

PRCe360 Company Access Guide

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PRCe360 Company Access Guide

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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



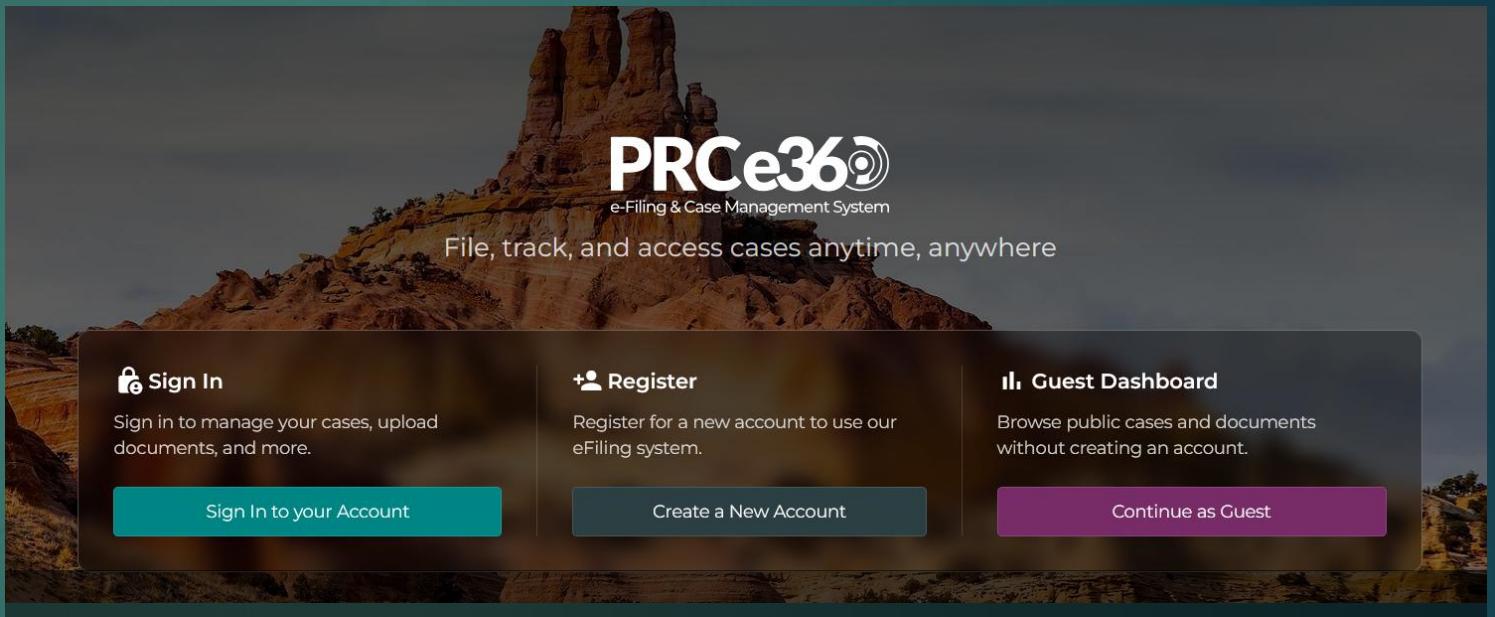
Registering a New Company

The **Register New Company** feature allows **Tier 2 users** to create a new company profile within the Docket Management System.



Register New Company Form

- ▶ Log in to your Tier 2 account

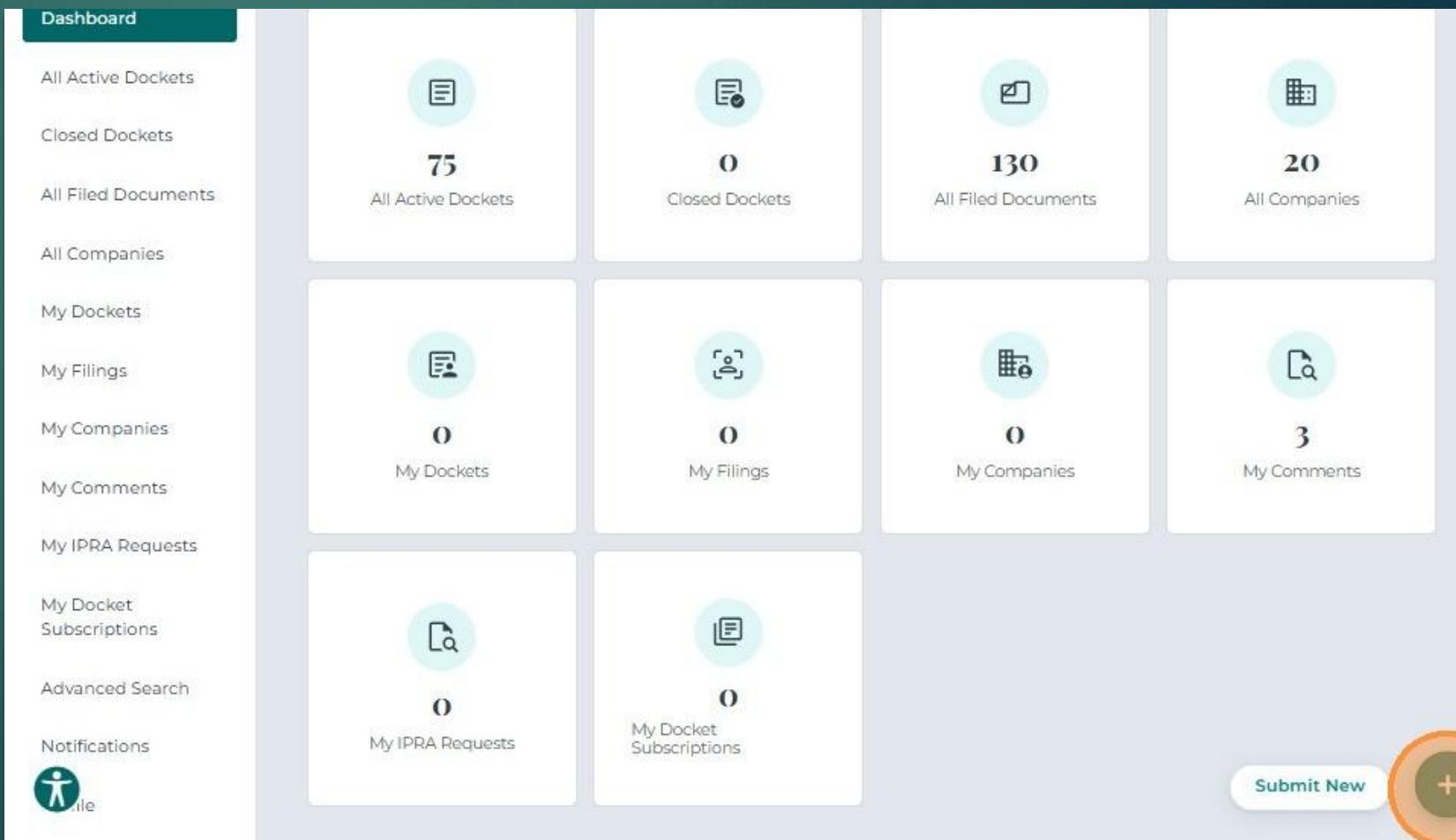


[PRCe360 Landing page](#)



Register New Company Form

- ▶ Log in to your account as a Tier 2 user.
- ▶ From your **Dashboard**, click **+ Submit New** in the bottom-right corner.



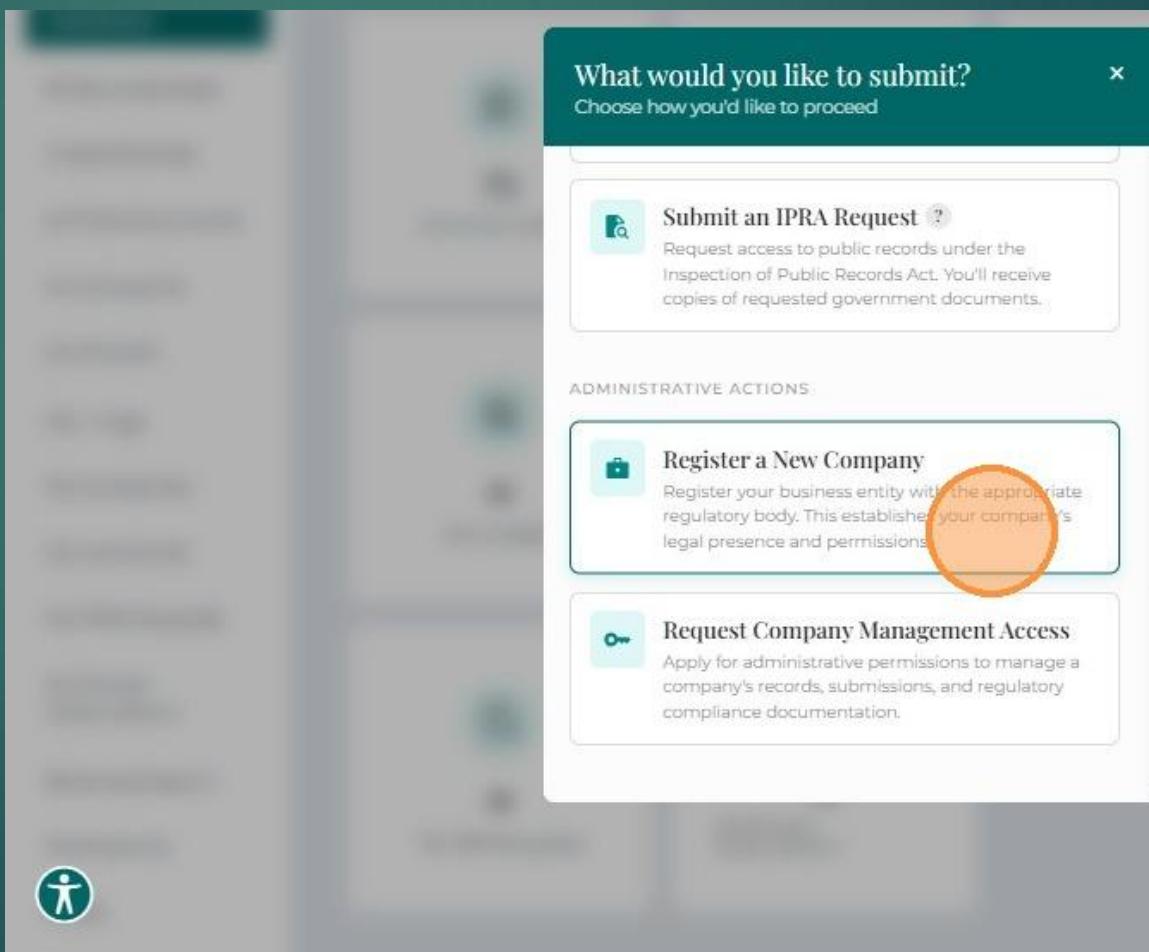
The dashboard displays the following data:

Category	Count
All Active Dockets	75
Closed Dockets	0
All Filed Documents	130
All Companies	20
My Dockets	0
My Filings	0
My Companies	0
My Comments	3
My IPRA Requests	0
My Docket Subscriptions	0
Advanced Search	0
Notifications	0

Submit New button is located in the bottom-right corner of the dashboard.

