

Missouri Public Service Commission

EFIS – Submit Replacement Tariff

To replace a currently effective tariff in its entirety:

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.



On the *Tariff Submission* screen, complete the following steps:

4. Select the **'Replace Current Tariff In Its Entirety'** link to continue to the *Replace Current Tariff* screen.



On the *Replace Current Tariff* screen, complete the following steps:

5. In the **'Utility Type'** drop-down list, select the applicable utility type.
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 **'Current PSC MO No.'** field, select the PSC MO number being replaced.
8. In the **'New PSC MO No.'** field, input the new 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.*
9. In the **'Does this submission relate...'** field, input any related Commission case number. If there are no related case number, skip to the next step.
10. In the **'Tariff Title'** field, input the title of the tariff.
11. In the **'Cite for Commission Authority'** field, input any applicable rule or statute.

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12. In the 'Purpose of Filing' field, input a brief description of the proposed tariff and the effect of the tariff.

Replace Current Tariff

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 login 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.

Use this screen when replacing an effective tariff(s) in its entirety with a new tariff.

*** Required Fields**

* Utility Type: Electric

* Company Name: Electric Missouri Inc - Investor(Electric)

* Current PSC MO No. Please specify the effective PSC MO No. (s) being replaced / cancelled: 1, 2

* New PSC MO No. Please specify the new PSC MO No.: 3

Does this submission relate to an existing case? if yes, enter Case No.:

* Tariff Title: Replacement Tariff
(Allows only 250 characters)

Cite for Commission Authority:

* Purpose of Filing: This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers.
replace PSC MO No. 1 in its entirety
(Allows only 500 characters)

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

13. In the 'Type of Tariff' drop-down list, select the applicable type of tariff.
14. In the 'Issue Date' field, this date will auto-populate as the current date.
15. In the 'Calculated effective date based on type of tariff' field, this date will auto-populate depending on the type of tariff selected above.
16. 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.*
17. Click the 'Continue' button to continue the *Filing/Submission – Attachment(s)* screen.

Please indicate the type of tariff and appropriate dates

* Type of Tariff: 45 Days

Issue Date: 07/27/2016

Calculated effective date based on type of tariff: 08/10/2016

* Requested effective date as it appears on the tariff page(s): 09/15/2016

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

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

18. 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.*

19. 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.*

20. 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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21. 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.

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

22. 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 *Replace Current Tariff* screen, scroll down to the bottom of the screen to proceed.

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

Replace Current Tariff

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.

Use this screen when replacing an effective tariff(s) in its entirety with a new tariff.

*** Required Fields**

*** Utility Type** Electric

*** Company Name** Electric Missouri, Inc.-Investor(Electric)

*** Current PSC MO No. (s) being replaced / cancelled.** 1
2

*** New PSC MO No. Please specify the new PSC MO No.** 3

Does this submission relate to an existing case? if yes, enter Case No.

*** Tariff Title** Replacement Tariff
(Allows only 250 characters)

Cite for Commission Authority

*** Purpose of Filing:** This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers.
replace PSC MO No. 1 in its entirety
(Allows only 500 characters)

Please indicate the type of tariff and appropriate dates

*** Type of Tariff** 45-Days

Issue Date 07/27/2016

Calculated effective date based on type of tariff 09/10/2016

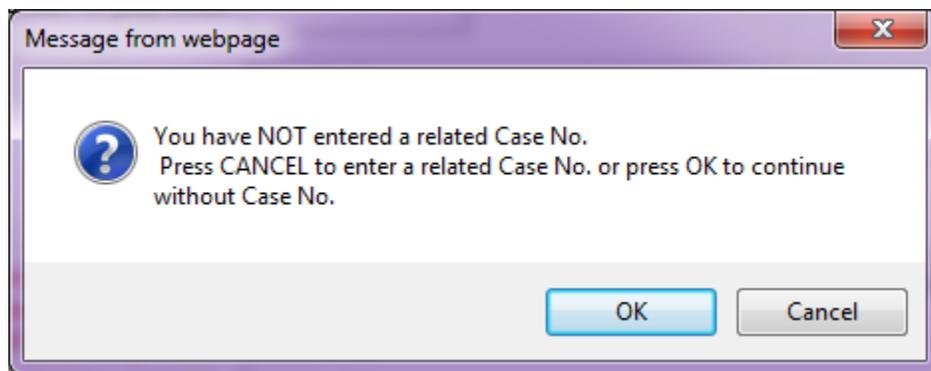
*** Requested effective date as it appears on the tariff page(s)** 09/15/2016

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

Submit Attach Exit

24. If a related case number was not entered earlier, the following message will display.

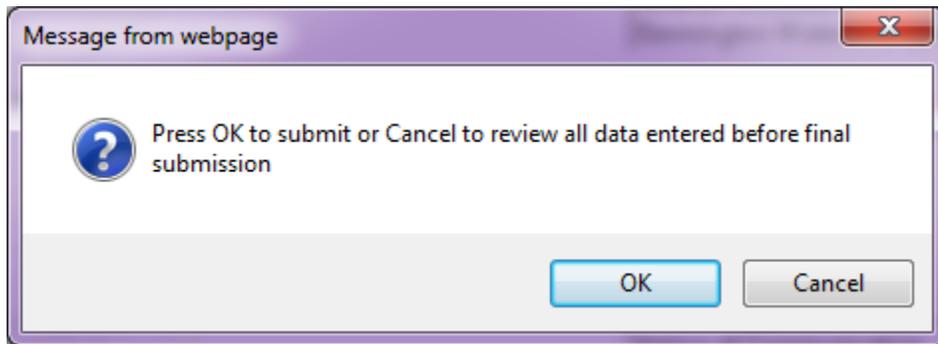
- If there is a related case or tracking number to add, click **'Cancel'** and enter the related case/tracking number in the **'Does this submission relate...'** field.
- If there is not a related case or tracking number, click **'OK'**.



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



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