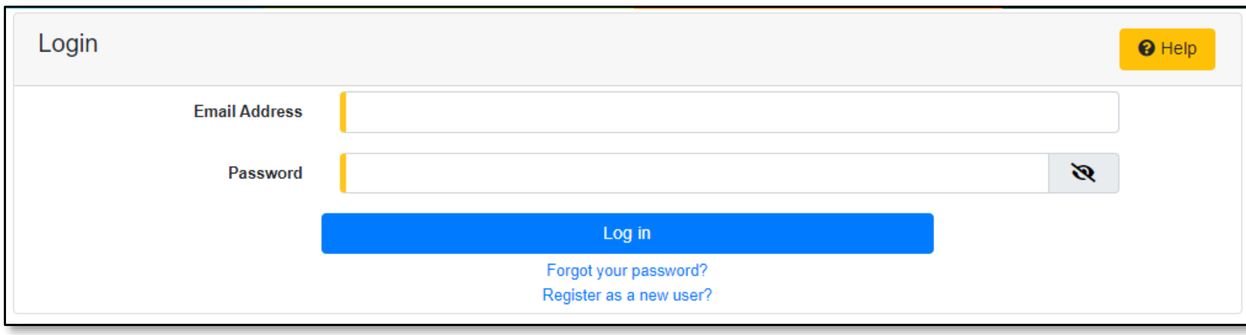
To file a new Commission case:

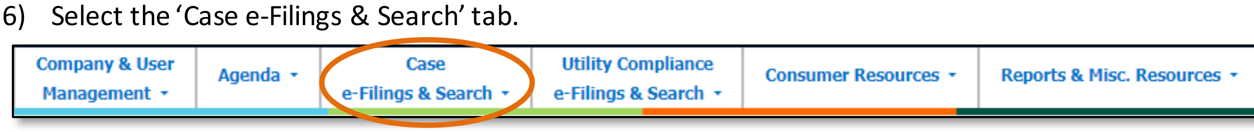
NOTE: Users must have a 'Professional Account' and linked to the company they are filing on behalf of.

1) Navigate to EFIS.
2) Click the **Log In** link located in the *Header Links* in the upper, right-hand corner.

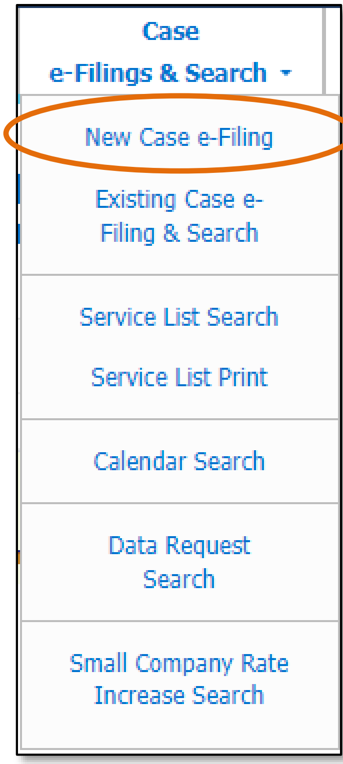
3) In the **Email Address** field, input the user's email address registered with their user account.
4) In the **Password** field, input the user's password.
5) Click the **Log In** button.



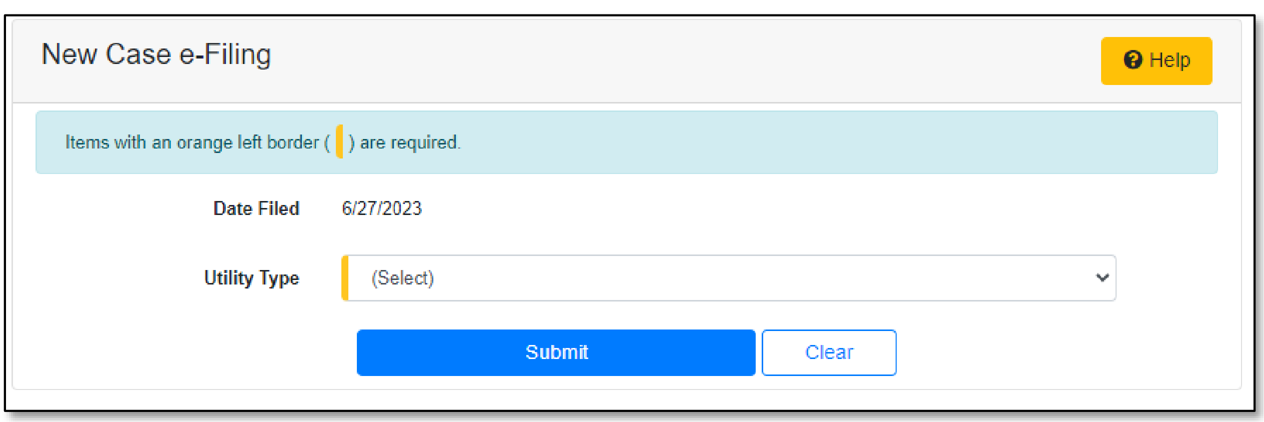
6) Select the 'Case e-Filings & Search' tab.



