

Missouri Public Service Commission

EFIS – Submit New Case

To file a new Commission case:

1. Logon to EFIS.
2. On the *Welcome* screen, click the '**Filing/Submission**' menu.
3. Select the '**New Case**' link to continue to the *New Case Filing* screen.



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

4. In the '**Utility Type**' drop-down list, select 'IVoIP'.
5. In the '**Type of Filing**' drop-down list, select 'Application'.
6. In the '**Type of Case**' drop-down list, select 'Application for IVoIP'.
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.*



New Case Filing	
* Utility Type	Electric
* Type of Filing	Application
* Type of Case	Application for Certificate
* Filing on Behalf of	Power Town Electric-Investor(Electric) Secretary of the Commission-(All)

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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.

9. If the type of case is a CLEC application case, complete the following steps. If **not** a CLEC application case, skip this step.
 - a. In the **'Service Area'** drop-down list, select the applicable service area.
 - b. Check the **'Type of Service Offered'** box to select the type of service being offered.



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

Selected Tracking Nos.

JE-2017-0101

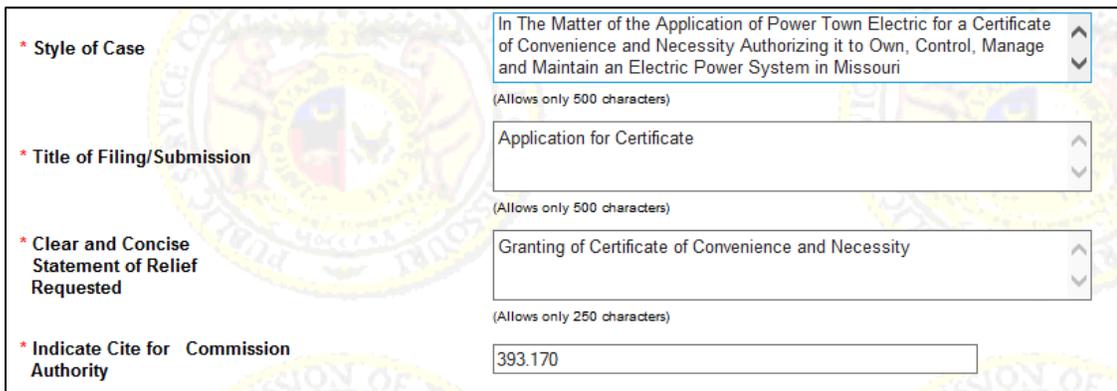


If type of case is CLEC application complete the following 2 fields.

* Service Area

* Type of Service Offered Residential Business Prepaid

10. In the **'Style of Case'** field, input the of case style/case matter. *The case style should always begin with the phrase, "In the Matter of".* (Please do not use all caps.)
11. In the **'Title of Filing/Submission'** field, input the document title. ((Please do not use all caps.)
12. In the **'Clear and Concise Statement of Relief Requested'** field, input a statement of relief. If unknown or not applicable, input 'N/A'.
13. In the **'Indicate Cite for Commission Authority'** field, input any applicable rule or statute. If unknown or not applicable, input 'N/A'.



* Style of Case

(Allows only 500 characters)

* Title of Filing/Submission

(Allows only 500 characters)

* Clear and Concise Statement of Relief Requested

(Allows only 250 characters)

* Indicate Cite for Commission Authority

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14. In the 'Data Request Contact Person (Optional)' fields, input the name and e-mail address of the personal who will be responsible for responding to any Data Requests (discovery requests) that may be issued to the filing party. This person will be the default contact person for any Data Requests that are issued. If Data Requests are not anticipated for this case or if the Data Request Contact information is unknown at the time, skip to the next step. (Only registered EFIS users are able to respond to Data Requests.)
15. Click the 'Continue' button to continue to the *Minimum Filing Requirements* screen.

