

Missouri Public Service Commission

EFIS – Submit Existing Case

To file a submission in an existing Commission case:

1. Logon to EFIS.
2. From the *Welcome* screen, click the **'Filing/Submission'** menu.
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 existing case number.
5. The **'Style of Case'** will auto populate.
6. In the **'Type of Filing/Submission'** drop-down list, select the type of filing/submission.
 - a. If the Type of Filing Submission is 'Testimony', complete the following fields:
 - i. Select the **'Testimony Issue'** from the list.
 - ii. Select the **'Testimony Sub Issue1'** from the list.
 - iii. Select the **'Testimony Sub Issue2'** from the list.
 - b. A testimony issues list is available under the Case Related section of EFIS Help.
7. In the **'Filing on Behalf of'** drop-down list, select the applicable company or companies. If a company uses a d/b/a name, both the parent company name and the d/b/a name should be selected.
 - *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.*

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 Tariff

* Testimony Issue Select

* Testimony Sub Issue1 Select

* Testimony Sub Issue2 Select

* Filing on behalf of Electric Missouri, Inc.-Investor(Electric)
Doe Electric Cooperative, Inc.-Cooperative(Electric)
Internet Missouri, Inc.-(VoIP)

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8. 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>

9. In the 'Title of Filing/Submission' field, input the document title. (Please do not use all caps.)
10. In the 'Clear and Concise Statement of Relief Requested' field, input a statement of relief. If unknown or not applicable, input 'N/A'.
11. 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="Motion for Extension"/> <small>(Allows only 500 characters)</small>
* Clear and Concise Statement of Relief Requested	<input type="text" value="Granting of Motion for Extension"/> <small>(Allows only 250 characters)</small>
* Indicate Cite for Commission Authority	<input type="text" value="N/A"/>
Is this Filing/Submission to meet a scheduled deadline for today? <input type="radio"/> Yes <input checked="" type="radio"/> No	

12. Indicate whether the filing or submission is meeting a deadline for today by clicking the 'Yes' or the 'No' radio button.
13. 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="checkbox"/> 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.

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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)

14. On the *Existing Case Filing* screen, click the **‘Continue’** button to continue to the next screen.

Is this a Response to Previous Filing in this case? Yes

SI.No.	Attachment(s)	Security Level
1	test document 10.pdf	Public

15. If the filing is **not** an ‘Entry of Appearance’ or ‘Application to Intervene’, please skip to the next step.

If filing **is** an ‘Entry of Appearance’ or an ‘Application to Intervene’, the *Service List Entry* screen will open.

- a. In the **‘Company Name’** 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.*
- b. In the **‘User Name’** drop-down list, select the applicable user name.
 - *This list will only list individuals who have been designated as a contact for the company. If the user who should be designated to receive the information is not listed, please contact the company’s Official Representative and ask them to add that user as a contact; or notify the Data Center.*
- c. Click the **‘Add’** button to add the user to the service list.
- d. Repeat steps 15a-15c until all parties have been added to the service list.

*** Required Fields**

Name of Party [Power Town Electric]

*** Company Name** [Ford Joseph]

*** User Name**

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

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16. After all service list members have been added, click the **'Continue'** button to continue to the *Filing/Submission – Attachment(s)* screen.



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

17. 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.*
18. 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.*
19. 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.*

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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

20. 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

21. 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

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

22. 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

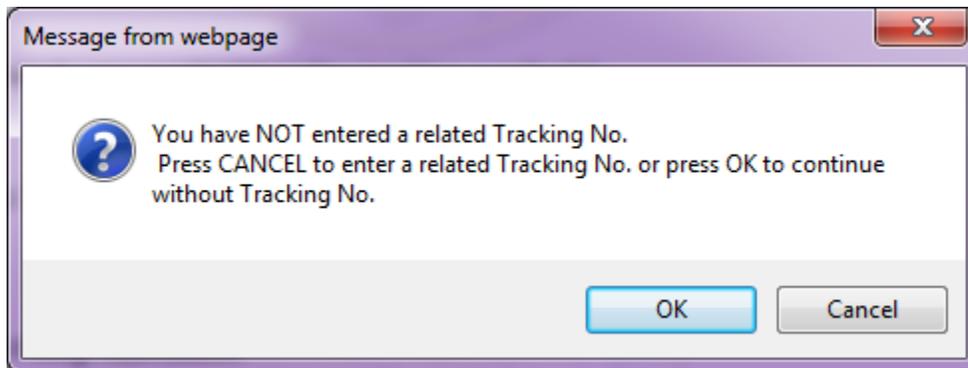
Is this Filing/Submission to meet a scheduled deadline for today? Yes No

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

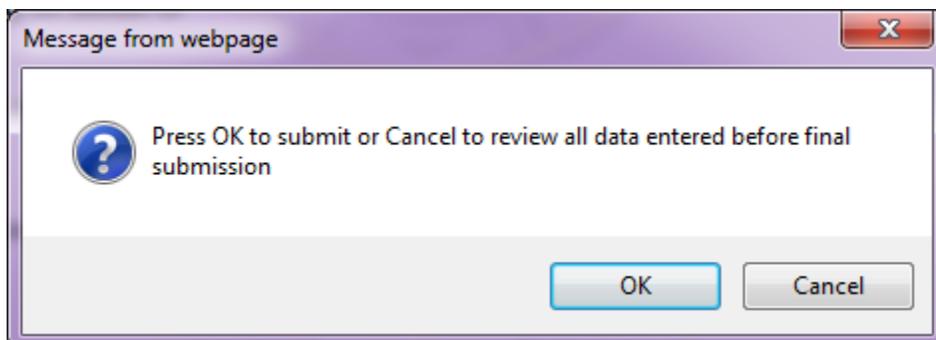
SI.No.	Attachment(s)	Security Level
1	test_doc.pdf	Public

Submit Attach Exit

23. 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'**.



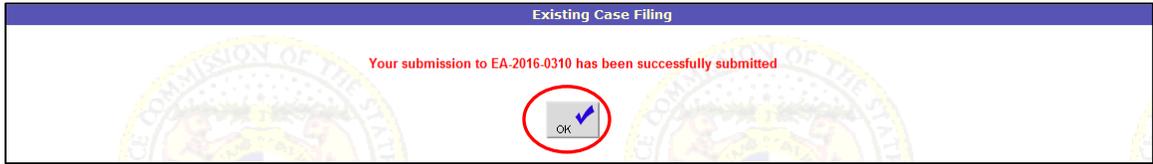
24. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button to make changes to the submission.



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25. A submission confirmation message will appear on the screen.
26. 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.