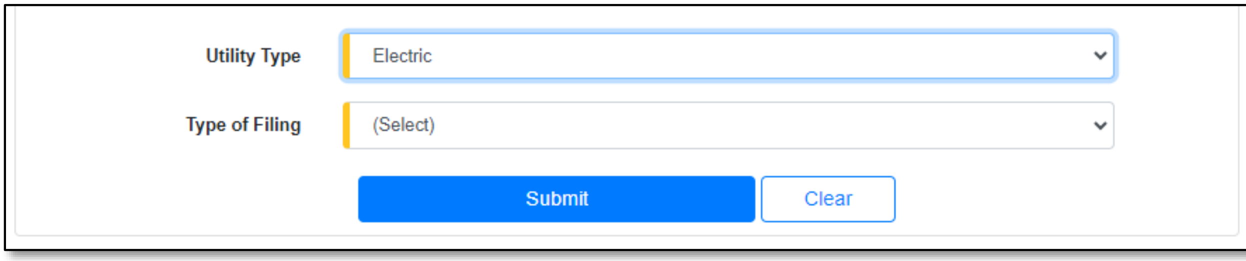
7) Select the 'New Case e-Filing' link.



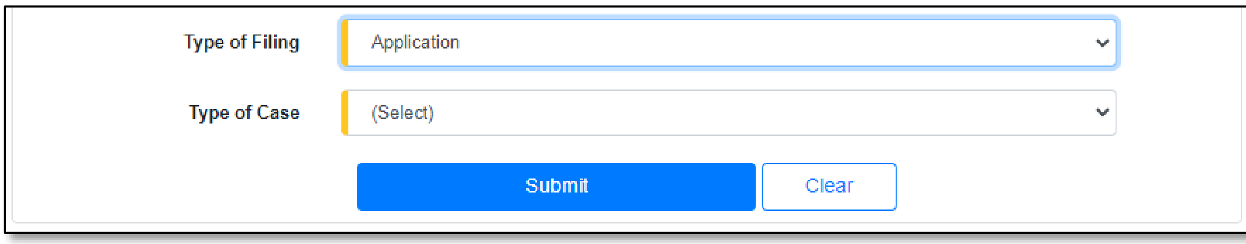
8) On the *New Case e-Filing* page, complete the following information:
   a) The **Date Filed** field will auto populate to the current date.
   b) In the **Utility Type** field, select the applicable type of utility from the drop-down list. Once this field has been completed, additional fields will display.



   c) In the **Type of Filing** field, select the applicable type of filing from the drop-down list. Once this field has been completed, additional fields will display.



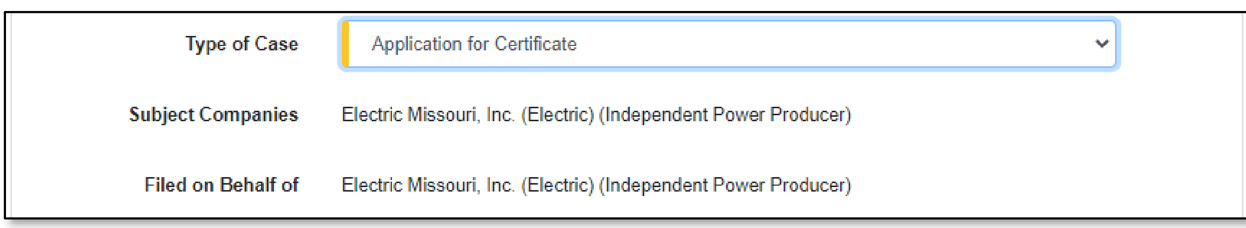
d) In the **Type of Case** field, select the applicable type of case from the drop-down list. Once this field has been completed, additional fields will display.



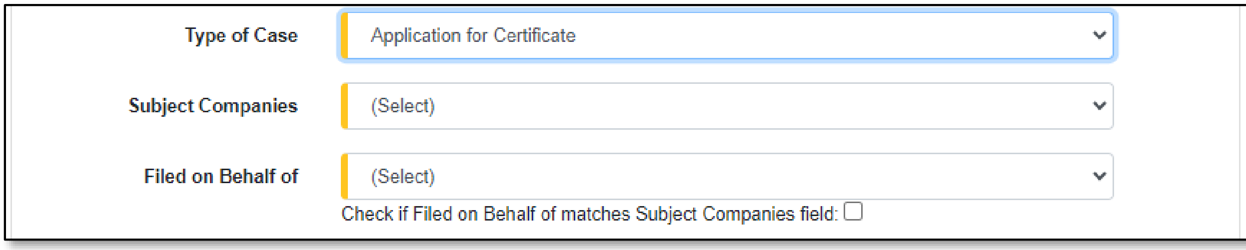
e) Depending on how many companies a user represents will determine how the next field will populate.

