# Missouri Public Service Commission
## EFIS – *Submit New Tariff*

To submit a new tariff:

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



4. On the *Tariff Submission* screen, select the '**Submit New Tariff**' link to continue to the *Submit New Tariff* screen.

On the *Submit New Tariff* screen, complete the following steps:

5.  In the '**Utility Type**' drop-down list, select the type of utility.
6.  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.*

7.  In the '**PSC MO No.**' field, input the PSC MO number.
    - *Only one PSC MO number may be included for each tariff submission. Changes to multiple PSC MO numbers require a separate tariff submission for each.*

8.  In the '**Does this submission relate…**' field, input any related Commission case number(s). If there are no related case number(s), skip to the next step.
9.  In the '**Tariff Title**' field, input the title of the tariff.
10. In the '**Cite for Commission Authority**' field, input any applicable rule or statute. If unknown or not applicable, input 'N/A'.
11. In the '**Purpose of Filing**' field, input a brief description of the proposed tariff and the effect of the tariff.

Under **Please indicate the type of tariff and appropriate dates**, complete the following steps:

12. In the '**Type of Tariff**' drop-down list, select the applicable type of tariff.
13. In the '**Issue Date**' field, this date will auto-populate as the current date.
14. In the '**Calculated effective date based on type of tariff**' field, this date will auto-populate depending on the type of tariff selected above.
15. In the '**Requested effective date**' field, select the calendar icon to select or input the correct date if the calculate effective date is not the applicable date.
    - *The user may request any date that is later than Calculated Effective Date. If the date selected is less than the requested effective date, the following warning message will be displayed.*
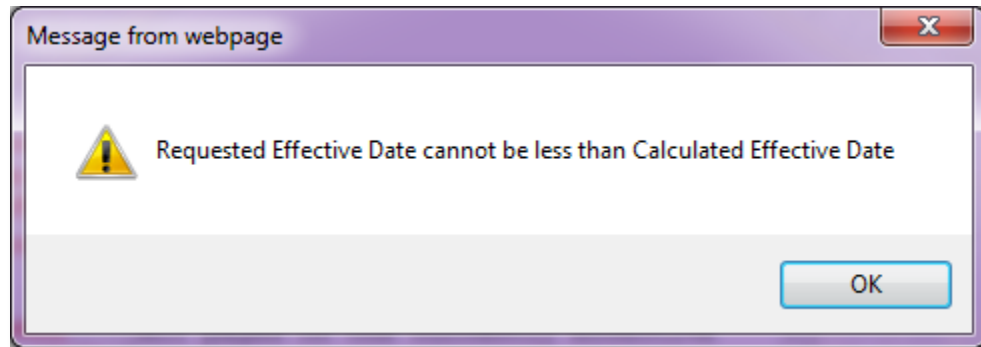


16. Click on the '**Continue**' button to continue to the *Filing/Submission – Attachment(s)* screen.

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 the submission is a case related submission and 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.*

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.

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.*

...idential'. Documents may only be desig... en filed.

| Delete | Attachments | Security Level |
|--------|-------------|----------------|
| ☐ | 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.)
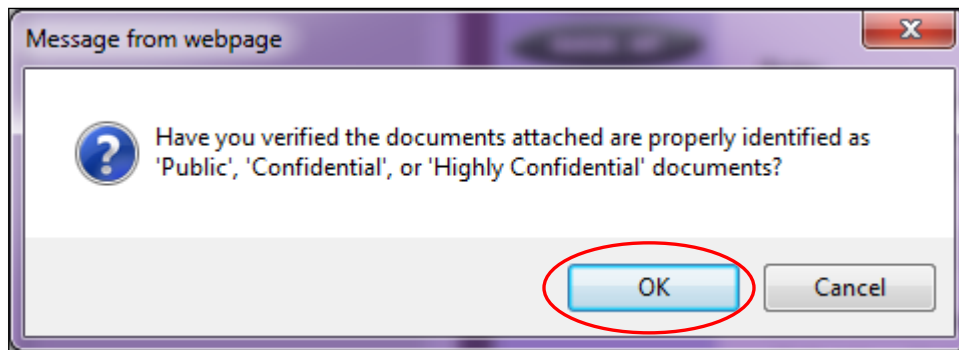
Message from webpage

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

OK | Cancel

On the *Submit New Tariff* screen, scroll down to the bottom of the screen to proceed.

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



23. If a related case number was not entered earlier, the following message will display.
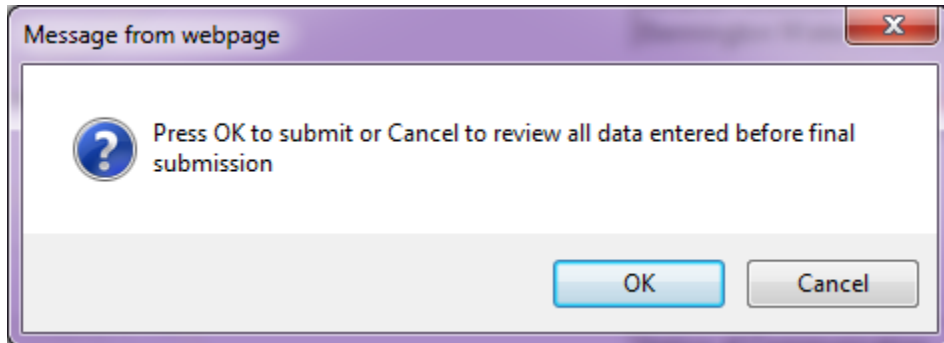    a. If there is a related case number to add, select '**Cancel**' and enter the related case number in the '**Does this submission relate to an existing case?...**' field.
    b. If there is not a related case number, click '**OK**'.
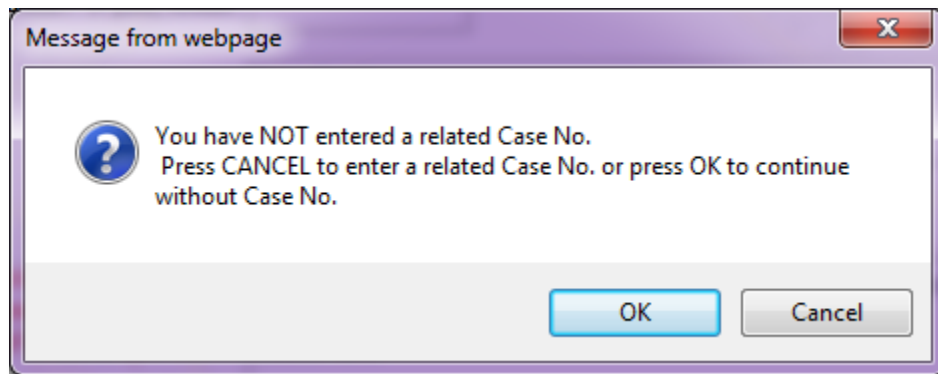
24. Click the '**OK**' button to submit the filing, or click the '**Cancel**' button to make changes to the submission.



25. A submission confirmation message will appear on the screen.
26. Click the '**OK**' button to return to the *Tariff Submission* screen.



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