

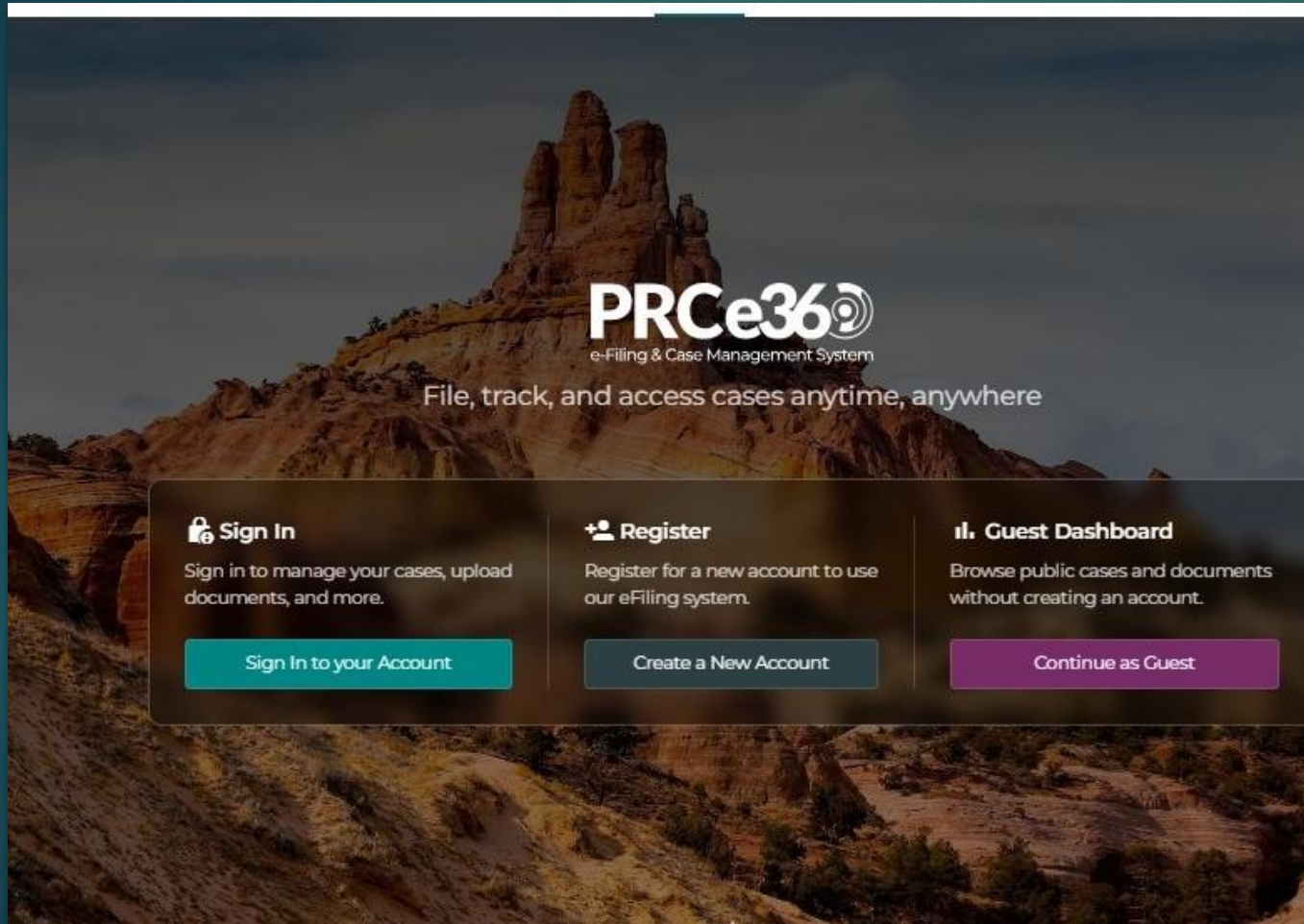
PRCe360 Platform User Registration Guide

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](#)



New User Registration (Tier 1)

- ▶ PRCe360 landing page
 - ▶ [PRCe360 Landing Page](#)

