

How to file a billing deferral application using the eFiling System

Before you can access the eFiling system, you will need to create an organizational account with the AUC. The instructions on how to do so is stated below:

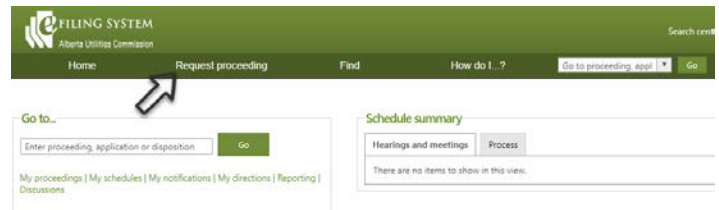
Organizational account

Applications will be submitted through the AUC's eFiling system. For those entities who will be applying for funding who do not already have an eFiling organizational account, please request an organizational account by contacting the AUC at info@auc.ab.ca with the following information:

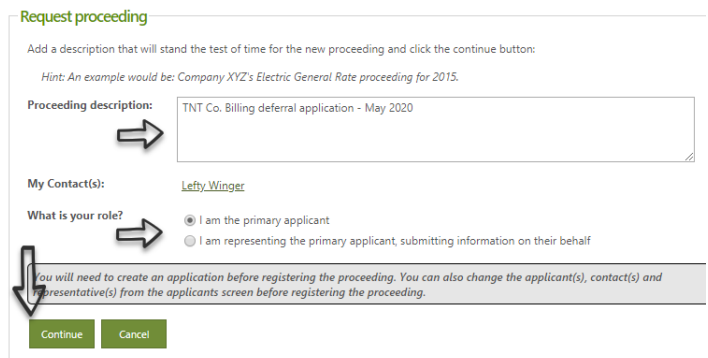
- organization name
- Legal name, if different than organization name
- mailing address of organization
- name, email address and phone number of the person to be assigned as your organization's eFiling System administrator

To assist with the process, please send the request from the email address of the person assigned as your organization's eFiling System administrator. AUC staff address requests for organizational accounts quickly, however please contact info@auc.ab.ca if you have any questions or concerns.

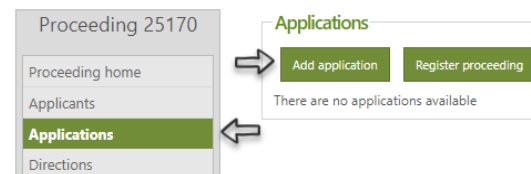
1. Once you have logged into the eFiling System, select **Request proceeding** on the top toolbar of your home page.



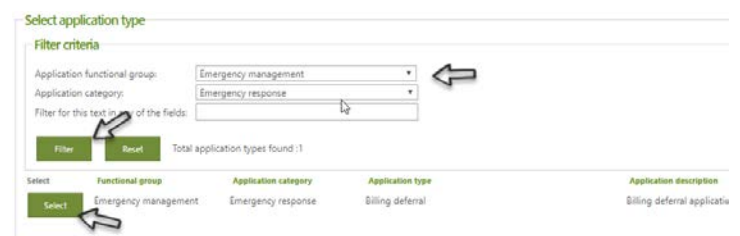
2. On the Request proceeding page, enter this description for the application "Billing Deferral Application Spreadsheet," then select "I am the primary applicant" and click **Create proceeding**.



3. Select **Applications** in the left navigation menu and click **Add application** on the right Applications page.



4. In the pop-up, select *Emergency management* as the Application functional group, click the Filter button. There should be one application left in the list: Billing deferral, click the Select button to open the application form.



- On the Billing deferral application form, fill out the Application description field and click the Save button.

New application

General information

Created: April 27, 2020 Status: Draft Applications:

Functional group: Emergency management

Application category: Emergency response

Application type: Billing deferral

Application type description: Billing deferral applications pursuant to the Utility Payment Deferral Regulation.

Application description: Billing deferral applications pursuant to the Utility Payment Deferral Regulation.

Description for notice of application:

[Add legislation](#)

[Add rule](#)

Applicant's reference number:

Proceeding home

Applicants

Applications

Application: 25170-A001

- Click on the new application number to open the application details page.

Application details

Application: 25170-A001 Status: **Draft**

Application category: Emergency response

Application type: Billing deferral

- Click **Upload document** to select and load supporting documents for the application.

