## Respond to a direction

1. In the **Go to...** field on your eFiling System home page enter the proceeding number.



2. From the Filings left navigation, select Filings and then Create a filing.



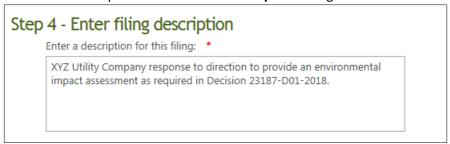
3. Select No schedule item is required for my filing type.



4. Select the **Direction response** filing type.



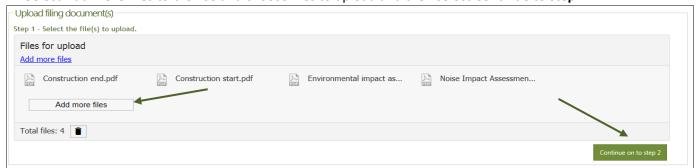
5. Enter a description for the **Direction response** filing.



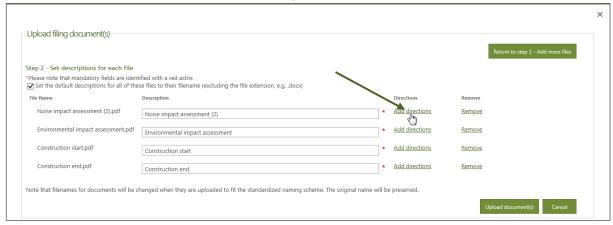
6. Select Upload filing document(s) and acknowledge and agree to the AUC privacy policy.



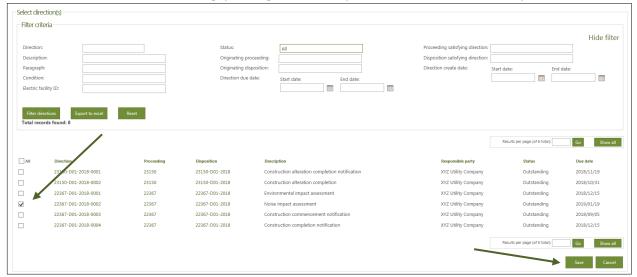
7. Select Add more files to browse and choose files to upload and then select Continue to step 2.



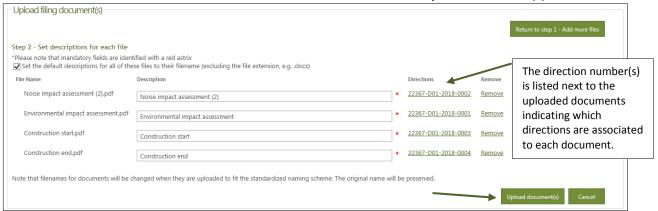
8. Select the Add directions link next to each uploaded file to associate each document to one or more directions.



9. Select one or more outstanding, pending or non-compliant directions to associate your document to and select Save.



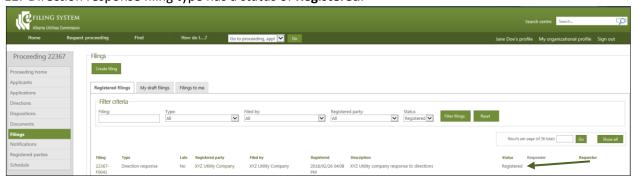
10. Once all documents have been associated to the directions, select Upload document(s).



11. Select Register filing.



12. Direction response filing type has a status of Registered.



13. Directions that have been responded to will have a status of **Pending**.

