



New ETC Informational e-Filing

To file an ETC Annual Report and Form 481:

NOTE: Users must have a 'Professional Account' and linked to the company they are filing on behalf of.

- 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.

- 6) Select the 'Utility Compliance e-Filings & Search' tab.



- 7) Select the 'New Non-Case e-Filing' link.



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Utility Compliance
e-Filings & Search ▾

- Tariff e-Filing
- Tariff Search
- New Non-Case e-Filing**
- Existing Non-Case e-Filing & Search
- Informal Interconnection Agreement Search
- New Utility Event e-Filing
- Existing Utility Event e-Filing & Search

- 8) In the **Submission Subtype** field, select 'ETC Annual Filing 20 CSR 4240-31.015(3) and Form 481' from the drop-down list.

New Non-Case e-Filing Help

Items with an orange left border () are required.

Date Filed 8/28/2023

Submission Subtype (Select) ▾

Submit Clear

- 9) Depending on how many companies a user represents will determine how the next field will populate.

NOTE: The company list will only list those companies for which the user has been designated as a contact for. If the company is not listed, the user will need to **Request to be a Company Representative** for that company.

- a) If the user only represents one company, the **Subject Companies** field will auto populate.
- b) If the user represents multiple companies, in the **Subject Companies** field, select the applicable company name from the drop-down list.



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10) In the **Reporting Year** field, input the appropriate calendar report reporting year.

NOTE: The year associated with a Form 481 is the same year as the filing deadline (example: for July 1, 2023, the **Reporting Year** would be 2023.)

11) In the **Related Submission No.** field, input any related submission numbers. If there are no related submission numbers, skip to the next step.

12) In the **Comments** field, input any comments, if desired.

Subject Companies	Telephone Company Missouri (Telephone - CLEC)
Reporting Year	<input type="text"/>
Related Submission No.	<input type="text" value="Begin typing for suggestions"/>
Comments	<input type="text" value="750 character(s) left"/>

13) 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.

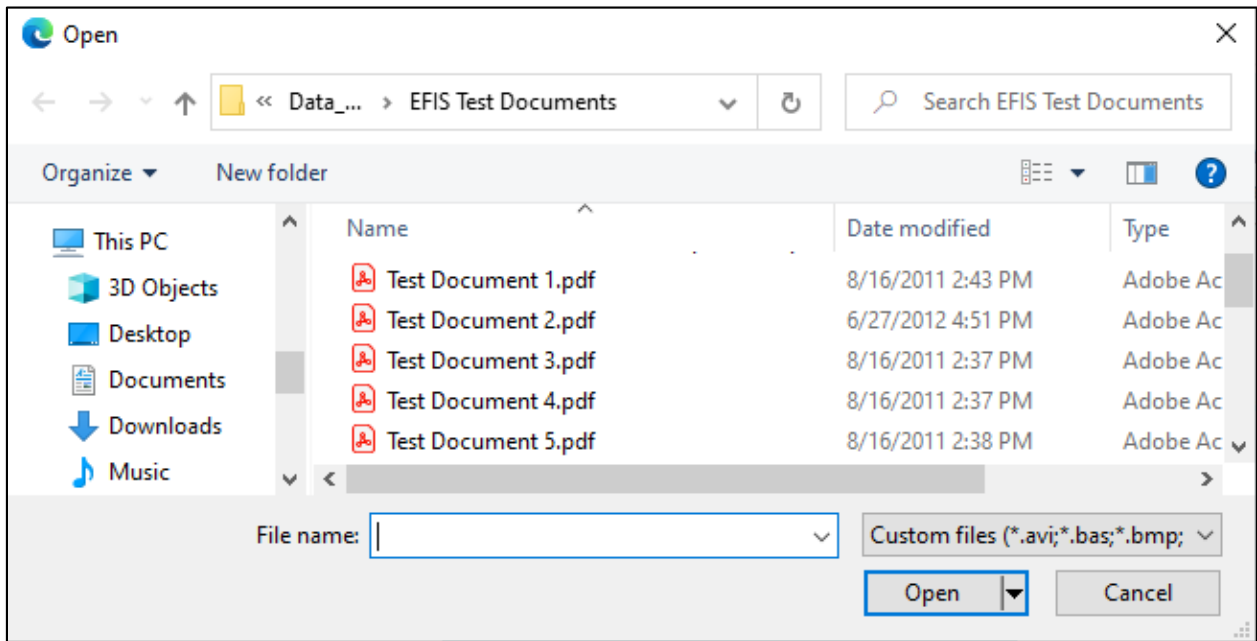
[Select File\(s\) to Upload](#)

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

NOTE: Users can select multiple or batch documents by holding the **Shift** or **Ctrl** key and selecting the documents as long as the batch is not over 45 MB.



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

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Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

	Name	Size	Security
	Test Document 2.pdf	91.28 KB	Confidential

Total: 1 file(s), 91.28 KB

Select File(s) to Upload



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

A screenshot of a form interface. It features two buttons: a blue button labeled "Submit" and a white button with a blue border labeled "Clear".

- 15) Once submitted, a new *Non-Case Submission* screen will open which lets the user know the non-case submission was successfully submitted and also gives the user their submission number.

A screenshot of a web application interface showing a successful submission. At the top, a green banner displays the message "Submission successfully added." Below this, the main content area is titled "Non-Case Submission" with the ID "BUSF-2024-2505". To the right of the title are four buttons: "Print", "Subscribe Now", "Data Requests", and "Help". Below the title and buttons, there is a table with the following information:

Submission Subtype	ETC Annual Filing 20 CSR 4240-31.015(3) and Form 481
Reporting Year	2023
Subject Companies	Telephone Company Missouri (Telephone - CLEC)

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