Register New Company Form

- ▶ Select **Register New Company** from the list of available options.



Register New Company Form

- ▶ Provide the company's basic identification and contact details.
 - ▶ **Full Company Name*** – Official legal name of the company.
 - ▶ **Formerly Known As** – Previous name, if applicable.
 - ▶ **Doing Business As (DBA)** – Trade or alternate business name.
 - ▶ **Email Address*** – Primary business email.
 - ▶ **Phone Number** – Company contact number.

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e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center Back

Register New Company

Please fill out this form to register new company. All Fields marked with * are required.

Note: User information is public record and maybe used as described in the PRCe360 Acceptable Use Policy.

Company Information

Basic details about your company

Full Company Name *	Formerly Known As ?	Doing Business As (DBA)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	Phone Number	NM SOS Business ID
<input type="text"/>	(<input type="text"/>) <input type="text"/> - <input type="text"/>	<input type="text"/>

Filer Information

Details of the person completing this registration form.

First Name *	Last Name *	Filer Title (Position in Company) *	ID Numbers/ Operator ID (OPID)
<input type="text"/> Vaishnavi	<input type="text"/> Hrishi	<input type="text"/>	<input type="text"/>

Only for Pipeline companies with an active OPID

Register New Company Form

Company Address

- ▶ Enter both the **Physical** and **Mailing** addresses.
- ▶ **Physical Address**
- ▶ **Address Line 1***
- ▶ **Address Line 2 (Optional)**
- ▶ **City***
- ▶ **State*** – Select from the dropdown list.
- ▶ **Postal / ZIP Code***
- ▶ **Mailing Address**
- ▶ Same fields as above, used for correspondence.

e-Filing & Case Management System

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

Company Information
Basic details about your company

Full Company Name *	Formerly Known As ?	Doing Business As (DBA)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	Phone Number	NM SOS Business ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Filer Information
Details of the person completing this registration form.

First Name *	Last Name *	Filer Title (Position in Company) *	ID Numbers/ Operator ID (OPID)
<input type="text" value="Vaishnavi"/>	<input type="text" value="Hrishi"/>	<input type="text"/>	<input type="text"/>

Only for Pipeline companies with an active OPID

Company Addresses
Provide the physical and mailing address for your business.

Physical Address

 Address [?](#)
Search to find and auto-fill address details, or enter it manually below.

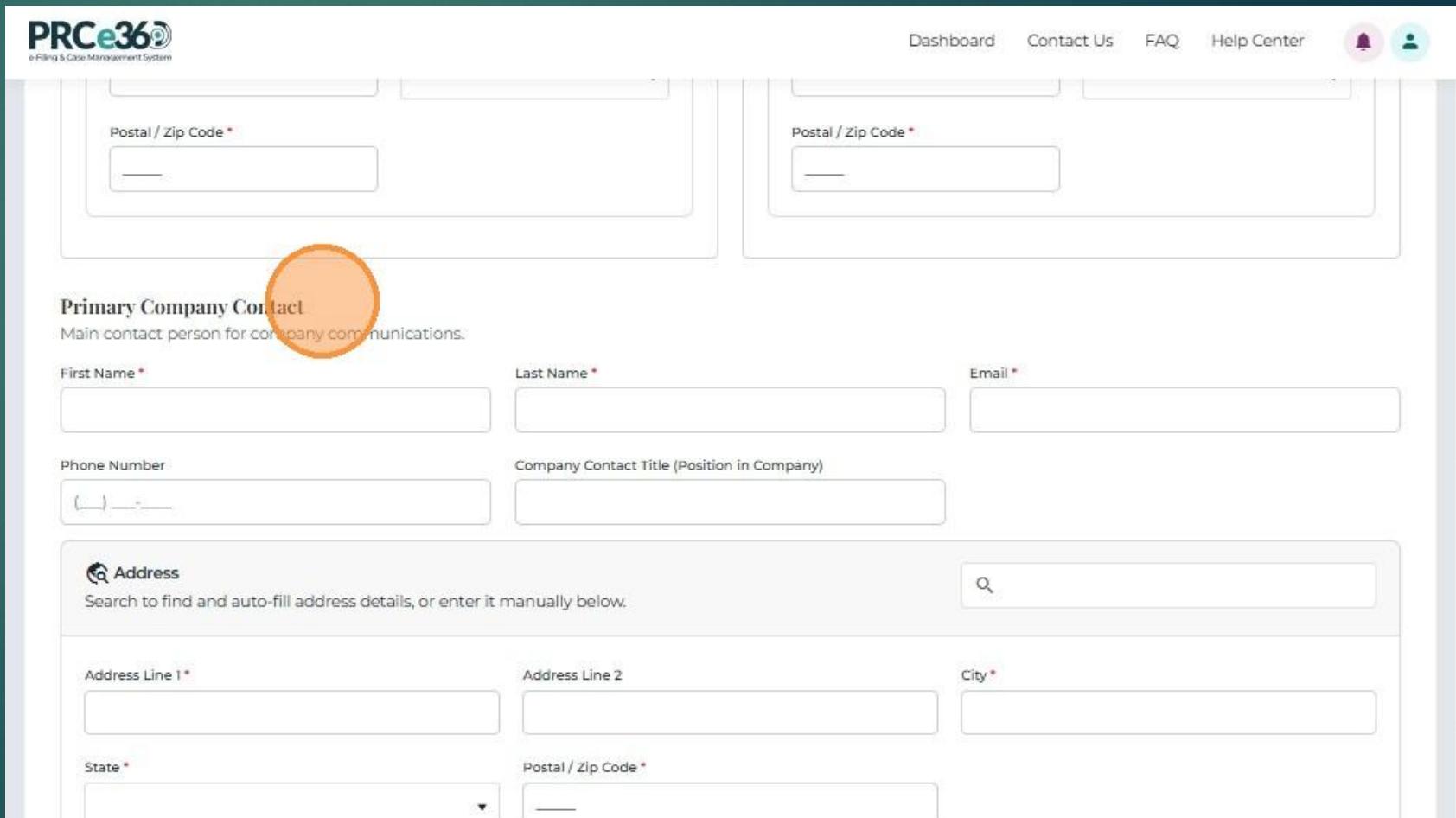
Mailing Address

 Address [?](#)
Search to find and auto-fill address details, or enter it manually below.

Register New Company Form

Company Primary Contact

- ▶ Designate the company's main contact person.
- ▶ **First Name***, **Last Name***
- ▶ **Email***
- ▶ **Phone Number**
- ▶ **Address Line 1, Address Line 2, City, State, Postal / ZIP Code**
- ▶ **Company Contact Title (Position in Company)**



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Primary Company Contact
Main contact person for company communications.

First Name *

Last Name *

Email *

Phone Number

Company Contact Title (Position in Company)