Data Request Contact Person (Optional)

First Name

Middle Initial

Last Name

E-mail Address

Sl.No.	Attachment(s)	Security Level
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Continue Exit

16. On the *Minimum Filing Requirements* screen, select one of two options:
 - a. Click the 'Continue' button to certify compliance with all applicable rules and statutes and to continue the *Filing/Submission – Attachment(s)* screen.
 - b. Click the 'Back' button to go back to the *New Case Filing* screen to verify the filing is in compliance with all applicable rules and statutes.

Minimum Filing Requirements

By clicking 'Continue', the filing party hereby certifies that this submission is in compliance with all applicable Statutes, Rules and Regulations governed by the Commission.

Continue Back

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

1. 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.*
2. 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.*
3. 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.*

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 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

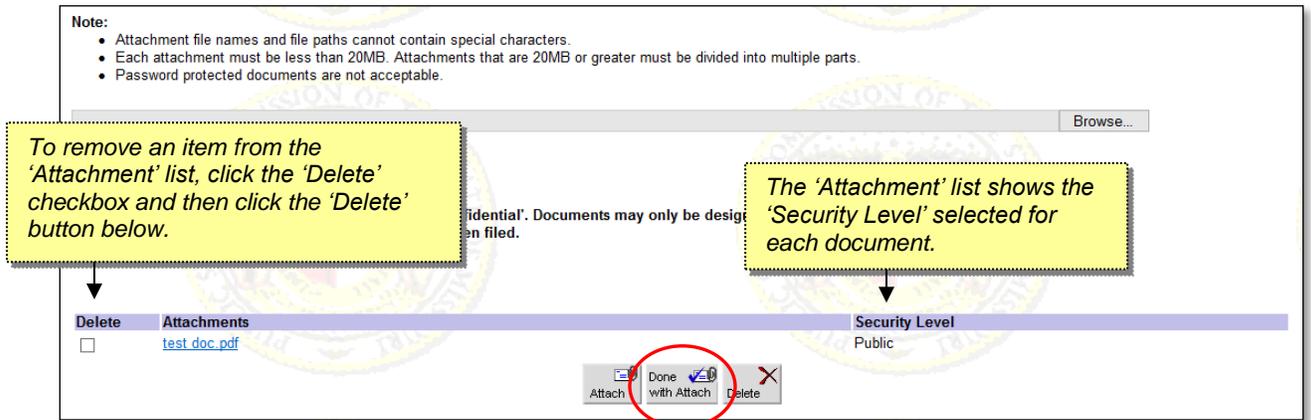
Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Attach Done with Attach Delete

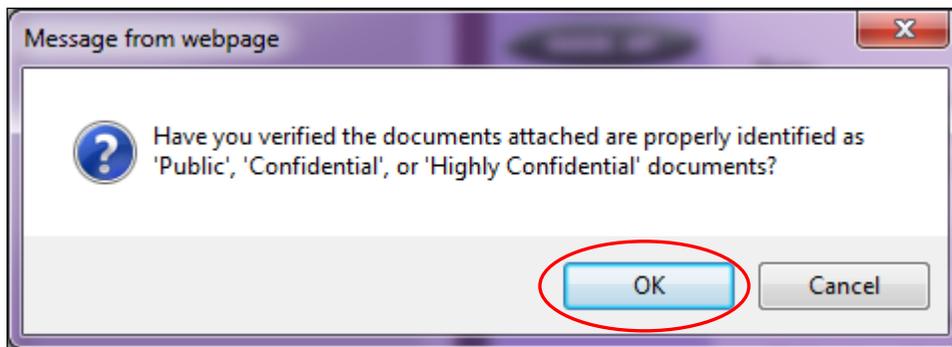
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4. Click the **'Done with Attach'** button after all the attachments have been uploaded.



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



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

17. Click the **'Service List'** button to continue to the *Subscriber Input Screen* to set up the service list for the new case.
- *The purpose of the service list is to provide contact information about the attorney who is representing the company in the matter so they will receive information pertaining to the case.*
 - *All service list members will receive notification of all filings submitted in the case.*

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

Buttons: Service List, Attach, Exit

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On the *Subscriber Input Screen*, under '**Name of Party**', complete the following:

18. 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.*
19. 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.*
20. Click the '**Add**' button to add the user to the service list.
21. Repeat steps 22-24 until all parties have been added to the service list.

