

TUFFS Interim User Guide

I. Logging In

1. Open your Internet Explorer *version 6 or higher* web browser and point it to the following address:
<https://delaps1.cpuc.ca.gov/IMLSLogin>
2. Log in to the CPUC Application Site with your assigned **Username** and personal **Password**:



Username

Password

Welcome

You shall not use the CPUC IMLS Website, or any application therein, for any illegal purposes, and you will use it in compliance with all applicable laws and regulations. You agree not to use the Website in a way that may cause the Website to be interrupted, damaged, rendered less efficient, or such that the effectiveness or functionality of the Website is in any way impaired.

For further information and details, please view the CPUC's full "Conditions of Use", found here:
<http://www.cpuc.ca.gov/PUC/aboutsite/use.htm>

Forgot your password? Need an account? Click below:

3. Under "**Your Applications**", select the "[TUFFS Telecom & User Fees Filing System –INTERIM](#)" link.



Your Applications (Click one to continue)

Application	Description
TUFFS Telecom & User Fees Filing System -INTERIM	An automated web-based reporting system for filing required surcharges on the end-user's intrastate billings and to remit the monies so collected in accordance with the directions of the Commission.

4. You will be required to log in again to access the **TUFFS** system. Enter the same **Username** and **Password** that you used on the previous log-in screen.



CA.GOV  **California Public Utilities Commission**

[Logout](#)

Sign in to TUFFS

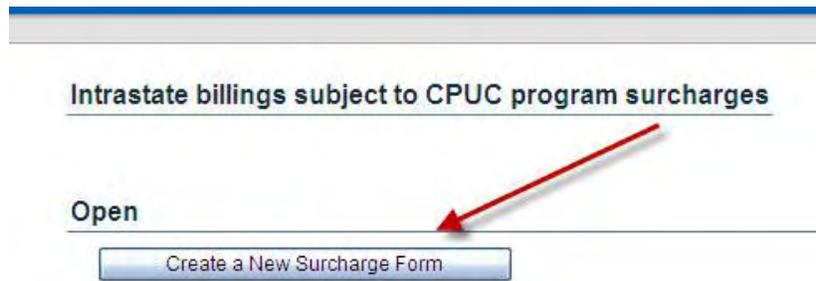
INTERIM SOLUTION

User Name

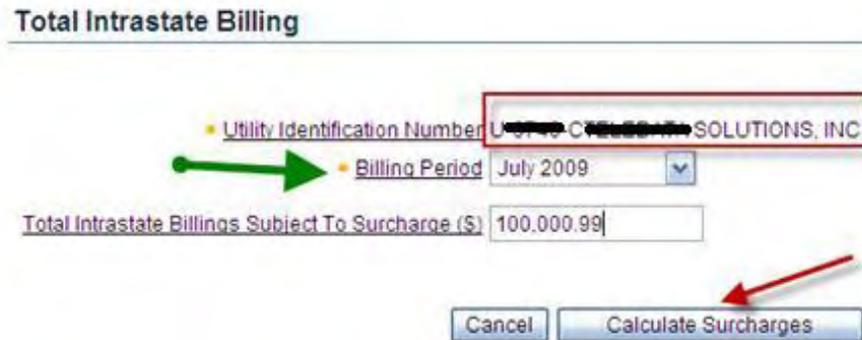
Password

II. Creating, Submitting, and Printing a New Surcharge Transmittal Form

1. Once you have logged on to TUFFS, click the “Create New Surcharge Form” button under the “Open” section.



2. At the “Total Intrastate Billing” screen, verify that your **Utility Identification Number** and **Name** are correct (*the information shown below is for demonstration purposes only*), and then select the appropriate **Billing Period** from the drop-down list. Enter the “**Total Intrastate Billings Subject To Surcharge (\$)**” in the appropriate field and click the “**Calculate Surcharges**” button as shown:



3. The lower part of the screen will now reflect the below image. The fees due for each **Subsidy Program** will be automatically calculated for you. **Note:** If needed, it is still possible to update the “**Total Intrastate Billings Subject To Surcharge (\$)**” field by entering a new amount in the same field and clicking the “**Calculate Surcharges**” button again.

