



Add Customized Email Subscription Notifications

To add customized email subscription notifications:

- 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.

Login Help

Email Address

Password

Log in

[Forgot your password?](#)
[Register as a new user?](#)

- 6) Once logged in, users are always directed to their *Dashboard*.
 - a) If the user isn’t directed to their Dashboard, select the **Dashboard** link located in the *Header Links* in the upper, right-hand corner.



- 7) In the *Dashboard* screen, go to the ‘Email Subscription List’ tab.

Dashboard Help

Account Summary

Professional User

Address Manage
123 East Street
Jefferson City, MO 65101
Cole County (Primary)

Email Manage
professional.user@gmail.com (Login) (Default)

Phone Manage
Work (123) 456-7890

Attorney Information Manage

OPTION 1 –Case Notifications

- 1) Click the *Add Email Subscription* accordion to start a new email subscription if the user already has other email subscriptions set. If the user does not have any other email subscriptions set, skip to the next step.



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Add Email Subscription ▾

- 2) In the **Subscription Name** field, input a descriptive name for the notification.
- 3) In the **Submission Type** field, select 'Case' from the drop-down list.

Add Email Subscription ▾

Items with an orange left border () are required.

Subscription Name

Submission Type (Select) ▾

- 4) Once the **Submission Type** field has been selected, another field will be displayed immediately below this field. Select the applicable type of case from the drop-down list, if preferred.
- 5) In the **Action** field, select the applicable action from the drop-down list.
 - a) **New Submission Created** – allows users to receive notifications for any designated new case submission.
 - b) **Filing Created on Existing Case** – allows users to receive notifications for any designated existing case submission.
 - c) **Status Change** – allows users to receive notifications for any status changes to a specified case(s).
 - d) **Calendar Entry** – allows users to receive notifications for any calendar entries to a specified case(s).
- 6) In the **Utility Type** field, select the applicable type of utility from the drop-down list, if preferred.

Submission Type Case ▾

(Select) ▾

Action (Select) ▾

Utility Type (Select) ▾

- 7) In the **Type of Filing** field, select the applicable type of filing from the drop-down list, if preferred.

*NOTE: This field will only show if the 'New Case Submission Created' or Filing Created on Existing Case' option is chosen for the **Action** field.*

Type of Filing (Select) ▾



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8) In the **Company** field, input and select the applicable company, if preferred.

*NOTE: This field will only show if the 'New Case Submission Created', Filing Created on Existing Case', or 'Status Change' option is chosen for the **Action** field.*

Company

9) In the **Calendar Event Type** field, select the applicable event from the drop-down list, if preferred.

*NOTE: This field will only show if the 'Calendar Entry' option is chosen for the **Action** field.*

Calendar Event Type

10) In the **Submission No.** field, input and select the applicable case number, if preferred.

*NOTE: This field will only show if the 'Filing Created on Existing Case', 'Status Change', or 'Calendar Entry' option is chosen for the **Action** field.*


Submission No.

11) In the **Notify How Often** field, select the applicable notification from the drop-down list.

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

Notify How Often

13) Once created, the email subscription will be displayed in the user's *Email Subscription List*.

Email Subscription List				
Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
 New Case Notifications	Case	New Submission Created	Utility Type: Electric	Once a Day

OPTION 2 –Consumer Comment Notifications

1) Click the *Add Email Subscription* accordion to start a new email subscription if the user already has other email subscriptions set. If the user does not have any other email subscriptions set, skip to the next step.



Add Customized Email Subscription Notifications

Add Email Subscription ▾

- 2) In the **Subscription Name** field, input a descriptive name for the notification.
- 3) In the **Submission Type** field, select 'Consumer Comments' from the drop-down list.

Add Email Subscription ▾

Items with an orange left border () are required.

