



To e-File a substitute 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 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.

- 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.

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

- b) In the **Purpose of Filing** field, input a brief description of the proposed tariff and the effect of the tariff.



Substitute Tariff e-Filing

c) In the **Tariff Sheets to be Substituted** field, input the specific page(s)/sheet(s) being substituted.

Item Type	Substitute Tariff
Purpose of Filing	<input type="text"/> 750 character(s) left.
Tariff Sheets to be Substituted	<input type="text"/> 550 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.

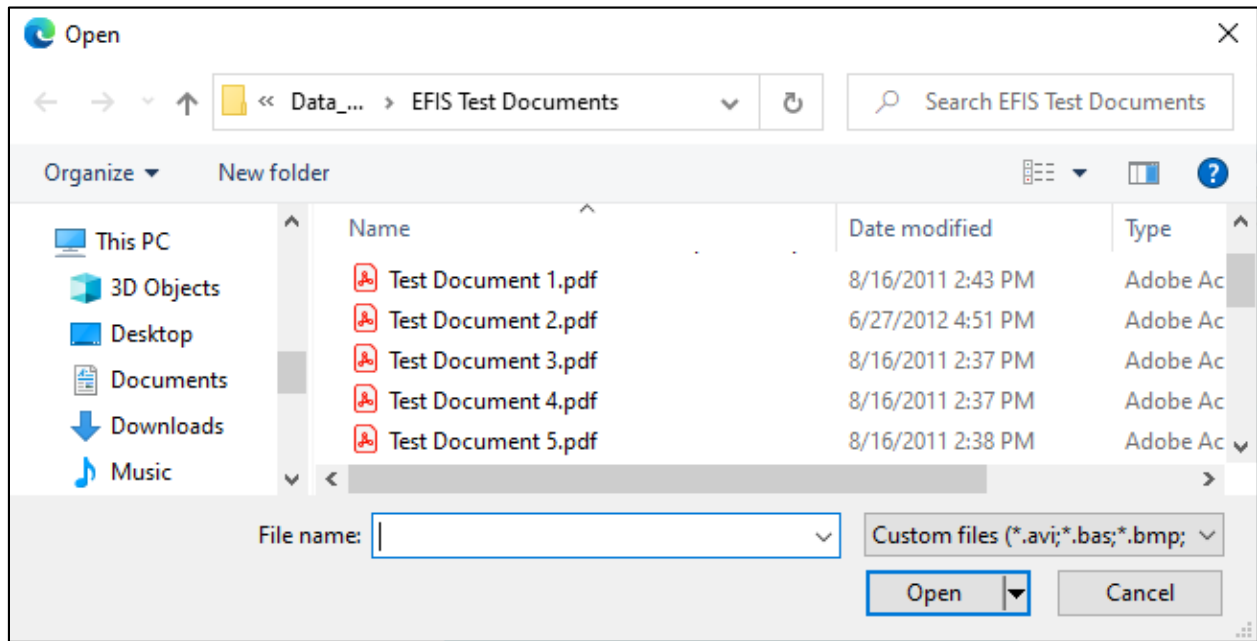
Note:

- 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.

	Name	Size	Security
	Test Document 1.pdf	183.07 KB	(Select)

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

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



The item was successfully submitted.

Tariff
JE-2024-2501

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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.