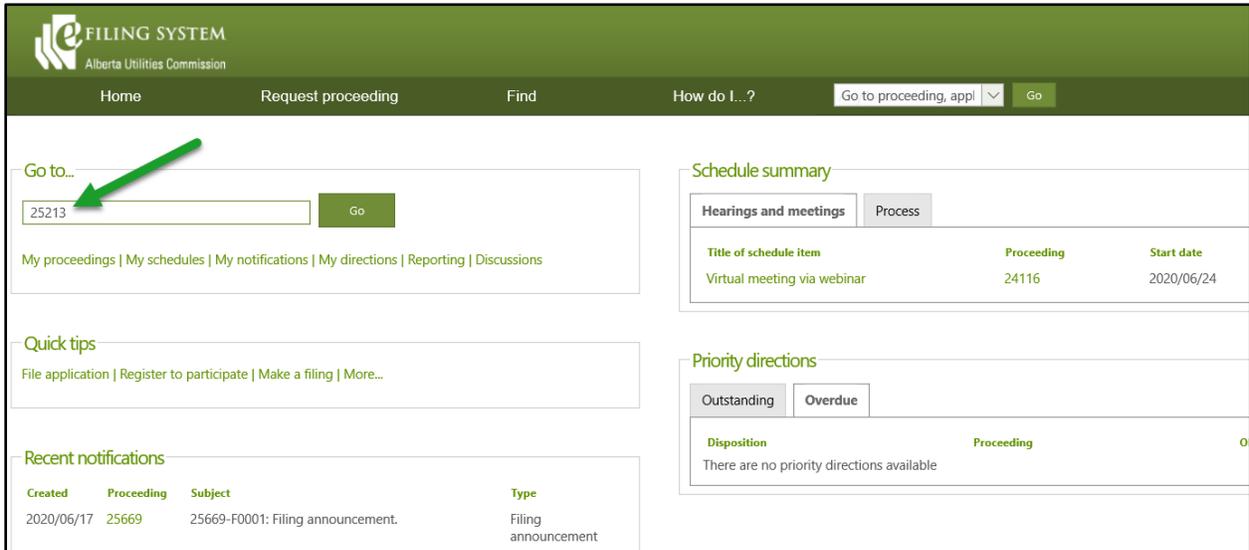


## Quick tip: Utility Payment Deferral Program reporting guide

In accordance with the *Utility Payment Billing Deferral Act*, utility service providers are required to provide reports to the AUC in support of their billing deferral application. These instructions outline the steps required to file post disposition reports.

From the Home screen, enter the proceeding number of the Billing deferral application that you previously filed in the **Go to...** box and select **Go**.



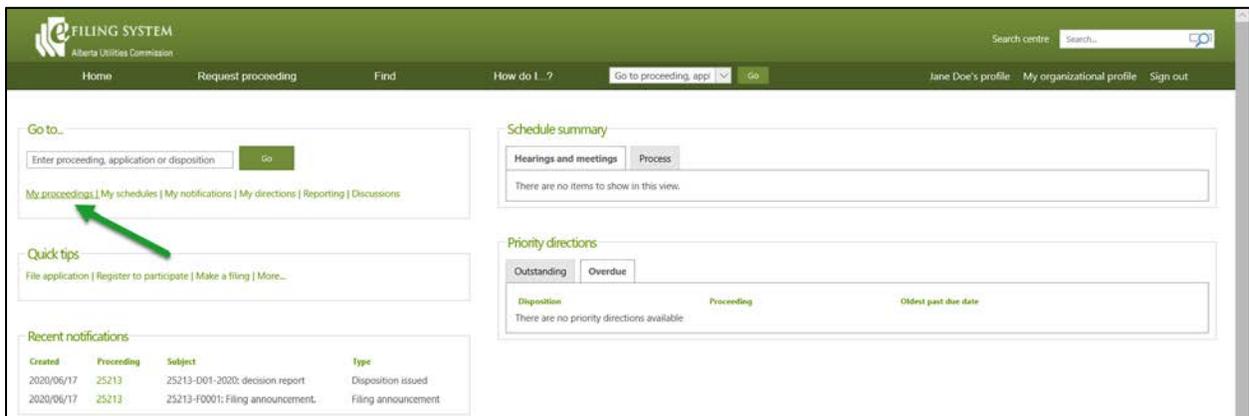
The screenshot shows the 'FILING SYSTEM' interface for the Alberta Utilities Commission. The top navigation bar includes 'Home', 'Request proceeding', 'Find', and 'How do I...?'. A dropdown menu is set to 'Go to proceeding, appl' with a 'Go' button. The main content area features a 'Go to...' section with an input field containing '25213' and a 'Go' button. A green arrow points to this input field. Below the input field are links for 'My proceedings', 'My schedules', 'My notifications', 'My directions', 'Reporting', and 'Discussions'. Other sections include 'Quick tips', 'Recent notifications' (with a table of notifications), 'Schedule summary' (with a table of items), and 'Priority directions'.