Address

Address Line 1 *

Address Line 2

City *

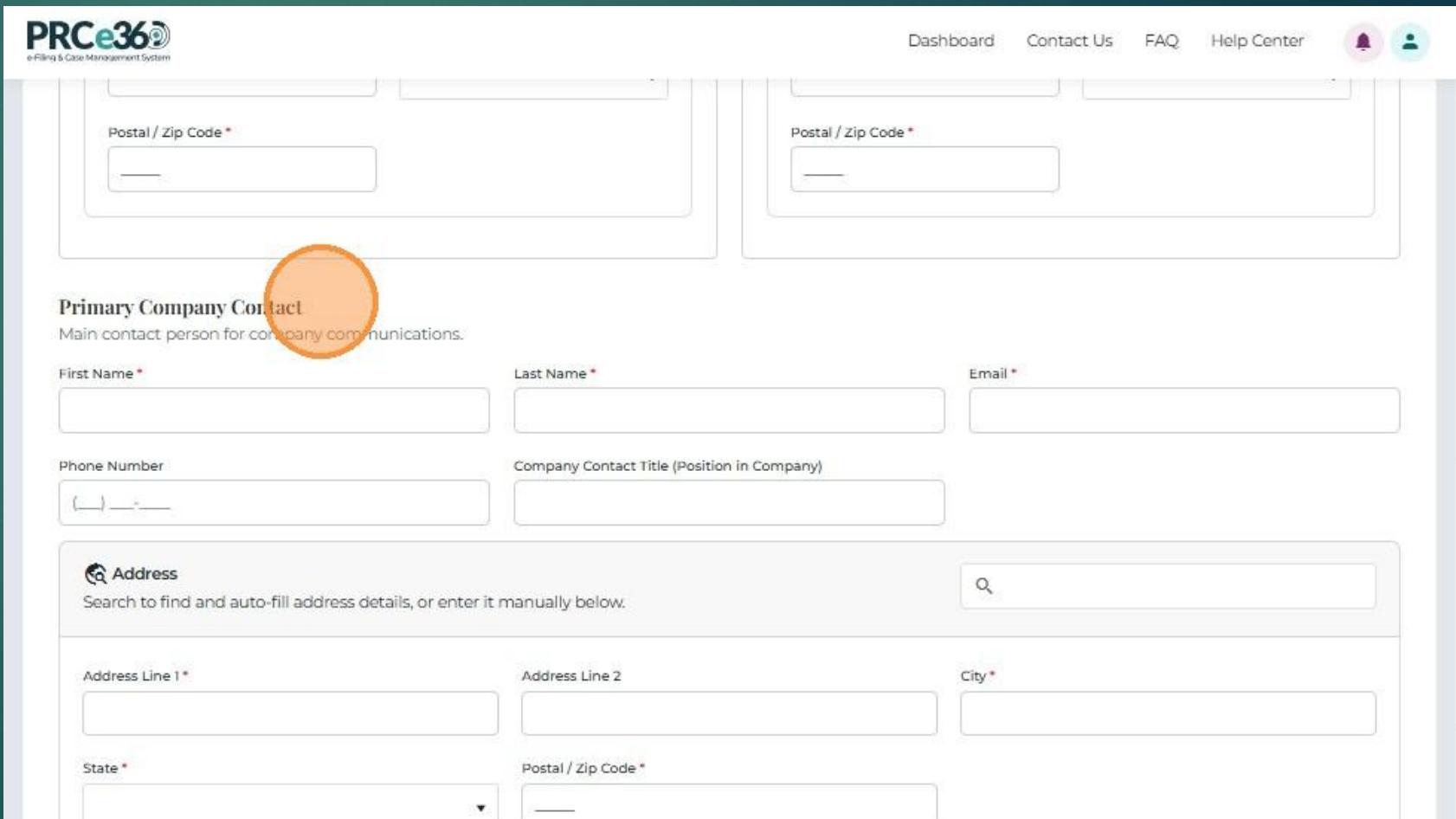
State *

Postal / Zip Code *

Register New Company Form

Additional Company Contact

- ▶ Specify if there are additional company contacts.
- ▶ **Add Additional Company Contacts?*** – Yes / No radio buttons.
 - ▶ If **Yes**, the form expands to allow entry of multiple contacts.
- ▶ Click **+ Add Party** to include more contacts as needed.



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Postal / Zip Code *

Postal / Zip Code *

Primary Company Contact
Main contact person for company communications.

First Name *

Last Name *

Email *

Phone Number

Company Contact Title (Position in Company)

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

Address Line 1 *

Address Line 2

City *

State *

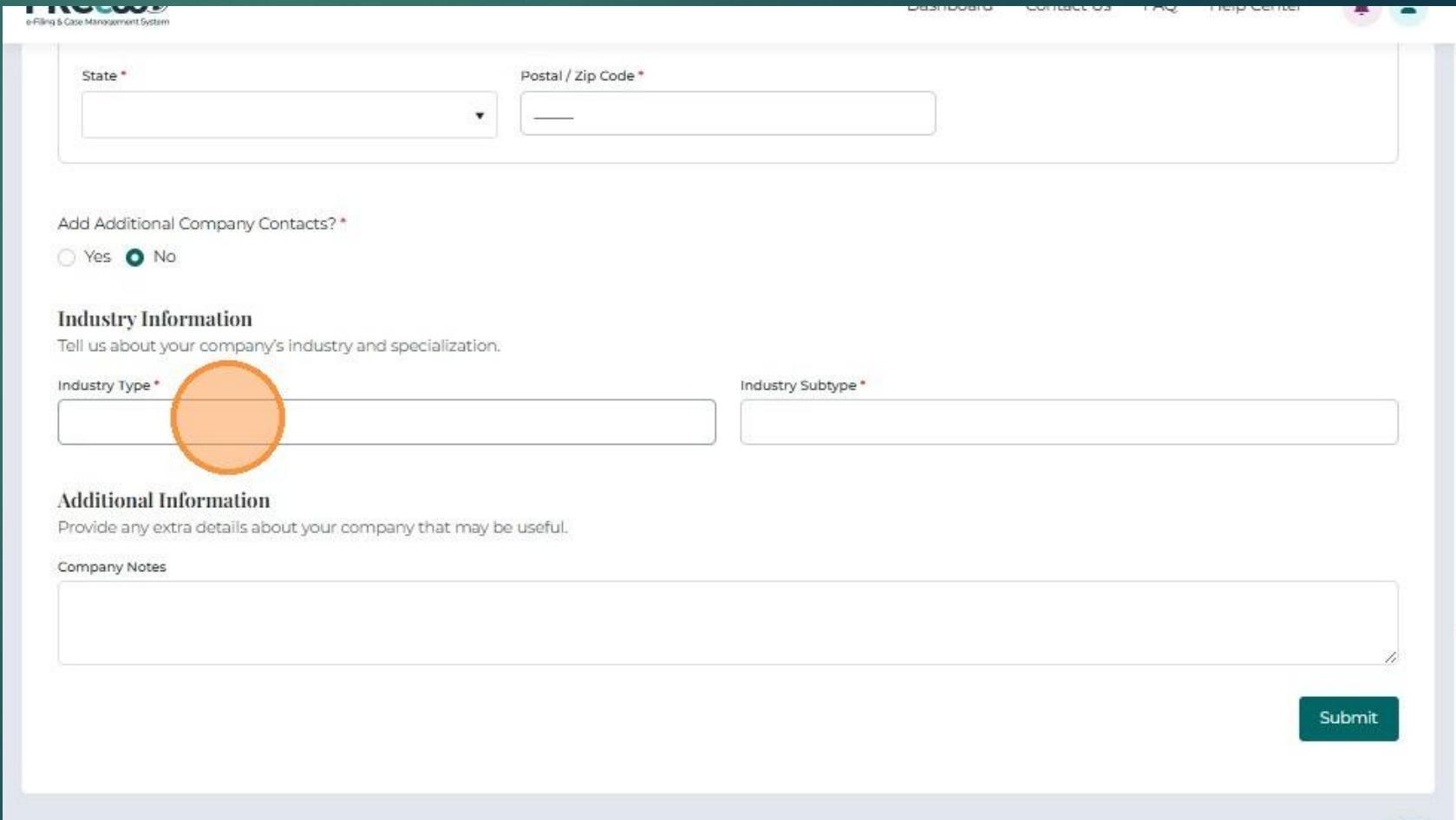
Postal / Zip Code *

Register New Company Form

Industry Information

Select the industry classification for the company.

- ▶ **Industry Type*** – Dropdown for primary industry category.
- ▶ **Industry Subtype*** – Dropdown for sub-industry or specialization.



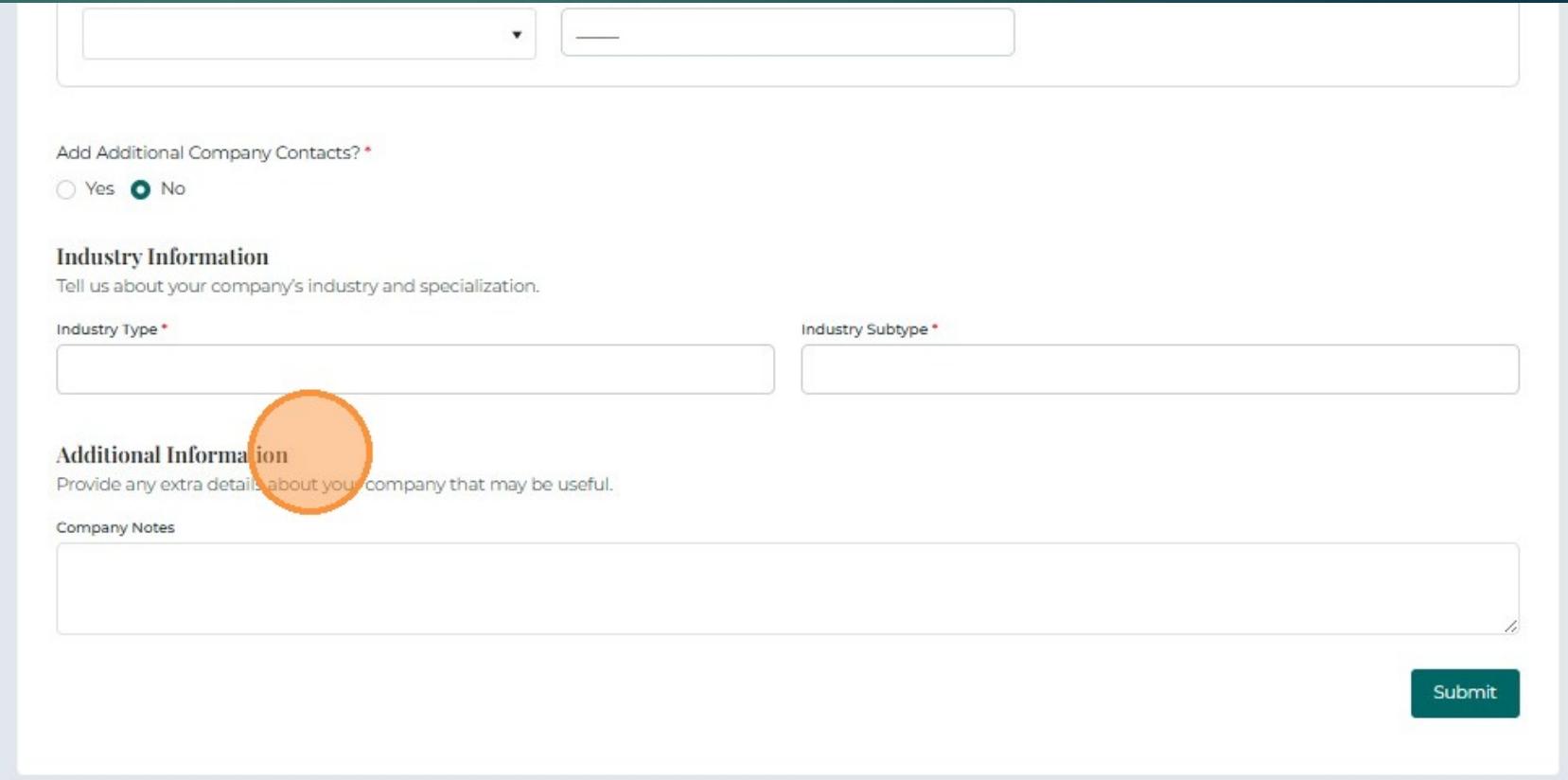
The screenshot shows the 'Industry Information' section of a web-based application. At the top, there are fields for 'State *' (a dropdown menu) and 'Postal / Zip Code *' (a text input field). Below these is a question 'Add Additional Company Contacts? *' with radio buttons for 'Yes' and 'No', where 'No' is selected. The main section is titled 'Industry Information' with the sub-instruction 'Tell us about your company's industry and specialization.' It contains two dropdown menus: 'Industry Type *' and 'Industry Subtype *'. The 'Industry Type *' dropdown is highlighted with a large orange circle. Below this is a section titled 'Additional Information' with the sub-instruction 'Provide any extra details about your company that may be useful.' A 'Company Notes' text area is present. At the bottom right is a 'Submit' button.

