EFIS User Guide



Supplemental Statement of Revenue Report e-Filing

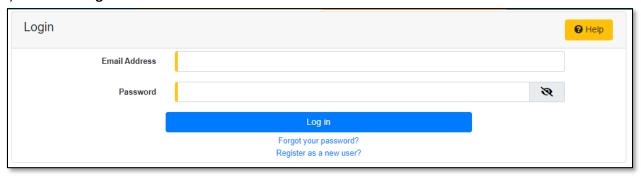
To file a supplemental or subsequent Statement of Revenue Report:

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.

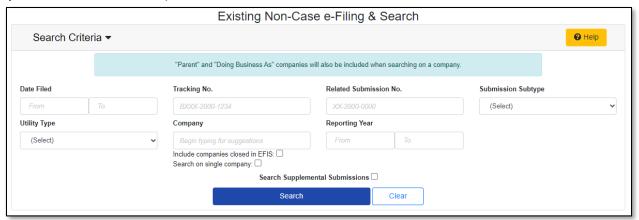


7) Select the 'Existing Non-Case e-Filing & Search' link.





- 8) Input the search criteria.
- 9) Click the **Search** button; or click the **Clear** button to clear all fields and start over.

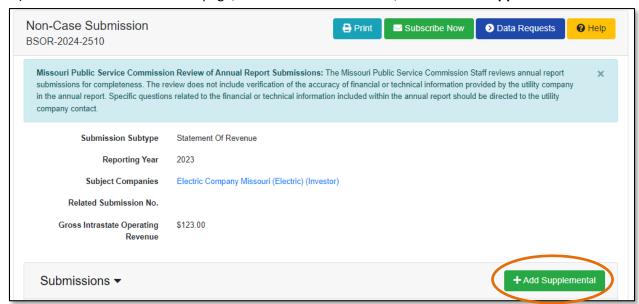


- 10) A list of non-case submissions matching the search criteria will be displayed below the Search button.
- 11) Select the applicable tracking number from the **Tracking No.** column.



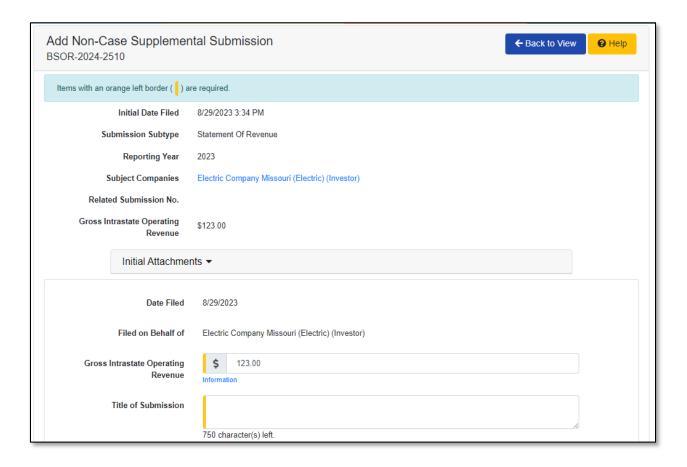


12) On the Non-Case Submission page, in the Submissions section, click the Add Supplemental button.

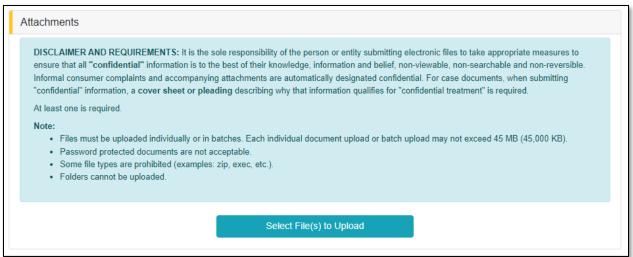


- 13) In the Gross Intrastate Operating Revenue field, amend the revenue amount, if necessary.
- 14) In the **Title of Submission** field, input the title of the submission.





15) In the *Attachment* section, click the **Select File(s) to Upload** button to upload documents for the filing.



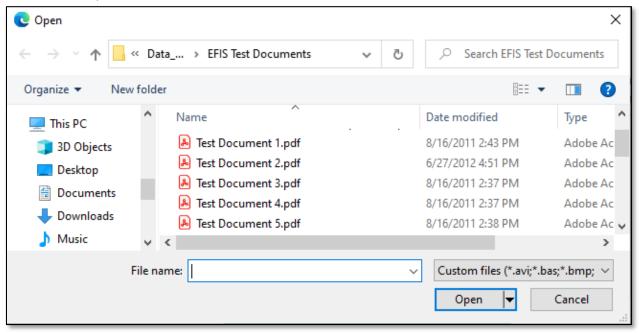
NOTE: Users can select multiple or batch documents by holding the Shift or Ctrl key and selecting the documents as long as the batch is not over 45 MB.

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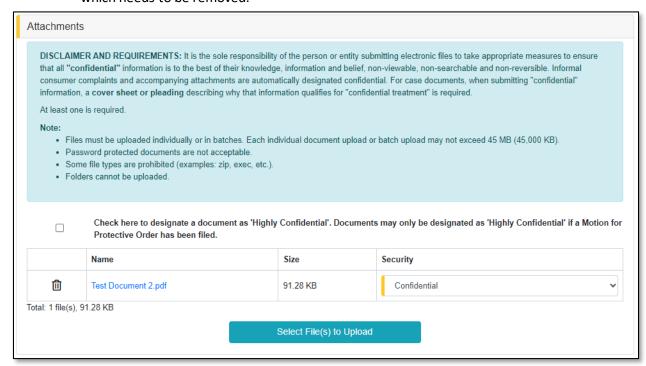


Supplemental Statement of Revenue Report e-Filing

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



- 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.



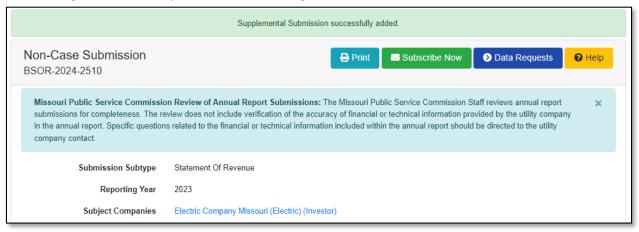
Issued: September 2, 2023



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



17) 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.



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