

Make a filing

1. Enter the number of the proceeding to make a filing for in the **Go to...** field on your eFiling System home page.

2. Select **Filings** in the left navigation menu and click **Create filing** on the right Filing page.

3. Enter the submission details and click **Save**.
4. Click **Upload filing document(s)** to select and load supporting documents for the application.

Step 1 – Select the file(s) to upload.

Step 2 – Enter a description for each file (or select to use the default descriptioncriptions).

Step 3 – Click **Upload document(s)** to load the documents to the eFiling System.

Set default description here.

5. Click **Register filing**. Exhibit numbers are assigned to the submission documents, and confirmation notification is sent to the submitter, to the AUC and to the responders for information and undertaking requests.

See the eFiling System User Guide for further instructions on making a filing.