



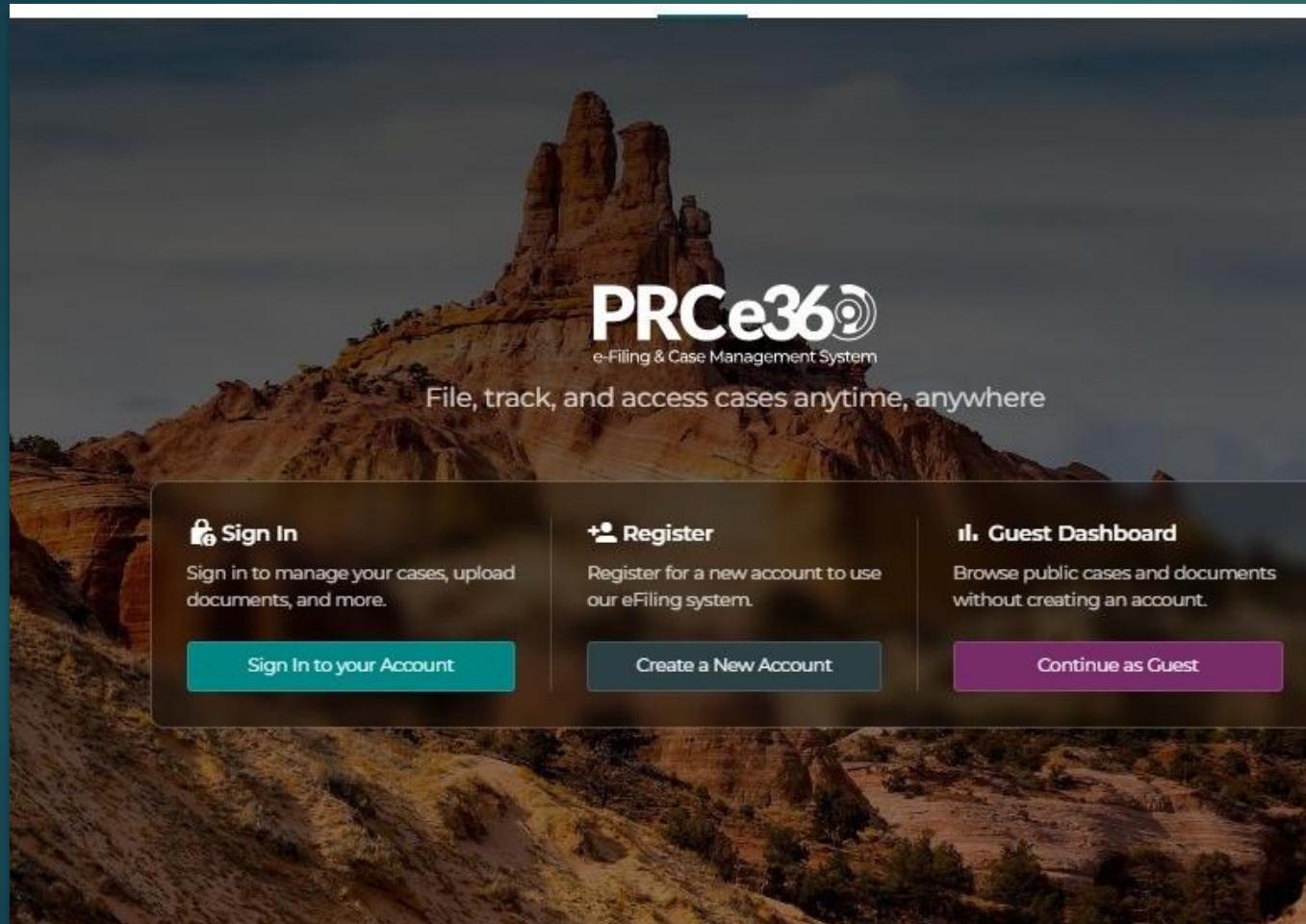
# PRCe360 Platform User Registration Guide

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](#)

