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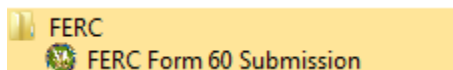
The first time Form 60 is used, it will ask you to download a copy of your Form 60 Database. This database will be used year after year for Form 60 preparation and filing. Therefore, you should take steps to ensure the database is backed up and saved between filing periods.

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.

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

Download FERC Form 60

Submission Software: Form60SubmissionInstall.exe   Instruction
SHA-256 Checksum:

Viewer: Form60ViewerInstall.exe   Instruction
*SHA-256 Checksum:*

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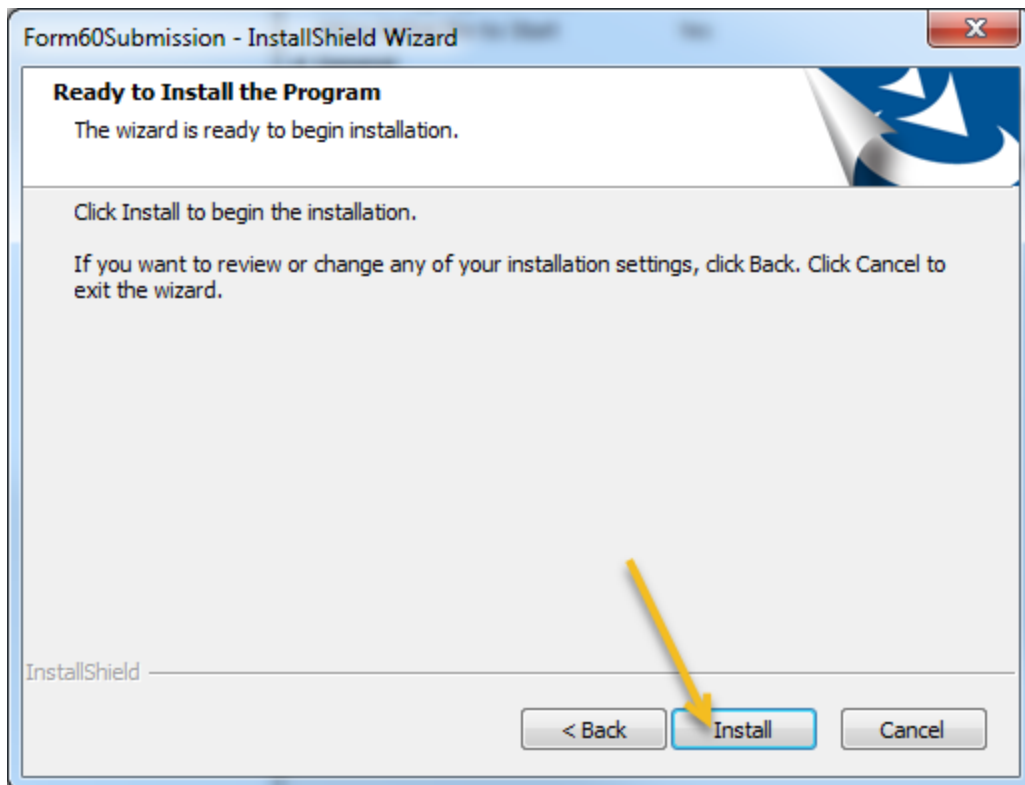
On executing the installation file, the system will prompt you for your computer local administrator credential. If you don't have one, please get help from your IT Admin.

