

# Missouri Public Service Commission

## EFIS – *Subscribe to Receive Notifications of Case Filings*

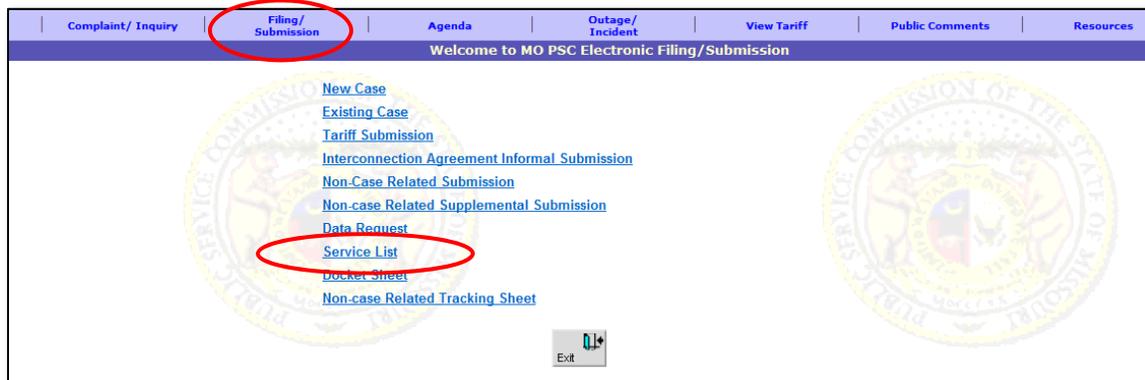
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### IMPORTANT:

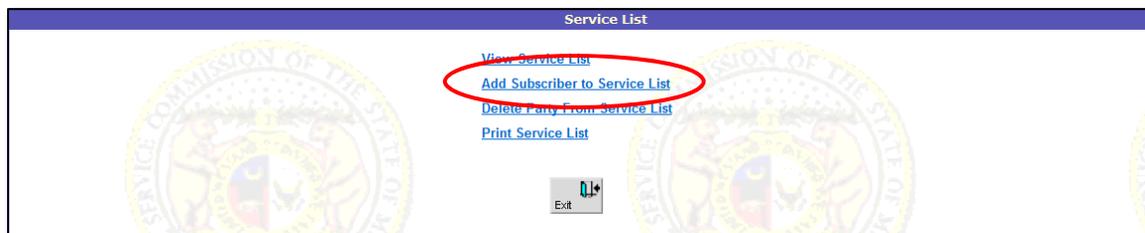
- Before proceeding, individuals **MUST have an EFIS user ID**. To obtain an ID, follow the instructions under the [Creating a User ID & Password](#) HELP topic.
  - Individuals MUST also **link their User ID's to the contact list** for the company, agency, or group that they represent in an official capacity. **Individuals not affiliated with a company** in an official capacity must still create a company registration, but they will register their name as the company. Follow the instructions under the [Registering a Company](#) and [Adding Company Contacts](#) HELP topics.
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To subscribe to a Commission case to receive notification of case filings:

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



4. On the *Service List* screen, select the **'Add Subscriber to Service List'** link to continue to the *Add/Edit Subscriber to Service List* screen.



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On the *Add/Edit Subscriber to Service List* screen, complete the following steps:

- In the **'Case No.'** field, input the applicable case number.
- In the **'Utility Type'** drop-down list, select the applicable utility type.
- In the **'Company Name'** drop-down list, select the applicable company.
  - This list will only include those companies for which the user has been designated as a contact. 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.
- In the **'User Name'** drop-down list, select the applicable user's name.
  - This list will only include individuals who have been designated as a contact for the company. If the user who should be designated to receive the information is not listed, please contact the company's Official Representative and ask them to add that user as a contact; or notify the Data Center.
- Click the **'Add'** button.

The screenshot shows the 'Add/Edit Subscriber to Service List' form. The 'Add' button at the bottom is circled in red. The form includes fields for Case No., Utility Type, Company Name, and User Name, along with a table of subscribers.

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext.
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

The user has been added to the subscriber's service list for notification. ↓

The screenshot shows the 'Add/Edit Subscriber to Service List' form after the user has been added. The 'Add' button is circled in red, and the entry for 'Doe Electric Cooperative, Inc. Doe John' is highlighted in the table.

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Doe Electric Cooperative, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext.
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext.
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

For additional assistance, please contact the Data Center at 573-751-7496 or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).