

To withdraw a pending tariff in its entirety or pending tariff sheets:

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

- 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

Management - e-Filings & Search e-Filings & Search -	Γ	Company & User	Agenda 🝷	Case	Utility Compliance	Consumer Resources •	Reports & Misc. Resources *
		Management 🝷	rigenaa	e-Filings & Search	e-Filings & Search 🔹		

7) Select the 'Tariff Search' link.





- 8) On the *Tariff Search* page, input the applicable search criteria to search for the tariff which needs to be withdrawn.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

		Та	riff Search			
Search Criteria 🗸						O Help
"Parent" and "Doing Business As"			nies will also be included when searching on a	a company.		
		Individ	dual 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						
		Searc	ch Clear			
			Results 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 'Withdraw Tariff' from the dropdown list.

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

b) In the **Purpose of Filing** field, input a brief description and/or purpose of the withdrawal of the tariff sheet(s).



- c) If the user is withdrawing the entire pending tariff, check the Withdraw Entire Filing box.
- d) If the users is not withdrawing the entire pending tariff, skip to the next step.
- e) In the **Details for Withdrawing Pending Tariff Sheet(s)** field, input the specific page(s)/sheet(s) being withdrawn.

Item Type	Withdraw Tariff	<
Purpose of Filing		
	750 character(s) left.	
Withdraw Entire Filing		
Details for Withdrawing Pending Tariff Sheet(s)		h
	550 character(s) left.	

- f) In the *Attachment* section, complete the following:
 - i) If the user is attaching any document, click the **Select File(s) to Upload** button to upload documents for the filing.
 - ii) If the user is not attaching any document, skip to step 9)g).

ſ	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

iii) 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.



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$\leftarrow \rightarrow \cdot \cdot \uparrow$	≪ Data → EFIS Test Documents	v Ū ,	earch EFIS Test Doc	uments
Organize 🔻 Nev	v folder			
💻 This PC	^ Name	Date mo	dified	Туре ^
3D Objects	🙈 Test Document 1.pdf	8/16/201	1 2:43 PM	Adobe Ac
Desktop	Test Document 2.pdf	6/27/201	2 4:51 PM	Adobe Ac
Documents	Test Document 3.pdf	8/16/201	1 2:37 PM	Adobe Ac
_	Test Document 4.pdf	8/16/201	1 2:37 PM	Adobe Ac
👆 Downloads	🔈 Test Document 5.pdf	8/16/201	1 2:38 PM	Adobe Ac 🗸
👌 Music	< < <			>
	File name:	~ Custor	n files (*.avi;*.bas;*.	.bmp; 🗸
		Ор	en 🔽 Ca	incel

- iv) 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
Ū	Test Document 1.pdf	183.07 KB	(Select)
Total: 1 file(s), 1	83.07 KB		

g) 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 d	ocuments 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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		The item was successfully submitted.	
Tariff JE-2024-2	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.