**Section 290.50 Electronic Tariff Filing System Accounts**

a) Each person seeking to submit tariffs electronically must have an active ICC external user account. The ICC external user account application is available on the ICC website or by contacting the Chief Clerk's Office.

b) A completed ICC external user account application must be delivered to the Chief Clerk's Office in accordance with the instructions provided on the form.

c) A public utility is responsible for authorizing the persons who may submit tariffs electronically on its behalf. Any user authorized to submit tariffs electronically on behalf of a public utility can see a list of the public utility's authorized users for the electronic tariff filing system.

d) The public utility shall timely contact the Chief Clerk's Office to request the revocation of an authorized user account if a person is no longer authorized to submit tariffs electronically on behalf of the public utility, or if the public utility becomes aware of a security breach associated with the person or the account.

e) A person whose ICC external user account application is accepted by the ICC will be assigned a unique user name and password.

f) An authorized user is responsible for keeping his or her user name and password confidential. The unique user name and password assigned to a person are used to authenticate authorized users and establish authority to submit tariffs electronically on behalf of a public utility. Therefore, safeguarding this information is important to prevent unauthorized electronic submission of tariffs.

g) The unique user name and password of an authorized user enable the e-Tariff system to trace an electronically submitted tariff to a specific person as if the submission were signed. This shall serve as an electronic signature of the authorized user on those submissions.