

Confidential proceedings for disclosing parties

Step 1 – Set up a confidential administrator

Submit a request to info@auc.ab.ca to have the AUC set up an initial confidential administrator for your organization. This request must identify the eFiling System organizational user, be on company letterhead and be signed by an officer of your organization. Pick a confidential administrator that understands the importance and sensitivity of your organization's confidential material and that is available to grant access to individual participants.

On the eFiling System, the role of your confidential administrator is to:

- a. Add other users from your organization that require access to submit and view your organization's confidential documents.
- b. Add users from representative organizations that require access to submit and view your organization's confidential documents.
- c. Grant or deny access to individuals that have submitted a confidentiality undertaking to gain access to view and to submit filings related to your organization's confidential material.
- d. Assign additional confidential administrators for your organization.

Step 2 – Submit a motion for confidentiality filing

Create a new filing on the proceeding that will contain the confidential information by selecting the **Motion for confidentiality** filing type. Upload a document that outlines the specifics about what information should be redacted from the public record. Do not include the confidential information in this request. When registered, the filing becomes part of the public record.

Create new filing

Registered Party

Registered party: ABC Utility Company

Participant type: Applicant

Related schedule

Schedule: No schedule item is required for my filing type

Filing type

Filing type: Motion for confidentiality

Description: Documents submitted by a party requesting Commission determination to keep a document, a portion of a document, or multiple documents confidential and off the public record. The motion describes the specific information that should remain confidential. The motion can also include a public, redacted version of the confidential file(s). Although filed separately, the motion also includes all confidential files for consideration by the Commission.

Motion for confidentiality details

Filing description: ABC Utility Company's request to keep a portion of the application documentation off the public record due to proprietary technology.

Related applications: Select application(s)
Note: This filing will be related to all applications on the proceeding if none are specified.

Upon saving this motion for confidentiality filing, you will be directed to the public document uploader to include any public, redacted versions for the public record. Upon registration of this public motion for confidentiality, you will be directed to the confidential motion document uploader to include the confidential files.

Save Cancel

Upload public document(s) for filing 25173-F0001

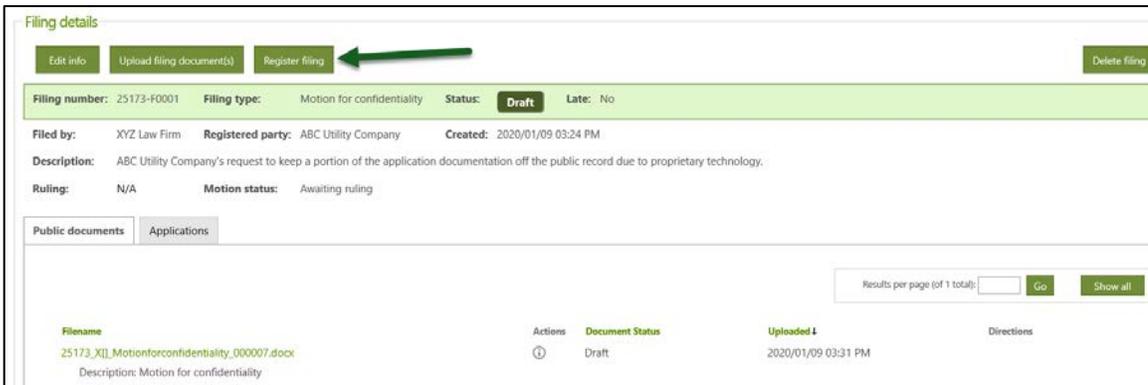
Step 1 - Select filing document(s) to upload

[Add more files](#)

