



New Annual Report e-Filing

Annual Report forms are due by April 15th, each year, unless an extension request has been submitted and approved. These forms can be found on the PSC Internet under [Forms](#), and [Annual Report Forms](#). A separate annual report is used for electric, gas, sewer, steam/heat, and water. The same annual report form is used by telecommunications companies (CLEC's, ILEC's, IXC's) and IVoIP companies.

Electric, gas, sewer, steam/heat, and water companies must submit their filings individually for each utility type. Telecommunication companies can submit their filings under a single submission.

To file an Annual Report:

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.



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) In the **Submission Subtype** field, select ‘Annual Report (MO PSC)’ from the drop-down list.

New Non-Case e-Filing Help

Items with an orange left border () are required.

Date Filed 8/28/2023

Submission Subtype (Select) ▾

Submit Clear

9) Depending on how many companies a user represents will determine how the next field 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** field will auto populate.
- b) If the user represents multiple companies, in the **Subject Companies** field, select the applicable company name from the drop-down list.

10) In the **Reporting Year** field, input the appropriate annual report reporting year.

11) In the **Total Missouri Jurisdictional Revenue** field, input the appropriate revenue amount.

- a) Click on the **Information** link below the field for additional guidance with this field.



12) In the **Related Submission No.** field, input any related submission numbers. If there are no related submission numbers, skip to the next step.

13) In the **Comments** field, input any comments, if desired.

Subject Companies	Electric Company Missouri (Electric) (Investor)
Reporting Year	<input type="text"/>
Total Missouri Jurisdictional Revenue	<input type="text" value="\$"/> <small>Information</small>
Related Submission No.	<input type="text" value="Begin typing for suggestions"/>
Comments	<input type="text"/> <small>750 character(s) left.</small>

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.

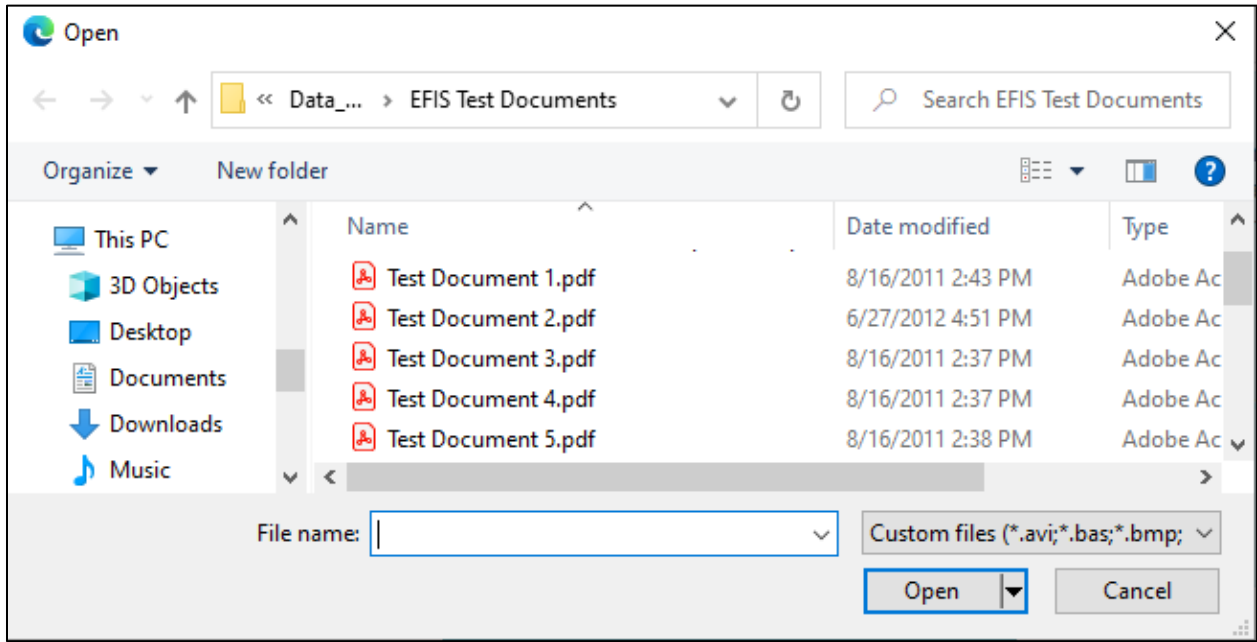
Note:

- 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.

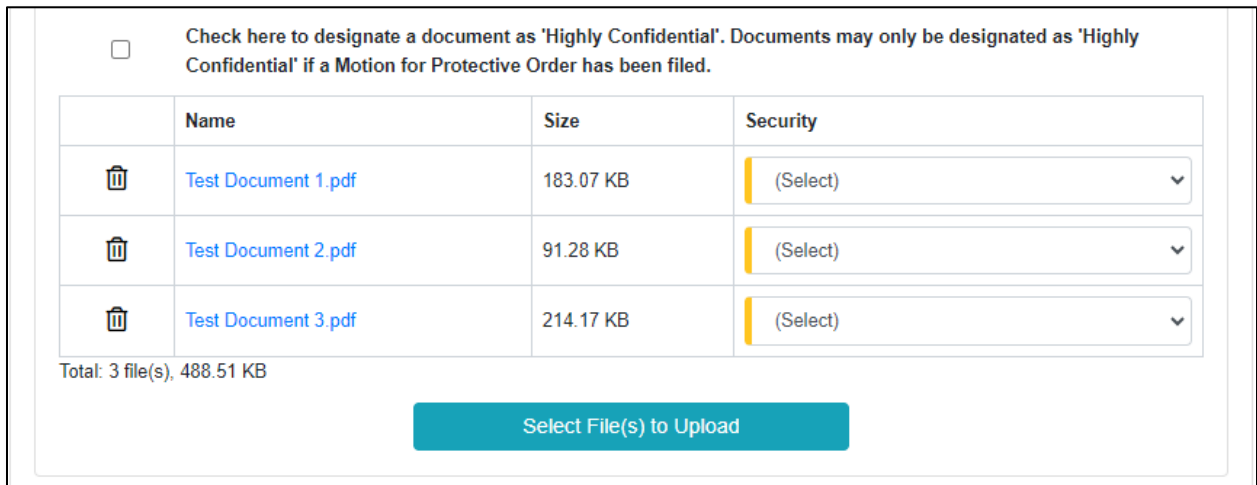
[Select File\(s\) to Upload](#)

a) In the *Open Browser* window, select the document or documents to attach.

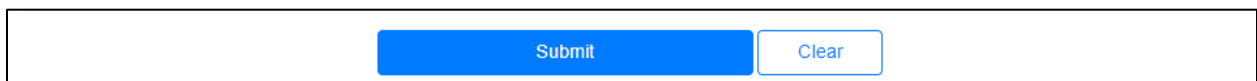
NOTE: Users can select multiple or batch documents by holding the *Shift* or *Ctrl* key and selecting the documents as long as the batch is not over 45 MB.



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



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





16) 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
BMAR-2024-2503

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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.