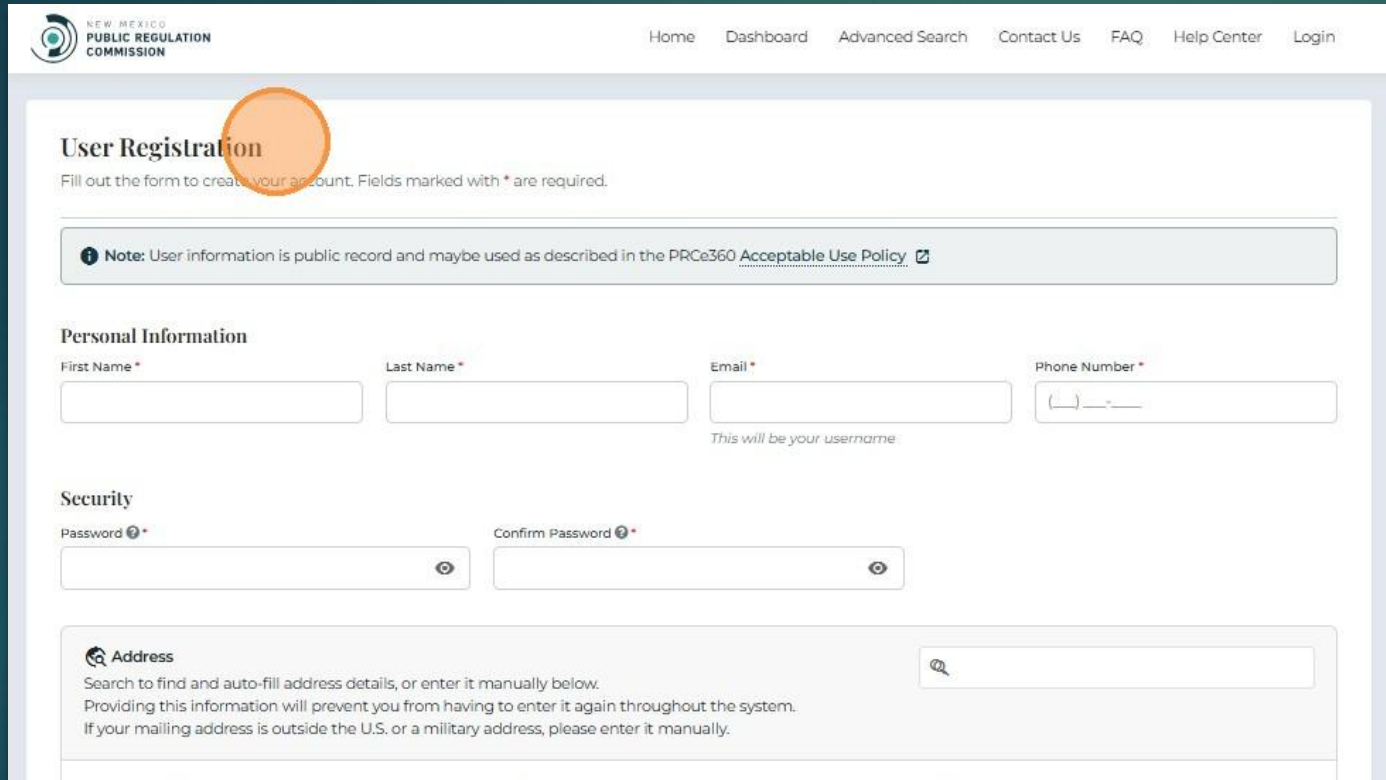




New User Registration (Tier 1)

- ▶ Click on “Create new Account” button





User Registration

Fill out the form to create your account. Fields marked with * are required.

Note: User information is public record and maybe used as described in the [PRCe360 Acceptable Use Policy](#)