> *NOTE: The company list will only list those companies for which the user has been designated as a contact for. If the company is not listed, the user will need to **Request to be a Company Representative** for that company.*

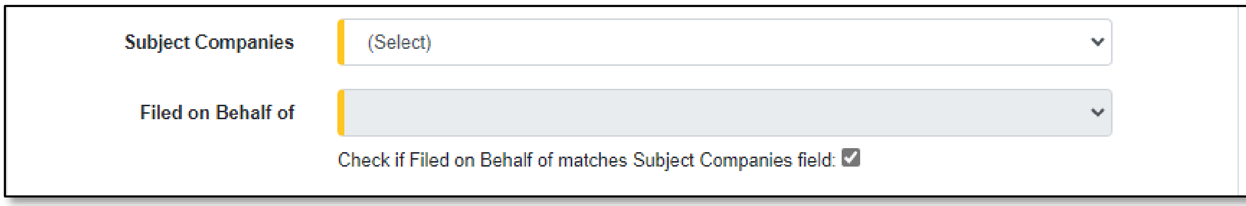
i) If the user only represents one company under the type of utility selected, the **Subject Companies** and **Filed on Behalf of** fields will auto populate.



ii) If the user represents multiple companies under the type of utility selected, the user must complete the following fields:
   (1) In the **Subject Companies** field, select the applicable company or companies from the drop-down list.
   (2) In the **Filed on Behalf of** field, select the applicable company or companies from the drop-down list.



(3) If the company making the filing is the same as the subject company, then check the box labeled **Check if Filed on Behalf of matches Subject Companies field:**.

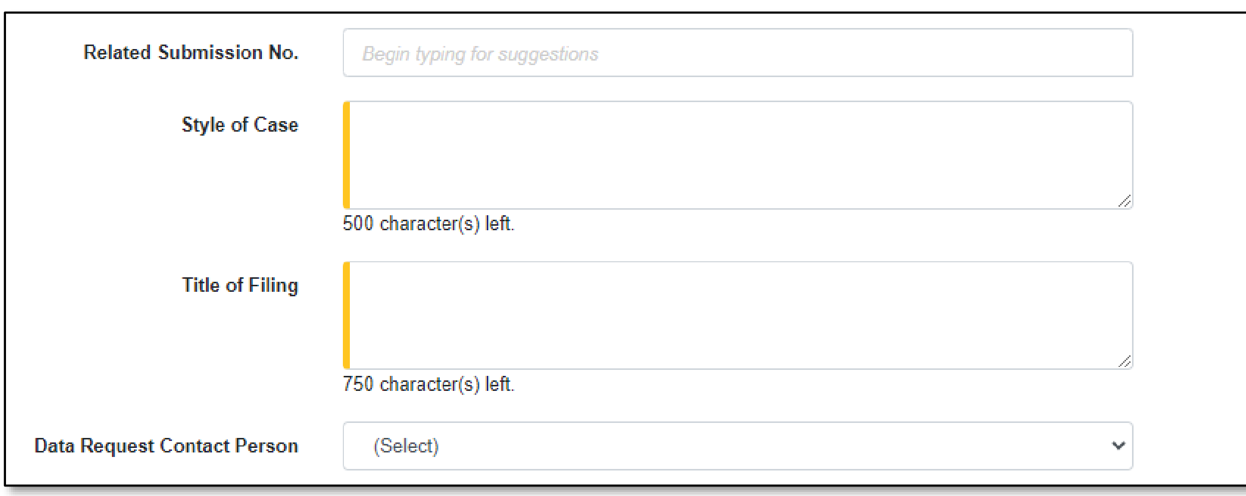


f) In the **Related Submission No.** field, input any related submission numbers related to the case. If there are no related submission numbers, skip to the next step.
g) In the **Style of Case** field, input the case style/case matter.

