

# Missouri Public Service Commission

## EFIS – Suspend or Expedite Tariffs

Request to suspend or expedite tariffs require Commission approval; therefore requests to suspend or expedite tariffs must be filed in docketed cases.

### Option 1

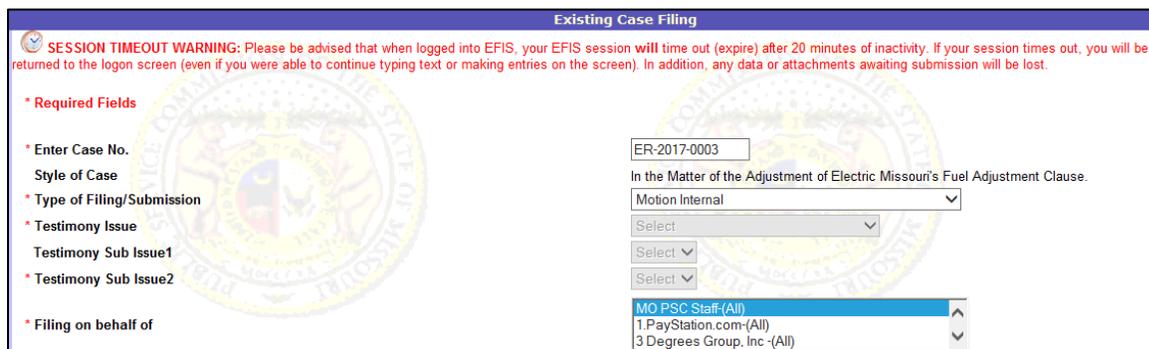
Use Option 1 if the tariff being suspended or expedited is already filed in a pending matter/case before the Commission.

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



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

4. In the **'Enter Case No.'** field, input the applicable case number.
5. The **'Style of Case'** will auto populate.
6. In the **'Type of Filing/Submission'** drop-down list, select the applicable **'Motion...'**.
7. In the **'Filing on Behalf of'** drop-down list, select the applicable company.
  - a. *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.*
  - b. *To select more than one company, press and hold the **'Ctrl'** button on the keyboard and select the next company from the drop-down list.*



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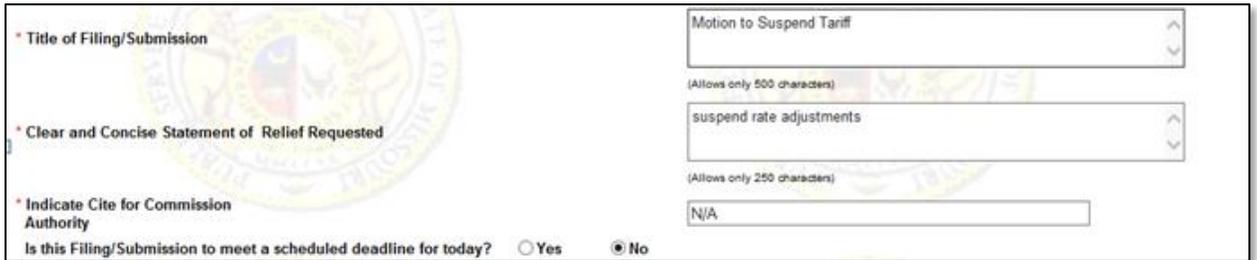
8. In the 'Enter related case number(s) and/or tracking number(s)' field, input any related Commission case or tracking number(s). If there are no related case or tracking numbers, skip to the next step.
  - a. After entering a related case or tracking number, tab out of the field.
  - b. After tabbing, any referenced case or tracking numbers will appear in the 'Selected Tracking Nos.' box.
  - c. A 'Remove' button will appear once a case or tracking number is listed in the 'Selected Tracking Nos.' box.
    - i. If an incorrect number was entered, click the 'Remove' button to remove the incorrect number and enter the correct number in the 'Enter related case number(s) and/or tracking number(s)' field.



