

To extend the effective date of a pending tariff:

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.

MISSOURI PUBLIC SERVICE COMMISSION	Let Regis ar +9 Log in → PSC Log in
ELECTRONIC FILING AND INFORMATION SYSTEM	Help Directory

- 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		e Help
Email Address		
Password		Ø
	Log in	
	Forgot your password? Register as a new user?	

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

Company & User Management +	Agenda 🝷	Case e-Filings & Search 🝷	Utility Compliance e-Filings & Search 🔹	Consumer Resources -	Reports & Misc. Resources -

7) Select the 'Tariff Search' link.





- 8) On the *Tariff Search* page, input the applicable search criteria to search for the tariff which needs substituted.
- 9) Select the Search button; or click the Clear button to clear all fields and start over.

Tariff Search						
Search Criteria 🗸						@ Help
		"Parent" and "Doing Business As" compani	es will also be included when searching on a	a company.		
		Individu	ual Item Search: 🗆			
Tracking No.		Related Submission No.	Issued Date		Effective Date	
JE-2024-2501		XX-2000-0000	From		From	
Utility Type		Company	Tariff Type		Current Status	
(Select)	~	Begin typing for suggestions	(Select)	~	(Select)	~
		Include companies closed in EFIS: Search on single company:	Limit results to new and replacement	nt tariffs: 🖾	Limit results to all current tariffs:	
PSC MO No.		Limit Results to Tariffs with Cancelled Sheets:				
From						
		Search	h Clear			
		🛛 🛛 R	esults to Excel			

- 10) If searching by the **Tracking No.** field, then the tariff page will be displayed.
- 11) If searching by any fields outside of the Tracking No. field, then a list of the current tariff with the search criteria selected will be displayed below the Search button.
 - a) Click on the tracking number in the Tracking No. column to view the tariff.
- 12) On the *Tariff* page, scroll down to the *Tariff Details* section and click the **Modify Pending Tariff** button located on the right-hand side of the page.

Tariff Details 🕶	+ Modify Pending Tariff

a) On the *Add Tariff Detail* page, in the **Item Type** field, select 'Extend Effective Date' from the drop-down list.

ems with an orange left border (are required.	
Current Status	Pending (8/3/2023)	
Effective Date	8/11/2023	
Related Submission No.		
Date Filed	8/8/2023	
Item Type	(Select)	
EMINDER - Case-related tariff filing	s require two EFIS submissions. Filers must submit such tariff documents as a case submission and separately as a tar	iff

b) In the **Effective Date** field, input or select the new proposed effective date.



NOTE: The new proposed effective date must be later than the current effective date.

c) In the Purpose of Filing field, input a brief summary of the proposed changes to the tariff.

Item Type	Extend Effective Date	.]
Effective Date		
Purpose of Filing		
	750 character(s) left.	-

d) 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: Piles 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.

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.



Extend Effective Date of Pending Tariff

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Organize 🔻 🛛 No	ew fold	er			
💻 This PC	^	Name		Date modified	Туре ^
3D Objects		🔊 Test Document 1.pdf		8/16/2011 2:43 PM	Adobe Ac
Desktop		👃 Test Document 2.pdf		6/27/2012 4:51 PM	Adobe Ac
Documents	- 11	🔒 Test Document 3.pdf		8/16/2011 2:37 PM	Adobe Ac
Developeda		🔒 Test Document 4.pdf		8/16/2011 2:37 PM	Adobe Ac
- Downloads		🔒 Test Document 5.pdf		8/16/2011 2:38 PM	Adobe Ac 🗸
J Music	~	<			>
	File n	ame:	~	Custom files (*.avi;*.ba	as;*.bmp; 🖂
				Open	Cancel

- 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		
⑪	Test Document 1.pdf	183.07 KB	(Select)		
Total: 1 file(s), 1	Total: 1 file(s), 183.07 KB				

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

REMINDER - Case-related tariff filings require two submission.	EFIS submissions. Filers must submit such tariff o	locuments as a case submission and separately as a tariff
	Submit	Clear

13) Once submitted, the *Tariff* page will open which lets the user know the tariff substitution was successfully submitted.

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Extend Effective Date of Pending Tariff

		The item was successfully submitted.
Tariff JE-2024-2501		Print Subscribe Now Help
	Tariff Type	New Tariff
	Company	Electric Company Missouri (Electric) (Investor)
	PSC MO No.	1
	Current Status	Pending (8/3/2023)

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