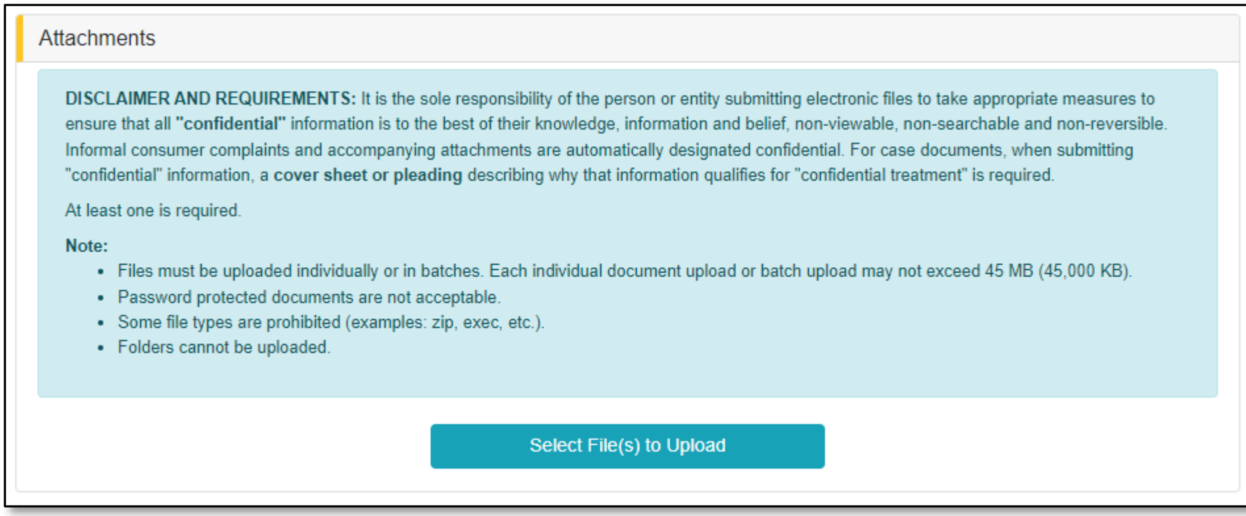
> *NOTE: The case style should always begin with the phrase, "In the Matter of…". (Please do not use all caps).*

h) In the **Title of Filing** field, input the document title. (Please do not use all caps)
i) In the **Data Request Contact Person** field, select the applicable company contact responsible for responding to any data requests for the company. If data requests are not anticipated for this case or if the Data Request Contact information is unknown at the time, skip to the next step.

> *NOTE: This list will only contain company representatives designated as an Official Representative, Attorney, or Data Request contact for the company.*

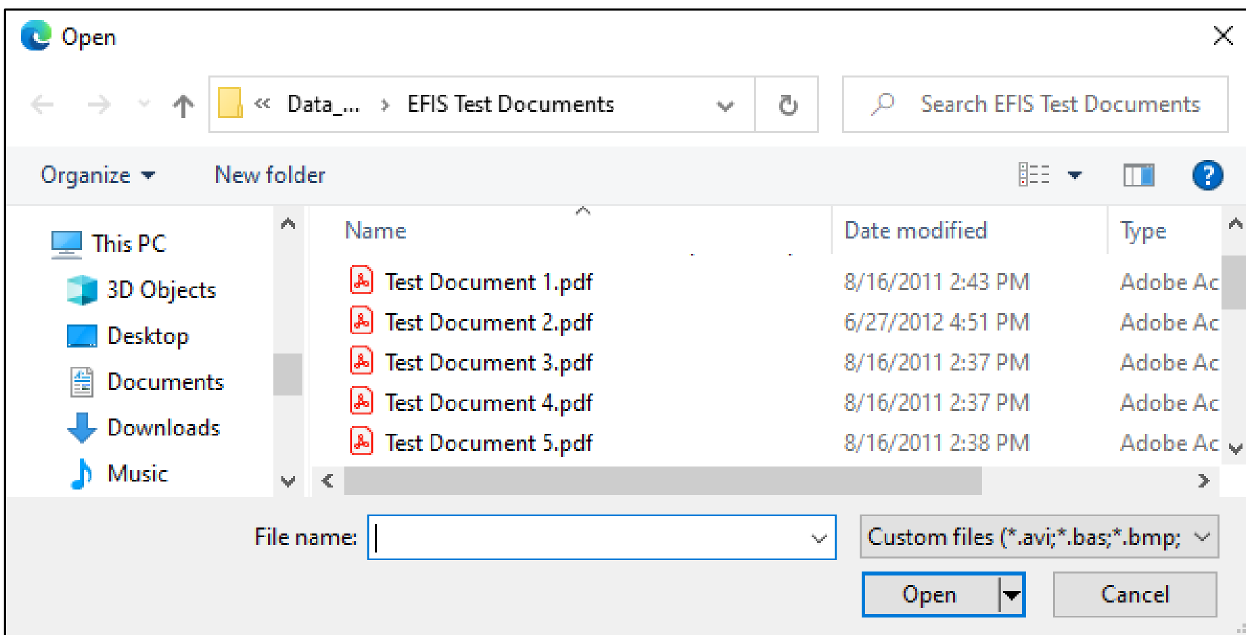


j) In the *Attachment* section, click the **Select File(s) to Upload** button to upload documents for the filing.



i) In the *Open Browser* window, select the document or documents to attach.