Total Intrastate Billing

Utility Identification Number UTILITY IDENTIFICATION NUMBER [REDACTED] SOLUTIONS, INC

Billing Period July 2009

Total Intrastate Billings Subject To Surcharge (\$) 100,000.99

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Calculate Surcharges

Service Provider Subsidy Programs

Manually enter requested adjustment & penalty amount.

Service Provider Subsidy Program	Surcharge Amount	Adjustment Amount (\$)	Penalty/Interest Amount (\$)	Total Funding Amount
1. UNIVERSAL LIFELINE TELEPHONE SERVICE PROGRAM (ULTS) (ULTS)	\$1,150.01			\$1,150.01
2. CALIFORNIA RELAY SERVICE AND COMMUNICATIONS DEVICE FUND (CRS / CDF) (DDTF)	\$200.00			\$200.00
3. CALIFORNIA HIGH COST FUND-A (CHCF-A) (CHCF-A)	\$130.00			\$130.00
4. CALIFORNIA HIGH COST FUND-B (CHCF-B) (CHCF-B)	\$250.00			\$250.00
5. CALIFORNIA TELECONNECT FUND (CTF) (CTF)	\$79.00			\$79.00
6. CALIFORNIA ADVANCED SERVICES FUND (CASF) (CASF)	\$250.00			\$250.00

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4. If needed, you may now enter any **Adjustment Amount** or **Penalty/Interest Amount** if needed in the appropriate fields under the “**Service Provider Subsidy Programs**” section. Entering a (+) positive number will add to what you owe. Entering a (-) negative number will subtract from what you owe. Once you have entered the appropriate amount(s), click the “**Submit**” button. **Note:** You may log out at this point prior to submitting your **Transmittal Form** if you wish to come back to it later.

Service Provider Subsidy Programs

Manually enter requested adjustment & penalty amount.

Service Provider Subsidy Program	Surcharge Amount	Adjustment Amount (\$)	Penalty/Interest Amount (\$)	Total Funding Amount
1. UNIVERSAL LIFELINE TELEPHONE SERVICE PROGRAM (ULTS) (ULTS)	\$1,150.01		34.00	\$1,150.01
2. CALIFORNIA RELAY SERVICE AND COMMUNICATIONS DEVICE FUND (CRS / CDF) (DDTP)	\$200.00	25.65		\$200.00
3. CALIFORNIA HIGH COST FUND-A (CHCF-A) (CHCF-A)	\$130.00			\$130.00
4. CALIFORNIA HIGH COST FUND-B (CHCF-B) (CHCF-B)	\$250.00	-125.00		\$250.00
5. CALIFORNIA TELECONNECT FUND (CTF) (CTF)	\$79.00	-8.99		\$79.00
6. CALIFORNIA ADVANCED SERVICES FUND (CASF) (CASF)	\$250.00		26.45	\$250.00

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5. You will receive confirmation that your **Surcharges** have been **Submitted** and the new “**Total Funding Amount(s)**” will be displayed in the far-right column. If you are satisfied with the amounts shown, you may proceed by clicking the “**Print**” button. If you want to make any changes, simply edit the information in the fields, and then click the “**Submit**” button again.



Service Provider Subsidy Programs

Manually enter requested adjustment & penalty amount.

Service Provider Subsidy Program	Surcharge Amount	Adjustment Amount (\$)	Penalty/Interest Amount (\$)	Total Funding Amount
1. UNIVERSAL LIFELINE TELEPHONE SERVICE PROGRAM (ULTS) (ULTS)	\$1,150.01		34.00	\$1,184.01
2. CALIFORNIA RELAY SERVICE AND COMMUNICATIONS DEVICE FUND (CRS / CDF) (DDTP)	\$200.00	25.65		\$225.65
3. CALIFORNIA HIGH COST FUND-A (CHCF-A) (CHCF-A)	\$130.00			\$130.00
4. CALIFORNIA HIGH COST FUND-B (CHCF-B) (CHCF-B)	\$250.00	-125.00		\$125.00
5. CALIFORNIA TELECONNECT FUND (CTF) (CTF)	\$79.00	-8.99		\$70.01
6. CALIFORNIA ADVANCED SERVICES FUND (CASF) (CASF)	\$250.00		26.45	\$276.45

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6. Please read **all** **Printing Instructions** shown before pressing the “**Print**” button again.