Personal Information

First Name * Last Name * Email * Phone Number *

This will be your username

Security

Password * Confirm Password *

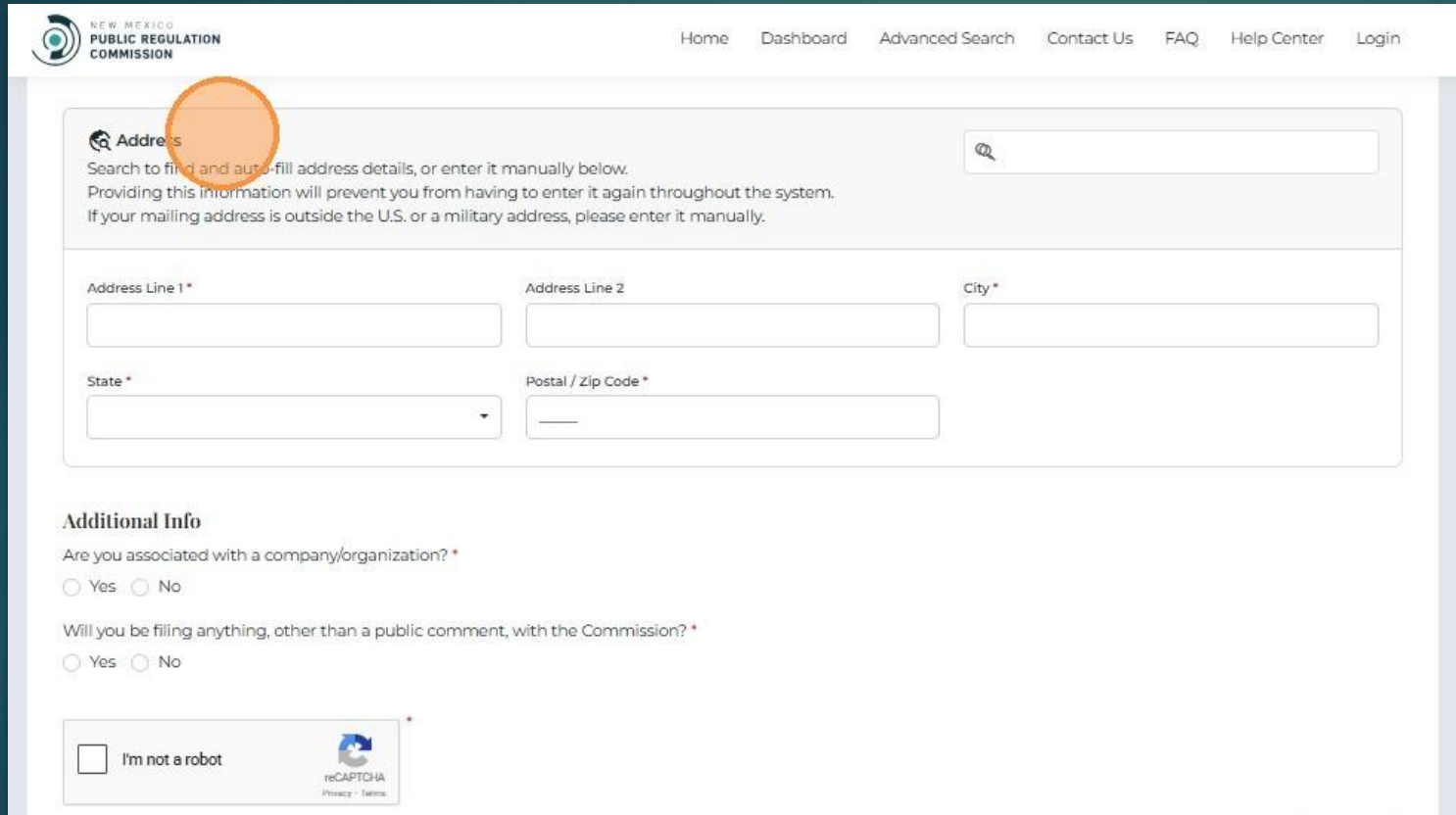
Address

Search to find and auto-fill address details, or enter it manually below.
Providing this information will prevent you from having to enter it again throughout the system.
If your mailing address is outside the U.S. or a military address, please enter it manually.

New User Registration (Tier 1)

- ▶ User registration page
 - ▶ Enter in personal information
 - ▶ Ensure email address is correct
 - ▶ Create password





NEW MEXICO
PUBLIC REGULATION
COMMISSION

Home Dashboard Advanced Search Contact Us FAQ Help Center Login

Address

Search to find and auto-fill address details, or enter it manually below.
Providing this information will prevent you from having to enter it again throughout the system.
If your mailing address is outside the U.S. or a military address, please enter it manually.

