



# Supplemental Annual Report e-Filing

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.



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A vertical menu titled "Utility Compliance e-Filings & Search" with a dropdown arrow. The menu items are: "Tariff e-Filing", "Tariff Search", "New Non-Case e-Filing", "Existing Non-Case e-Filing & Search" (circled in orange), "Informal Interconnection Agreement Search", "New Utility Event e-Filing", and "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.

The search form is titled "Existing Non-Case e-Filing & Search". It features a "Search Criteria" dropdown menu and a "Help" button. A light blue banner states: "Parent" and "Doing Business As" companies will also be included when searching on a company. The form includes several input fields: "Date Filed" (From/To), "Tracking No." (with example BXXX-2000-1234), "Related Submission No." (with example XX-2000-0000), "Submission Subtype" (dropdown), "Utility Type" (dropdown), "Company" (with placeholder "Begin typing for suggestions"), and "Reporting Year" (From/To). There are checkboxes for "Include companies closed in EFIS" and "Search on single company". A "Search Supplemental Submissions" checkbox is also present. At the bottom are "Search" and "Clear" buttons.

- 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.



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Search complete. The results are displayed below.

Search Clear

Returning 1 / 1

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.

| Tracking No.   | Item No. | Submission Subtype                       | Date Filed | Subject Companies / Filed on Behalf of   | Reporting Year | Related Submission No. |
|----------------|----------|--|------------|--|----------------|------------------------|
| BARE-2024-2504 | 1        | Annual Report (MO PSC) Extension Request | 8/28/2023  | Electric Company Missouri (Electric) (Investor)<br>Electric Company Missouri (Electric) (Investor) | 2023           |                        |

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

Non-Case Submission  
BARE-2024-2504

Print Subscribe Now Data Requests Help

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Submission Subtype: Annual Report (MO PSC) Extension Request

Reporting Year: 2023

Subject Companies: Electric Company Missouri (Electric) (Investor)

Related Submission No.

Submissions ▾ **+ Add Supplemental**

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.



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### 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.

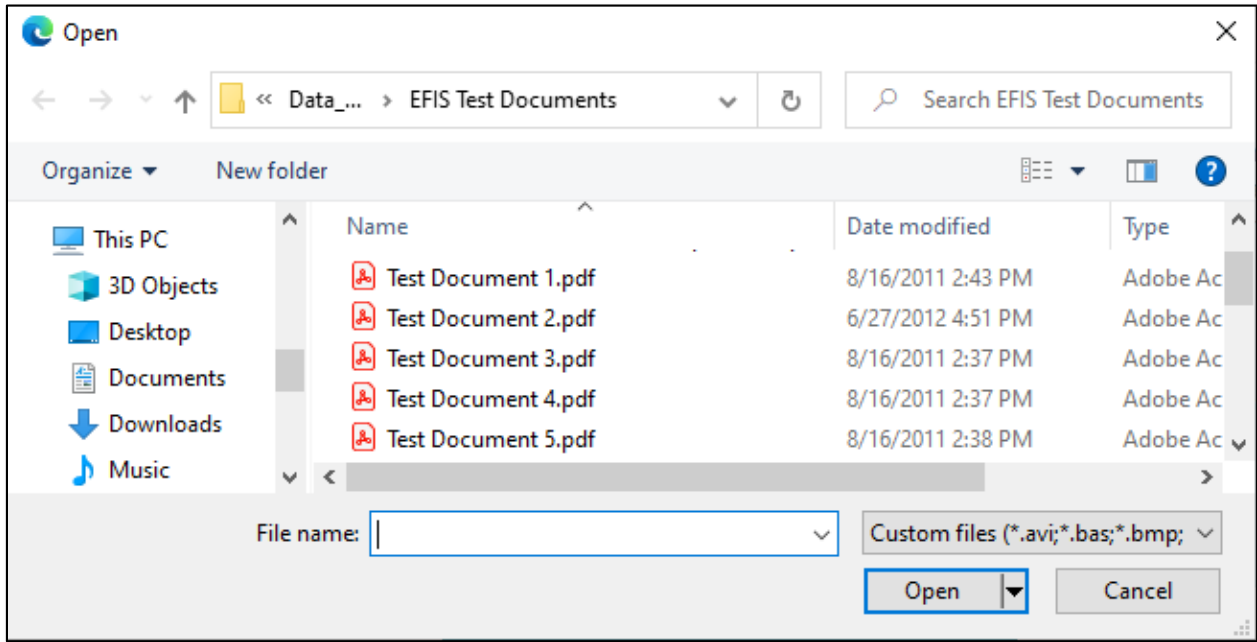
[Select File\(s\) to Upload](#)

- 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.



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- 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.

Attachments

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- Folders cannot be uploaded.

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.

|  | Name                | Size      | Security |
|--|---------------------|-----------|----------|
|  | Test Document 1.pdf | 183.07 KB | (Select) |

Total: 1 file(s), 183.07 KB

Select File(s) to Upload



## Supplemental Annual Report e-Filing

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

A screenshot of a form interface. It features two buttons: a blue button labeled "Submit" and a white button with a blue border labeled "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.

A screenshot of the "Non-Case Submission" page. At the top, a green banner displays the message "Supplemental Submission successfully added." Below this, the page title is "Non-Case Submission" with the ID "BMAR-2024-2511". To the right of the title are four buttons: "Print", "Subscribe Now", "Data Requests", and "Help". A light blue notification box contains the text: "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." Below the notification, the following details are listed:

|                    |   |
|--------------------|---|
| Submission Subtype | Annual Report (MO PSC)  |
| Reporting Year     | 2023  |
| Subject Companies  | <a href="#">Electric Company Missouri (Electric) (Investor)</a> |

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