Created	Proceeding	Subject	Type
2020/06/17	25669	25669-F0001: Filing announcement.	Filing announcement

Title of schedule item	Proceeding	Start date
Virtual meeting via webinar	24116	2020/06/24

Disposition	Proceeding	Oldest past due date
There are no priority directions available		

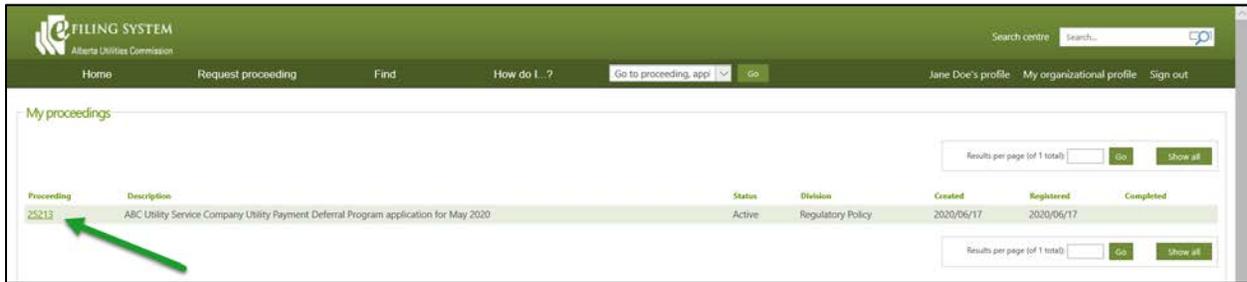
If you do not know your proceeding number, select **My proceedings** under to **Go to...** box.



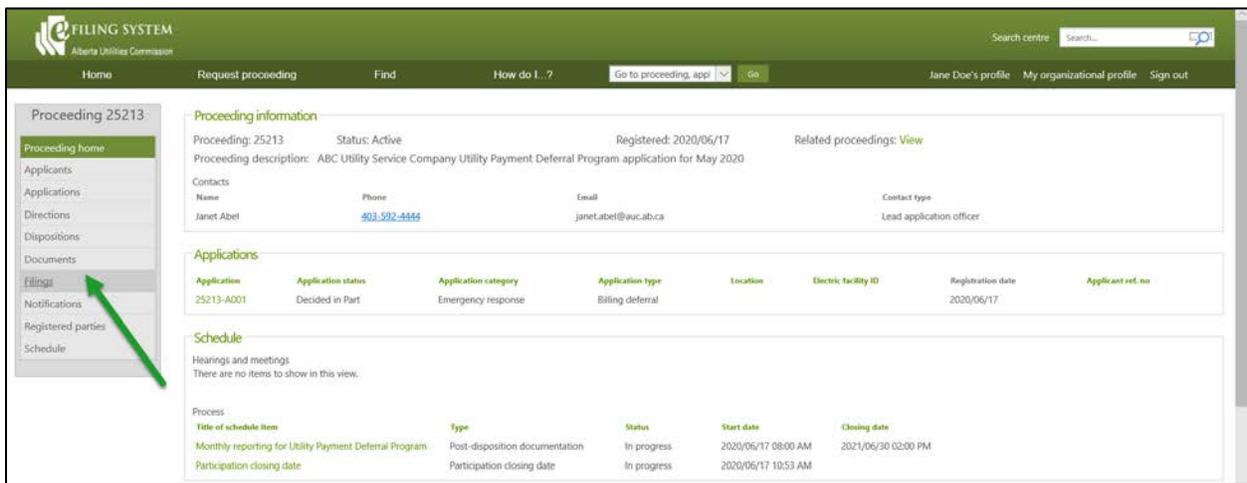
This screenshot shows the same 'FILING SYSTEM' interface. The 'Go to...' input field is empty and contains the placeholder text 'Enter proceeding, application or disposition'. A green arrow points to the 'My proceedings' link in the navigation area below the input field. The 'Recent notifications' table now shows two entries, and the 'Schedule summary' table is empty.

