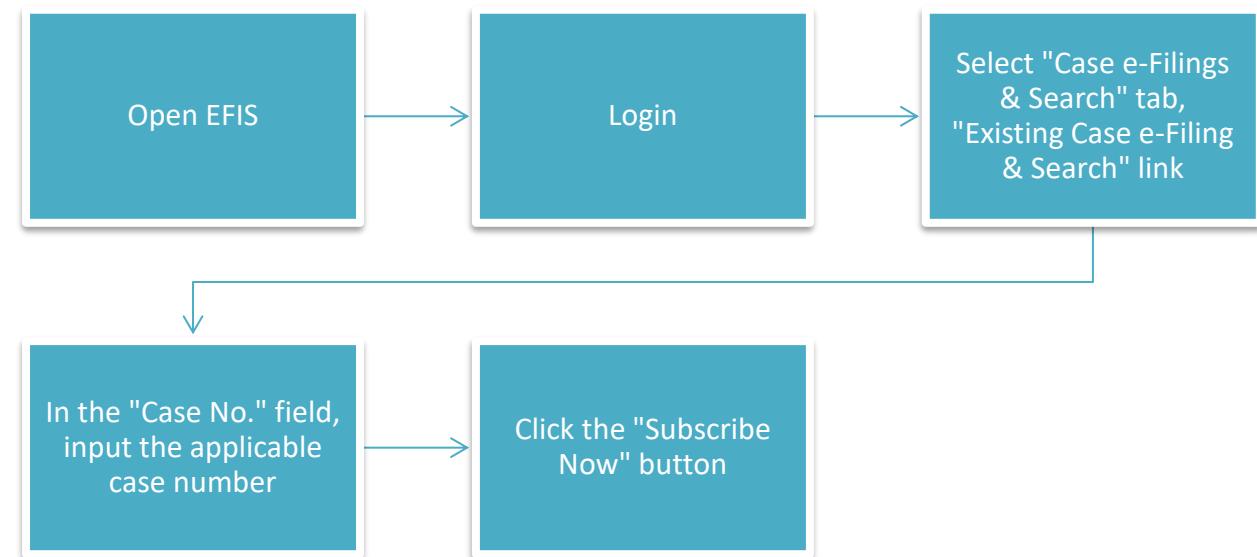
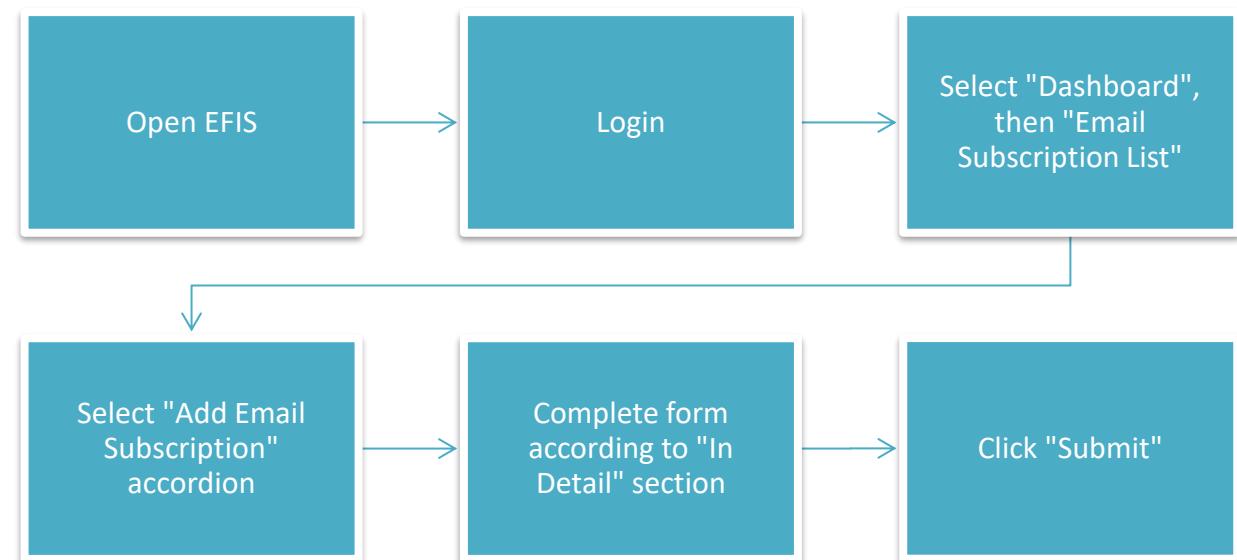
