



Users can self-subscribe or unsubscribe to any Commission cases in EFIS.

SUBSCRIBE TO CASE NOTIFICATIONS

To subscribe to receive EFIS email notifications for cases:

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.

OPTION 1 (Docket Sheet)

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



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



Case
e-Filings & Search ▾

- New Case e-Filing
- Existing Case e-Filing & Search**
- Service List Search
- Service List Print
- Calendar Search
- Data Request Search
- Small Company Rate Increase Search

- 3) In the **Case No.** field, input and select the applicable case number.
- 4) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

Existing 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 []
Case No.: [XX-2000-1234]
Related Submission No.: [XX-2000-0000]
Status: (Select) ▾
Include only open or reopened cases:

Utility Type: (Select) ▾
Company: [Begin typing for suggestions]
Type of Case: (Select) ▾
Type of Filing: (Select) ▾
Include companies closed in EFIS:
Search on single company:
Search Subject Companies only:

Title of Filing: []

Individual Filing Search

Search Clear

- 5) Click on the **Subscribe Now** button located at the top of the *Docket Sheet* page.

Docket Sheet
ER-2023-0444

Print **Subscribe Now** Service List Calendar Consumer Comments (0) Data Requests Help

- 6) Once subscribed, the button at the top of the *Docket Sheet* page will now be displayed as **Manage Subscription**.



Docket Sheet
ER-2023-0444

Print Manage Subscriptions Service List Calendar Consumer Comments (0)
 Data Requests Help

OPTION 2 (Dashboard)

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

TEST MISSOURI PUBLIC SERVICE COMMISSION
ELECTRONIC FILING AND INFORMATION SYSTEM

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

Make Professional User! Dashboard Log out Help Directory

2) Select the 'Email Subscription List' tab.

Dashboard Help

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

3) Select the *Add Email Subscription* accordion.

Email Subscription List

	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

Add Email Subscription

4) In the **Subscription Name** field, input a descriptive name for this subscription.

5) In the **Submission Type** field, select 'Case' from the drop-down list.

Add Email Subscription

Items with an orange left border () are required.

Subscription Name

Submission Type (Select)

6) In the **Action** field, select 'Filing Created on Existing Case' from the drop-down list.

Action (Select)

7) In the **Utility Type** field, select the applicable type of utility from the drop-down list, if desired.

8) In the **Type of Filing** field, select the applicable type of filing from the drop-down list, if desired.



- 9) In the **Company** field, input and select the company, if desired.
- 10) In the **Submission No.** field, input and select the applicable case number.
- 11) In the **Notify How Often** field, select the applicable notification type from the drop-down list.
- 12) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

The screenshot shows a form with the following fields and buttons:

- Utility Type:** (Select) dropdown menu
- Type of Filing:** (Select) dropdown menu
- Company:** Text input field with placeholder "Begin typing for suggestions"
- Submission No.:** Text input field with placeholder "Begin typing for suggestions"
- Notify How Often:** (Select) dropdown menu
- Submit:** Blue button
- Clear:** White button with blue border

- 13) 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
	Case - ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	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.

- 6) Navigate to EFIS.
- 7) Click the **Log In** link located in the *Header Links* in the upper, right-hand corner.



- 8) In the **Email Address** field, input the user's email address registered with their user account.
- 9) In the **Password** field, input the user's password.
- 10) Click the **Log In** button.



Login Help

Email Address

Password

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

OPTION 1 (Docket Sheet)

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

Company & User Management ▾	Agenda ▾	Case e-Filings & Search ▾	Utility Compliance e-Filings & Search ▾	Consumer Resources ▾	Reports & Misc. Resources ▾
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- 2) Select the 'Existing Case e-Filing & Search' link.

Case e-Filings & Search ▾
New Case e-Filing
Existing Case e-Filing & Search
Service List Search
Service List Print
Calendar Search
Data Request Search
Small Company Rate Increase Search

- 3) In the **Case No.** field, input and select the applicable case number.
- 4) Select the **Search** button; or click the **Clear** button to clear all fields and start over.



Existing 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: <input type="text"/> To: <input type="text"/>	Case No. <input type="text" value="XX-2000-1234"/>	Related Submission No. <input type="text" value="XX-2000-0000"/>	Status (Select) ▾ <small>Include only open or reopened cases: <input type="checkbox"/></small>
Utility Type (Select) ▾	Company <input type="text" value="Begin typing for suggestions"/> <small>Include companies closed in EFIS: <input type="checkbox"/></small> <small>Search on single company: <input type="checkbox"/></small> <small>Search Subject Companies only: <input type="checkbox"/></small>	Type of Case (Select) ▾	Type of Filing (Select) ▾
Title of Filing <input type="text"/>	<input type="checkbox"/> Individual Filing Search		

5) Click on the **Manage Subscription** button located at the top of the *Docket Sheet* page.

Docket Sheet
ER-2023-0444

6) Once selected, users will be redirected to their *Dashboard*, under their 'Email Subscription List' tab.

7) Click the **Delete** button in front of the subscription the user wishes to stop subscription to.

Email Subscription List

	<u>Subscription Name</u>	<u>Submission Type</u>	<u>Action</u>	<u>Additional Criteria</u>	<u>Notify How Often</u>
<input type="button" value="Delete"/>	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
<input type="button" value="Delete"/>	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
<input type="button" value="Delete"/>	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
<input type="button" value="Delete"/>	Case - ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Quickly as Possible

8) A pop-up message is displayed which makes the user confirm their selection.

9) 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 Case - ER-2022-0337?



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

Email Subscription List					
	<u>Subscription Name</u>	<u>Submission Type</u>	<u>Action</u>	<u>Additional Criteria</u>	<u>Notify How Often</u>
	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

OPTION 2 (Dashboard)

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



2) Select the 'Email Subscription List' tab.

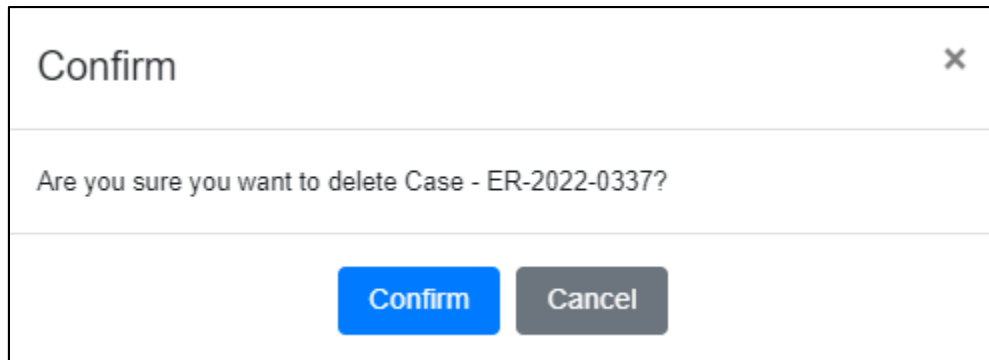


3) Click the **Delete** button in front of the subscription the user wishes to stop subscription to.

Email Subscription List					
	<u>Subscription Name</u>	<u>Submission Type</u>	<u>Action</u>	<u>Additional Criteria</u>	<u>Notify How Often</u>
	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
	Case - ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	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.





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

Email Subscription List					
	<u>Subscription Name</u>	<u>Submission Type</u>	<u>Action</u>	<u>Additional Criteria</u>	<u>Notify How Often</u>
 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

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