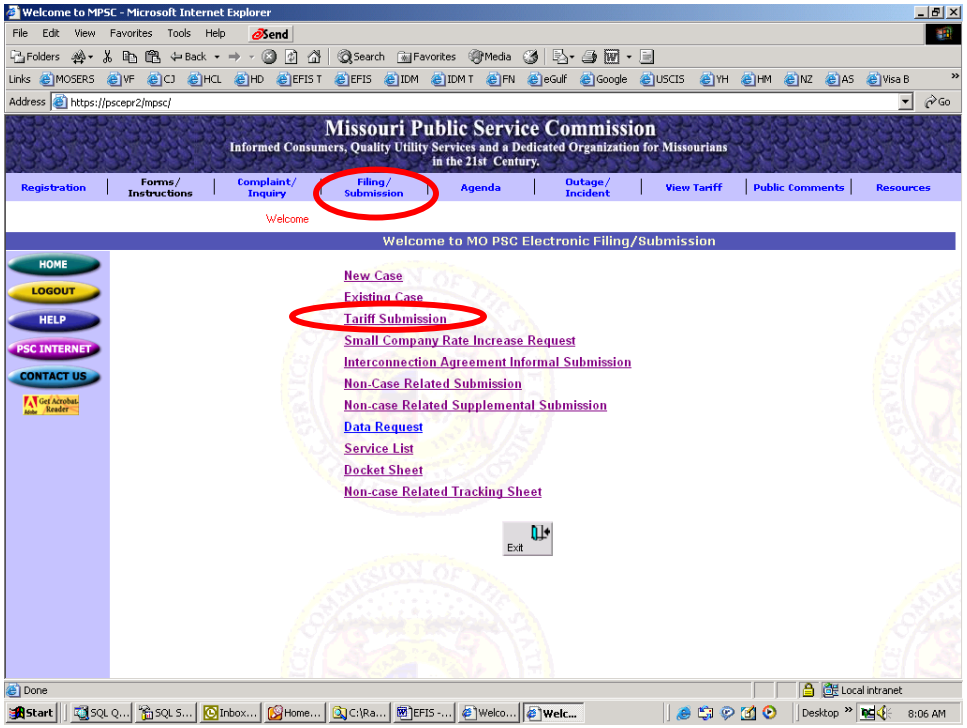
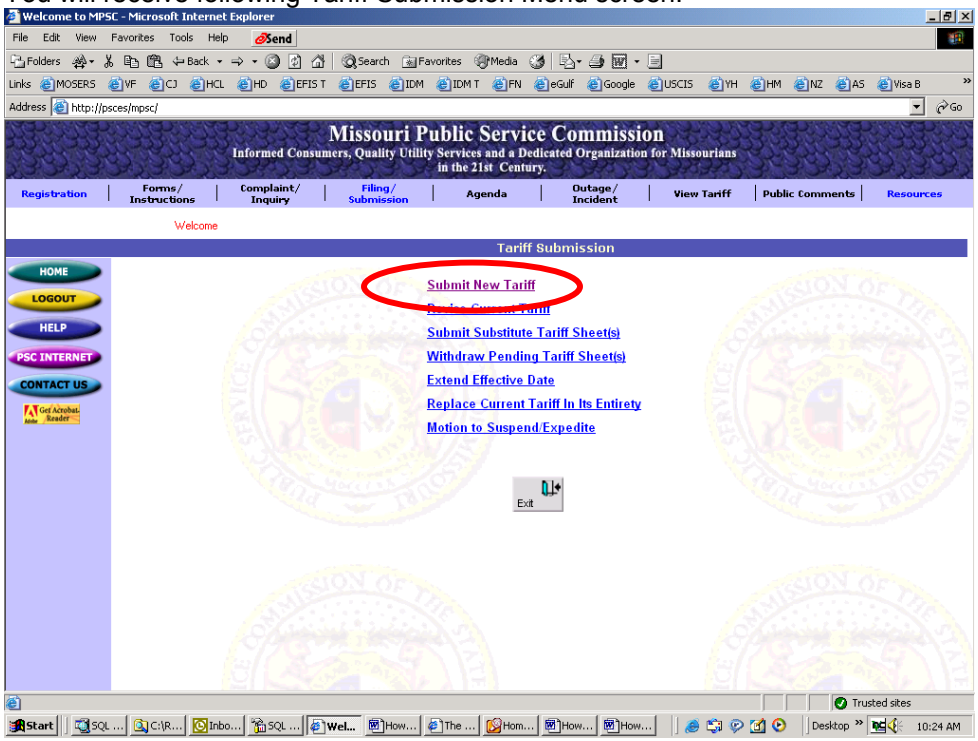
Missouri Public Service Commission

