To file a subsequent filing to an existing case, you must log on to EFIS.

From the Welcome screen click the 'Filing/Submission' menu option and then select the 'Existing Case' link.

On the Existing Case Filing screen, complete the following steps.

Step 1: 'Enter Case No.' and tab out. *The 'Style of Case' will auto-populate.*

Step 2: Select your 'Type of Filing/Submission.'

Step 3: If you are filing a testimony then select 'Testimony Issue' and 'Sub Issue.'

Step 4: Select Company for which you are 'Filing on Behalf of.' **Note:** The drop down list will contain only those companies for which you are designated as their contact. If you do not see the company for which you wish to file on behalf of, please contact the company and ask them to add you as a contact or notify the Data Center.

Step 5: If the filing is related to an existing Small Company Rate Case, Tariff or Complaint/Inquiry, etc. enter 'Related Informal Tracking Number(s)' Enter multiple tracking numbers if applicable.

Step 6: Type 'Title of Filing/Submission' as it appears on the pleading.

Step 7: Enter 'Clear and Concise Statement of Relief Requested.'

Step 8: Enter 'Indicate Cite for Commission Authority', if not applicable, enter 'N/A**.'**

Step 9: Click 'Yes' if this Filing to meet a scheduled deadline for today.

Step 10: If this filing is a response to previous filing in this case then click the 'Yes' button, if NOT click the 'Continue' button.

IF, 'Is this a Response to Previous filing in this case?' is selected. You will be sent to the Filing/Submission Existing Case screen below. Complete the following steps.

IF not, proceed to the 'Attachement'(s) instructions (page 5).

Step 11: Check the box for which this filing is in Response to. Check up to three boxes.

Step 12: Click the 'Continue' button.

On the Filing/Submission – Attachment(s) screen, complete the following steps.

Step 13: Click the 'Browse' button to select the document(s) for attaching. **Note:** File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.


Step 14: Select the 'Security Level' for the document. **Note:** It is the filer's responsibility to denote the correct security level on every document.

Step 15: Click the 'Attach' button. **Note:** Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

Step 16: After all the attachments have been uploaded; click the 'Done with Attach' button.

Attachment Process:
1: Click Browse to select the document from your local/Network drive or type the path to the document.
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list contains the 'Security Level' selected for each document.

Delete	Attachments	Security Level
☐	test doc.pdf	Public

Step 17: After verifying that the correct security level was chosen, click the 'OK' button.

Attachment Process:
1: Click Browse to select the document from your local/Network drive or type the path to the document.
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single att...

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK   Cancel

Select Document Security from the followin...
◉ Public ○ Highly Confidential ○ Pro...

Delete	Attachments	Security Level
☐	test doc.pdf	Public

This will return you to the Existing Case Filing screen. Scroll down to the bottom of the screen to proceed.

Step 18: Click the 'Submit' button.

Step 19: Enter a related Tracking Number or click on the 'OK' button.

Step 20: Click on the 'OK' button to submit the filing or 'Cancel' if changes need to be made.

* Testimony Sub Issue2	Select ∨
	Cookie Company-(All)
* Filing on behalf of	Tree Electric Company-Cooperative(Electric)
	Tree Electric-Cooperative(Electric)
Enter related case number(s) and/or tracking	[Message from webpage] to enter multiple case/tracking numbers.]

Message from webpage

❓ Press OK to submit or Cancel to review all data entered before final submission

[OK]   [Cancel]

Selected Tracking Nos.

* Title of Filing/Submission

(Allows only 500 characters)

* Clear and Concise Statement of Relief Requested

Test

A confirmation screen with your tracking number will appear. (It may take a few seconds for the screen to appear.) *Please note the tracking number for future reference.*

Step 21: Click the 'OK' button.

Done!

Existing Case Filing

Your submission to EC-2014-0249 has been successfully submitted

[OK ✔]