Motion for confidentiality... Add more files

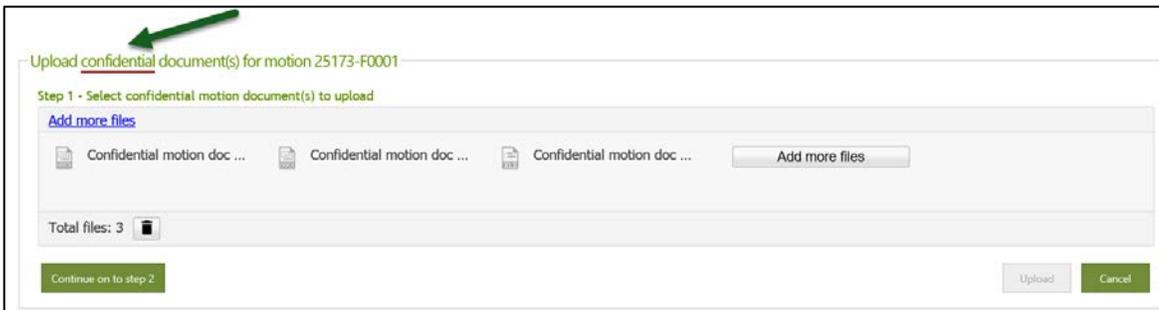
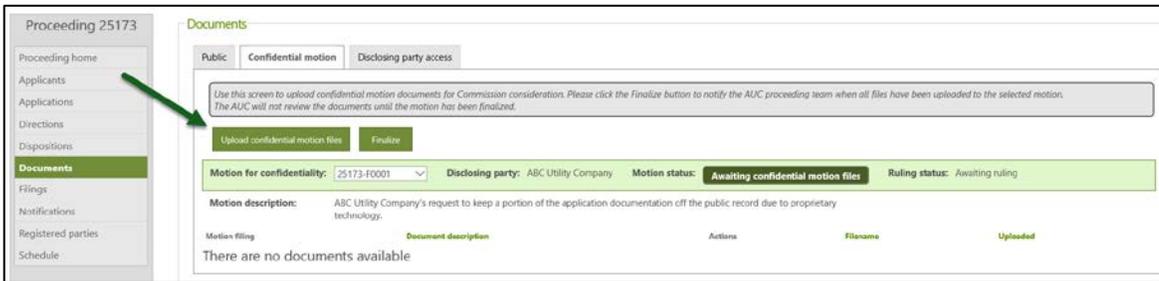
Total files: 1

Continue on to step 2 Upload Cancel

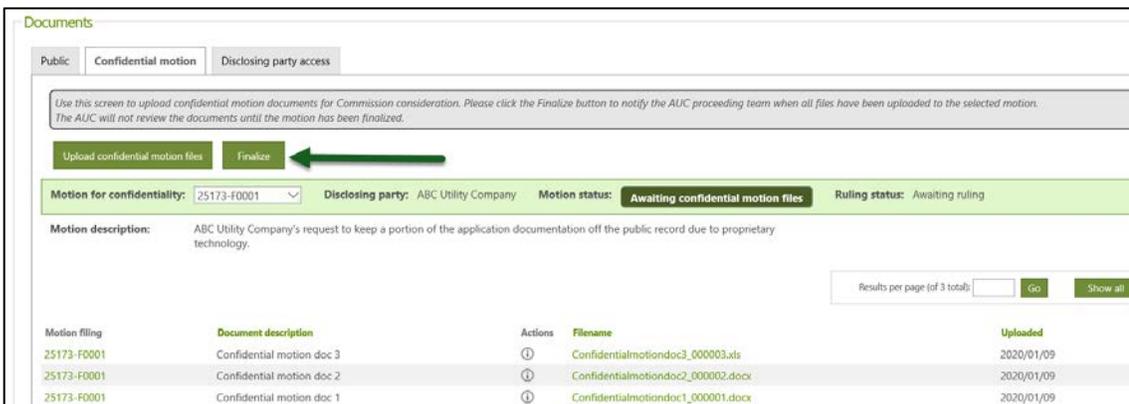


Step 3 – Upload your confidential motion documents

From the **Documents** screen, **Confidential motion** tab, select the button to **Upload confidential motion files**. The confidential administrator can continue to upload the motion files when the motion status is **Awaiting confidential motion files**.

