

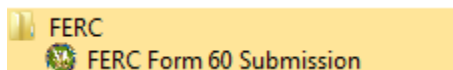
Form 60 - Annual Report of Centralized Service Companies

Electronic Submission Software - Installation Manual

Overview of Form 60 Installation and Operation

The FERC Form 60 Submission Software is downloaded from the FERC Forms Server via the Internet. The downloaded file is an installation file. It is used to install the application on your workstation.

Once the software is installed it will appear in your workstation "Start Menu" under a Program Group called **"FERC"**. You would start the software by clicking on **"Start/All Programs/FERC/ Form 60 Submission"**.



The first time Form 60 is used, it will ask you to download a copy of your Form 60 Database. This database will be used year after year for Form 60 preparation and filing. Therefore, you should take steps to ensure the database is backed up and saved between filing periods.

Every time you run the Form 60 software, it will check with the FERC Forms Server via Internet to determine if there are any updates to the software. If updates are available, they will be downloaded to your workstation and installed automatically. This keeps everyone's copy of the software in synchronization - and rectifies problems you may find and report to the FERC.

The Form 60 database should be installed on a Network drive for sharing among users and to provide security backup for the database. Any number of company workstations can use the database concurrently so that work may be distributed among a number of employees.

Downloading and Installing the Form 60 Submission Software

Click the Form 60 Submission Software link **EXE** to open the webpage hosting all the Forms installation files. Then, click to the Form 60 link button on the left menu to open the Form 60 page.

A screenshot of the FERC Online Home page. On the left is a blue vertical menu with links: "FERC Online Home", "Form 1", "Form 2", "Form 6", "Form 60", and "Form 714". The "Form 60" link is highlighted with a red box. A yellow arrow points from the "Form 60" link to a box on the right. The box on the right has a title "Download FERC Forms" and contains two sections of text. The first section is titled "Security and Privacy Statement" and contains text about Title 18, U.S.C. 1001. The second section contains text about PII (personally identifiable information). Below the box is a note: "- Please select one of the form links from the left menu to download -".

Download FERC Forms	
Form 1	Security and Privacy Statement
Form 2	<i>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.</i>
Form 6	<i>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.</i>
Form 60	
Form 714	

- Please select one of the form links from the left menu to download -

The following screen will appear. Click **"Form60SubmissionInstall.exe"** link button to start downloading the file.

Download FERC Form 60

Submission Software:

SHA-256 Checksum:

47 7b 3f 45 aa 81 28 c1 c8 57 c4 ad 3c 08 36 88 48 cc 7a 59 f1 37 6d 36 d7 ca 3a aa 4c 38 34 9a

[Form60SubmissionInstall.exe](#)

[Instruction](#)

Viewer:

SHA-256 Checksum:

c5 42 96 aa 34 35 77 ad 98 8a 8a 81 5d 8d 08 73 85 ca c9 57 91 22 8d 5f 9b 22 aa 87 53 a5 42 94

[Form60ViewerInstall.exe](#)

