

PRCe360 Platform IPRA User Guide

NMPRC IT DEPARTMENT





2

All Active Dockets



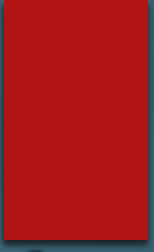
0

Closed Dockets



3

All Filed Documents



2

All Companies



0

My Dockets



0

My Filings



0

My Comments



0

My IPRA Requests

Submit an IPRA Request

HOW TO SUBMIT AN IPRA REQUEST



0

My Docket
Subscriptions

Submit New



IPRA Overview

- ▶ The **Submit IPRA Request** feature allows both **Tier 1** and **Tier 2** users to file a public records request under the **Inspection of Public Records Act (IPRA)**.
- ▶ This functionality is designed to streamline the request process and ensure timely tracking, transparency, and communication with the NMPR



e-Filing & Case
Management
System

Submit an IPRA Request

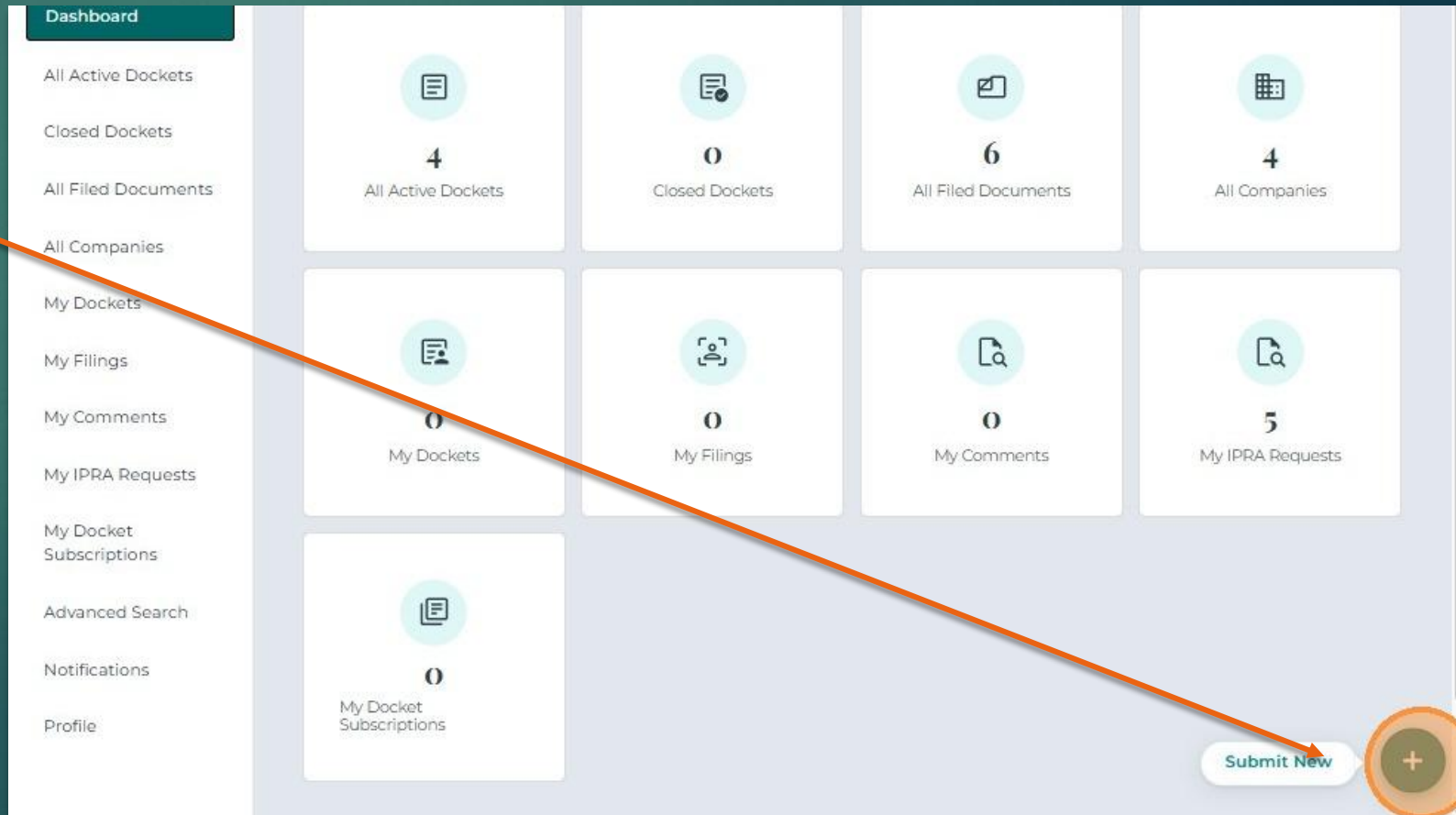
▶ Useful Links

- ▶ [IPRA Request Overview](#)
 - ▶ [IPRA Getting Started](#)
 - ▶ [Completing the form](#)
 - ▶ [Submitting your IPRA request](#)
 - ▶ [Managing your IPRA request](#)



IPRA Request

- ▶ From Dashboard view click on "Submit New"



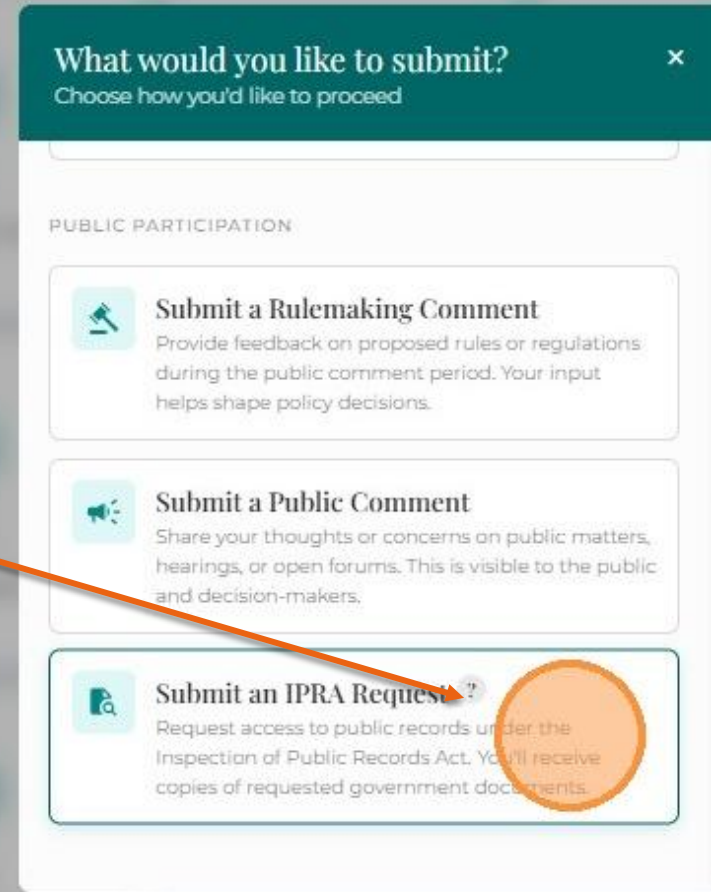
The dashboard displays a sidebar with navigation links and a main area with metric cards. An orange arrow points from the 'Submit New' button in the bottom right corner to the text in the list above.

