



PRCe360 Platform IPRA User Guide

NMPRC IT DEPARTMENT



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Closed DocketsNEW MEXICO
PUBLIC REGULATION
COMMISSION

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Closed Dockets



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Submit an IPRA Request

HOW TO SUBMIT AN IPRA REQUEST



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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

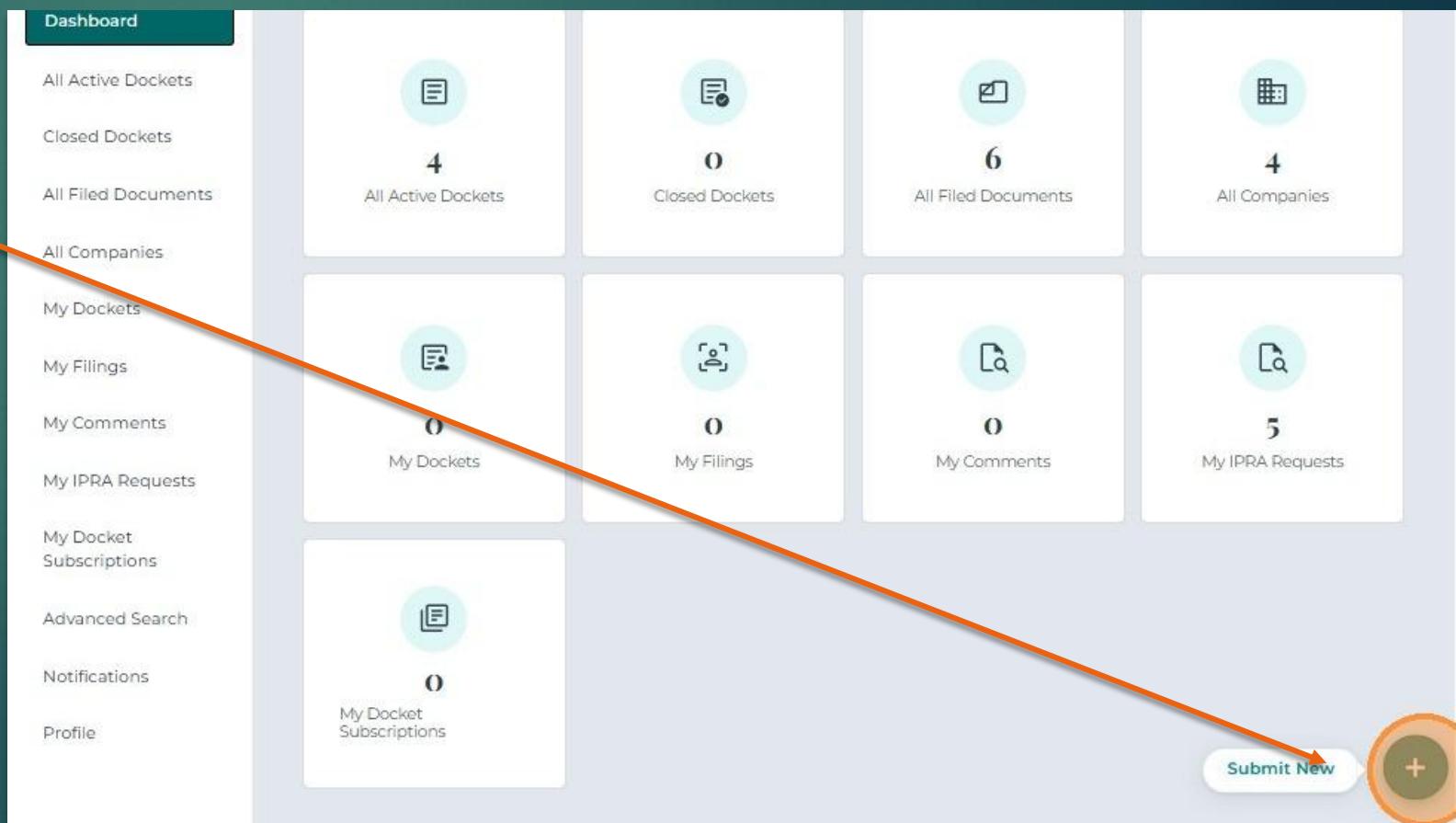
Submit an IPRA Request

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



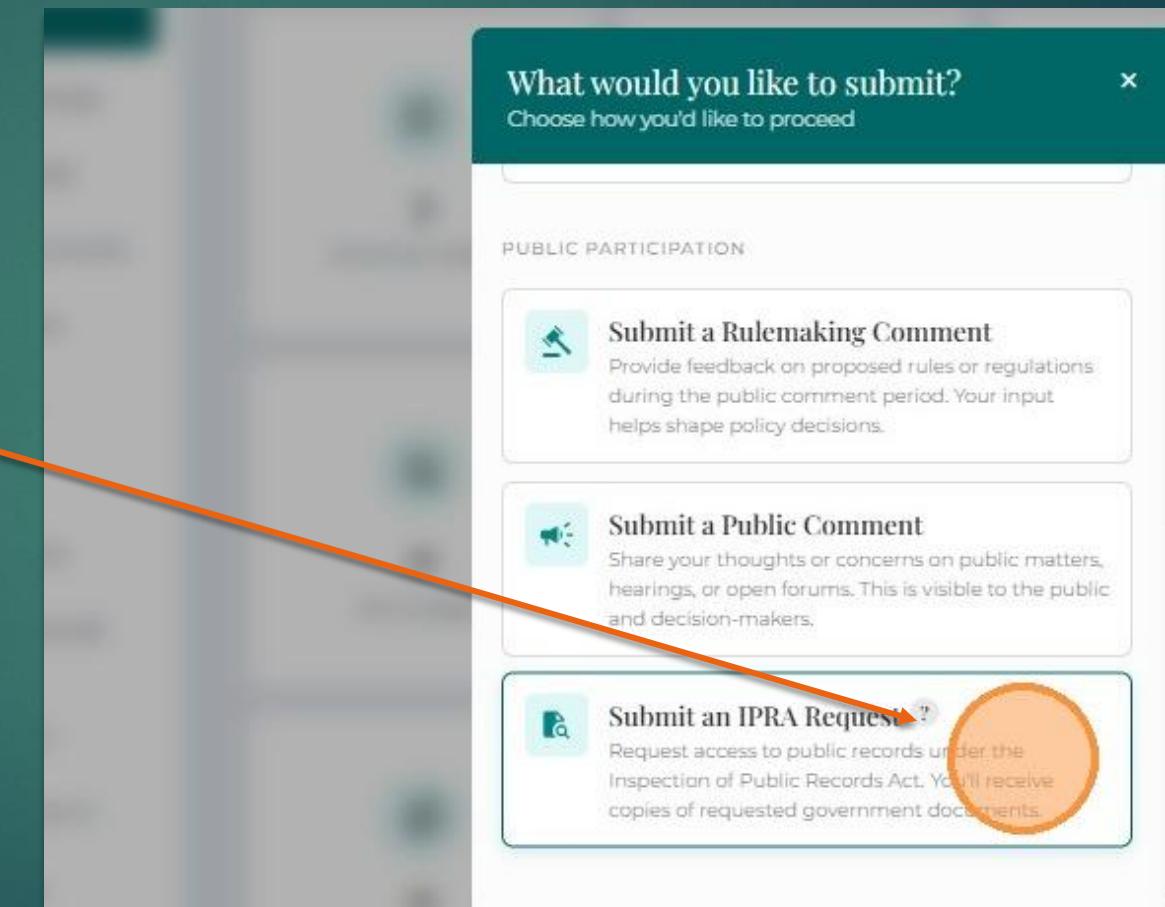
IPRA Request

- ▶ From Dashboard view click on “Submit New”



IPRA Request

- ▶ Click “Submit an IPRA Request”



PRC e360
e-Filing & Case Management System

Dashboard C

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

Requester's Home 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:

