

Missouri Public Service Commission

EFIS – *Withdraw Pending Tariff or Tariff Sheet(s)*

To withdraw a pending tariff or tariff sheet(s):

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 **'Withdraw Pending Tariff Sheet(s)'** link to continue to the *Withdraw Pending Tariff / Sheet(s)* screen.



Missouri Public Service Commission

EFIS – Withdraw Pending Tariff or Tariff Sheet(s)

On the *Withdraw Pending Tariff / Sheet(s)* screen, complete the following steps:

5. In the **'Tracking No.'** field, input the applicable tracking number.
6. The following fields will auto-fill after the tracking number has been inputted:
 - a. **'Utility Type'**
 - b. **'PSC MO No.'**
 - c. **'Company Name'**
7. In the **'Purpose/Rationale for Withdrawal'** field, input a brief description of the proposed tariff and the effect of the tariff.
8. If the user is withdrawing the entire tariff, check the **'Check to Withdraw Entire Filing for this Tracking Number'** box.
9. In the **'Details for Withdrawing Pending Tariff Sheet(s)'** field, input the specific page(s)/sheet(s) being withdrawn.
10. If the user is attaching a cover letter, click the **'Attach'** button to continue the *Filing/Submission – Attachment(s)* screen.
11. If the user isn't attaching a cover letter, skip to item number 17.

Withdraw Pending Tariff / Sheet(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.

*** Required Fields**

*** Tracking No.**

Utility Type Electric

PSC MO No. 1

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

*** Purpose/Rationale for Withdrawal** 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)

Check to Withdraw Entire Filing for this Tracking Number

*** Details for Withdrawing Pending Tariff Sheet(s)**
(Optional if withdrawing complete pending tariff)
List specific page(s) / sheet(s) being withdrawn
(e.g., w/d 2nd rs p 1, 5 and 12-69)

(Allows only 500 characters)

Sl.No.	Attachment(s)	Security Level
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Missouri Public Service Commission

EFIS – Withdraw Pending Tariff or Tariff Sheet(s)

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

12. 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.*

13. 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.*

14. 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

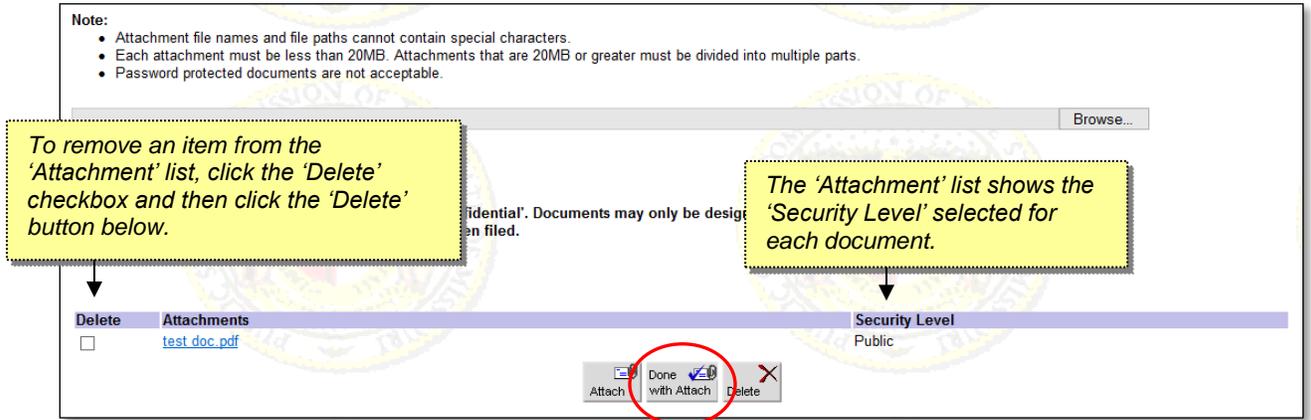
Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Attach Done with Attach Delete