Telecommunications User Fee Filing
 Printing Instructions

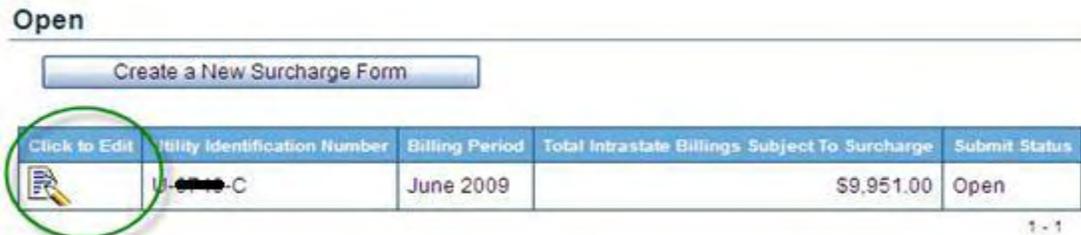
>>>IMPORTANT: Read instructions before proceeding.

- ▶ Please ensure that you have a working printer ready to print the Surcharge Transmittal Form.
- ▶ For legal reasons, a copy of the Surcharge Transmittal Form along with signature and check amount, will need to be sent to each separate Fund.
- ▶ After printing, use the Browser Back Arrow Button to return to this page.
- ▶ Use the Browser File Save To menu commands to save a copy of the Submittal Form to your PC.
- ▶ Click on the [Print] button when you are ready.
- ▶ If you have any questions, contact the California Public Utilities Commission at tel_co_surcharge@cpuc.ca.gov

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III. Editing an Open Surcharge Transmittal Form

1. If you have created a **Transmittal Form**, but have *not yet submitted* it, you may go back and make changes to it if necessary. Navigate back to the **TUFFS Home Screen** (the **“Intrastate billings subject to CPUC program surcharges”** screen) and click the **“Edit”** icon for any **Transmittal Forms** under the **“Open”** section.



2. You will be taken to the **“Total Intrastate Billing”** screen for that **Billing Period** where you can make any necessary changes [to the **Total Intrastate Billing, Adjustment, or Penalty/Interest Amount(s)**] and then **Submit** and **Print** the form as presented in the last section.



Service Provider Subsidy Programs

Manually enter requested adjustment & penalty amount.

Service Provider Subsidy Program	Surcharge Amount	Adjustment Amount (\$)	Penalty/Interest Amount (\$)	Total Funding Amount
1. UNIVERSAL LIFELINE TELEPHONE SERVICE PROGRAM (ULTS) (ULTS)	\$114.44	<input type="text"/>	<input type="text"/>	\$114.44
2. CALIFORNIA RELAY SERVICE AND COMMUNICATIONS DEVICE FUND (CRS / CDF) (DDTP)	\$19.90	<input type="text"/>	<input type="text"/>	\$19.90
3. CALIFORNIA HIGH COST FUND-A (CHCF-A) (CHCF-A)	\$12.94	<input type="text"/>	<input type="text"/>	\$12.94
4. CALIFORNIA HIGH COST FUND-B (CHCF-B) (CHCF-B)	\$24.88	<input type="text"/>	<input type="text"/>	\$24.88
5. CALIFORNIA TELECONNECT FUND (CTF) (CTF)	\$7.86	<input type="text"/>	<input type="text"/>	\$7.86
6. CALIFORNIA ADVANCED SERVICES FUND (CASF) (CASF)	\$24.88	<input type="text"/>	<input type="text"/>	\$24.88

IV. Re-Printing an Already Submitted Surcharge Transmittal Form

1. For purposes such as record keeping, you may reprint *an already submitted Surcharge Transmittal Form*. Navigate back to the **TUFFS Home Screen** (the “**Intrastate billings subject to CPUC program surcharges**” screen) and click any of the “**Reprint**” icons shown under the “**Submitted**” section.

