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STATE OF MARYLAND



PUBLIC SERVICE COMMISSION

October 14, 2011

**NOTICE OF ESTABLISHMENT OF SECURE PORTAL
FOR ELECTRIC SUPPLIERS TO UPLOAD CURRENT OPEN OFFERS
FOR ELECTRICITY SUPPLY TO MARYLAND CUSTOMERS**

To: All Licensed Electric Suppliers in Maryland

Pursuant to § 7-510.1(C)(I) and (II) of the Public Utilities Article, *Annotated Code of Maryland* (“PUA”), the Public Service Commission (“Commission”) is required to maintain a secure portal on its web site to receive, at least monthly, information about open offers to supply electricity from electricity suppliers. The information that is required to be uploaded by each electricity supplier shall be prominently displayed and include, at a minimum:

- 1) the terms of any open offers to supply electricity, including:
 - a. the duration of the contract;
 - b. the cost of electricity per kilowatt-hour; and
 - c. any cancellation fees; and
- 2) a link to the web site of each electricity supplier with an open offer to supply electricity.¹

To implement the requirements of PUA § 7-510.1(C)(I) and (II) of the PUA, the Commission has established the secure portal to allow electricity suppliers with active offers available in the State to upload the required information. The secure portal is accessed through the Commission’s web site, www.psc.state.md.us, and then click “Electric Supplier’s Portal” located within “Online Services.” Each electricity supplier must register to use the portal, and each supplier will be validated as follows:

- The person registering will be asked which supplier they intend to represent (selected from a drop-down menu – only licensed electricity suppliers are listed on the drop-down menu).

¹ See PUA 7-510.1(B)(3)(I) and (II).

- The person will be prompted for his/her e-mail address, including the domain name.²
- An e-mail is sent to the person at the e-mail address provided with a link to click that validates the user (supplier); and
- From that point, the user/supplier may use the e-mail address/password combination to log-in to the portal and submit offers.

The information uploaded shall be associated with the Commission's list of suppliers that is available on the web page for Electric Choice on the Commission's web site. When a consumer initiates a query on the Commission's web site for electric suppliers "actively seeking new customers," only those suppliers that have uploaded the required information through the secure web site will be listed as having open offers. In addition, for supplier offers to be listed after a query, suppliers must have notified the Commission Staff that they are actively seeking residential or non-residential customers in each service territory. Questions regarding the supplier status may be directed to supplierliason@psc.state.md.us.

Suppliers will have the ability to upload separate files containing separate open offers, by customer type, for the various service territories. Suppliers should upload new/updated offers through the Commission's secure portal within three (3) days of a change to an open offer. All new/updated offers from a supplier for a respective service territory that is uploaded through the secure portal will overwrite the complete contents of a previous offer upload. In addition, all open offers from suppliers are self-contained and will be displayed as submitted after a query is initiated from an end-user. The information displayed is solely the responsibility of the Electric Supplier which entered it. The Public Service Commission will not verify its accuracy and is not responsible for any losses due to any incorrect information.

For implementation purposes, each electric supplier shall submit its email domain name to: supplierliason@psc.state.md.us no later than October 27, 2011. A failure to provide to the domain name will result in a delay for the supplier to upload its offer information to the Commission.

Electricity suppliers may begin using the portal effective October 28, 2011. Questions on the use of the secure portal or to correct information (other than the content of the open offer) for an electric supplier should be directed to Mars Wu, Director of Information Technology. Mr. Wu can be reached on 410-767-8014.

By Direction of the Commission,

/s/ David J. Collins

David J. Collins
Executive Secretary

² Public email domain names, such as Yahoo, AOL, Hotmail, or Gmail, are not accepted as email domain names of a supplier.