Address Line 1 * Address Line 2 City *

State * Postal / Zip Code *

Additional Info

Are you associated with a company/organization? *

☐ Yes ☐ No

Will you be filing anything, other than a public comment, with the Commission? *

☐ Yes ☐ No

☐ I'm not a robot

reCAPTCHA
Privacy Terms

New User Registration (Tier 1)

- ▶ User registration page
- ▶ Ensure address is valid



If your mailing address is outside the U.S. or a military address, please enter it manually.

Address Line 1 *	Address Line 2	City *
<input type="text" value="129 1/2 E De Vargas St"/>	<input type="text"/>	<input type="text" value="Santa Fe"/>
State *	Postal / Zip Code *	
<input data-cs="2" data-kind="parent" type="text" value="New Mexico"/> x ▾	<input type="text" value="87501"/>	


Additional Info

Are you associated with a company/organization? *

☐ Yes ☒ No

Will you be filing anything, other than a public comment, with the Commission? *

☐ Yes ☐ No

☐ I'm not a robot 

[Privacy](#) [Terms](#)

New User Registration (Tier 1)

- ▶ Additional Info
 - ▶ “Are you associated with a company/organization?”
 - ▶ Select No



Address Line 1 *
129 1/2 E De Vargas St

Address Line 2

City *
Santa Fe

State *
New Mexico x

Postal / Zip Code *
87501

Additional Info

Are you associated with a company/organization? *

☐ Yes ☒ No

Will you be filing anything, other than a public comment, with the Commission? *

☐ Yes ☒ No

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Register

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

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New User Registration (Tier 1)

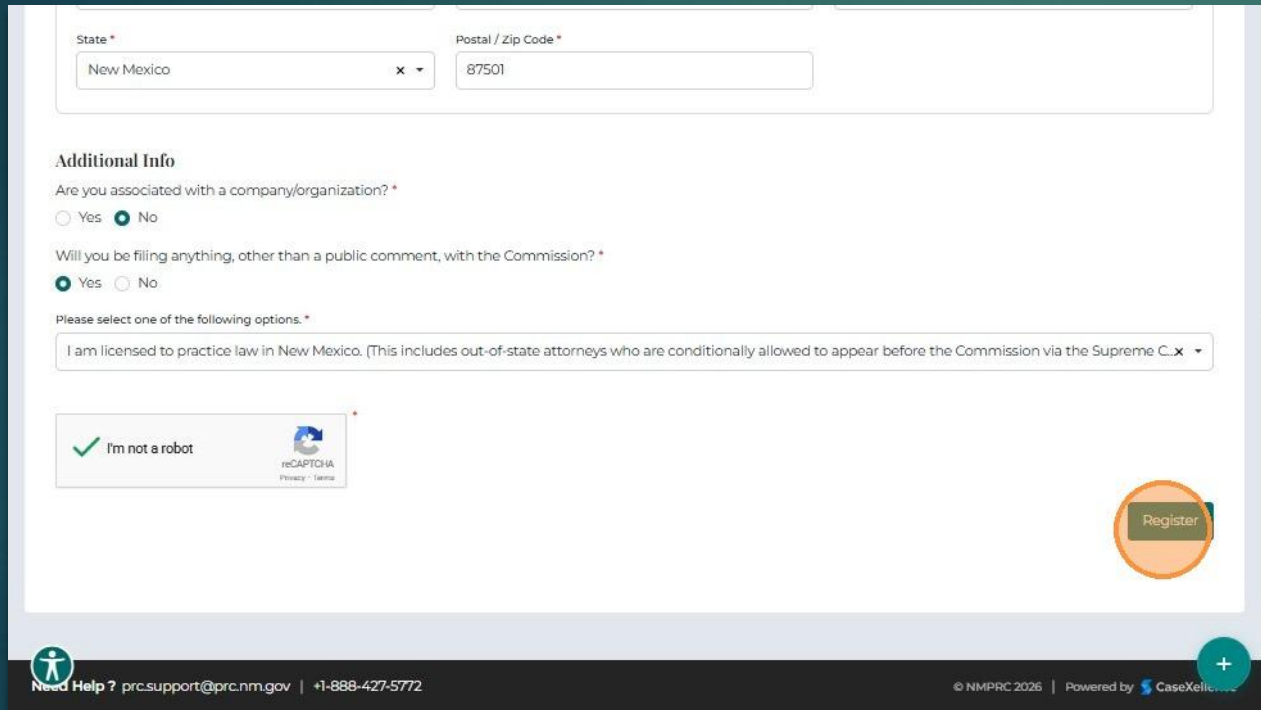
- ▶ Additional Info
 - ▶ “Will you be filing anything other than a public comment with the Commission?”
 - ▶ Select No



New User Registration (Tier 1)

Register

- ▶ Check the **"I'm not a robot"** box (reCAPTCHA verification).
- ▶ Click **Register** to submit your application.



