



To e-File a tariff revision:

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.

OPTION 1

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



- 2) Select the 'Tariff e-Filing' link.



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

- a) 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.

- 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	Revise Tariff
Company	(Select)

- b) In the **PSC MO No.** field, select the applicable volume from the drop-down list.
 - i) If there is only one PSC MO No. for the utility type for this company, then this field will auto populate.

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.

- c) The **Issued Date** field will auto populate to the current day and time.
- d) In the **Related Submission No.** field, input the applicable related submission number, if any.
- e) In the **Purpose of Filing** field, input a brief description of the proposed tariff and the effect of the tariff.
- f) In the **Details of Revision** field, input the pages of the specific pages/sheets being revised.
- g) In the **Effective Date** field, input or select the effective date of the tariff.

PSC MO No.	(Select)
Issued Date	8/8/2023 1:34 PM
Related Submission No.	Begin typing for suggestions
Purpose of Filing	750 character(s) left
Details of Revision	550 character(s) left
Effective Date	

- h) 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.

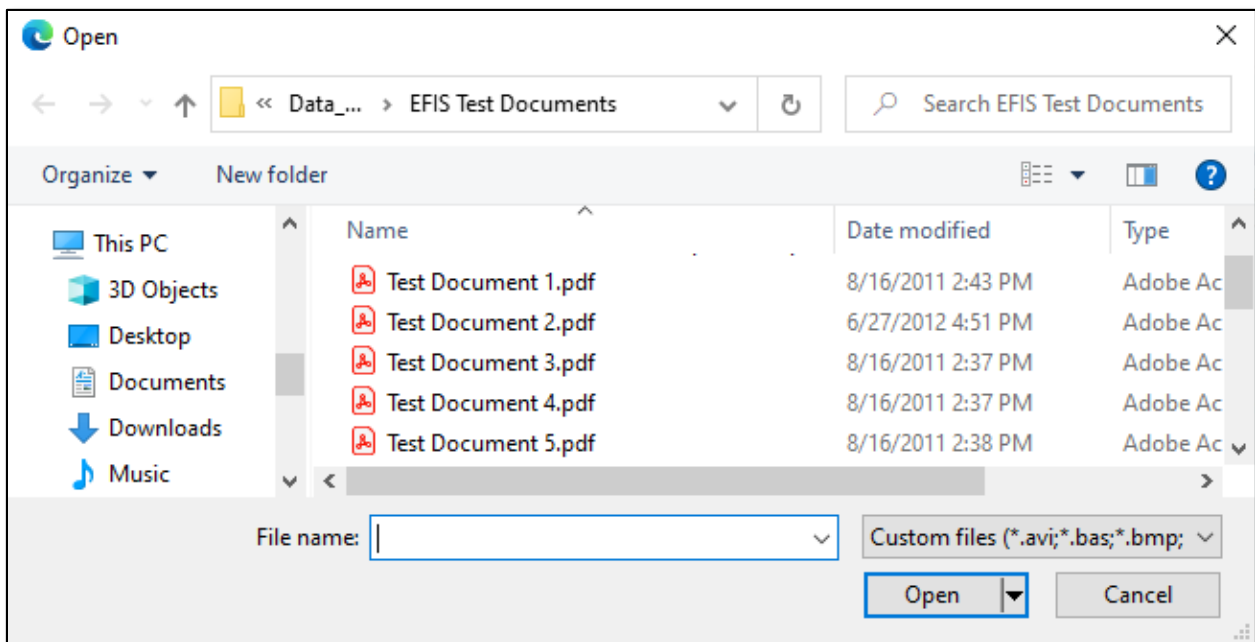
Note:

- 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.



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 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](#)

- i) 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](#)

- 4) 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-2024-2505

[Print](#) [Subscribe Now](#) [Help](#)

Tariff Type	Revise Tariff
Company	Electric Missouri, Inc. (Electric) (Investor)
PSC MO No.	1
Current Status	Pending (8/9/2023)

OPTION 2

- 1) 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 ▾](#)

- 2) Select the 'Tariff Search' link.



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

- 3) In the **Company** field, input and select the applicable company name.
- 4) Ensure the check box labeled **Limit results to new and replacement tariffs** is checked under the **Tariff Type** field and the check box labeled **Limit results to all current tariffs** is checked under the **Current Status** field.
- 5) 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" companies will also be included when searching on a company.

Individual Item Search:

Tracking No. Related Submission No. Issued Date Effective Date

Utility Type Company Tariff Type Current Status

Include companies closed in EFIS: Search on single company: Limit results to new and replacement tariffs: Limit results to all current tariffs:

PSC MO No. Limit Results to Tariffs with Cancelled Sheets:

- 6) A list of the current tariff with the search criteria selected will be displayed below the Search button.
- 7) Select the applicable tracking number under the **Tracking No.** column to open the tariff.

