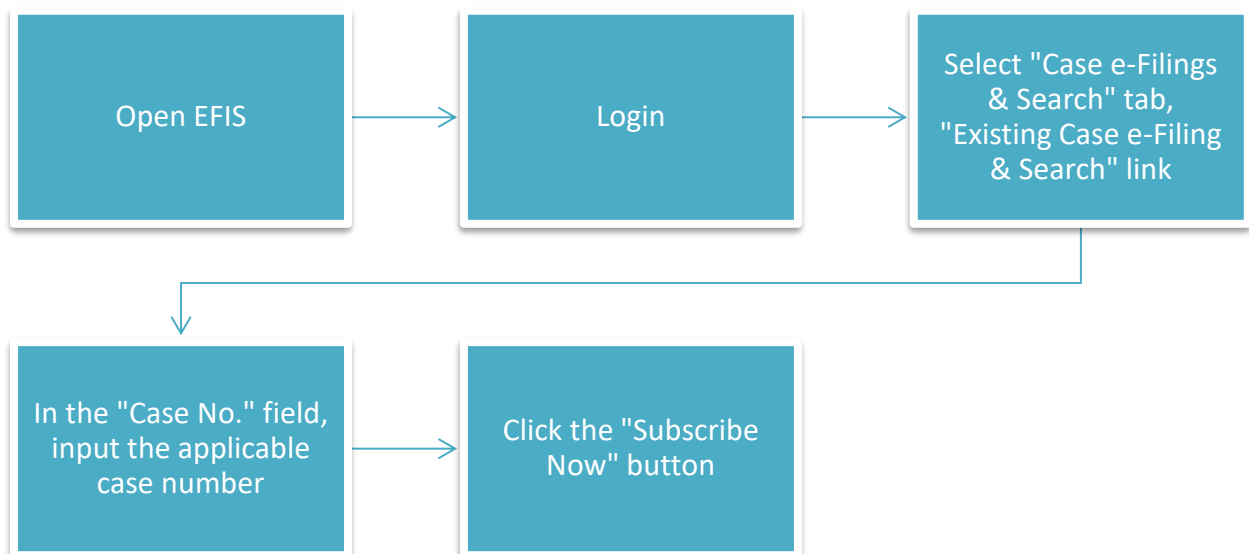
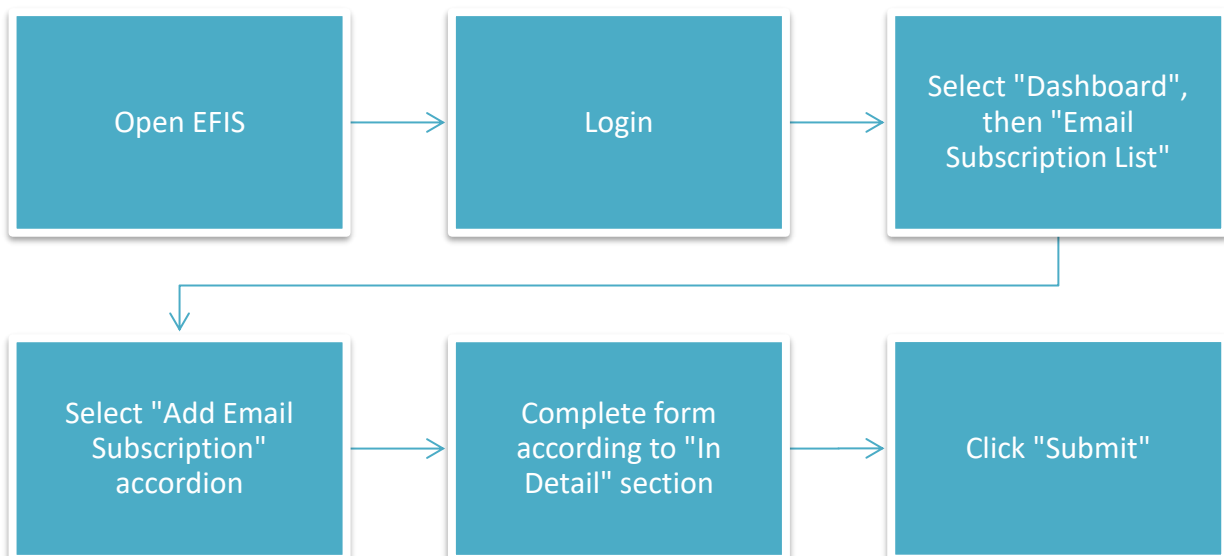




Users with a verified EFIS account can subscribe or unsubscribe to any Commission case in EFIS.