The screenshot shows the 'Subscriber Input Screen' with the following fields and controls:

- * Required Fields**
- Name of Party**
- * Company Name**: Power Town Electric-Investor(Electric) ▼
- * User Name**: Edison John ▼
- Red text: (User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)
- Buttons: Add (circled in red), Continue, Clear

22. After all service list members have been added, click the '**Continue**' button to return to the *New Case Filing* screen.

The screenshot shows the 'Subscriber Input Screen' with the following fields and controls:

- * Required Fields**
- Name of Party**
- * Company Name**: Select ▼
- * User Name**: Select ▼
- Red text: (User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)
- Buttons: Add, Continue (circled in red), Clear

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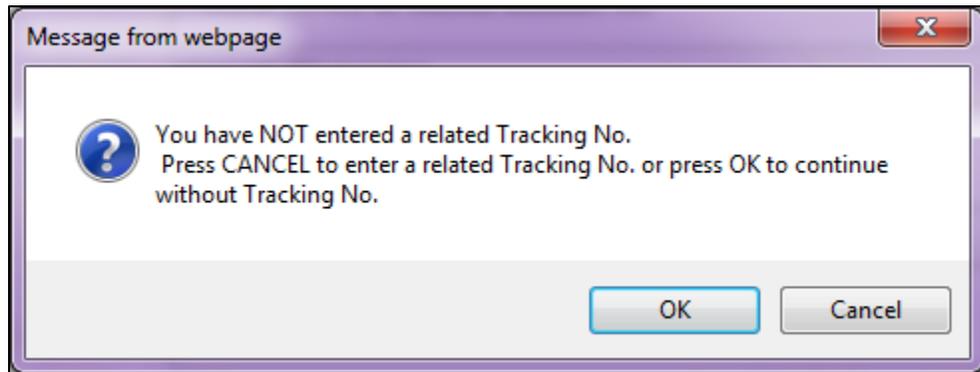
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On the *New Case Filing* screen, scroll down to the bottom of the screen to proceed.

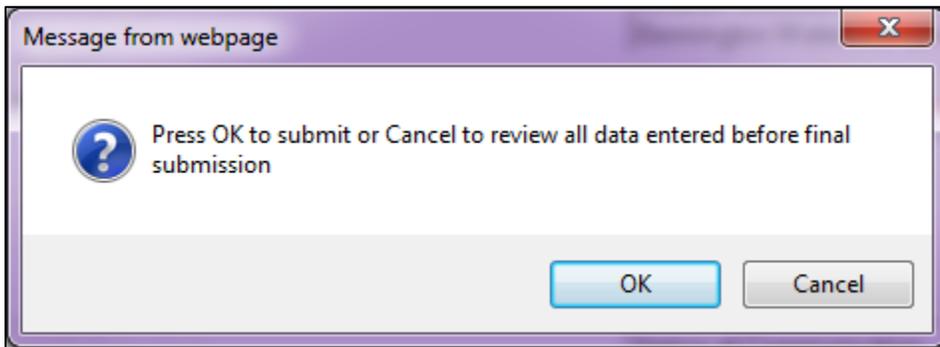
23. To finalize the submission, click the **'Submit'** button.

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

24. 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, select **'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'**



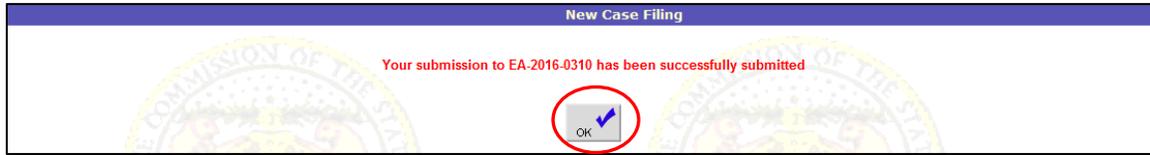
25. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button to make changes to the submission.



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26. A submission conformation message will appear on the screen.
27. 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.