

Missouri Public Service Commission

EFIS – Submit ExParte Notice Submission

To make an ExParte Notice Submission in an existing case:

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



On the *Existing Case Filing* screen, complete the following steps:

4. In the **'Enter Case No.'** field, input the applicable case number.
5. The **'Style of Case'** field will auto-populate.
6. In the **'Type of Filing/Submission'** drop-down list, select **'ExParte Notice'**.
7. Skip the following fields:
 - a. **Testimony Issue**
 - b. **Testimony Sub Issue1**
 - c. **Testimony Sub Issue2**
8. In the **'Filing on Behalf of'** drop-down list, select the applicable company.
 - *This list will only list those companies for which the user has been designated as a contact for. If the company is not listed, contact the company's Official Representative and ask them to add the user as a contact; or notify the Data Center.*
 - *To select more than one company, press and hold the 'Ctrl' button on the keyboard and select the next company from the drop-down list.*

(Example: A company may be registered as both a gas company and an electric company. To file the notice in the appropriate gas and electric cases, both company registrations must be selected from 'Companies Referenced' drop-down list.)

Existing Case Filing

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.

*** Required Fields**

* Enter Case No. EA-2016-0310

Style of Case In the Matter of the Application for Certificate of Service of Electric Missouri, Inc.

* Type of Filing/Submission ExParte Notice

* Testimony Issue Select

Testimony Sub Issue1 Select

* Testimony Sub Issue2 Select

* Filing on behalf of Commission: (All)
1 PayStation.com: (All)
3 Degrees Group, Inc: (All)

Missouri Public Service Commission

EFIS – Submit ExParte Notice Submission

9. In the **'Enter related case number(s) and/or tracking number(s)'** field, input any related Commission case or tracking number(s). If there are no related case or tracking numbers, skip to the next step.
 - a. After entering a related case or tracking number, tab out of the field.
 - b. After tabbing, any referenced case or tracking numbers will appear in the **'Selected Tracking Nos.'** box.
 - c. A **'Remove'** button will appear once a case or tracking number is listed in the 'Selected Tracking Nos.' box.
 - i. If an incorrect number was entered, click the **'Remove'** button to remove the incorrect number and enter the correct number in the **'Enter related case number(s) and/or tracking number(s)'** field.

Enter related case number(s) and/or tracking number(s)	<input type="text" value="JE-2017-0101"/> [Tab out to enter multiple case/tracking numbers.]
Selected Tracking Nos.	<div style="border: 1px solid gray; padding: 2px;">JE-2017-0101</div> <div style="text-align: right;"></div>

10. In the **'Title of Filing/Submission'** field, input the document title. (Please do not use all caps.)
11. In the **'Clear and Concise Statement of Relief Requested'** field, input a statement of relief. If unknown or not applicable, input 'N/A'.
12. In the **'Indicate Cite for Commission Authority'** field, input any applicable rule or statute. If unknown or not applicable, input 'N/A'.

* Title of Filing/Submission	<input type="text" value="Summary of Meeting (Commissioner Hall)"/> <small>(Allows only 500 characters)</small>
* Clear and Concise Statement of Relief Requested	<input type="text" value="Summary of Meeting (Commissioner Hall)"/> <small>(Allows only 250 characters)</small>
* Indicate Cite for Commission Authority	<input type="text" value="N/A"/>

13. Indicate whether the filing or submission is meeting a deadline for today by clicking the **'Yes'** or the **'No'** radio button.
14. Answer whether the filing in response to a previously submitted filing for the case.
 - a. If **no**, skip to the next step.
 - b. If **yes**, select the **'Yes'** button.

Is this a Response to Previous Filing in this case?	<input checked="" type="radio"/> Yes
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- i. A list of all previously filings will display.
- ii. Select the document or documents in which this filing is a response by clicking the check box in front of the filing (select up to three filings).
- iii. Click the **'Continue'** button to continue to the *Existing Case Filing* screen.

Missouri Public Service Commission

EFIS – Submit ExParte Notice Submission

Filing/Submission Existing Case				
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)



15. On the *Existing Case Filing* screen, click the '**Continue**' button to continue to the *Filing/Submission – Attachment(s)* screen.

Sl.No.	Attachment(s)	Security Level
		

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

16. Click the '**Browse**' button to select the document(s) for attaching.
 - *File names and file paths cannot contain special characters (%&^*#@) except an underscore or hyphen.*
 - *Attachment must be less than 20MB.*
 - *PDF documents are preferred.*
 - *Zip files are not permitted.*

17. Select the appropriate document security option using the radio buttons. If deemed highly confidential, check the box '**Check here to designate...**' to select the '**Highly Confidential**' radio button option.
 - *It is the filer's responsibility to denote the correct security level for each attachment.*
 - *The 'Highly Confidential' option will only appear if a case number has been entered on the previous screen.*

18. Click the '**Attach**' button to attach the document.
 - *Multiple attachments can be made by selecting a document, its security level, and then clicking the 'Attach' button.*

Missouri Public Service Commission

EFIS – Submit ExParte Notice Submission

Filing/Submission - Attachment(s)

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DISCLAIMER AND INSTRUCTIONS: It is the sole responsibility of the person or entity submitting 'public' versions of electronic files to take appropriate measures to ensure that all '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 accompanying attachments are automatically designated confidential. For case documents, when submitting 'confidential' information, a cover sheet or pleading describing why that information qualifies for 'confidential treatment' must be included.

