Revise a document
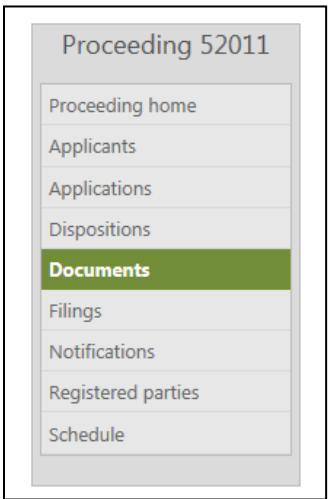
1. Enter the number of the proceeding that contains a document that needs to be revised in the **Go to…** field on your eFiling System home page.

2. Select **Documents** in the left navigation menu from the Proceeding home page.

3. Locate the document and select the action items icon ⓘ next to the document you would like to revise and select **Revise document**. Documents may only be revised by the registered party that submitted the document or their representative. You will also be required to agree to the AUC privacy policy.

4. As outlined in *Rule 001: Rules of Practice*, upload two files. One file must be a blackline version that shows any tracked changes from the original document. The other file must be a clean version without any tracked changes. Select to **Continue to step 2**.

5. Enter a location and reason for the revision(s) and select a revision type for each of the two files uploaded. Select to **Upload documents**.

6. The latest blackline version will be visible on the **Documents** screen with a .01 appended to the exhibit number (incremented for each subsequent revision). Select **View Revision History** from the document action items icon to see all previous versions or select **View Clean Version** to view a version without tracked changes.

7. Both the blackline and clean versions of the latest and all replaced versions, as well as the original document, can be accessed through a link on the exhibit number from the **Document revision history**.

See the **eFiling System User Guide** for further instructions on uploading documents.