To file a supplemental 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 'Existing Non-Case e-Filing & Search' link.

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

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, input the title of the submission.

Add Non-Case Supplemental Submission
BAFT-2024-2508

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

Initial Date Filed	8/28/2023 2:36 PM
Submission Subtype	Affiliate Transactions
Subject Companies	Electric Company Missouri (Electric) (Investor)
Related Submission No.	

Initial Attachments ▾

Date Filed	8/28/2023
Filed on Behalf of	Electric Company Missouri (Electric) (Investor)
Title of Submission	

750 character(s) left.

14) 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.).
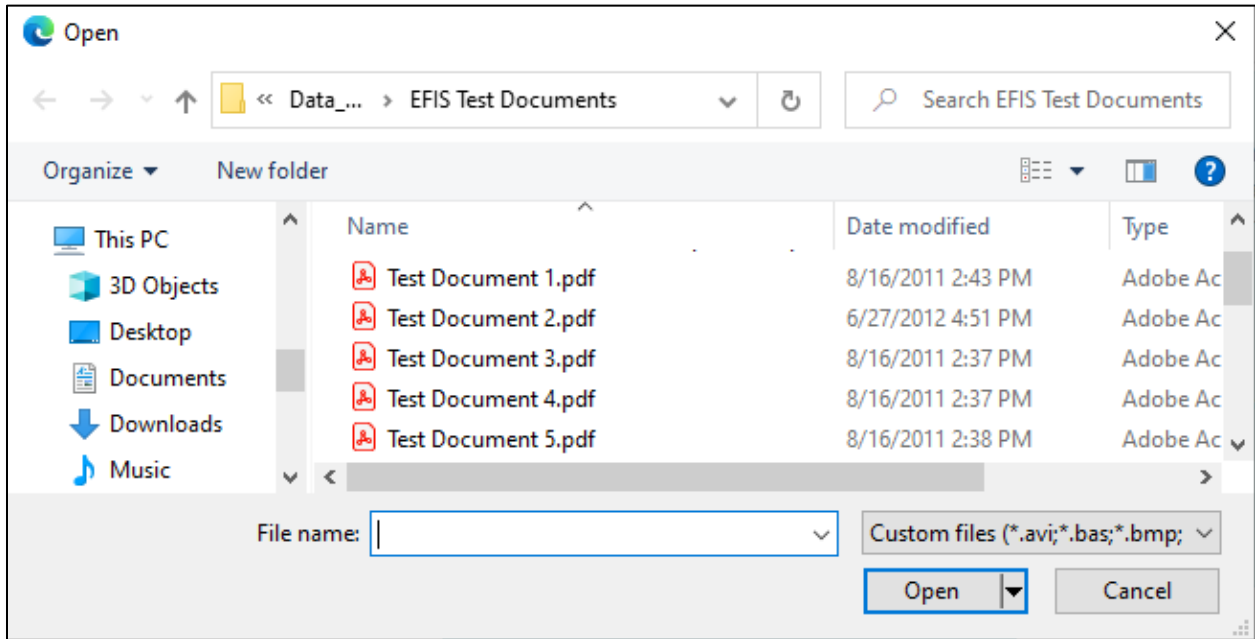- Folders cannot be uploaded.

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) This field is defaulted to 'Confidential'.
   ii) If documents are deemed highly confidential, check the box above the document list labeled **Check here to designate a document…**
   iii) If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.

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

Submit	Clear

16) 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
BAFT-2024-2508

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Submission Subtype   Affiliate Transactions

Subject Companies   Electric Company Missouri (Electric) (Investor)

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