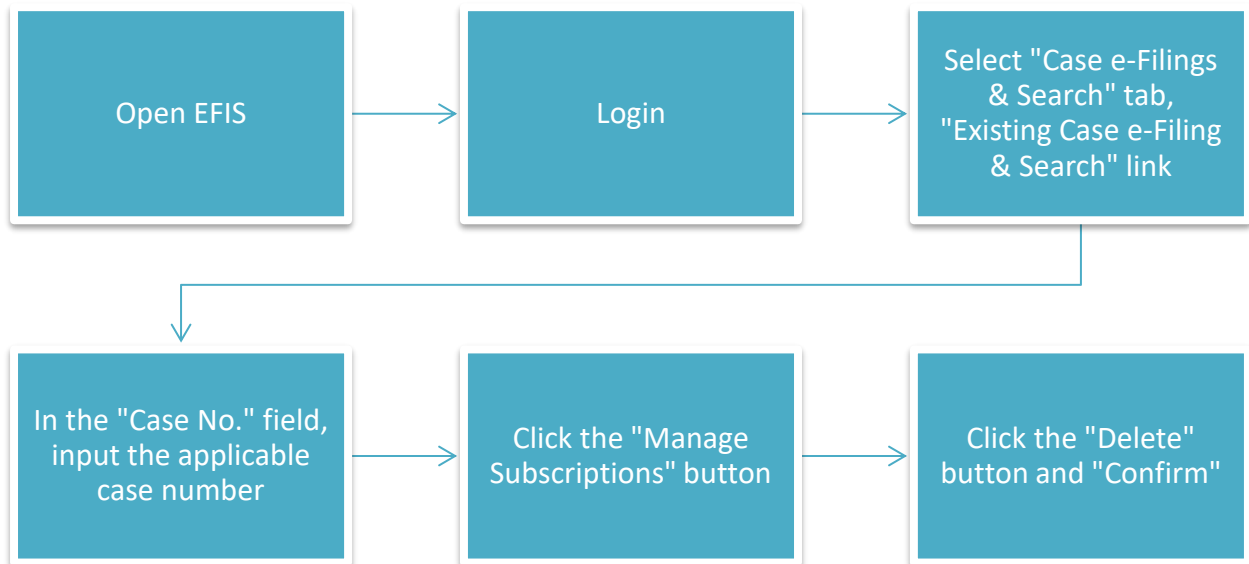
To subscribe or unsubscribe to EFIS email notifications for cases:

