

Missouri Public Service Commission

EFIS – Submit ETC Informational Filing

To submit an ETC Informational 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 **'Supplemental Submission'** screen.



On the 'Supplemental Submission' screen, complete the following steps:

4. Beside **'Tracking No.'**, input the applicable non-case related tracking number.
5. The following fields will auto-fill:
 - a. **'Utility Type'**
 - b. **'Company Name'**
 - c. **'Type of Submission'**
6. Beside **'Title of Submission'**, input the title of the submission.
7. Beside **'Date Filed'**, do not change the date as it defaults to the current date.
8. Click the **'Continue'** button to continue to the **'Filing/Submission – Attachment(s)'** screen.

The screenshot shows the 'Supplemental Submission' screen. At the top, there is a 'SESSION TIMEOUT WARNING' message. Below that, there is a list of 'Required Fields' with corresponding input fields: 'Tracking No.' (BETC-2017-0004), 'Utility Type' (Telephone), 'Company Name' (All American Wireless-Wireless/Cellular(Telephone)), 'Type Of Submission' (ETC Informational Filing), 'Title of Submission' (Amended Informational Filing Regarding Service Offering), and 'Date Filed' (7/20/2016). At the bottom, there is a table with columns 'Sl.No.', 'Attachment(s)', and 'Security Level'. Below the table, there are three buttons: 'Continue' (circled in red), 'Clear', and 'Exit'.

Missouri Public Service Commission

EFIS – Submit ETC Informational Filing

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

9. 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.

10. 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.

11. 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 Browse...

Select Document Security from the following:

Public Highly Confidential Proprietary

Attach Done with Attach Delete

Missouri Public Service Commission

EFIS – Submit ETC Informational Filing

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

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 allow you to attach documents larger than 20 MB. Documents larger than 20 MB

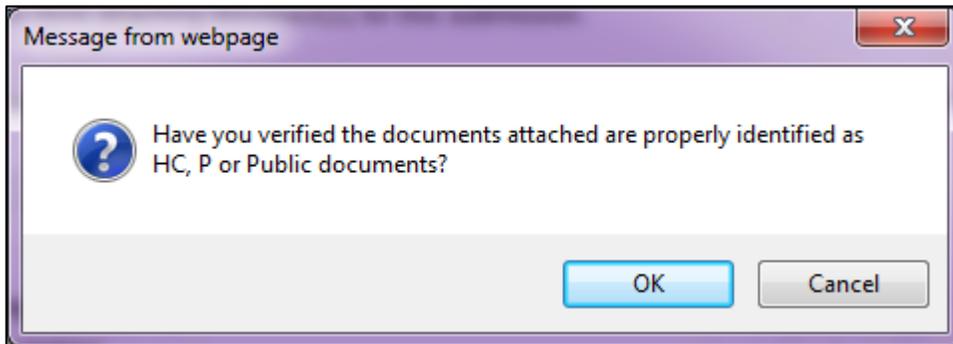
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

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

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

Buttons: Attach, Done with Attach, Delete

13. 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 Informational Filing

14. Click the **Submit** button.

Supplemental 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**

*** Tracking No.** BETC-2017-0004

Utility Type Telephone

Company Name All American Wireless-Wireless/Cellular(Telephone)

Type Of Submission ETC Informational Filing

*** Title of Submission** Amended Informational Filing Regarding Service Offering
(Allows only 250 characters)

Date Filed 7/20/2016

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

Submit Attach Clear Exit

15. Click the **OK** button to submit the filing or the **Cancel** button if changes need to be made.

Message from webpage

Press OK to submit or Cancel to review all data entered before final submission

OK Cancel

A confirmation screen with the tracking number will appear.

16. Click the **OK** button to return to the **Filing/Submission** screen.

Supplemental Submission

Your request for Supplemental submission, BETC-2017-0004, has been successfully submitted
Date: 7/20/2016 Time: 8:17:04 AM

OK

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