Returning 1 / 1

Tracking No.	PSC MO No.	Tariff Type	Company	Issued Date	Related Submission No.	Current Status	Effective Date ▾
JE-2024-2504	1	New Tariff	Electric Missouri, Inc. (Electric) (Investor)	8/8/2023		Effective	8/9/2023

Tariff Title: New Tariff

Returning 1 / 1



8) On the *Tariff* screen, select the **Add Related Tariff** button located in the top, right-hand corner.

The screenshot shows the 'Tariff' screen for JE-2024-2504. At the top right, there are three buttons: 'Print', 'Subscribe Now', and '+ Add Related Tariff' (which is circled in orange), and a 'Help' button. Below the buttons, the following information is displayed:

Tariff Type	New Tariff
Company	Electric Missouri, Inc. (Electric) (Investor)
PSC MO No.	1
Current Status	Effective (8/9/2023)
Issued Date	8/8/2023 2:25 PM
Effective Date	8/9/2023
Tariff Title	New Tariff
Related Submission No.	

- 9) On the *Add Related Tariff* page, complete the following steps:
- In the **Tariff Type** field, select 'Revised Tariff' from the drop-down list.
 - The **Issued Date** field will auto populate to the current day and time.
 - In the **Related Submission No.** field, input the applicable related submission number, if any.
 - In the **Purpose of Filing** field, input a brief description of the proposed tariff and the effect of the tariff.
 - In the **Details of Revision** field, input the pages of the specific pages/sheets being revised.
 - In the **Effective Date** field, input or select the effective date of the tariff.

The screenshot shows the 'Add Related Tariff' page for JE-2024-2504. At the top right, there are two buttons: 'Back to View' and 'Help'. Below the buttons, a light blue banner states: 'Items with an orange left border () are required.' The form fields are as follows:

Company	Electric Missouri, Inc. (Electric) (Investor)
PSC MO No.	1
Current Status	Effective (8/9/2023)
Effective Date	8/9/2023
Tariff Type	Revise Tariff
Issued Date	8/9/2023 9:50 AM
Related Submission No.	<input type="text" value="Begin typing for suggestions"/>
Purpose of Filing	<input type="text" value="750 character(s) left"/>
Details of Revision	<input type="text" value="550 character(s) left"/>
Effective Date	<input type="text"/>



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

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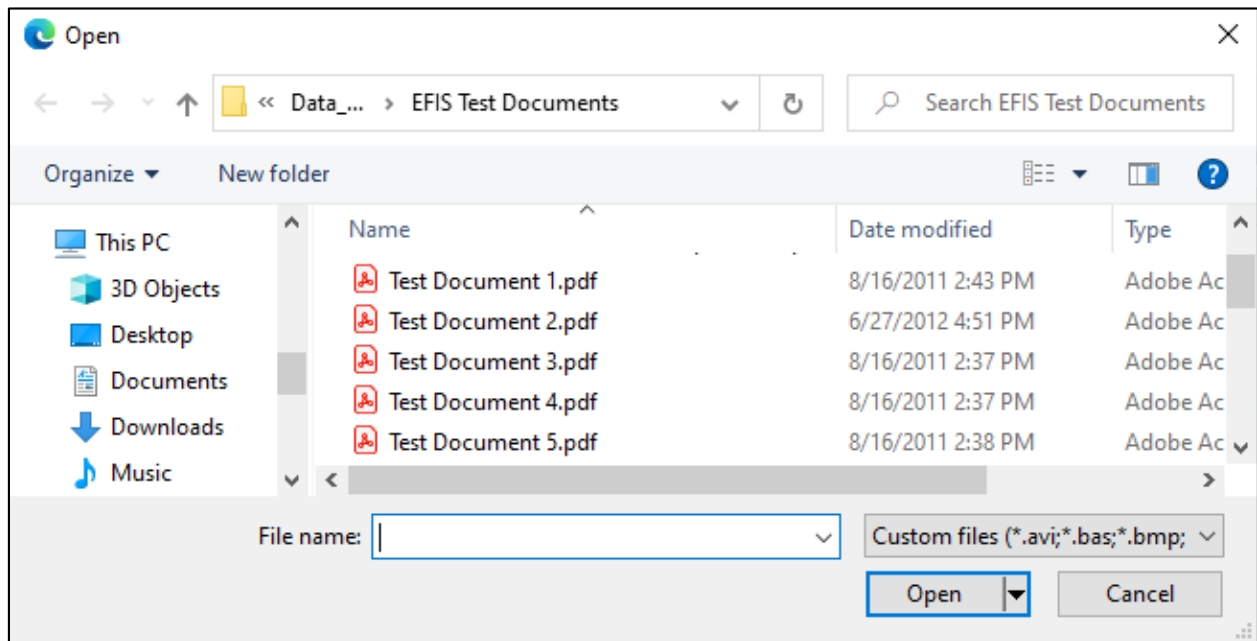
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Submit Clear

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Tariff
JE-2024-2505

Print Subscribe Now Help

Tariff Type	Revise Tariff
Company	Electric Missouri, Inc. (Electric) (Investor)
PSC MO No.	1
Current Status	Pending (8/9/2023)

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