

Filing your submission

The AUC's eFiling System

The eFiling System is a web-based electronic filing tool used to upload applications and to search or manage all the information related to an application. The system is proceeding-based, meaning that applications filed with the AUC are immediately assigned a proceeding number; this number is used to reference all documents filed in the system that are related to the application.

When you set up an account to access the eFiling System, you can monitor one or more proceedings and receive real-time information about any material submitted by a participant or document issued by the AUC. In the system, these are called filings.

A link to the eFiling System can be found on the AUC website homepage. From the eFiling System home page, set up a new eFiling System account if you do not have one set up already.

Once you have logged in to the eFiling System, enter the proceeding number in the "go to..." field.

The system will then advise that you have not registered to participate. You can click "yes," follow the prompts, and answer the questions to express your concerns and describe the issues you want the AUC to consider when making its decision.

If you do not want to register right away, at a later date you can go to "registered parties" in the left hand navigation to "register to participate." You can also register to "observe" the proceeding to receive notification of updates and access all of the information filed. As an "observer," you will not be able to make submissions.

Even after submitting your statement of intent to participate, you can continue to communicate with

the company proposing the development to try to resolve your concern. If your concern is resolved you can withdraw your statement; however, if your concern remains unresolved and you are found by the AUC to be directly and adversely affected (also called standing), your submission may trigger a public hearing.

Supporting and instructional documents for the eFiling System are available on the AUC website.

eFiling assistance

For assistance with the eFiling System contact the AUC's Assistance and Information Services group at:

310-4AUC (4282) in Alberta
1-833-511-4282 outside of Alberta
info@auc.ab.ca

For questions about access to personal information and protection of privacy under the *Freedom of Information and Protection of Privacy Act* contact the AUC's privacy officer at 403-592-4376 or foip@auc.ab.ca.

For help with providing evidence or other supportive documents you may consider hiring a lawyer, or hiring subject-matter experts to provide written evidence about your concerns that strengthen your position.

The AUC does not assist parties in finding, choosing or retaining a lawyer. The Law Society of Alberta provides lawyer referral services to the public and can assist you in finding a lawyer that practices in the area of regulatory law. Further information about hiring a lawyer and the funding options available can be found on the AUC website.