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

Submit New




IPRA Request

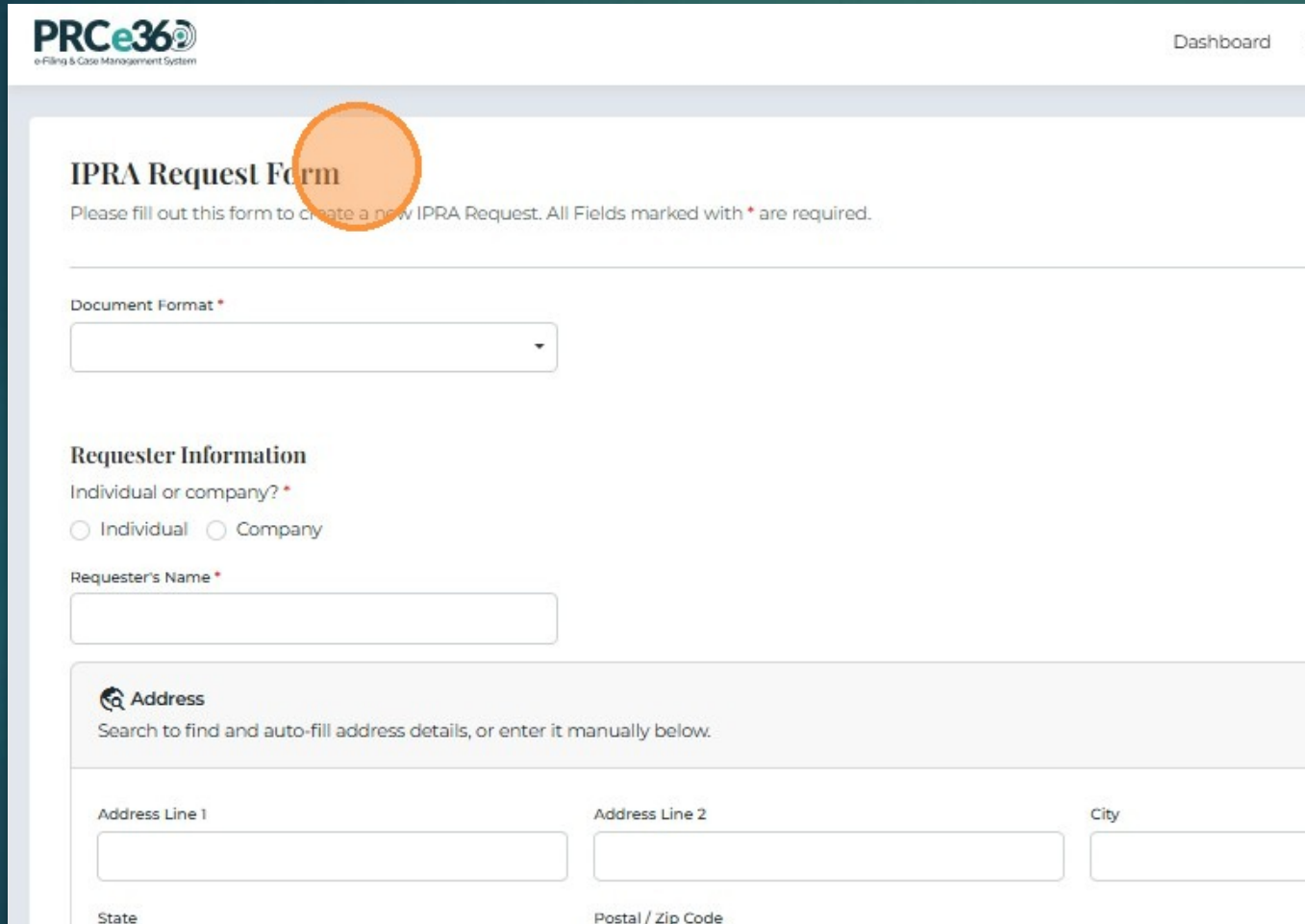
- ▶ Click “Submit an IPRA Request”



What would you like to submit? ×
Choose how you'd like to proceed

PUBLIC PARTICIPATION

-  **Submit a Rulemaking Comment**
Provide feedback on proposed rules or regulations during the public comment period. Your input helps shape policy decisions.
-  **Submit a Public Comment**
Share your thoughts or concerns on public matters, hearings, or open forums. This is visible to the public and decision-makers.
-  **Submit an IPRA Request** ?
Request access to public records under the Inspection of Public Records Act. You'll receive copies of requested government documents.



PRCe360
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Dashboard

IPRA Request Form

Please fill out this form to create a new IPRA Request. All Fields marked with * are required.