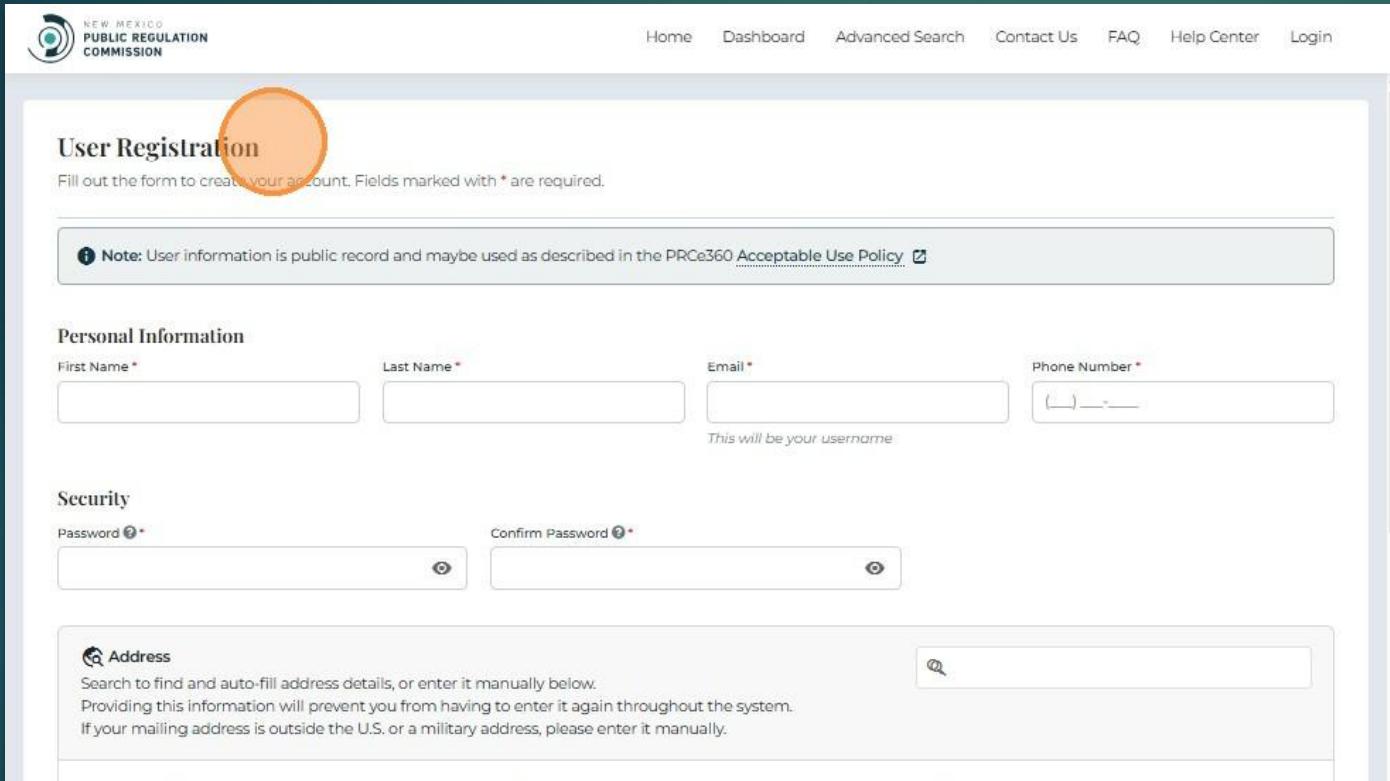




## New User Registration (Tier 1)

- ▶ 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.

