

# Missouri Public Service Commission

## EFIS – Submit Notice of Communication (4 CSR 240-4)

Filing a Notice of Communication will cause the filing to be submitted in all **open** cases in which the referenced company is participating.

Making the Submission:

1. Log on to EFIS.
2. Click the **'Filing/Submission'** menu option
3. Select the **'Existing Case'** link.



On the 'Existing Case Filing' screen, complete the following steps.

4. In the **'Case No.'** field, input the existing case number.
5. In the **'Type of Filing/Submission'** field, select **'Notice of Communication'**.
6. In the **'Filing on behalf of'** field, select the appropriate company from the drop down list.
  - *Press and hold the 'Ctrl' button on the keyboard to select multiple companies from the list.*



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For PSC employees only (Non-PSC employees may skip to the next step.):

In the 'Companies Referenced' drop down list, select the company that is the subject of the Notice of Communication.

- The notice will be filed in each open case where the referenced company is the subject of the case or in which the referenced company is participating.
- Press and hold the 'Ctrl' button on the keyboard to select multiple companies from the list.
- Companies may be registered in EFIS under multiple utility types. Be sure to select all applicable registrations.

(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-2012-0281

Style of Case In the Matter of the Application of Union Electric Company d/b/a Ameren Missouri for Permission and Approval and a Certificate of Public Convenience and Necessity Authorizing it to Construct, Install, Own, Operate, Maintain and Otherwise Control and Manage A Utility Waste Landfill and Related Facilities at its Labadie Energy Center

\* Type of Filing/Submission Notice of Communication

\* 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)

\* Companies Referenced (This filing will be made in all open cases pertaining to the company or companies selected here) Access Fiber Group, Inc. -IXC(Telephone)  
1 800 Collect, Inc.-IXC(Telephone)  
1010 123 Americatel-IXC(Telephone)

7. In the 'Enter related case number(s) and/or tracking number(s)' field, input any associated case number or tracking number. Tab out of this field. The case number/tracking number will be added to the 'Selected Tracking Nos.' field.
  - Related tracking numbers and case numbers can be removed before the submission is finalized by clicking the 'Remove' button which appears next to the 'Selected Tracking Nos.' field.
8. In the 'Title of Filing/Submission', input the title as it appears on the notice.
  - (PSC employees - Please include the name of the Commission or Staff employee who is the subject of the notice.
9. In the 'Clear and Concise Statement of Relief Requested' field, input a statement of relief, if applicable. If not applicable, enter 'N/A'
10. In the 'Indicate Cite for Commission Authority' field, input the commission authority. If not applicable, enter 'N/A'.

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11. In the 'Is the Filing/Submission to meet a scheduled deadline for today?' field, select 'yes' or 'no'.
12. Determine whether the submission is in response to a previous filing.
  - a. If yes, click the 'Yes' button.
    - i. This will open a screen containing a list of the filings for the case. Select the applicable filing(s) from the list provided and click the 'Continue' button.
  - b. If no, skip to the next step.

Is this a Response to Previous Filing in this case?

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"/>	7/15/2016 2:13:44 PM	1	Application for CCN and Request for Waiver	Summit Natural Gas of Missouri, Inc.-Investor(Gas)
<input checked="" type="checkbox"/>	7/19/2016 2:43:21 PM	2	Order Directing Notice and Setting Intervention Deadline	Commission-(All)

13. Click the 'Continue' button to proceed to the attachment screen.

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?

Sl.No.	Attachment(s)	Security Level
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On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

14. Click the **'Browse'** button to select the document(s) for attaching.

**Note:** File names and file paths cannot include special characters (%'&^\*#@) except underscores and hyphens.

15. Under the **'Select Document Security from the following'** section, select the applicable radio button for the document's security level.

**Note:** It is the filer's responsibility to denote the correct security level on every document.

16. Click the **'Attach'** button to attach the document.

**Note:** Multiple attachments may 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:** It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly 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 the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

**Attachment Process:**  
1: Click Browse to select the document from your local/Network drive or type the path to the document.  
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.  
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).  
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

**Note:** The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf Browse...

Select Document Security from the following:  
 Public  Highly Confidential  Proprietary

Attach Done with Attach Delete

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

**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.

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**Attachment Process:**

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
- 2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
- 4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

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

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

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

Attach Done with Attach Delete

18. After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the submission screen.

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK Cancel

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Scroll down to the bottom of the screen to proceed.

19. Click the **'Submit'** button to submit the Notice of Communication.

**Existing Case Filing**

In the Matter of the Application of Union Electric Company d/b/a Ameren Missouri for Permission and Approval and a Certificate of Public Convenience and Necessity Authorizing it to Construct, Install, Own, Operate, Maintain and Otherwise Control and Manage A Utility Waste Landfill and Related Facilities at its Labadie Energy Center

Style of Case

\* Type of Filing/Submission: Notice of Communication

\* Testimony Issue: Select

Testimony Sub Issue1: Select

\* Testimony Sub Issue2: Select

\* Filing on behalf of: Entergy Arkansas, Inc.-Investor(Electric)

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: Notice of Communication - Commissioner George Brown