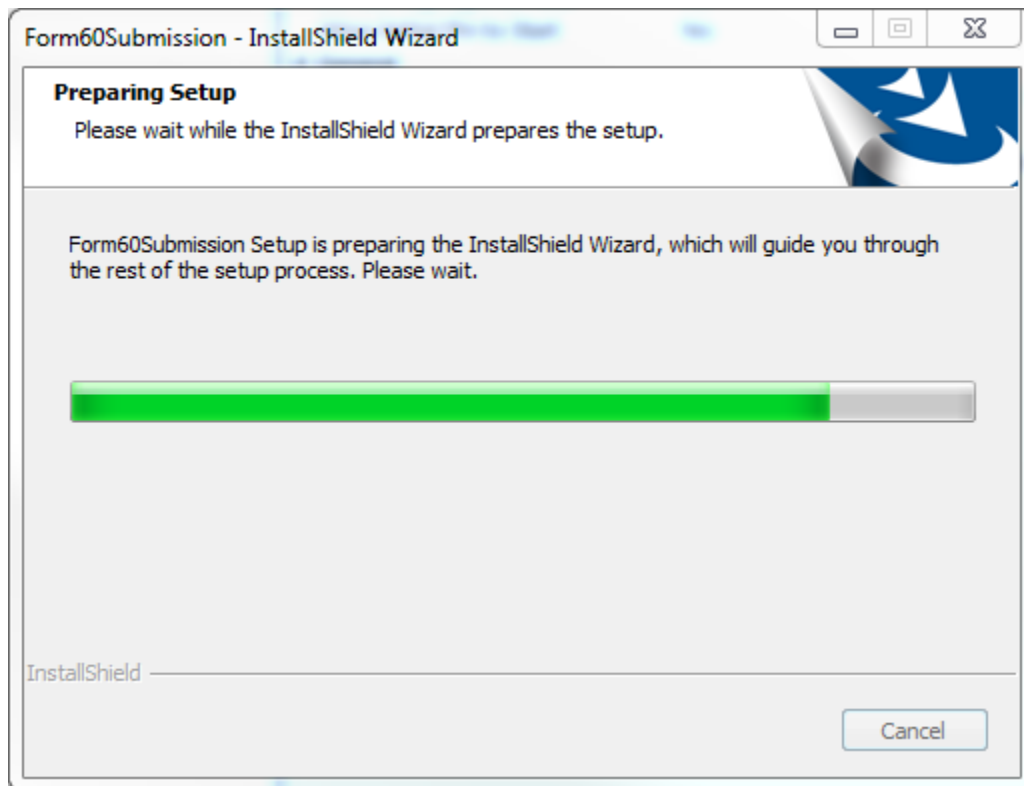
[Instruction](#)

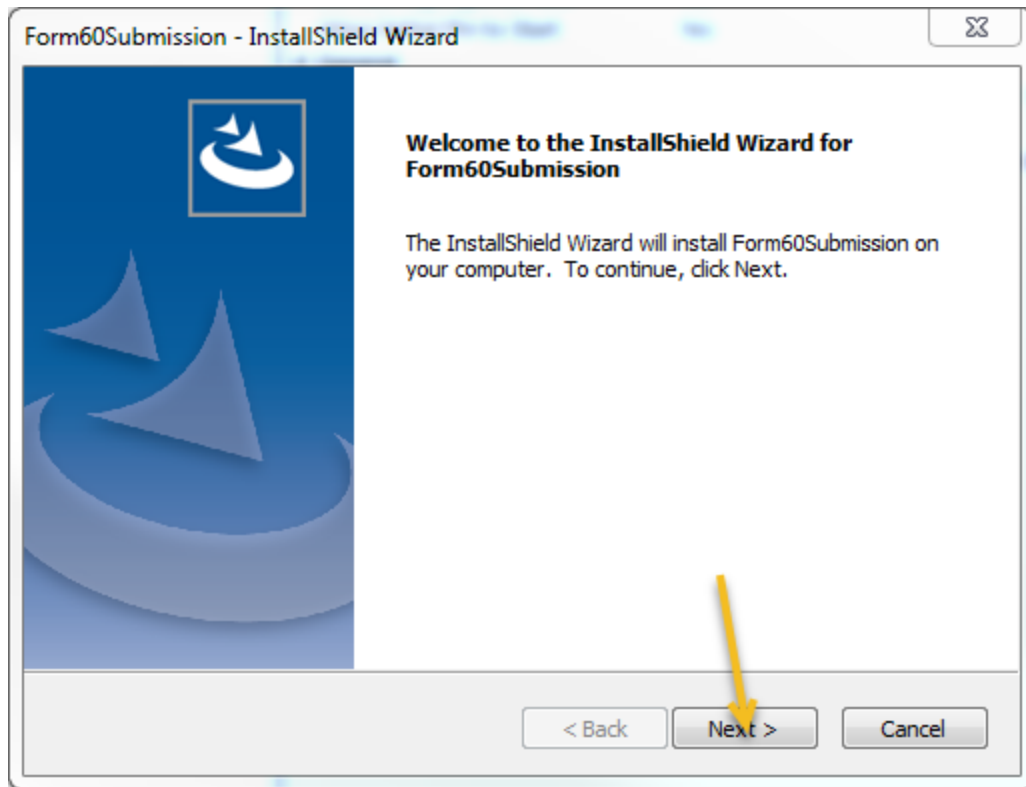
[Go back](#)