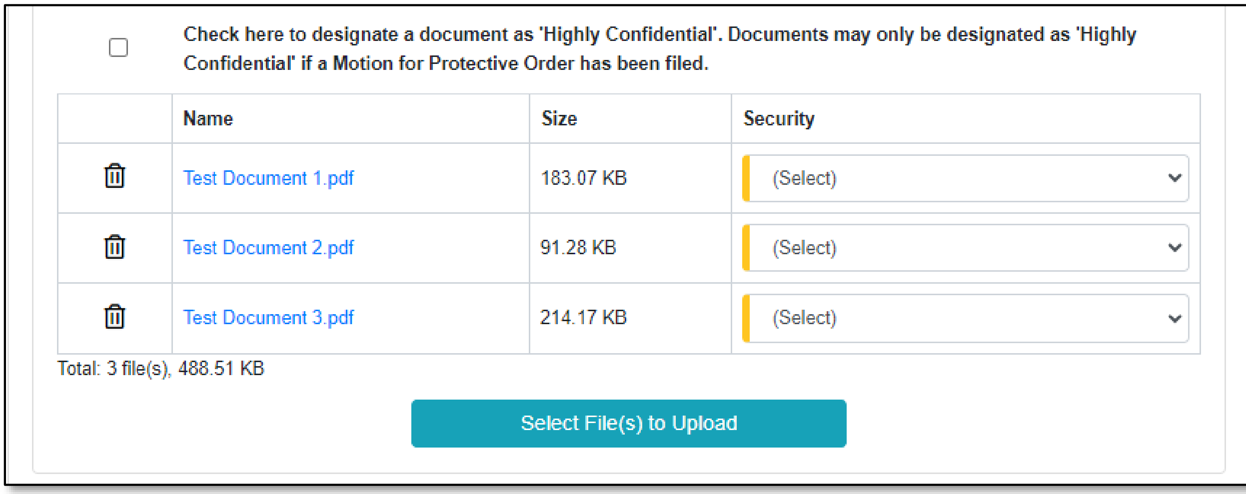
> *NOTE: Users can select multiple or batch documents by holding the Shift or Ctrl key and selecting the documents as long as the batch is not over 45 MB.*



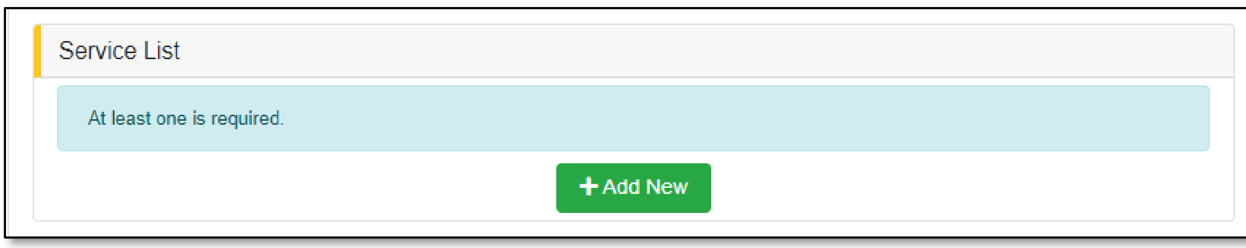
ii) After selecting the document(s), users must select the security level for each document by selecting the **Security** field beside each document.

(1) If documents are deemed highly confidential, check the box above the document list labeled **Check here to designate a document…**

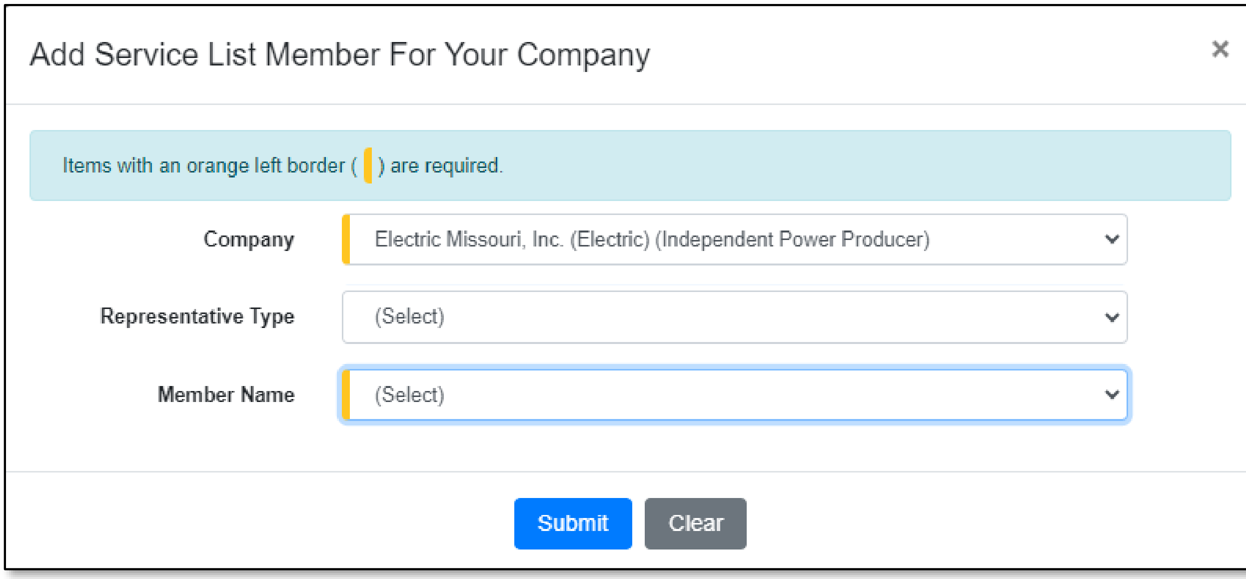
(2) If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.



