

Compliance Reporting Portal – User Registration

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1. Navigate to the <u>PUCT - Core - Login</u> to "Sign Up."

2. Select the "TDSP Registration" button.



3. Enter all fields and then click "Submit"

Register
Last Name
Email Phone Number
000-000-0000
Will you be managing other accounts for your company? Yes No
Are you filing on behalf of multiple companies? Yes No
Company
~
Submit

4. The filing entity will receive an email from <u>NoReply@puc.texas.gov</u>. The filing entity will then click the "Verify Me" button or copy and paste the link into your browser to complete the verification process.



Hello,

Thank you for registering with the Public Utility Commission of Texas!

We require email verification to ensure you are a human that registered with our system. Please click the "Verify Me" button below to complete your verification.

Verify Me



When the email verification is complete, a PUCT staff will review and approve your registration to create an account to file compliance reports. Once approved, you will receive an email with a username and a link to set a password.

Please reach monthlyreports@puc.texas.gov, if there are questions.

Best regards,

The Public Utility Commission of Texas Team

5. Once verified you will receive a second email with your username and instructions to set your password. Click the "Set Password" button or copy and paste the link into your browser.

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Hello

Your request for an account with the Public Utility Commission of Texas has been approved! Your username is:

Click the button below to set your password and gain access to the portal.

Set Password

Best regards,

The Public Utility Commission of Texas Team

- 6. Enter a password and click the "Submit New Password" button. You will be redirected to the login page. Select the "External Users" button and enter your username (email address) and password.
- 7. Upon successful login, you will be asked to create at least three (3) security questions and answers. After you have created the security questions click the "Continue" button. You have now completed the user registration process.
- 8. To log out, click the power icon on top of the webpage. To log back in, select the "External Users" button