

File an application

1. Select **+ Request proceeding** on the top toolbar of the home page.

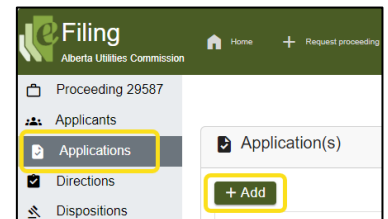
Enter a proceeding description.

Select your primary and secondary contacts.

Click **Request**.

2. From the left navigation menu, select **Applications** and click **+Add**. In the **Select an application type** window, choose the wanted application type. Complete the new application form and click **Save**.

3. In the **Application details** screen, click **Upload** to load application documents.



4. Click **+ Add more files** to browse and select wanted application documents. Select optional **checkbox** to default the filename as the document description. Click **Set document type** for each document to view and select the associated document type. Click **Upload**.

Application document	Document type	Document category	Applications	Description
Appendix 2 Base K-bar calculation template.pdf	Appendix	Application and support	29587-A001	Appendix 2 Base K-bar calculation template
CMU 2025 Rate Adjustment Application.pdf	Application	Application and support	29587-A001	CMU 2025 Rate Adjustment Application
Appendix 1 Response to Commission Directions.pdf	[Set document type]		29587-A001	Appendix 1 Response to Commission Directions

5. Repeat steps to add additional applications to the proceeding (additional applications cannot be added once a proceeding is registered). Click **Register proceeding** from the top right corner on your **Applications, Applications details** or **Proceeding home** screen.

See the eFiling System User Guide for further instructions on filing an application.