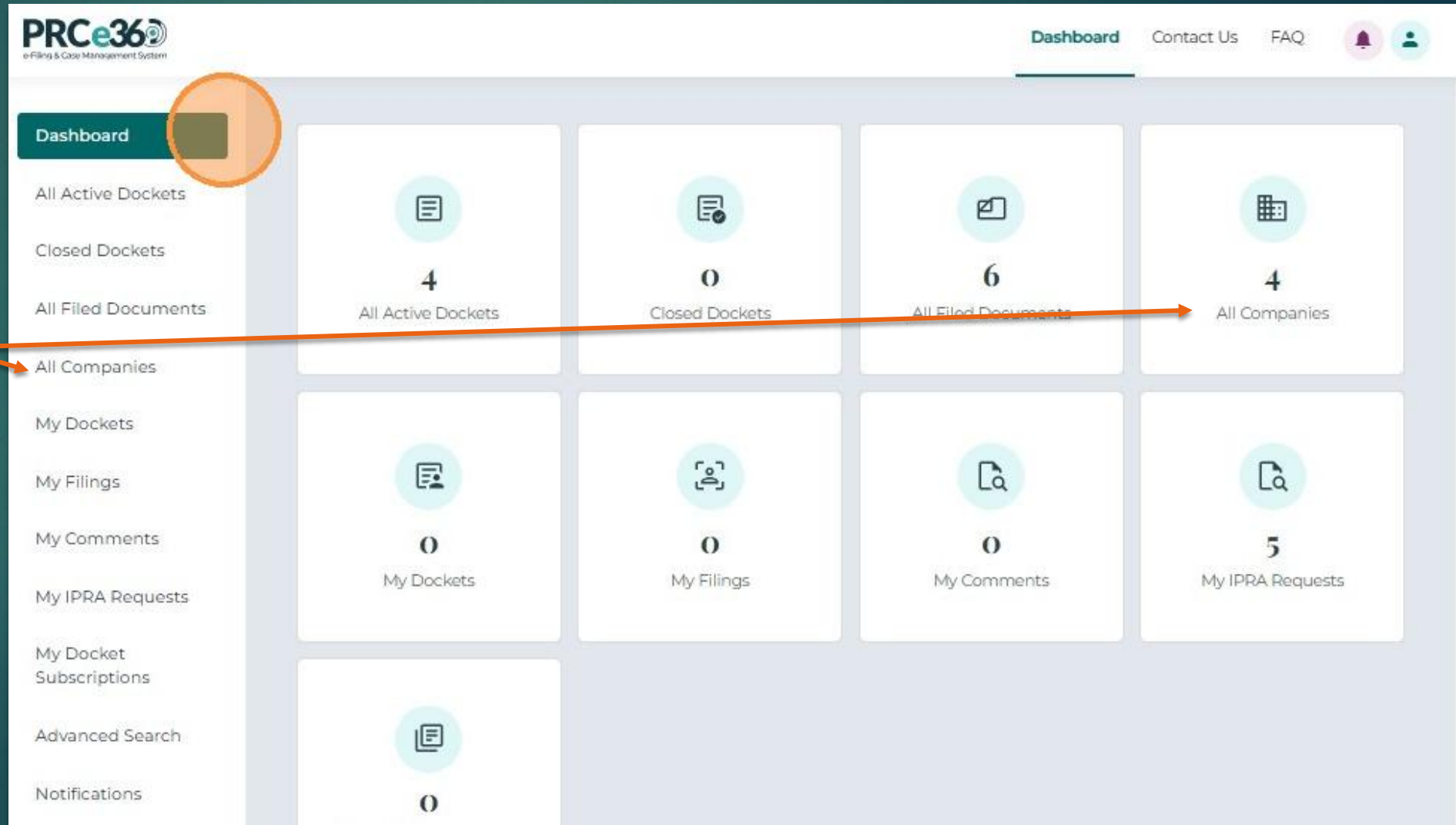
View all publicly
Filed Documents
submitted to the
Commission.



Dashboard Overview

All Companies

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



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e-Filing & Case Management System