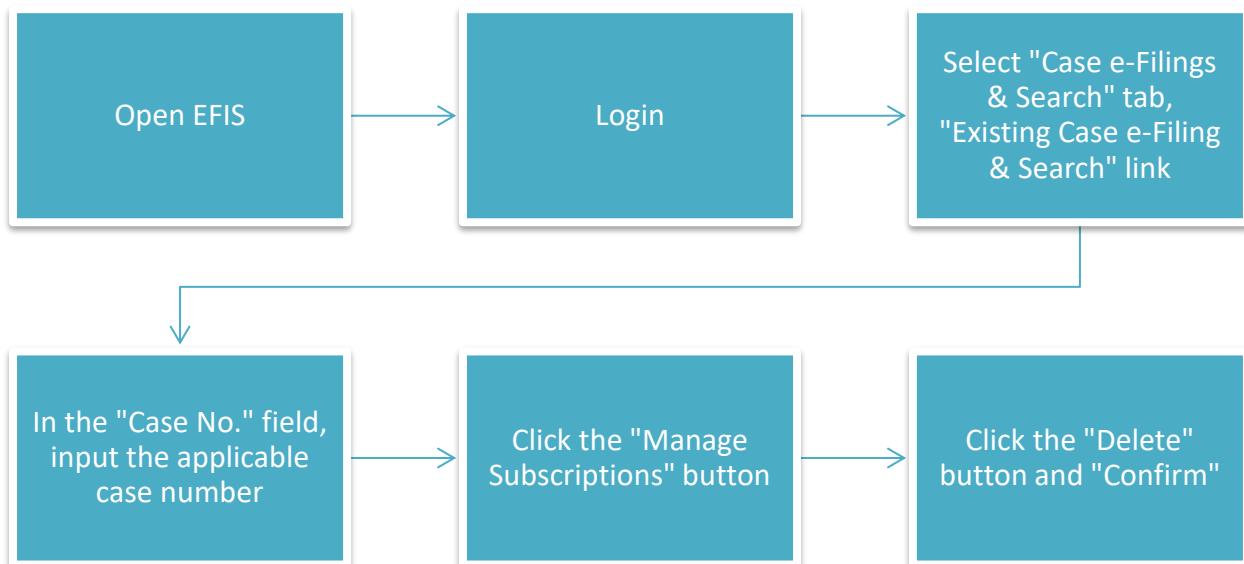
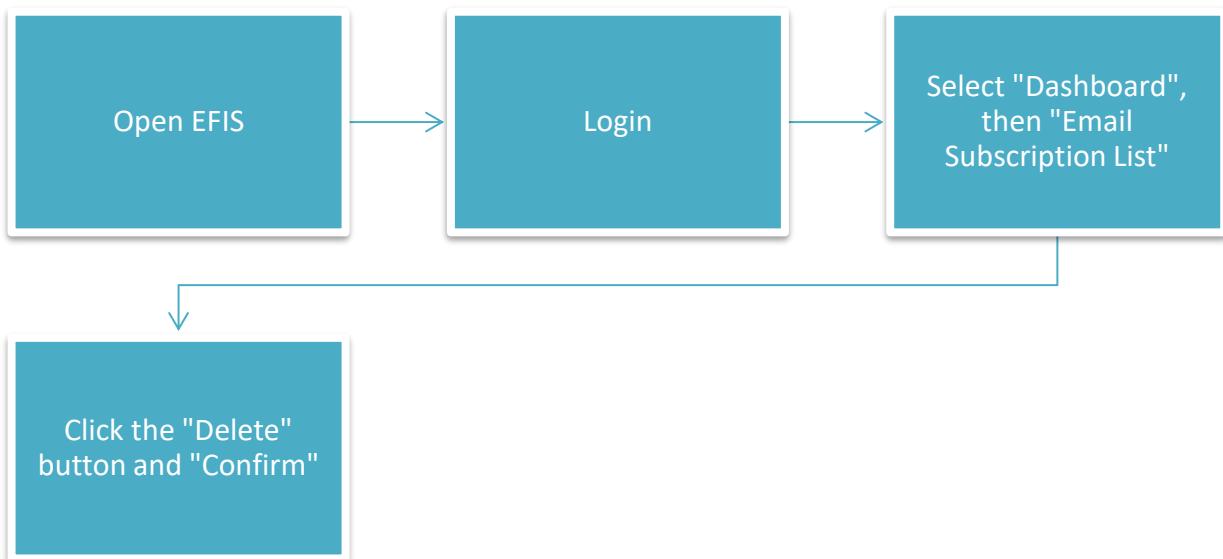




