To file a supplemental annual report or a supplemental annual report extension:

> *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 'Utility Compliance e-Filings & Search' tab.

7) Select the 'Existing Non-Case e-Filing & Search' link.

**Utility Compliance
e-Filings & Search** ▾

Tariff e-Filing

Tariff Search

New Non-Case e-Filing

Existing Non-Case e-Filing &
Search

Informal Interconnection
Agreement Search

New Utility Event e-Filing

Existing Utility Event e-Filing
& Search

8) Input the search criteria.
9) Click the **Search** button; or click the **Clear** button to clear all fields and start over.

Existing Non-Case e-Filing & Search

Search Criteria ▾   ❷ Help

"Parent" and "Doing Business As" companies will also be included when searching on a company.

Date Filed		Tracking No.	Related Submission No.	Submission Subtype
From	*To*	*BXXX-2000-1234*	*XX-2000-0000*	(Select) ⌄

Utility Type	Company	Reporting Year	
(Select) ⌄	*Begin typing for suggestions*	*From*	*To*

Include companies closed in EFIS: ☐
Search on single company: ☐

Search Supplemental Submissions ☐

Search   Clear

10) A list of non-case submissions matching the search criteria will be displayed below the Search button.
11) Select the applicable tracking number from the **Tracking No.** column.

12) On the *Non-Case Submission* page, in the *Submissions* section, click the **Add Supplemental** button.

13) In the **Title of Submission** field, select the title of the submission from the drop-down list.
14) In the **Comments** field, input any comments, if desired.

Add Non-Case Supplemental Submission
BARE-2024-2504

← Back to View   ❓ Help

Items with an orange left border (|) are required.

Initial Date Filed	8/28/2023 12:45 PM
Submission Subtype	Annual Report (MO PSC) Extension Request
Reporting Year	2023
Subject Companies	Electric Company Missouri (Electric) (Investor)
Related Submission No.	

Initial Attachments ▾

Date Filed	8/29/2023
Filed on Behalf of	Electric Company Missouri (Electric) (Investor)
Title of Submission	(Select) ⌄
Comments	

750 character(s) left.

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

Attachments

DISCLAIMER AND REQUIREMENTS: It is the sole responsibility of the person or entity submitting electronic files to take appropriate measures to ensure that all "confidential" information is to the best of their 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" is required.

At least one is required.

Note:
- Files must be uploaded individually or in batches. Each individual document upload or batch upload may not exceed 45 MB (45,000 KB).
- Password protected documents are not acceptable.
- Some file types are prohibited (examples: zip, exec, etc.).
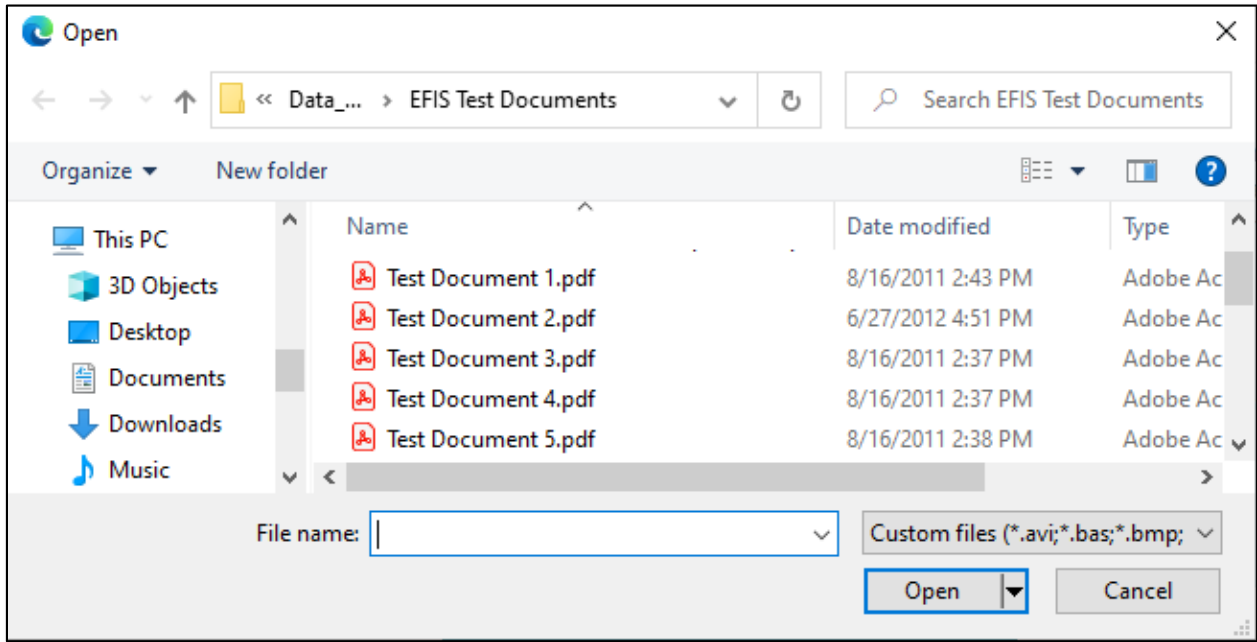- Folders cannot be uploaded.

Select File(s) to Upload

a) 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.

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

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

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

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

Submit	Clear

17) Once submitted, users will be directed to the *Non-Case Submission* page which lets the user know the filing was successfully added to the existing non-case submission.

Supplemental Submission successfully added.

Non-Case Submission
BMAR-2024-2511

🖨 Print   ✉ Subscribe Now   ❯ Data Requests   ❓ Help

Missouri Public Service Commission Review of Annual Report Submissions: The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.   ✕

Submission Subtype	Annual Report (MO PSC)
Reporting Year	2023
Subject Companies	Electric Company Missouri (Electric) (Investor)

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