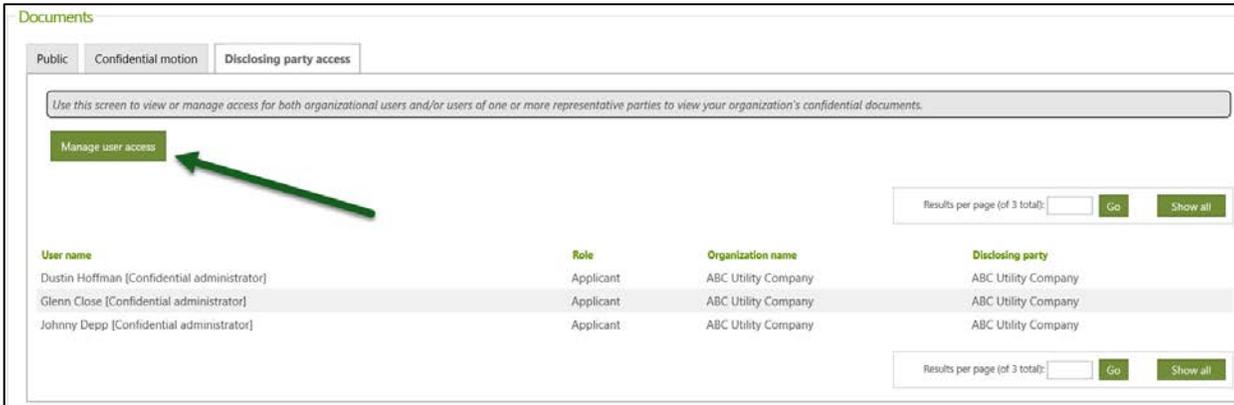


Once all confidential motion files are uploaded, select the **Finalize** button to inform the AUC that the confidential motion documents are ready for Commission consideration. The motion status will change to **Finalized**.



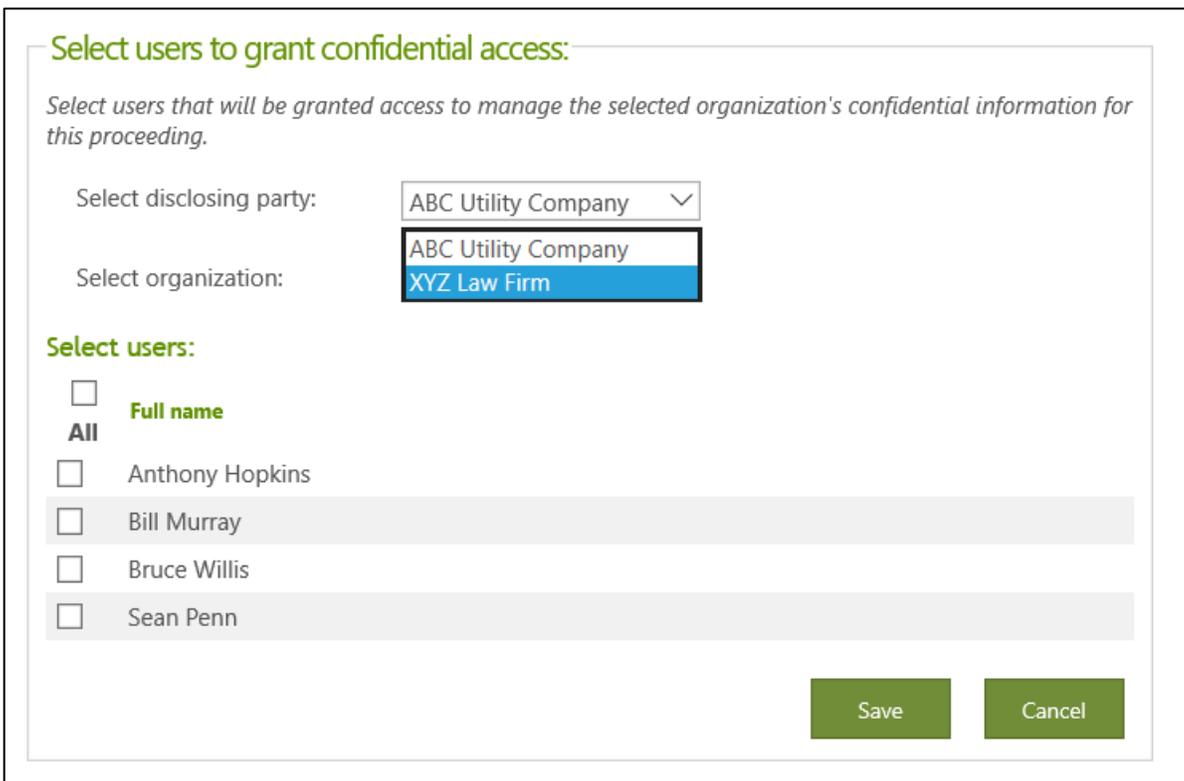
Step 4 – Manage user access to your confidential documents

From the **Documents** screen, **Disclosing party access** tab, select **Manage user access** to add other users from your organization or representative organizations that need to view or submit your confidential documents.



The screenshot shows the 'Documents' interface with three tabs: 'Public', 'Confidential motion', and 'Disclosing party access'. A green arrow points to a 'Manage user access' button. Below the button is a table of users with columns for 'User name', 'Role', 'Organization name', and 'Disclosing party'. The table lists three users: Dustin Hoffman, Glenn Close, and Johnny Depp, all associated with ABC Utility Company. There are also pagination controls for 'Results per page (of 3 total)' with 'Go' and 'Show all' buttons.

