

# Form No. 715 - Annual Transmission Planning and Evaluation Report

## 2015 Filing Instructions

Filings must be submitted to the Commission on or before **Friday, April 1, 2016**.

The FERC eFiling system can now accept the Office 2007 file formats. **Respondents are strongly encouraged to use one of the electronic filing methods.** If you choose to submit a paper copy of your response, please note that only one copy is required.

Note: If there are no changes to the documents filed for a particular section from last year, please re-submit those documents instead of providing a statement that references the previous year's filing to complete the FERC-715 submission. There are no other clarifications or changes in the filing requirements from last year.

## Questions?

If you need assistance or if you have questions on any aspects of the FERC-715 filing, please contact Stephanie Schmidt at 202-502-6568 or send an e-mail to [ferc-715@ferc.gov](mailto:ferc-715@ferc.gov).

## Filing Methods

1. [Paperless submission via FERC eFiling](#)
2. [Paperless submission via CD/DVD](#)
3. [Paper filing](#)

### 1. Paperless submission via FERC eFiling

You may [eFile](#) your entire response via [FERC Online](#). If you choose to eFile, you do **not** need to send us a signed certification letter. Responses received through eFiling are automatically considered "signed."

Before you file, please note:

1. The maximum file size is 50 Mb.
2. The maximum number of files is 200 per security tab.
3. Please find the list of file extensions that can be eFiled under our [Acceptable File Formats](#) section.

**The Office 2007 files formats (DOCX, XLSX, etc.) are now accepted.**

4. Files names, including the extension, cannot exceed 60 characters.
5. We recommend that file names for CEII files begin with "CEII."

### To submit Form 715:

1. Click on the [eFiling](#) link in [FERC Online](#).
2. Log in using your [eRegistration](#) account.
3. Click on *eFiling* again.
4. On the *Filing Type* menu, select **Electric** in column 1; then select **Report/Form – No Docket Number** in column 2. Click Next.

5. The *File Upload* screen has three security tabs. You must have at least one Public file (the default tab), even if it is just a cover letter describing your filing. To upload a file, click on Browse, and locate a file to upload. Highlight the file and click on Open. You can add a brief description for the file (optional). Click on Upload. The file will be added to a table at the bottom of the screen.
6. To upload CEII Files, click on the applicable security tab and repeat the process above. All uploaded files will appear in the table at the bottom of the *File Upload* screen. Click on Next after you have uploaded all files.
7. The remaining screens prompt you to identify the filer and contacts.
8. When you get to the *Submission Description* screen, amend the description to read: "2013 Form 715 of (company name)". Click on Next.
9. Be sure to click on Submit to complete the filing process.

## **2. Paperless submission via CD/DVD**

Submit all of the required information on CDs or DVDs to the Secretary's Office at:

Secretary of the Commission  
Federal Energy Regulatory Commission  
FERC Form No. 715  
888 First Street, N.E., Room 1-A  
Washington, D.C. 20426

**Please include a signed transmittal letter with your CD/DVD set.** Only one copy of your CD/DVD set is required. Please use descriptive names for the files that reflect the contents therein.

Please use FedEx, UPS, DHL, or another package express service. Media sent through the US Postal Service may be irradiated and destroyed.

It is difficult for the Commission to process CDs and DVDs containing thousands of files. If your submission will contain thousands of separate files, please consider whether you can reduce the file count. For example, consider whether your system diagrams can be submitted as a single PDF, rather than providing a separate file for each substation.

## **3. Paper filing**

Submit an original paper copy of all parts except for Part 2, Power Flow Base Cases, to:

Secretary of the Commission  
Federal Energy Regulatory Commission  
FERC Form No. 715  
888 First Street, N.E., Room 1-A  
Washington, D.C. 20426

**Please include a signed transmittal letter.** No additional copies are required. Part 2 must be submitted electronically.