

# Steps for Filing a Motion to Intervene on the FERC Website

1. Go to <https://ferconline.ferc.gov/Login.aspx>. Enter your registered email address and password to log in to your FERC account. You will be taken to the FERC Online Home Page:

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)

[E-mail this page](#)

### FERC Online Home Page

Welcome to FERC Online! FERC Online is the single entry point for all of FERC's electronic access applications. If you have not previously eRegistered with FERC Online, please use the *New Registration* link on the left menu to do so. Once you are registered, you will be able to login to FERC Online to eSubscribe and eFile.

#### FERC Online Applications

- [Company Registration](#) - Submit Company Registration Requests
- [eFiling](#) - Submit documents electronically
- [eSubscription](#) - Subscribe to electronically receive all information related to a docket without intervening
- [eComment](#) - Submit an eComment electronically
- [Query Mailing List/Recipients by State](#) - View and download lists of postal mail addresses for contacts associated with FERC docketed proceedings. Also, view and download a mailing list of all contacts who reside in a specific state
- [Query Service List](#) - View and download lists of contacts receiving service in FERC docketed proceedings
- [My Service List](#) - View and download lists of dockets associated with the current logged in user
- [eLibrary](#) - Search and retrieve electronic documents related to proceedings
- [eTariff Viewer](#) - Browse and Search Tariffs

[Security and Privacy Statement](#)

**Title 18, U.S.C. 1001 makes it a crime for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious or fraudulent statements as to any matter within its jurisdiction.**

*FERC Online does not require the submission of personally identifiable information (PII) (e.g. social security numbers, birthdates, and phone numbers), and FERC will not be responsible for any PII submitted to FERC Online, including any accidental or inadvertent submissions of PII.*

For any issues regarding FERC Online, please contact [FERC Online Support](#) or call Local: 202-502-6652 | Toll-free: 866-208-3676. Please include a current mail address, telephone number, and e-mail address.

2. Click on the eFiling link. You will then see:

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission

[www.ferc.gov](http://www.ferc.gov)

Current FERC Time: 4:27:27 PM Eastern

### Filing Type

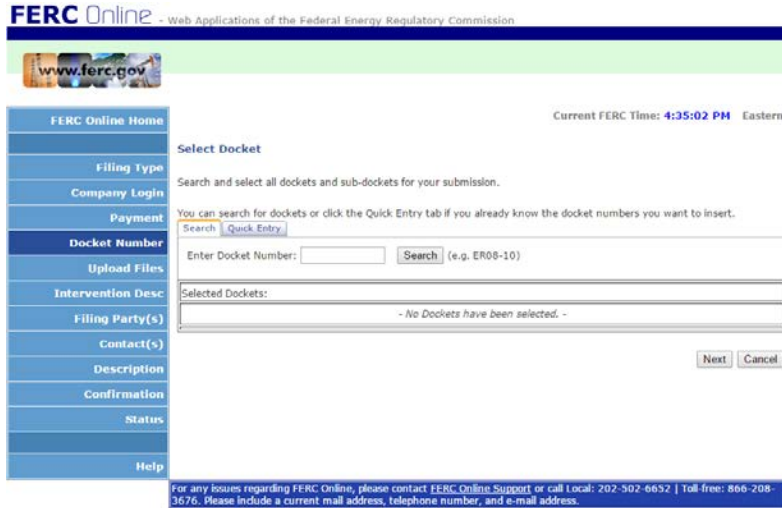
How is your filing to be directed? | What kind of filing are you making? | Filing Type (Fee)

General  
Annual Charges  
Hearing/ALJ  
Gas  
Electric  
Oil  
Hydro: Washington I  
Hydro: Regional Office

Next Cancel

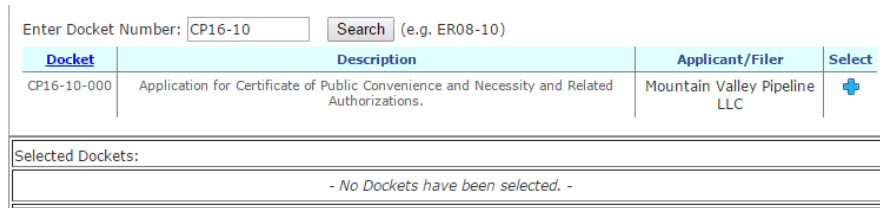
For any issues regarding FERC Online, please contact [FERC Online Support](#) or call Local: 202-502-6652 | Toll-free: 866-208-3676. Please include a current mail address, telephone number, and e-mail address.