You may choose "Run" or "Save" the file. You may choose "Run" and installation will begin. If you choose "Save", the downloaded installation file can be used to make multiple installations. In this instance, remember where you tell the software to save the file. After download, locate the file with Windows Explorer, place your cursor on the file name, and double-click. This will start the installation process. If you install the Form 60 Submission Software on multiple workstations, you can copy the installation file to your network and invoke it from there.

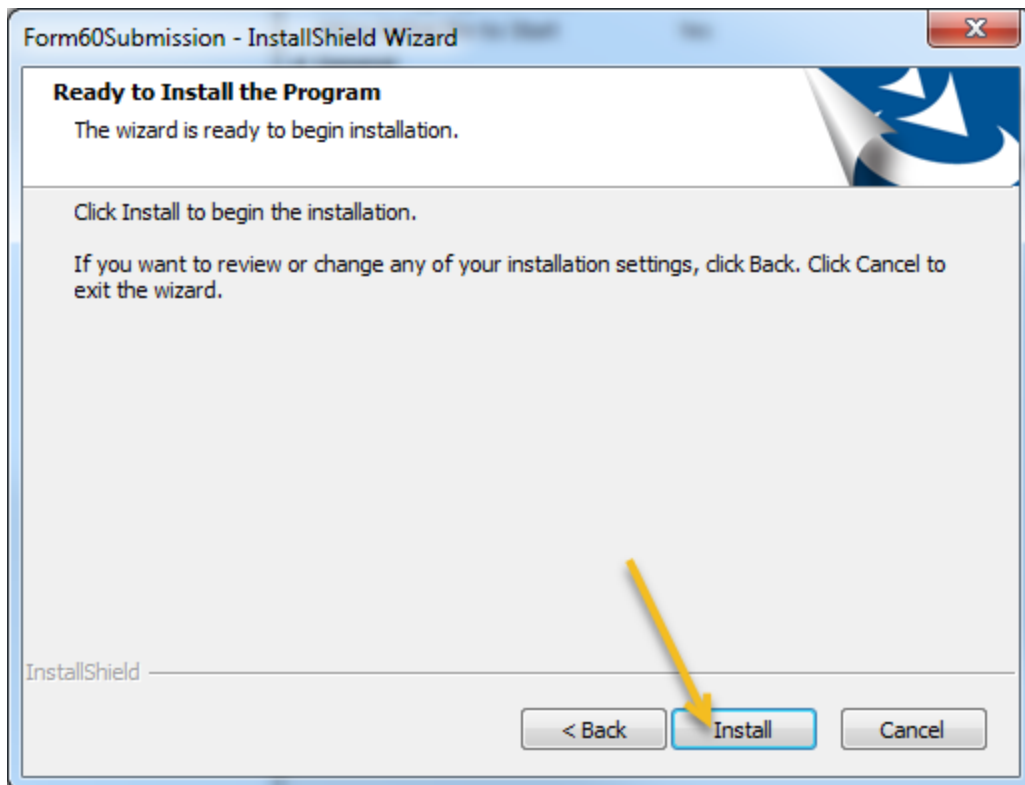
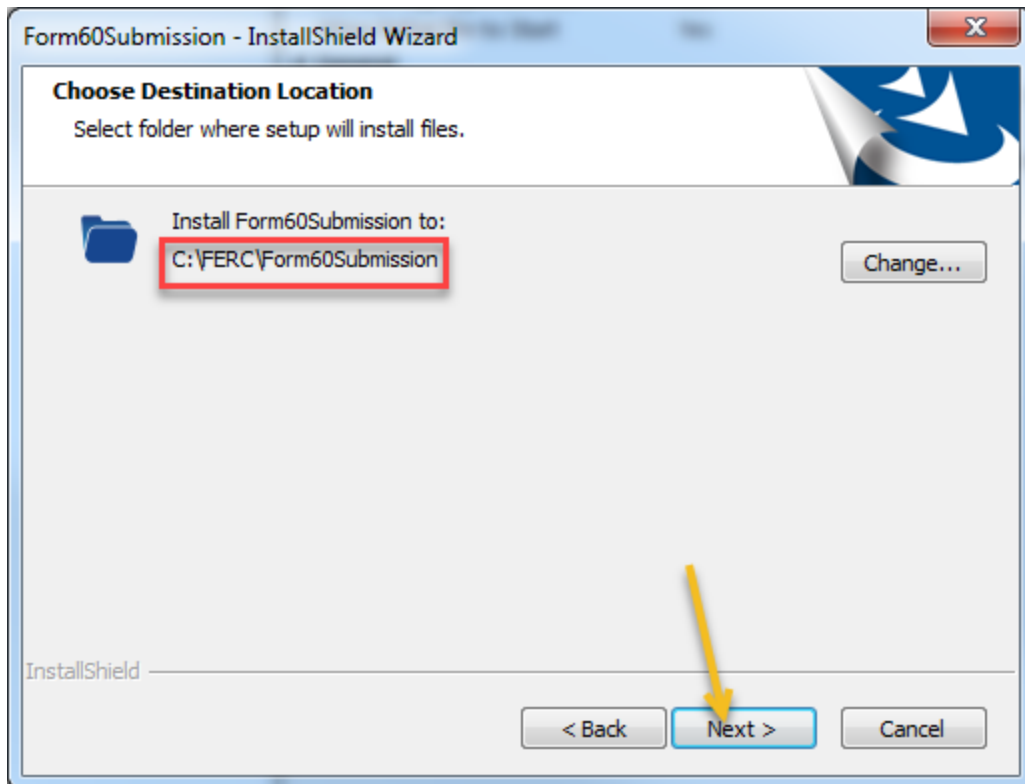
On executing the installation file, the system will prompt you for your computer local administrator credential. If you don't have one, please get help from your IT Admin.