The screenshot shows the registration form with the following fields and options:

- State ***: A dropdown menu showing "New Mexico".
- Postal / Zip Code ***: A text input field containing "87501".
- Additional Info**:
 - Are you associated with a company/organization? ***: Radio buttons for "Yes" and "No", with "No" selected.
 - Will you be filing anything, other than a public comment, with the Commission? ***: Radio buttons for "Yes" and "No", with "Yes" selected.
 - Please select one of the following options. ***: A dropdown menu showing "I am licensed to practice law in New Mexico. (This includes out-of-state attorneys who are conditionally allowed to appear before the Commission via the Supreme C...".
- I'm not a robot**: A reCAPTCHA verification box with a green checkmark and the text "I'm not a robot".
- Register**: A green button with a white outline, circled in orange.

The footer contains the following information:

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

Password

☐ Remember me

[Forgot Password?](#)

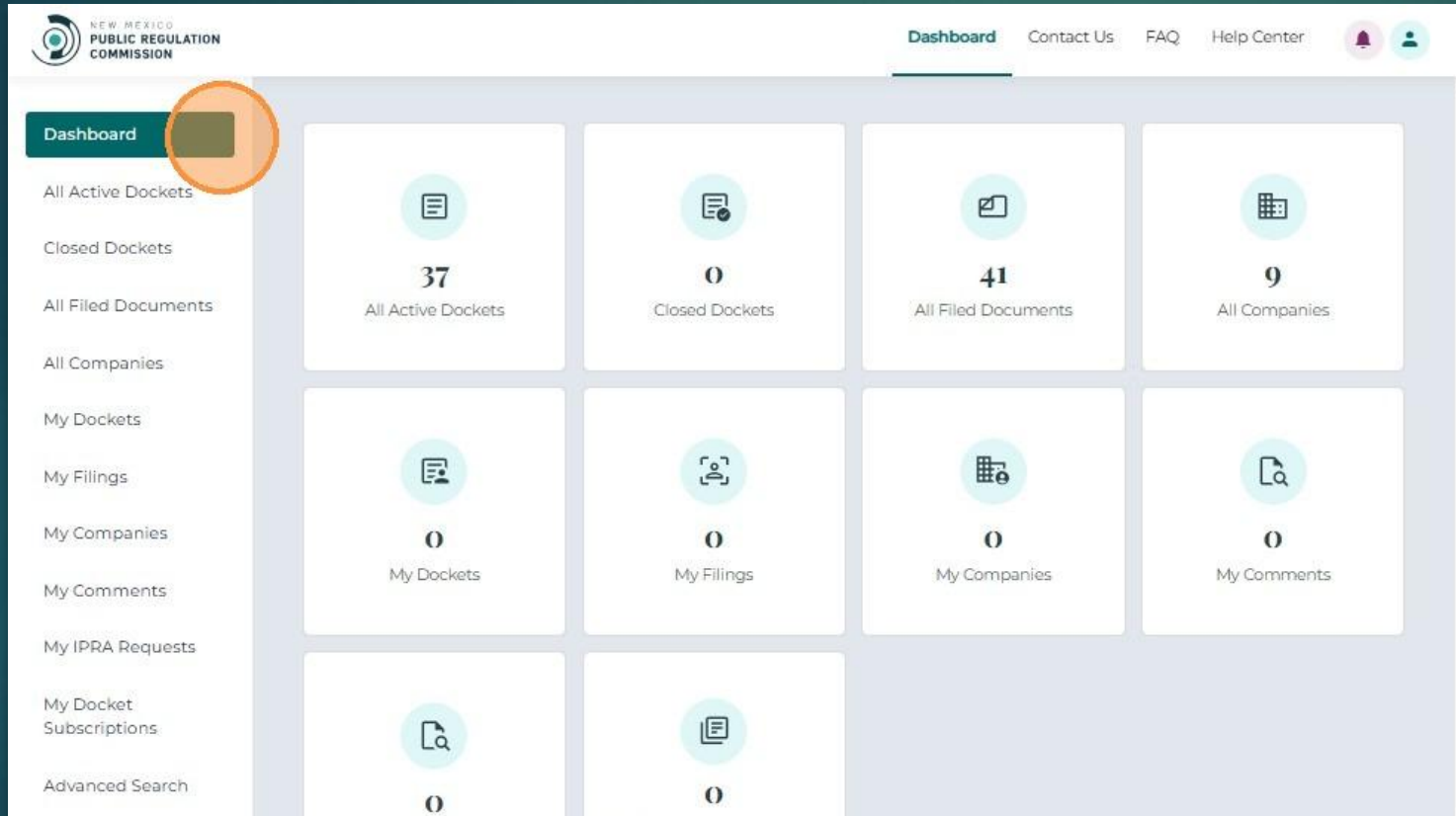
Sign In

New User Registration (Tier 1)

After submitting registration

- ▶ You will be redirected to the Login Page.
- ▶ Enter your Email and Password to log in





New User Registration (Tier 1)

Dashboard

- ▶ Once logged in you will be taken to your user dashboard



Differences between Tier 1 and Tier 2 Accounts

Feature	Tier 1 User	Tier 2 User
View public comments	Yes	Yes
Submit public comments	Yes	Yes
File new dockets/Dockets	No	Yes
File into existing dockets	No	Yes
Create rulemaking comments	Yes	Yes
Submit filings/documents	No	Yes
Access dashboard functionalities	Limited to public queues	Full access to personal and public queues





Registering as a Tier 2 User

Address Line 1 *
129 1/2 E De Vargas St

Address Line 2

City *
Santa Fe

State *
New Mexico x ▾

Postal / Zip Code *
87501

Additional Info

Are you associated with a company/organization? *