User name	Role	Organization name	Disclosing party
Dustin Hoffman [Confidential administrator]	Applicant	ABC Utility Company	ABC Utility Company
Glenn Close [Confidential administrator]	Applicant	ABC Utility Company	ABC Utility Company
Johnny Depp [Confidential administrator]	Applicant	ABC Utility Company	ABC Utility Company



The dialog box is titled 'Select users to grant confidential access:'. It contains instructions: 'Select users that will be granted access to manage the selected organization's confidential information for this proceeding.' Below this, there are two dropdown menus: 'Select disclosing party:' (set to 'ABC Utility Company') and 'Select organization:' (with a dropdown menu showing 'ABC Utility Company' and 'XYZ Law Firm'). Under 'Select users:', there is a radio button for 'All' and a list of users: Anthony Hopkins, Bill Murray, Bruce Willis, and Sean Penn. At the bottom right are 'Save' and 'Cancel' buttons.

Step 5 – Await a confidentiality ruling by the AUC

The Commission will issue a confidentiality ruling outlining what confidential information has been approved to be filed.

Step 6 – Upload your approved confidential documents with public versions

From the **Filing** screen, select the **Create filing** button. On the new filing indicate that you are uploading confidential files for the confidential record and redacted versions for the public record. Select the disclosing party (owner of the confidential material) and save the filing.

The screenshot shows the 'Create new filing' form with the following sections and annotations:

- Registered Party:** Registered party: ABC Utility Company; Participant type: Applicant.
- Related schedule:** Schedule: [No schedule item is required for my filing type](#).
- Filing type:** Filing type: [Correspondence - external](#); Description: Letters, emails and other miscellaneous correspondence written by involved parties regarding the proceeding (if you are requesting an action from the Commission use filing type: procedural filing - motion).
- Correspondence - external details:** Filing description: Confidential letter regarding ABC Utility company.
- Related applications:** [Select application\(s\)](#). Note: This filing will be related to all applications on the proceeding if none are specified.
- Confidential material:** I am uploading [public](#) files for the public record. I am uploading [confidential](#) files for the confidential record and redacted versions for the public record. (A green arrow points to the second radio button.)
- Confidentiality owner:** [Select disclosing party](#) * (A green arrow points to the dropdown menu.)

A red box at the bottom contains the message: "Please address the following: • Please select a disclosing party for confidentiality ownership." Buttons for "Save" and "Cancel" are at the bottom right.

Select to **Upload filing documents** and then select **I am uploading confidential files for the confidential record, and redacted versions for the public record**.

The screenshot shows the 'What kind of files are you uploading?' screen with the following content:

The AUC's eFiling system manages both the public record and confidential record for a proceeding. As outlined in [Rule 001: Rules of Practice](#), for each confidential record uploaded, a public, redacted version or a public summary document must be provided.

Please make a selection below to indicate the types of files that you will be uploading:

- I am uploading non-confidential files to the [public](#) record.
- I am uploading confidential files for the [confidential](#) record, and redacted versions for the public record. (A green arrow points to the second button.)

Acknowledge and agree to the disclaimer that you are filing the confidential information according to Rule 001: *Rules of Practice*.

Upload the confidential versions of your files first and enter a description.

Upload confidential document(s) for filing 25173-F0003

Please address the following:
• A corresponding public version is required for each confidential document.

Step 2 - Set the description and associated public version for each document

As outlined in Rule 001: Rules of Practice, for each confidential document, a public redacted version or summary document must be provided for the public record.

Set the default description for all documents to their filename (excluding the file extension, e.g. .docx)

Confidential document	Description	Public version	Action
Confidential filing 1.docx	<input type="text" value="Confidential filing 1"/>	Select public version	Remove
Confidential filing 2.docx	<input type="text" value="Confidential filing 2"/>	Select public version	Remove
Confidential filing 3.docx	<input type="text" value="Confidential filing 3"/>	Select public version	Remove

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

[Return to step 1 - Add more documents](#) [Upload](#) [Cancel](#)

For each confidential file uploaded, you are required to submit a public redacted version or select to generate a public summary document. The generated summary document is created after the filing is registered.

Select public version

Confidential document from step 2:

Confidential filing 1.docx

[Select](#) Upload the public version of the confidential document uploaded in Step 2. Use this option for files that can be partially redacted.

[Select](#) Have the system generate a public summary version of the confidential document uploaded in Step 2. Use this option when the entire file is confidential.

[Cancel](#)

Once every document has a corresponding public version select the **Upload** button.

Upload confidential document(s) for filing 25173-F0003

Step 2 - Set the description and associated public version for each document

As outlined in Rule 001: Rules of Practice, for each confidential document, a public redacted version or summary document must be provided for the public record.

