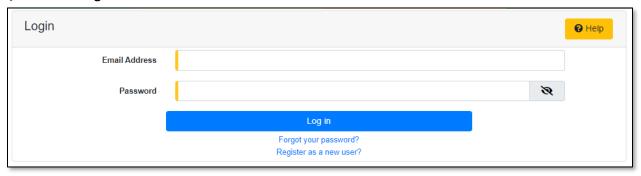


To add customized email subscription notifications:

- 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.



- 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.



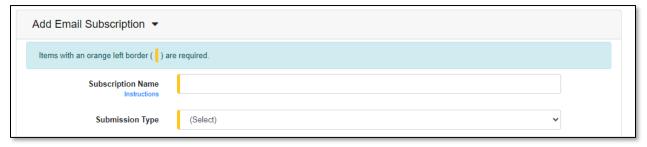
OPTION 1 –Case Notifications

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.

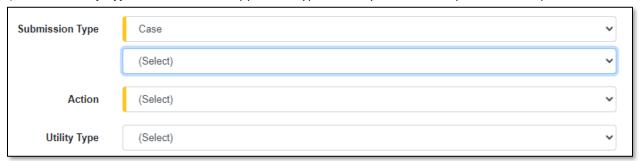




- 2) In the **Subscription Name** field, input a descriptive name for the notification.
- 3) In the **Submission Type** field, select 'Case' from the drop-down list.



- 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.



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.





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.



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.



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.



- 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.



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



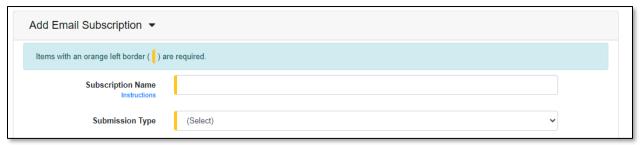
OPTION 2 –Consumer Comment Notifications

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.

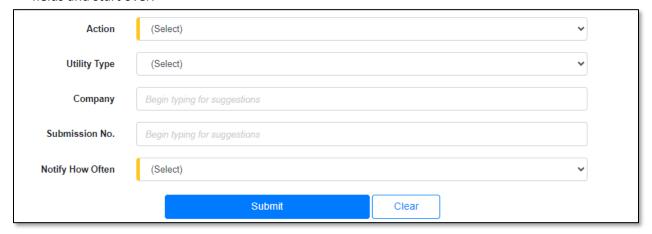


Add Email Subscription ▼

- 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.



- 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.



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



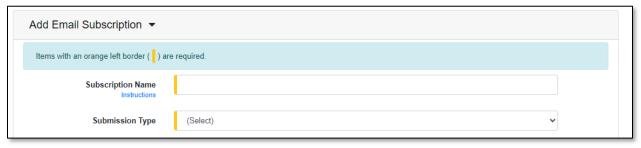
OPTION 3 – Non-Case Notifications



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.



- 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.



- 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.



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.





- 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.

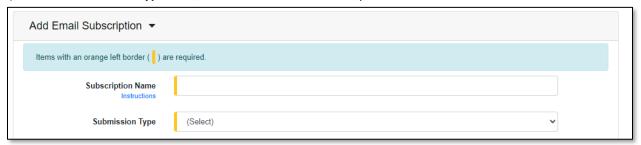


OPTION 4 – Tariff Notifications

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.



- 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.



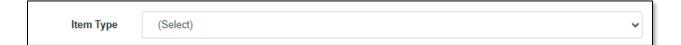
- 4) Once the **Submission Type** field has been selected, another field will be displayed immediately below this field. Select the applicable type of non-case from the drop-down list, if preferred.
- 5) In the **Action** field, select the applicable action from the drop-down list.
- 6) In the **Utility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



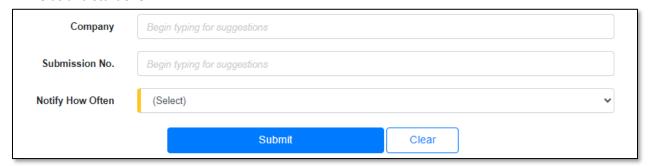


7) In the Item Type field, select the applicable item from the drop-down list, if preferred.

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.



- 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.



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



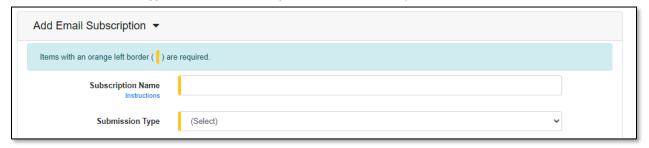


OPTION 5 – Tariff Notifications

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.



- 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.



- 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.



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.

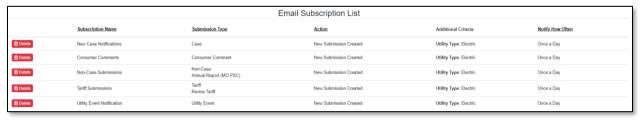




- 9) In the **Notify How Often** field, select the applicable notification from the drop-down list.
- 10) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



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



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