

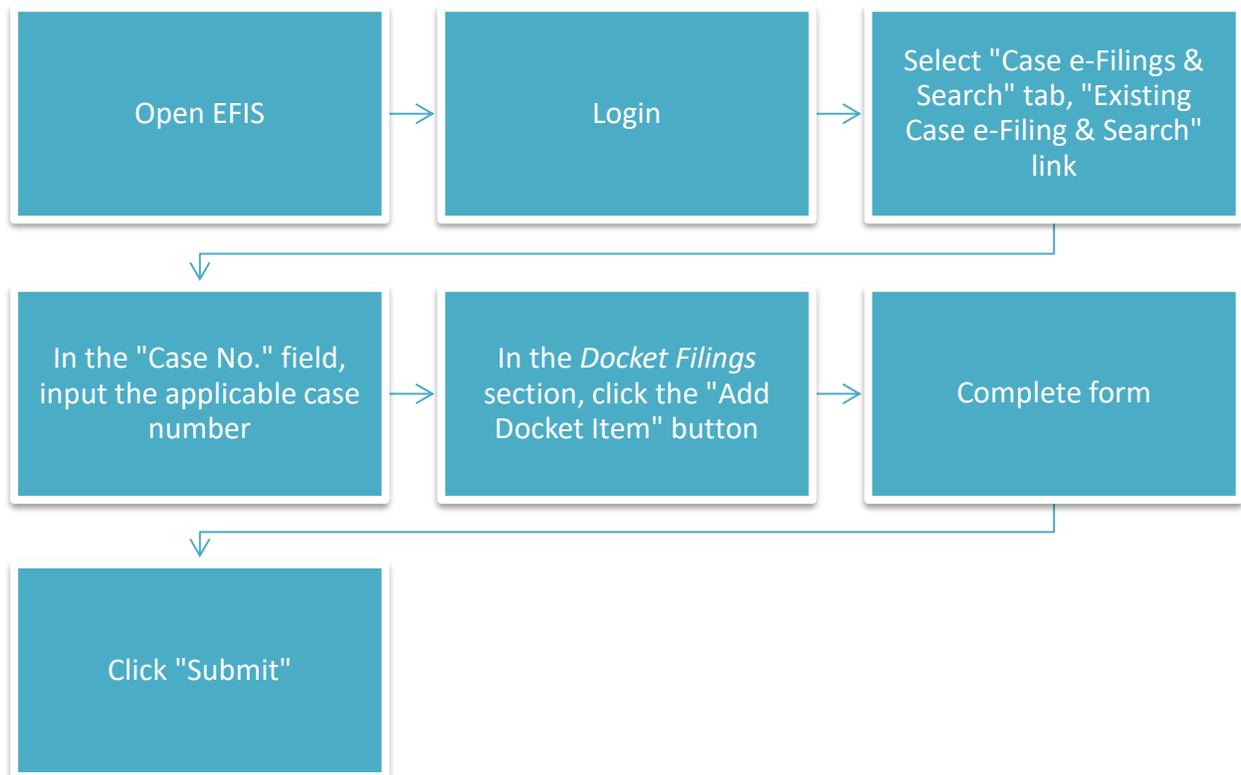


Notice of Communication (20 CSR 4240-4) e-Filing

Filing a Notice of Communication will cause the filing to be submitted in all **open** cases in which the referenced company is participating in. Professional account users, linked to the company, can file these notices.

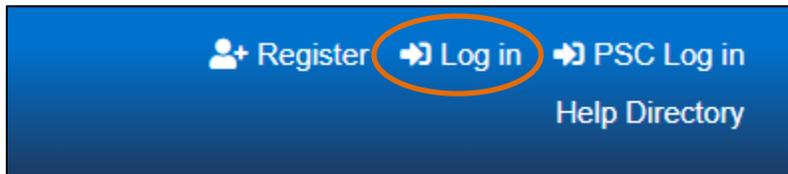
To file a Notice of Communication:

AT-A-GLANCE:



IN DETAIL:

- 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.



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The login form is titled 'Login' and includes a 'Help' button in the top right corner. It features two input fields: 'Email Address' and 'Password'. Below the password field is a 'Log in' button. Underneath the button are two links: 'Forgot your password?' and 'Register as a new user?'.

- 6) Select the 'Case e-Filings & Search' tab.
- 7) Select the 'Existing Case e-Filing & Search' link.



- 8) In the **Case No.** field, input the applicable case number
- 9) Click the **Search** button; or click the **Clear** button to clear all fields and start over.

