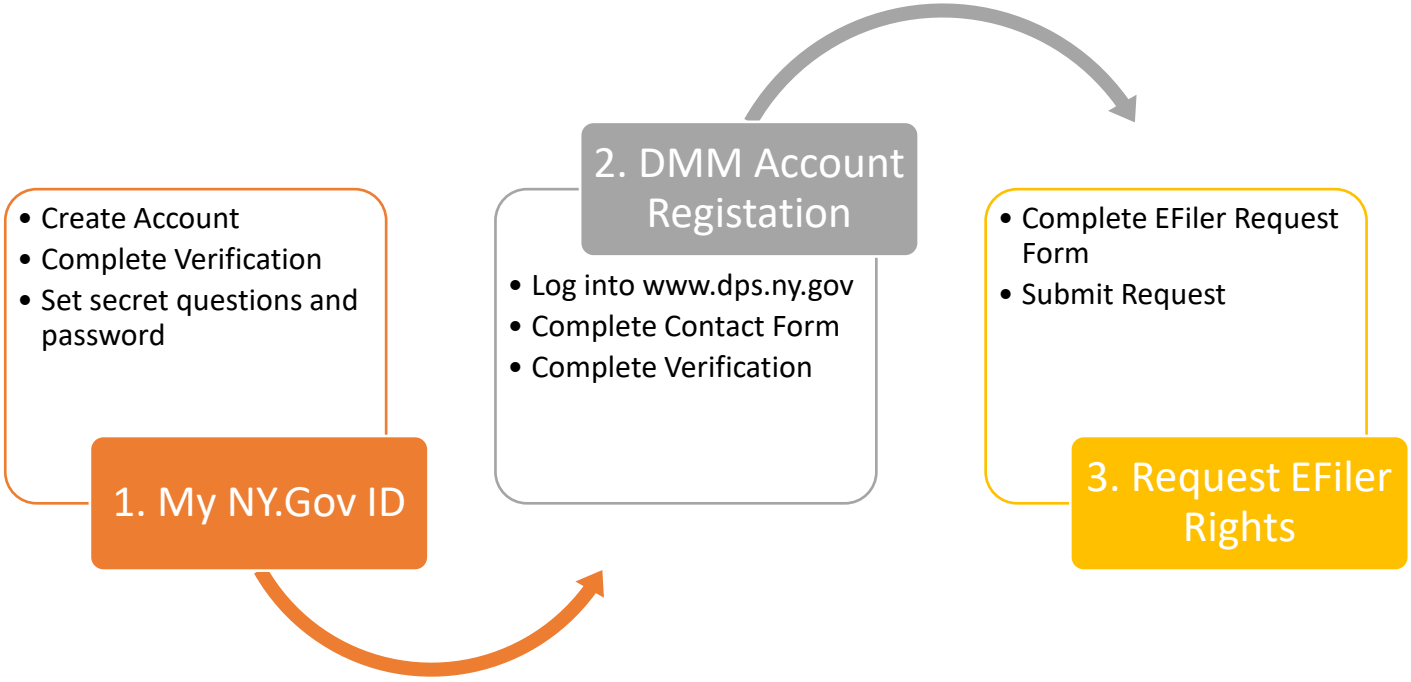
Document & Matter Management
Registration & EFiler Rights Request



This is the process used to establish your identity and your role as a filer on behalf of yourself or your organization. There are three steps to the registration process.

Step 1: My NY.Gov ID - Account Creation

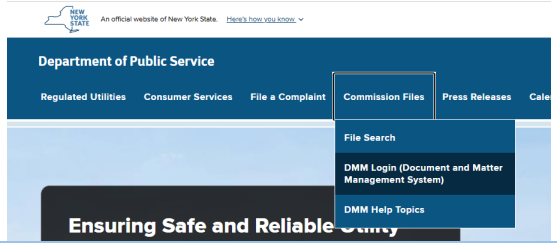
Complete the following steps to create a new My NY.Gov ID account. Skip to Step 2 If you already have an account.

