



To file a supplemental ETC filing:

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.

Login Help

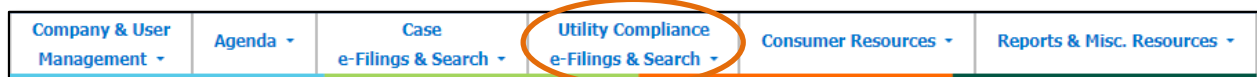
Email Address

Password

Log in

[Forgot your password?](#)
[Register as a new user?](#)

- 6) Select the 'Utility Compliance e-Filings & Search' tab.



- 7) Select the 'Existing Non-Case e-Filing & Search' 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 **Tracking No.** field, input the applicable tracking number.
- 9) Click the **Search** button; or click the **Clear** button to clear all fields and start over.

Existing Non-Case e-Filing & Search

Search Criteria ▾ Help

"Parent" and "Doing Business As" companies will also be included when searching on a company.

Date Filed <input type="text" value="From"/> <input type="text" value="To"/>	Tracking No. <input type="text" value="BXXX-2000-1234"/>	Related Submission No. <input type="text" value="XX-2000-0000"/>	Submission Subtype <input type="text" value="(Select)"/>
Utility Type <input type="text" value="(Select)"/>	Company <input type="text" value="Begin typing for suggestions"/>	Reporting Year <input type="text" value="From"/> <input type="text" value="To"/>	

Include companies closed in EFIS:
Search on single company:
Search Supplemental Submissions

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



Non-Case Submission
BFIV-2024-2506

Print | Subscribe Now | Data Requests | Help

Submission Subtype: ETC Form 555 Lifeline Subscriber Recertification Results
Reporting Year: 2023
Subject Companies: [IVoIP Missouri, Inc. \(Telephone - IVoIP\)](#)
Related Submission No.

Submissions ▾ + Add Supplemental

Item No.	Date Filed	Title of Submission	Filed on Behalf of
1	8/28/2023 1:25 PM	ETC Form 555 Lifeline Subscriber Recertification Results	IVoIP Missouri, Inc. (Telephone - IVoIP)

Attachments ▾

11) 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 **Filed on Behalf of** field will auto populate.
 - b) If the user represents multiple companies, in the **Filed on Behalf of** field, select the applicable company name from the drop-down list.
- 12) In the **Title of Submission** field, input the title of the submission.



Add Non-Case Supplemental Submission

BFIV-2024-2506

← Back to View ? Help

Items with an orange left border () are required.

Initial Date Filed 8/28/2023 1:25 PM

Submission Subtype ETC Form 555 Lifeline Subscriber Recertification Results

Reporting Year 2023

Subject Companies [IVoIP Missouri, Inc. \(Telephone - IVoIP\)](#)

Related Submission No.

Initial Attachments ▾

Date Filed 8/28/2023

Filed on Behalf of (Select) ▾

Title of Submission

750 character(s) left.

13) 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.

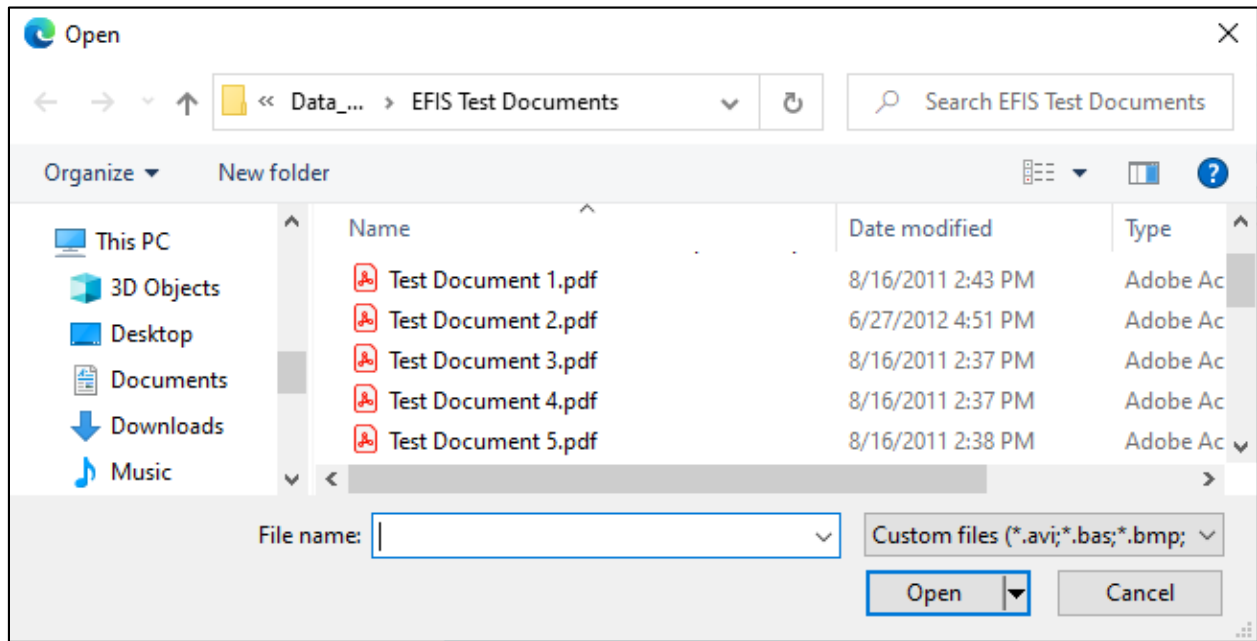
Note:

- 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.

Attachments

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- Password protected documents are not acceptable.
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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



14) 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 'Submit' button and a white 'Clear' button with a blue border, both positioned within a rectangular frame.

15) 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 'Non-Case Submission' is shown with the ID 'BFIV-2024-2506'. To the right are four buttons: 'Print', 'Subscribe Now', 'Data Requests', and 'Help'. The main content area lists submission details:

Submission Subtype	ETC Form 555 Lifeline Subscriber Recertification Results
Reporting Year	2023
Subject Companies	IVoIP Missouri, Inc. (Telephone - IVoIP)

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