

Missouri Public Service Commission

EFIS – Submit Tariff Revision

To submit a tariff revision:

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 **'Revise Current Tariff'** link to continue to the *Revise Current Tariff* screen.



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

5. In the **'Utility Type'** drop-down list, select 'Video'.
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 number of the currently effective tariff that is being revised.
8. In the **'Does this submission relate...'** field, input the applicable case number if this tariff filing is related to an existing case.
 - *If the tariff is related to a case, the tariff needs to be filed in a case prior to submitting as tariff filing.*
9. In the **'Cite for Commission Authority'** field, input any applicable rule or statute. If unknown or not applicable, input 'N/A'.
10. In the **'Purpose of Filing'** field, input a brief description of the proposed changes to the tariff.
11. In the **'Details of Revisions'** field, input the specific pages/sheets being revised.

Revise 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.

*** Required Fields**

*** Utility Type**

*** Company Name**

*** PSC MO No.** 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.

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

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.
(Allows only 500 characters)

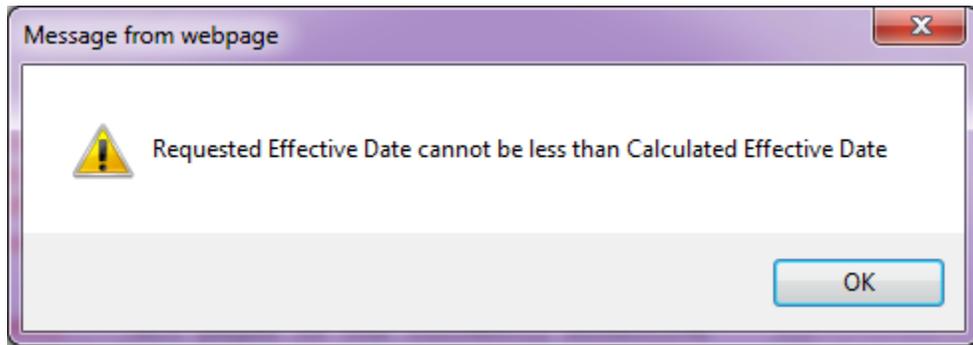
*** Details of Revision** List specific page(s) / sheet(s) being revised (e.g., 1st rs replacing org p 1, 5 and 12-69)
(Allows only 500 characters)

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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.

Please indicate the type of tariff and appropriate dates		
* Type of Tariff		10-Days ▾
Issue Date		07/29/2016
Calculated effective date based on type of tariff		08/08/2016
* Requested effective date as it appears on the tariff page(s)		08/10/2016

Sl.No.	Attachment(s)	Security Level

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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.*

Filing/Submission - Attachment(s)

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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

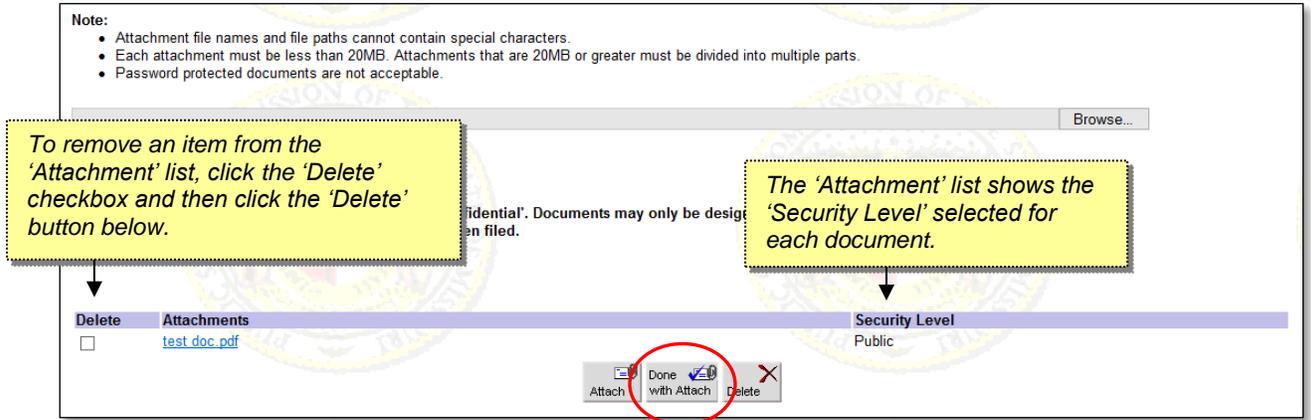
Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Attach Done with Attach Delete

