

File an application

1. Select **Request proceeding** on the top toolbar of your home page, enter a description for the project or application and click **Create proceeding**.

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

3. In the pop-up, choose the type of application. Complete the application form that is provided for the application.

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

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

Step 1 – Select the file(s) to upload.

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

Step 3 – Click **Upload document(s)** to load the documents to the eFiling System.

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

See the eFiling System User Guide for further instructions on filing an application.