Dashboard Contact Us FAQ

Dashboard

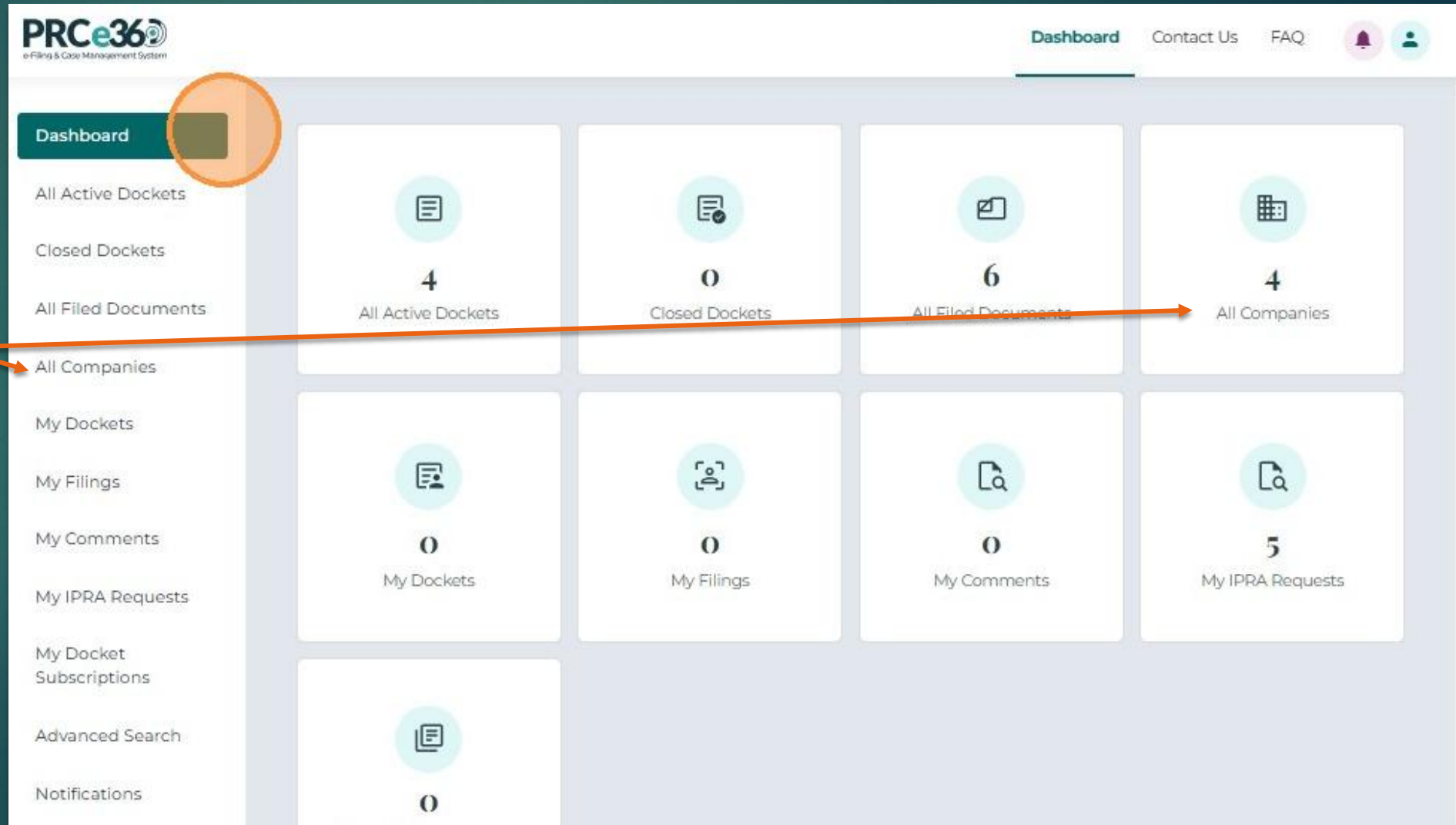
- All Active Dockets
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- My Dockets
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Category	Count
All Active Dockets	4
Closed Dockets	0
All Filed Documents	6
All Companies	4
My Dockets	0
My Filings	0
My Comments	0
My IPRA Requests	5
My Docket Subscriptions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

Dashboard Overview

All Companies

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



PRCe360
e-Filing & Case Management System

Dashboard Contact Us FAQ

Dashboard

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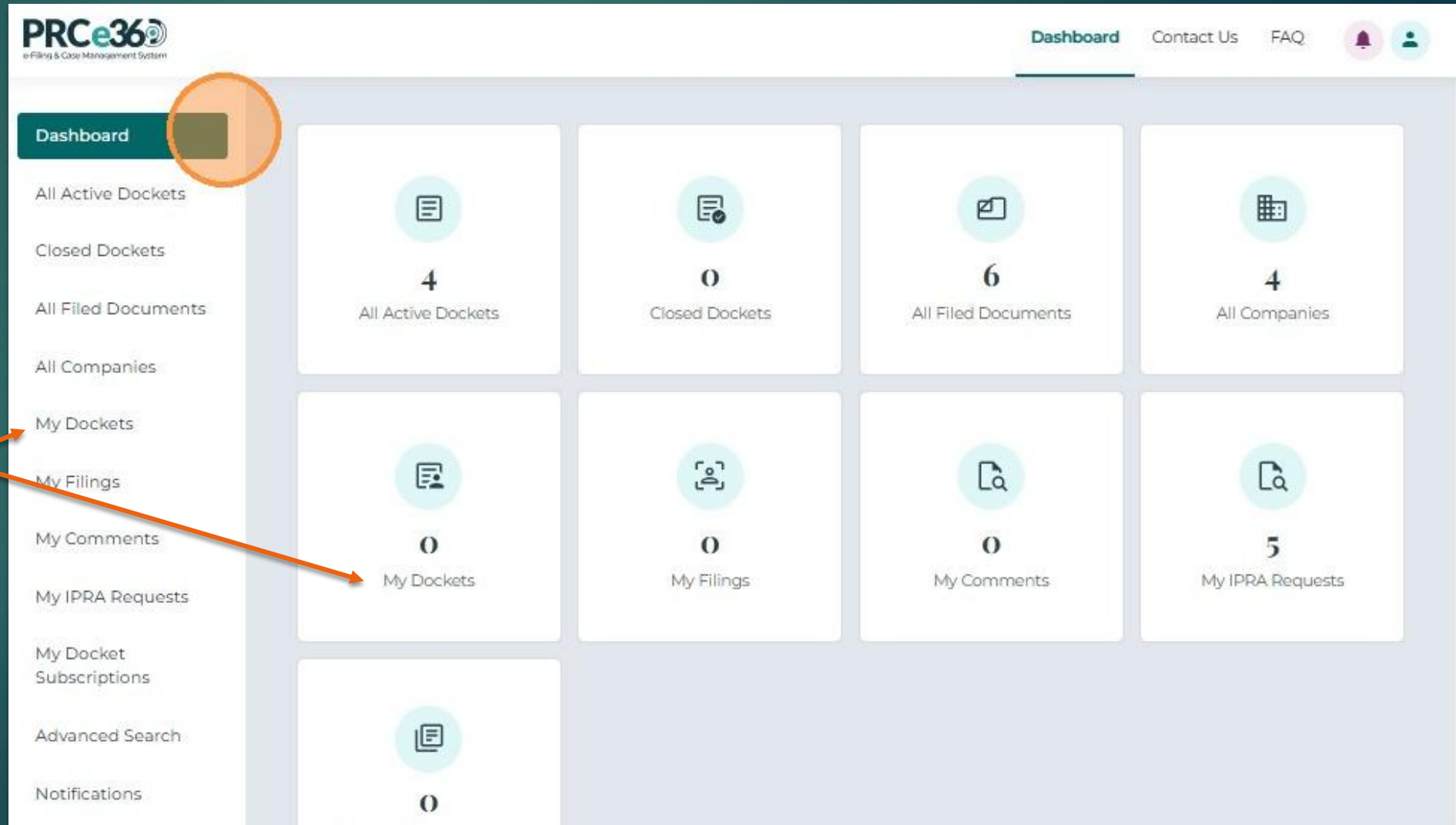
Category	Count
All Active Dockets	4
Closed Dockets	0
All Filed Documents	6
All Companies	4
My Dockets	0
My Filings	0
My Comments	0
My IPRA Requests	5