Created	Proceeding	Subject	Type
2020/06/17	25213	25213-D01-2020: decision report	Disposition issued
2020/06/17	25213	25213-F0001: Filing announcement.	Filing announcement

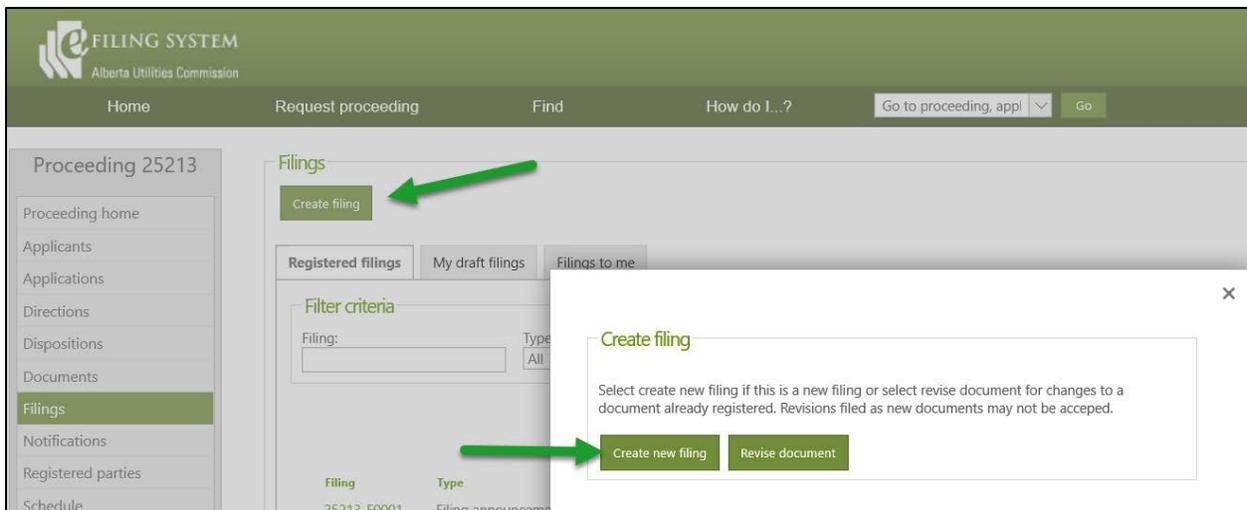
Select the link on the proceeding number for your Utility Payment Deferral proceeding to access the proceeding home page.



From the proceeding home screen, select **Filings** from the left navigation menu.



From the **Filings** screen, select the **Create filing** button and select the **Create new filing** button.



On the **Create new filing** screen, select the link **Select schedule**.

**Create new filing**

**Registered Party**

**Registered party:** ABC Utility Service Company

**Participant type:** Applicant

**Related schedule**

**Schedule:** [Select schedule](#) \*



Select the post disposition documentation schedule type for the monthly reporting for the Utility Payment Deferral Program.

No schedule item is required for my filing type

**Schedule**

Process	Title of schedule item	Type	Status	Start date	Closing date
<a href="#">Select</a>	Monthly reporting for Utility Payment Deferral Program	Post-disposition documentation	In progress	2020/06/17 08:00 AM	2021/06/30 02:00 PM



Enter a filing description including the month that you are reporting for and select the **Save** button.

