

# Missouri Public Service Commission

## EFIS – Submit Existing Case

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.

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**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.

\* Title of Filing/Submission

\* Clear and Concise Statement of Relief Requested

\* Indicate Cite for Commission Authority

Is this Filing/Submission to meet a scheduled deadline for today? ☐ Yes ☒ No

Is this a Response to Previous Filing in this case?

SI.No.	Attachment(s)	Security Level
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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.

Selection is limited to 3

Response to	Date Filed	Item No.	Title of Filing	Filed on Behalf of
<input type="checkbox"/>	3/11/2014 12:39:35 PM	1	Formal Complaint (P)	David L. Biersmith, Sr.-(All)
<input checked="" type="checkbox"/>	3/13/2014 11:21:39 AM	2	Notice of Small Complaint and Order Directing Staff to Investigate and File a Report	Commission-(All)
<input type="checkbox"/>	3/13/2014 11:43:49 AM	3	Entry of Appearance	Kansas City Power & Light Company-Investor(Electric)
<input type="checkbox"/>	3/21/2014 1:44:45 PM	4	Certified Mail Receipt	Kansas City Power & Light Company-Investor(Electric)
<input type="checkbox"/>	4/14/2014 4:31:11 PM	5	Answer and Motion to Dismiss of Kansas City Power & Light Company	Kansas City Power & Light Company-Investor(Electric)
<input checked="" type="checkbox"/>	4/16/2014 3:41:15 PM	6	Notice of Communication - Commissioner Rupp	Commission-(All)
<input type="checkbox"/>	4/16/2014 3:41:16 PM	7	Notice of communication	Commission-(All)


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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.


**Filing/Submission - Attachment(s)**

 **SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.




**DISCLAIMER:** It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

**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.

C:\Users\ottot1\Desktop\Test Doc.pdf 


Select Document Security from the following:  
☒ Public ☐ Highly Confidential ☐ Proprietary

**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.


**Filing/Submission - Attachment(s)**

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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.

C:\Users\ottot1\Desktop\Test Doc.pdf 

Select Document Security from the following:  
☒ Public ☐ Highly Confidential ☐ Proprietary

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**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
<input type="checkbox"/>	<a href="#">test.doc.pdf</a>	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


into more than one attachment.

Select Document Security from the followi

☒ Public ☐ Highly Confidential ☐ Pro

Delete	Attachments	Security Level
<input type="checkbox"/>	<a href="#">test.doc.pdf</a>	Public

Message from webpage

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

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## EFIS – Submit Existing Case

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.

**Existing Case Filing**

**\* Required Fields**

\* Enter Case No.

Style of Case

\* Type of Filing/Submission

\* Testimony Issue

Testimony Sub Issue1

\* Testimony Sub Issue2

\* Filing on behalf of   
Tree Electric Company-Cooperative(Electric)  
Tree Electric-Cooperative(Electric)

Enter related case number(s) and/or tracking number(s)   
[Tab out to enter multiple case/tracking numbers.]

Selected Tracking Nos.

\* Title of Filing/Submission   
(Allows only 500 characters)

\* Clear and Concise Statement of Relief Requested   
(Allows only 250 characters)

\* Indicate Cite for Commission Authority   
(Allows only 250 characters)

Is this Filing/Submission to meet a scheduled deadline for today? ☐ Yes ☒ No

Is this a Response to Previous Filing in this case? ☒ Yes ☐ No

Sl.No.	Attachment(s)	Security Level
1	<a href="#">test_doc.pdf</a>	Public

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

\* Testimony Sub Issue2

\* Filing on behalf of   
Tree Electric Company-Cooperative(Electric)  
Tree Electric-Cooperative(Electric)

Enter related case number(s) and/or tracking number(s)   
[Tab out to enter multiple case/tracking numbers.]

Selected Tracking Nos.

\* Title of Filing/Submission   
(Allows only 500 characters)

\* Clear and Concise Statement of Relief Requested   
(Allows only 250 characters)

Message from webpage

You have NOT entered a related Tracking No.  
Press CANCEL to enter a related Tracking No. or press OK to continue without Tracking No.

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

The screenshot shows the 'Submit Existing Case' form with the following fields and a confirmation dialog box:

- \* Testimony Sub Issue2: Select (dropdown menu)
- \* Filing on behalf of: Cookie Company-(All), Tree Electric Company-Cooperative(Electric), Tree Electric-Cooperative(Electric) (dropdown menu)
- Enter related case number(s) and/or tracking: [text input field]
- Selected Tracking Nos.: [text input field]
- \* Title of Filing/Submission: [text input field] (Allows only 500 characters)
- \* Clear and Concise Statement of Relief Requested: Test (text input field)

A confirmation dialog box titled 'Message from webpage' is displayed in the center, asking the user to 'Press OK to submit or Cancel to review all data entered before final submission'. The dialog box has 'OK' and 'Cancel' buttons.

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!**

The screenshot shows the 'Existing Case Filing' confirmation screen with the following text and button:

Existing Case Filing

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

OK (button with a checkmark icon)