Attachment Process:

1. Click 'Browse' to select the attachment from its saved location.
2. Select the security designation for the attachment.
3. Click the 'Attach' button. (To upload multiple attachments, repeat steps 1 through 3.)
4. After all attachments for the submission have been uploaded, click the 'Done With Attach' button.

Note:

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.

H:\test doc.pdf Browse...

Select Document Security from the following:

Public Confidential

Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Attach Done with Attach Delete

19. Click the 'Done with Attach' button after all the attachments have been uploaded.

Note:

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.

H:\test doc.pdf Browse...

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

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

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

Attach Done with Attach Delete

20. Verify that the security level of the attachment(s) is correct by clicking the 'OK' button. (If not correct, click 'Cancel' to make corrections.)

Message from webpage

Have you verified the documents attached are properly identified as 'Public', 'Confidential', or 'Highly Confidential' documents?

OK Cancel

Missouri Public Service Commission

EFIS – Submit ExParte Notice Submission

On the *Existing Case Filing* screen, scroll down to the bottom of the screen to proceed.

21. To finalize the submission, click the **'Submit'** button.

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

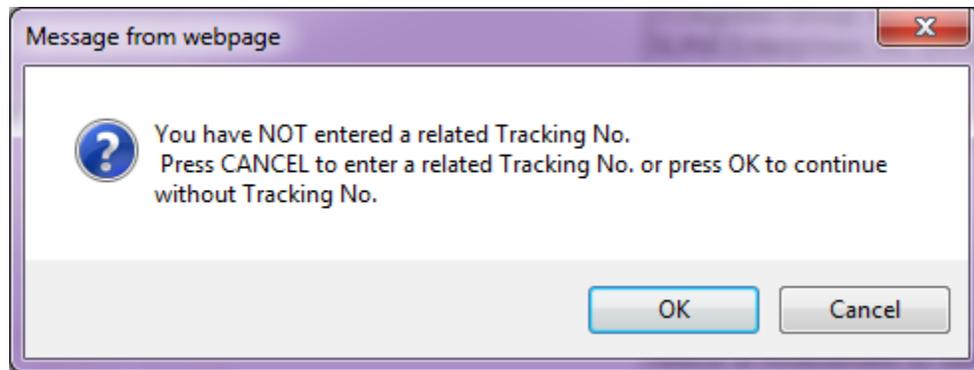
Is this Filing/Submission to meet a scheduled deadline for today? Yes No

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

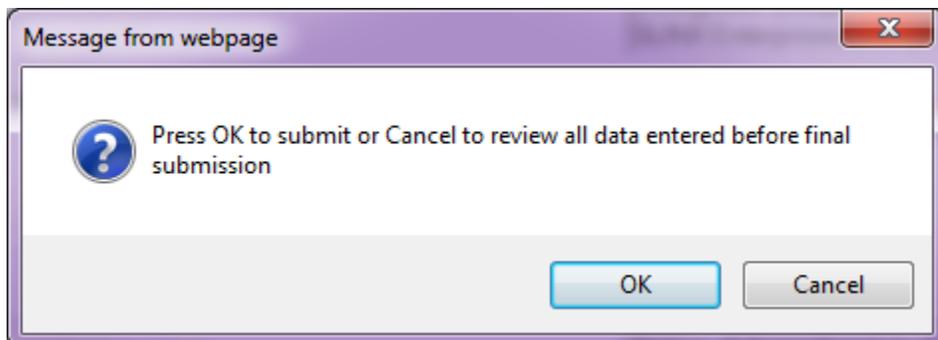
Sl.No.	Attachment(s)	Security Level
1	test_doc.pdf	Public

Submit Attach Exit

22. If a related case or tracking number was not entered earlier, the following message will display.
- If there is a related case or tracking number to add, click **'Cancel'** and enter the related case/tracking number in the **'Enter related case number(s)...**' field.
 - If there is not a related case or tracking number, click **'OK'**.

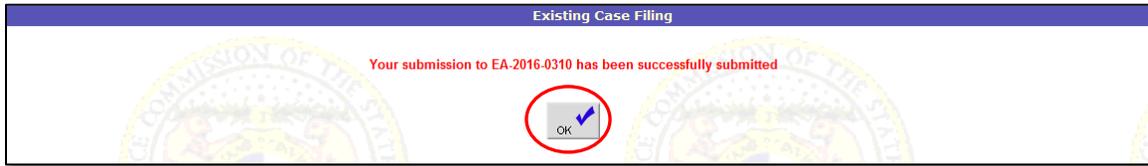


23. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button to make changes to the submission.



Missouri Public Service Commission EFIS – Submit ExParte Notice Submission

24. A submission confirmation message will appear on the screen.
25. Click the **OK** button to return to the *Filing/Submission* screen.



For additional assistance, please contact the Data Center at 573-751-7496 or datacenter@psc.mo.gov.