Enter related case number(s) and/or tracking number(s) [Tab out to enter multiple case/tracking numbers ]

Selected Tracking Nos. YE-2017-0004 Remove

9. In the 'Title of Filing/Submission' field, input either 'Motion to Expedite Tariff' or 'Motion to Suspend Tariff' as it appears on the pleading.
10. In the 'Clear and Concise Statement of Relief Requested' field, input a statement of relief. If unknown or not applicable, input 'N/A'.
11. In the 'Indicate Cite for Commission Authority' field, input any applicable rule or statute. If unknown or not applicable, input 'N/A'.



\* Title of Filing/Submission Motion to Suspend Tariff (Allows only 500 characters)

\* Clear and Concise Statement of Relief Requested suspend rate adjustments (Allows only 250 characters)

\* Indicate Cite for Commission Authority N/A

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

12. Indicate whether the filing or submission is meeting a deadline for today by clicking the 'Yes' or the 'No' radio button.
13. Answer whether the filing in response to a previously submitted filing for the case.
  - a. If **no**, skip to the next step.
  - b. If **yes**, select the 'Yes' button.



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

- i. A list of all previously filings will display.
- ii. Select the document or documents in which this filing is a response by clicking the check box in front of the filing (select up to three filings).
- iii. Click the 'Continue' button to continue to the *Existing Case Filing* screen.

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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"/>	3/11/2014 12:39:35 PM	1	Formal Complaint (P)	David L. Biersmith, Sr.-(All)
<input checked="" type="checkbox"/>	3/13/2014 11:21:39 AM	2	Notice of Small Complaint and Order Directing Staff to Investigate and File a Report	Commission-(All)
<input type="checkbox"/>	3/13/2014 11:43:49 AM	3	Entry of Appearance	Kansas City Power & Light Company-Investor(Electric)
<input type="checkbox"/>	3/21/2014 1:44:45 PM	4	Certified Mail Receipt	Kansas City Power & Light Company-Investor(Electric)
<input type="checkbox"/>	4/14/2014 4:31:11 PM	5	Answer and Motion to Dismiss of Kansas City Power & Light Company	Kansas City Power & Light Company-Investor(Electric)
<input checked="" type="checkbox"/>	4/16/2014 3:41:15 PM	6	Notice of Communication - Commissioner Rupp	Commission-(All)
<input type="checkbox"/>	4/16/2014 3:41:16 PM	7	Notice of communication	Commission-(All)

14. On the *Existing Case Filing* screen, click the '**Continue**' button to continue to the next screen.

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

Sl.No.	Attachment(s)	Security Level
1	<a href="#">test document 10.pdf</a>	Public

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

15. 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.*
  
16. 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.*
  
17. 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.*

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## EFIS – Suspend or Expedite Tariffs

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

18. 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.

H:\test doc.pdf Browse...

*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

19. 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 *Existing Case Filing* screen, scroll down to the bottom of the screen to proceed.

20. To finalize the submission, click the **‘Submit’** button.

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?  Yes  No

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

21. Click the **‘OK’** button to submit the filing, or click the **‘Cancel’** button to make changes to the submission.

Message from webpage

Press **OK** to submit or **Cancel** to review all data entered before final submission

22. A submission confirmation message will appear on the screen.

23. Click the **‘OK’** button to return to the *Filing/Submission* screen.

Existing Case Filing

Your submission to ER-2017-0003 has been successfully submitted

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## EFIS – Suspend or Expedite Tariffs

### Option 2

Use Option 2 if the tariff being suspended or expedited is not already associated with a case.

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 the **'Motion to Suspend/Expedite'** link to continue to the *New Case Filing* screen.



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On the *New Case Filing* screen, complete the following steps:

5. In the **'Utility Type'** drop-down list, select the applicable utility type.
6. In the **'Type of Filing/Submission'** drop-down list, select the applicable 'Motion...'.
7. In the **'Type of Case'** drop-down list, select 'Tariff 'Formal''.
8. In the **'Filing on Behalf of'** drop-down list, select the applicable company. If a company uses a d/b/a name, both the parent company name and the d/b/a name should be selected.
  - *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.*
  - *To select more than one company, press and hold the 'Ctrl' button on the keyboard and select the next company from the drop-down list.*

The screenshot shows the 'New Case Filing' interface. At the top, there is a 'SESSION TIMEOUT WARNING' in red text. Below this, a section titled '\* Required Fields' contains four dropdown menus: 'Utility Type' (set to 'Electric'), 'Type of Filing' (set to 'Motion Internal'), 'Type of Case' (set to 'Tariff - Formal'), and 'Filing on Behalf of' (showing a list of companies including 'MO PSC Staff-(All)', '1.PayStation.com-(All)', and '3 Degrees Group, Inc -(All)').