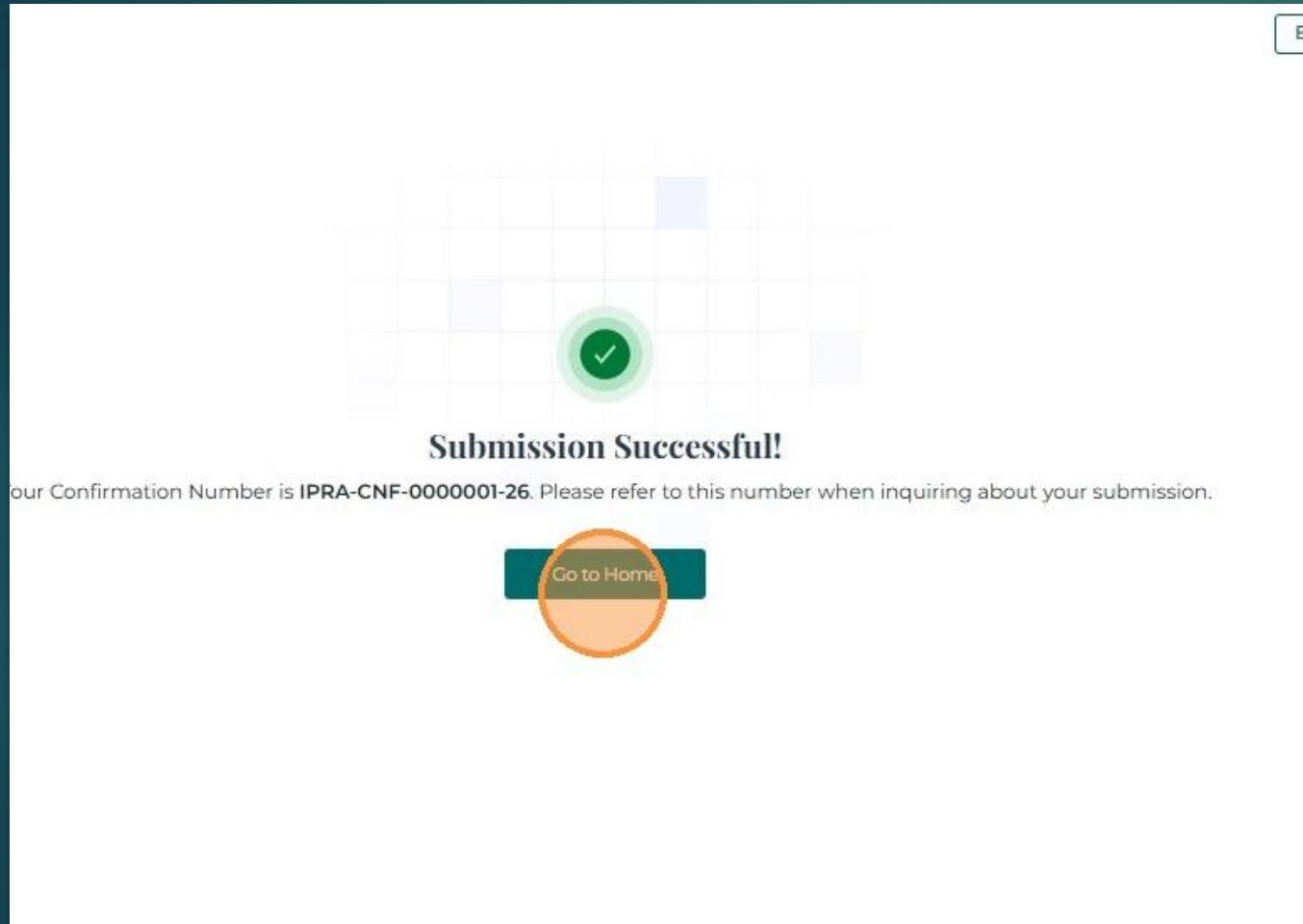
- If charges will exceed the amount above, the requester will be contacted.
- Click [here](#) to view the current fee schedule for IPRA requests.

Submit 

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

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- ▶ Once all required fields are filled out click “Submit”



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.



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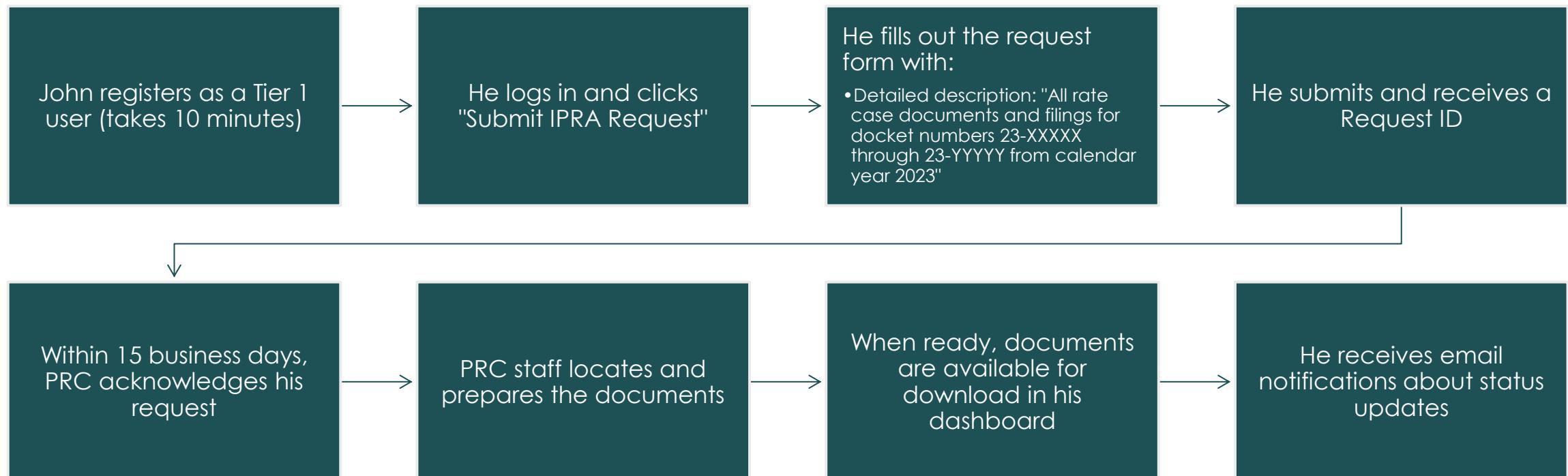
IPRA Example

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



e-Filing & Case Management System

What Happens



All Dockets



NEW MEXICO

**PUBLIC REGULATION
COMMISSION**



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All Filed Documents



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Closed Dockets



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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





Questions?

EMAIL: PORTAL-SUPPORT@PRC.NM.GOV