

## Electronic Assessment Payment Supplier Quick Reference Guide

1. Log into eDocket with your eDocket username and password associated with the Commission's Assessment Portal.

2. On the “My Filings” page, click Assessments.

3. Click on the 2022 survey name hyperlink to open your submitted survey.

**Note:** After selecting the submitted survey, the information from your 2022 Survey Responses will be pre-populated.

Survey Name	Year	Last Status	Last Status Date	Assessed Amt - OPC	Assessed Amt - PSC	Paid Amt
<a href="#">Test-TheBIG3-Verizon 1.1</a>	2021	Submitted	02/23/2021			
<a href="#">Test Verizon on Staging 2/29</a>	2020	Submitted	08/12/2020			1346175

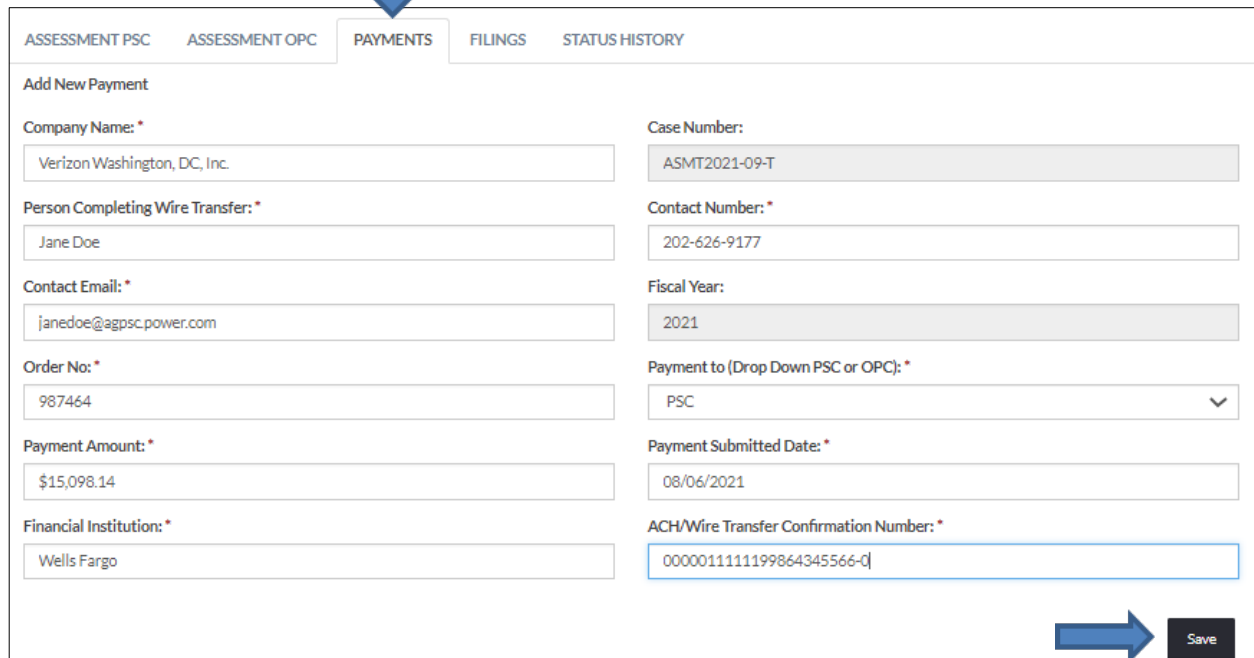
4. Scroll to the bottom of the page and click on the payments tab.

- On this screen, the Case Number and Fiscal Year are pre-populated.

- The supplier will fill out the Company Name, Person Completing the Wire Transfer, Contact Email, Order No., Payment Amount, Financial Institution, Contact Number, Payment to (Drop Down PSC or OPC), Payment Submitted Date and the ACH/Wire Transfer Confirmation Number.

- **Please note that the data fields that are labeled for "Wire Transfers" can also be utilized to submit "ACH Credit" payment information.**

- After confirming that the information that you have entered is complete and correct, click, Save.



The screenshot shows the 'Add New Payment' form with the following fields and values:

Field	Value
Company Name: *	Verizon Washington, DC, Inc.
Person Completing Wire Transfer: *	Jane Doe
Contact Email: *	janedoe@agpsc.power.com
Order No: *	987464
Payment Amount: *	\$15,098.14
Financial Institution: *	Wells Fargo
Case Number:	ASMT2021-09-T
Contact Number: *	202-626-9177
Fiscal Year:	2021
Payment to (Drop Down PSC or OPC): *	PSC
Payment Submitted Date: *	08/06/2021
ACH/Wire Transfer Confirmation Number: *	0000011111199864345566-0

A blue arrow points to the 'PAYMENTS' tab, and another blue arrow points to the 'Save' button.

7. After clicking ok, the information from your Notification of Submission of Payment will appear in the table below.

Fiscal Year	Order No	Company Name	Payment To	Payment Amount	Submitted Date	Confirmation Number	Person Completing	Payment Received Date		
2021	909056	Public Service Commission of the District of Columbia	PSC	\$15,098.14	08/05/2021	0000011111199864345566-0	Jane Doe		