9. In the **'Enter related case number(s) and/or tracking number(s)'** field, input any related Commission case or tracking number(s). If there are no related case or tracking numbers, skip to the next step.
  - a. After entering a related case or tracking number, tab out of the field.
  - b. After tabbing, any referenced case or tracking numbers will appear in the **'Selected Tracking Nos.'** box.
  - c. A **'Remove'** button will appear once a case or tracking number is listed in the 'Selected Tracking Nos.' box.
    - i. If an incorrect number was entered, click the **'Remove'** button to remove the incorrect number and enter the correct number in the **'Enter related case number(s) and/or tracking number(s)'** field.

The screenshot shows the 'Enter related case number(s) and/or tracking number(s)' field with the value 'JE-2017-0005' entered. To the right of the field is a red tooltip that says '([Tab out to enter multiple case/tracking numbers.]'. Below the field is a box labeled 'Selected Tracking Nos.' which contains the same value 'JE-2017-0005'. A 'Remove' button is visible next to the value in the box.

10. In the **'Style of Case'** field, input the type of case as it appears on the pleading.
11. In the **'Title of Filing/Submission'** field, input either 'Motion to Expedite Tariff' or 'Motion to Suspend Tariff' as it appears on the pleading..
12. In the **'Clear and Concise Statement of Relief Requested'** field, input a statement of relief. If unknown or not applicable, input 'N/A'.
13. In the **'Indicate Cite for Commission Authority'** field, input any applicable rule or statute. If unknown or not applicable, input 'N/A'.
14. Under the **'Data Request Contact Person (Optional)'** section, input the Data Request Contact Person information, if available at the time of filing; if not, skip this step.
15. Click the **'Continue'** button to continue to the *Minimum Filing Requirements* screen.

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## EFIS – Suspend or Expedite Tariffs

Enter related case number(s) and/or tracking number(s)  [Tab out to enter multiple case/tracking numbers.]

Selected Tracking Nos.  

If type of case is CLEC application complete the following 2 fields.

\* Service Area

\* Type of Service Offered  Residential  Business  Prepaid

\* Style of Case   
(Allows only 500 characters)

\* Title of Filing/Submission   
(Allows only 500 characters)

\* Clear and Concise Statement of Relief Requested   
(Allows only 250 characters)

\* Indicate Cite for Commission Authority

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Data Request Contact Person (Optional)

First Name

Middle Initial

Last Name

E-mail Address

SI.No.	Attachment(s)	Security Level
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16. On the *Minimum Filing Requirements* screen, select one of two options:
- Click the **'Continue'** button to certify compliance with all applicable rules and statutes and to continue the *Filing/Submission – Attachment(s)* screen.
  - Click the **'Back'** button to go back to the *New Case Filing* screen to verify the filing is in compliance with all applicable rules and statutes.

**Minimum Filing Requirements**

By clicking 'Continue', the filing party hereby certifies that this submission is in compliance with all applicable Statutes, Rules and Regulations governed by the Commission.

# Missouri Public Service Commission

## EFIS – Suspend or Expedite Tariffs

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

24. 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.*
25. 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.*
26. 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.

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**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

