

Organizational accounts are set up in the AUC eFiling System account for associations, companies, organizations, Indigenous groups, municipalities and interveners where there are multiple users.

To set up a new eFiling System organizational account with the AUC please fill out this form.

Note: if your organization has an existing eFiling System account the designated account administrator will be able to update and manage the account. New organizational account forms must be submitted along with a letter on organizational letterhead stating the approval of the information set out in this form. The letter must be signed by an officer of the organization.

Contact information

Organization name:	
Address:	Street 1:
	Street 2:
	City/town:
	Province:
	Postal code:

Organizational administrator

Choose an organizational administrator who will be responsible for managing the eFiling System for your organization. This person will be responsible for adding, updating and removing user account profiles associated with your organization. The organizational administrator will also be able to update passwords and notification options once the initial organizational account is set up.

Enter the contact information of the person designated to be your initial **organizational administrator**.

First and last name:

Email address:

Phone number:

Choose a confidential administrator who will be responsible for managing confidential documents for the organization. This person will be responsible for determining which individuals in your organization should have access to confidential documents in each confidential proceeding. In addition, this person will act as the gatekeeper for access to your confidential material including individuals outside of your organization participating in the proceeding that have submitted a confidentiality undertaking. The confidential administrator will be able to add other confidential administrators for an organization once this initial organizational account is set up.

Enter the contact information of the person designated to be your initial **confidential administrator**.

First and last name:

Email address:

Phone number:

New organizational account forms must be submitted along with a letter on organizational letterhead stating the approval of the information set out in this form. The letter must be signed by an officer of the organization.

Your account will not be set up unless an approval letter is submitted along with the form. Please download and save this form to your computer before emailing it to info@auc.ab.ca.

We will respond to your request for a new organizational account or advise you how to be added to an existing account in a timely manner. If you have any questions please call 403-592-4500 or contact us toll free at 310-4282 or 1-833-511-4282 (outside of Alberta).

For more information please review the [eFiling System user guide](#).