



Quick Reference

Log In

1. Go to: <https://delaps1.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: TUFFS@cpuc.ca.gov or fax :(415) 703-2261.
 - 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