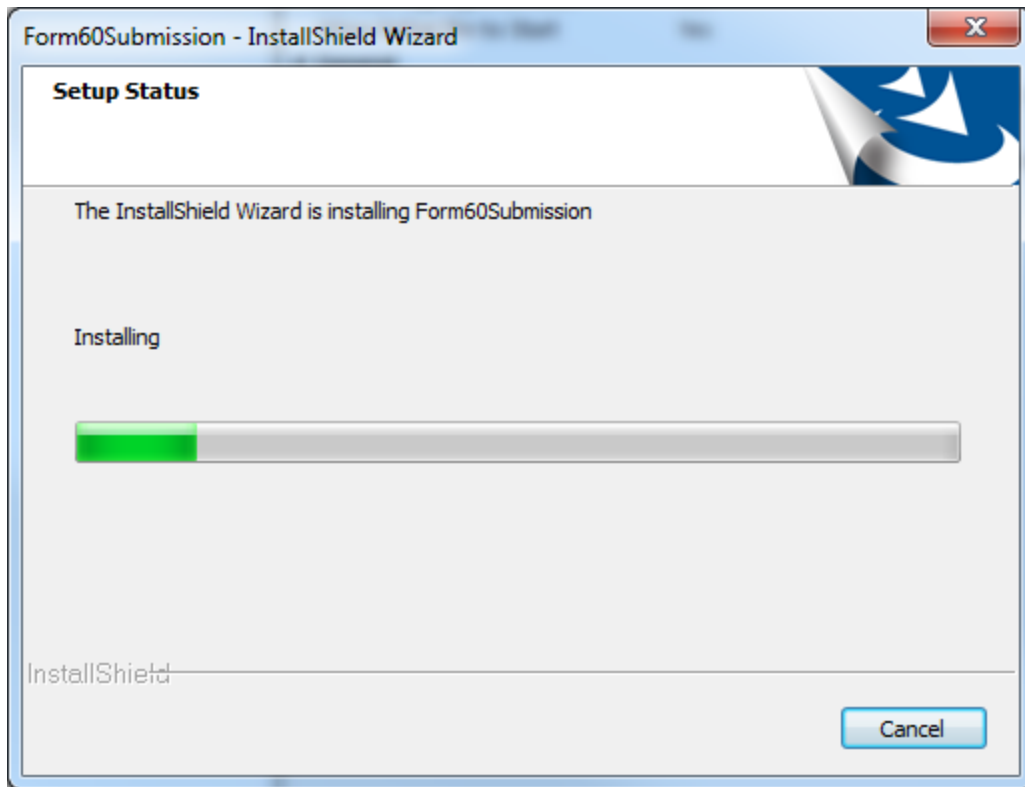
Step-by-step installation screenshots:



