

Respond to a direction

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

GO TO...
22367 X Go
My proceedings | My schedules | My notifications | My directions | Reporting | Discussions

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

Proceeding 22367
Proceeding home
Applicants
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Filings
Create filing

Registered filings My draft filings Filings to me

Filter criteria
Filings: Type: Filed by: Registered party: Status: Filter filings Reset

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

No schedule item is required for my filing type

Schedule
Process
There are no items to show in this view.

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

Select filing type

Select	Filing type	Description
Select	Direction response	Correspondence written by a responsible party to fulfill a direction of the Commission.

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

Step 4 - Enter filing description

Enter a description for this filing: *

XYZ Utility Company response to direction to provide an environmental impact assessment as required in Decision 23187-D01-2018.

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

Filing details
Edit info Upload filing document(s) Register filing Delete filing

Filing number: 22367-F0041 Filing type: Direction response Status: Draft Late: No

Schedule name: Schedule type: Schedule closing date:

Filed by: XYZ Utility Company Registered party: XYZ Utility Company Created: 2018/02/26 04:01 PM

Description: XYZ Utility company response to directions

Applications Summary of documents

Application	Application status	Application category	Application type	Location	Electric facility ID	Created	Applicant ref. no
22367-A001	Decided	Independent system operator	Independent system operator complaint	No		2017/01/25	

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

Upload filing document(s)

Step 1 - Select the file(s) to upload.

Files for upload

[Add more files](#)

Construction end.pdf Construction start.pdf Environmental impact as... Noise Impact Assessmen...

Add more files

Total files: 4

Continue on to step 2

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

Upload filing document(s)

Step 2 - Set descriptions for each file

*Please note that mandatory fields are identified with a red asterisk

Set the default descriptions for all of these files to their filename (excluding the file extension, e.g. .docx)

File Name	Description	Directions	Remove
Noise impact assessment (2).pdf	Noise impact assessment (2)	Add directions	Remove
Environmental impact assessment.pdf	Environmental impact assessment	Add directions	Remove
Construction start.pdf	Construction start	Add directions	Remove
Construction end.pdf	Construction end	Add directions	Remove

Note that filenames for documents will be changed when they are uploaded to fit the standardized naming scheme. The original name will be preserved.

Upload document(s) Cancel

Return to step 1 - Add more files

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

Select direction(s)

Filter criteria

Direction: Status: All Proceeding satisfying direction: Hide filter

Description: Originating proceeding: Disposition satisfying direction:

Paragraph: Originating disposition: Direction create date: Start date: End date:

Condition: Direction due date: Start date: End date:

Electric facility ID:

Filter directions Export to excel Reset

Total records found: 6

	Direction	Proceeding	Disposition	Description	Responsible party	Status	Due date
<input type="checkbox"/>	23150-D01-2018-0001	23150	23150-D01-2018	Construction alteration completion notification	XYZ Utility Company	Outstanding	2018/11/19
<input type="checkbox"/>	23150-D01-2018-0002	23150	23150-D01-2018	Construction alteration completion	XYZ Utility Company	Outstanding	2018/10/31
<input type="checkbox"/>	22367-D01-2018-0001	22367	22367-D01-2018	Environmental impact assessment	XYZ Utility Company	Outstanding	2018/12/15
<input checked="" type="checkbox"/>	22367-D01-2018-0002	22367	22367-D01-2018	Noise impact assessment	XYZ Utility Company	Outstanding	2019/01/19
<input type="checkbox"/>	22367-D01-2018-0003	22367	22367-D01-2018	Construction commencement notification	XYZ Utility Company	Outstanding	2018/09/05
<input type="checkbox"/>	22367-D01-2018-0004	22367	22367-D01-2018	Construction completion notification	XYZ Utility Company	Outstanding	2018/12/15

Results per page (of 6 total): Go Show all

Results per page (of 6 total): Go Show all

Save Cancel

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

Upload filing document(s)

Return to step 1 - Add more files

Step 2 - Set descriptions for each file
 *Please note that mandatory fields are identified with a red asterix
 Set the default descriptions for all of these files to their filename (excluding the file extension, e.g., .docx)

File Name	Description	Directions	Remove
Noise impact assessment (2).pdf	Noise impact assessment (2)	* 22367-D01-2018-0002	Remove
Environmental impact assessment.pdf	Environmental impact assessment	* 22367-D01-2018-0001	Remove
Construction start.pdf	Construction start	* 22367-D01-2018-0003	Remove
Construction end.pdf	Construction end	* 22367-D01-2018-0004	Remove

Note that filenames for documents will be changed when they are uploaded to fit the standardized naming scheme. The original name will be preserved.

Upload document(s) Cancel

The direction number(s) is listed next to the uploaded documents indicating which directions are associated to each document.

11. Select **Register filing**.

Filing details

Edit info Upload filing document(s) Register filing Delete filing

Filing number: 22367-F0041 Filing type: Direction response Status: Draft Late: No

Schedule name: Schedule type: Schedule closing date:

Filed by: XYZ Utility Company Registered party: XYZ Utility Company Created: 2018/02/26 04:01 PM

Description: XYZ Utility company response to directions

Applications Summary of documents

Application	Application status	Application category	Application type	Location	Electric facility ID	Created	Applicant ref. no
22367-A001	Decided	Independent system operator	Independent system operator complaint	No		2017/01/25	

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

FILING SYSTEM
 Alberta Utilities Commission

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Proceeding 22367

Proceeding home Applicants Applications Directions Dispositions Documents Filings Notifications Registered parties Schedule

Registrations

Registered filings My draft filings Filings to me

Filter criteria

Filing: Type: Filed by: Registered party: Status: Filter filings Reset

Results per page (of 38 total): Go Show all

Filing	Type	Late	Registered party	Filed by	Registered	Description	Status	Responder	Requestor
22367-F0041	Direction response	No	XYZ Utility Company	XYZ Utility Company	2018/02/26 04:08 PM	XYZ Utility company response to directions	Registered		

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

Directions

Disposition: All Status: All

Results per page (of 4 total): Go Show all

Direction	Disposition	Description	Responsible party	Status	Due date
22367-D01-2018-0001	22367-D01-2018	Environmental impact assessment	XYZ Utility Company	Pending	2018/12/15
22367-D01-2018-0002	22367-D01-2018	Noise impact assessment	XYZ Utility Company	Pending	2019/01/19
22367-D01-2018-0003	22367-D01-2018	Construction commencement notification	XYZ Utility Company	Pending	2018/09/05
22367-D01-2018-0004	22367-D01-2018	Construction completion notification	XYZ Utility Company	Pending	2018/12/15

Results per page (of 4 total): Go Show all

See the eFiling System User Guide for further instructions on directions.