3. Click **General** and then click **Intervention**. You then have two options:
  - a. (doc-less) Motion to Intervene – allows you to file as an intervenor without attaching a document – you will be able to provide your reason for filing in a text box.
  - b. Motion to Intervene – allows you to file with an attached document.
4. Select the option you prefer and click the **Next** button. You will now see the Select Docket screen:

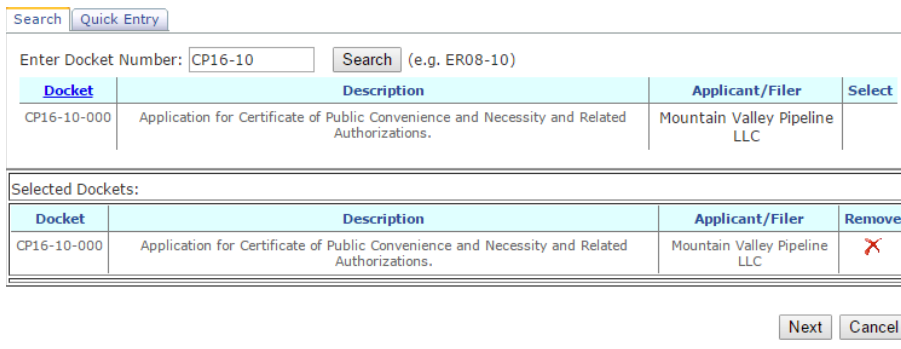


Enter **CP16-10** in the Enter Docket Number box. Click **Search**.

5. You will now see:



Click the + sign under the Select column. The docket will now be selected and will show as follows:



Click **Next**.

6. What you see now will depend on whether you selected a Motion to Intervene with or without (doc-less) attaching a document.
- a. If you selected the (doc-less) Motion to Intervene, you will see:

The screenshot shows the FERC Online interface. At the top, it says "FERC Online - Web Applications of the Federal Energy Regulatory Commission" and "www.ferc.gov". The current time is 4:48:06 PM Eastern. On the left is a navigation menu with options: FERC Online Home, Filing Type, Company Login, Payment, Docket Number, Upload Files, Intervention Desc (highlighted), Filing Party(s), Contact(s), Description, Confirmation, Status, and Help. The main area is titled "Document-less Intervention Description" and contains a large empty text box. Below the box is a "Characters remaining: 6000" indicator and "Back", "Next", and "Cancel" buttons. A footer note provides contact information for FERC Online support.

In the Intervention Description box, you should provide your contact information and your reasons for intervening. You may only enter 6,000 characters for a doc-less motion. Click **Next**.

- b. If you selected to attach a document to your Motion to Intervene, you will see:

The screenshot shows the FERC Online interface for file upload. At the top, it says "FERC Online - Web Applications of the Federal Energy Regulatory Commission" and "www.ferc.gov". The current time is 4:41:24 PM Eastern. On the left is a navigation menu with options: FERC Online Home, Filing Type, Company Login, Payment, Docket Number, Upload Files (highlighted), Intervention Desc, Filing Party(s), Contact(s), Description, Confirmation, Status, and Help. The main area is titled "File Upload" and contains instructions: "Limits: 200 files per security level; 50 Mb per file; 60 character per file name. Do not revise the path/filename in the Select File box. [Acceptable File Formats](#)". Below this is a "Select File" section with a "Choose File" button and "No file chosen" text. There is also a "Description" text box and an "Upload" button. Below the description box are tabs for "Public", "Privileged", and "CEI". "Back", "Next", and "Cancel" buttons are at the bottom right. A footer note provides contact information for FERC Online support.

Click **Choose File** to select the file from your computer (make sure you review the guidelines provided – Adobe PDF is a recommended format). In the Description box, you should write:

Motion to Intervene of [your name] for the Mountain Valley Pipeline. Click **Upload**. Click **Next**.

7. You will now be directed to the Specifying Filing Parties page:

- a. If you are filing as an individual (whether it be for yourself or if you are doing this for someone else), choose **As an Individual**. Click **Next**.
- b. If you are filing as an organization or on behalf of a group, select **On behalf of other Party(ies)**. Enter the name of the organization and click **Search**. If your organization is not found, you will be prompted to enter the name of a New Organization. Enter the name of the organization again and click **Next**.

8. Enter your contact email and click **Add as signer**. Click **Next**.

9. You will now see the **Submission Description** page. You can keep the pre-formatted text or edit it as you wish. It is a good idea to confirm that everything is correct. Click **Next**.

10. You will be taken to the final **Summary** page. Click **Submit**.

11. You will receive a confirmation email, **Receipt of Filing**, letting you know that your comment was submitted. You should keep a copy of this for your records.

12. If your filing is accepted, you will receive an **Acceptance for Filing** email.