☐ Yes ☒ No

Will you be filing anything, other than a public comment, with the Commission? *

☒ Yes ☐ No

Please select one of the following options. *

Type to search

I am licensed to practice law in New Mexico. (This includes out-of-state attorneys who are conditionally allowed to appear before the Commission via the Supreme Court's pro hac vice process)

I am a paralegal or other person employed by an attorney who is licensed to practice law in New Mexico.

I am a case management personnel or paralegal employed by an investor-owned utility.

I am a pro se filer appearing on my own behalf in formal proceedings.

None of the above

New User Registration (Tier 2)

Same initial steps as tier 1

- ▶ Provide additional information in the Additional Info section



Address Line 1 *
129 1/2 E De Vargas St

Address Line 2

City *
Santa Fe

State *
New Mexico x

Postal / Zip Code *
87501

Additional Info

Are you associated with a company/organization? *

☐ Yes ☒ No

Will you be filing anything, other than a public comment, with the Commission? *

☒ Yes ☐ No

Please select one of the following options. *

Type to search

I am licensed to practice law in New Mexico. (This includes out-of-state attorneys who are conditionally allowed to appear before the Commission via the Supreme Court's pro hac vice process)

I am a paralegal or other person employed by an attorney who is licensed to practice law in New Mexico.

I am a case management personnel or paralegal employed by an investor-owned utility.

I am a pro se filer appearing on my own behalf in formal proceedings.

None of the above

New User Registration (Tier 2)

► Additional Info

- You will be prompted with the question: **"Will you be filing anything other than a public comment with the Commission?"**
- If you select **Yes**, you must specify your filing role by choosing one of the provided options
- **Note:** Selecting **"None of the above"** will register you as a **Tier 1 User**.