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.



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e-Filing & Case Management System

Dashboard Contact Us FAQ

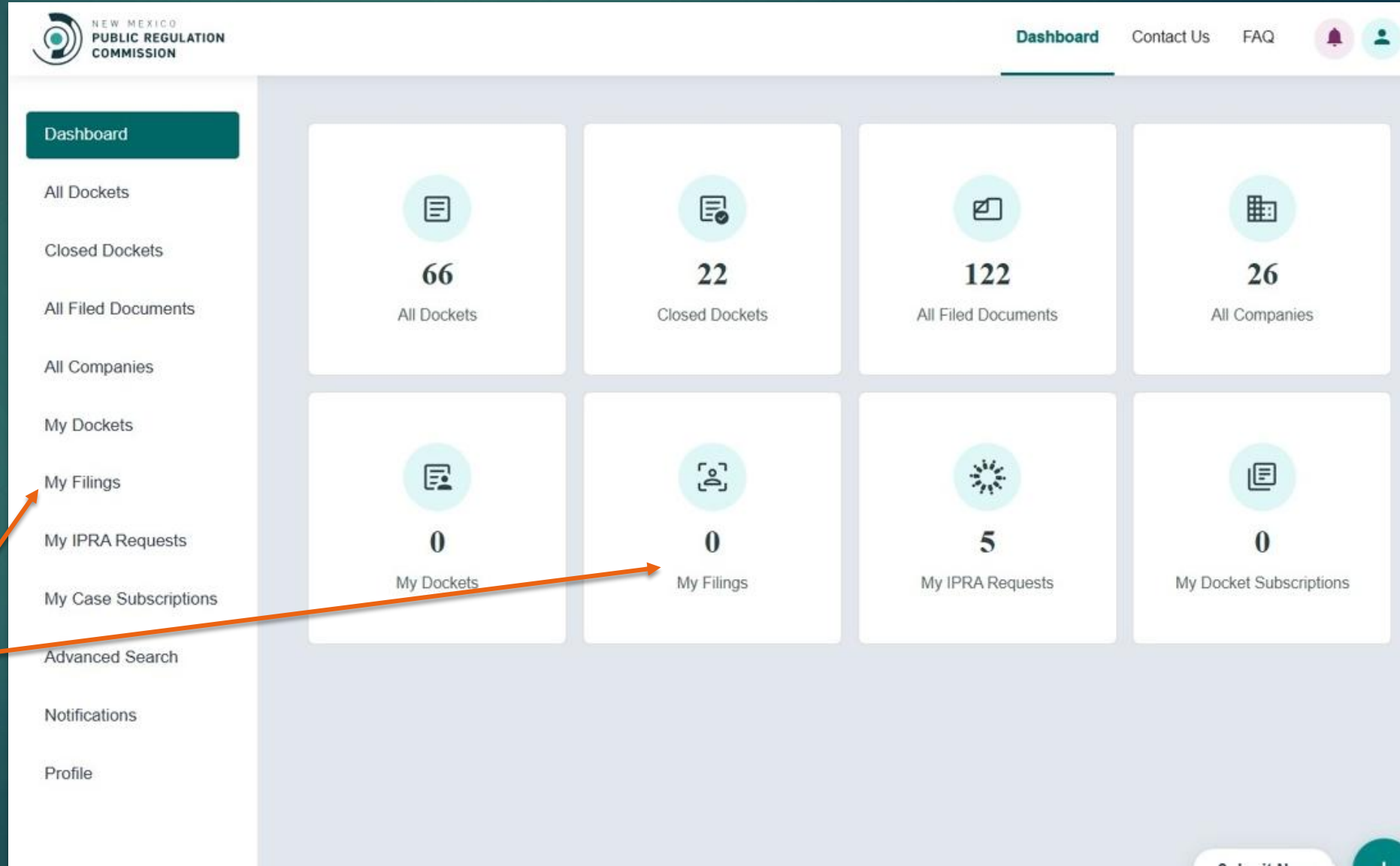
Category	Count
All Active Dockets	4
Closed Dockets	0
All Filed Documents	6
All Companies	4
My Dockets	0
My Filings	0
My Comments	0
My IPRA Requests	5
My Docket Subscriptions	0
Advanced Search	0
Notifications	0