k) In the *Service List* section, click the **Add New** button to add the attorney who is representing the company in the case matter.

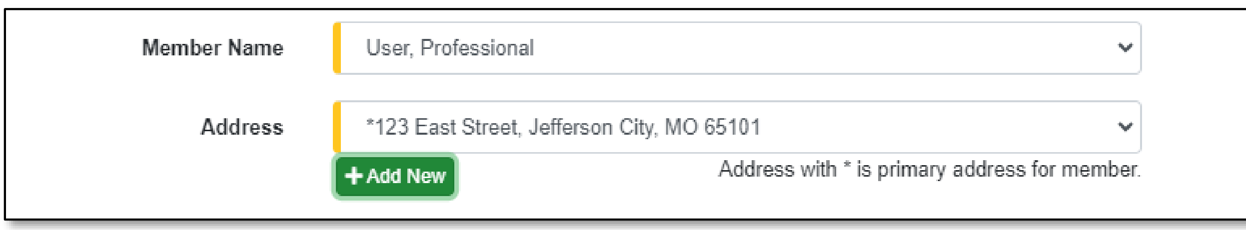


l) In the *Add Service List For Your Company* input screen, select the following;
   i) In the **Company** field, select the applicable company
   ii) In the **Representative Type** field, select the applicable type of representative from the drop-down list. (This is only applicable if the user wants to only show certain contacts in the Member Name field.)
   iii) In the **Member Name** field, select the applicable contact from the drop-down list. Once this field has been completed, additional fields will display.



iv) The **Address** field will auto populate to the default address of the contact selected in the Member Name field.

(1) If the address is incorrect, select the applicable address from the drop-down list; or click the **Add New** button to add a new address.



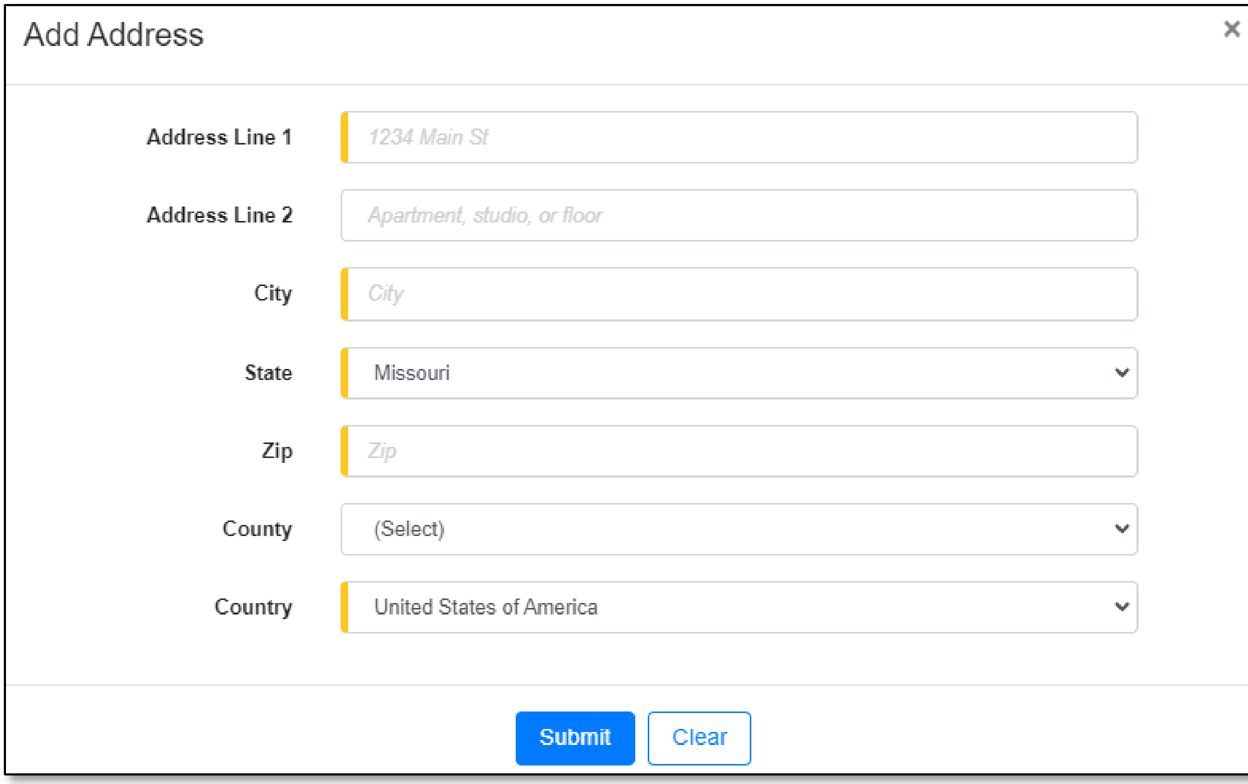
(a) In the **Address Line 1** field, input the street and/or mailing address of the company.
(b) In the **Address Line 2** field, input an apartment, studio, or floor number, if applicable.
(c) In the **City** field, input the name of the city.
(d) In the **State** field, select the name of the state from the drop-down list.

