

## Respond to a direction

1. In the **Go to...** field on your eFiling System home page, enter the proceeding number that you will register the direction response in.

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 and select **No schedule item is required for my filing type**.

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

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 document(s).

Select optional **checkbox** to default the filename as the document description.

For each document, click **Add directions** to open a list of directions available to be associated to the document.

Filing document	Directions	Description
Noise impact assessment.pdf	Add directions	Noise impact assessment
Environmental impact assessment.pdf	Add directions	Environmental impact assessment
Construction start.pdf	Add directions	Construction start
Construction end.pdf	Add directions	Construction end

- For each uploaded document, select one or more outstanding, pending or non-compliant directions to associate your document to and click **Select**.

Select directions that will be associated to the document ✕

Find directions - Filter criteria ▼

Page 1 of 1 (total 6 directions) 100 directions per page

<input type="checkbox"/>	Direction	Proceeding	Disposition	Description	Responsible party	Status	Due date
<input type="checkbox"/>	29587-D01-2024-0001	29587	29587-D01-2024	Construction completi...	Castle Mountain Utilities	Outstanding	2025/03/28
<input type="checkbox"/>	29587-D01-2024-0002	29587	29587-D01-2024	Construction notification	Castle Mountain Utilities	Outstanding	2025/02/28
<input type="checkbox"/>	29587-D01-2024-0003	29587	29587-D01-2024	Environmental asses...	Castle Mountain Utilities	Outstanding	2025/04/04
<input checked="" type="checkbox"/>	29587-D01-2024-0004	29587	29587-D01-2024	Noise assessment	Castle Mountain Utilities	Outstanding	2025/02/28
<input type="checkbox"/>	29587-D01-2024-0005	29587	29587-D01-2024	Construction comme...	Castle Mountain Utilities	Outstanding	2025/04/04
<input type="checkbox"/>	29587-D01-2024-0006	29587	29587-D01-2024	Construction completi...	Castle Mountain Utilities	Outstanding	2025/05/30

Page 1 of 1 (total 6 directions) 100 directions per page

- Once all documents have been associated to a direction(s), select **Upload**.

Upload public document(s) for filing 29587-F0017

Select filing document(s) to upload (Individual file sizes cannot exceed 50 Mb)

Set the default description for all documents to their filename (excluding the file extension, e.g. .docx)

Filing document	Directions	Description
Noise impact assessment.pdf	29587-D01-2024-0004	Noise impact assessment <input type="button" value="✖"/>
Environmental impact assessment.pdf	29587-D01-2024-0003	Environmental impact assessment <input type="button" value="✖"/>
Construction start.pdf	29587-D01-2024-0005	Construction start <input type="button" value="✖"/>
Construction end.pdf	29587-D01-2024-0006	Construction end <input type="button" value="✖"/>

Total items: 4

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

The filing type is given the status of **Registered**, exhibit numbers are assigned to the documents, and the direction statuses change to **Pending**.

Public filing details

Filing number: 29587-F0017 Filing type: Direction response

Filed by: Castle Mountain Utilities Registered party: Castle Mountain Utilities

Description: CMU direction response - construction report

Proceeding 29587

- Applicants
- Applications
- Directions**
- Dispositions
- Documents
- Filings
- Notifications
- Registered parties
- Schedule

### Directions

Filter criteria

Disposition: All Status: All

Page 1 of 1 (total 6 directions) 100 items per page

Direction	Disposition	Title	Responsible party	Status	Due date
29587-D01-2024-0001	29587-D01-2024	Construction completion	Castle Mountain Utilities	Outstanding	2025/03/28
29587-D01-2024-0002	29587-D01-2024	Construction notification	Castle Mountain Utilities	Outstanding	2025/02/28
29587-D01-2024-0003	29587-D01-2024	Environmental assessment	Castle Mountain Utilities	Pending	2025/04/04
29587-D01-2024-0004	29587-D01-2024	Noise assessment	Castle Mountain Utilities	Pending	2025/02/28
29587-D01-2024-0005	29587-D01-2024	Construction commencement	Castle Mountain Utilities	Pending	2025/04/04
29587-D01-2024-0006	29587-D01-2024	Construction completion	Castle Mountain Utilities	Pending	2025/05/30

Page 1 of 1 (total 6 directions) 100 items per page

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