EFIS – How do I file a New Tariff?

In order to file a new tariff, you are required to obtain User ID using How do I get my User ID?. Log on EFIS using How do I log on EFIS?. Click on Filing/Submission menu option and then click on Tariff Submission link.



You will receive following Tariff Submission Menu screen.



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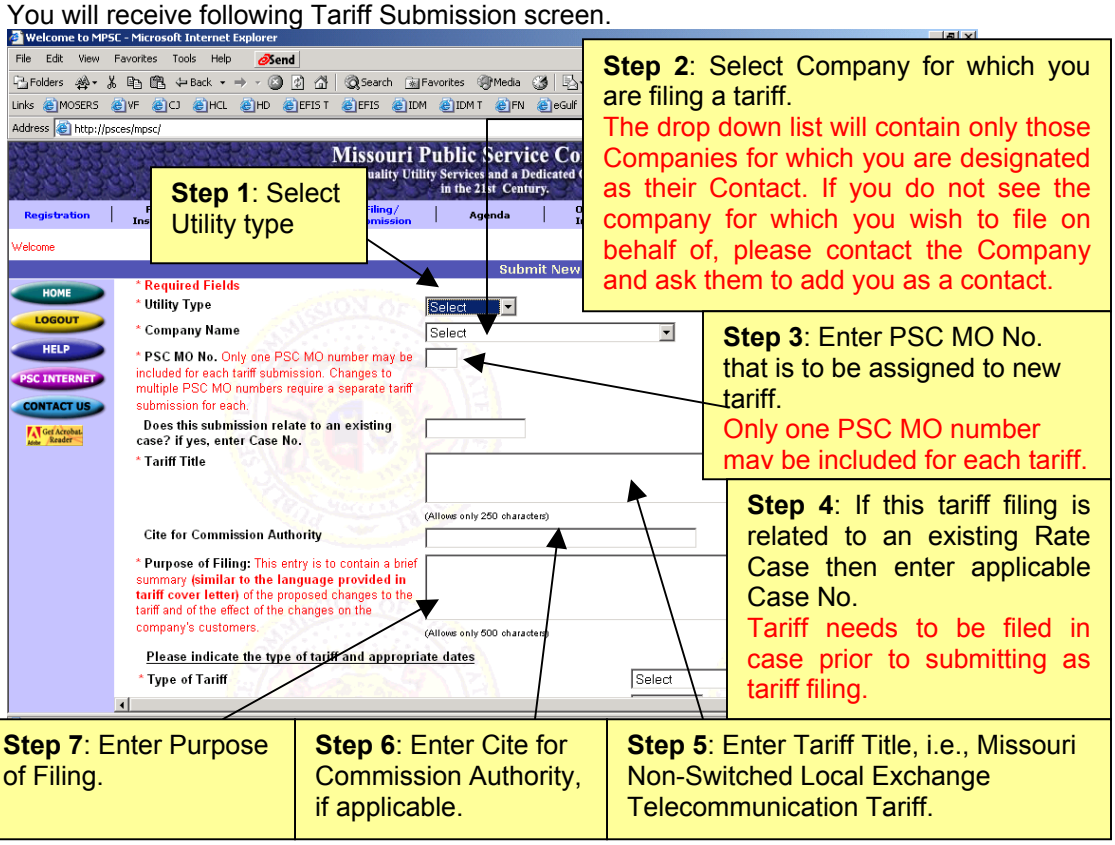
You will receive following Tariff Submission screen.