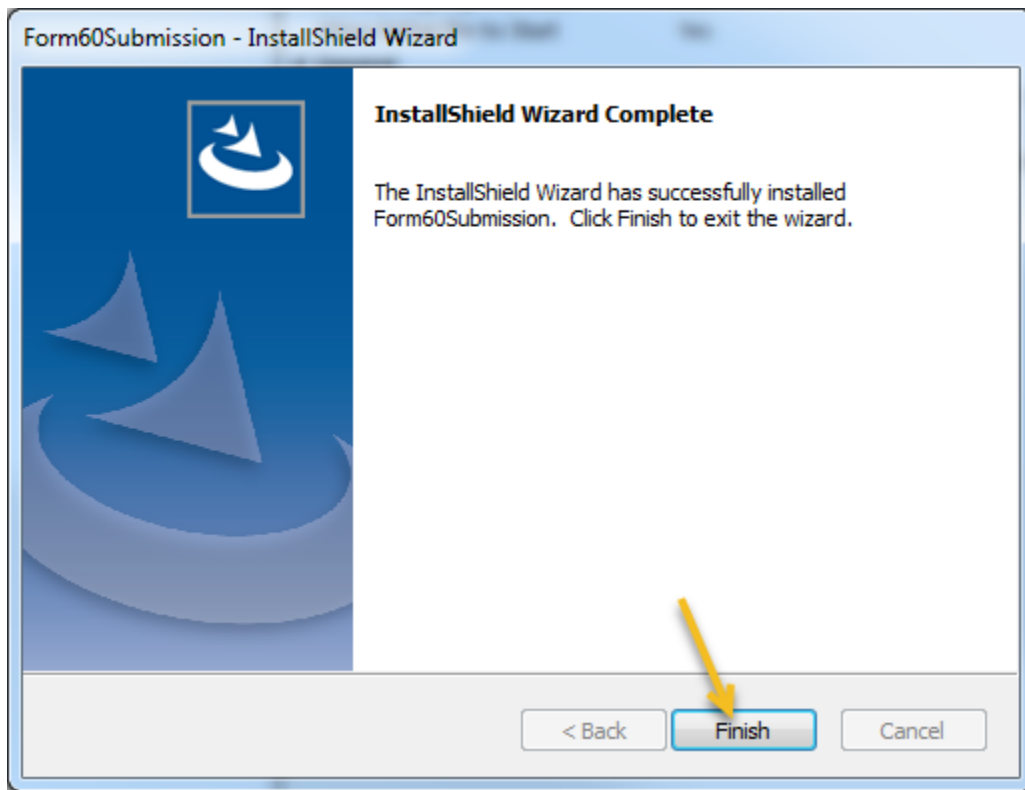


The setup program will want to place the application in the **FERC\Form60Submission** folder on your **C:** drive. If the folder does not exist, it will create it for you. **Please do not change the folder name** or location since it is easier for us to help you if you have a default installation. Just click "**Next**".