AT-A-GLANCE:**SUBSCRIBE TO CASE NOTIFICATIONS****OPTION 1****OPTION 2**

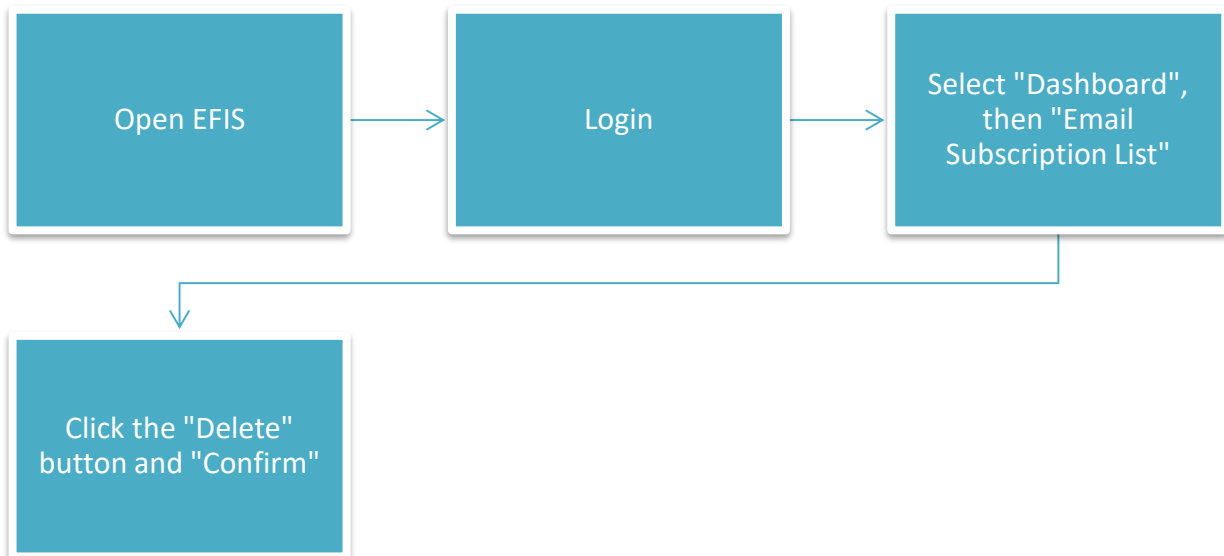


UNSUBSCRIBE TO CASE NOTIFICATIONS

OPTION 1

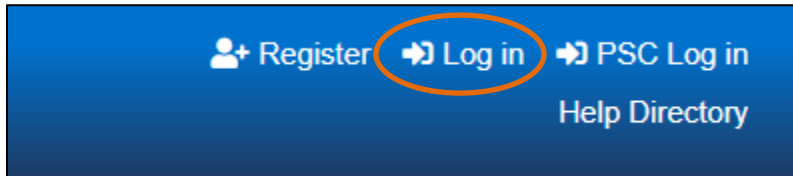


OPTION 2



**IN DETAIL:****SUBSCRIBE TO CASE NOTIFICATIONS**

- 1) Open 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

Email Address

Password

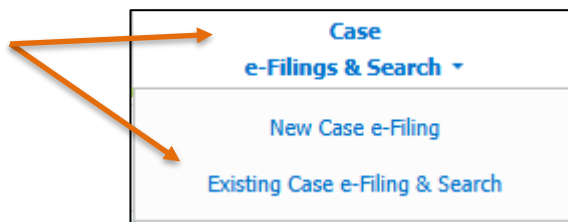
Log in

[Forgot your password?](#)

[Register as a new user?](#)

OPTION 1

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



- 3) In the **Case No.** field, input the applicable case number
- 4) Click 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"/> Search on single company: <input type="checkbox"/> Search Subject Companies only: <input type="checkbox"/></small>	Type of Case (Select) ▼	Type of Filing (Select) ▼
Title of Filing <input type="text"/>			

Individual Filing Search ☐

Search Clear

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

Docket Sheet
ER-2022-0129

Print **Subscribe Now** Service List Calendar Comments (265) Data Requests
Workpapers Media Help

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

Docket Sheet
ER-2022-0129

Print **Manage Subscriptions** Service List Calendar Comments (265) Data Requests
Workpapers Media Help

OPTION 2

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

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
	Electric Large Rate Case	Case Rate Case (Large)	New Submission Created	Utility Type: Electric	Once a Day
	ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Once a Day
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

Instructions

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.

Utility Type

(Select)

Type of Filing

(Select)

Company

Begin typing for suggestions

Submission No.

Begin typing for suggestions

Notify How Often

(Select)

Submit

Clear

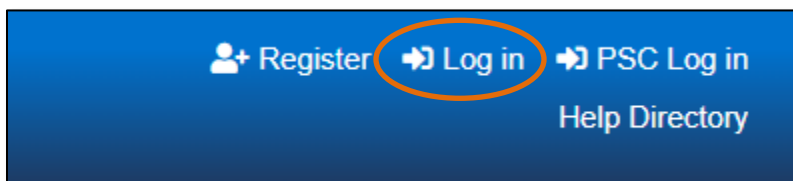
- 13) Once submitted, users will notice an additional subscription listed on their Email Subscription List.



Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	Electric Large Rate Case	Case Rate Case (Large)	New Submission Created	Utility Type: Electric	Once a Day
	ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Once a Day
	ER-2022-0129	Case	Filing Created on Existing Case	Submission No.: ER-2022-0129	Quickly as Possible

UNSUBSCRIBE TO CASE NOTIFICATIONS

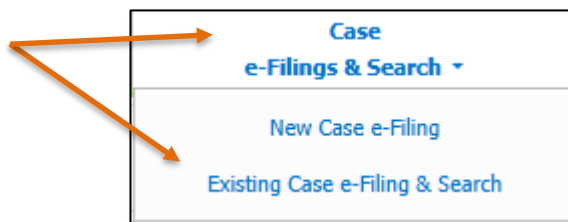
- 1) Open EFIS.
- 2) Click the **Log In** link located in the *Header Links* in the upper, right-hand corner.



- 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

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



- 3) In the **Case No.** field, input the applicable case number
- 4) Click 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"/> Search on single company: <input type="checkbox"/> Search Subject Companies only: <input type="checkbox"/></small>	Type of Case (Select) ▼	Type of Filing (Select) ▼

Title of Filing

Individual Filing Search ☐

Search Clear

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

Docket Sheet
ER-2022-0129

Print **Manage Subscriptions** Service List Calendar Comments (265) Data Requests
Workpapers Media Help

- 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					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	Electric Large Rate Case	Case Rate Case (Large)	New Submission Created	Utility Type: Electric	Once a Day
	ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Once a Day
	ER-2022-0129	Case	Filing Created on Existing Case	Submission No.: ER-2022-0129	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-2022-0129?

Confirm Cancel

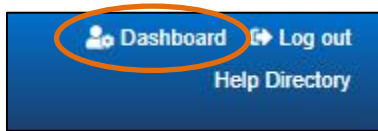


- 10) Once submitted, users will notice the subscription has been removed from their Email Subscription List.

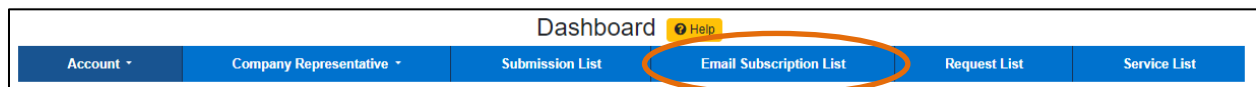
Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	Electric Large Rate Case	Case Rate Case (Large)	New Submission Created	Utility Type: Electric	Once a Day
	ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Once a Day

OPTION 2





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



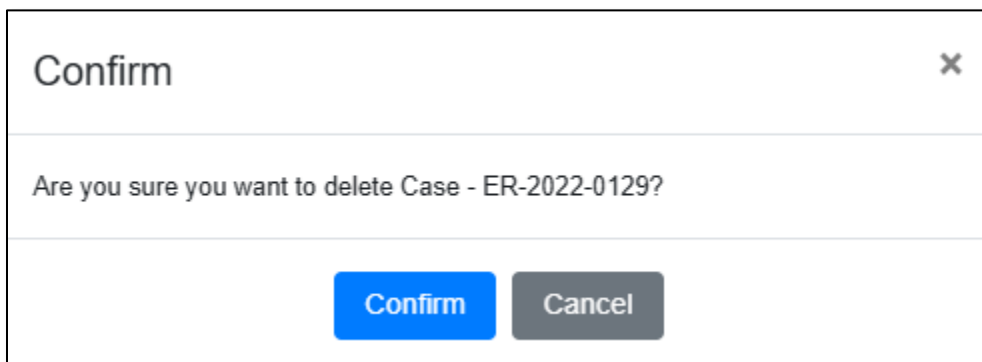
- 2) Select the 'Email Subscription List' tab.



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

Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	Electric Large Rate Case	Case Rate Case (Large)	New Submission Created	Utility Type: Electric	Once a Day
	ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Once a Day
	ER-2022-0129	Case	Filing Created on Existing Case	Submission No.: ER-2022-0129	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	Electric Large Rate Case	Case Rate Case (Large)	New Submission Created	Utility Type: Electric	Once a Day
Delete	ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
Delete	ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Once a Day

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