Document Format *

Requester Information

Individual or company? *

☐ Individual ☐ Company

Requester's Name *

Address

Search to find and auto-fill address details, or enter it manually below:

Address Line 1 Address Line 2 City

State Postal / Zip Code

IPRA Request

- ▶ Fill out required fields
- ▶ **NOTE: Being specific in your request description helps PRC staff locate documents faster and may reduce processing time.**



IPRA Request

- ▶ Once all required fields are filled out click "Submit"

Requester's Phone Number: (767) 656-7777

Requester's Email: vaishnavi.hrishikesh@gmail.com

Request

Request Details *

Note to requester:

- List records with reasonable particularity.
- Identify the subject and source of the records you seek.
- Specify the date range you are interested in.

Spend Limit *

Note to requester:

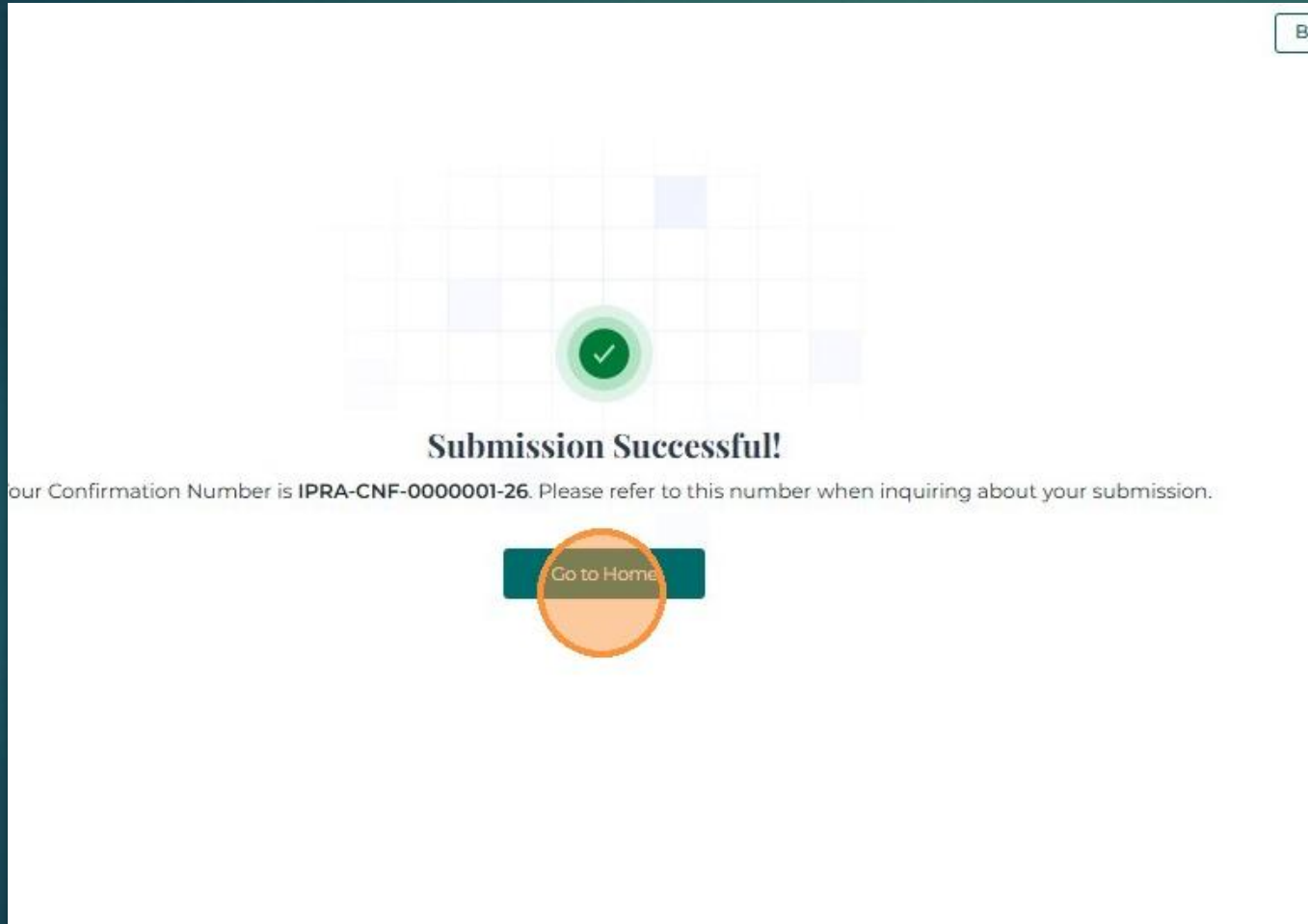
- If charges will exceed the amount above, the requester will be contacted.
- Click [here](#) to view the current fee schedule for IPRA requests.