NOTE: This field defaults to 'United States of America'.

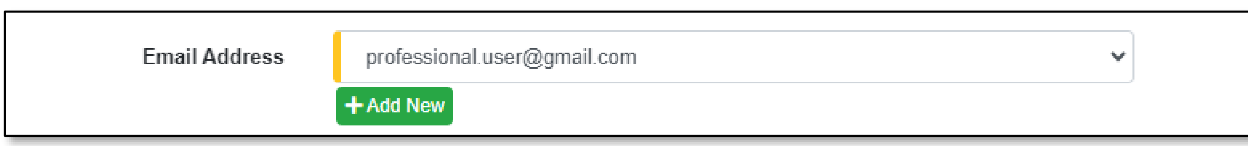
(e) In the **Zip** field, input the zip code.
(f) In the **County** field, select the name of the county from the drop-down list.
(g) In the **Country** field, select the name of the country from the drop-down list.

NOTE: This field defaults to 'United States of America'.

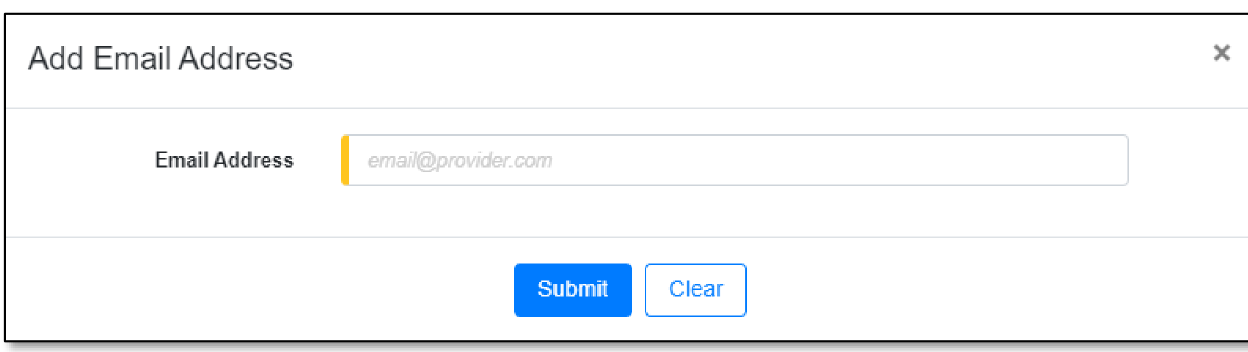
(h) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



v) The **Email Address** field will auto populate with the default email address of the contact selected in the Member Name field.
   (1) If the email address is incorrect, select the applicable email address from the drop-down list; or click the **Add New** button to add a new address.



