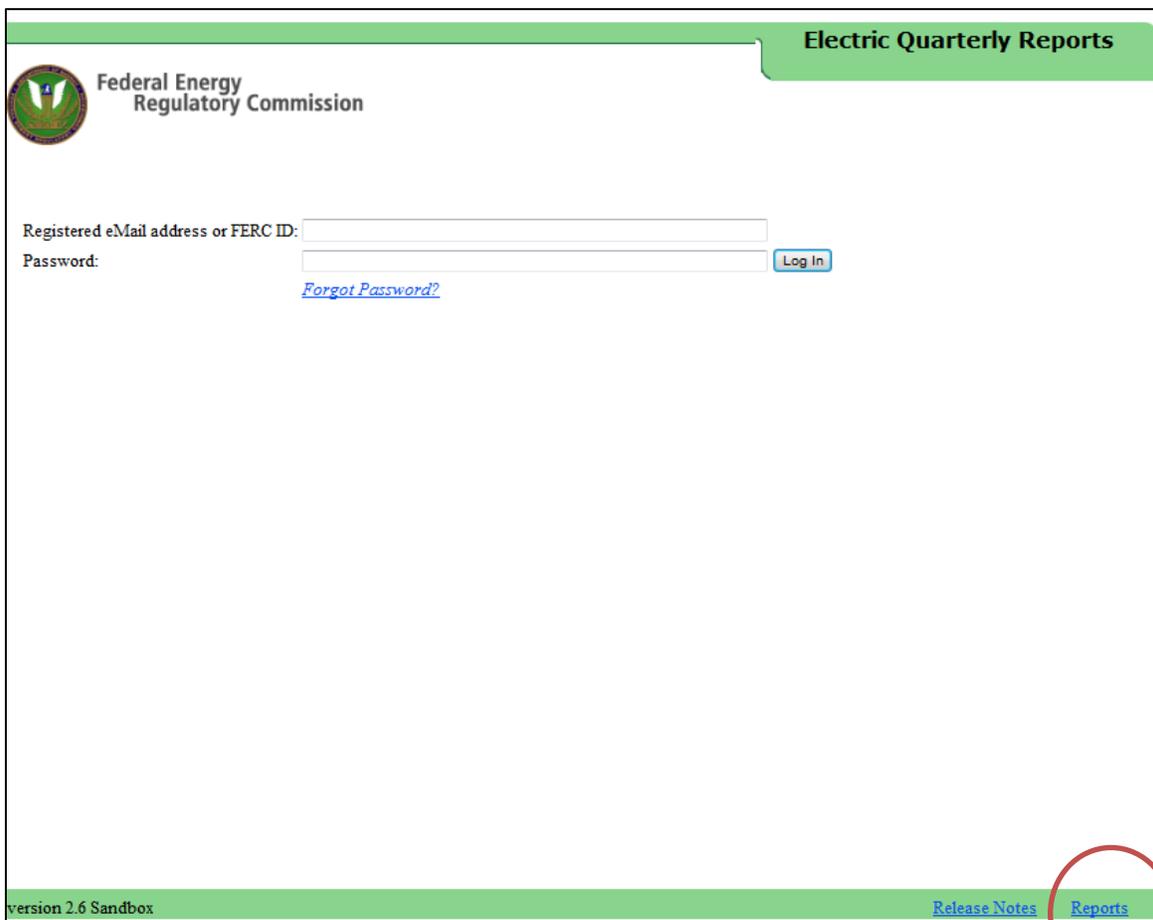


Viewing Reports in the EQR Submission

The EQR Submission Web application contains a link to connect to the reports viewer.

1. Click on the Reports link located in the EQR Submission Log-in screen as shown below.



The screenshot displays the login interface for the Electric Quarterly Reports (EQR) submission system. At the top right, a green header contains the text "Electric Quarterly Reports". On the left, the Federal Energy Regulatory Commission (FERC) logo and name are visible. The main area contains two input fields: "Registered eMail address or FERC ID:" and "Password:", with a "Log In" button to the right of the password field. A blue link labeled "Forgot Password?" is positioned below the password field. At the bottom of the page, a green footer bar contains the text "version 2.6 Sandbox" on the left, and two blue links, "Release Notes" and "Reports", on the right. The "Reports" link is circled in red.

