Quick Reference

Log In

1. Go to: https://apps.cpuc.ca.gov/IMLSLogin
2. Enter Username and Password, click Login
3. Click on TUFFS Telecom & User Fees Filing System
4. Enter User Name and Password, click Sign In (same log in info used for #2)

Submit Surcharge
Surcharge Reporting and History > Create a New Form Button
1. Enter revenue amount(s) and click Calculate Surcharges
2. Click Continue if you are satisfied with the calculated amounts
   OR
Enter Collection Adjustment amount(s) and click Apply Adjustments
   THEN
Click Continue
3. Confirm the data is correct and click Submit
4. Follow button steps (1) Print, (2) Make Payment and (3) Finished

Request Adjustment
Reporting Adjustment > Click on a Billing Period
1. Enter a Revised Revenue Amount(s) and click Calculate Surcharge
   AND/OR
Enter Collection Adjustment amount(s) and click Apply Adjustments
   THEN
Click Continue
2. Confirm the data is correct and click Submit
3. Provide documentation within 2 weeks via email: TUFFSadj@cpuc.ca.gov.
   Letter of explanation from a carrier, on the carrier’s company letterhead, containing
   the (date(s) of the adjustment request(s), amount(s) to be adjusted, and reasons for
   the
   adjustment request(s) (i.e., incorrect Intrastate Billing Amount reported)
   Proof of payment in the form of bank statements

Log Out
1. Click the Log Out link in the right corner of the screen