Eventually, the installation will finish and you will get the following notification:




Initial Operation and Setup of the Form 60 Software

At this point, installation is complete. You now need to set your communications options (if any) and obtain the initial download of your Form 60 database information. **However, if you have a Form 60 Database from previous years saved on your network drive, you should use that database.** When you first start the software (click on the Windows Start → All Programs → locate Program Group "FERC", then click on "FERC Form 60 Submission"), you will get the following "Splash Screen". Notice that the **Version Number** of the software is in the upper left-hand corner of the screen. This number changes every time updates and changes are downloaded to your workstation.

v 4.0.0

Form Approved
OMB No. 1902-0215
Expires 05/31/2019



**FERC FINANCIAL REPORT
FERC FORM No. 60: Annual Report
of Centralized Service Companies**

This report is mandatory under the Public Utility Holding Company Act of 2005, Section 1270, Section 309 of the Federal Power Act and 18 C.F.R. § 366.23. Failure to report may result in criminal fines, civil penalties, and other sanctions as provided by law. The Federal Energy Regulatory Commission does not consider this report to be of a confidential nature.

FERC FORM NO. 60 (NEW 12-05)

Downloading Your Initial Form 60 Database

If you are running the software for the first time, the data download screen will appear (see below). This function allows you to download a database of the company or companies for which you file Form 60 information. If you filed Form 60 in the previous year using this software, you should have a copy of your

Form 60 Database on your network. This version should be used instead of attempting to download a new database.

Before you proceed, you should click on the "*Internet Setup Options*" button and set any of the options that apply to your Internet connection. These options, if any, can be obtained from your Network/IT Support Personnel. These options may also be set within the data entry software by clicking on the "Options" pull-down menu at the top of the screen, and clicking on "*Internet Communications Setup*".

The next step is to determine a location for your database. The box titled "*Destination for Data or Location of Existing Data*" shows a proposed default location for your Form 60 Database. It is highly recommended that you choose a directory on your Network for the Form 60 Database. First of all, storing the database on your network permits multiple users of the Software to work at the same time. (If you desire having multiple users inputting data, the database must be on a shared network drive accessible by all users). Secondly, you will be protected from losing your work should your workstation have a malfunction. Most network data is backed up every evening. If you chose not to use a network drive for your database, and ensure that it is backed up frequently, you are at risk of losing all your work should something happen to the database because of hardware malfunction. Please consider the ramifications of this happening, and take appropriate action to protect your data.

Once the Database location has been chosen, you click on the "*Retrieve Company Listing*" button. The software will obtain a list of companies available for download from the FERC Forms Server. If you cannot get the list, refer to Troubleshooting. This is to prevent users from accidentally downloading a new database copy instead of using the database from previous filing periods.

Select your company name in the "*List of Available Companies*" box by clicking on it once. You don't have to enter any PIN for data downloading, however make sure the folder under "*Destination for Data or Location of Existing Data*" is already created at this time. Then, click on the "*Begin Download*" button. The software will notify you when the download is complete. If you file for more than one company, you may now select a different company for download, and click the "*Begin Download Button*" again. Continue in this manner until all companies you file for are downloaded. Once database download is complete, you may click on "*Finished*".

The screenshot shows a software window titled "Form 60 Data Download". It contains a "List of Available Companies:" section with a list of companies, one of which is highlighted in blue. Below this list is a "Retrieve Company Listing" button. To the right of this button is an "Internet Setup Options" button. Below the "Retrieve Company Listing" button is a text input field labeled "Enter Company PIN:". Below that is a section titled "Destination for Data or Location of Existing Data:" with a text input field and a browse button (three dots). Below this is a section titled "Internet Source site of data:" with a text input field containing "eforms1.ferc.gov". Below that is a checkbox labeled "Create Non-Jurisdictional Company". At the bottom are two buttons: "Begin Download" (which is highlighted with a dashed blue border) and "Finished". A yellow arrow points from the left edge of the window to the "Retrieve Company Listing" button. Another yellow arrow points from the highlighted company in the list to the "Retrieve Company Listing" button. A third yellow arrow points from the "Destination for Data or Location of Existing Data:" input field to the "Begin Download" button. A fourth yellow arrow points from the "Internet Source site of data:" input field to the "Begin Download" button.

You might consider giving the network folder a descriptive name, like "FERC Form60 Database". This may persuade people not to delete the folder after you are finished filing for the year. You will need this database for next year's filing activity - **so please do NOT delete it!**

The following Main Screen will appear. You can select the right company and period from the dropdown lists.