Submit

Need Help? prc.support@prc.nm.gov | +1-888-427-5772

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IPRA Request

- ▶ Upon successful submission, you will receive an email receipt and confirmation number
- ▶ Please save your confirmation number for future reference



IPRA Example

- ▶ John is a researcher studying utility rate cases in New Mexico. He needs access to specific rate case documents from 2023 to complete his research. He wants to request these public records through IPRA.

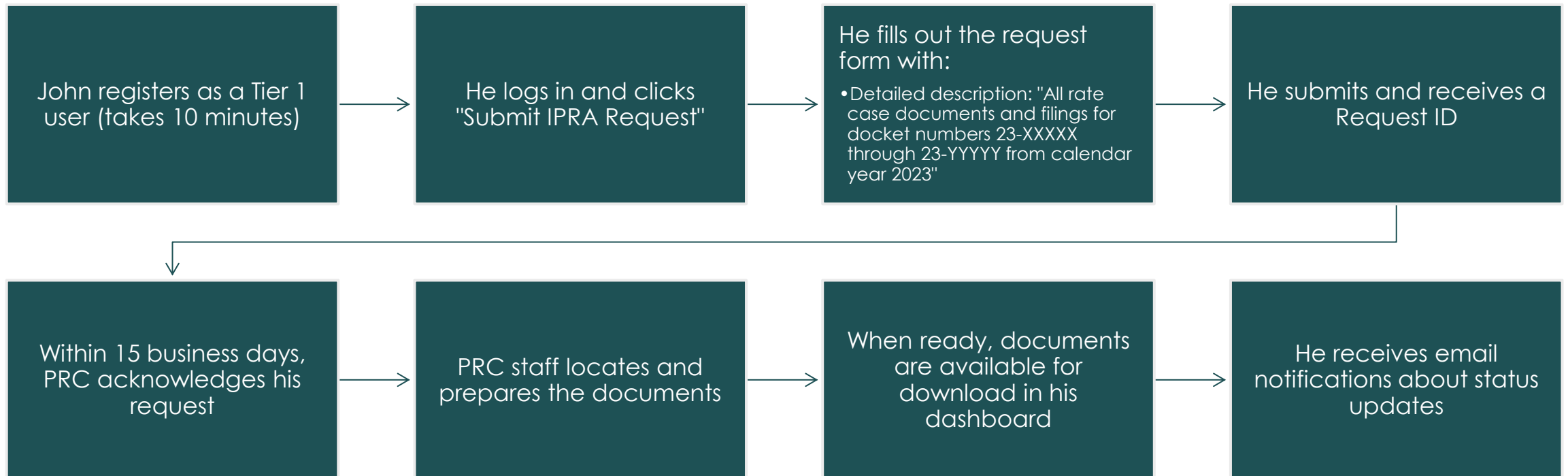


IPRA Example

- ▶ What John Needs
 - ▶ Specific description of the records he wants (rate case documents from 2023)
 - ▶ Preferred format (Digital for easy research)
 - ▶ His contact information



What Happens



All Dockets
66
All Dockets

Closed Dockets
22
Closed Dockets

All Filed Documents
122
All Filed Documents

All Companies
26
All Companies

All Companies

My Dockets

My Filings

My IPRA Requests

My Case Subscriptions

Advanced Search

Notifications

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





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Questions?

EMAIL: PORTAL-SUPPORT@PRC.NM.GOV