## **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**.
- 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 fling 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.



Ô	Proceeding 29587	Filings	Create filing
: <b>2</b> 1	Applicants		
	Applications	Create filing	Select create new filing if this is a new filing or
	Directions	Registered filings	revise document for changes to a document al
2	Dispositions	G Filings - Filter criteria	registered. Revisions filed as new documents r not be accepted.
	Documents		
C	Filings	Page 1 of 1 (total 2 filings)	🕞 Create filing 📑 Revise docum

Create a filing		
Registered party	Castle Mountain Utilities	
Participant type:	Applicant	
Related schedule		
Schedule:	No schedule item is required for my filing	
Filing type		
Filing type:	Select a filing type	
Please select a filing type.		

Select filing document	(s) to upload		(Individual file sizes cannot exceed 50 Ml						
Set the default description for all documents to their filename (excluding the file extension, e.gdocx)									
-iling document	Directions	Description							
Noise impact	Add directions	Noise impact assessment							
Environmental	Add directions	Environmental impact assessment							
Construction	Add directions	Construction start							
Construction	Add directions	Construction end							

 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.



select

eady 1ay 7. For each uploaded document, select one or more outstanding, pending or non-compliant directions to associate your document to and click **Select**.

Select	Select directions that will be associated to the document ×								
Q Fir	nd directions - Filter criteria						~		
Page 1 of	Page 1 of 1 (total 6 directions)								
	Direction	Proceeding	Disposition	Description	Responsible party	Status	Due date		
	29587-D01-2024-0001	29587	29587-D01-2024	Construction completi	Castle Mountain Utilities	Outstanding	2025/03/28		
	29587-D01-2024-0002	29587	29587-D01-2024	Construction notification	Castle Mountain Utilities	Outstanding	2025/02/28		
	29587-D01-2024-0003	29587	29587-D01-2024	Environmental asses	Castle Mountain Utilities	Outstanding	2025/04/04		
$\checkmark$	29587-D01-2024-0004	29587	29587-D01-2024	Noise assessment	Castle Mountain Utilities	Outstanding	2025/02/28		
	29587-D01-2024-0005	29587	29587-D01-2024	Construction comme	Castle Mountain Utilities	Outstanding	2025/04/04		
	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     Indextor       Velect     Xelect		

8. 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 M         + Add more files         Set the default description for all documents to their filename (excluding the file extension, e.gdocx)								
Filing document	Directions	Description						
Noise impact assessment.pdf	29587-D01- 2024-0004	Noise impact assessment						
Brovironmental impact assessment.pdf	29587-D01- 2024-0003	Environmental impact assessment						
Por Construction start.pdf	29587-D01- 2024-0005	Construction start	•					
Construction end.pdf	29587-D01- 2024-0006	Construction end						
Total items: 4				Upload X Cancel				

9. 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**.

✓ Edit info ♥ Upload						
Filing number: 29587-F0	0017	Filing type: Direction response				
Filed by: Castle Mountain Utilities		Registered party: Castle Mountain Utili				
Description: C	CMU direction response -	construction report				

Ô	Proceeding 29587		🗢 Dina atiana										
285	Applicants												
	Applications		Filter criteria										
Ż	Directions		The onena										
<u>×</u>	Dispositions		Disposition	All	•	Status	All		•				
	Documents												
	Filings		Page 1 of 1 (total 6 directions)				R < 1				100	✓ items per p	bage
۵	Notifications		Direction		Disposition	Title			Responsible party	Status		Due date	
<b>P</b>	Registered parties		29587-D01-2024-0001		29587-D01-2024	Construction c	Construction completion		Castle Mountain Utilities	Outstanding		2025/03/28	8
	Schedule		29587-D01-2024-0002		29587-D01-2024	Construction n	Construction notification		Castle Mountain Utilities	Outstanding		2025/02/28	8
<	29587-D01-2024-0003		3	29587-D01-2024	Environmental	Environmental assessment		Castle Mountain Utilities	Pending		2025/04/04	4	
			29587-D01-2024-0004	ļ.	29587-D01-2024	Noise assessn	nent		Castle Mountain Utilities	Pending		2025/02/28	8
	2		29587-D01-2024-0005	5	29587-D01-2024	Construction c	Construction commencement		Castle Mountain Utilities	Pending		2025/04/04	4
	29587-D01-2024-0006		6	29587-D01-2024	Construction c	Construction completion		Castle Mountain Utilities	Pending		2025/05/30	0	
			Page 1 of 1 (total 6 directions)				к ( 1	$\rightarrow$ $\rightarrow$			100	✓ items per p	age

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