



e-Filing Comment in Existing Case

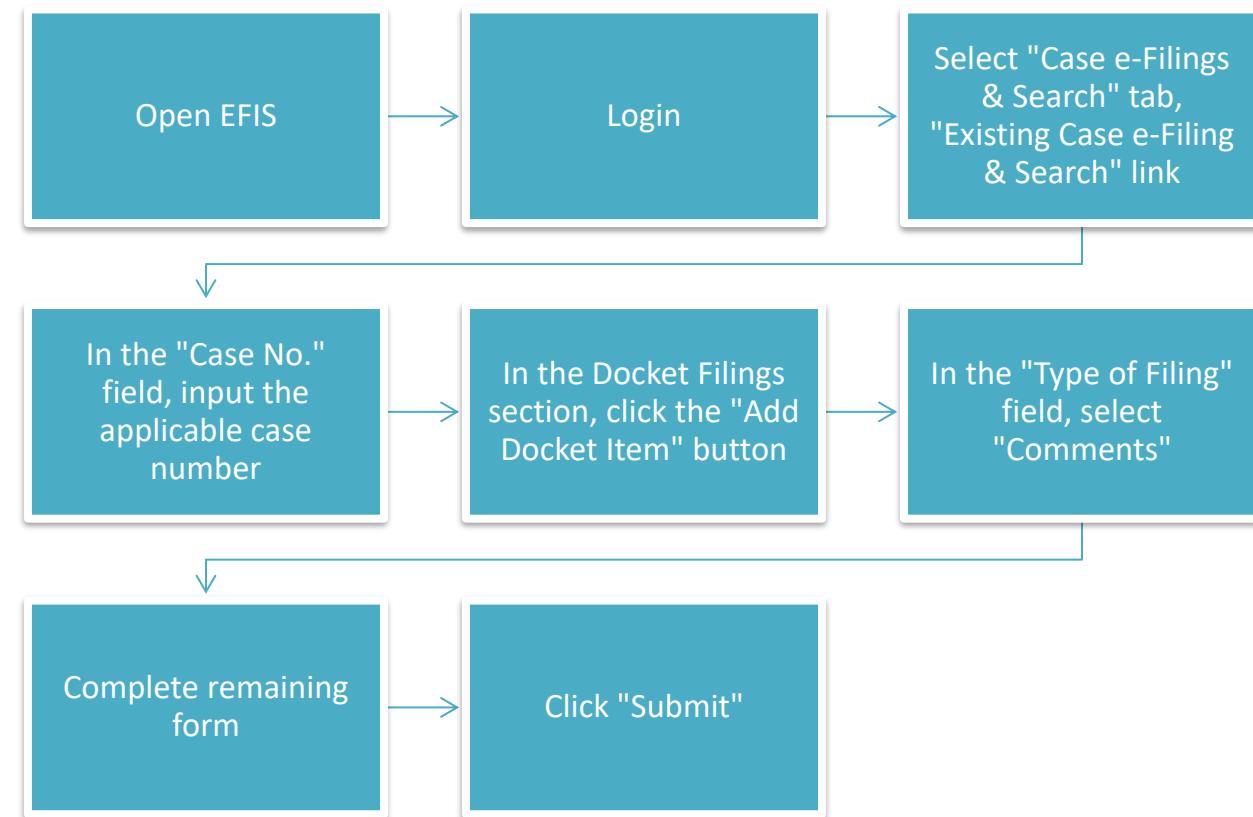
The Missouri Public Service Commission (PSC) appreciates comments regarding utility providers regulated by the PSC.

NOTE: The PSC does not regulate cellphones, internet providers, paging services, cable television rates or services, trash pick-up services, financial institutions, retail telecommunications services, rates of municipally owned utilities, rural cooperatives or public water and sewer districts.

Comments related to a **Rulemaking** or **Working Group** case must be submitted through the official case filing process, as outlined below. Comments for all other case types may be submitted by following the steps outlined in [Filing New Comments](#).