Dashboard Overview

My Filings

Displays all **Filings** submitted by you

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

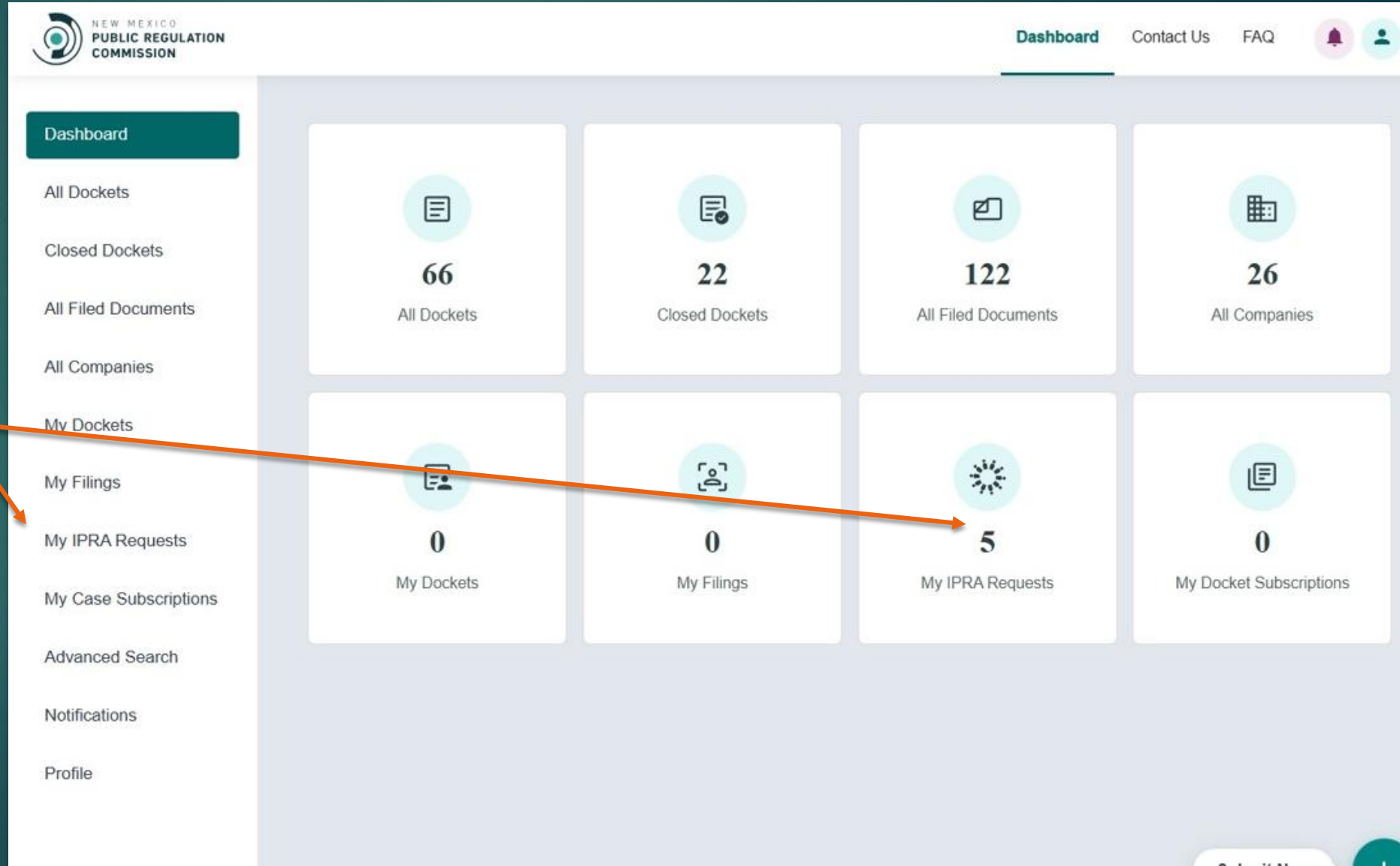


Dashboard Overview

IPRA Requests

IPRA Requests

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

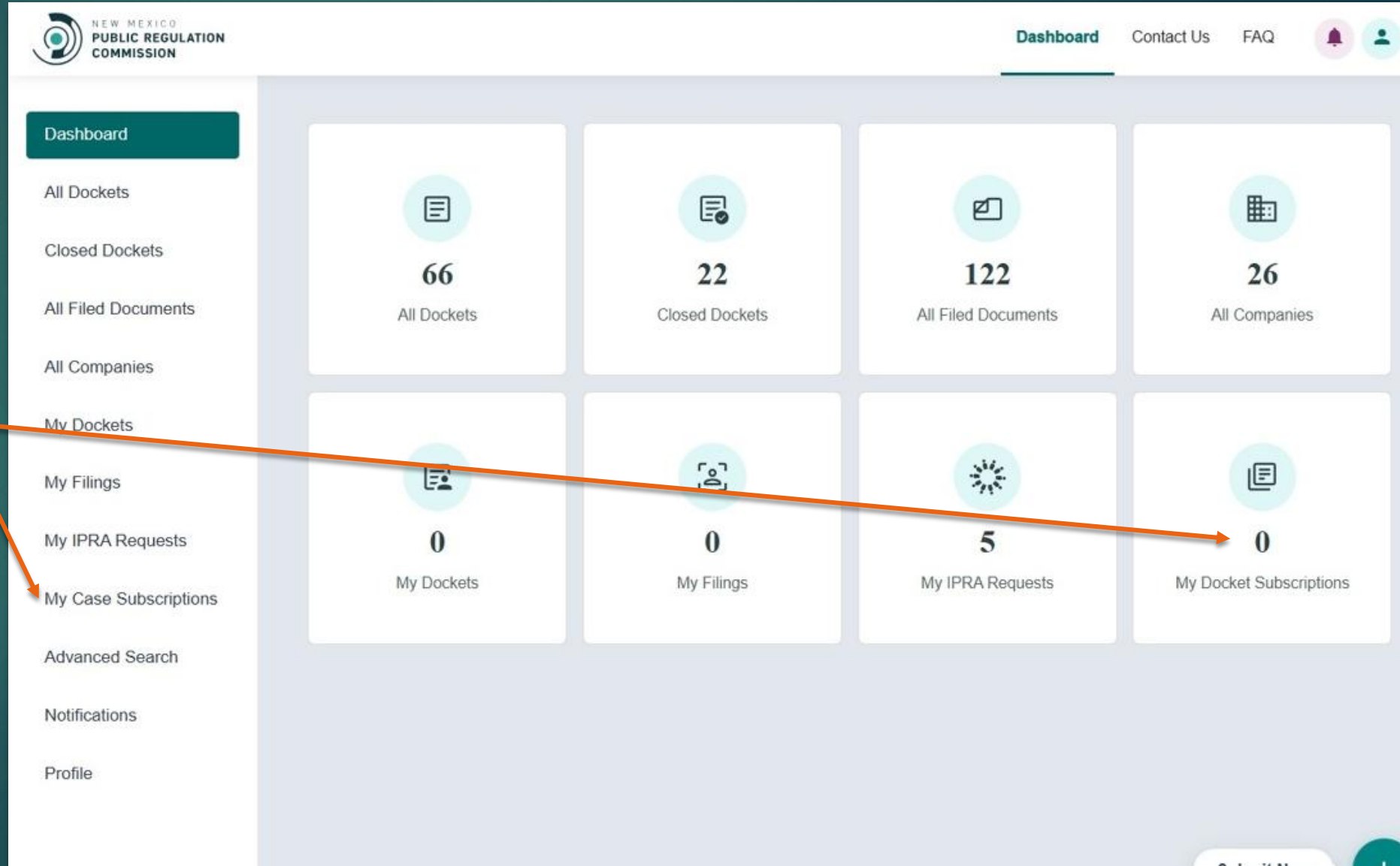


Dashboard Overview

My Docket Subscriptions

Docket Subscriptions

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

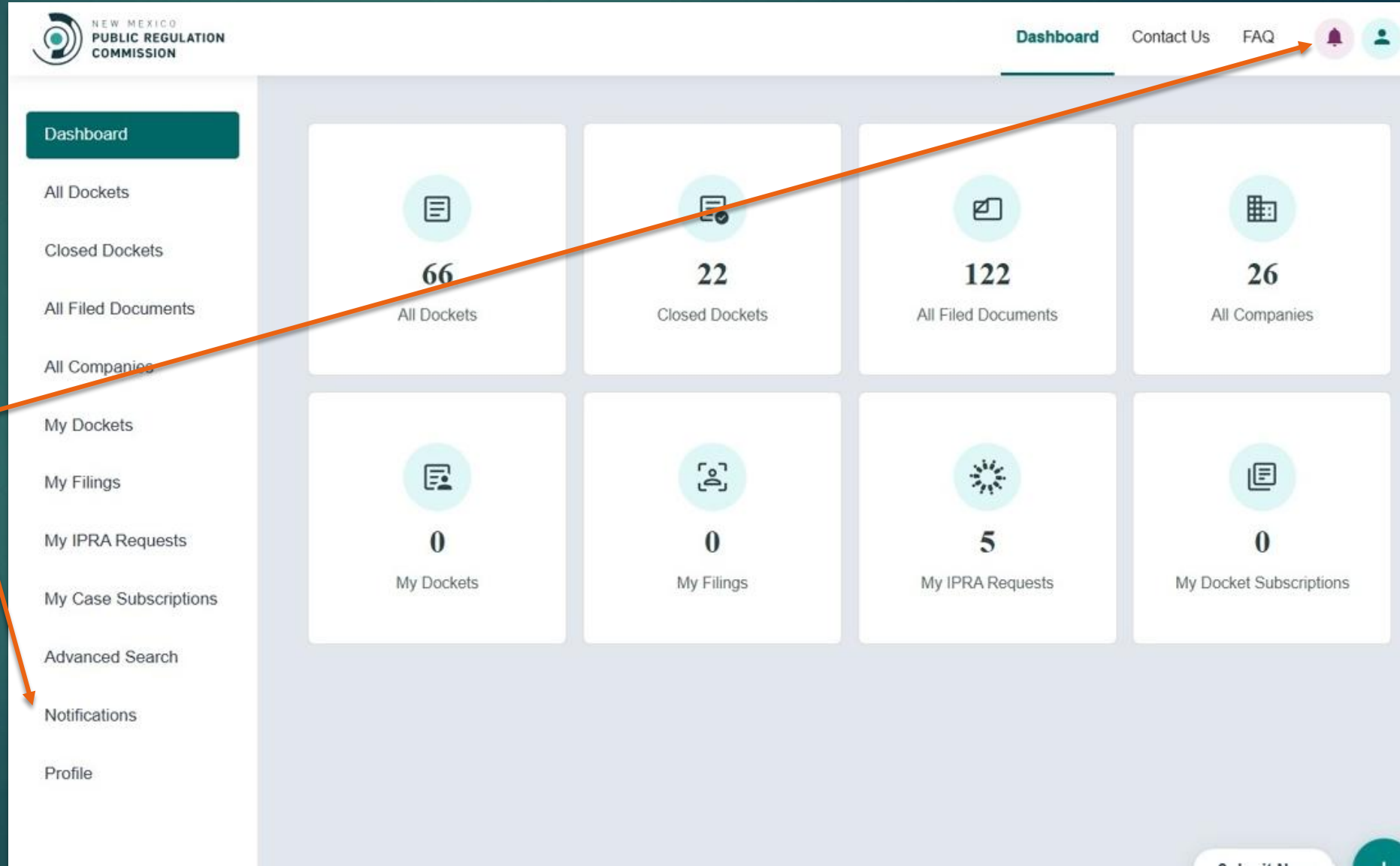


Dashboard Overview

Notifications

Notifications

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

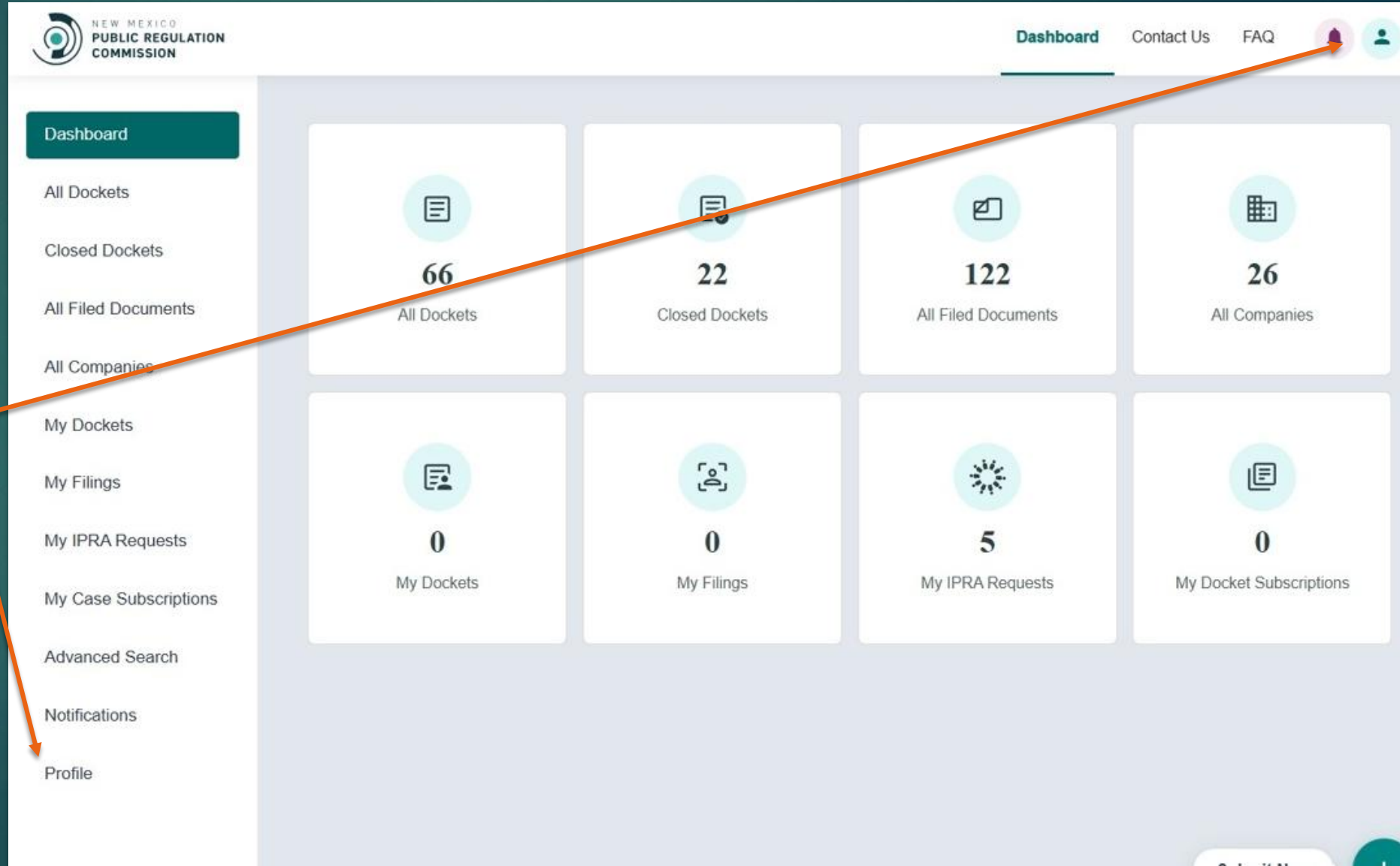


