



Users can self-subscribe or unsubscribe to any non-case submissions in EFIS.

SUBSCRIBE TO NON-CASE NOTIFICATIONS

To subscribe to receive EFIS email notifications for non-case submissions:

NOTE: Users must have a verified user account in EFIS.

- 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 (Non-Case Search)

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



- 2) 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

- 3) Input the applicable search criteria.
- 4) Select 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: 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) If searching by the **Tracking No.** field, then the *Non-Case Submission* page will be displayed.
- 6) If searching by any fields outside of the Tracking No. field, then a list of the non-case submissions with the search criteria selected will be displayed below the Search button.
 - a) Click on the tracking number in the **Tracking No.** column to view the tariff.



Search complete. The results are displayed below.

Returning / 697

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.

Tracking No.	Item No.	Submission Subtype	Date Filed	Subject Companies / Filed on Behalf of	Reporting Year	Related Submission No.
BMAR-2023-2207	1	Annual Report (MO PSC)	6/29/2023	Everstream Solutions LLC (Telephone - IXC) Everstream Solutions LLC (Telephone - IXC)	2022	
BMAR-2023-2206	1	Annual Report (MO PSC)	6/29/2023	Everstream Solutions LLC (Telephone - CLEC) Everstream Solutions LLC (Telephone - CLEC)	2022	

7) Click on the **Subscribe Now** button located at the top of the *Non-Case Submission* page.

Non-Case Submission
BMAR-2023-2207

8) Once subscribed, the button at the top of the *Non-Case Submission* page will now be displayed as **Manage Subscription**.

Non-Case Submission
BMAR-2023-2207

OPTION 2 (Dashboard)

1) Select the 'Dashboard' link in the Header Links.

TEST MISSOURI PUBLIC SERVICE COMMISSION
ELECTRONIC FILING AND INFORMATION SYSTEM

Multi-Professional User

Home / Non-Case Submission - BMAR-2024-2511 / Dashboard Email Subscription List / Dashboard Account Summary

2) Select the 'Email Subscription List' tab.

Dashboard

3) Select the *Add Email Subscription* accordion.



Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
Add Email Subscription ▾					

- 4) In the **Subscription Name** field, input a descriptive name for this subscription.
- 5) In the **Submission Type** field, select 'Non-Case' from the drop-down list.

Add Email Subscription ▾

Items with an orange left border () are required.

Subscription Name Instructions

Submission Type (Select) ▾

- 6) In the field below **Submission Type**, select which type of submission, if desired.
- 7) In the **Action** field, select which type of action.
 - a) New Submission Created – receive any notifications for any new non-case submissions.
 - b) Supplemental Submission Created – receive notifications for any supplemental non-case submissions. (additional fields will be displayed)
- 8) In the **Utility Type** field, select the applicable type of utility from the drop-down list, if desired.
- 9) In the **Company** field, input and select the company, if desired.
- 10) In the **Notify How Often** field, select the applicable notification type 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.

Submission Type Non-Case ▾
(Select) ▾

Action (Select) ▾

Utility Type (Select) ▾

Company *Begin typing for suggestions*

Notify How Often (Select) ▾

- 12) Once submitted, users will notice an additional subscription listed on their Email Subscription List.



Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	Non-Case - BMAR-2023-2207	Non-Case	Supplemental Submission Created	Submission No.: BMAR-2023-2207	Quickly as Possible
	Electric Annual Report Submissions	Non-Case Annual Report (MO PSC)	New Submission Created	Utility Type: Electric	Quickly as Possible

UNSUBSCRIBE TO CASE NOTIFICATIONS

To unsubscribe to EFIS email notifications for cases:

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.

OPTION 1 (Non-Case Search)

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



Utility Compliance
e-Filings & Search ▾

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- 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

- 3) Input the applicable search criteria.
- 4) Select 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: From [] To []

Tracking No.: [BXXX-2000-1234]

Related Submission No.: [XX-2000-0000]

Submission Subtype: (Select) ▾

Utility Type: (Select) ▾

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Include companies closed in EFIS:

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- 5) If searching by the **Tracking No.** field, then the *Non-Case Submission* page will be displayed.
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Search complete. The results are displayed below.

Search Clear

Returning 10 / 697

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1) Click on the **Manage Subscription** button located at the top of the *Non-Case Submission* page.

Non-Case Submission
BMAR-2023-2207

Print Manage Subscriptions Data Requests Help

- 2) Once selected, users will be redirected to their *Dashboard*, under their 'Email Subscription List' tab.
- 3) Click the **Delete** button in front of the subscription the user wishes to stop subscription to.

	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
Delete	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
Delete	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
Delete	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
Delete	Non-Case - BMAR-2023-2207	Non-Case	Supplemental Submission Created	Submission No.: BMAR-2023-2207	Quickly as Possible
Delete	Electric Annual Report Submissions	Non-Case Annual Report (MO PSC)	New Submission Created	Utility Type: Electric	Quickly as Possible

- 4) A pop-up message is displayed which makes the user confirm their selection.
- 5) Select the **Confirm** button to confirm the closure or click the **Cancel** button to cancel the closure.

Confirm

Are you sure you want to delete Non-Case - BMAR-2023-2207?

Confirm Cancel

6) Once submitted, users will notice the subscription has been removed from their Email Subscription List.



Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
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	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
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OPTION 2 (Dashboard)

1) Select the 'Dashboard' link in the Header Links.



2) Select the 'Email Subscription List' tab.

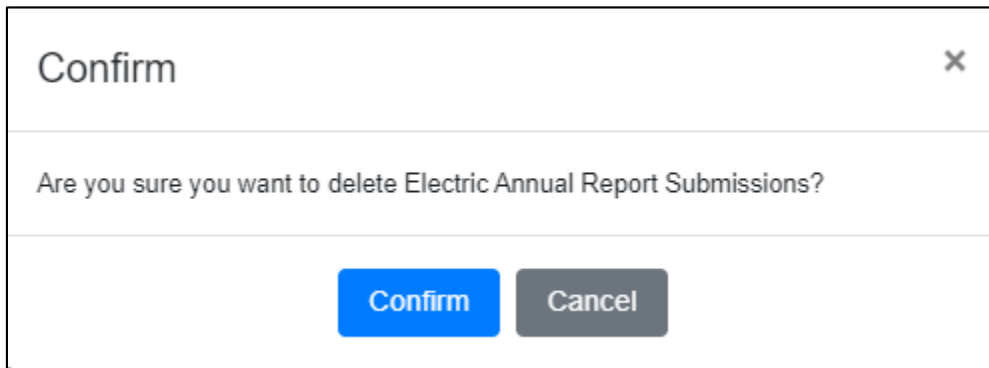


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 Delete	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible

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