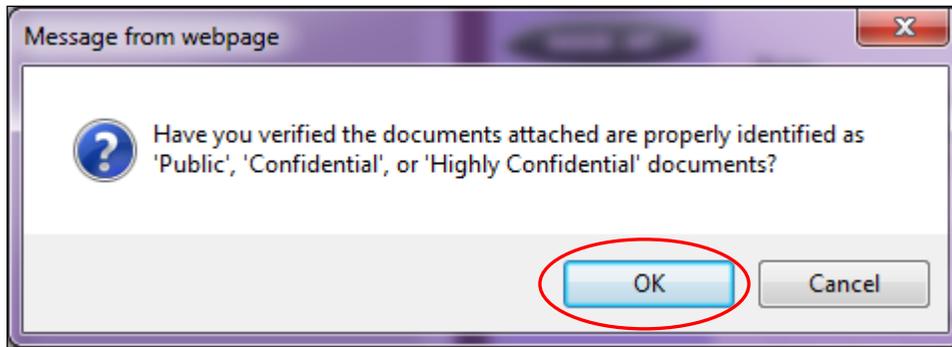
Missouri Public Service Commission

EFIS – Withdraw Pending Tariff or Tariff Sheet(s)

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



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



Missouri Public Service Commission

EFIS – Withdraw Pending Tariff or Tariff Sheet(s)

On the *Withdraw Pending Tariff / Sheet(s)* screen, scroll down to the bottom of the screen to proceed.

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

The screenshot shows the 'Withdraw Pending Tariff / Sheet(s)' web application interface. At the top, there is a 'SESSION TIMEOUT WARNING' in red text. Below this, there are several sections for data entry:

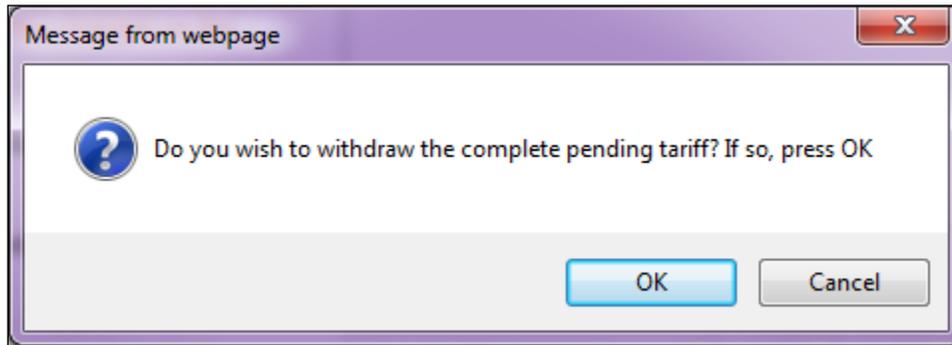
- * Required Fields**
- * Tracking No.:** JE-2018-0056
- Utility Type:** Electric
- PSC MO No.:** 1
- Company Name:** Electric Missouri, Inc.-Investor(Electric)
- * Purpose/Rationale for Withdrawal:** This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers. The text 'Withdraw current pending tariff' is entered in the text area.
- Check to Withdraw Entire Filing for this Tracking Number:** A checked checkbox.
- * Details for Withdrawing Pending Tariff Sheet(s):** (Optional if withdrawing complete pending tariff) List specific page(s) / sheet(s) being withdrawn (e.g., w/d 2nd rs p 1, 5 and 12-69). The text 'withdraw all pages' is entered in the text area.

At the bottom, there is a table with columns 'Sl.No.', 'Attachment(s)', and 'Security Level':

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

Below the table are three buttons: 'Submit', 'Attach', and 'Exit'.

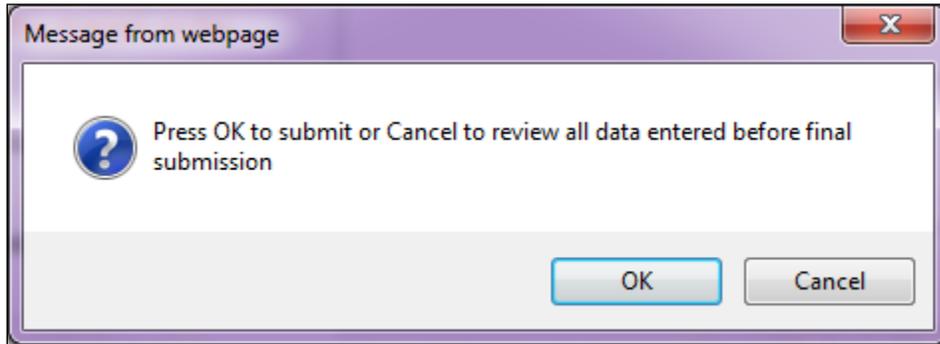
18. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button make changes to the submission.



Missouri Public Service Commission

EFIS – *Withdraw Pending Tariff or Tariff Sheet(s)*

19. Click the **'OK'** button to submit the withdrawal or the **'Cancel'** button if changes need to be made.



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

21. 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.