The screenshot shows the dashboard interface of the New Mexico Public Regulation Commission. The top navigation bar includes the logo, the text "NEW MEXICO PUBLIC REGULATION COMMISSION", and links for "Dashboard", "Contact Us", and "FAQ". A notification bell icon and a user profile icon are located in the top right corner. The left sidebar contains a list of menu items: "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 eight cards arranged in a 2x4 grid. The top row shows "All Dockets" (66), "Closed Dockets" (22), "All Filed Documents" (122), and "All Companies" (26). The bottom row shows "My Dockets" (0), "My Filings" (0), "My IPRA Requests" (5), and "My Docket Subscriptions" (0). An orange arrow points from the "Notifications" menu item in the sidebar to the notification bell icon in the top right corner.

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 dashboard features a header with the commission's logo, navigation links for 'Dashboard', 'Contact Us', and 'FAQ', and a user profile icon. A left 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'. The main content area displays eight metric cards in a 2x4 grid. An orange arrow points from the 'Profile' link in the sidebar to the user profile icon in the top right corner.

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


66
All Dockets


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


Profile


Tier 2 Dashboard Overview

OVERVIEW OF KEY DASHBOARD FUNCTIONS


0
My Dockets


0
My Filings

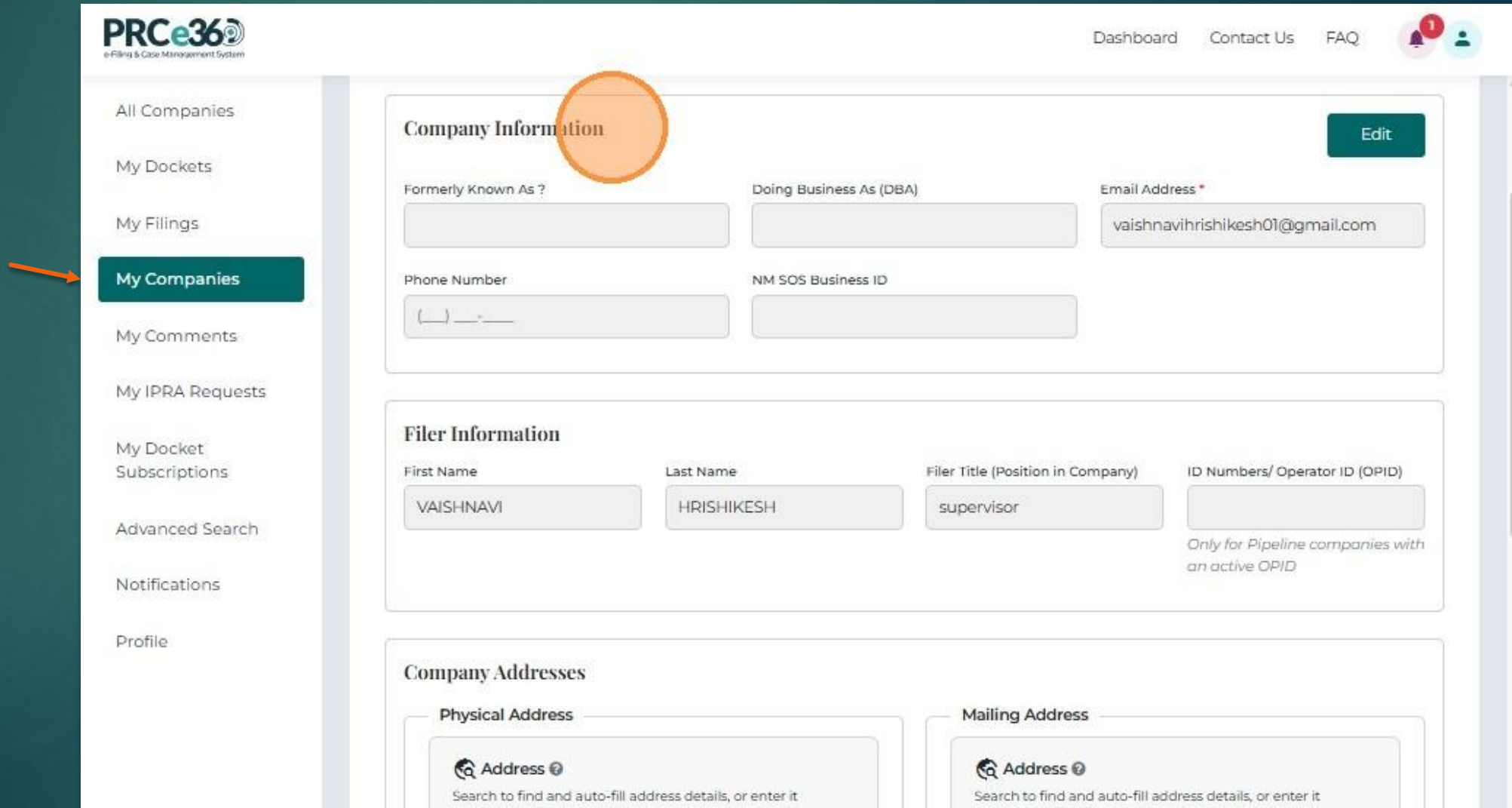

5
My IPRA Requests


0
My Docket Subscrip

Dashboard Overview

My Companies

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



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Dashboard Contact Us FAQ

All Companies
My Dockets
My Filings
My Companies
My Comments
My IPRA Requests
My Docket Subscriptions
Advanced Search
Notifications
Profile