- A disclaimer screen will appear. Click on the Select button to acknowledge and agree to the policy.

Note that Billing deferral applications will result in a restricted confidential proceeding. Documents submitted by applicants will not be viewable or searchable by the public or by other applicants.

Upload public document disclaimer

You are about to submit information directly to the public record of an Alberta Utilities Commission (AUC) proceeding, which will be accessible through the AUC's public filing system available on the AUC's website, with the exception of those proceedings granted restricted access through legislation or by the AUC's privacy policy, a portion of which is reproduced below, before uploading your material.

Public availability of personal information in AUC hearings or proceedings

Upload (public document(s)) for application 25170-A001

Step 1 - Select application document(s) to upload

[Add more files](#)

PDF Cover Letter.pdf Excel Billing Deferral App... PDF Attestation letter.pdf

Total files: 3

I agree

I do not agree

Another disclaimer will appear. Click on the Select button to agree.

- Choose and classify documents associated to the application.

Step 1 – Select the file or files to upload.

Step 2 – Set document types, applications and descriptions for each file.

Upload public document(s) for application 25170-A001

Please address the following:
• A document type is required for each document.

Step 2 - Set the document type, application(s) and description for each document

All documents apply to all my applications in this proceeding
 Set the default description for all documents to their filename (excluding the file extension, e.g. .docx)

Public document	Document type *	Document category	Applications	Description	Directions	Action
Excel Billing Deferral Application.xlsx	Set document type		25173-A001	Billing deferral application spreadsheet	Add directions	Remove
PDF Cover Letter.pdf	Set document type		25173-A001	Cover Letter	Add directions	Remove
PDF Attestation letter.pdf	Set document type		25173-A001	Attestation letter	Add directions	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](#)

Step 3 – Click **Upload** to load the documents to the eFiling System.

Upload public document(s) for application 25170-A001

Step 2 - Set the document type, application(s) and description for each document

All documents apply to all my applications in this proceeding
 Set the default description for all documents to their filename (excluding the file extension, e.g. .docx)

Public document	Document type	Document category	Applications	Description	Directions	Action
Excel Billing Deferral Application.xlsx	Application	Application and support	25173-A001	Billing deferral application spreadsheet	Add directions	Remove
PDF Cover Letter.pdf	Application	Application and support	25173-A001	Cover letter	Add directions	Remove
PDF Attestation letter.pdf	Application	Application and support	25173-A001	Attestation letter	Add directions	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](#)

10. Click **Register proceeding** on your Proceeding home or Applications page to file the application.

Note: the lock and key symbol next to the uploaded documents signifies that the document is restricted and cannot be viewed by the public. It can only be viewed by parties participating in the proceeding.

Application details

[Edit application form](#) [Upload document](#) [Register proceeding](#) [Delete application](#)

Application: 25170-A001 **Status:** **Draft** **Created:** 2020/04/27

Application category: Emergency response **Location:**







Application type: Billing deferral **Electric facility ID:**

Applicant ref. no:

Description: Description for the application for billing deferral

[Public documents](#) [Applicants](#) [Related filings](#) [Issued dispositions](#)

Results per page (of 3 total): [Go](#) [Show all](#)

Public filename	Actions	Exhibit number	Document type	Uploaded ↓	Filed by	Applications	Directions
 25170_XI_05_PDFAttestationletter_000005.pdf Description: Attestation letter			Application	2020/05/05 10:09 AM		25170-A001	
 25170_XI_PDFCoverletter_000002.pdf Description: Cover Letter			Application	2020/05/05 10:09 AM		25170-A001	
 25170_XI_ExcelBillingdeferralapplication_000001.xlsx Description: Billing deferral application spreadsheet			Application	2020/05/05 10:09 AM		25170-A001	

Results per page (of 3 total): [Go](#) [Show all](#)

Click Confirm when the Confirm register proceeding window pops up.

Confirm register proceeding

Do you want to proceed with the registration of this proceeding? Once registered, you will need to contact the AUC to make changes to the application forms. You will, however, still be able to upload application documents from the application details screen.

[Confirm](#) [Cancel](#)

See the [eFiling System User Guide](#) for further instructions on filing an application.