Register New Company Form

Additional Information

Provide any supplemental notes related to the company registration.

- ▶ **Company Notes –** Optional free-text field for extra details or context.



Add Additional Company Contacts? *

Yes No

Industry Information
Tell us about your company's industry and specialization.

Industry Type *

Industry Subtype *

Additional Information
Provide any extra details about your company that may be useful.

Company Notes

Submit

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Register New Company Form

Submit the Registration Request

- ▶ After completing all required fields:
 - ▶ Review the entered details.
- ▶ Click **Submit** to send the registration request for review.

Add Additional Company Contacts? *

Yes No

Industry Information
Tell us about your company's industry and specialization.

Industry Type *

Telecommunications X

Industry Subtype *

Landline X Broadband Infrastructure X
Voice over Internet Protocol (VoIP) Provider X

Additional Information
Provide any extra details about your company that may be useful.

Company Notes

additional notes given

978 characters remaining.

Submit +

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

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Register New Company Form

Confirmation Message

- ▶ After submission, PRC staff will review the company registration request.
- ▶ Save confirmation number for future reference

Back

Submission Successful!

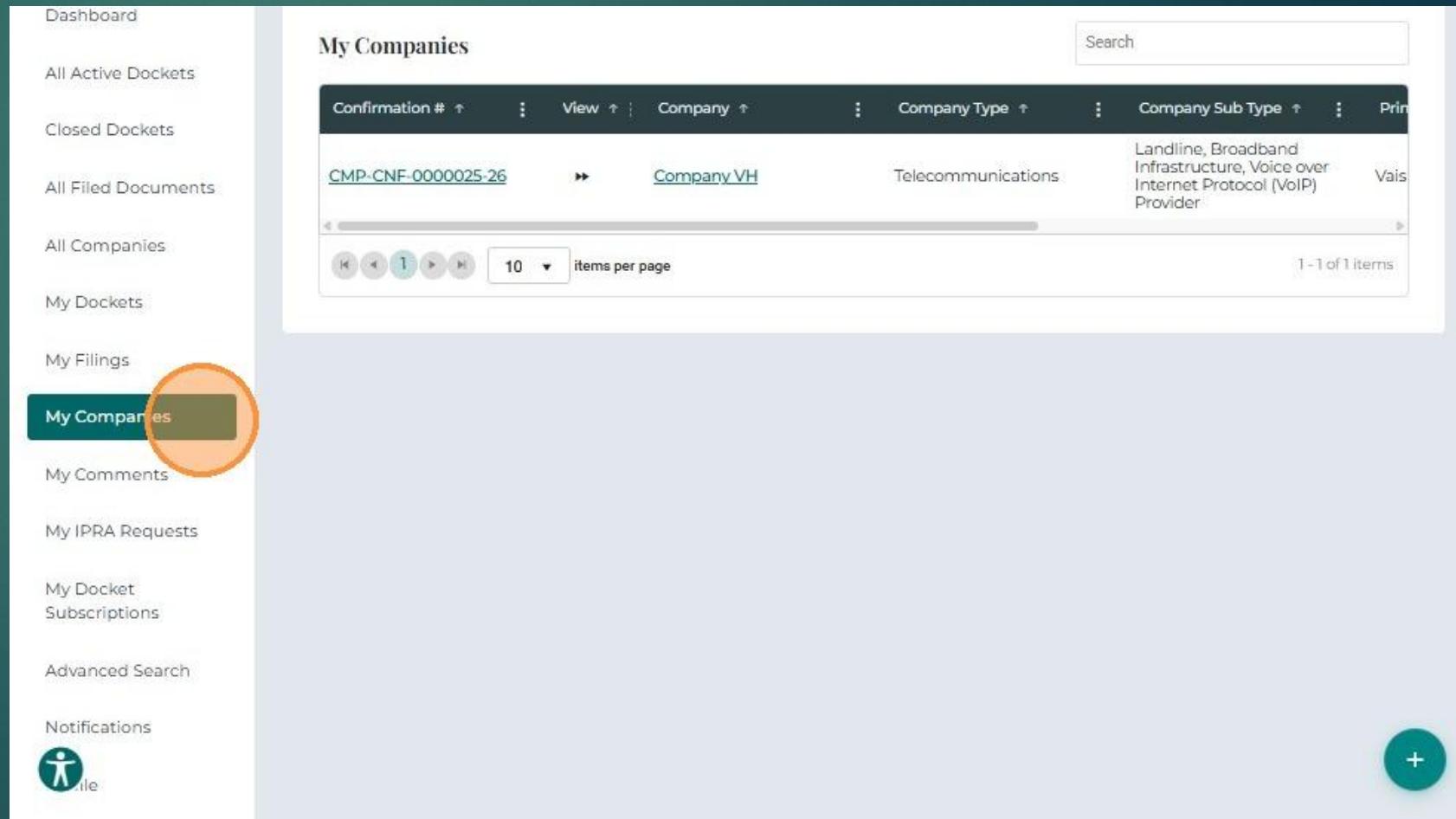
Your Confirmation Number is **CMP-CNF-0000025-26**. Please refer to this number when inquiring about your submission.

[Go to Home](#)



Register New Company Approval Process

- ▶ After submission, PRC staff will review the company registration request.
- ▶ Active and Inactive requests will display on **My Dashboard** tab



The screenshot shows the 'My Companies' tab selected on the left sidebar of the dashboard. The main content area displays a table titled 'My Companies' with the following data:

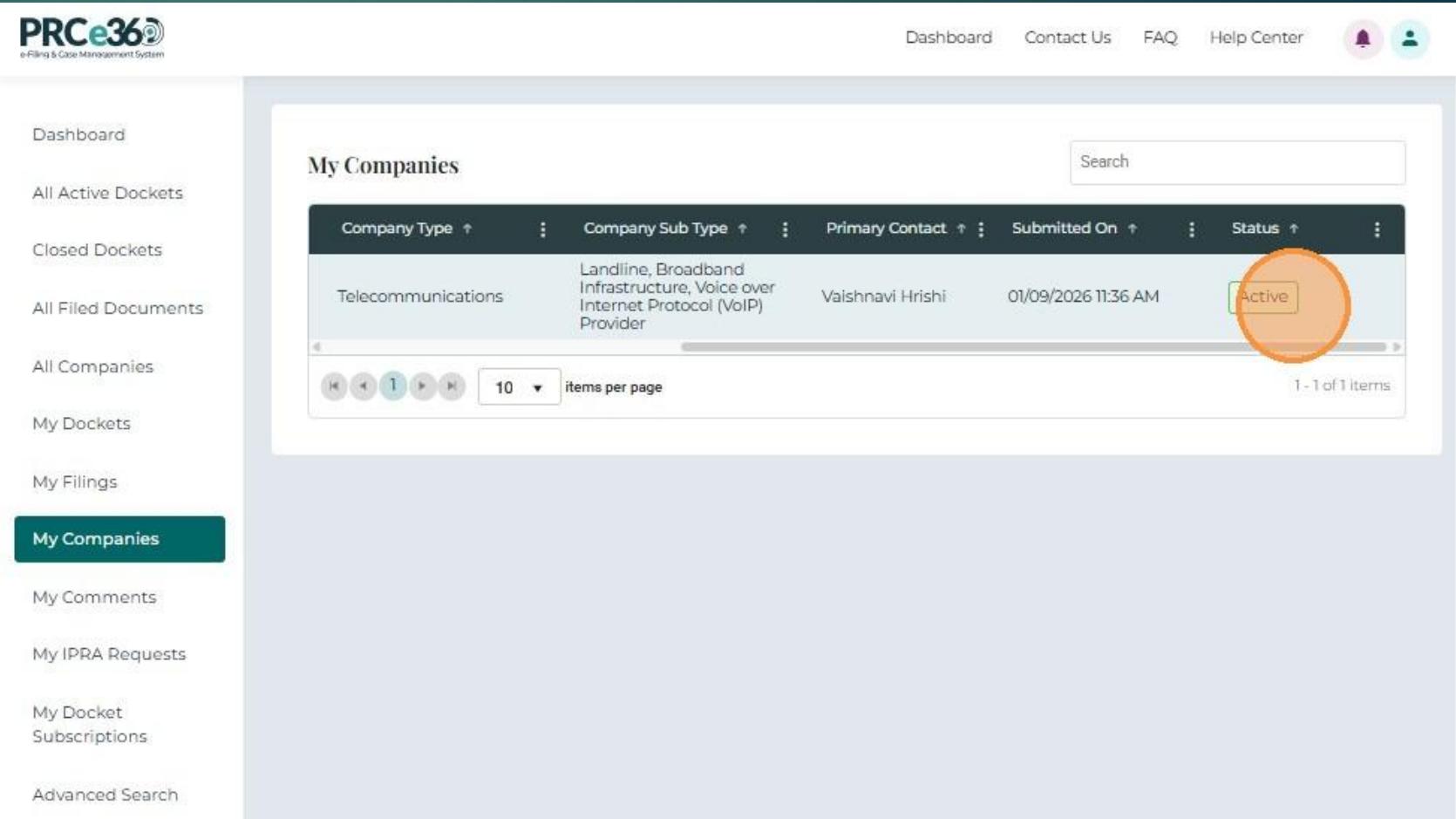
Confirmation #	View	Company	Company Type	Company Sub Type	Print
CMP-CNF-0000025-26	»	Company VH	Telecommunications	Landline, Broadband Infrastructure, Voice over Internet Protocol (VoIP) Provider	Vais

Below the table, there are pagination controls (1 of 1 items) and a dropdown for 'items per page' set to 10. The sidebar also lists other tabs: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies (highlighted with an orange circle), My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search, and Notifications.