Figure 1 - EQR Submissions Reports Link

2. The reports viewer displays.

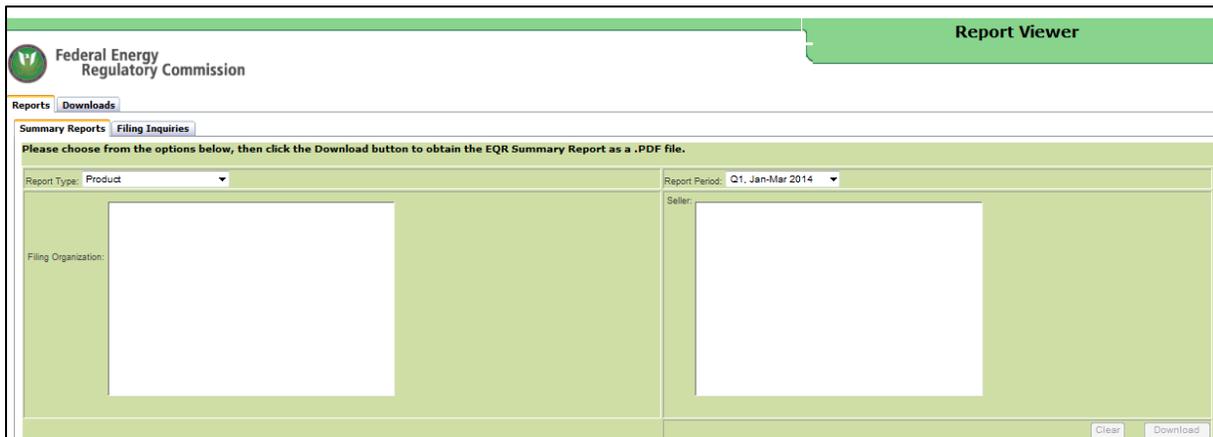


Figure 2 – Reports Viewer

Downloads Tab

The Downloads Tab allows you to access report information and have the information sent to you through email.

3. Click the Downloads Tab the following screen displays.

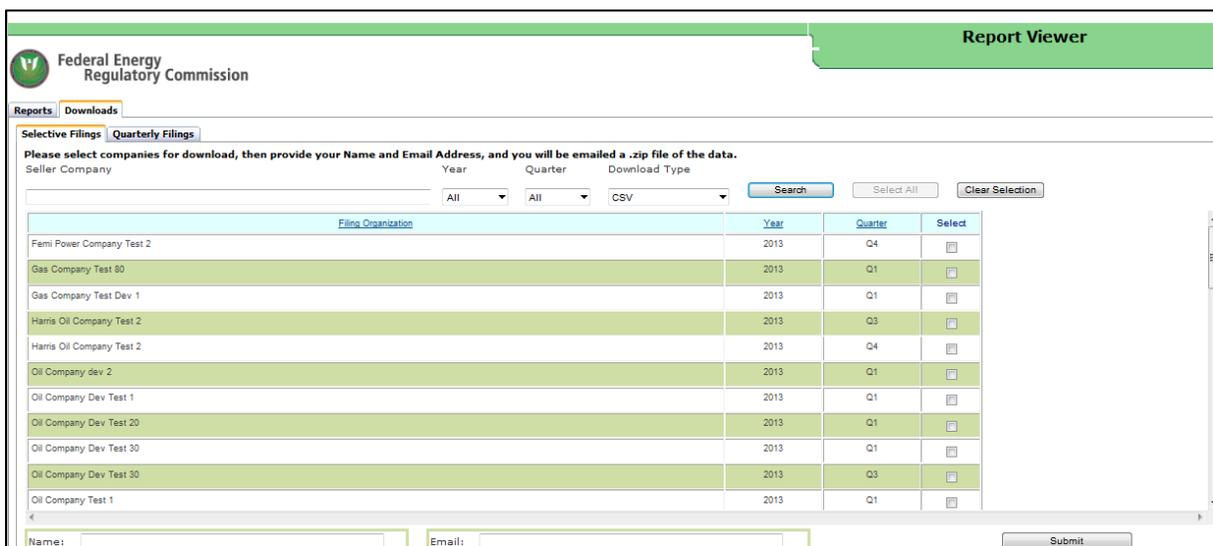


Figure 3 – Company List for the Selective Filings tab

4. Enter the information in the search fields to locate a specific company and filing quarter.

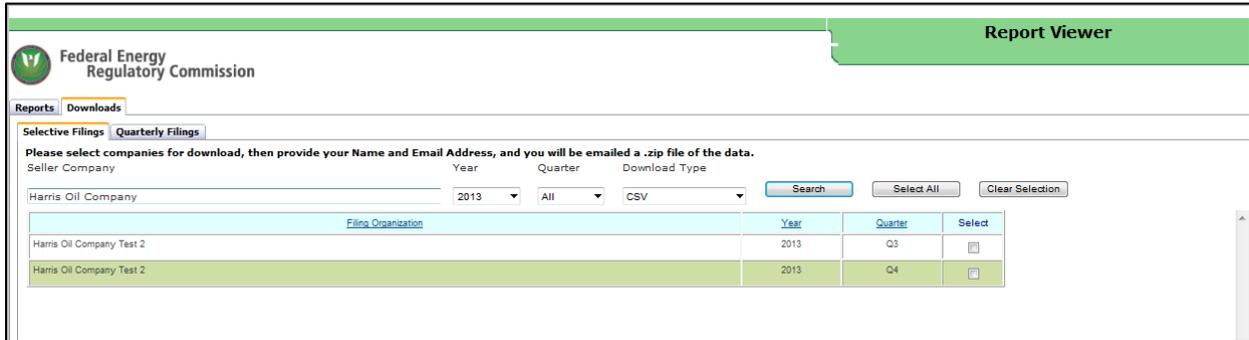


Figure 4 – Select Company

5. Click the **Search** button to view the selected names.
6. Click the **Select All** button to access all reports downloads to be sent or select one Company name.
7. Enter your name and email address in the spaces provided.



