File an application

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

Enter a proceeding description.

Select your primary and secondary contacts.

Click Request.

Alberta Uti	Normalission Home transmitting Prot V 🖓 Guide Q Search All V V
Reque	est a new proceeding for Castle Mountain Utilities
	How to: To submit a new application please first answer the following information. Once finished please hit the 'Request' button. This will create a draft proceeding which you can add application(s), application documents and change the applicants. The draft proceeding will only become public once it has been registered.
	Proceeding description: 2 CMU 2025 annual rates application
	My Contact(s): I John Winters I Mark Glacier
	What is your role?: I am the primary applicant I am representing the primary applicant, submitting information on their behalf

 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.

۵	Proceeding 29587			
2 8 1	Applicants			
	Applications	Application details		
	Directions	Edit Unload		
2	Dispositions	V Luit		
	Documents	Application: 2958	7-A001 Status: Draft	
	Filings	Application category:	Electric distribution	
۰	Notifications Application type:		Performance-based regulation - annual rate	
а,	Registered parties		adjustment	
	Schedule	Applicant ref. no:		
		Description:	CMU 2025 Annual Rates Application	

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**.

Select application docum + Add more files	(Individual file sizes cannot exceed 50 Mb)							
Set the default description for all documents to their filename (excluding the file extension, e.gdocx)								
Application document	Document type	Document category	Applications	Description				
Appendix 2 Base K- par calculation template.pdf	Appendix	Application and support	29587- A001	Appendix 2 Base K-bar calculation template				
CMU 2025 Rate	Application	Application and support	29587- A001	CMU 2025 Rate Adjustment Application				
Appendix 1 Response to Commission Directions.pdf	[Set document type] 3		29587- A001	Appendix 1 Response to Commission Directions	s			

 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.