



Users can self-subscribe or unsubscribe to any tariff submissions in EFIS.

SUBSCRIBE TO TARIFF NOTIFICATIONS

To subscribe to receive EFIS email notifications for tariff submissions:

NOTE: Users must have a verified user account in EFIS.

- 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 (Tariff Search)

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



- 2) Select the 'Tariff Search' link.



- 3) On the *Tariff Search* page, input the applicable search criteria.
- 4) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

The screenshot shows the "Tariff Search" form. At the top, there is a "Search Criteria" dropdown and a "Help" button. Below this is a light blue banner with the text: "Parent" and "Doing Business As" companies will also be included when searching on a company. The form is divided into several sections: "Individual Item Search" with a checkbox; "Tracking No." with a text input field containing "JI-2000-1234"; "Related Submission No." with a text input field containing "XX-2000-0000"; "Issued Date" with "From" and "To" input fields; "Effective Date" with "From" and "To" input fields; "Utility Type" with a dropdown menu showing "(Select)"; "Company" with a text input field containing "Union Electric Company"; "Tariff Type" with a dropdown menu showing "(Select)"; "Current Status" with a dropdown menu showing "(Select)"; "PSC MO No." with "From" and "To" input fields; and "Limit Results to Tariffs with Cancelled Sheets:" with a checkbox. At the bottom, there are "Search" and "Clear" buttons.

- 5) If searching by the **Tracking No.** field, then the tariff page will be displayed.
- 6) 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.



Search complete. The results are displayed below.

Returning 2 / 2

Tracking No.	PSC MO No.	Tariff Type	Company	Issued Date	Related Submission No.	Current Status	Effective Date
JE-2013-0582	6	Replace Tariff Entirely	Union Electric Company (Electric) (Investor)	5/31/2013	ET-2013-0546	Effective	6/30/2013
Tariff Title: Schedule of Rates For Electricity							
JG-2003-0027	2	New Tariff	Union Electric Company (Gas) (Investor)	1/1/1989		Approved	1/1/1989
Tariff Title: Territory, Rates, Riders, Rules							

7) At the top of the *Tariff* page, click on the **Subscribe Now** button.

Tariff
JE-2013-0582

8) Once subscribed, the button at the top of the *Tariff* page will now be displayed as **Manage Subscription**.

OPTION 2 (Dashboard)

1) Select the 'Dashboard' link in the Header Links.

TEST

MISSOURI PUBLIC SERVICE COMMISSION
ELECTRONIC FILING AND INFORMATION SYSTEM

[Home](#) / [Non-Case Submission - BMAR-2024-2511](#) / [Dashboard Email Subscription List](#) / [Dashboard Account Summary](#)

Multiple Professional User?

2) Select the 'Email Subscription List' tab.

Dashboard

3) Select the *Add Email Subscription* accordion.

Email Subscription List

	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
<input type="button" value="Delete"/>	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
<input type="button" value="Delete"/>	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
<input type="button" value="Delete"/>	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible

4) In the **Subscription Name** field, input a descriptive name for this subscription.

5) In the **Submission Type** field, select 'Tariff' from the drop-down list.



Add Email Subscription ▾

Items with an orange left border () are required.

Subscription Name Instructions

Submission Type (Select) ▾

- 6) In the field below **Submission Type**, select which type of submission, if desired.
- 7) In the **Action** field, select which type of action.
 - a) New Submission Created – receive any notifications for any modifications to their current tariff.
 - b) Pending Tariff Modified – receive notifications for any modifications to their pending tariff.
 - c) Status Change – receive notifications for any status changes to their tariffs.
 - d) Tariff Updates by PSC Staff Completed – receive notifications when PSC Staff modifies the company’s pending tariff status. (additional fields will be displayed)
- 8) In the **Utility Type** field, select the applicable utility type, if desired.
- 9) In the **Company Name** field, input and select the name of the company.
- 10) In the **Notify How Often** field, select the applicable notification type from the drop-down list.
- 11) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Submission Type Tariff ▾
(Select) ▾

Action (Select) ▾

Utility Type (Select) ▾

Company *Begin typing for suggestions*

Notify How Often (Select) ▾

Submit Clear

12) Once submitted, users will notice an additional subscription listed on their Email Subscription List.

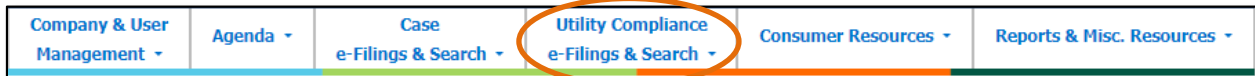
Email Subscription List					
	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	Tariff - JE-2013-0582	Tariff	Pending Tariff Modified	Submission No.: JE-2013-0582	Quickly as Possible
	Ameren's Tariff Submissions	Tariff Revise Tariff	New Submission Created	Utility Type: Electric Company: Union Electric Company (Electric) (Investor)	Quickly as Possible



UNSUBSCRIBE TO TARIFF NOTIFICATIONS

OPTION 1 (Tariff Search)

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



10) Select the 'Tariff Search' link.