Users with a verified EFIS account can subscribe or unsubscribe to any Commission case in EFIS.

To subscribe or unsubscribe to EFIS email notifications for cases:

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

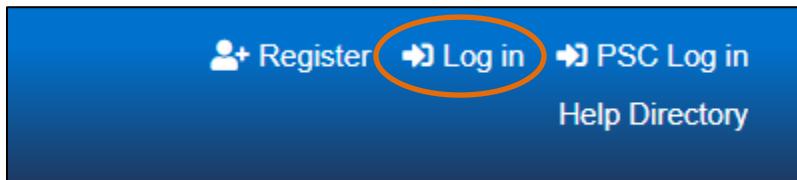
**UNSUBSCRIBE TO CASE NOTIFICATIONS****OPTION 1****OPTION 2**



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.

The screenshot shows the EFIS login interface. It has a 'Login' header and a 'Help' button. Below are fields for 'Email Address' and 'Password', with a 'Forgot your password?' link and a 'Register as a new user?' link at the bottom.

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 ▾

"Parent" and "Doing Business As" companies will also be included when searching on a company.

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

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

Docket Sheet
ER-2022-0129

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

OPTION 2

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

2) Select the 'Email Subscription List' tab.

Dashboard

3) Select the *Add Email Subscription* accordion.



Case Subscriptions

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	<input type="text"/>
Submission Type	<input type="button" value="Select"/>

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

Action	<input type="button" value="Select"/>
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- 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	<input type="button" value="Select"/>
Type of Filing	<input type="button" value="Select"/>
Company	<input type="text" value="Begin typing for suggestions"/>
Submission No.	<input type="text" value="Begin typing for suggestions"/>
Notify How Often	<input type="button" value="Select"/>

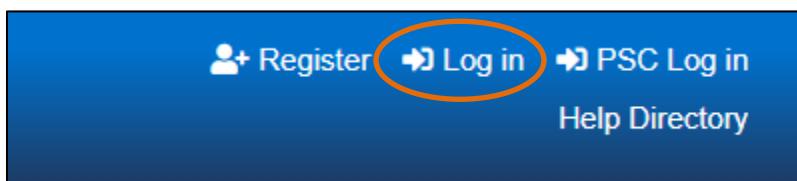
- 13) Once submitted, users will notice an additional subscription listed on their Email Subscription List.



Email Subscription List					
Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often	
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	
Delete 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.

The image shows a 'Login' form with the following fields and buttons:

- Email Address: A text input field.
- Password: A text input field with a visibility toggle icon.
- Log In: A blue button.
- Forgot your password?: A link.
- Register as a new user?: A link.

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 ▾

"Parent" and "Doing Business As" companies will also be included when searching on a company.

Date Filed	Case No.	Related Submission No.	Status
From <input type="text"/>	To <input type="text"/>	XX-2000-1234	XX-2000-0000
Utility Type	Company	Type of Case	Type of Filing
(Select) <input type="button" value="▼"/>	Begin typing for suggestions <input type="text"/>	(Select) <input type="button" value="▼"/>	(Select) <input type="button" value="▼"/>
Include companies closed in EFIS: <input type="checkbox"/> Search on single company: <input type="checkbox"/> Search Subject Companies only: <input type="checkbox"/>			
Title of Filing <input type="text"/>			
Individual Filing Search <input type="checkbox"/>			
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

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

Docket Sheet
ER-2022-0129

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	
<input type="button" value="Delete"/> Electric Large Rate Case	Case Rate Case (Large)	New Submission Created	Utility Type: Electric	Once a Day	
<input type="button" value="Delete"/> ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible	
<input type="button" value="Delete"/> ER-2022-0337	Case	Filing Created on Existing Case	Submission No.: ER-2022-0337	Once a Day	
<input type="button" value="Delete"/> 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 X

Are you sure you want to delete Case - ER-2022-0129?

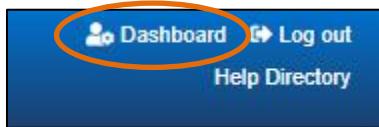


- Once submitted, users will notice the subscription has been removed from their Email Subscription List.

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

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



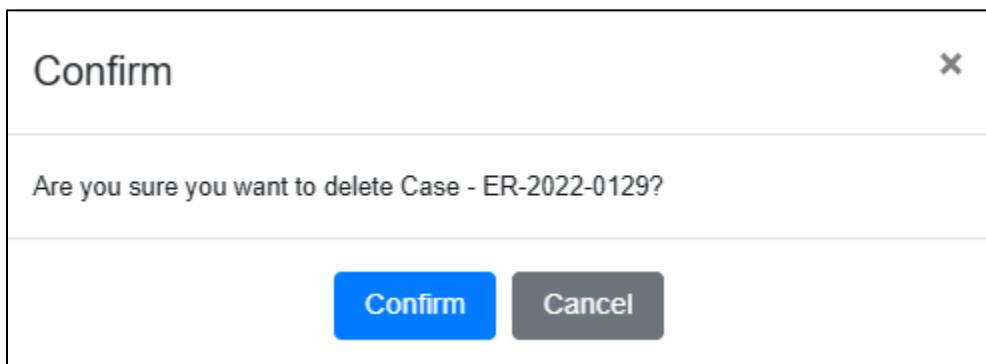
- Select the 'Email Subscription List' tab.



- 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

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



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



Case Subscriptions

Email Subscription List				
Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
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.