Register New Company Approval Process

► If Approved:

- The filer receives an automated approval email.
- The newly registered company appears in the **My Companies** section of the dashboard.
- Clicking the company name or confirmation ID opens the **Company 360** screen showing **Active** status.



PRCe360
e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center

Search

My Companies

Company Type	Company Sub Type	Primary Contact	Submitted On	Status
Telecommunications	Landline, Broadband Infrastructure, Voice over Internet Protocol (VoIP) Provider	Vaishnavi Hrishi	01/09/2026 11:36 AM	Active

10 items per page

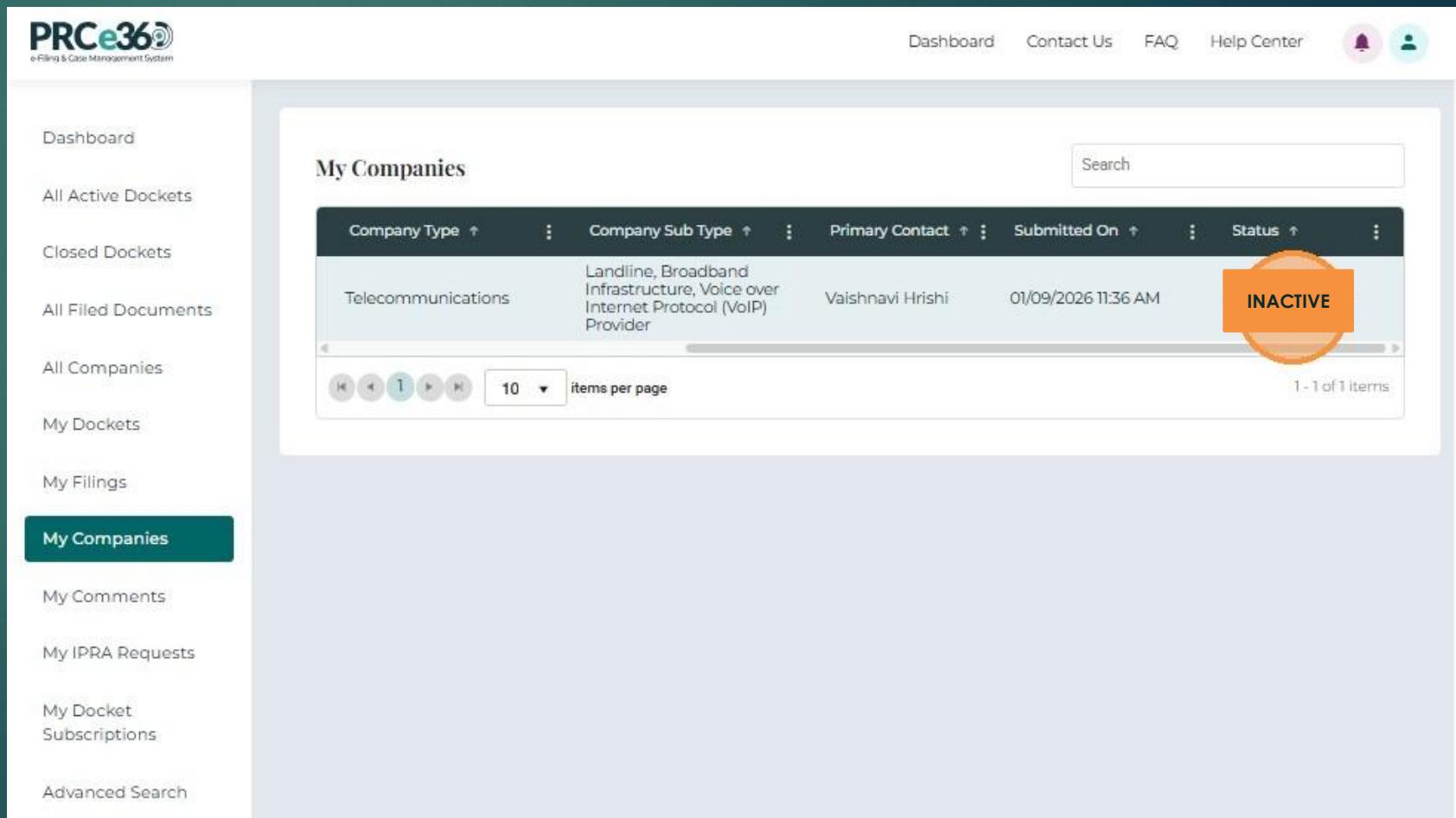
1 - 1 of 1 items

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

Register New Company Approval Process

► If Rejected:

- The filer receives an automated email with the rejection reason.
- The company appears in the dashboard with **Inactive** status.



The screenshot shows the PRCe360 interface. On the left, a sidebar lists various navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, **My Companies** (which is the active tab), My Comments, My IPRA Requests, My Docket Subscriptions, and Advanced Search. The main content area is titled 'My Companies' and displays a table with one row of data. The columns are: Company Type (Telecommunications), Company Sub Type (Landline, Broadband Infrastructure, Voice over Internet Protocol (VoIP) Provider), Primary Contact (Vaishnavi Hrishi), Submitted On (01/09/2026 11:36 AM), and Status (INACTIVE). The 'INACTIVE' status is highlighted with an orange circle. The table includes standard data grid controls like a search bar, a header row with sorting arrows, and a footer showing '1 - 1 of 1 items'.

Company Type	Company Sub Type	Primary Contact	Submitted On	Status
Telecommunications	Landline, Broadband Infrastructure, Voice over Internet Protocol (VoIP) Provider	Vaishnavi Hrishi	01/09/2026 11:36 AM	INACTIVE



Requesting Company Access

REQUESTING COMPANY ACCESS



Requesting Company Access

The **Company Management Access Request** feature allows a **Tier 2 user** to obtain management rights for a company profile within the Docket Management System (CMS).

This may apply to:

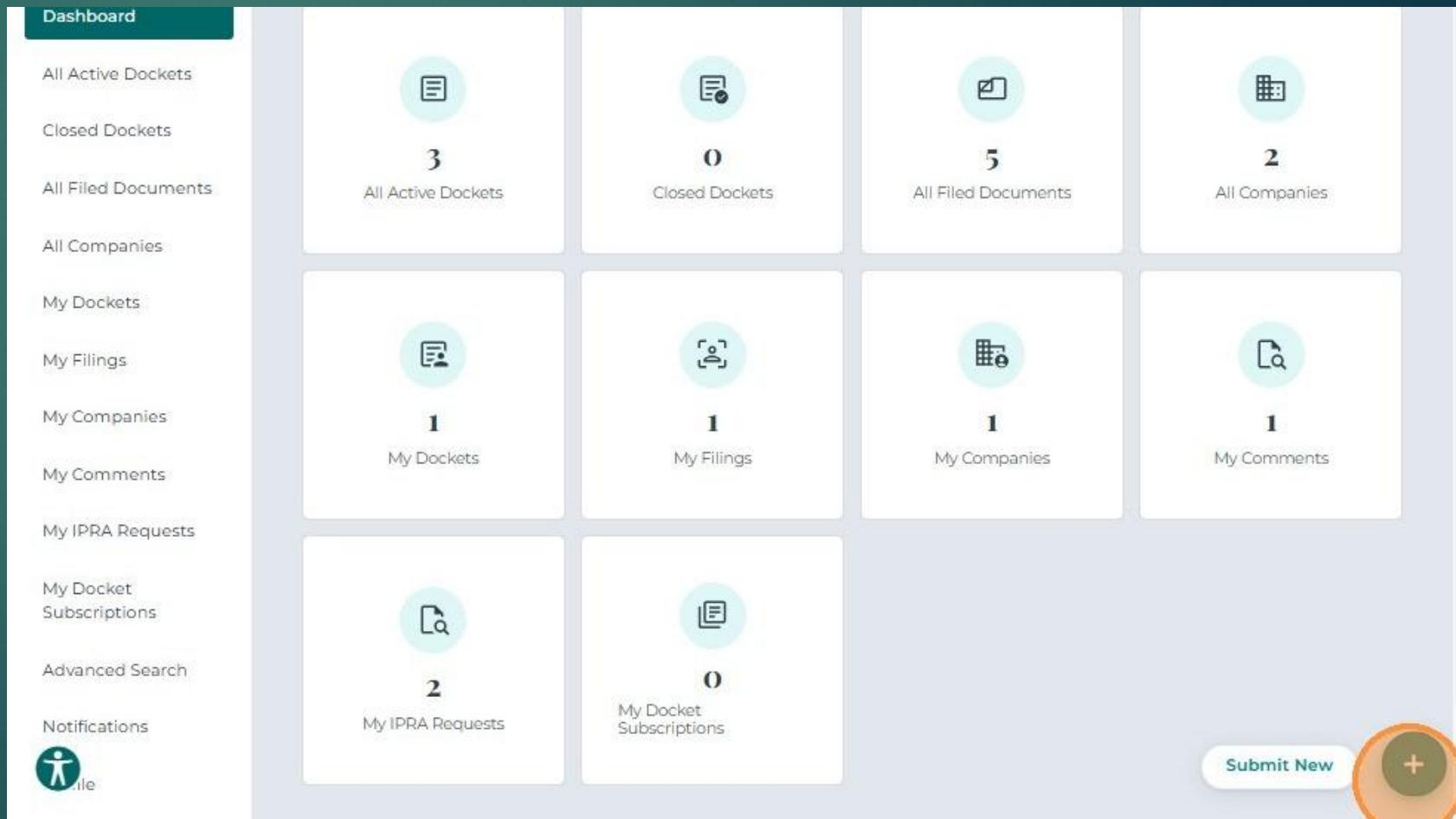
- ▶ A newly registered company, or
- ▶ An existing company already active in the PRC database.



e-Filing & Case
Management
System

Company Management Access Request Form

- ▶ After signing in:
 - ▶ From the **Dashboard**, click **+ Submit New** at the bottom-right corner of the screen.