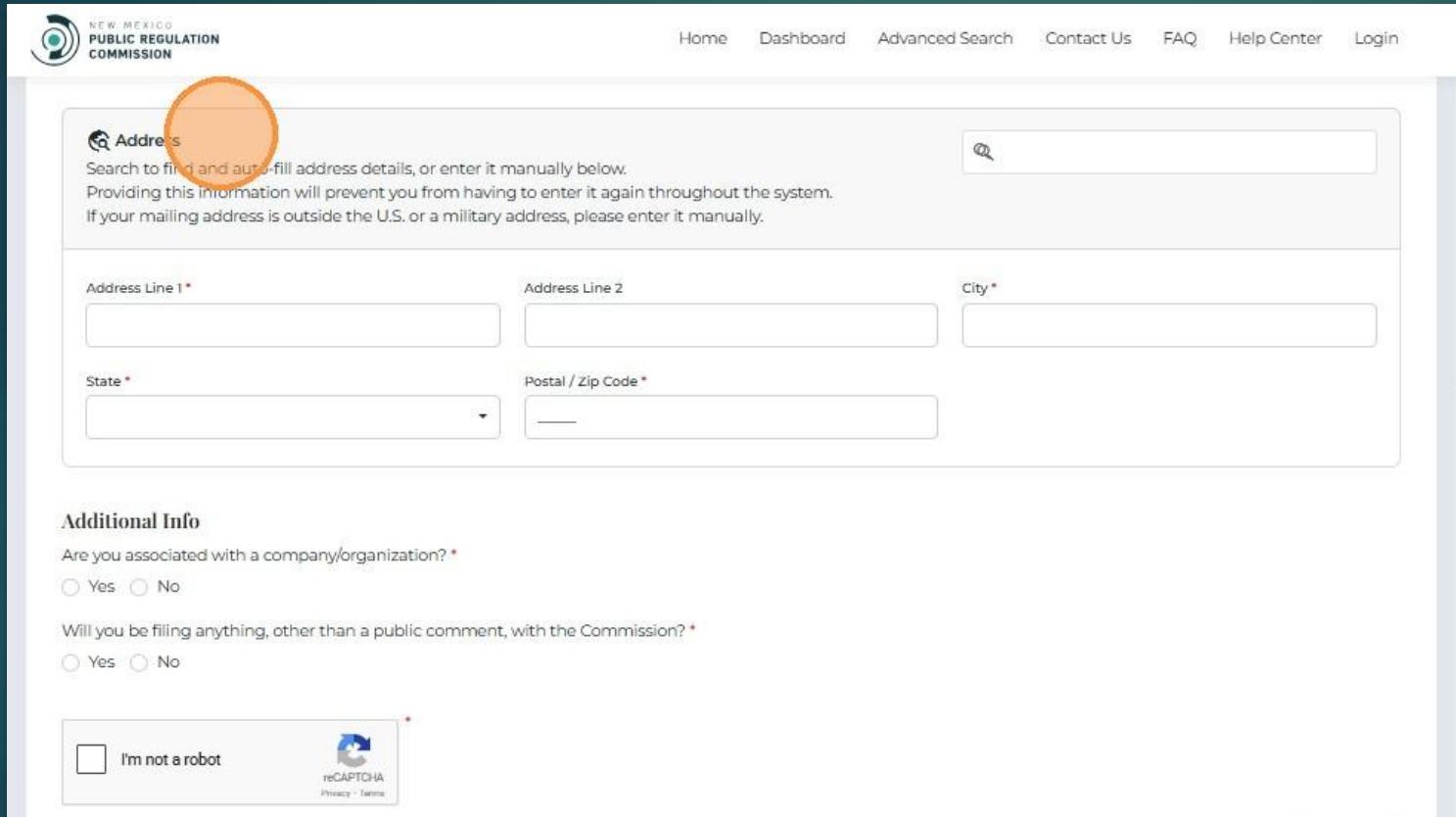
Providing this information will prevent you from having to enter it again throughout the system.

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

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

## 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 *
129 1/2 E De Vargas St		Santa Fe
State *	Postal / Zip Code *	
New Mexico	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**

## New User Registration (Tier 1)

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



Address Line 1 \*

Address Line 2

City \*

State \*  x

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

**Register**

 Need Help? [prc.support@prc.nm.gov](mailto: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



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

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   
reCAPTCHA  
Privacy · Terms

**Register**

Need Help? [prcsupport@prc.nm.gov](mailto:prcsupport@prc.nm.gov) | +1-888-427-5772

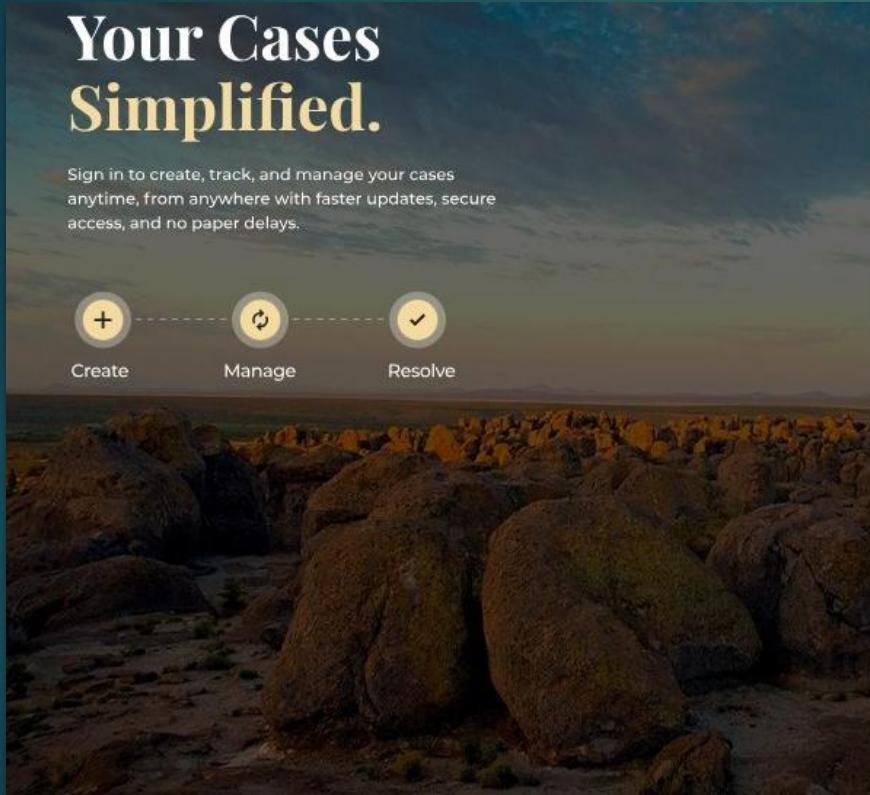
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# New User Registration (Tier 1)

