



Increase Document Security for Non-Case Submissions

If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks (14 calendar days) after the document is submitted.

To increase the security setting on a non-case related document:

- 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?](#)

OPTION 1

- 1) 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.



- 2) On the *Dashboard* page, go to the 'Submission List' tab.
- 3) Input the applicable search criteria to locate the submission.
- 4) Click the **Search** button to perform the search; or click the **Clear** button to clear all fields and start over.
- 5) Select the **Submission No.** link of the submission.



Increase Document Security for Non-Case Submissions

Dashboard Help

Account Company Representative Submission List Email Subscription List Request List Service List

Submission List

Search Criteria

Date Filed: From To Submission No.: XX-2000-0000 Submission Type: (Select) Related Submission No.: XX-2000-0000

Company: Begin typing for suggestions

Include companies closed in EFIS:
Search on single company:

Search complete. The results are displayed below.

Search Clear

Returning 10 / 20

| Submission No. | Item No. | Submission Type | Date Filed | Company / Filed on Behalf of | Related Submission No. |
|----------------|----------|---------------------------------|------------|--|------------------------|
| OI202402501 | 1 | Utility Event | 8/17/2023 | Electric Missouri, Inc. (Electric) (Investor) | |
| test | | | | | |
| BMAR-2024-2502 | 2 | Non-Case Annual Report (MO PSC) | 8/17/2023 | Electric Company Missouri (Electric) (Investor) Electric Company Missouri (Electric) (Investor) | |

- 6) On the *Non-Case Submission* page, under the *Submissions* section, click the **Update Security** button next to the attachment which needs to be updated in the *Attachments* section.

Submissions + Add Supplemental

| Item No. | Date Filed | Title of Submission | Filed on Behalf of |
|--|-------------------|--|---|
| 1 | 8/17/2023 2:53 PM | Annual Report (MO PSC) | Electric Company Missouri (Electric) (Investor) |
| Attachments Update Security | | | |
| 2 | 8/17/2023 2:54 PM | Annual Report - Public Comments: Amended Report | Electric Company Missouri (Electric) (Investor) |
| Attachments Update Security | | | |

- 7) In the **Security** field, select the applicable security level from the drop-down list.
- 8) Click the **Submit** button after all fields have been completed; or click the **Cancel** button to cancel the change.



Increase Document Security for Non-Case Submissions

Edit Non-Case Document Security
BMAR-2024-2502 - Item 1

← Back to View ? Help

Items with an orange left border () are required.

Date Filed 8/17/2023 2:53 PM
Title of Submission Annual Report (MO PSC)

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. For case documents, when submitting "confidential" information, a cover sheet or pleading describing why that information qualifies for "confidential treatment" is required.

| Name | Size | Security |
|---------------------|-----------|----------|
| Test Document 1.pdf | 183.07 KB | Public |

Total: 1 file(s), 183.07 KB

Submit Cancel

OPTION 2

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



- 2) Select the 'Existing Non-Case e-Filing & Search' link.





Increase Document Security for Non-Case Submissions

- 3) Input the applicable search criteria to locate the submission.
- 4) Click the **Search** button to perform the search; 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: From [] To []
Tracking No.: BXXX-2000-1234
Related Submission No.: XX-2000-0000
Submission Subtype: (Select) ▾

Utility Type: (Select) ▾
Company: [Begin typing for suggestions]
Reporting Year: From [] To []

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

Search Clear

- 5) On the *Non-Case Submission* page, under the *Submissions* section, click the **Update Security** button next to the attachment which needs to be updated in the *Attachments* section.

Non-Case Submission
BMAR-2024-2502

Print Subscribe Now Data Requests Help

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 \(Electric\) \(Investor\)](#)
Related Submission No.:
Total Missouri Jurisdictional Revenue: \$123,456.00

Submissions ▾ + Add Supplemental

| Item No. | Date Filed | Title of Submission | Filed on Behalf of |
|--|-------------------|---|---|
| 1 | 8/17/2023 2:53 PM | Annual Report (MO PSC) | Electric Company Missouri (Electric) (Investor) |
| Attachments ▾ | | | |
| 2 | 8/17/2023 2:54 PM | Annual Report - Public Comments: Amended Report | Electric Company Missouri (Electric) (Investor) |
| Attachments ▾ Update Security | | | |

- 6) In the **Security** field, select the applicable security level from the drop-down list.



Increase Document Security for Non-Case Submissions

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

Edit Non-Case Document Security
BMAR-2024-2502 - Item 1

[← Back to View](#) [Help](#)

Items with an orange left border () are required.

Date Filed 8/17/2023 2:53 PM

Title of Submission Annual Report (MO PSC)

Attachments

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| Name | Size | Security |
|-------------------------------------|-----------|----------|
| Test Document 1.pdf | 183.07 KB | Public |

Total: 1 file(s), 183.07 KB

[Submit](#) [Cancel](#)

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