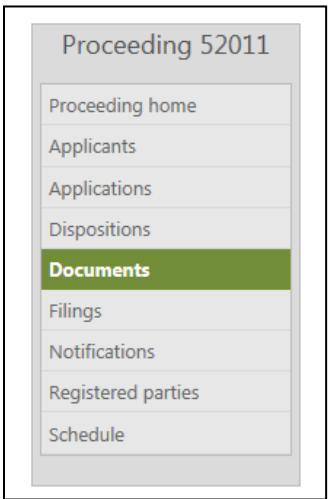


Revise a document

1. Enter the number of the proceeding that contains a document that needs to be revised in the **Go to...** field on your eFiling System home page.



2. Select **Documents** in the left navigation menu from the Proceeding home page.


3. Locate the document and select the action items icon  next to the document you would like to revise and select **Revise document**. Documents may only be revised by the registered party that submitted the document or their representative. You will also be required to agree to the AUC privacy policy.

Exhibit number	Document description	Actions	Document type	Registered party	Uploaded	Reference
52011-00001	2017 GTA Application cover letter		Correspondence	Utility Company XXX	2016/10/19	Application
52011-00002	Rate graphs		Graph	Utility Company XXX	2016/10/19	Application
52011-00003	Appendix A to 2017 GTA			Utility Company XXX	2016/10/19	Application
52011-00004	2017 General Tariff Application			Utility Company XXX	2016/10/19	Application
52011-00005	System generated PDF			Utility Company XXX	2016/10/19	Application
52011-00006	System generated PDF			Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00007	Information requests from CIRI to Utility Company XXX 1-26		Information request	Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00008	Continuation of IRs to Utility Company XXX		Information request	Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00009	CIRI intervener evidence		Evidence	Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00010	Supplement 1 to CIRI intervener evidence		Evidence	Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00011	Supplement 2 to CIRI intervener evidence		Evidence	Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00012	Supplement 3 to CIRI intervener evidence		Evidence	Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00013	CIRI evidence witness credentials		Evidence	Commercial and Industrial Rate Interveners	2016/10/19	Filing
52011-00014	System generated PDF		Statement of intent to participate	Keep Rates Low Group	2016/10/19	Filing
52011-00015	Keep Rates Low schedule letter		Correspondence - external	Keep Rates Low Group	2016/10/19	Filing
52011-00016	Keep Rates Low Group IRs to applicant		Information request	Keep Rates Low Group	2016/10/19	Filing
52011-00017	Attachment to IRs from Keep Rates Low Group		Information request	Keep Rates Low Group	2016/10/19	Filing

4. As outlined in *Rule 001: Rules of Practice*, upload two files. One file must be a blackline version that shows any tracked changes from the original document. The other file must be a clean version without any tracked changes. Select to **Continue to step 2**.

- 5. Enter a location and reason for the revision(s) and select a revision type for each of the two files uploaded. Select to **Upload documents**.

Upload revision documents

Step 2 - add a location, reason and revision type.

Document to be revised:

Exhibit:	Description:	Document type:	Registered party:
52011-X0004	2017 General Tariff Application	Application	Utility Company XXX

Location of revision(s) in file:

Page 4, paragraph 5 and page 7, paragraph 1.

Reason for revision(s):

Updated figures to reflect adjusted rates for the third quarter of 2016.

File Name	Revision type	Revision type description	Remove
Blackline version of Utility Company XXX 2017 GTA Application.docx	Select Blackline version Clean version	A blackline version of the revised document that tracks each of the differences between the latest version and the original version. The system will generate the same number as the original document with a .two digit suffix incremented.	Remove
Clean version of Utility Company XXX 2017 GTA Application.docx	Clean version	The complete revised document in its entirety without any tracked changes. The system will generate the same exhibit number as the original document with a two digit suffix incremented.	Remove

Note that filenames for documents will be changed when they are uploaded to fit the standardized naming scheme. The original name will be preserved.

Upload documents Cancel

- 6. The latest blackline version will be visible on the **Documents** screen with a .01 appended to the exhibit number (incremented for each subsequent revision). Select **View Revision History** from the document action items icon to see all previous versions or select **View Clean Version** to view a version without tracked changes.

All	Exhibit number ↑	Document description	Actions	Document type
<input type="checkbox"/>	52011-X0001	2017 GTA Application cover letter		Generated document
<input type="checkbox"/>	52011-X0002	Rate graphs		Generated document
<input type="checkbox"/>	52011-X0003	Appendix A to 2017 GTA		Generated document
<input type="checkbox"/>	52011-X0004.01	2017 General Tariff Application		Generated document
<input type="checkbox"/>	52011-X0005	System generated PDF		Generated document
<input type="checkbox"/>	52011-X0006	System generated PDF		Generated document
<input type="checkbox"/>	52011-X0007	Information requests from CIRI to Utility Company XXX 1-26		Generated document

Please click an action

- REVISE DOCUMENT
- VIEW CLEAN VERSION
- VIEW REVISION HISTORY

- 7. Both the blackline and clean versions of the latest and all replaced versions, as well as the original document, can be accessed through a link on the exhibit number from the **Document revision history**.

Document revision history

Blackline version	Clean version	Revision date	Location of revisions	Reason for revisions	Revision status
52011-X0004.01	52011-X0004.01	2016/10/19 11:52 AM	Page 4, paragraph 5 and page 7, paragraph 1.	Updated figures to reflect adjusted rates for the third quarter of 2016.	Latest
	52011-X0004	2016/10/19 09:52 AM			Replaced

Close

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