## Register

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





PRCe360  
Sign in to your PRC account

Email  
vaishnavi.hrishikesh@speridian.c

Password  
.....

Remember me      [Forgot Password?](#)

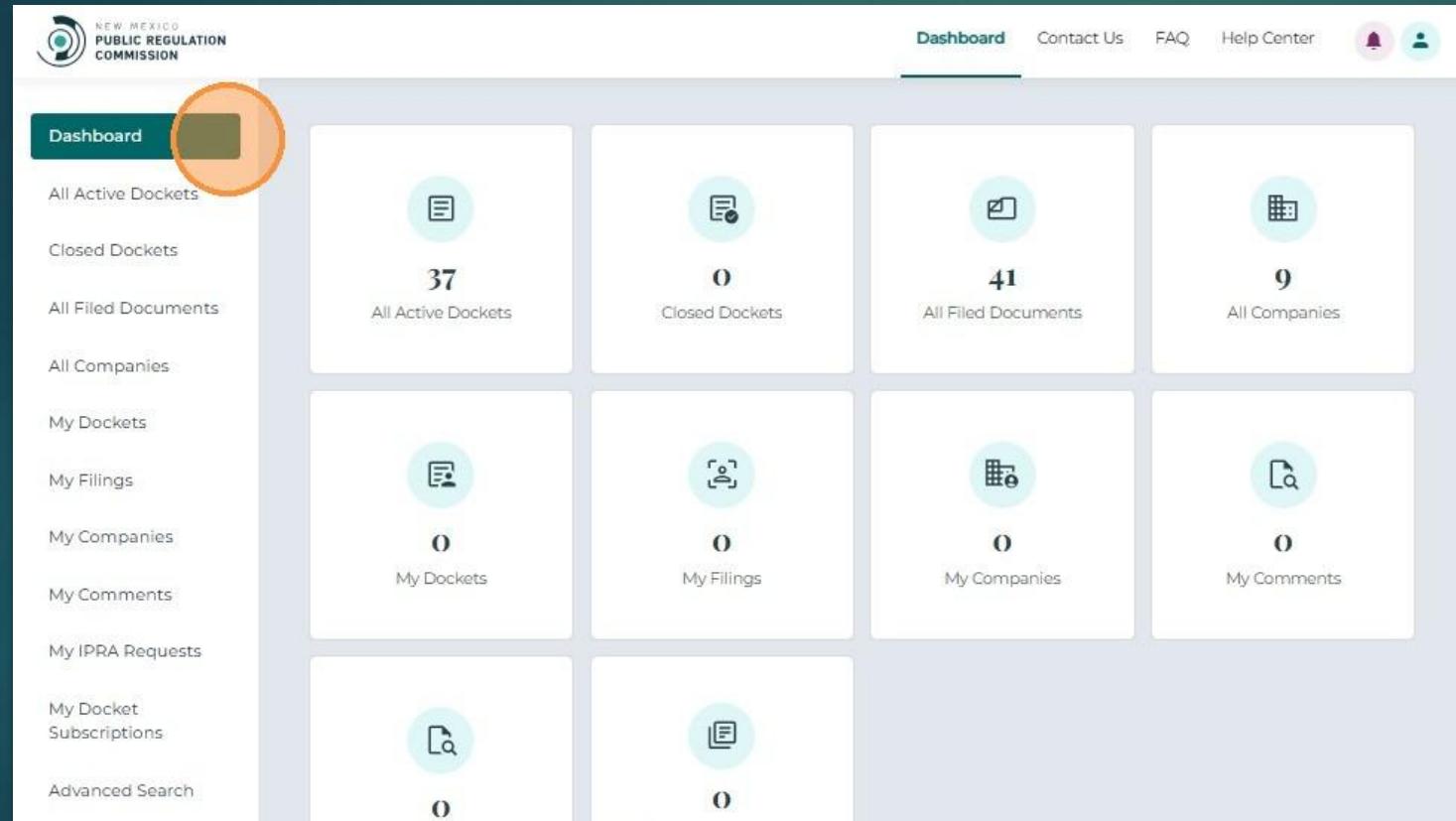
**Sign In**

## New User Registration (Tier 1)

### After submitting registration

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





Dashboard

Contact Us | FAQ | Help Center

All Active Dockets: 37

Closed Dockets: 0

All Filed Documents: 41

All Companies: 9

My Dockets: 0

My Filings: 0

My Companies: 0

My Comments: 0

My IPRA Requests: 0

My Docket Subscriptions: 0

Advanced Search: 0

# 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





e-Filing & Case  
Management  
System

# 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

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