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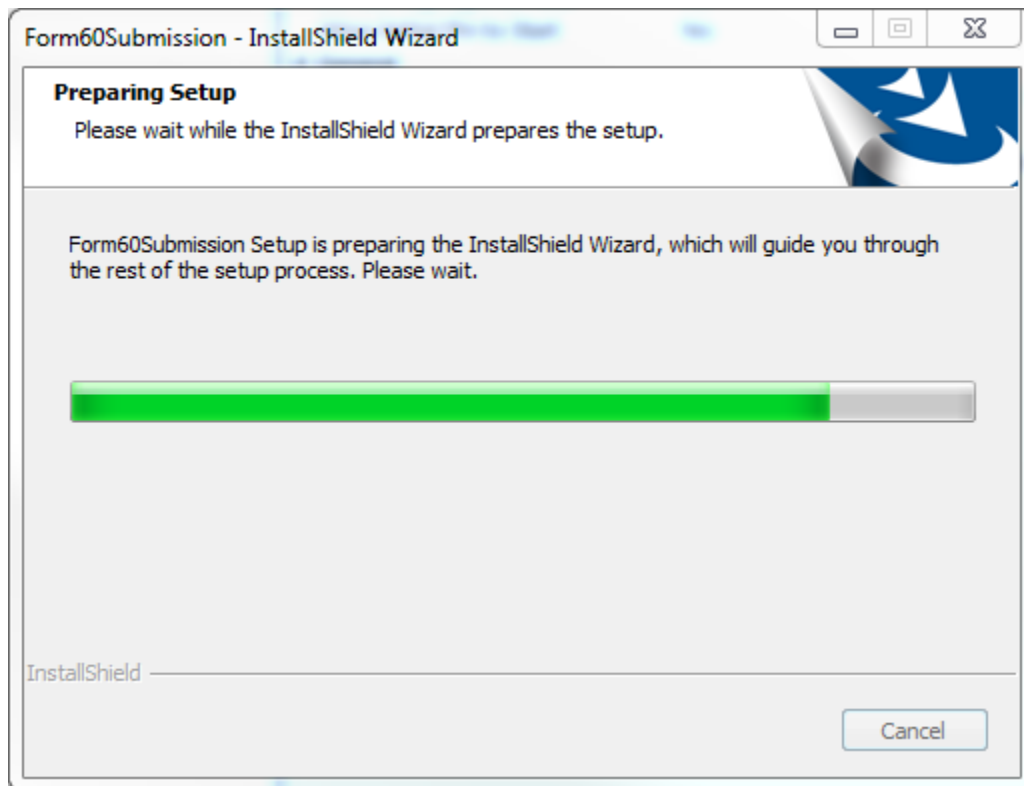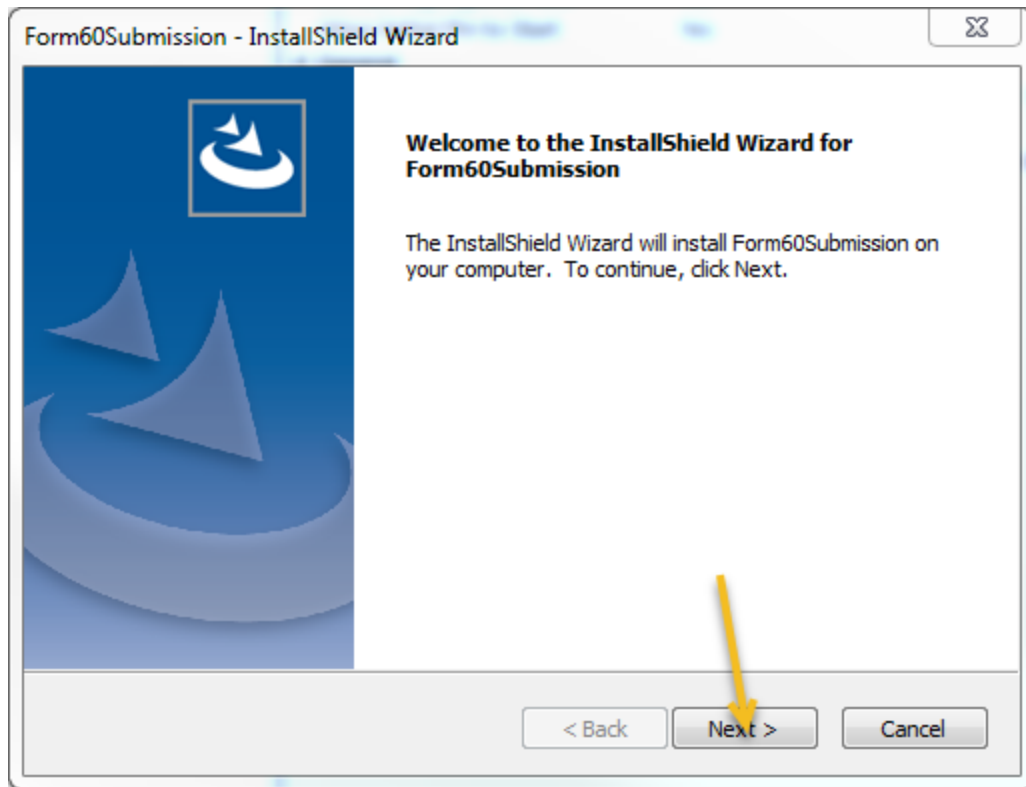
The setup program will want to place the application in the **FERC\Form60Submission** folder on your **C:** drive. If the folder does not exist, it will create it for you. **Please do not change the folder name** or location since it is easier for us to help you if you have a default installation. Just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

