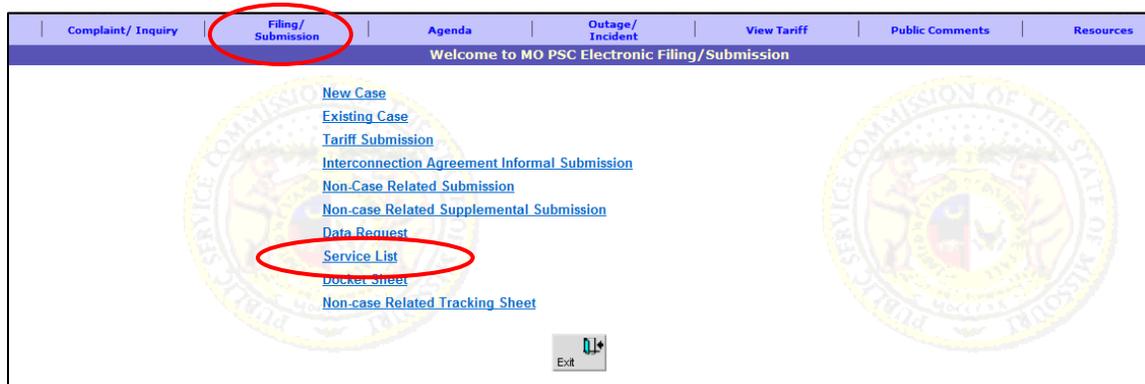


Missouri Public Service Commission

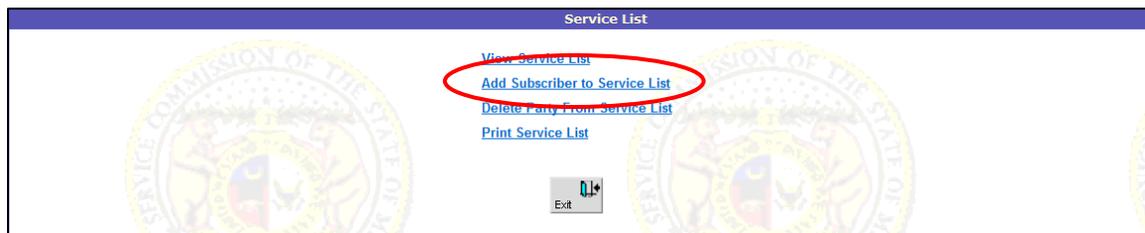
EFIS – Receive Notifications of Case Filings

To receive notification of case filings:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu option.
3. Select the '**Service List**' link.



4. On the Service List screen, select the '**Add Subscriber to Service List**' link to continue to the '**Add/Edit Subscriber to Service List**' screen.



Missouri Public Service Commission

EFIS – Receive Notifications of Case Filings

On the 'Add/Edit Subscriber to Service List' screen, complete the following steps:

5. Beside 'Case No.', input the applicable case number.
6. Beside 'Utility Type', select the applicable utility type from the drop-down list.
7. Beside 'Company Name', select the applicable company from the drop-down list.

Note: The drop down box will contain only those companies for which you are designated as their contact. If you do not see the company for which you wish to file on behalf of, please contact the company and ask them to add you as their contact or notify the Data Center.

8. Beside 'User Name', select the user's name from the drop-down list.
9. Click the 'Add' button to add the user.

The screenshot shows the 'Add/Edit Subscriber to Service List' form. The 'Add' button is circled in red. The form includes the following fields and values:

- Case No.: EA-2016-0306
- Utility Type: Electric
- Company Name: Doe Electric Cooperative, Inc.-Cooperative(Electric)
- User Name: Doe John
- Last Updated: 5/16/2016

A red note states: (User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

The user's name has been added to the subscriber's service list for notification.

The screenshot shows the 'Add/Edit Subscriber to Service List' form. The 'Doe Electric Cooperative, Inc.' entry in the table is circled in red. The form includes the following fields and values:

- Case No.: EA-2016-0306
- Utility Type: Electric
- Company Name: Doe Electric Cooperative, Inc.-Cooperative(Electric)
- User Name: Doe John
- Last Updated: 5/16/2016

A red note states: (User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Doe Electric Cooperative, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.