Subscription Name
Instructions

Submission Type

- 4) In the **Action** field, select 'New Submission Created' from the drop-down list. *(This is the only option as this time.)*
- 5) In the **Utility Type** field, select the applicable type of utility from the drop-down list, if preferred.
- 6) In the **Company** field, input and select the applicable company, if preferred.
- 7) In the **Submission No.** field, input and select the applicable case number, if preferred.
- 8) In the **Notify How Often** field, select the applicable notification from the drop-down list.
- 9) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Action

Utility Type

Company

Submission No.

Notify How Often

Submit
Clear

10) Once created, the email subscription will be displayed in the user's *Email Subscription List*.

Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
Delete	New Case Notifications	Case	New Submission Created	Utility Type: Electric	Once a Day
Delete	Consumer Comments	Consumer Comment	New Submission Created	Utility Type: Electric	Once a Day

OPTION 3 – Non-Case Notifications



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- 1) Click the *Add Email Subscription* accordion to start a new email subscription if the user already has other email subscriptions set. If the user does not have any other email subscriptions set, skip to the next step.

A rectangular button with a light gray background and a dark gray border. The text "Add Email Subscription" is centered in a dark gray font, followed by a small downward-pointing triangle icon.

- 2) In the **Subscription Name** field, input a descriptive name for the notification.
- 3) In the **Submission Type** field, select 'Non-Case' from the drop-down list.

The form is titled "Add Email Subscription" with a dropdown arrow. Below the title is a light blue banner with the text "Items with an orange left border () are required." Below the banner are two fields: "Subscription Name" with a text input field and a small blue "Instructions" link below it, and "Submission Type" with a dropdown menu showing "(Select)".

- 4) Once the **Submission Type** field has been selected, another field will be displayed immediately below this field. Select the applicable type of non-case from the drop-down list, if preferred.
- 5) In the **Action** field, select the applicable action from the drop-down list.

The form shows the "Submission Type" dropdown menu expanded to "Non-Case". Below it is a dropdown menu with "(Select)". Below that is the "Action" dropdown menu with "(Select)". Below that is the "Utility Type" dropdown menu with "(Select)". At the bottom is the "Company" text input field with the placeholder text "Begin typing for suggestions".

- 6) In the **Utility Type** field, select the applicable type of utility from the drop-down list, if preferred.
- 7) In the **Company** field, input and select the applicable company, if preferred.

The form shows the "Utility Type" dropdown menu with "(Select)" selected. Below it is the "Company" text input field with the placeholder text "Begin typing for suggestions".

- 8) In the **Submission No.** field, input and select the applicable submission number, if preferred.

NOTE: This field will only show if the 'Supplemental Submission Created' option is chosen for the **Action** field.



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Submission No.

- 9) In the **Notify How Often** field, select the applicable notification from the drop-down list.
- 10) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Notify How Often

- 11) Once created, the email subscription will be displayed in the user's *Email Subscription List*.

Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
<input type="button" value="Delete"/>	New Case Notifications	Case	New Submission Created	Utility Type: Electric	Once a Day
<input type="button" value="Delete"/>	Consumer Comments	Consumer Comment	New Submission Created	Utility Type: Electric	Once a Day
<input type="button" value="Delete"/>	Non-Case Submissions	Non-Case Annual Report (MO-PSC)	New Submission Created	Utility Type: Electric	Once a Day

OPTION 4 – Tariff Notifications

- 1) Click the *Add Email Subscription* accordion to start a new email subscription if the user already has other email subscriptions set. If the user does not have any other email subscriptions set, skip to the next step.

Add Email Subscription ▾

- 2) In the **Subscription Name** field, input a descriptive name for the notification.
- 3) In the **Submission Type** field, select 'Tariff' from the drop-down list.

Add Email Subscription ▾

Items with an orange left border () are required.

Subscription Name [Instructions](#)

Submission Type

- 4) Once the **Submission Type** field has been selected, another field will be displayed immediately below this field. Select the applicable type of non-case from the drop-down list, if preferred.
- 5) In the **Action** field, select the applicable action from the drop-down list.
- 6) In the **Utility Type** field, select the applicable type of utility from the drop-down list, if preferred.