Authentication: DPS is using the statewide **My NY.gov ID** Directory Services which allows users to create one account to access multiple systems within New York State Government. It also provides certain functions, such as password changes and resets, as well as delegated administration of accounts. Click here to learn more about My NY.gov ID

1. **Open** https://my.ny.gov/SelfRegV3/selfreg.xhtml
2. Complete all steps for Self-Registration form
3. **Complete Verification** steps by logging into your email and completed the steps outlined in the emails from MY Ny.gov ID
4. Complete the Activation process by select 3 Secret Questions and Answers and click **Continue**
5. Click on **Continue** to navigate to the Password Setting screen
6. Enter a **new password** and click on set **password**
7. Click on **Continue** once the password has been confirmed

Step 2: DMM Account Registration

8. Once you have completed the My NY.gov ID account creation and verification, **navigate** to www.dps.ny.gov
9. Click on **Commission Files** > **DMM Login**
10. Click on **Login with your NYS DPS Account**

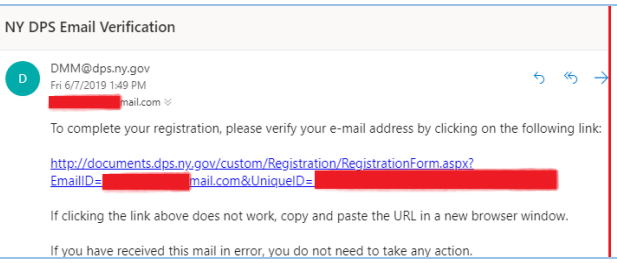


11. If prompted, enter your **user name** and **password**

12. Once you have logged in the system enter your **Email Address** and click on **Confirm**

The system will send you an email to complete your DMM Registration process

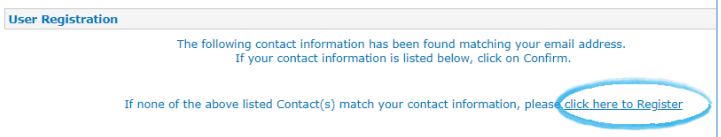
13. **Complete Verification** step by logging into you email and completed the steps outlined in the NY DPS Email Verification notification from dmm@dps.ny.gov.



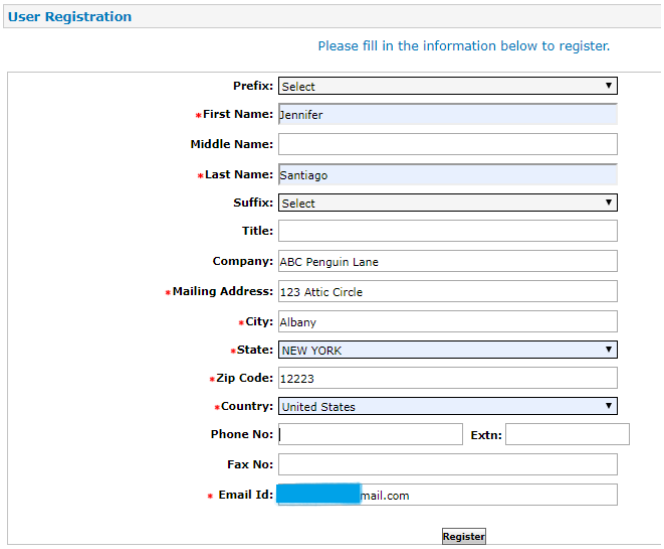
14. After clicking on the link, you maybe prompted for your user name and password. Enter your credentials and complete the User Registration

15. **User Information**

- Existing Contact Record: If you have previous interacted with the Department and we have a contact record for you in the system your will be presented with the record to associate your account. You may select the record move on to the next step



- **New Contact Record**: If we do not have a record of your email address you will not see a listing of contact records.
  (1) click on **Click here to Register**
  (2) complete all **User Registration Form** required fields
  (3) click on **Register**



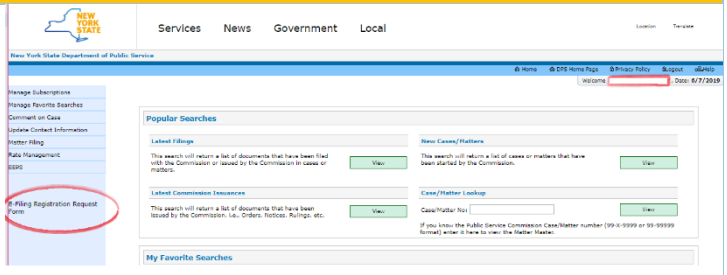
16. Once you have completed the User registration form you will be navigated to the **Document and Matter Management – Registered User Home** page which allows you to **Manage Subscriptions and** Favorite **Searches**, **Comment on Cases**, **update Contact information** and **Submit E-Filing Registration Request form**

