

Missouri Public Service Commission

EFIS – How do I file an Annual Report, Statement of Revenue or other Non-Case Related Submission?

In order to file a non-case related submission through the Electronic Filing and Information System (EFIS)

- Go to the EFIS website. (See [Access EFIS](#))
- You need to have a User ID and Password. (See [Obtain a user ID and password](#))
If you are unsure whether you already have a User ID, please contact the Data Center at 573-751-7496 or datacenter-psc@psc.mo.gov before completing a new user registration.
- The person making the filing must be registered as a contact for the company/firm they are making the filing on behalf of. (See [Add individuals as company / firm contacts](#))

To access the 'Filing/Submission' screens, you must be logged in. Click on the orange 'Logon' button on the left-hand side.



Enter your User ID and Password. Then press the 'Enter' key or 'Logon' button.



From the Welcome screen, click on the 'Filing/Submission' menu option and then choose the 'Non-Case Related Submission' link.



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From the 'Non-Case Related Submission' screen:

Step 1: Select the 'Type of Utility'

Step 2: Select 'Company' for which you are filing on behalf
The drop down list will contain only those companies for which you are designated as a contact. If you do not see the company you want to file on behalf of, contact the company and ask them to add you as a contact.

Step 3: Select 'Type of Submission'
If you select 'Annual Report', 'Annual Report Extension Request', or 'Statement of Revenue' a 'Report for Calendar Year' box will appear. Enter the four digit year covered by the report.

Step 4: Enter 'Applicable Case Number' if this submission is related to an existing case

Step 5: Enter 'Comments' if applicable

Step 6: Click the 'Continue' button.

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in the 21st Century.

Registration | Complaint/ Inquiry | Filing / Submission | Agenda | Outage/ Incident | View Tariff | Public Comments | Resources

Non-Case Related Submission

HOME
LOGOUT
HELP
PSC INTERNET
CONTACT US
Get Adobe Reader

Logged in as:

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

*** Required Fields**

* Type of Utility: Electric

* Company: Electric Company-Investor(Electric)

* Type of Submission: Annual Report (MO PSC)

* Report For Calendar Year: 2008

Applicable Case No.:

Date Filed: 1/13/2009

Comments: (Allows only 250 characters)

| Sl.No. | Attachment(s) | Security Level |
|--------|---------------|----------------|
|--------|---------------|----------------|

Continue

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This will take you to the 'Filing/Submission – Attachment(s)' screen,

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Filing/Submission - Attachment(s)

complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

Attachment Process:

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
- 2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
- 4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: Be aware that large documents can be difficult to view. Please break them up into smaller attachments for the convenience of

Logged in as: H:\Company's Annual Report.pdf

Step 7: Click on the 'Browse' button to select your document for attaching.

Note: You cannot use any special characters (%"&^*#@) in filenames except an underscore or hyphen.

Attachment Process:

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
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H:\Company's Annual Report.pdf Public Highly Confidential Proprietary

Step 8: Select the security level for your document.
Note: All Statement of Revenue submissions must be marked as Highly Confidential.

Step 9: Click on the 'Attach' button.

Note: You may make multiple attachments by selecting a document, its security level and then clicking on the 'Attach' button.
It is the filer's responsibility to denote the correct security level on every document.

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Note: Be aware that large documents can be difficult to view. Please break them up into smaller attachments for the convenience of the viewer(s).

If you need to remove an item from the attachment list, click on the 'Delete' checkbox and then click the 'Delete' button below.

The attachment list contains the security level selected for each document.

Step 10: After all of your attachments have been made, click on the 'Done with Attach' button.

Attachment Process:

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- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
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Note: Be aware that

Step 11: After verifying you have chosen the correct security level, click 'OK'.

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This will return you to the 'Non-Case Related Submission' screen.

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Non-Case Related Submission

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Applicable Case No.:

Date Filed: 1/13/2009

Comments: (Allows only 250 characters)

| Sl.No. | Attachment(s) | Security Level |
|--------|---|----------------|
| 1. | company's annual report.pdf | Public |

Submit Attach Exit

Step 12: Click on the 'Submit' button.

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|--------|---|----------------|
| 1. | company's annual report.pdf | Public |

Submit Attach Exit

Step 13: Click on the 'OK' button to submit your filing or 'Cancel' if you need to make a change.

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You will receive a confirmation screen with your non-case submission number. (It may take a few seconds for the screen to appear.) Please note this number for future reference.

The screenshot displays the Missouri Public Service Commission website interface. At the top, the header reads "Missouri Public Service Commission" with the tagline "Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians in the 21st Century." Below this is a navigation menu with links for "Registration", "Complaint/ Inquiry", "Filing/ Submission", "Agenda", "Outage/ Incident", "View Tariff", "Public Comments", and "Resources". The current page is titled "Non-Case Related Submission".

On the left side, there is a vertical menu with buttons for "HOME", "LOGOUT", "HELP", "PSC INTERNET", and "CONTACT US". Below these buttons is an "Adobe Reader" icon and the text "Logged in as:". The main content area features a large, faint watermark of the Missouri Public Service Commission seal. In the center, a red confirmation message states: "Your request for Non Case submission, BMAR-2009-0115, has been successfully submitted" followed by "Date: 1/13/2009 Time: 11:14:20 AM". An "OK" button with a blue checkmark is positioned to the right of the message.