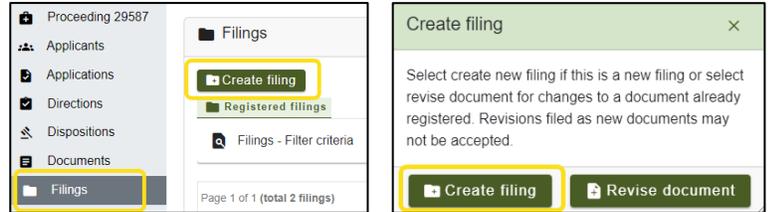
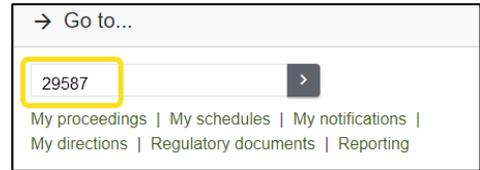


Make a filing

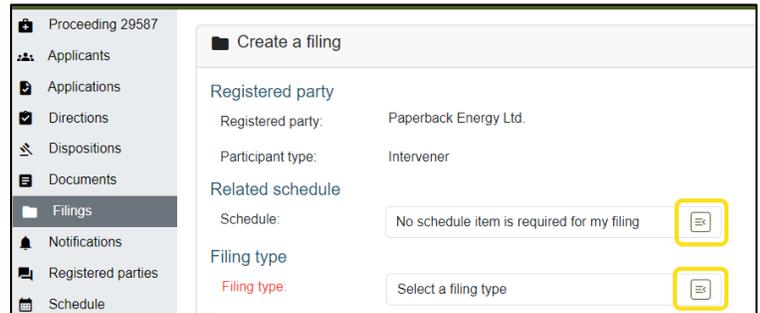
1. In the **Go to...** field on your eFiling System home page, enter the number of the proceeding you want to make a filing for.
2. Select **Filings** in the left navigation menu and click **Create filing** on the right **Filings** page. In the **Create filing** window, click **Create filing**.
3. In the **Create a filing** form, if required, open the **Select a schedule item** field.



Certain filing types require the AUC to establish a schedule. Select either **No schedule item is required** or, if applicable to your filing, select from the available schedule items.

4. Click **Select a filing type** to open and select from the list of available filing types.

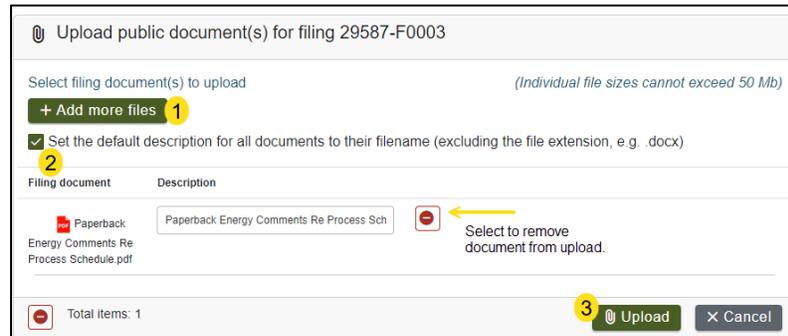
Enter a filing description and select related applications your filing will be applied to. Select **Save**.



5. Click **Upload** to load your filing documents.

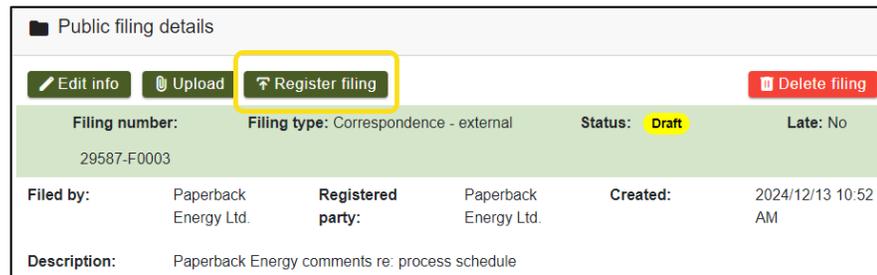


6. Click **+ Add more files** to browse and select your filing documents. Select optional **checkbox** to default the filename as the document description. Click **Upload**.



7. Click **Register filing**. In the **Confirm registration of filing** window select **Yes**.

Exhibit numbers are assigned to the documents, and a confirmation notification is sent to the submitter, to the AUC and to the responders for information and undertaking requests.



See the eFiling System User Guide for further instructions on making a filing.