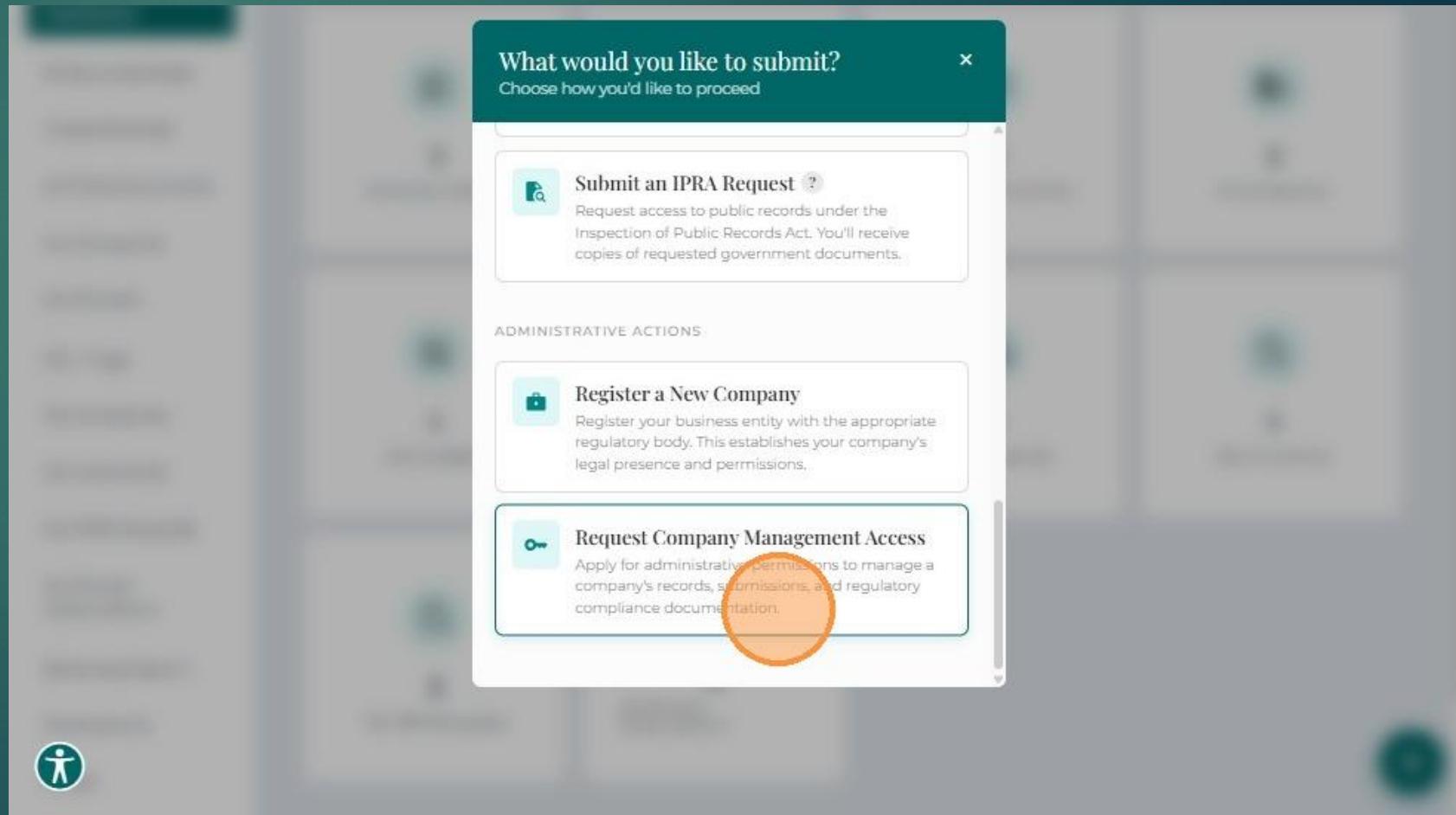


The screenshot shows the New Mexico Public Regulation Commission's dashboard. On the left, a sidebar lists navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search, Notifications, and a profile icon. The main area is a grid of 12 cards, 3 columns by 4 rows, each representing a different type of access request. The cards are: All Active Dockets (3), Closed Dockets (0), All Filed Documents (5), All Companies (2); My Dockets (1), My Filings (1), My Companies (1), My Comments (1); My IPRA Requests (2), My Docket Subscriptions (0). In the bottom right corner of the dashboard area, there is a green button labeled "Submit New" and a large orange button with a white plus sign.

All Active Dockets	3	All Active Dockets
Closed Dockets	0	Closed Dockets
All Filed Documents	5	All Filed Documents
All Companies	2	All Companies
My Dockets	1	My Dockets
My Filings	1	My Filings
My Companies	1	My Companies
My Comments	1	My Comments
My IPRA Requests	2	My IPRA Requests
My Docket Subscriptions	0	My Docket Subscriptions
Advanced Search		
Notifications		

Company Management Access Request Form

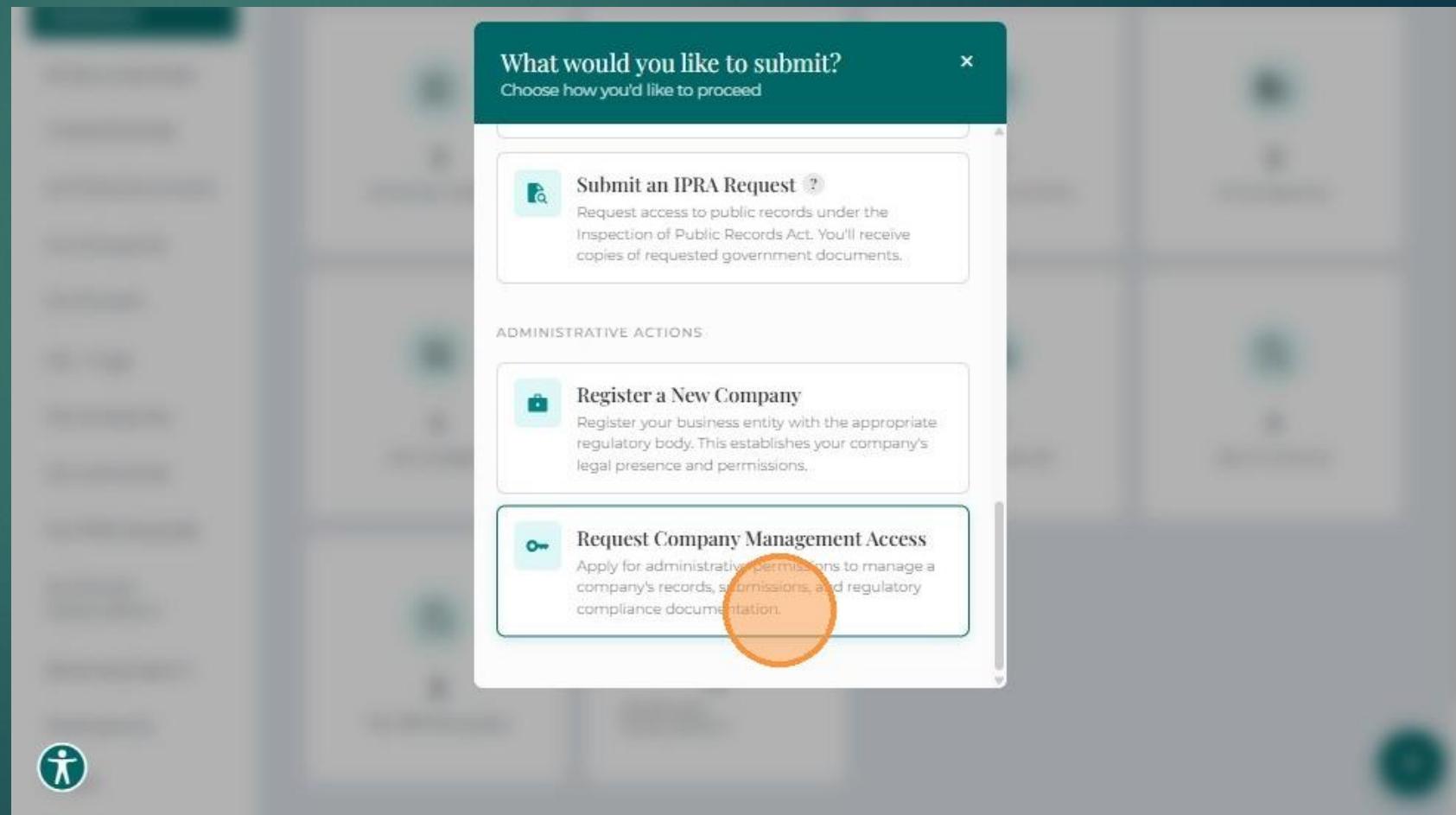
- ▶ In the pop-up menu, select **Company Management Access Request**.



Company Management Access Request Form

In the pop-up menu,
select **Company
Management Access
Request**.