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 \*  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

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.

I'm not a robot  reCAPTCHA Privacy · Terms

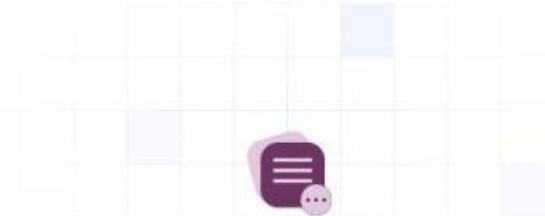
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# New User Registration (Tier 1)

## Register

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





**Your Registration is Pending**

Thank you for registering! Your account is now under review by our admin team. We'll notify you as soon as your registration is approved.

[Go to Home](#)

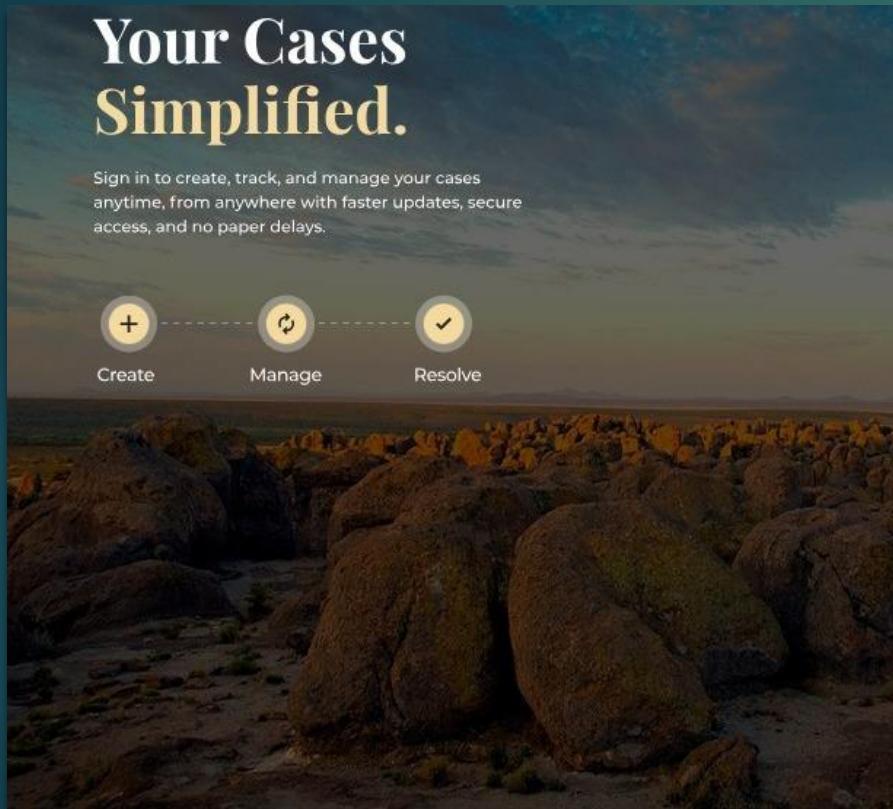
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## New User Registration (Tier 2)

- ▶ 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.