Company Information

Edit

Formerly Known As ?
Doing Business As (DBA)
Email Address *
vaishnavhrishikesh01@gmail.com

Phone Number
() - -
NM SOS Business ID

Filer Information

First Name
VAISHNAVI
Last Name
HRISHIKESH
Filer Title (Position in Company)
supervisor
ID Numbers/ Operator ID (OPID)
Only for Pipeline companies with an active OPID

Company Addresses

Physical Address
Address ?
Search to find and auto-fill address details, or enter it

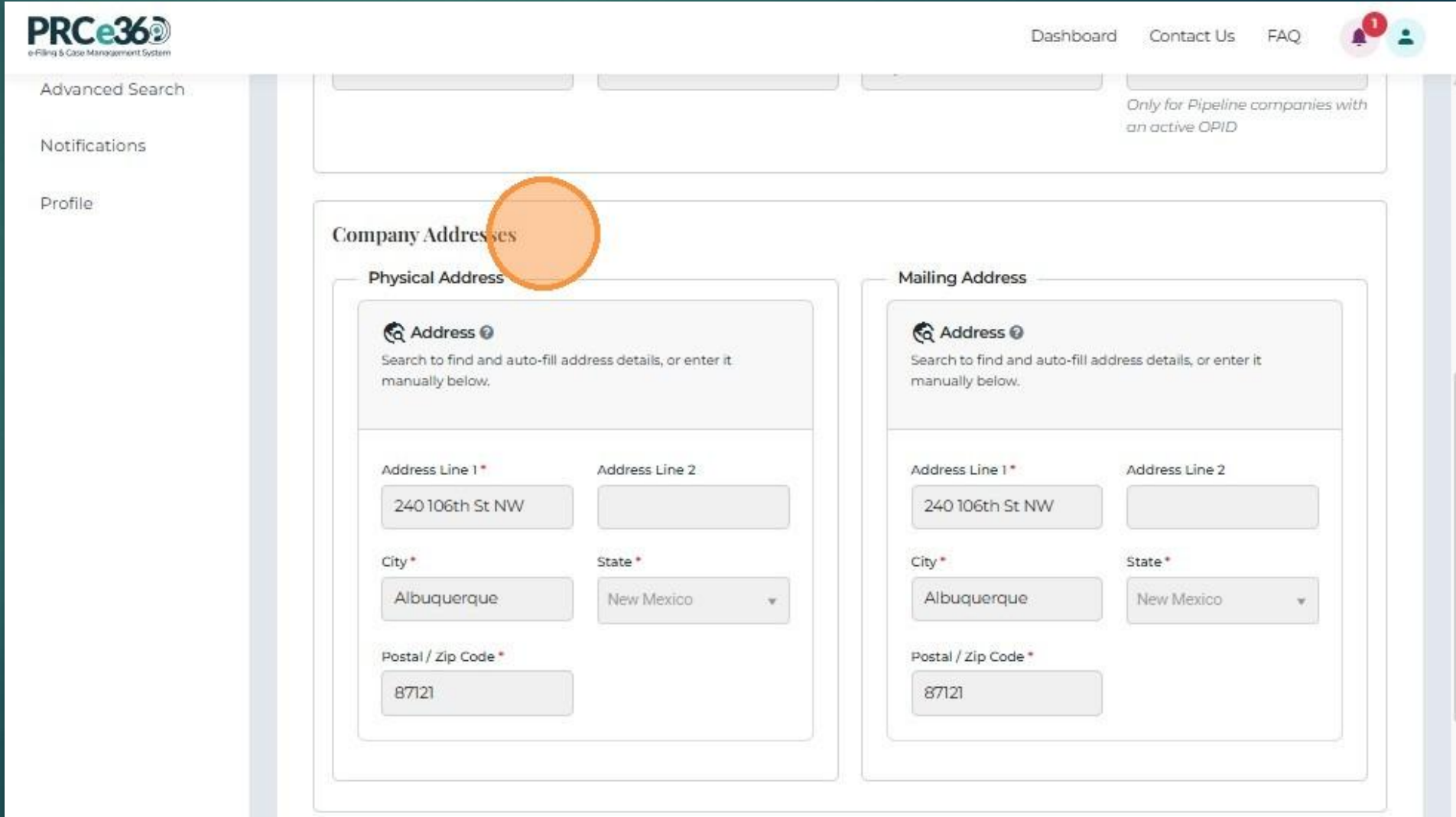
Mailing Address
Address ?
Search to find and auto-fill address details, or enter it

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**



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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
66
All Dockets

Closed Dockets
22
Closed Dockets

All Filed Documents
122
All Filed Documents

All Companies
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All Companies

All Companies

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My Filings

My IPRA Requests

My Case Subscriptions

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Profile

My Dockets

My Filings

My IPRA Requests
5

My Docket Subscriptions
0

Troubleshooting & Additional Resources

ADDITIONAL RESOURCES

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