\* Clear and Concise Statement of Relief Requested: Notice of Communication

\* Indicate Cite for Commission Authority: 4 CSR 240-4.020

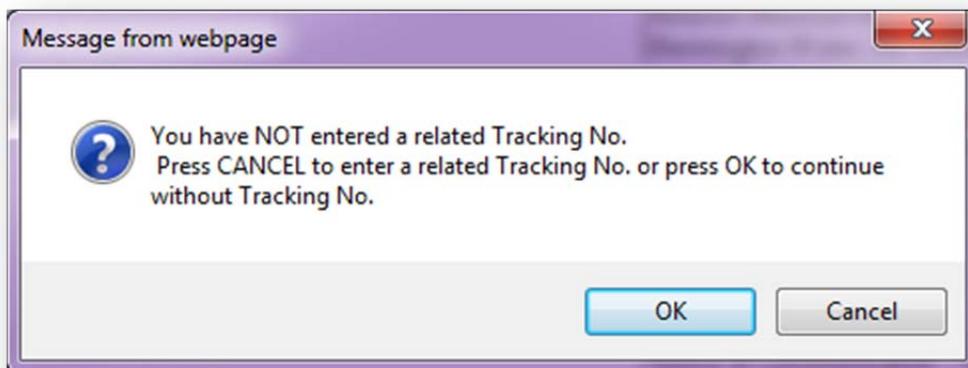
Is this Filing/Submission to meet a scheduled deadline for today?  Yes  No

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

Sl.No.	Attachment(s)	Security Level
1	<a href="#">test.pdf</a>	Public

Submit Attach Exit

20. If a related tracking number has not been entered, a message will display. Click the **'OK'** button to proceed or the **'Cancel'** to return to the submission screen to enter the related tracking number.

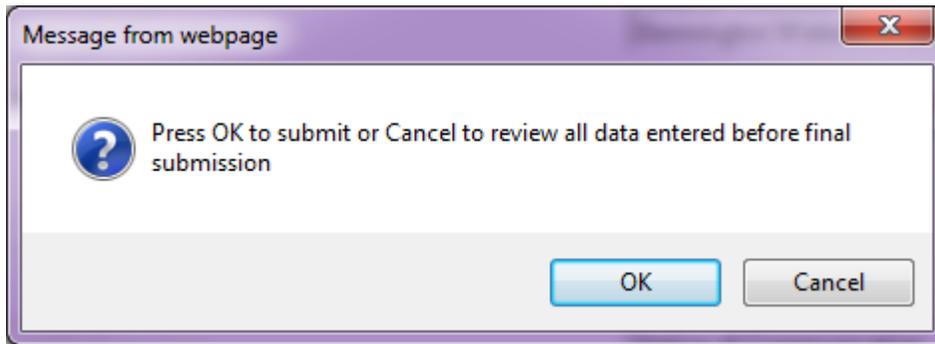


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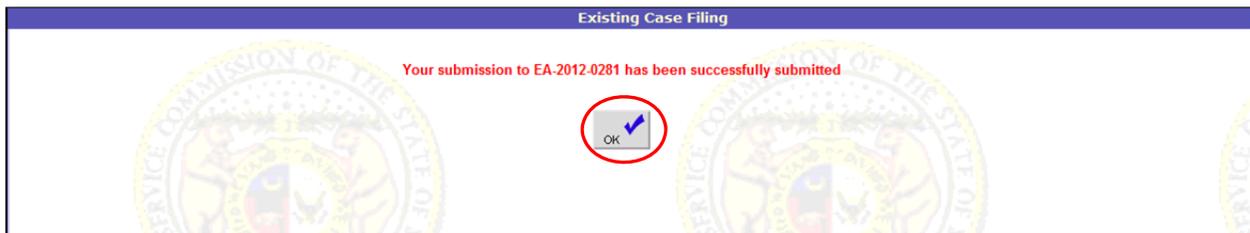
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21. Click the **'OK'** button to submit the filing, or click **'Cancel'** if changes need to be made.



A confirmation screen with the case number will appear.

22. Click the **'OK'** button to return to the Filing/Submission screen.



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An e-mail will be sent from EFIS messenger to all parties indicating which cases the Notice of Communication was filed in.

Sample Email Notification

**From:** EFIS Messenger

**Sent:** Monday, November 19, 2012 3:33 PM

**To:** (Everyone on the certified and subscriber service list for all cases involved, all staff assigned to the cases involved, other PSC staff as indicated by EFIS workflow)

**Subject:** Notification For Case(s): TA-2013-0011, TA-2013-0010

\*\*\*\* Please do not reply to EFIS Messenger. Replies to this computer generated e-mail are routed to an unmonitored mailbox. \*\*\*\*

**Notice a submission in TA-2013-0011, TA-2013-0010**

**Title of Submission:** Notice of Communication

**Style of Case:** In the Matter of the Application of Birch Telecom of Missouri, Inc. for Approval of ...

**Company Name(s):** Commission-(All) or MO PSC Staff (All)

**Companies Referenced:** Birch Telecom of Missouri, Inc. – CLEC (Telephone), Birch Telecom of Missouri, Inc. – IXC (Telephone)

**Type of Filing:** Notice of Communication

**Date Filed:** 11/19/2012 **Time:** 3:32:50 PM

**Please be advised that the Commission reserves the right to refuse or reject filings that contain deficiencies.**

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).