To file in an existing case, users must be registered in EFIS (see [Register a User](#)) and linked to a company (see [Request to be Linked as Company Representative](#)). Consumers who wish to file in a Commission case must first register their name as a company (see [Create Company Profile](#)) and link themselves to that company.

AT-A-GLANCE:

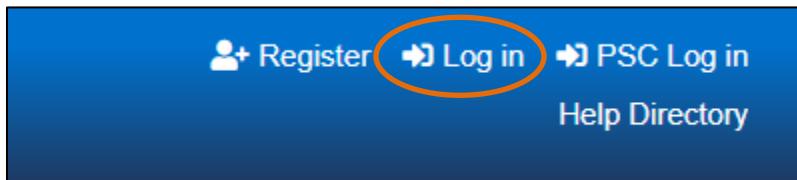


IN DETAIL:

1) Open EFIS.

**e-Filing Comment in Existing Case**

- 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 form is titled 'Login'. It contains fields for 'Email Address' and 'Password'. Below the password field is a 'Forgot your password?' link and a 'Register as a new user?' link. A 'Help' button is in the top right corner. The 'Log in' button is highlighted in blue.

- 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.

**e-Filing Comment in Existing Case**

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
<input type="text" value="From"/> <input type="text" value="To"/>	XX-2000-1234	XX-2000-0000	<input type="text" value="(Select)"/>
Utility Type	Company	Type of Case	Type of Filing
<input type="text" value="(Select)"/>	<input type="text" value="Begin typing for suggestions"/> Include companies closed in EFIS: <input type="checkbox"/> Search on single company: <input type="checkbox"/> Search Subject Companies only: <input type="checkbox"/>	<input type="text" value="(Select)"/>	<input type="text" value="(Select)"/>
Title of Filing <input type="text"/>			
Individual Filing Search <input type="checkbox"/>			
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

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

Docket Filings ▾

+ Add Docket Item

**e-Filing Comment in Existing Case**

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

Date Filed	2/2/2026
Type of Filing	Comments

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** field 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.

Filed on Behalf of	<input type="button" value="Select"/>
Related Submission No.	<input type="text" value="Begin typing for suggestions"/>
Title of Filing	750 character(s) left.
This filing is to meet a scheduled deadline for today	<input type="checkbox"/>
Response to Previous Filings	No previous filings have been selected. <input type="button" value="Select Related Filing(s)"/>

NOTE: Only companies the user is assigned as a representative for will appear in the list. If a company is not listed, the user will need to [“Request to be a Company Representative”](#) for that company.

- 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.



Response to Previous Filings X

Display Items: -

Returning 2 / 2

<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"/>	2	8/20/2025 3:15 PM	Entry of Appearance	Electric Company Missouri, Inc. (Electric) (Independent Power Producer)
<input type="checkbox"/>	1	8/20/2025 12:05 PM	Application for Certificate of Service	Electric Company Missouri, Inc. (Electric) (Independent Power Producer)