PRCe360  
Sign in to your PRC account

Email  
vaishnavi.hrishikesh@speridian.c

Password  
.....

Remember me    [Forgot Password?](#)

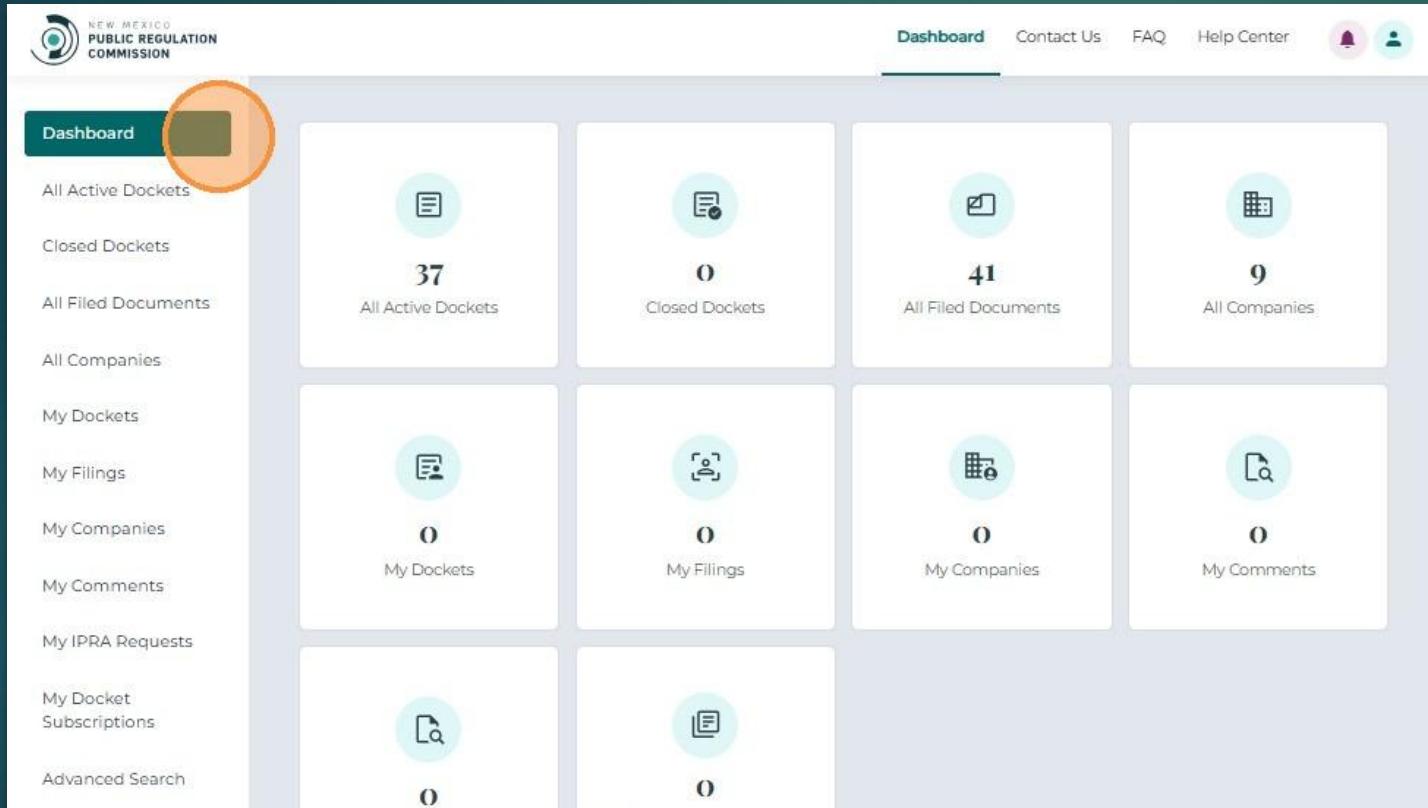
**Sign In**

## 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





Dashboard

All Active Dockets: 37

Closed Dockets: 0

All Filed Documents: 41

All Companies: 9

My Dockets: 0

My Filings: 0

My Companies: 0

My Comments: 0

My IPRA Requests

My Docket Subscriptions

Advanced Search

# New User Registration (Tier 2)

## Dashboard

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



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](mailto: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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System

# Questions?

**EMAIL:** [PORTAL-SUPPORT@PRC.NM.GOV](mailto:PORTAL-SUPPORT@PRC.NM.GOV)