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Submission Type ▼

▼

Action ▼

Utility Type ▼

7) In the **Item Type** field, select the applicable item from the drop-down list, if preferred.

*NOTE: This field will only show if the 'Pending Tariff Modified' or 'Tariff Updates by PSC Staff Completed' option is chosen for the **Action** field.*

Item Type ▼

- 8) In the **Company** field, input and select the applicable company, if preferred.
- 9) In the **Submission No.** field, input and select the applicable submission number, if preferred.
- 10) In the **Notify How Often** field, select the applicable notification from the drop-down list.
- 11) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Company

Submission No.

Notify How Often ▼

12) Once created, the email subscription will be displayed in the user's *Email Subscription List*.

Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
<input type="button" value="Delete"/>	New Case Notifications	Case	New Submission Created	Utility Type: Electric	Once a Day
<input type="button" value="Delete"/>	Consumer Comments	Consumer Comment	New Submission Created	Utility Type: Electric	Once a Day
<input type="button" value="Delete"/>	Non-Case Submissions	Non-Case Annual Report (MO PSC)	New Submission Created	Utility Type: Electric	Once a Day
<input type="button" value="Delete"/>	Tariff Submissions	Tariff Revise Tariff	New Submission Created	Utility Type: Electric	Once a Day



Add Customized Email Subscription Notifications

OPTION 5 – Tariff Notifications

- 1) Click the *Add Email Subscription* accordion to start a new email subscription if the user already has other email subscriptions set. If the user does not have any other email subscriptions set, skip to the next step.

A rectangular button with a light gray background and a thin border. The text "Add Email Subscription" is displayed in a dark gray font, followed by a small downward-pointing triangle icon.

- 2) In the **Subscription Name** field, input a descriptive name for the notification.
- 3) In the **Submission Type** field, select 'Utility Event' from the drop-down list.

The form is titled "Add Email Subscription" with a dropdown arrow. Below the title is a light blue banner with the text "Items with an orange left border () are required." Below this are two input fields: "Subscription Name" with a light blue left border and a link for "Instructions", and "Submission Type" with a light blue left border and a dropdown menu currently showing "(Select)".

- 4) Once the **Submission Type** field has been selected, another field will be displayed immediately below this field. Select the applicable type of non-case from the drop-down list, if preferred.
- 5) In the **Action** field, select the applicable action from the drop-down list.
- 6) In the **Utility Type** field, select the applicable type of utility from the drop-down list, if preferred.
- 7) In the **Company** field, input and select the applicable company, if preferred.

The form shows the "Submission Type" dropdown set to "Utility Event". Below it is a second dropdown menu set to "(Select)". The "Action" dropdown is highlighted with a blue border and set to "(Select)". Below that is the "Utility Type" dropdown set to "(Select)". At the bottom is the "Company" field with the placeholder text "Begin typing for suggestions".

- 8) In the **Submission No.** field, input and select the applicable submission number, if preferred.

*NOTE: This field will only show if the 'New Follow-up Report for Utility Event submission' option is chosen for the **Action** field.*

The "Submission No." field is a text input box with a light gray background and a thin border. The placeholder text "Begin typing for suggestions" is displayed in a light gray font.



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- 9) In the **Notify How Often** field, select the applicable notification from the drop-down list.
- 10) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

- 11) Once created, the email subscription will be displayed in the user's *Email Subscription List*.

Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	New Case Notifications	Case	New Submission Created	Utility Type: Electric	Once a Day
	Consumer Comments	Consumer Comment	New Submission Created	Utility Type: Electric	Once a Day
	Non-Case Submissions	Non-Case Annual Report (MO PSC)	New Submission Created	Utility Type: Electric	Once a Day
	Tariff Submissions	Tariff Revise Tariff	New Submission Created	Utility Type: Electric	Once a Day
	Utility Event Notification	Utility Event	New Submission Created	Utility Type: Electric	Once a Day

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