



To file a new non-case submission:

*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 'New Non-Case e-Filing' link.



- 8) In the **Submission Subtype** field, select the applicable type of submission from the drop-down list.
- a) If the type of submission is the following submission subtype, a **Report Year** field will be required to be completed:
    - i) Annual Net Metering Report 20 CSR 4240-20.065(10)(A)
    - ii) Annual Report (MO PSC)
    - iii) Annual Report (MO PSC) Extension Request
    - iv) Disaster Recovery/Emergency Response Plan
    - v) ETC Annual Filing 20 CSR 4240-31.015(3) and Form 481
    - vi) ETC Form 555 Lifeline Subscriber Recertification Results
    - vii) FAC Annual Budget Filing 20 CSR 4240-3.161(6)(C)
    - viii) Statement of Revenue
    - ix) Transmission Line Vegetation Management 20 CSR 4240-23.03(5)
  - b) If the type of submission is the following submission subtype, a **Gross Intrastate Operating Revenue** field will be required to be completed:
    - i) Statement of Revenue
  - c) If the type of submission is the following submission subtype, users will have to input and select both the **Subject Companies** and **Filed on Behalf of** company.
    - i) Bankruptcy Notice
    - ii) Demand Side Mgmt Program Opt-Out/(7)(A)1
    - iii) Demand Side Mgmt Program Opt-Out/(7)(A)2
    - iv) Demand Side Mgmt Program Opt-Out/(7)(A)3
    - v) Low-Income Weatherization Report (Gas and Electric)
    - vi) Management Audit Report
    - vii) Notice of Communications 20 CSR 4240-4
    - viii) Ordered Submission



- 9) Depending on how many companies a user represents will determine how the next fields 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.

- a) If the user only represents one company, the **Subject Companies** and **Filed on Behalf of** fields will auto populate.
- b) If the user represents multiple companies, in the **Subject Companies** and **Filed on Behalf of** fields, select the applicable company name from the drop-down list.
- 10) In the **Related Submission No.** field, input any related submission numbers. If there are no related submission numbers, skip to the next step.
- 11) In the **Comments** field, input any comments, if desired.

New Non-Case e-Filing Help

Items with an orange left border ( ) are required.

Date Filed 8/28/2023

Submission Subtype Affiliate Transactions

Subject Companies Electric Company Missouri (Electric) (Investor)

Related Submission No. *Begin typing for suggestions*

Comments   
750 character(s) left.

- 12) 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:**

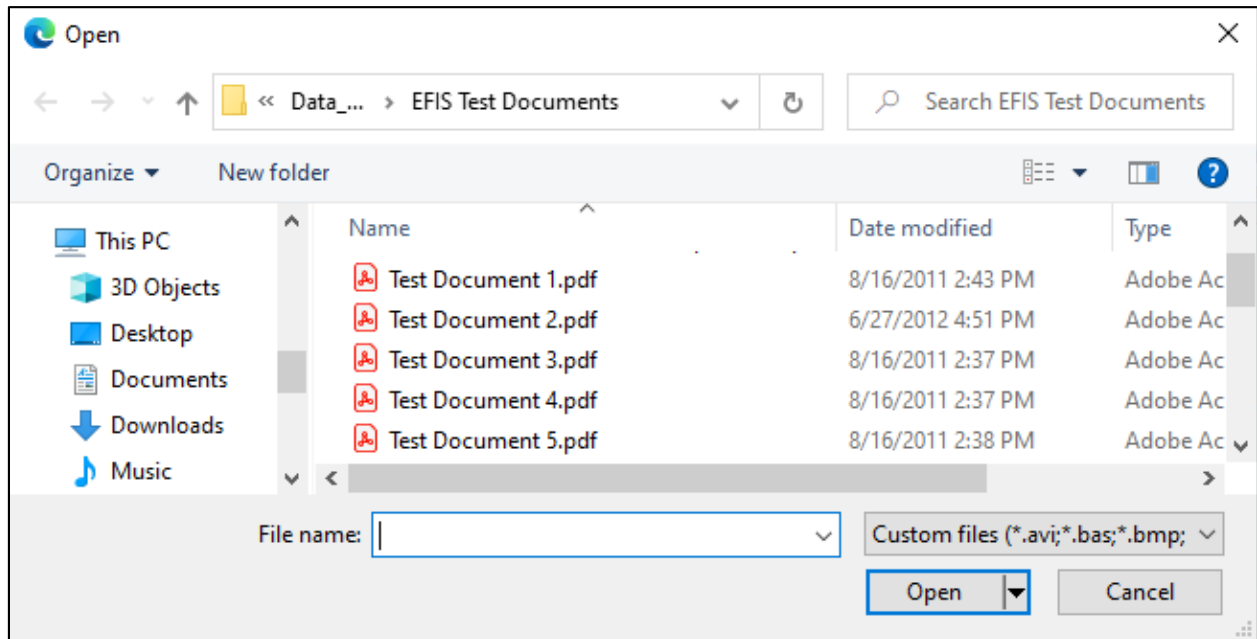
- Files must be uploaded individually or in batches. Each individual document upload or batch upload may not exceed 45 MB (45,000 KB).
- Password protected documents are not acceptable.
- Some file types are prohibited (examples: zip, exec, etc.).
- Folders cannot be uploaded.

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.
- If documents are deemed highly confidential, check the box above the document list labeled **Check here to designate a document...**
  - If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.



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

Total: 1 file(s), 183.07 KB

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

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

[Submit](#) [Clear](#)

- 14) Once submitted, a new *Non-Case Submission* screen will open which lets the user know the non-case submission was successfully submitted and also gives the user their submission number.

Submission successfully added.

**Non-Case Submission** [Print](#) [Subscribe Now](#) [Data Requests](#) [Help](#)  
BAFT-2024-2508

<b>Submission Subtype</b>	Affiliate Transactions
<b>Subject Companies</b>	<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).