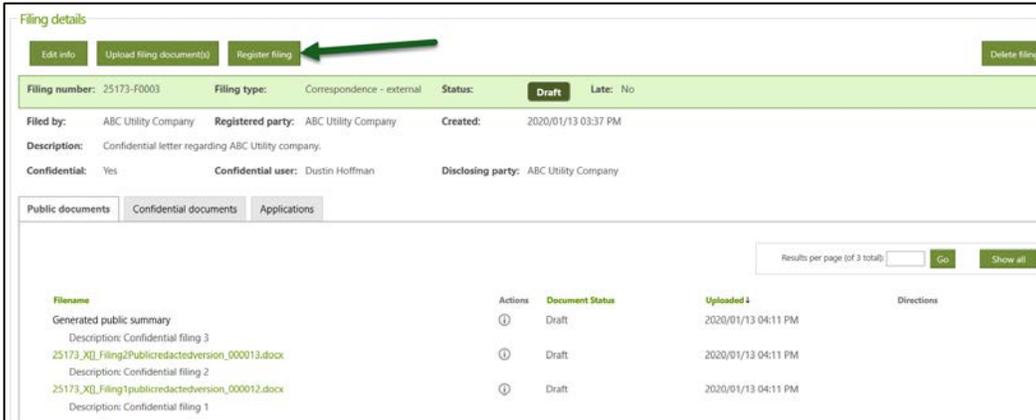
Set the default description for all documents to their filename (excluding the file extension, e.g. .docx)

Confidential document	Description	Public version	Action
Confidential filing 1.docx	<input type="text" value="Confidential filing 1"/>	Filing 1 public redacted version.docx	Remove
Confidential filing 2.docx	<input type="text" value="Confidential filing 2"/>	Filing 2 Public redacted version.docx	Remove
Confidential filing 3.docx	<input type="text" value="Confidential filing 3"/>	Generate summary	Remove

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

[Return to step 1 - Add more documents](#) [Upload](#) [Cancel](#)

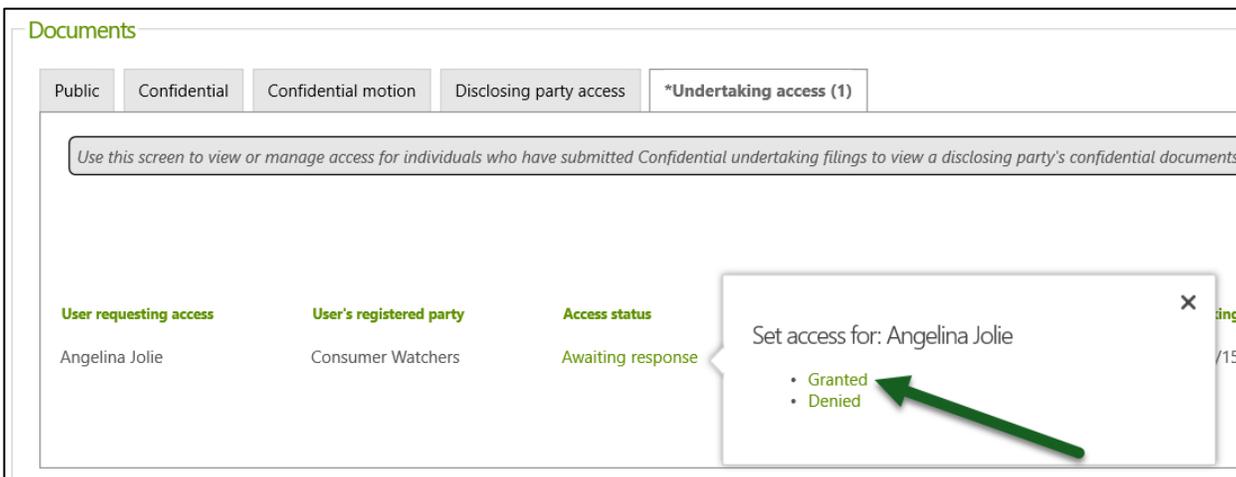
Confirm the upload and then register the filing.



Step 7 – Grant or deny access to users that submit a confidentiality undertaking

The confidential administrators for the disclosing party may grant or deny access to their confidential information as directed in the AUC’s confidentiality ruling to individuals that have submitted a confidentiality undertaking.

From the **Documents** screen, select the **Undertaking access** tab. The number of requests awaiting response are listed on the tab.



See the [eFiling System User Guide](#) for further instructions on confidential proceedings.