Submitted

Reprint	Utility Identification Number	Billing Period	Total Intrastate Billings Subject To Surcharge
	U-█████-C	July 2009	\$100,000.99
	U-█████-C	May 2009	\$18,000.99
	U-█████-C	April 2009	\$100,000.00

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2. You will be shown the printing instructions again. Click the “**Print**” button to continue, & then click “**OK**” at the **Message**.

Telecommunications User Fee Filing
Printing Instructions

>>>IMPORTANT: Read instructions before proceeding.

- Please ensure that you have a working printer ready to print the Surcharge Transmittal Form.
- For legal reasons, a copy of the Surcharge Transmittal Form along with signature and check amount, will need to be sent to each separate Fund.
- After printing, use the Browser Back Arrow Button to return to this page.
- Use the Browser File Save To menu commands to save a copy of the Submittal Form to your PC.
- Click on the [Print] button when you are ready.
- If you have any questions, contact the California Public Utilities Commission at telco_surcharge@cpuc.ca.gov

3. Another copy of the **Surcharge Transmittal Form** for the selected **Billing Period** will now be shown. Print as many copies as is needed.

**COMBINED CALIFORNIA PUC
TELEPHONE SURCHARGE TRANSMITTAL FORM
(Rev. October 2008)**

MONTH ENDED: 200905 SIX-MONTH ENDED: _____

Carrier Name: █████ SOLUTIONS, INC Utility Identification Number: U-█████-C

TOTAL INTRASTATE BILLINGS SUBJECT TO SURCHARGE: \$ 18,000.99

1. UNIVERSAL LIFELINE TELEPHONE SERVICE PROGRAM (ULTS)			
\$ 207.01	\$ 25.00	\$ 0.00	\$ 232.01
Surcharge Amount Due + (-) Adjustments + Interest/Penalty = Total			
Make check payable to ULTS. Send check and a signed copy of this form to: ULTS, PO Box 45130, San Francisco, CA 94145-0130.			
2. CALIFORNIA RELAY SERVICE AND COMMUNICATIONS DEVICE FUND (CRS/CDF)			
\$ 36.00	\$ -25.00	\$ 0.00	\$ 11.00
Surcharge Amount Due + (-) Adjustments + Interest/Penalty = Total			
Make check payable to CRS/CDF. Send check and a signed copy of this form to: CRS/CDF, PO Box 45140, San Francisco, CA 94145-0140.			
3. CALIFORNIA HIGH COST FUND-A (CHCF-A)			
\$ 23.40	\$ 0.00	\$ 0.00	\$ 23.40
Surcharge Amount Due + (-) Adjustments + Interest/Penalty = Total			
Make check payable to CHCF-A. Send check and a signed copy of this form to: CHCF-A, PO Box 45118, San Francisco, CA 94145-0118.			
4. CALIFORNIA HIGH COST FUND-B (CHCF-B)			
\$ 45.00	\$ 0.00	\$ 0.00	\$ 45.00
Surcharge Amount Due + (-) Adjustments + Interest/Penalty = Total			
Make check payable to CHCF-B. Send check and a signed copy of this form to: CHCF-B, PO Box 45121, San Francisco, CA 94145-0121.			
5. CALIFORNIA TELECONNECT FUND-B (CTF)			
\$ 14.22	\$ 0.00	\$ 0.00	\$ 14.22
Surcharge Amount Due + (-) Adjustments + Interest/Penalty = Total			
Make check payable to CTF. Send check and a signed copy of this form to: CTF, PO Box 45254, San Francisco, CA 94145-0254.			
6. CALIFORNIA ADVANCED SERVICES FUND (CASF)			
\$ 45.00	\$ 0.00	\$ 0.00	\$ 45.00
Surcharge Amount Due + (-) Adjustments + Interest/Penalty = Total			
Make check payable to CASF. Send a signed copy of this form to: CPUC, CASF - Fiscal Office, 505 Van Ness Ave., San Francisco, CA 94102. (Please note: ACH is NOT available for CASF remittance.)			

