

# Missouri Public Service Commission

## EFIS – Receive Notifications of Case Filings

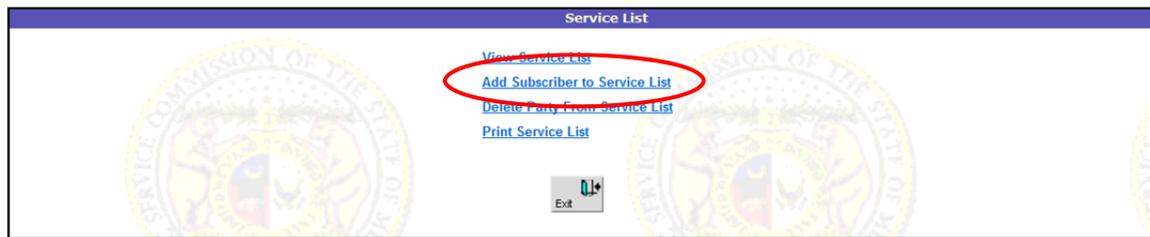
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To receive notification of case filings:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu option.
3. Select the '**Service List**' link.



4. On the Service List screen, select the '**Add Subscriber to Service List**' link.



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On the 'Add/Edit Subscriber to Service List' screen, complete the following steps:

5. In the 'Case No.' field, input the applicable case number.
6. In the 'Utility Type' field, select the applicable utility type from the drop-down list.
7. In the 'Company Name' field, select the applicable company from the drop-down list.

**Note:** The drop down box will contain only the companies for which you are designated as a contact. If you do not see the company for which you wish to file, please contact the company and ask them to add you as their contact, or notify the Data Center.

8. In the 'User Name' field, select the user's name from the drop-down list.
9. Click the 'Add' button.

**Add/Edit Subscriber to Service List**

**\* Required Fields**

\* Case No.  Last Updated: 5/16/2016

Utility Type

\* Company Name

User Name

(User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

The user has been added to the subscriber's service list for notification.

**Add/Edit Subscriber to Service List**

**\* Required Fields**

\* Case No.  Last Updated: 5/16/2016

Utility Type

\* Company Name

User Name

(User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Doe Electric Cooperative, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).