

AUC inquiry

eFiling registration and submissions

Proceeding 28501

The AUC's eFiling System is a web-based electronic filing tool used to manage, search and upload documents, including evidence filings, considered in applications filed with the AUC.

Anyone involved in, or interested in, a proceeding before the AUC should become familiar with and able to use the platform. It is designed to be used by all individuals and groups involved in AUC regulatory proceedings.

Once an account is created, you will be able to view proceedings and register for any proceeding of interest. When you register for a proceeding you will receive notifications about the developments of the inquiry.

1. Registering to eFiling to participate in the AUC's inquiry

Interested parties who want to participate can register as interveners and have the ability to file submissions, or as observers, with no permissions to file submissions.

Users have a choice between an organizational account or an individual account.

Individual accounts

Individual accounts are intended for landowners or anyone with a personal interest in the inquiry. They should not be used by individuals representing an organization such as an employee or lawyer.

Login

Login ID

Password

[New personal account](#)

[New organizational account](#)

[Forgot password](#)

To create an individual account, select **New personal account** on the login page.

The information you fill in to create your account will go on the public record and an email address is required to

complete the registration. A temporary password will be emailed to you to complete the account set-up.

Organizational accounts

Organizational accounts are required for those who will be filing information with the AUC on behalf of an organization. These may include utility companies, law firms, Indigenous groups, etc.

2. Finding the inquiry proceeding (28501)

The easiest way is to log in and enter the proceeding number **28501** in the **Go to...** section and select **Go**.

You may also find proceedings using the Find tab on the top toolbar to narrow down the information by categories, types or relevant AUC divisions (Facilities, Rates, Law, etc.).

3. Registering to participate in the inquiry

Once you first access a proceeding, click **Registered parties** on the left-hand side.

The **Register to participate** link is located above the participants and observers tabs found through the **Registered parties** left-menu item.

Proceeding 28501

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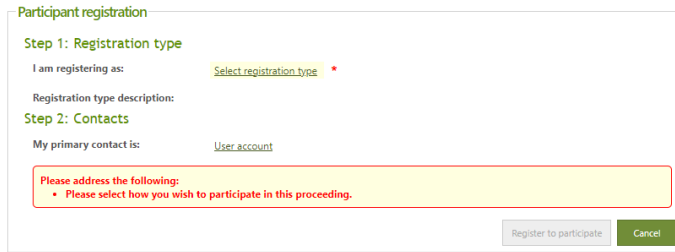
Registered parties

Register to participate

You have not yet registered to participate, do you want to register now?

Don't remind me again

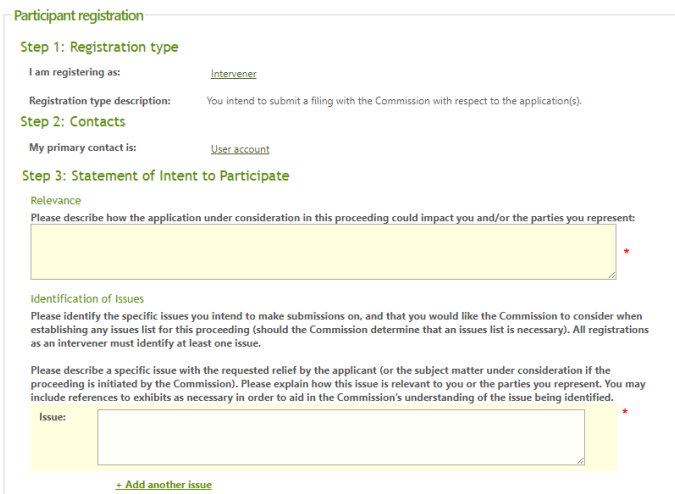
Selecting **Yes** takes you to the **Participant registration** screen where you select your registration type and enter contact details.



If a statement of intent to participate (SIP) form is required for the registration type you have selected, a form will be presented with some basic questions about your interest in the proceeding.

Filling out the form as accurately and with as much detail as possible will help AUC staff and Commission members more fully understand your position, your intended level of participation.

All areas that have a red asterisk require information to be filled in.




Filing a submission

If you wish to file additional information with your statement of intent to participate, or have other submissions later to file, go to the proceeding you have registered in and select **Filings**.

To file a submission:

1. Complete the filing information form with a brief description.
2. Upload your document.
3. Register your filing.

Once a filing is registered it becomes part of the public record. Additional resources and quick tips for filing submissions are available on our website.

Some types of filings are associated with a schedule and must be submitted within a specified timeframe.

Additional information

For additional information about the AUC, its processes or general questions about utilities in the province, please contact us:

310-4AUC (4282) in Alberta
 403-592-4500 (outside of Alberta)
 info@auc.ab.ca
 Monday to Friday (8 a.m. to 4:30 p.m.)
 www.auc.ab.ca