FERC Form 60: Annual Report v4.0.0

File Edit Options Window Help

Schedule Selector

Select Company/Year: 2018

Title of Page/Schedule/Account	Page Reference
Identification and Corporate Officer Certification	1
List of Schedules and Accounts	2
Schedule I - Comparative Balance Sheet	101-102
Schedule II - Service Company Property	103
Schedule III - Accumulated Provision for Depreciation and Amortization of Service Company Property	104
Schedule IV - Investments	105
Schedule V - Accounts Receivable from Associate Companies	106
Schedule VI - Fuel Stock Expenses Undistributed	107
Schedule VII - Stores Expense Undistributed	108
Schedule VIII - Miscellaneous Current and Accrued Assets	109
Schedule IX - Miscellaneous Deferred Debits	110
Schedule X - Research, Development, or Demonstration Expenditures	111
Schedule XI - Proprietary Capital	201
Schedule XII - Long Term Debt	202

Select Close

Once you select the company and year, you can select a schedule to start with. In the screen below, the user selected schedule 1.

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File Edit Options Window Help

Schedule Selector

Select Company/Year: XXXXXXXXXX 2017

Title of Page/Schedule/Account	Page Reference
Identification and Corporate Officer Certification	1
List of Schedules and Accounts	2
Schedule I - Comparative Balance Sheet	101-102
Schedule II - Service Company Property	103
Schedule III - Acquired Assets	
Schedule IV - Investments	
Schedule V - Accounts Payable	
Schedule VI - Fuel	
Schedule VII - Other Assets	
Schedule VIII - Liabilities	
Schedule IX - Miscellaneous	
Schedule X - Revenues	
Schedule XI - Expenses	
Schedule XII - Losses	

Schedule I - Comparative Balance Sheet (101-102)

Line #	Account Number (a)	Description (b)	Reference Page No. (c)	As of Dec 31 Current (d)	As of Dec 31 Prior (e)
1		Service Company Property			
2	101	Service Company Property	103		
3	101.1	Property Under Capital Leases	103		
4	106	Completed Construction Not Classified			
5	107	Construction Work In Progress	103		
6		Total Property (Total Of Lines 2-5)			
7	108	Less: Accumulated Provision for Depreciation of Service	104		
8	111	Less: Accumulated Provision for Amortization of Service			
9		Net Service Company Property (Total of Lines 6-8)			
10		Investments			
11	123	Investment In Associate Companies	105		
12	124	Other Investments	105		
13	128	Other Special Funds	105		
14		Total Investments (Total of Lines 11-13)			
15		Current And Accrued Assets			
16	131	Cash			

Save Close

Here is an example of Schedule IV – Investment. Essentially, you are just "filling in the blanks" on those line items that apply to your company. You need to click on "**Save**" to save the data you have entered.