The 'Existing Case e-Filing & Search' form includes a 'Search Criteria' dropdown and a 'Help' button. A light blue banner states: '"Parent" and "Doing Business As" companies will also be included when searching on a company.' The form contains several input fields: 'Date Filed' (From/To), 'Case No.' (with example 'XX-2000-1234'), 'Related Submission No.' (with example 'XX-2000-0000'), 'Status' (dropdown), 'Utility Type' (dropdown), 'Company' (text input with 'Begin typing for suggestions'), 'Type of Case' (dropdown), 'Type of Filing' (dropdown), and 'Title of Filing' (text input). There are also checkboxes for 'Include only open or reopened cases:', 'Include companies closed in EFIS:', 'Search on single company:', and 'Search Subject Companies only:'. At the bottom, there is an 'Individual Filing Search' checkbox and 'Search' and 'Clear' buttons.

- 10) On the *Docket Sheet* page, in the *Docket Filings* section, click the **Add Docket Item** button.





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- a) In the **Type of Filing** field, select 'Notice of Communication' from the drop-down list. Once this field has been completed, additional fields will display.

- i) When 'Notice of Communication' is selected as the **Type of Filing**, a message will appear informing the user that, by checking the box, they acknowledged the submission will apply to all active Commission cases involving the filing party.

- b) Depending on how many companies a user represents will determine how the next field will populate.
 - i) If the user only represents one company, the **Filed on Behalf of** fields will auto populate.
 - ii) If the user represents multiple companies, in the **Filed on Behalf of** field, select the applicable company name from the drop-down list.
- c) In the **Related Submission No.** field, input any related submission numbers related to the case. If there are no related submission numbers, skip to the next step.
- d) In the **Title of Filing** field, input the document title.
- e) Check **This filing is to meet a scheduled deadline for today** box if the filing is meeting a filing deadline for the case.
- f) If the filing is in **Response to Previous Filing** in the case, check the box labeled **Select Related Filing(s)** button.

- i) In the *Response to Previous Filings* input screen, select the document or documents in which this filing is a response to by checking the check box in front of the filing.
- ii) Click the **Close** button after all filings have been checked; or click the **Clear** button to clear all check boxes and start over.



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Response to Previous Filings ✕

Display Items: - [Reset](#)

Returning 3 / 3

| <u>Selected</u> | <u>Item No.</u> ▼ | <u>Date Filed</u> | <u>Title of Filing</u> | <u>Filed on Behalf of</u> |
|--------------------------|-------------------|--------------------|--|---|
| <input type="checkbox"/> | 3 | 5/14/2025 10:46 AM | Amended Application | Electric Company Missouri (Electric) (Independent Power Producer) |
| <input type="checkbox"/> | 2 | 5/14/2025 7:19 AM | Tariff | Electric Company Missouri (Electric) (Independent Power Producer) |
| <input type="checkbox"/> | 1 | 5/14/2025 7:07 AM | Application for Certificate of Service | Electric Company Missouri (Electric) (Independent Power Producer) |

[Close](#) [Clear](#)

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

Attachments

DISCLAIMER AND REQUIREMENTS: It is the sole responsibility of the person or entity submitting electronic files to take appropriate measures to ensure that all "confidential" information is to the best of their knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and accompanying attachments are automatically designated confidential. For case documents, when submitting "confidential" information, a **cover sheet or pleading** describing why that information qualifies for "confidential treatment" is required.

At least one is required.

Note:

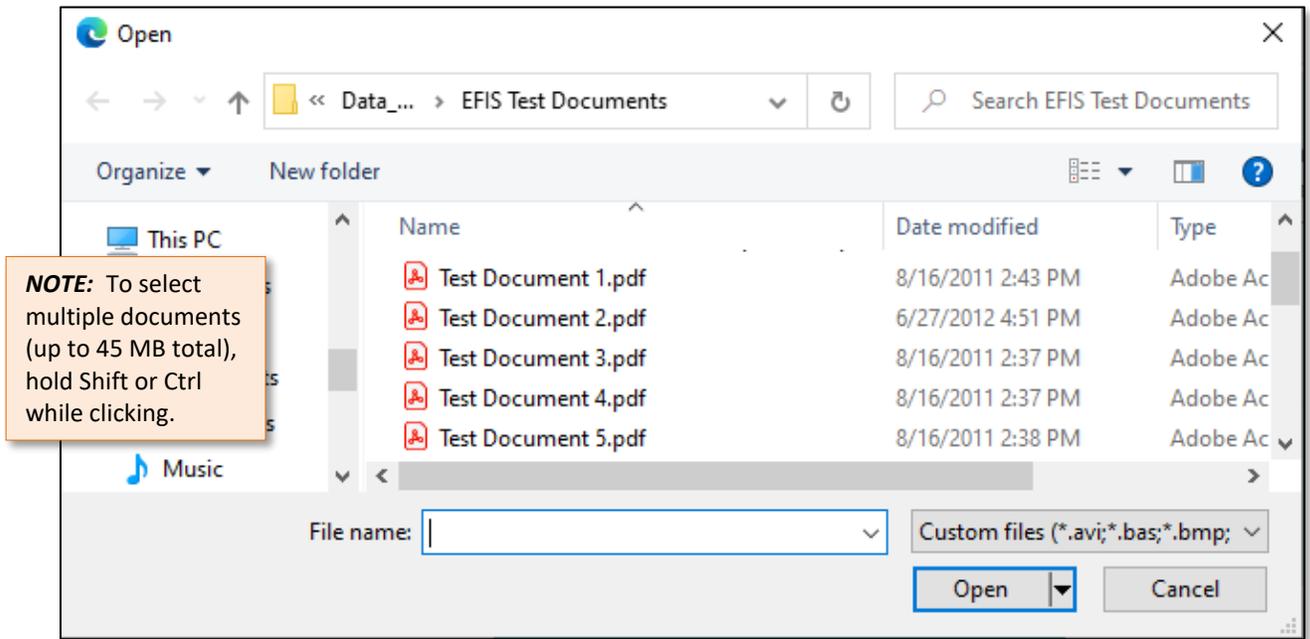
- Files must be uploaded individually or in batches. Each individual document upload or batch upload may not exceed 45 MB (45,000 KB).
- Password protected documents are not acceptable.
- Some file types are prohibited (examples: zip, exec, etc.).
- Folders cannot be uploaded.