State *
New Mexico x

Postal / Zip Code *
87501

Additional Info

Are you associated with a company/organization? *


☐ Yes ☒ No

Will you be filing anything, other than a public comment, with the Commission? *

☒ Yes ☐ No

Please select one of the following options. *

I am licensed to practice law in New Mexico. (This includes out-of-state attorneys who are conditionally allowed to appear before the Commission via the Supreme C...x

☒ I'm not a robot 

Register

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

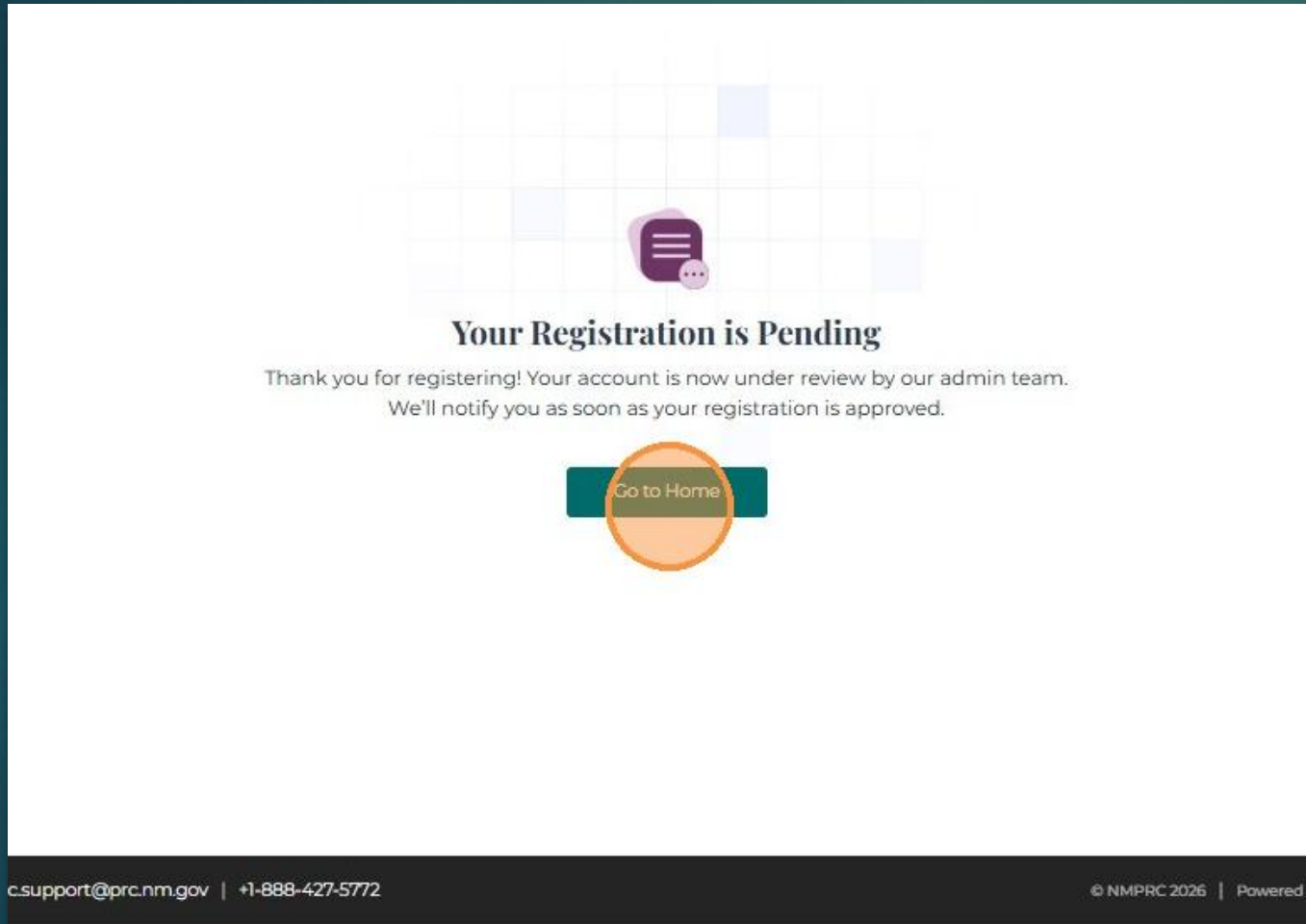
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New User Registration (Tier 1)

Register

- ▶ Check the **"I'm not a robot"** box (reCAPTCHA verification).
- ▶ Click **Register** to submit your application.





New User Registration (Tier 2)

- ▶ Confirmation Message
 - ▶ This means your registration will undergo **administrator approval**. Once approved, you will receive an email confirmation and can then proceed to log in.



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@speridian.c

Password

.....

