

Setting up your eFiling System account

Two different types of eFiling accounts can be set up with the AUC to access the eFiling System.

1. **Organizational accounts** are for applicants, utility companies, municipalities, Indigenous groups, law firms, consulting organizations, and associations. Each user in the organization has their own account under the organization's name.

A representative from an organization can request an organizational account by submitting a completed *New organizational account* form together with a letter on organizational letterhead stating the approval of the information set out in the form. The accompanying letter must be signed by an officer of the organization.

From the eFiling login screen, select *New organization account*.

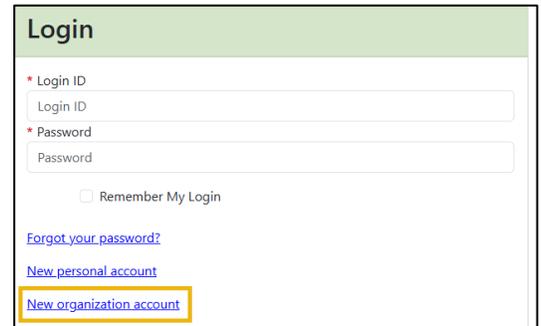
Complete the *New organization account form*.

Select *Next*.

Enter contact information for your organization's *Organizational administrator* (the person responsible for managing the eFiling System for your organization, including creating and removing new users). Select *Next*.

Enter contact information for your organization's *Confidential administrator* (the person responsible for managing confidential documents for the organization). This can be the *Organizational administrator*.

In the *File upload* section, click to add or drag and drop the accompanying approval letter. Select *Submit*.

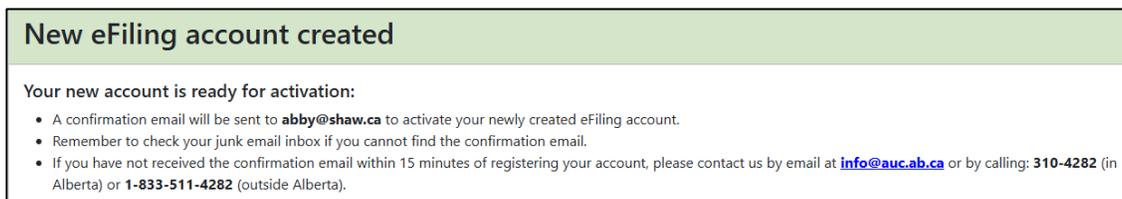


2. **Personal accounts** are for the personal use by one individual and is not being created as an employee of an organization or company.

From the eFiling login screen, select *New personal account*. Review and agree to the *Registration disclaimer*.

Complete the *Register a new user account* form. Select *Register*.

A confirmation email containing a link to activate your account will be sent to you.



See the **eFiling System User Guide** for further instructions on creating eFiling System accounts.