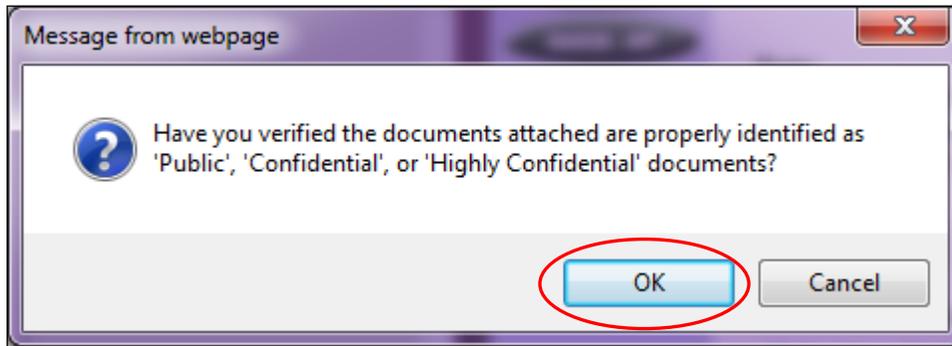
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20. Click the **'Done with Attach'** button after all the attachments have been uploaded.



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.)



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On the *Revise Current Tariff* screen, scroll down to the bottom of the screen to proceed.

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

Revise Current Tariff

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*** Required Fields**

*** Utility Type**

*** Company Name**

*** PSC MO No.** 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.

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

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.
(Allows only 500 characters)

*** Details of Revision** List specific page(s) / sheet(s) being revised (e.g., 1st rs replacing org p 1, 5 and 12-69)
(Allows only 500 characters)

Please indicate the type of tariff and appropriate dates

*** Type of Tariff**

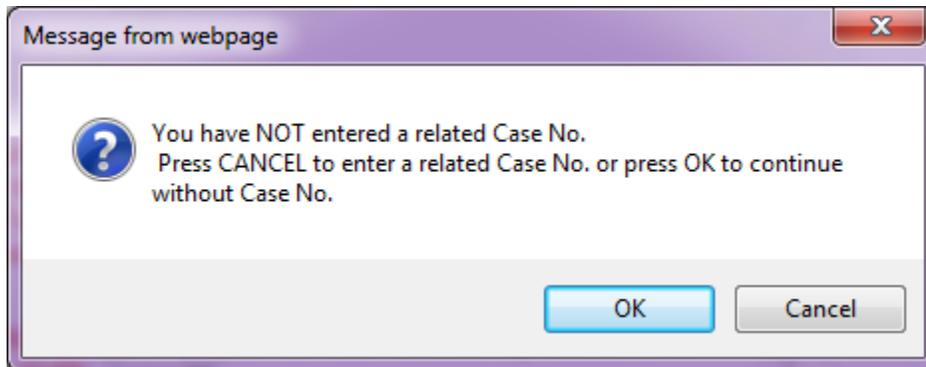
Issue Date

Calculated effective date based on type of tariff

*** Requested effective date as it appears on the tariff page(s)**

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

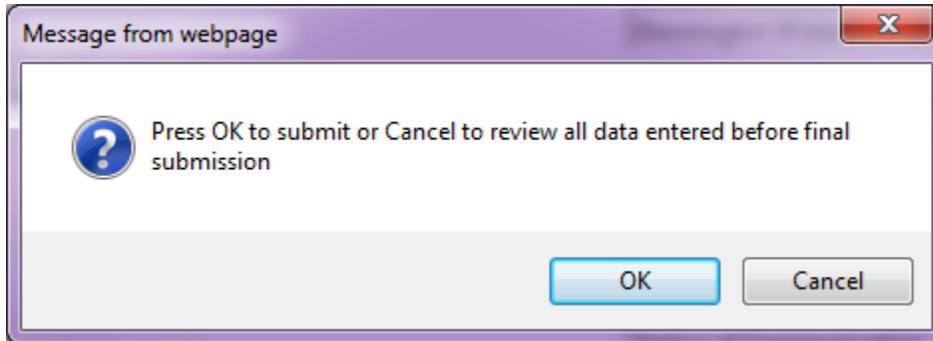
23. If a related case number was not entered earlier, the following message will display.
- If there is a related case number to add, select **'Cancel'** and enter the related case number in the **'Does this submission relate to an existing case?...'** field.
 - If there is not a related case number, click **'OK'**.



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24. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button 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.