**Registered party:** ABC Utility Service Company

**Participant type:** Applicant

**Related schedule**

**Schedule:** [Post-disposition documentation](#)

**Title:** Monthly reporting for Utility Payment Deferral Program

**Closing date:** 2021/06/30 02:00 PM

**Already late?** No

**Description:** The timeline required to allow any follow-up documentation to be filed by a specific registered party on a proceeding that has been completed.

**Filing type**

**Filing type:** Post-disposition documentation

**Description:** Follow-up documentation required to be filed by a specific registered party on a proceeding that has been completed. Examples include progress and post construction reports.

**Post-disposition documentation details**

**Filing description:**

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



 **Save** **Cancel**

Select the **Upload filing document(s)** button on the draft filing.

**Filing details**

Edit info **Upload filing document(s)** Register filing Delete filing

**Filing number:** 25213-F0002 **Filing type:** Post-disposition documentation **Status:** Draft **Late:** No

**Schedule name:** Monthly reporting for Utility Payment Deferral Program **Schedule type:** Post-disposition documentation **Schedule closing date:** 2021/06/30 02:00 PM

**Filed by:** ABC Utility Service Company **Registered party:** ABC Utility Service Company **Created:** 2020/06/17 01:15 PM

**Description:** Monthly reporting for ABC Utility Service Company - June 2020

Public documents Applications

Results per page:  Go Show all

Acknowledge and agree to the restricted document disclaimer screens.

**Upload restricted document disclaimer**

You are about to submit **confidential** information directly to the record of an Alberta Utilities Commission (AUC) restricted proceeding.

Organizations or single users cannot register to participate in restricted proceedings unless the organization has been designated by the AUC to be a potential restricted participant.

If the AUC has designated an organization or single user to be a potential restricted participant, the organization or single user will be allowed to register to participate in the proceeding through eFiling. Representatives of parties must also be designated by the AUC to be a potential restricted participant prior to registering to participate.

All documents on restricted proceedings are confidential with the exception of the Application form, Notice of application and disposition documents. The confidential documents, including the applications, will be accessible to the following restricted users:

- Commission panel members and Commission staff;
- any organizational users from the applicant organization; and
- any organizational users from restricted participants and representatives designated by AUC staff.

**Select** I acknowledge and agree that I am filing confidential information on this restricted proceeding.

**Select** I will not be submitting confidential information to this restricted proceeding.

**Upload restricted document disclaimer**

**I understand that I have acknowledged and agreed to the AUC privacy policy and that all information submitted will form part of the restricted record of the proceeding.**

**Select** I agree

**Select** I do not agree

Select the **Add more files** button to browse for your files to upload.

**Upload restricted document(s) for filing 25213-F0002**

Step 1 - Select restricted filing document(s) to upload

[Add more files](#)

**Add more files**

Drop files here...

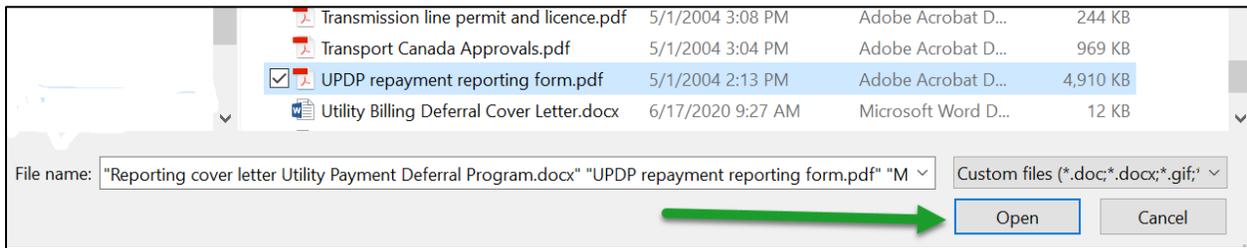
No files to upload

**Continue on to step 2** Upload Cancel

Select your monthly repayment reporting spreadsheet, the UPDP repayment reporting form and cover letter files.