[Select File\(s\) to Upload](#)

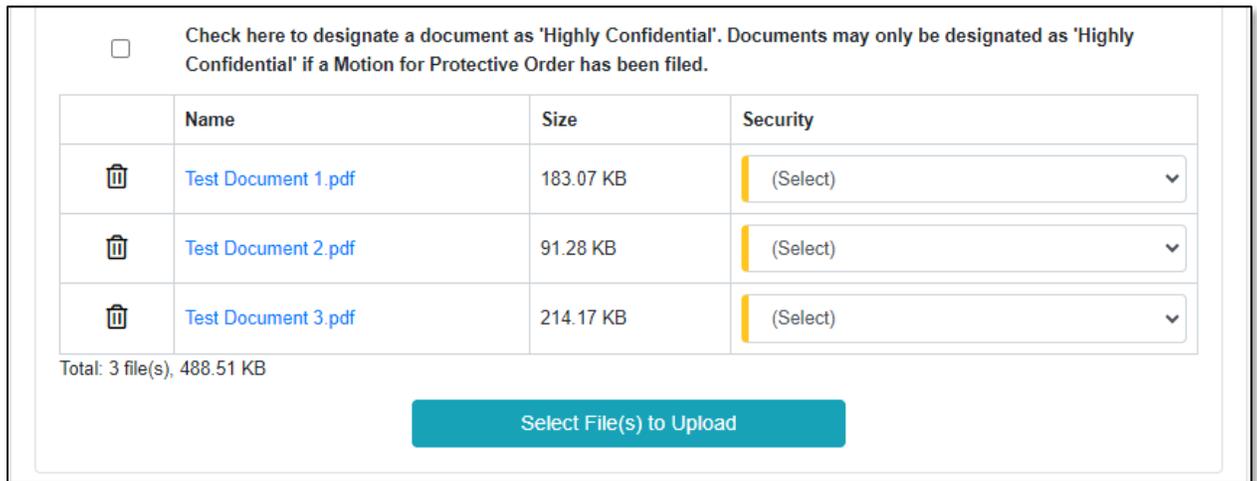
i) In the *Open Browser* window, select the document or documents to attach.



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- ii) After selecting the document(s), users must select the security level for each document by selecting the **Security** field beside each document.
 - (1) If documents are deemed highly confidential, check the box above the document list labeled **Check here to designate a document...**
 - (2) If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.



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



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I understand that by choosing this filing option, a submission will be made on behalf of the filing party in all pending Commission cases in which the filing party is participating. Only disclosures that comply with the Commission's Ethics Rules should be submitted using this type of filing.

- i) Once submitted, users will be directed to the *Filing Display* page on the Docket Sheet, confirming that the filing was successfully submitted.
- j) The submitter can increase the document's security level within 14 calendar days by clicking the **Update Security** button on the *Attachments* section.

NOTE: Submitters can only increase a document's security level—they cannot lower it. For example, a document labeled as *Public* can be changed to *Confidential*, but to downgrade a *Confidential* document to *Public*, the submitter must contact the Data Center.

The filing was successfully submitted.

Docket Sheet

EA-2025-0312 - Item 9

Item No. 9
 Date Filed 6/4/2025 12:54 PM
 Filed on Behalf of [Electric Company Missouri \(Water\)](#)
 Type of Filing Notice of Communication
 Title of Filing Notice of Communication

This filing is to meet a scheduled deadline for today: No

Response to Previous Filings

Attachments

| Name | Size | Security |
|-------------------------------------|-----------|----------|
| Test Document 3.pdf | 214.17 KB | Public |

Total: 1 file(s), 214.17 KB

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