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

Attachments

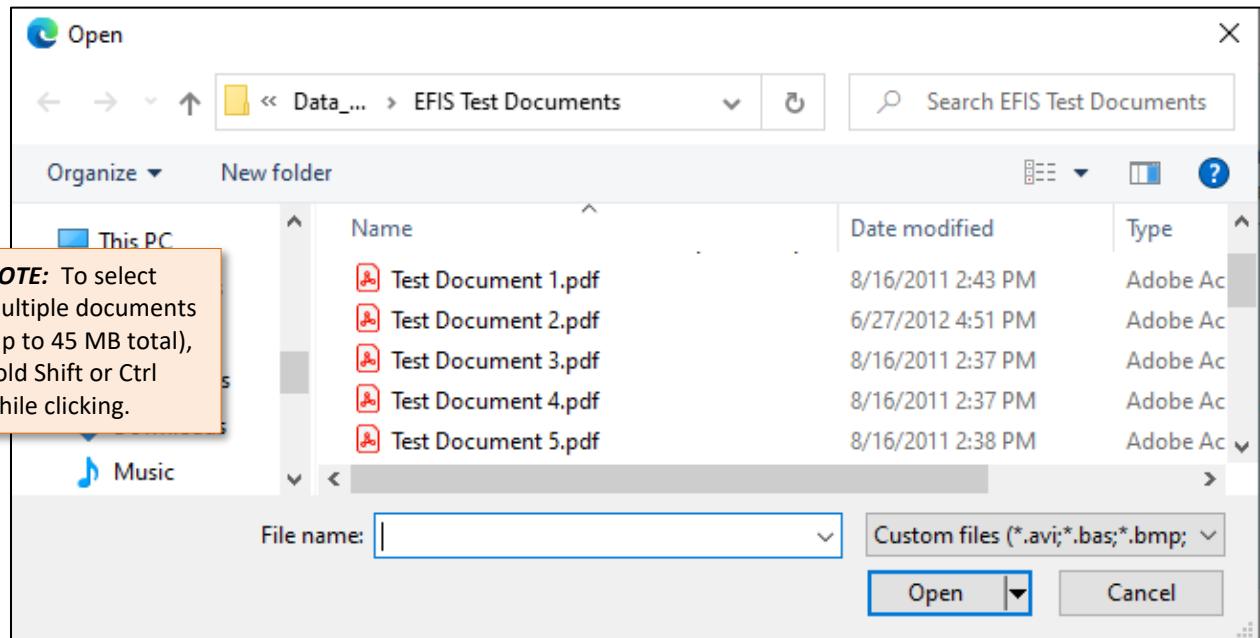
DISCLAIMER AND REQUIREMENTS: It is the sole responsibility of the person or entity submitting electronic files to take appropriate measures to ensure that all "confidential" information is to the best of their knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal 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.

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



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.

	Name	Size	Security
	Test Document 1.pdf	183.07 KB	(Select)
	Test Document 2.pdf	91.28 KB	(Select)
	Test Document 3.pdf	214.17 KB	(Select)

Total: 3 file(s), 488.51 KB

Select File(s) to Upload

h) If the same filing needs to be filed in an additional case, then check the box beside **Save & Add to Additional Case**.

i) In the **Add** input screen, input the additional case number in the **Additional Case No.** field.

j) Click **Submit** after entering the additional case number or click **Clear** to remove the entry without adding the filing to another case.

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Add

Input the additional case number below to proceed with filing into another case.

Additional Case No.

Submit **Cancel**

- k) Once the additional case number has been added, the **Add Docket Item to Additional Case** will display the additional case number.
- l) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Save & Add to Additional Case:

Add Docket Item to Additional Case

Submit **Clear**

- m) Once submitted, users will either be directed to the *Filing Display* page on the Docket Sheet, confirming that the filing was successfully submitted or *Add Case Filing* page for an additional case submission.
 - i) If the filing is being added to an additional case, review all fields for accuracy. Be sure to check the **Response to Previous Filings** field, as it does **not** carry over from the original case.
- n) 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.

Filing Display Confirmation

**e-Filing Comment in Existing Case**

The filing was successfully submitted.

Docket Sheet
EW-2026-0091 - Item 2

Item No. 2
Date Filed 2/2/2026 2:59 PM
Filed on Behalf of Consumer Group (Other) (Community Action Group)
Type of Filing Comments
Title of Filing Comments
This filing is to meet a scheduled deadline for today No
Response to Previous Filings

Attachments ▾ [Update Security](#)

Name	Size	Security
Test Document 1.pdf	183.07 KB	Public

Total: 1 file(s), 183.07 KB



Add Case Filing Confirmation

The filing was successfully submitted. Review filing details for the additional case and click 'Submit' to file.

Add Case Filing
GA-2026-0012

Items with an orange left border (|) are required.

Status	Open (8/20/2025)
Subject Companies	Gas Company Missouri, Inc. (Gas) (Energy Seller)
Style of Case	In the Matter of Gas Company Missouri, Inc. for a Certificate of Service in Missouri
Related Submission No.	
Date Filed	8/20/2025
Type of Filing	Entry of Appearance

[Back to View](#) [Help](#)

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