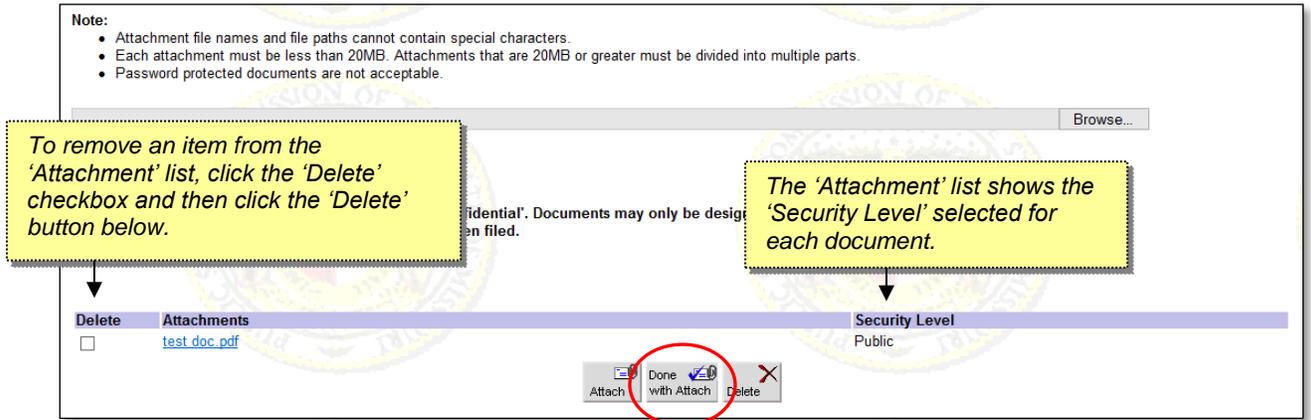
Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Attach Done with Attach Delete

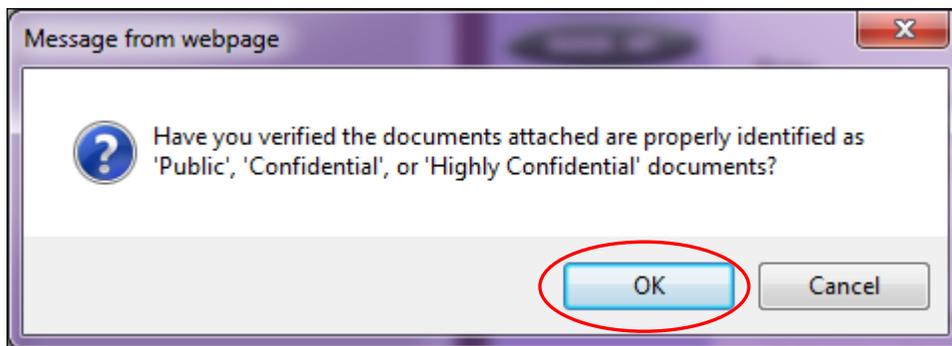
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27. Click the **'Done with Attach'** button after all the attachments have been uploaded.



28. 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 *New Case Filing* screen, scroll down to the bottom of the screen to proceed.

29. Click the **'Service List'** button to continue to the *Subscriber Input Screen* to set up the service list for the new case.

- *The purpose of the service list is to provide contact information about the attorney who is representing the company in the matter so they will receive information pertaining to the case.*
- *All service list members will receive notification of all filings submitted in the case.*

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## EFIS – *Suspend or Expedite Tariffs*

* Style of Case	<input type="text" value="In the Matter of the Suspension of Electric Missouri, Inc.'s Rate Increase"/> <small>(Allows only 500 characters)</small>	
* Title of Filing/Submission	<input type="text" value="Motion to Suspend Tariff"/> <small>(Allows only 500 characters)</small>	
* Clear and Concise Statement of Relief Requested	<input type="text" value="Motion to Suspend Tariff"/> <small>(Allows only 250 characters)</small>	
* Indicate Cite for Commission Authority	<input type="text" value="N/A"/>	
<b>Data Request Contact Person</b> (Optional)		
First Name	<input type="text"/>	
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	
E-mail Address	<input type="text"/>	
<b>Sl.No.</b>	<b>Attachment(s)</b>	<b>Security Level</b>
1	<a href="#">test_doc.pdf</a>	Public
<input type="button" value="Submit"/> <input type="button" value="Service List"/> <input type="button" value="Attach"/> <input type="button" value="Exit"/>		

On the *Subscriber Input Screen*, under '**Name of Party**', complete the following:

30. 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.*
  
31. In the '**User Name**' drop-down list, select the applicable user name.
  - *This list will only list 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.*
  
32. Click the '**Add**' button to add the user to the service list.
33. Repeat steps 30-32 until all parties have been added to the service list.

