

Missouri Public Service Commission

EFIS – Submit Supplemental Annual Report or Supplemental Extensions

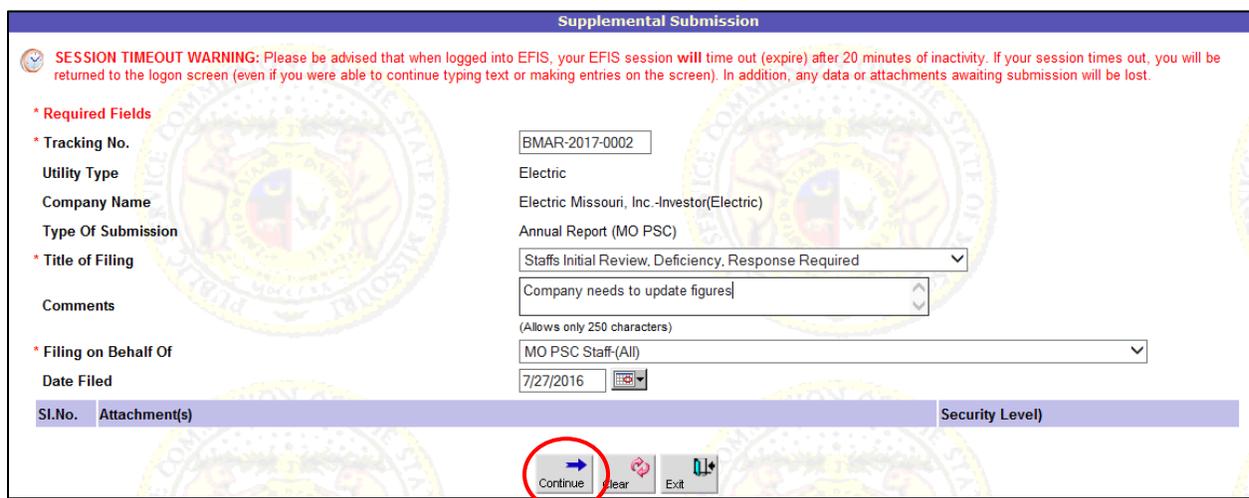
To file a Supplemental Annual Report submission or a supplemental Annual Report Extension submission:

1. Log into EFIS.
2. From the 'Welcome' screen click the '**Filing/Submission**' menu option.
3. Select the '**Non-Case Related Supplemental Submission**' link to continue to the *Supplemental Submission* screen.



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

4. In the '**Tracking No.**' field, input the 'BMAR' (for Annual Reports) or 'BARE' (for Annual Report Extensions) Tracking Number from the original submission.
5. The following fields will auto-populate after the tracking number has been inputted.
 - a. '**Utility Type**'
 - b. '**Company Name**'
 - c. '**Type of Submission**'
6. In the '**Title of Filing**' drop-down list, select the most appropriate option.
7. In the '**Comments**' field, input any comments, if desired.
8. In the '**Filing on Behalf Of**' field, select the company for which you are filing the report.
 - *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.*
9. Click the '**Continue**' button to continue to the *Filing/Submission – Attachment(s)* screen.



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

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10. 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.*

11. 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.*

12. 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

13. 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...

idential'. Documents may only be design
on filed.

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.

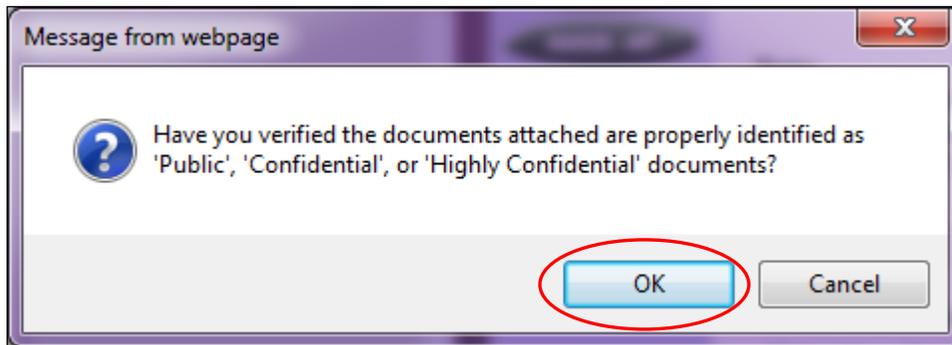
Delete	Attachments	Security Level
<input type="checkbox"/>	test doc.pdf	Public