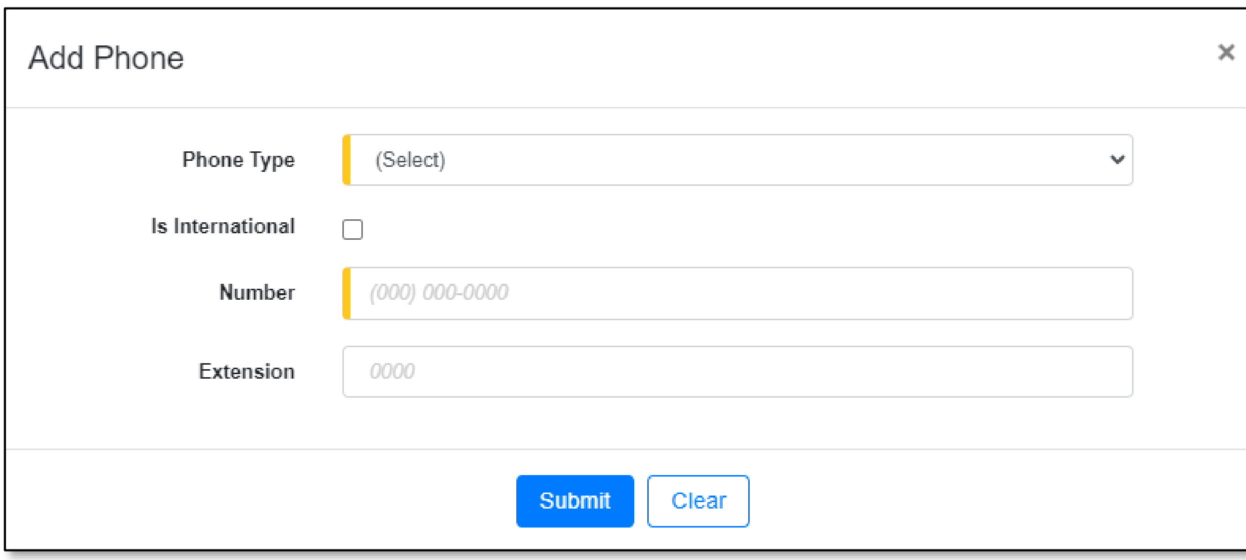
   (a) In the **Email Address** field, input the email address.
   (b) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



vi) The **Phone** field will auto populate with the default phone number of the contact selected in the Member Name field.

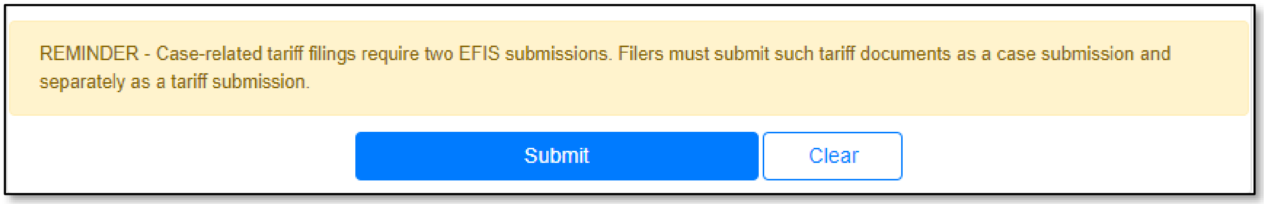
(1) If the phone number is incorrect, select the applicable phone number from the drop-down list; or click the **Add New** button to add a new phone number.

(a) In the **Phone Type** field, select the type of phone from the drop-down list.
(b) For the **Is International** checkbox, check the box if the phone number is an international number.
(c) In the **Number** field, input the phone number with area code.
(d) In the **Extension** field, input an extension if needed.
(e) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

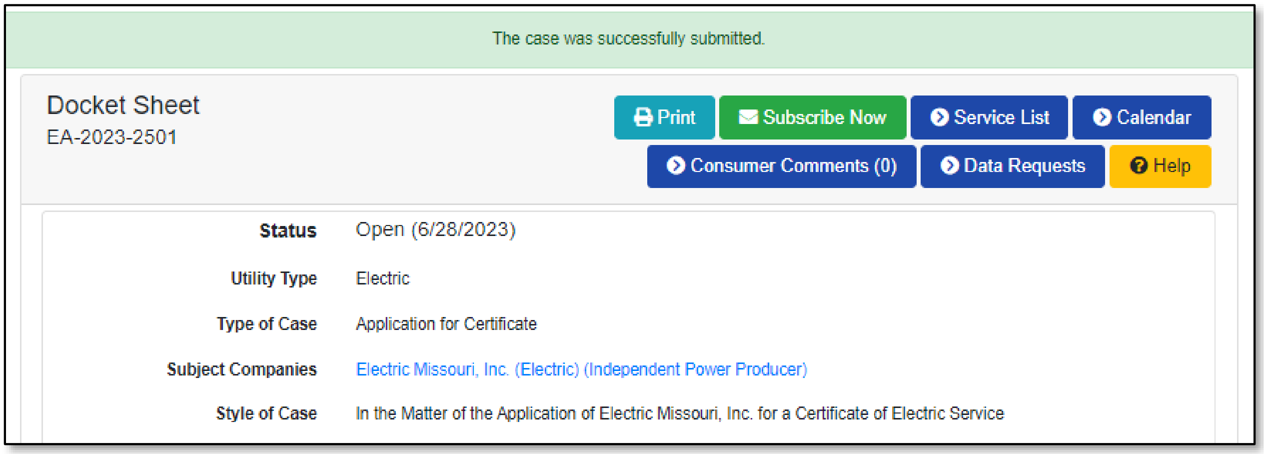


vii) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

m) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



n) Once submitted, a new docket will open which lets the user know the case was successfully submitted.



For additional assistance, please contact the Data Center at (573) 751-7496 or dcsupport@psc.mo.gov.