<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	Lat-longs.pdf	5/1/2004 3:11 PM	Adobe Acrobat D...	39 KB
<input type="checkbox"/>	Load Flow Study.pdf	5/1/2004 3:35 PM	Adobe Acrobat D...	36 KB
<input checked="" type="checkbox"/>	Monthly repayment reporting spreads...	11/24/2010 8:16 AM	Microsoft Excel W...	118 KB
<input type="checkbox"/>	Motion for confidentiality.docx	12/19/2018 9:57 AM	Microsoft Word D...	12 KB
<input type="checkbox"/>	Nav Canada Approval.pdf	5/1/2004 3:28 PM	Adobe Acrobat D...	47 KB
<input type="checkbox"/>	PDF Attestation letter.pdf	5/6/2020 8:21 AM	Adobe Acrobat D...	34 KB
<input type="checkbox"/>	Regular transcript.pdf	11/21/2003 2:13 PM	Adobe Acrobat D...	5,143 KB
<input checked="" type="checkbox"/>	Reporting cover letter Utility Payment ...	6/17/2020 9:29 AM	Microsoft Word D...	12 KB
<input type="checkbox"/>	Sample JPEG.JPG	7/30/2009 12:51 PM	JPEG File	2,430 KB
<input type="checkbox"/>	Transport Canada Approvals.pdf	5/1/2004 3:04 PM	Adobe Acrobat D...	969 KB
<input checked="" type="checkbox"/>	UPDP repayment reporting form.pdf	5/1/2004 2:13 PM	Adobe Acrobat D...	4,910 KB
<input type="checkbox"/>	Utility Billing Deferral Cover Letter.docx	6/17/2020 9:27 AM	Microsoft Word D...	12 KB

Select the **Open** button.



Select the **Continue on to step 2** button when your selected files are shown.



Select the default description to use the filename or enter a document description and select the **Upload** button.

**Upload restricted document(s) for filing 25213-F0003**

**Step 2 - Set the description for each document**

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

Restricted document	Description	Action
Monthly repayment reporting spreadsheet - Utility Payment Deferral Program.xlsx	Monthly repayment reporting spreadsheet - Utility Payment Defen	<a href="#">Remove</a>
Reporting cover letter Utility Payment Deferral Program.docx	Reporting cover letter Utility Payment Deferral Program	<a href="#">Remove</a>
UPDP repayment reporting form.pdf	UPDP repayment reporting form	<a href="#">Remove</a>

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](#)

On the **Filing details** screen, the draft filing should include your uploaded files. Select the **Register** button.

**Filing details**

[Edit info](#) [Upload filing document\(s\)](#) [Register filing](#) [Delete filing](#)

**Filing number:** 25213-F0002 **Filing type:** Post-disposition documentation **Status:** **Draft** **Late:** No

**Schedule name:** Monthly reporting for Utility Payment Deferral Program **Schedule type:** Post-disposition documentation **Schedule closing date:** 2021/06/30 02:00 PM

**Filed by:** ABC Utility Service Company **Registered party:** ABC Utility Service Company **Created:** 2020/06/17 01:15 PM

**Description:** Monthly reporting for ABC Utility Service Company - June 2020

**Public documents** **Applications**

Filename	Actions	Document Status	Uploaded ↓	Directions
25213_XI_UPDP repayment reporting form_000011.pdf Description: UPDP repayment reporting form	<a href="#">i</a>	Draft	2020/06/29 09:48 AM	
25213_XI_Reporting cover letter Utility Payment Deferral Program_000010.docx Description: Reporting cover letter Utility Payment Deferral Program	<a href="#">i</a>	Draft	2020/06/29 09:48 AM	
25213_XI_Monthly repayment reporting spreadsheet - Utility Payment Deferral Program_000009.xlsx Description: Monthly repayment reporting spreadsheet - Utility Payment Deferral Program	<a href="#">i</a>	Draft	2020/06/29 09:48 AM	

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

Select the **Confirm** button to indicate that you want to proceed with registration of the filing.

**Confirm registration of filing**

Changes cannot be made to registered filings. Do you want to proceed with the registration of this filing?

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

Once registered, an email will automatically be sent to the lead application officer at the AUC and a proceeding notification will be generated.