I hereby certify that this return, including accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

SIGNATURE _____ DATE _____ TELEPHONE NUMBER _____ EXT _____
 Print Name _____ Title _____
 Name of Reporting Agent if not carrier: _____
 Street _____
 City _____ State _____ ZIP Code _____

SEND A SIGNED COPY OF THIS FORM TO:
 CALIFORNIA PUBLIC UTILITIES COMMISSION
 FISCAL OFFICE
 505 VAN NESS AVE
 SAN FRANCISCO, CA 94102

FORM FOR FILING THE COMBINED CALIFORNIA PUC TELEPHONE SURCHARGE TRANSMITTAL

How to Edit Your CPUC Application Account Profile

1. Log in to your account.

Username

Password

Welcome

You shall not use the CPUC IMLS Website, or any application therein, for any illegal purposes, and you will use it in compliance with all applicable laws and regulations. You agree not to use the Website in a way that may cause the Website to be interrupted, damaged, rendered less efficient, or such that the effectiveness or functionality of the Website is in any way impaired.

For further information and details, please view the CPUC's full "Conditions of Use", found here:
<http://www.cpuc.ca.gov/PUC/aboutsite/use.htm>

Forgot your password? Need an account? Click below:

2. Click on the "Account" tab at the top right corner of the page.



3. Update your Account Information as needed.

Account **Change Password**

Update Your Information

Salutation

First Name

Middle Initial

Last Name

Attention Line

Address Line 1

Address Line 2

USA Address Yes No

City

State ZIP -

City Code

Province

Country

Email

Office Phone x

Alt Office Phone x

Fax Phone x

Special Note:

Please note that information entered here will NOT be updated to the CPUC's UCS system. If you have previously supplied contact information for other CPUC business you will need to contact that division to submit changes.

4. When finished, click the “Apply Changes” button.

Update Your Information

Salutation

● First Name

Middle Initial

● Last Name

Attention Line

Address Line 1

Address Line 2

USA Address Yes No

City

State ZIP -

City Code

Province

Country

● Email

Office Phone x

Alt Office Phone x

Fax Phone x



Special Note:

Please note that information entered here will NOT be updated to the CPUC's UCS system.
If you have previously supplied contact information for other CPUC business you will need to contact that division to submit changes.

5. You will receive confirmation of your changes.

Account **Change Password**

Action Processed. x

Update Your Information

Salutation

● First Name

Middle Initial

● Last Name

Attention Line

Address Line 1

Address Line 2

USA Address Yes No

City

State ZIP -

City Code

Province

Country

● Email

Office Phone x

Alt Office Phone x

Fax Phone x

How to Update Your CPUC Application Account Password

1. Log in to your account.



Username

Password

Welcome

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For further information and details, please view the CPUC's full "Conditions of Use", found here:
<http://www.cpuc.ca.gov/PUC/aboutsite/use.htm>

Forgot your password? Need an account? Click below:

2. Click on the "Account" tab at the top right corner of the page.



3. Click on the "Change Password" tab.



4. Enter your current (old) password, followed by your New Password (twice).



The screenshot shows a web interface with a blue header bar containing the text "Account Change Password". Below the header is a yellow-bordered box titled "Confirm Password Change". Inside this box, there are three text input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom right of the box are two buttons: "Submit" and "Cancel". A red arrow points from the top right of the header bar down to the top right corner of the "Confirm Password Change" box.

5. When done entering information, click the "Submit" button.



The screenshot shows the same "Confirm Password Change" form as in the previous step. The input fields for "Old Password", "New Password", and "Confirm New Password" are now filled with five black dots (•••••) to mask the characters. A green arrow points from the top right of the header bar down to the "Submit" button.

6. You will receive confirmation of your changes.



The screenshot shows the same web interface as the previous steps. The "Account Change Password" header is visible. A yellow-bordered box is partially visible on the left. On the right side, there is a white rectangular notification box with a red border. The notification box contains the text "Password Updated." and a small "x" icon in the top right corner, indicating it can be closed.