Note: Additional options will become available once your request for efiling rights have been processed

Step 3: Request EFiler Rights

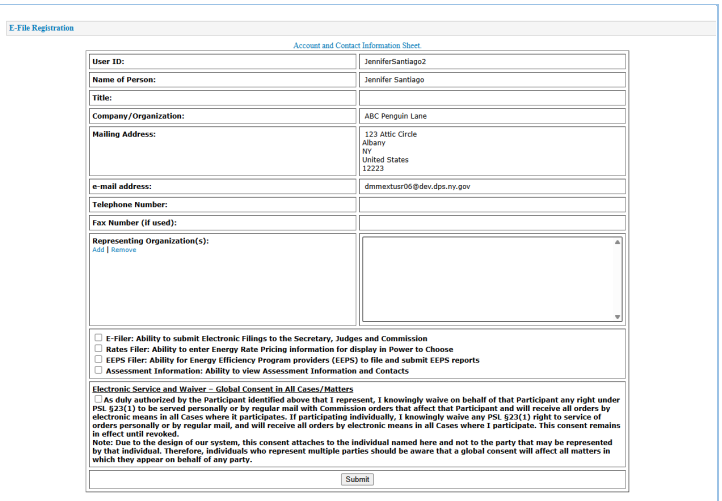
17. Click of the E-Filing Registration Request form, you would be provided with the link to the contact form which is used to request E-Filing (e-Filing, ESCO Rate, EEPS) rights with the Department of Public Service.
18. This form can also be used to request new Companies be added to your profile

Note: You will use this form anytime you need additional companies added to your list. Request to **REMOVE** companies you no longer represent should be sent to secretary@dps.ny.gov



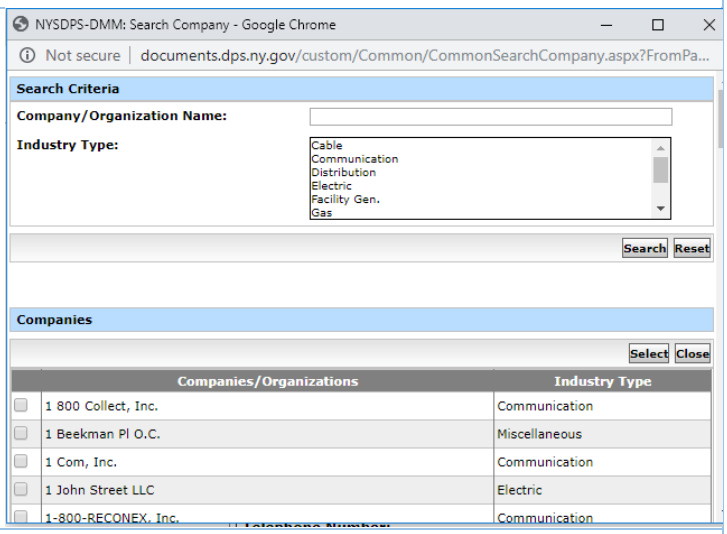
Contact form

The form would be auto populated with your account information. You will need to completed the Representing Organization and select the proper Filing Rights being requested.



19. **Representing Organization** –
    - Click on **ADD**
    - in the pop up enter the **company/organization** and click on **search**. You may use the ***Industry Type*** to help narrow down the result set
    - Companies matching the search criteria will appear in the Companies section
    - Select one or more companies which you are authorized to represent.

Note: If the company you represent is not returned, click on **Close**. Once back on the request form, enter the full company name and address in the **Additional Company** text box



20. Select the **Filing rights** for which you are authorized to perform on behalf of the organizations you have identified
21. You may opt to give the global consent for all matters. This option denotes that you authorize the Commission to send you email notifications of issuances in lieu of hard copy via US Mail. Check the **Electronic Service and Waiver and Global consent**. Note this is *Not Mandatory*
22. Click on the **submit** button to submit the request.

Finished

Once you have submitted your request you will receive a notification listing the rights which you have been granted and the companies for which the rights apply. During business hours this process is typically completed within 30 minutes

NOTE: Accounts are intended for individual representatives as such account sharing is not allowed. Logged in user must be the owner of the account. Shared accounts will be disabled, and all rights revoked.