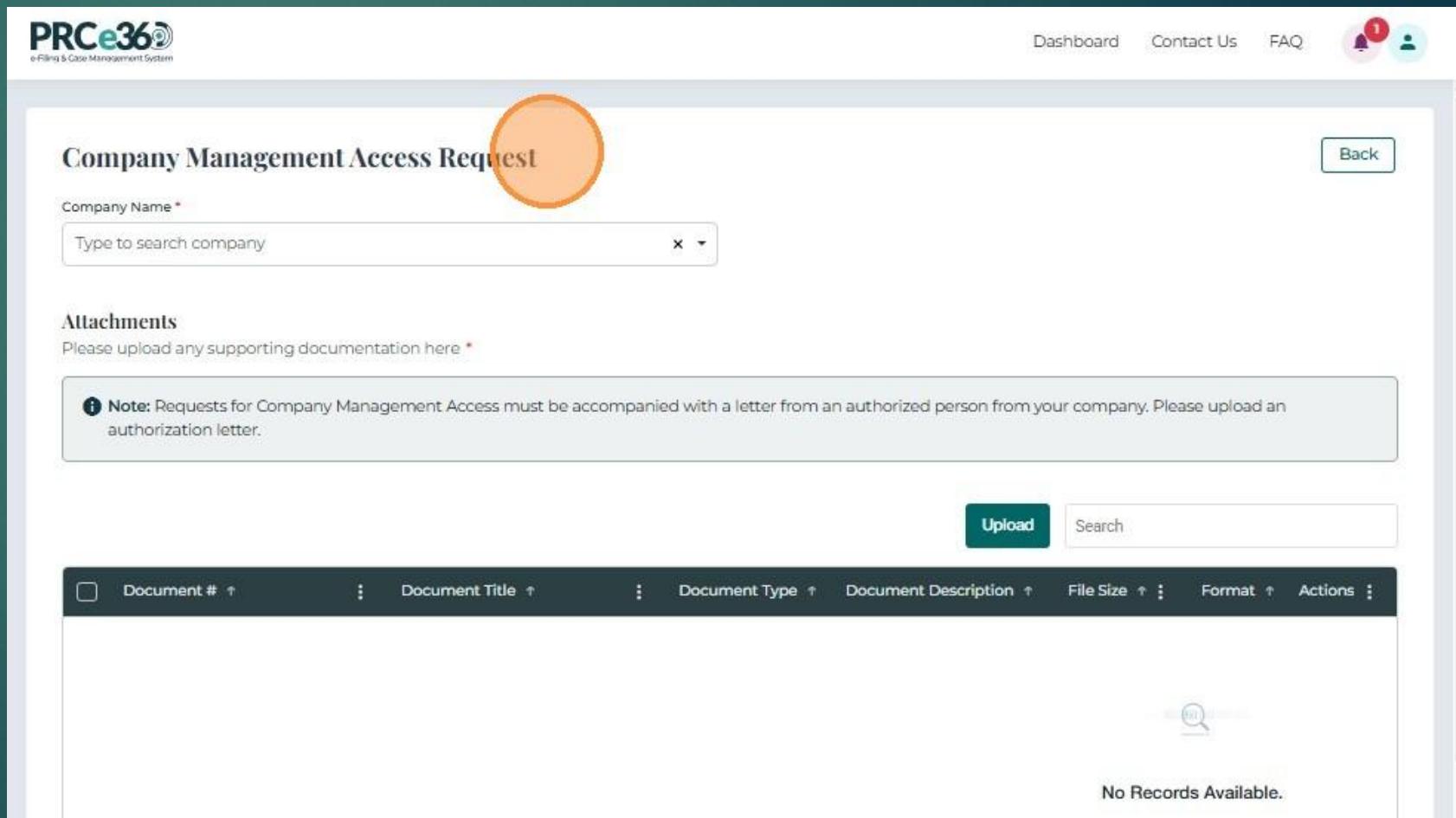
- ▶ This opens the **Company Management Access Request** screen, where the user can specify the company and upload the required authorization documents.



Company Management Access Request Form

Company Management Access Request screen

- Where the user can specify the company and upload the required authorization documents.



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Dashboard Contact Us FAQ

Company Management Access Request

Company Name *

Type to search company

Attachments

Please upload any supporting documentation here *

Note: Requests for Company Management Access must be accompanied with a letter from an authorized person from your company. Please upload an authorization letter.

Upload Search

<input type="checkbox"/> Document #	Document Title	Document Type	Document Description	File Size	Format	Actions
No Records Available.						

Company Management Access Request Form

- ▶ Enter company details for which management access is requested.
- ▶ **Company Name*** – Search-enabled dropdown to locate and select the company record.

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Dashboard Contact Us FAQ

Company Management Access Request

Company Name *

Type to search company

Attachments

Please upload any supporting documentation here *

Note: Requests for Company Management Access must be accompanied with a letter from an authorized person from your company. Please upload an authorization letter.

Upload Search

<input type="checkbox"/> Document #	Document Title	Document Type	Document Description	File Size	Format	Actions
No Records Available.						

Company Management Access Request Form

- ▶ Upload the necessary confirmation or authorization documents to verify your right to manage the company.
- ▶ Click **Upload** to open the document upload window

Company Management Access Request

Company Name *

Attachments

Please upload any supporting documentation here *

Note: Requests for Company Management Access must be accompanied with a letter from an authorized person from your company. Please upload an authorization letter.

Upload

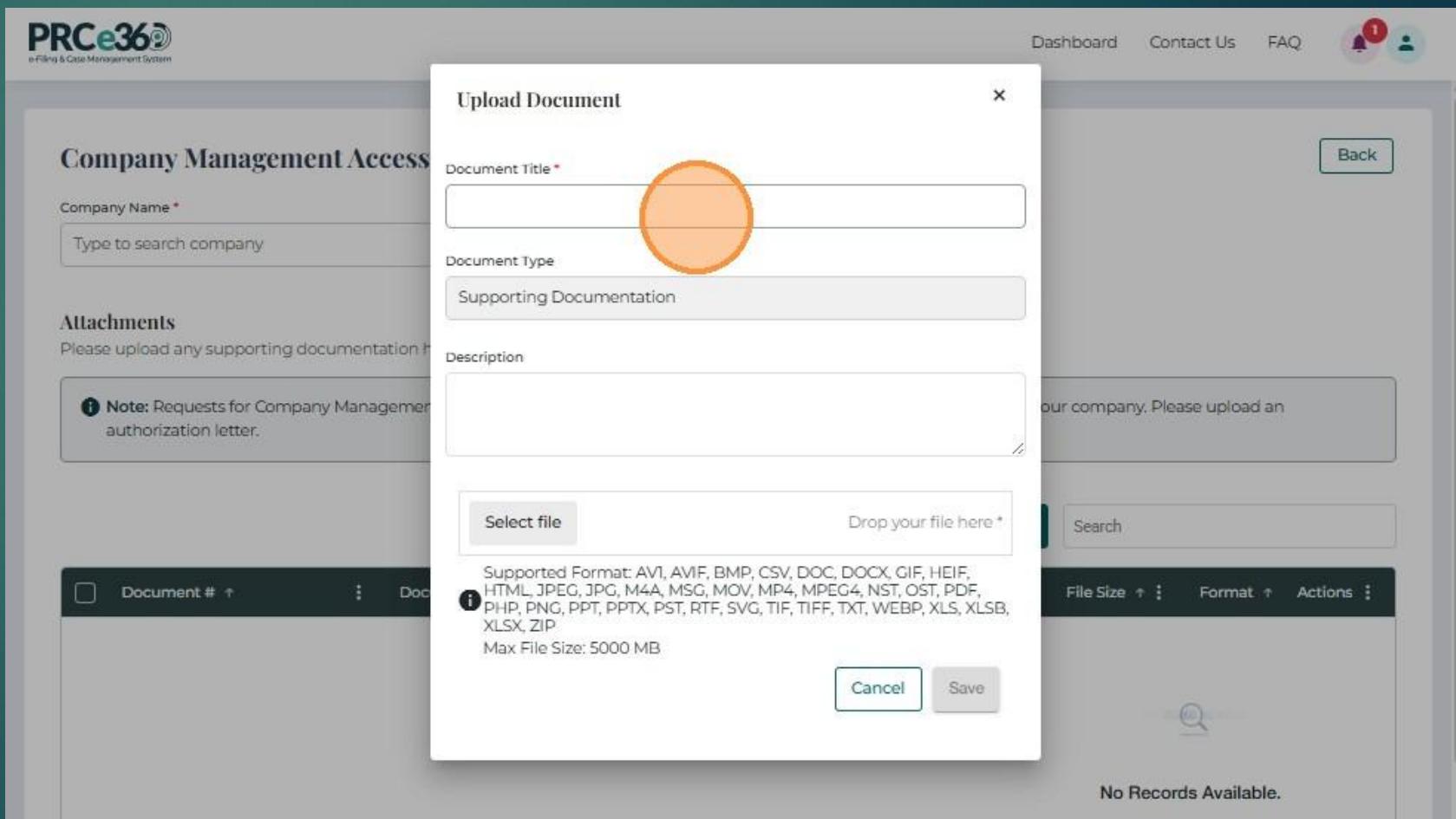
<input type="checkbox"/>	Document #	Document Title	Document Type	Document Description	File Size	Format	Actions
No Records Available.							

0 - 0 of 0 items

Company Management Access Request Form

- ▶ Complete all required fields before saving.
 - ▶ **Document Title*** – Mandatory text field for document name.
 - ▶ **Document Type*** – will be auto filled as Supporting Documentation
 - ▶ **Description** – Optional notes or context.
 - ▶ **Select File*** – Browse or drag-and-drop to attach file.
 - ▶ **Save** – Uploads and adds document to grid.
 - ▶ **Cancel** – Exits without saving.



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Company Management Access

Company Name *

Type to search company

Attachments

Please upload any supporting documentation here.

Note: Requests for Company Management Access must include an authorization letter.

Document #

Document Type

Supporting Documentation

Description

Select file

Drop your file here *

Supported Format: AVI, AVF, BMP, CSV, DOC, DOCX, GIF, HEIF, HTML, JPEG, JPG, M4A, MSG, MOV, MP4, MPEG4, NST, OST, PDF, PHP, PNG, PPT, PPTX, PST, RTF, SVG, TIF, TIFF, TXT, WEBP, XLS, XLSB, XLSX, ZIP
Max File Size: 5000 MB

Cancel Save

Dashboard Contact Us FAQ

Back

Search

File Size ↑ :: Format ↑ Actions ::

No Records Available.

Company Management Access Request Form

- ▶ Complete all required fields before saving.
- ▶ Uploaded documents will appear in the document view

Company Management Access Request

Company Name *

Attachments

Please upload any supporting documentation here *

Note: Requests for Company Management Access must be accompanied with a letter from an authorized person from your company. Please upload an authorization letter.