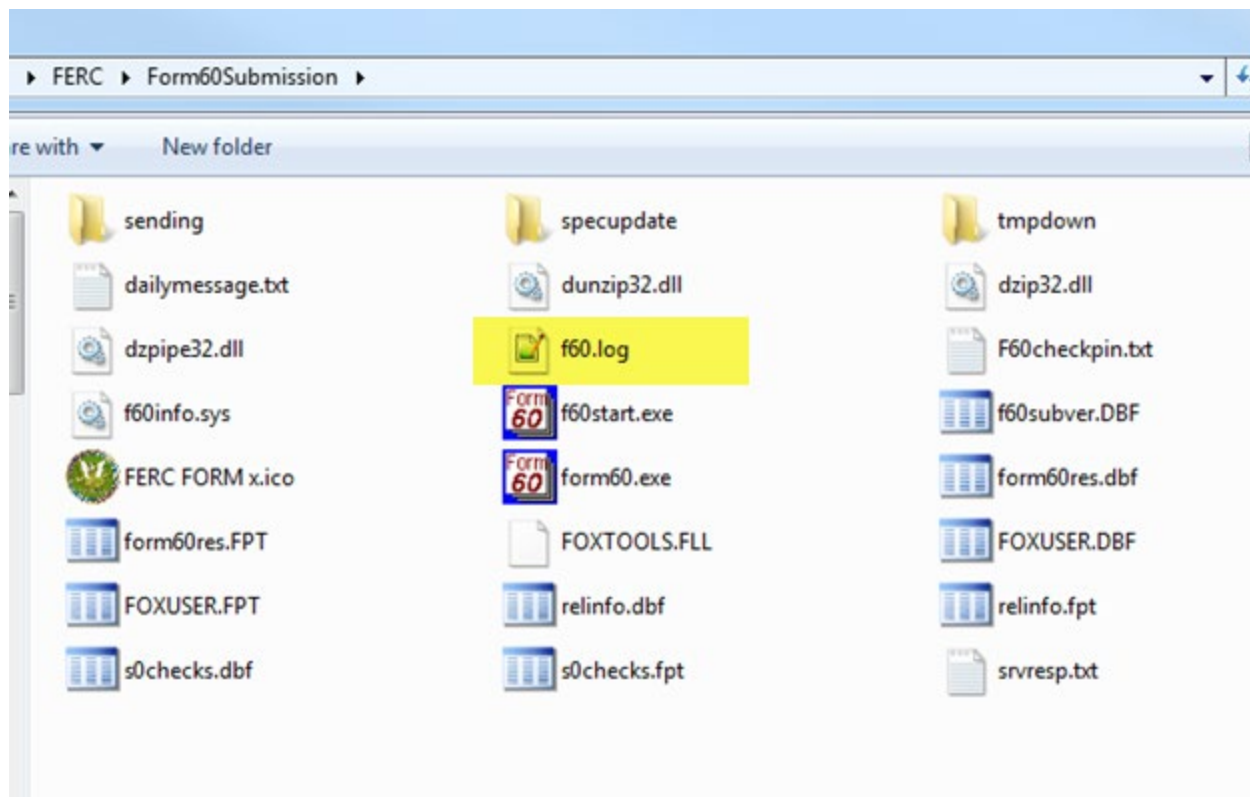
[illegible]

If You Have Problems, Please Read Carefully

You may experience problems downloading your initial database or obtaining the automatic updates mention at the beginning of this document. Either of these problems can usually be traced to your Firewall used to protect your network from outside interference. The software will work OK at most companies. However, if you have a problem with these two issues, your only recourse is to plead with your IT folks to loosen things up a little or make some accommodation.

If you have errors in the software where it quits, gives you some kind of system error, or otherwise acts in an abnormal manner, you can report these problems to FERC and we will try to resolve them. (See below for reporting procedures) If there are bugs in the software, we will fix them, and distribute updates to your software automatically. The software has version numbers which change as we apply corrections or improvements.

Below is an example of the Form 60 Folder where the software is installed on a typical workstation:



Notice the file named **F60.log**. When you send us an email regarding any errors or problems, we must have the F60.log attached to the email. Also, be sure to put the words Form60 in the Subject of the email. If you forget to attach the F60 log file, we will send you a reply mail asking for it. So, it just saves time to send it along in the first place. Of course, your IT people are welcome to review the log file and help diagnose any problems you might have.

Please indicate the following information with your troubleshooting request:

- Form: Form 60
- Respondent Name
- Reporting Period
- Page number / Title of Schedule
- Line No.
- Column
- Details of the issue with screenshots
- Attach the F60.log file

Again, be sure to attach the F60.log to your email if you are reporting an error. Please put the words Form60 somewhere in the Subject of your email. This permits the email software at FERC to categorize your email, resulting in a faster response. A sample subject line might read: "*Subject: Form60 Problem with Schedule 1*".

Send emails with software problems, Internet problems, or suggestions for improvements to the application to [FERC Online Support](#).

Note: Comments sent to ferconlinesupport@ferc.gov are not considered an official filing before the Commission or made part of the record. To file an official comment on a proceeding before the Commission, please follow our Rules of Practice at [18 CFR 385](#). You may also file comments related to a FERC project using [eComment](#) or [eFiling](#).

If you feel you have a serious problem, call FERC Online Support toll-free at 866-208-3676.