Subscriber Input Screen

**\* Required Fields**

**Name of Party**

\* Company Name

\* User Name

(User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

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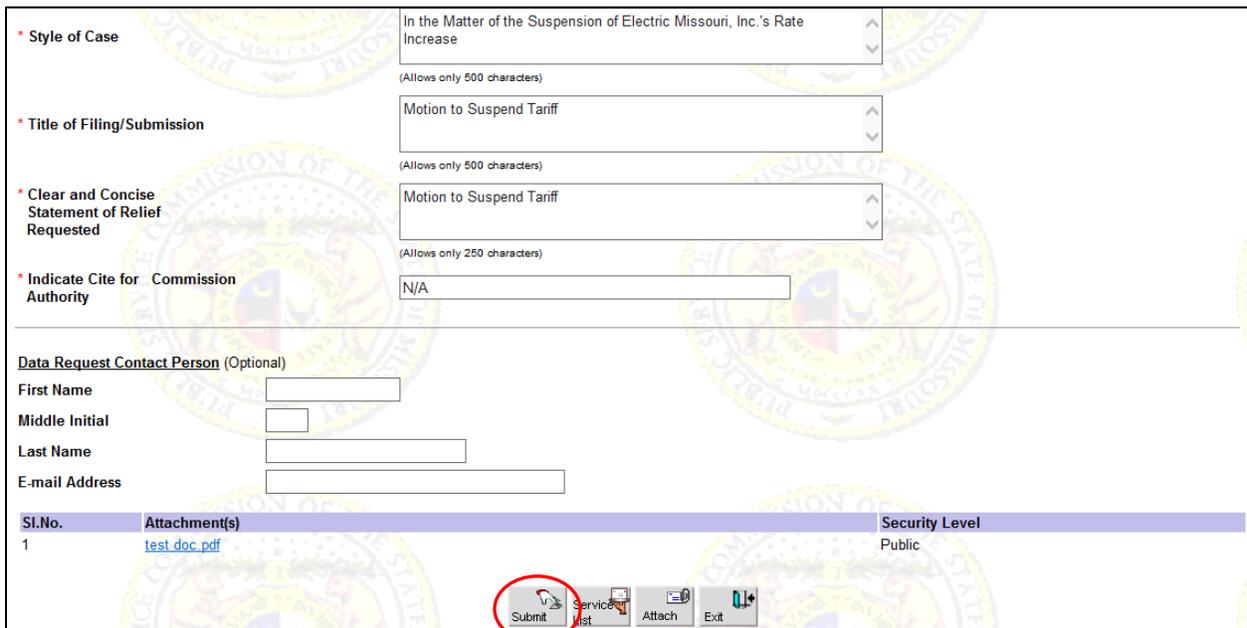
## EFIS – Suspend or Expedite Tariffs

17. After all service list members have been added, click the **'Continue'** button to return to the *New Case Filing* screen..



On the *New Case Filing* screen, scroll down to the bottom of the screen to proceed.

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



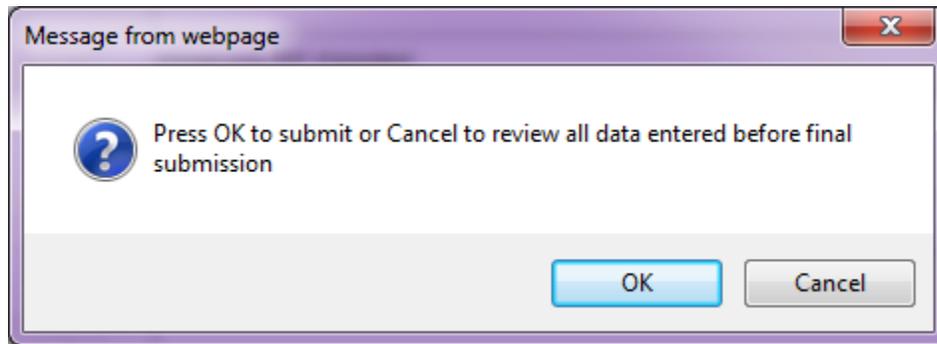
SI.No.	Attachment(s)	Security Level
1	test.doc.pdf	Public

# Missouri Public Service Commission

## EFIS – *Suspend or Expedite Tariffs*

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



20. A submission confirmation message will appear on the screen.  
21. 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](mailto:datacenter@psc.mo.gov).