

Missouri Public Service Commission

EFIS – Submit ETC Annual Filing 4 CSR 240-31.130(3) and Form 481

To submit an ETC Annual Filing:

1. Log on to EFIS.
2. From the Welcome screen, click the **'Filing/Submission'** menu option
3. Select the **'Non-Case Related Submission'** link to continue to the **'Non-Case Related Submission'** screen.



On the 'Non-Case Related Submission' screen, complete the following steps:

4. Beside **'Type of Utility'**, select the applicable utility type from the drop-down list.
5. Beside **'Company'**, select the company for which the user is filing the report for.
 - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
6. Beside **'Type of Submission'**, select **'ETC Annual Filing 4 CSR 240-31.130(3) and Form 481'**.
7. Beside **'Report for Calendar Year'**, input the appropriate four-digit reporting year.

Note: *The year associated with a Form 481 is the same year as the filing deadline (example: for July 1, 2015 the 'Reporting for Calendar Year' would be 2015).*

8. Beside **'Applicable Case Number'**, input the applicable case number if the submission is related to an existing case. If not, leave blank.
9. Beside **'Date Filed'**, do not change the date as it defaults to the current date.
10. Beside **'Comments'**, input any comments if desired.
11. Click the **'Continue'** button to continue to the **'Filing/Submission – Attachment(s)'** screen.

Missouri Public Service Commission

EFIS – Submit ETC Annual Filing 4 CSR 240-31.130(3) and Form 481

Non-Case Related Submission

⚠️ **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:

* Company:

* Type of Submission:

* Report For Calendar Year:

Applicable Case No.:

Date Filed:

Comments:
(Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
	<input type="button" value="Continue"/> <input type="button" value="Exit"/>	

On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

12. Click the **'Browse'** button to select the document(s) for attaching.

Note: File names and file paths cannot use any special characters (%'&^#@) except an underscore or hyphen.*

13. Under **'Select Document Security from the following:'** the only option is Highly Confidential.

Note: It is the filer's responsibility to denote the correct security level on every document.

14. Click the **'Attach'** button to attach the document.

Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

Filing/Submission - Attachment(s)

⚠️ **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.

DISCLAIMER: It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer 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: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf

Select Document Security from the following:
 Public **Highly Confidential** Proprietary

Note: this non-case filing type can only have **Highly Confidential** attachments.

Missouri Public Service Commission

EFIS – Submit ETC Annual Filing 4 CSR 240-31.130(3) and Form 481

15. Click the **'Done with Attach'** button after all the attachments have been uploaded.

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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: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

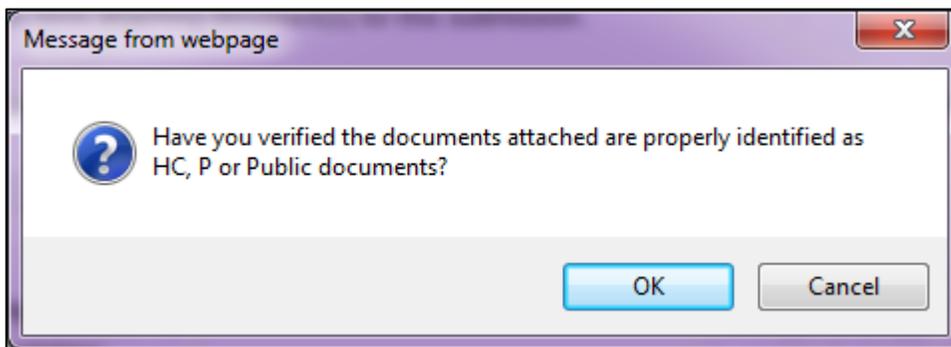
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list contains the 'Security Level' selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test.doc.pdf	Highly Confidential

Buttons: Attach, Done with Attach, Delete

16. After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the **'Non-Case Related Submission'** screen.



Missouri Public Service Commission

EFIS – Submit ETC Annual Filing 4 CSR 240-31.130(3) and Form 481

17. Click the 'Submit' button.

Non-Case Related Submission

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: Wireless/Cellular

* Company: All American Wireless-Wireless/Cellular(Telephone)

* Type of Submission: ETC Annual Filing 4 CSR 240-31.130(3) and Form 481

* Report For Calendar Year: 2015

Applicable Case No.:

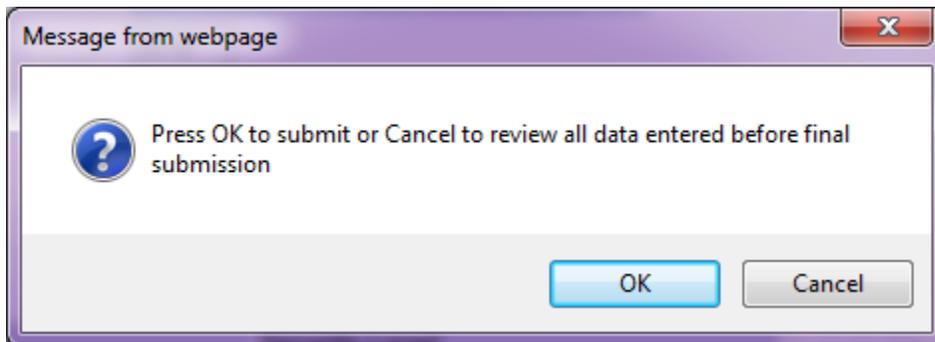
Date Filed: 4/6/2015

Comments: Form 481
(Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
1.	test doc.pdf	Highly Confidential

Submit Attach Exit

18. Click the 'OK' button to submit the filing or the 'Cancel' button if changes need to be made.

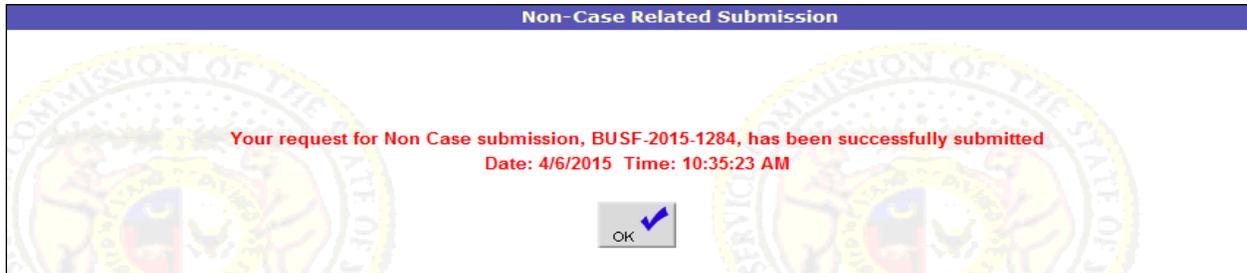


Missouri Public Service Commission

EFIS – Submit ETC Annual Filing 4 CSR 240-31.130(3) and Form 481

A confirmation screen with the tracking number will appear.

19. Click the 'OK' button to return to the 'Filing/Submission' screen.



NOTE: If the user is asked to provide additional information or needs to file amended information, please submit that information as a 'Non-Case Related Supplemental Submission' in EFIS using the tracking number from the original ETC submission for that reporting year. Refer to the EFIS 'HELP' topic 'Submit Supplemental ETC Non Case Related Supplemental Submission'.

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