☐ Remember me

[Forgot Password?](#)

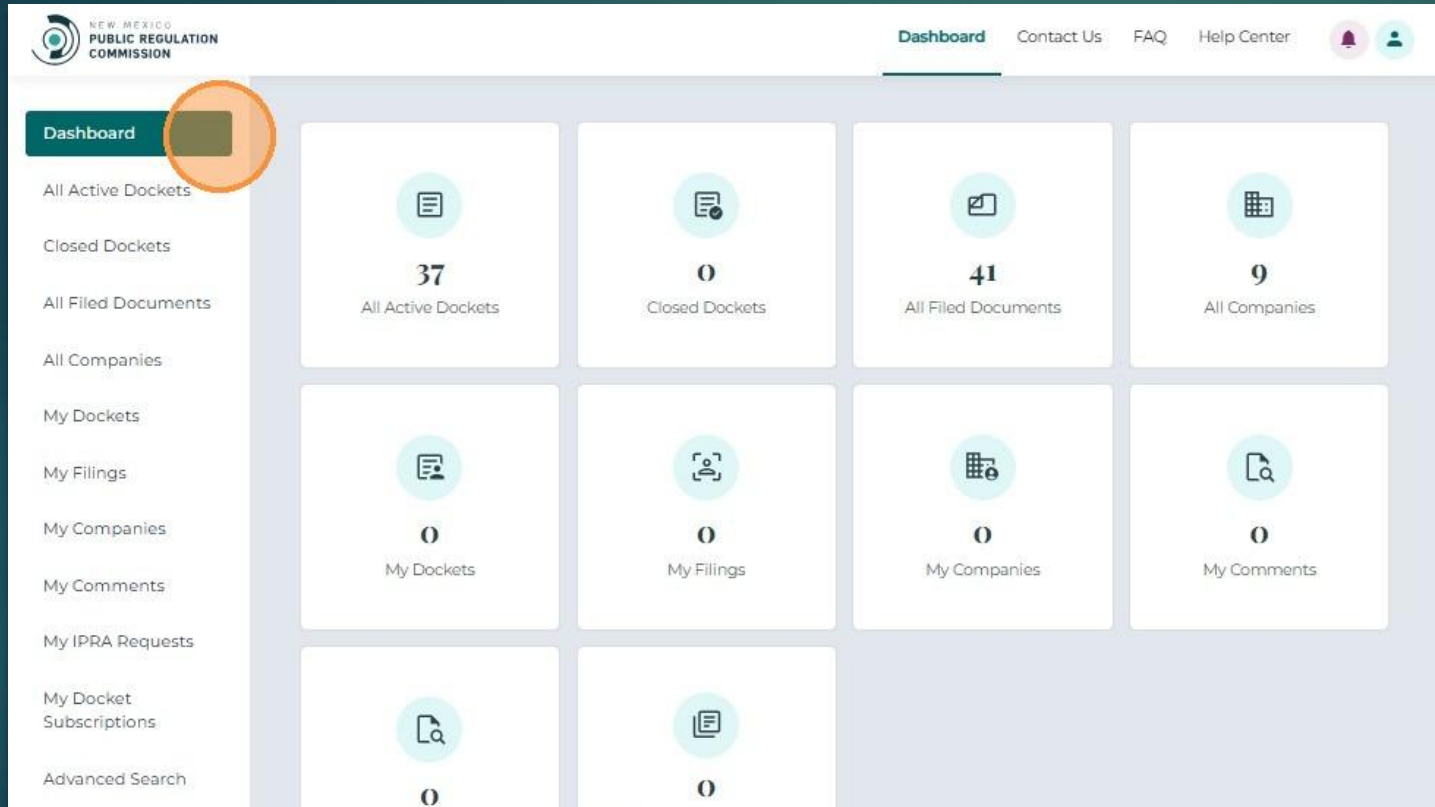
Sign In

New User Registration (Tier 2)

Login after approval

- ▶ Once your account is approved you will receive an approval email and login link
- ▶ Enter your Email or Username and Password to log in





New User Registration (Tier 2)

Dashboard

- ▶ Once logged in you will be taken to your user dashboard



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





e-Filing & Case
Management
System

Questions?

EMAIL: PORTAL-SUPPORT@PRC.NM.GOV