Upload **Search**

Document #	Document Title	Document Type	Document Description	File Size	Format	Actions
DOC-000000016-26	doc	Supporting Document	46 KB	.pdf		

25 items per page

1-1 of 1 items

Submit





Company Management Access Request Form

Submit the Request

- ▶ After uploading the required documents:
 - ▶ Review all entered information.
 - ▶ Click **Submit** to send the management access request.
 - ▶ A confirmation message appears once the submission is successful.

Company Management Access Request

Company Name *

Attachments

Please upload any supporting documentation here *

Note: Requests for Company Management Access must be accompanied with a letter from an authorized person from your company. Please upload an authorization letter.

Upload

Document #	Document Title	Document Type	Document Description	File Size	Format	Actions
<input type="checkbox"/> DOC-000000016-26	doc	Supporting Document	46 KB	.pdf	<input type="button" value="..."/>	

1 - 1 of 1 items

Submit 

Company Management Access Request Form

Submit the Request

- ▶ Save Confirmation Number for reference when inquiring about your submission

Back



Submission Successful!

Your Confirmation Number is **CMR-CNF-0000002-26**. Please refer to this number when inquiring about your submission.

[Go to Home](#)

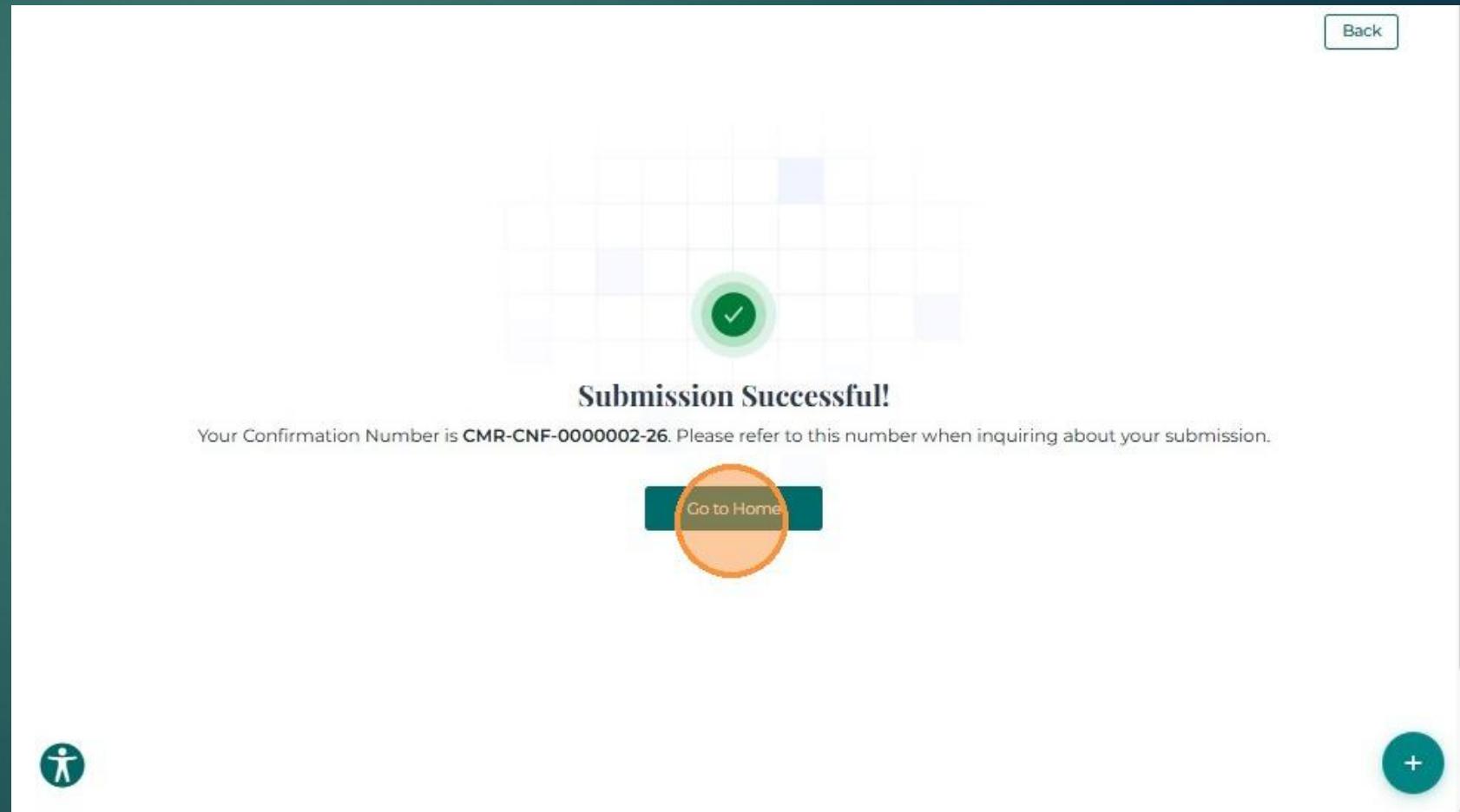


Access Approval Process

After submission, the request is reviewed by internal PRC staff.

► **If Approved:**

- An automated approval email is sent to the filer.
- The company appears in the **My Companies** section of the dashboard.
- Selecting the company name or confirmation ID opens the **Company 360** page showing **Active** status.



Access Approval Process

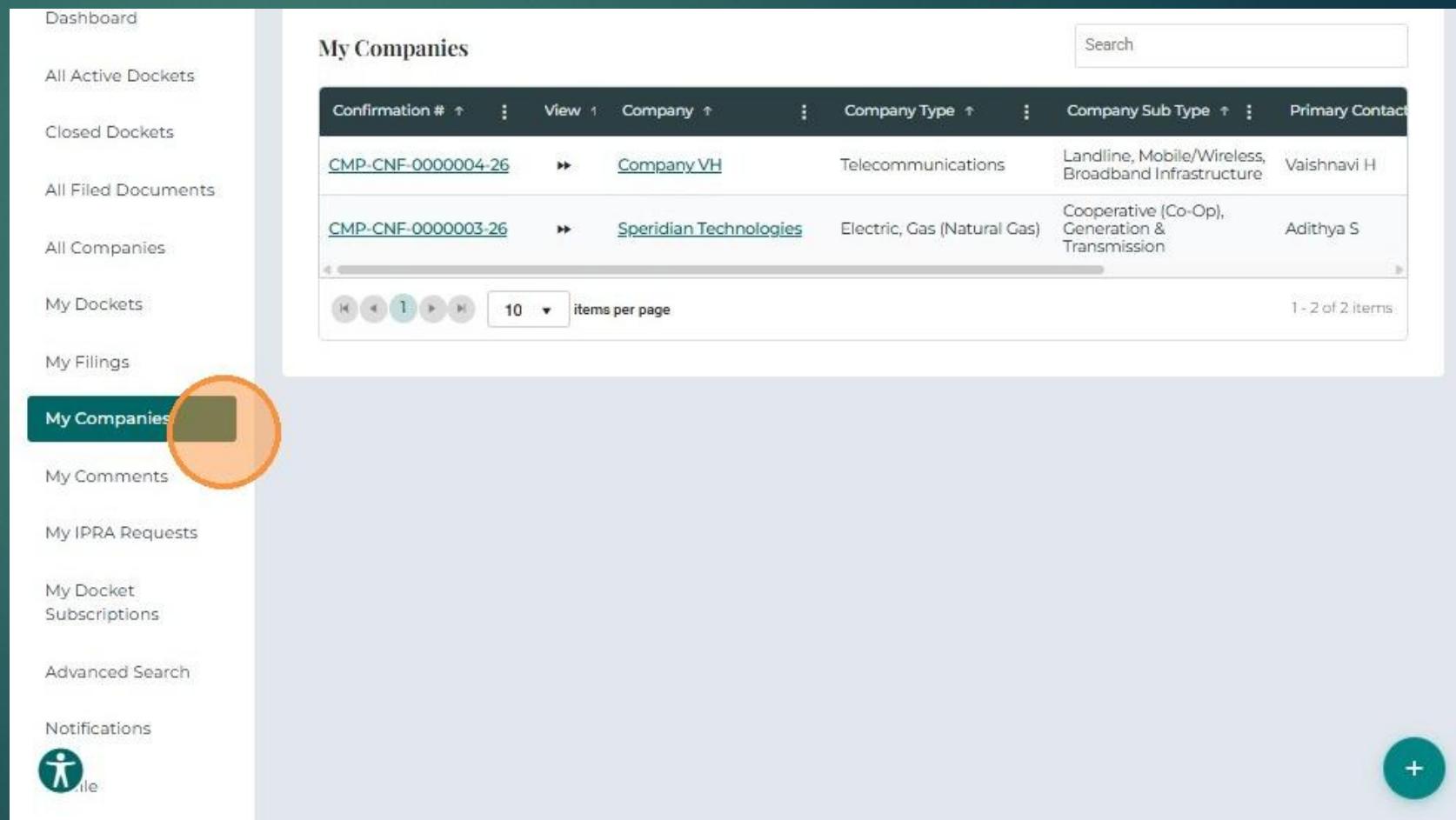
After submission, the request is reviewed by internal PRC staff

► **If Approved:**

- An automated approval email is sent to the filer.
- The company appears in the **My Companies** section of the dashboard.
- Selecting the company name or confirmation ID opens the **Company 360** page showing **Active** status.

► **If Rejected:**

- A rejection email is automatically sent with the stated reason.
- The company record appears with **Inactive** status.



Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Companies

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

File

My Companies

Confirmation #	View	Company	Company Type	Company Sub Type	Primary Contact
CMP-CNF-0000004-26	►►	Company VH	Telecommunications	Landline, Mobile/Wireless, Broadband Infrastructure	Vaishnavi H
CMP-CNF-0000003-26	►►	Speridian Technologies	Electric, Gas (Natural Gas)	Cooperative (Co-Op), Generation & Transmission	Adithya S

Search

10 items per page

1 - 2 of 2 items

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





Questions?

EMAIL: PORTAL-SUPPORT@PRC.NM.GOV