Step 1: Select Utility type

Step 2: Select Company for which you are filing a tariff.
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.

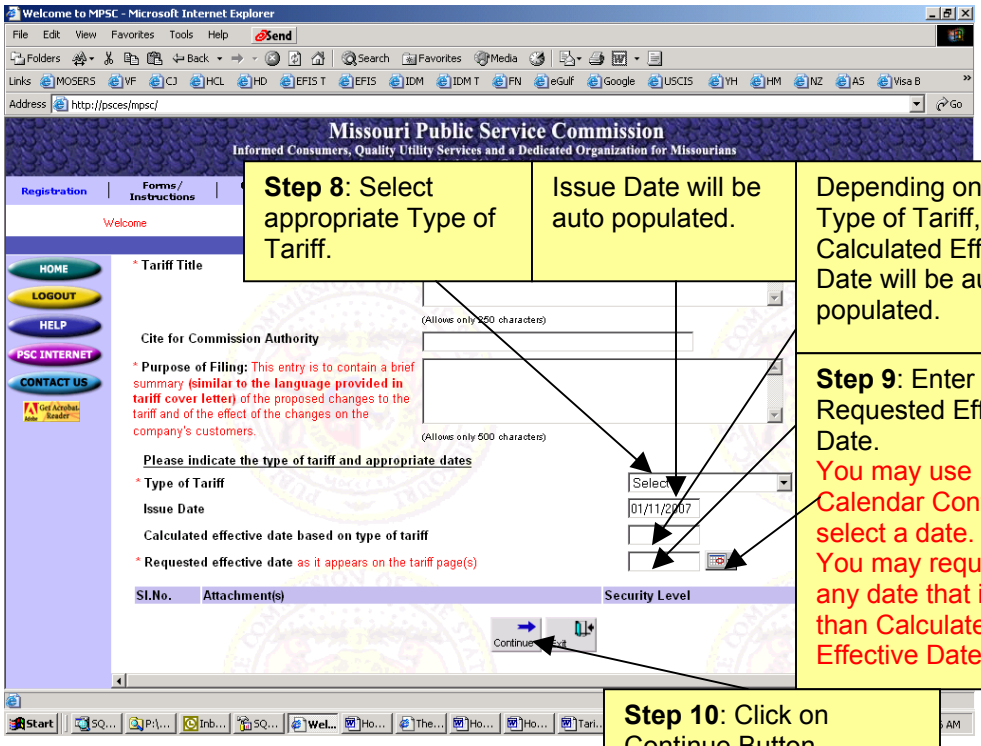
Step 3: Enter PSC MO No. that is to be assigned to new tariff.
Only one PSC MO number may be included for each tariff.

Step 4: If this tariff filing is related to an existing Rate Case then enter applicable Case No.
Tariff needs to be filed in case prior to submitting as tariff filing.

Step 7: Enter Purpose of Filing.

Step 6: Enter Cite for Commission Authority, if applicable.

Step 5: Enter Tariff Title, i.e., Missouri Non-Switched Local Exchange Telecommunication Tariff.



Step 8: Select appropriate Type of Tariff.

Issue Date will be auto populated.

Depending on your Type of Tariff, Calculated Effective Date will be auto populated.

Step 9: Enter Requested Effective Date.
You may use Calendar Control to select a date.
You may request any date that is later than Calculated Effective Date.

