



To e-File a new 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.



- 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 'Tariff e-Filing' link.





- 8) On the *Tariff e-Filing* page, complete the following information:
 - a) In the **Tariff Type** field, select 'New Tariff' from the drop-down list.

Tariff e-Filing Help

Items with an orange left border () are required.

Tariff Type (Select)

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

Submit Clear

- b) 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.*

- i) If the user only represents one company under the type of utility selected, the **Company** field will auto populate.

Tariff Type New Tariff

Company Electric Missouri, Inc. (Electric) (Investor)

- ii) If the user represents more than one company under the type of utility selected, the user will need to select the applicable company in the **Company** field.

Tariff Type New Tariff

Company (Select)

- c) The **PSC MO No.** field will auto populate to company's next available PSC MO No. volume.

NOTE: Only one PSC MO number may be included for each tariff submission. Changes to multiple PSC MO numbers require a separate tariff submission for each.

- d) The **Issued Date** field will auto populate to the current day and time.

PSC MO No. 1

Issued Date 8/3/2023 11:20 AM



- e) In the **Related Submission No.** field, input the applicable related submission number, if any.
- f) In the **Tariff Title** field, input the title of the tariff.
- g) In the **Purpose of Filing** field, input a brief description of the proposed tariff and the effect of the tariff.
- h) In the **Effective Date** field, input or select the effective date of the tariff.

Related Submission No.	<input type="text" value="Begin typing for suggestions"/>
Tariff Title	<input type="text"/> 300 character(s) left.
Purpose of Filing	<input type="text"/> 750 character(s) left.
Effective Date	<input type="text"/>

- i) 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.

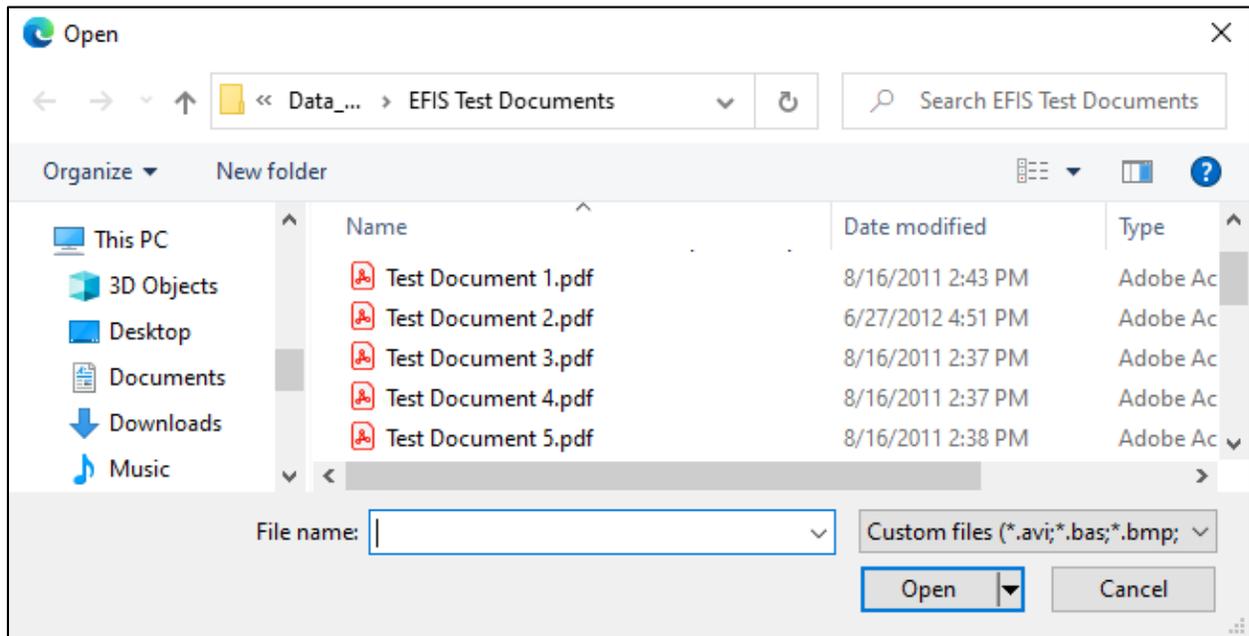
Note:

- 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.

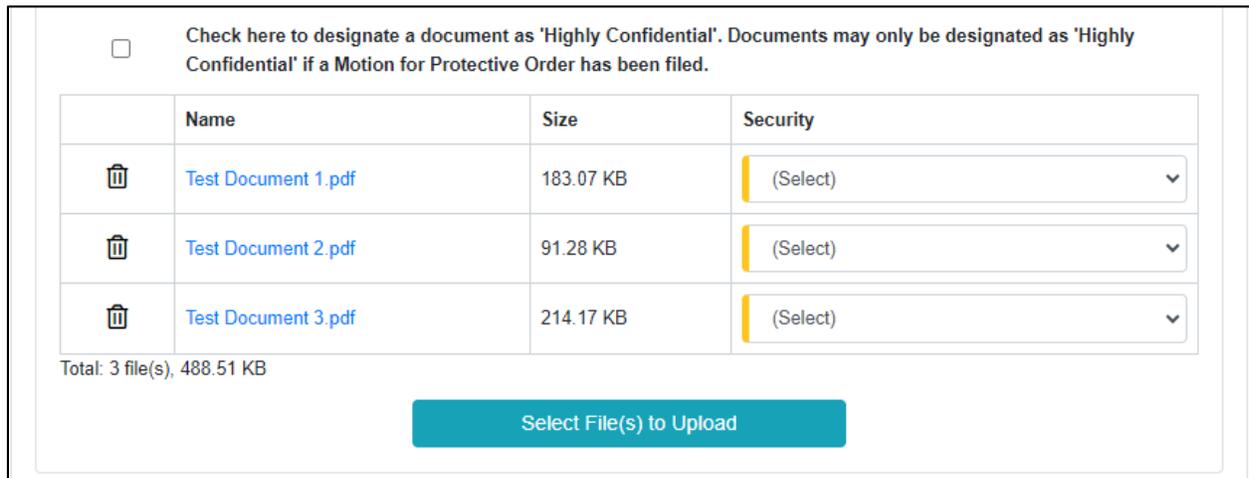
[Select File\(s\) to Upload](#)

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

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.



- 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.



- j) 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 EFIS submissions. Filers must submit such tariff documents as a case submission and separately as a tariff submission.

Submit

Clear

- 9) Once submitted, the *Tariff* page will open which lets the user know the tariff was successfully submitted and will also list the tariff tracking number.

The tariff was successfully submitted.

Tariff

JE-2024-2501

Print

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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.