Attach Done with Attach Delete

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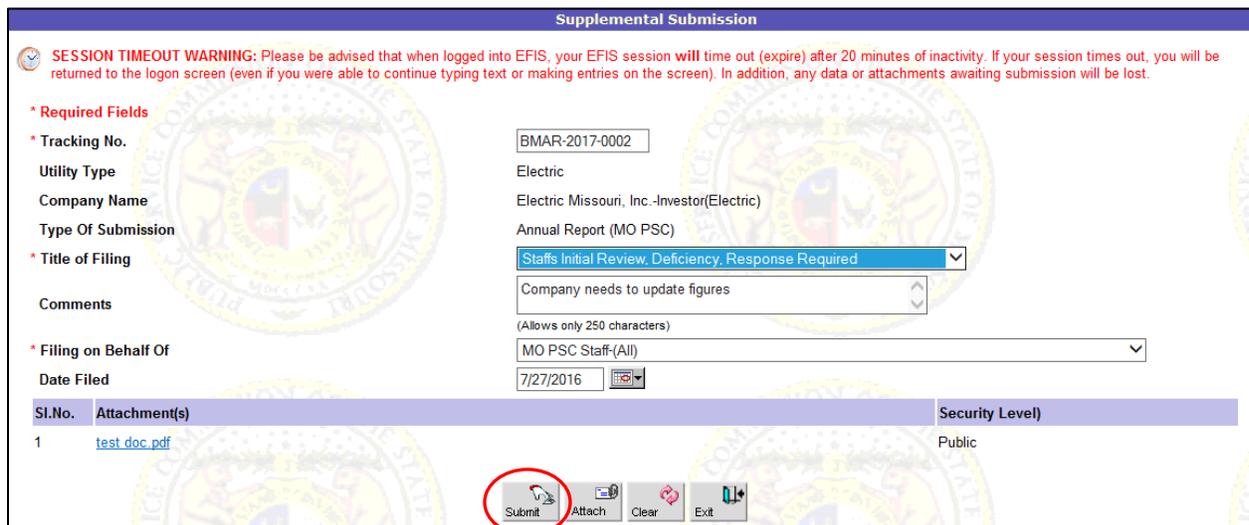
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14. Verify that the security level of the attachment(s) is correct by clicking the 'OK' button. (If not correct, click 'Cancel' to make corrections.)



On the *Supplemental Submission* screen, scroll down to the bottom of the screen to proceed.

15. To finalize the submission, click the 'Submit' button.



Supplemental Submission

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

* Tracking No.

Utility Type

Company Name

Type Of Submission

* Title of Filing

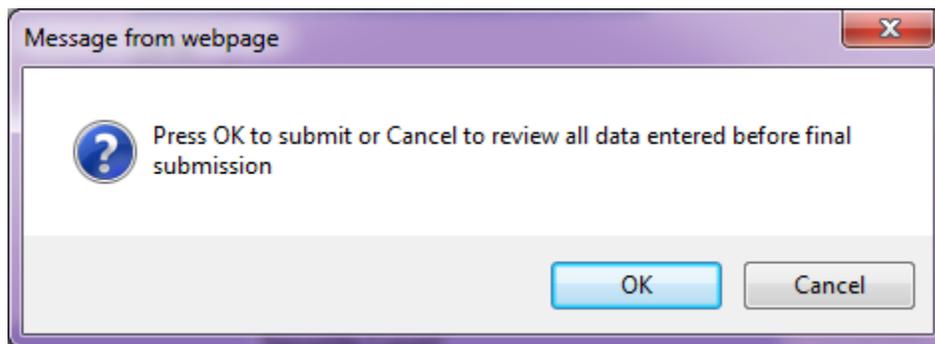
Comments
(Allows only 250 characters)

* Filing on Behalf Of

Date Filed

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

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



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17. A submission confirmation message will appear on the screen.
18. 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.