

# Bulletin 2016-21

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## Enhancements to the AUC's eFiling System for revised documents

On November 12, 2016, the AUC will make changes to its eFiling System to enhance participants' abilities to file revised documents in a proceeding.

Under the current process, a participant who wants to file a revised document must file: i) a letter explaining each revision and its location in the revised document, ii) the revised document, and iii) a blackline version of the revised document that tracks each of the differences between the latest version and the original version. It is then up to an AUC staff member to identify revised documents and manually assign exhibit numbers that identify them as revised documents. This process, while workable, is cumbersome and may be subject to human error by the person filing the revised document or by an AUC staff member.

On November 12, 2016, the process for filing a revised document through the eFiling System will change. A participant who wants to make a revision to a document will be able to select the document in the system to be revised and then upload a blackline and new clean version of the document to replace what was already filed. Once the two files are uploaded, the user is prompted in the system to fill out a Revised document description form that will have user-entered fields to identify the location and the rationale for the revisions and drop-down menus to identify which file is the blackline or clean revision type. Exhibit numbers with a two-digit extension identifying the documents as revised documents are then automatically assigned to the applicable documents automatically. The latest blackline version will be available on the Documents screen and will show any previous versions in the revision history.

The Commission has prepared a [Quick tip document](#) to help participants use the new revision process. Quick tip 5 is located under the eFiling System page of the Commission's website, as well as on the eFiling System home page.

A minor amendment to *AUC Rule 001: Rules of Practice* is required to reflect the new process for filing revised documents through the eFiling System. Subsection 15.3 of Rule 001 sets out the filing requirements for a revised document and states:

15.3 When a party intends to file a revised document with the Commission it must file the following:

- (a) a letter that clearly identifies the revision date, the location of the revisions within the document and the reason for the revision,
- (b) the revised document, and

(c) a blackline version of the revised document that tracks each of the differences between the latest version and the original version.

To reflect the changes to be introduced on November 12, 2016, subsection 15.3(a) will be amended as follows:

15.3 When a party intends to file a revised document with the Commission, the party must complete a revised document description form on the eFiling System and file:

(a) the revised document, and

(b) a blackline version of the revised document that tracks each of the differences between the latest version and the original version.

This amendment to Rule 001 will come into force on November 12, 2016.

Please contact the Information Services group at 403-592-4500 or [info@auc.ab.ca](mailto:info@auc.ab.ca) if you have any questions regarding these system changes.

*(original signed by)*

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