11) On the *Tariff Search* page, input the applicable search criteria.

12) 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. <input type="text" value="JI-2000-1234"/>	Related Submission No. <input type="text" value="XX-2000-0000"/>	Issued Date <input type="text" value="From"/> <input type="text" value="To"/>	Effective Date <input type="text" value="From"/> <input type="text" value="To"/>
Utility Type <input type="text" value="(Select)"/>	Company <input type="text" value="Union Electric Company"/>	Tariff Type <input type="text" value="(Select)"/>	Current Status <input type="text" value="(Select)"/>

Include companies closed in EFIS:
 Search on single company:

PSC MO No.

Limit Results to Tariffs with Cancelled Sheets:

13) If searching by the **Tracking No.** field, then the tariff page will be displayed.



14) 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.

Search complete. The results are displayed below.

Search Clear

Returning 2 / 2

Tracking No.	PSC MO No.	Tariff Type	Company	Issued Date	Related Submission No.	Current Status	Effective Date
JE-2013-0582	6	Replace Tariff Entirely	Union Electric Company (Electric) (Investor)	5/31/2013	ET-2013-0546	Effective	6/30/2013
Tariff Title: Schedule of Rates For Electricity							
JG-2003-0027	2	New Tariff	Union Electric Company (Gas) (Investor)	1/1/1989		Approved	1/1/1989
Tariff Title: Territory, Rates, Riders, Rules							

15) Click on the **Manage Subscription** button located at the top of the *Docket Sheet* page.

Tariff
JE-2013-0582

Print Manage Subscriptions Help

16) Click the **Delete** button in front of the subscription the user wishes to stop subscription to.

Email Subscription List

	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
Delete	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
Delete	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
Delete	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
Delete	Tariff - JE-2013-0582	Tariff	Pending Tariff Modified	Submission No.: JE-2013-0582	Quickly as Possible

17) A pop-up message is displayed which makes the user confirm their selection.

18) Select the **Confirm** button to confirm the closure or click the **Cancel** button to cancel the closure.

Confirm

Are you sure you want to delete Tariff - JE-2013-0582?

Confirm Cancel

19) Once submitted, users will notice the subscription has been removed from their Email Subscription List.



	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible

OPTION 2 (Dashboard)

- 1) Select the 'Dashboard' link in the Header Links.



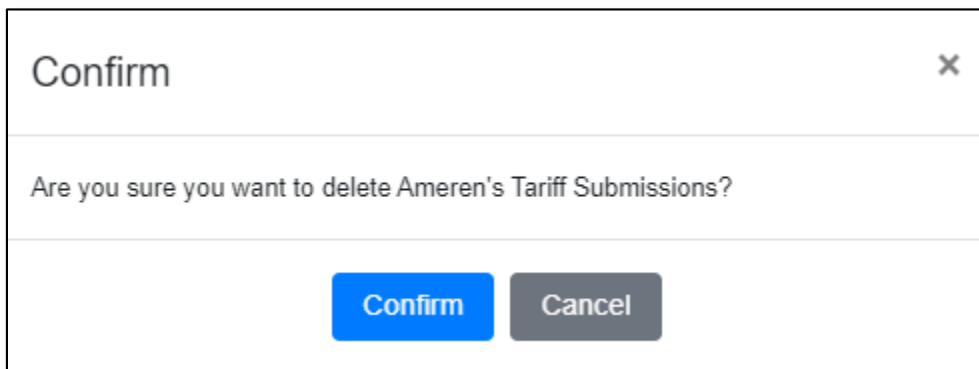
- 2) Select the 'Email Subscription List' tab.



- 3) Click the **Delete** button in front of the subscription the user wishes to stop subscription to.




	Subscription Name	Submission Type	Action	Additional Criteria	Notify How Often
	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible
	Tariff - JE-2013-0582	Tariff	Pending Tariff Modified	Submission No.: JE-2013-0582	Quickly as Possible
	Ameren's Tariff Submissions	Tariff Revise Tariff	New Submission Created	Utility Type: Electric Company: Union Electric Company (Electric) (Investor)	Quickly as Possible

- 4) A pop-up message is displayed which makes the user confirm their selection.
- 5) Select the **Confirm** button to confirm the closure or click the **Cancel** button to cancel the closure.





6) Once submitted, users will notice the subscription has been removed from their Email Subscription List.

Email Subscription List					
	<u>Subscription Name</u>	<u>Submission Type</u>	<u>Action</u>	<u>Additional Criteria</u>	<u>Notify How Often</u>
 Delete	EA-2024-2503 Case Notifications	Case	Filing Created on Existing Case	Submission No.: EA-2024-2510	Quickly as Possible
 Delete	Case - ER-2024-2505	Case	Filing Created on Existing Case	Submission No.: ER-2024-2505	Quickly as Possible
 Delete	Case - ER-2023-0444	Case	Filing Created on Existing Case	Submission No.: ER-2023-0444	Quickly as Possible

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