

112 State Street  
4<sup>th</sup> Floor  
Montpelier, VT 05620-2701  
TEL: 802-828-2358



TTY/TDD (VT: 800-253-0191)  
FAX: 802-828-3351  
E-mail: [psb.clerk@vermont.gov](mailto:psb.clerk@vermont.gov)  
Internet: <http://psb.vermont.gov>

**State of Vermont  
Public Service Board**

**MEMORANDUM**

To: Parties in PSB Case Number 8816  
From: Holly R. Anderson, Deputy Clerk of the Board <sup>HRA</sup>  
Re: Online ePSB Training at 6:30 p.m. on April 25, 2017  
Date: April 14, 2017

---

As you know, the above-referenced case is being processed in ePSB, the Vermont Public Service Board's ("Board") new online document management system. Information on how to use ePSB is posted on the Board's website at [www.psb.vermont.gov/epsb-information](http://www.psb.vermont.gov/epsb-information). This information includes videos and other tutorial material, as well as instructions on how to make a filing and how to search for cases and documents.

To help the parties to this case become more comfortable using ePSB, Board staff will conduct an online training session utilizing gotomeeting on **Tuesday, April 25, 2017, from 6:30 to 8:00 p.m.** The gotomeeting login information is attached to this memorandum. Topics to be covered at the training session include:

- How to find information available in ePSB about this case, including: parties, schedule, Board-issued documents, filings by parties, public comments;
- How to make a filing in this case;
- How to search for documents in this case; and
- How to search for other Board cases and for documents in other cases.

Participants will be able to use gotomeeting to send Board staff written questions about ePSB during the training.

The training session will be recorded and posted to the Board's website.

Please note that this training will be limited to how to use ePSB. It will not be a forum to discuss substantive issues in the case.

**ePSB Training Session Gotomeeting Information**

**ePSB Training for Parties in Case 8816**

Tue, Apr 25, 2017 6:30 PM - 8:00 PM EDT

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/355984277>

**You can also dial in using your phone.**

United States: +1 (312) 757-3121

**Access Code: 355-984-277**

First GoToMeeting? Try a test session: <http://help.citrix.com/getready>