Step 10: Click on Continue Button

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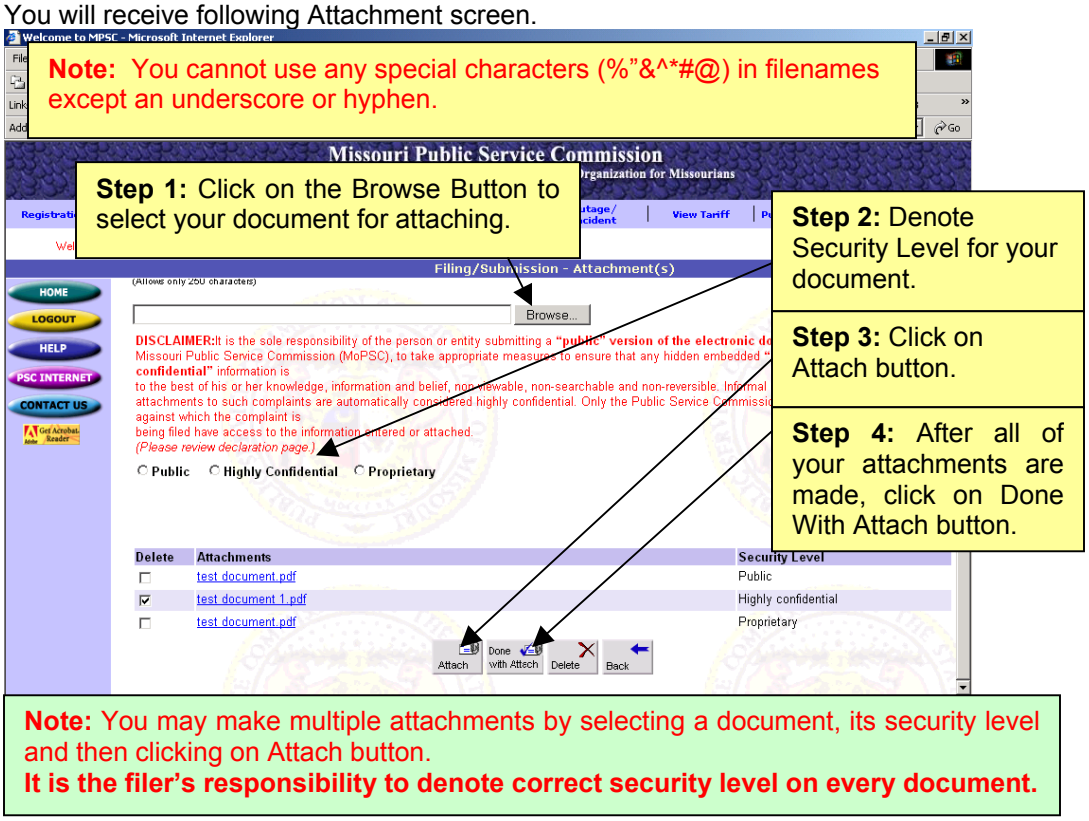
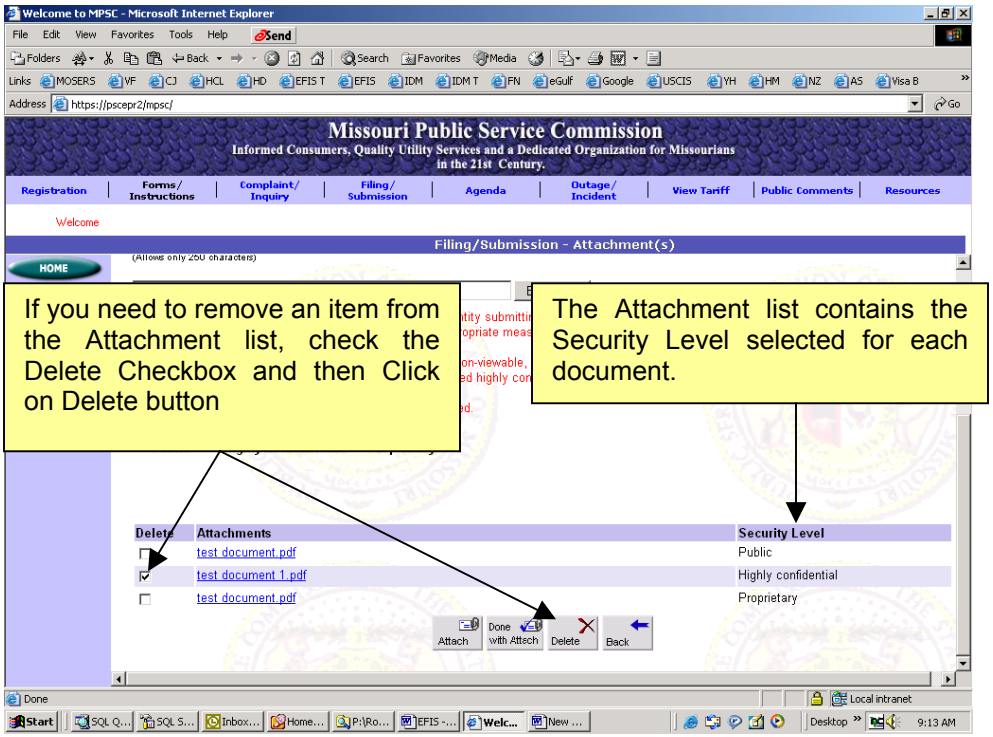
You will receive following Attachment screen.