Form60Submission - InstallShield Wizard

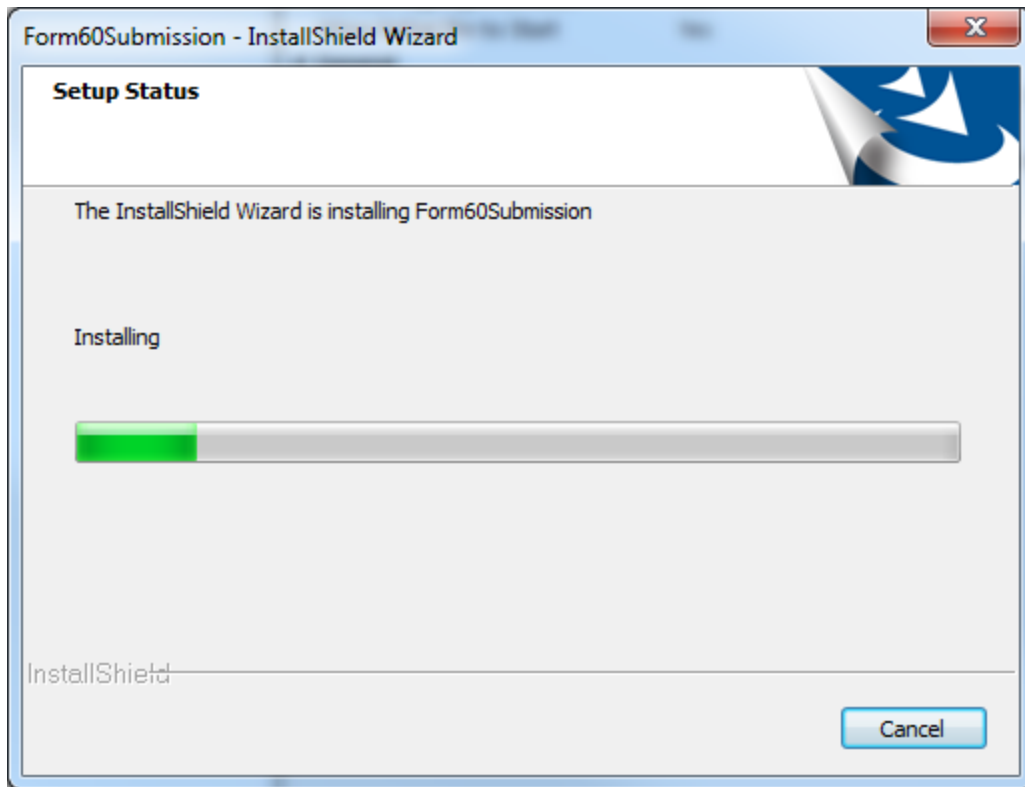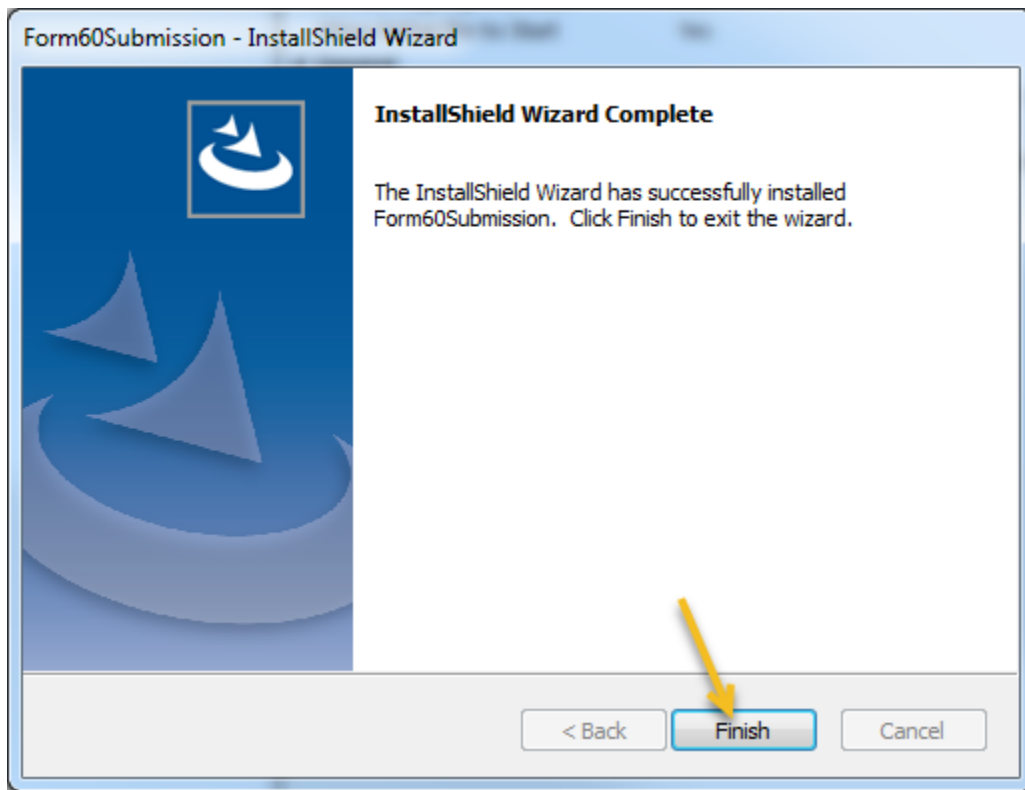**Choose Destination Location**
Select folder where setup will install files.