Figure 5 – Enter Name and Email

8. Click the Submit button. You will receive a confirmation message as shown below.

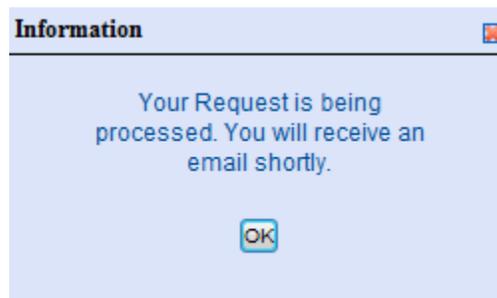


Figure 6 – Confirmation Box

9. Click the OK button. An email will appear in your inbox shortly.
10. Click on the link in the email to view the report.



Figure 7 – Email with Reports Link

11. The Internet Explorer window displays.

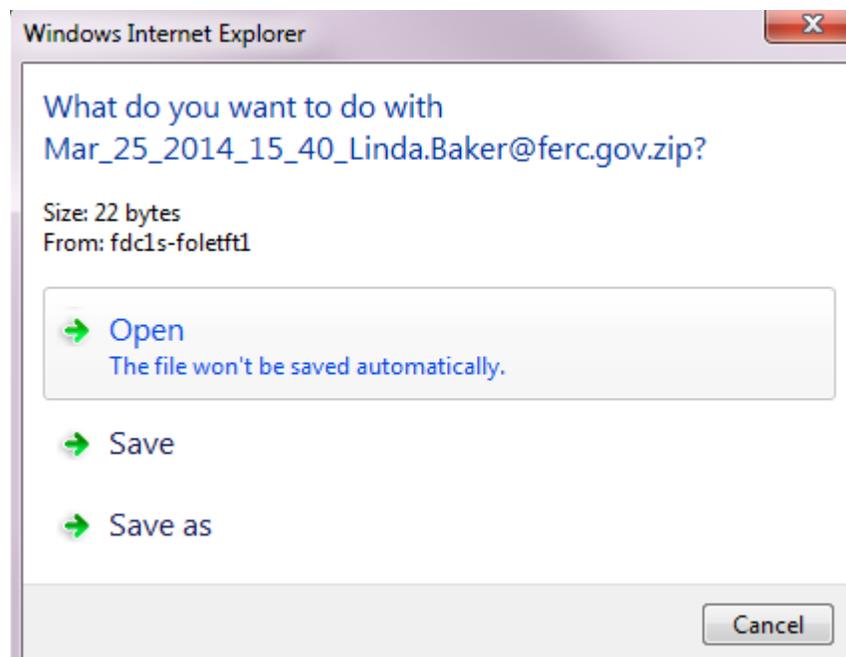


Figure 8 -File Dialogue Box

12. Click on the Open button to view the two Zipped files. In this example selected two files to view and download.

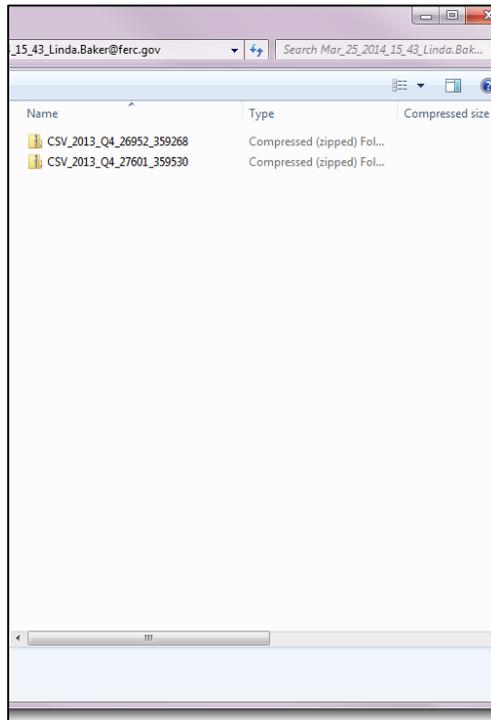


Figure 9 – Display Files

13. Click on one of the Zip file to open the report. In this example, a CSV file was opened displaying each component of the CSV as shown below.

Name	Type
 201312_Oil_Company_Test_1_contracts	Microsoft Excel Comma S..
 201312_Oil_Company_Test_1_ident	Microsoft Excel Comma S..
 201312_Oil_Company_Test_1_indexPub	Microsoft Excel Comma S..
 201312_Oil_Company_Test_1_transactions	Microsoft Excel Comma S..

Figure 10 – List of CSV Files