Note: You may make multiple attachments by selecting a document, its security level and then clicking on Attach button.
It is the filer's responsibility to denote correct security level on every document.



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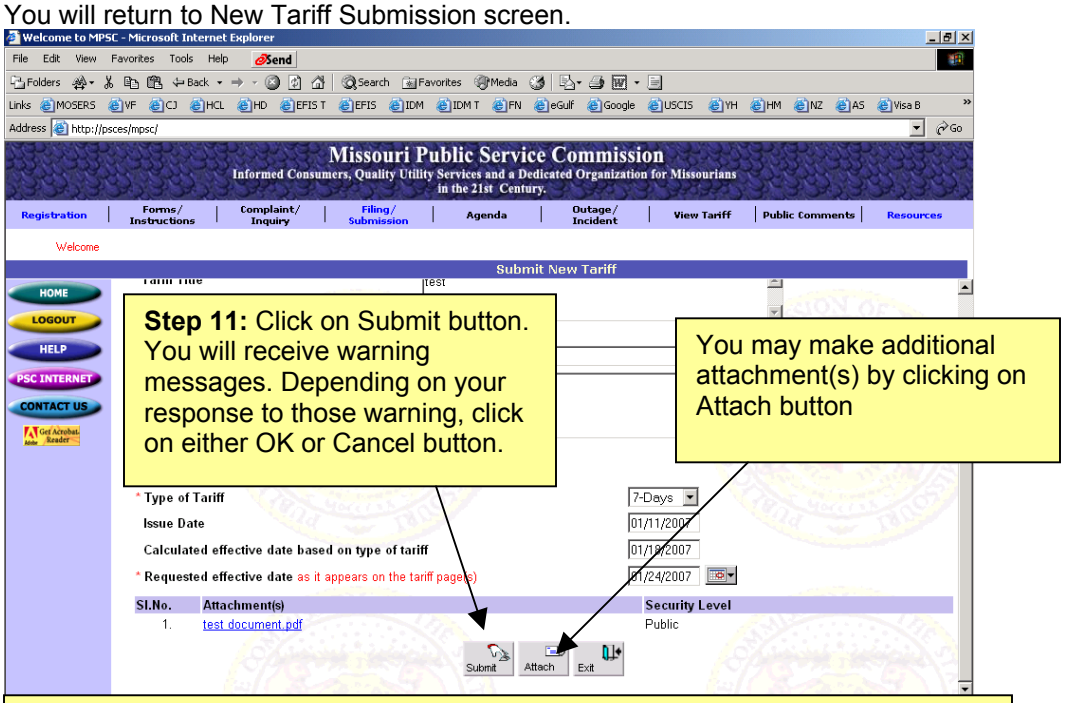
You will return to New Tariff Submission screen.



Step 11: Click on Submit button. You will receive warning messages. Depending on your response to those warning, click on either OK or Cancel button.

You may make additional attachment(s) by clicking on Attach button

On successful submission, you will receive a confirmation message.
If you associated your tariff with a case then your message will be similar to
Your submission to YE-2007-0026 has been successfully submitted.
If not, then your message will be similar to
Your submission to JE-2007-0026 has been successfully submitted.

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