Install Form60Submission to:
C:\FERC\Form60Submission

Change...

InstallShield

< Back   Next >   Cancel

Form60Submission - InstallShield Wizard

Ready to Install the Program
The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield

< Back   Install   Cancel

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
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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*".

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.

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

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.

Schedule IV – Investments (105)

Line #	Account Number (a)	Title of Account (b)	Balance at Beginning of Year (c)	Balance at Close of Year (d)
1	123	Investment In Associate Companies		0
2	124	Other Investments	0	0
3	128	Other Special Funds		
4	136	Temporary Cash Investments		
5		(Total of Lines 1-4)		

Save   Close

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:
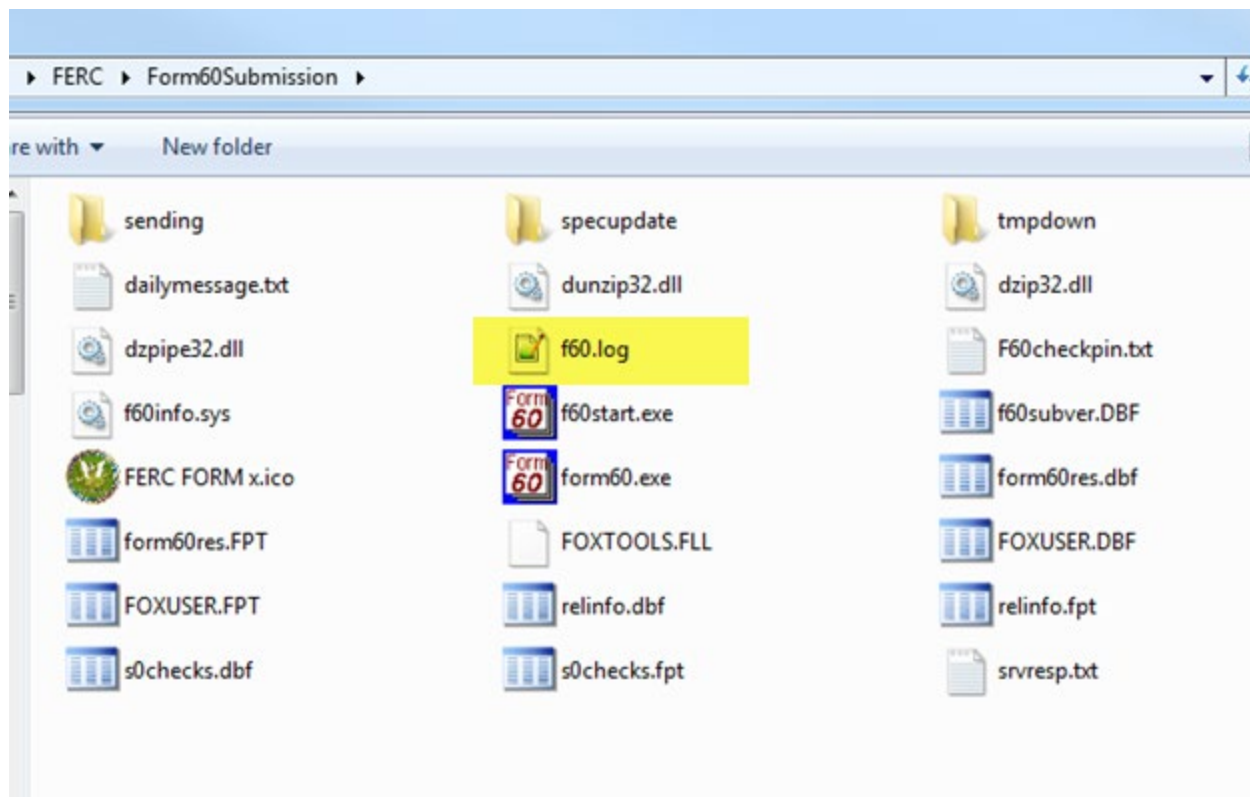
Notice the file named **F60.log**. When you send us an email regarding any errors or problems, we must have the F60.log attached to the email. Also, be sure to put the words Form60 in the Subject of the email. If you forget to attach the F60 log file, we will send you a reply mail asking for it. So, 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.