

# Upload documents

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 **Applications** or **Filings** in the left navigation menu and click the application or filing number on the right Applications and Filings detail pages.

3. Click **Upload document(s)** or **Upload filing document(s)**.

4. Locate the file folder and check the boxes to the left of the files to select.

5. Click **Set document type** to identify the document from a pop-up selection list; for example, as an application or correspondence. Then select the application(s) the document applies to. (Use the **All documents...** and **Set the default description...** checkboxes to apply defaults to all documents).

Set all documents and default description here.

Set Document type here.

File Name	Document Type	Applications	Description	Remove
GRA Application.pdf	Set document type*	20211-A001	GRA Application	Remove
Rate Schedule.pdf	Set document type*	20211-A001	Rate Schedule	Remove
Appendices A-G.pdf	Set document type*	20211-A001	Appendices A-G	Remove

6. Click **Upload document(s)** to load the files to the AUC website. (This button is only active when all required fields have been entered). Uploaded files can be viewed on the Proceeding home, Applications, Filings and Documents pages.

See the eFiling System User Guide for further instructions on uploading documents.