Disclosure Label Instructions
For Electric Suppliers and Electric Distribution Companies

➢ To facilitate easy comparison of disclosure labels by consumers, Suppliers and Electric Distribution Companies (EDCs) are expected to provide uniformity with the Authority's prescribed label format and layout. This means that the placement/ location of the informational pieces on the label must be the same for all labels.

➢ Suppliers and EDCs, however, are allowed artistic license regarding the label's presentation respective of formatting and placement uniformity as noted above.

➢ The initial version of each Supplier's and Electric Distribution Company's Disclosure Label, per Docket No. 07-05-33, DPUC Administration of Disclosure Label Requirements and Examination of Direct Billing by Electric Suppliers, is to be submitted as a filing under that Docket Number. The initial version of the Disclosure Label also is to be submitted to the "Electric Supplier Info Database" as described below. All subsequent versions of the Disclosure Label are to be submitted only to the "Electric Supplier Info Database."

➢ The "Electric Supplier Info Database" was created in accordance with the General Statutes of Connecticut §16-245p, which requires the Authority to maintain, and make available to customers, information about each electric supplier and each electric distribution company. The Electric Supplier Info Database is accessible via **http://www.dpuc.state.ct.us/EL_Aggre.nsf** and via "**Make a Filing**" on the Authority's homepage www.ct.gov/pura.

➢ Suppliers and EDCs must register directly through this database website (which is separate from any other PURA electronic filing system) to set up an account for access to summit data. The link to register is located near the bottom on the home page of the database. Subsequent to notification of approved registration with this database, the supplier then can login to submit data with its user name and password. This will land the supplier on the page where it can begin the process to submit data. Before attempting to submit the data, read/print out the ***instructions on submitting data,*** which are accessible via a link on this initial landing page.

➢ To submit information to this database:
  ➢ Select link for **Supplier Login to Submit Data**
  ➢ Select **View all Documents** from the list
  ➢ Once on the **All Documents** page, click on **Expand**
  ➢ Select **Company Information – the supplier must enter its information to be recognized as valid to submit data and save it.**
  ➢ From the Company information page, the supplier can then select the link from the top menu bar to the relevant information it wishes to access/ submit.