

Missouri Public Service Commission

EFIS – Submit ExParte Notice Submission

To make an ExParte Notice Submission in an existing case:

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



On the Existing Case Filing screen, complete the following steps:

4. In the **'Enter Case No.'** field, input the applicable case number.
5. The **'Style of Case'** field will auto-populate.
6. In the **'Type of Filing/Submission'** field, select **'ExParte Notice'** from the drop-down list.
7. Skip the following fields:
 - a. **Testimony Issue**
 - b. **Testimony Sub Issue1**
 - c. **Testimony Sub Issue2**
8. In the **'Filing on Behalf of'** field, select the applicable company from the drop-down list.

- *Press and hold the 'Ctrl' button on the keyboard to select multiple companies from the list.*
- *Companies may be registered in EFIS under multiple utility types. Be sure to select all applicable registrations.*

(Example: A company may be registered as both a gas company and an electric company. To file the notice in the appropriate gas and electric cases, both company registrations must be selected from 'Companies Referenced' drop-down list.)

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Existing Case Filing

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**

* Enter Case No. EA-2016-0310

Style of Case In the Matter of the Application for Certificate of Service of Electric Missouri, Inc.

* Type of Filing/Submission ExParte Notice

* Testimony Issue Select

Testimony Sub Issue1 Select

* Testimony Sub Issue2 Select

* Filing on behalf of Commission-(All)
1.PayStation.com-(All)
3 Degrees Group, Inc -(All)

9. In the **'Enter related case number(s) and/or tracking number(s)'** field, input any associated case number or tracking number. Tab out of this field. The case number/tracking number will be added to the **'Selected Tracking Nos.'** field.
 - *Related tracking numbers and case numbers can be removed before the submission is finalized by clicking the **'Remove'** button which appears next to the **'Selected Tracking Nos.'** field.*
10. In the **'Title of Filing/Submission'**, input the title as it appears on the notice.
 - *(PSC employees - Please include the name of the Commission or Staff employee who is the subject of the notice.*
11. In the **'Clear and Concise Statement of Relief Requested'** field, input a statement of relief, if applicable. If not applicable, enter 'N/A'
12. In the **'Indicate Cite for Commission Authority'** field, input the commission authority. If not applicable, enter 'N/A'.
13. In the **'Is the Filing/Submission to meet a scheduled deadline for today?'** field, select 'yes' or 'no'.
14. Determine whether the submission is in response to a previous filing.
 - a. If yes, click the **'Yes'** button.
 - i. This will open a screen containing a list of the filings for the case. Select the applicable filing(s) from the list provided and click the **'Continue'** button.
 - b. If no, skip to the next step.

Is this a Response to Previous Filing in this case? Yes

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Response to Date Filed	Item No.	Title of Filing	Filed on Behalf of
<input type="checkbox"/> 7/15/2016 2:13:44 PM	1	Application for CCN and Request for Waiver	Summit Natural Gas of Missouri, Inc.-Investor(Gas)
<input checked="" type="checkbox"/> 7/19/2016 2:43:21 PM	2	Order Directing Notice and Setting Intervention Deadline	Commission-(All)

Continue

15. Click the **'Continue'** button to continue to the **'Filing/Submission – Attachment(s)'** screen.

Enter related case number(s) and/or tracking number(s) [Tab out to enter multiple case/tracking numbers.]

Selected Tracking Nos.

* Title of Filing/Submission
(Allows only 500 characters)

* Clear and Concise Statement of Relief Requested
(Allows only 250 characters)

* Indicate Cite for Commission Authority

Is this Filing/Submission to meet a scheduled deadline for today? Yes No

Is this a Response to Previous Filing in this case? Yes No

Sl.No.	Attachment(s)	Security Level
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Continue

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

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

Note: File names and file paths cannot include special characters (%&^*#@) except underscores and hyphens.

17. Under the **'Select Document Security from the following'** section, select the applicable radio button for the document's security level.

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

18. 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.

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Filing/Submission - Attachment(s)

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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

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

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.

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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).
- 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.

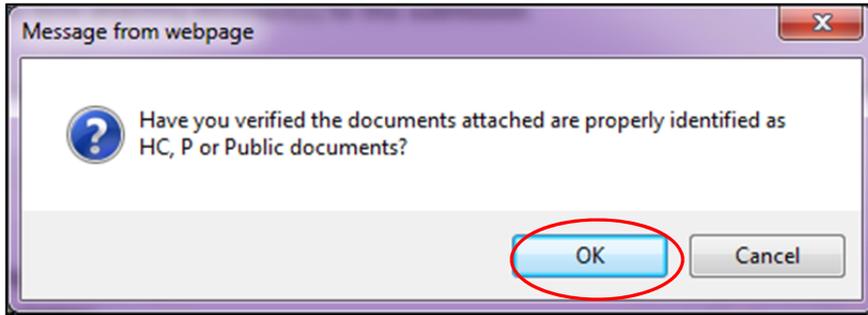
The 'Attachment' list displays the 'Security Level' selected for each document.

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

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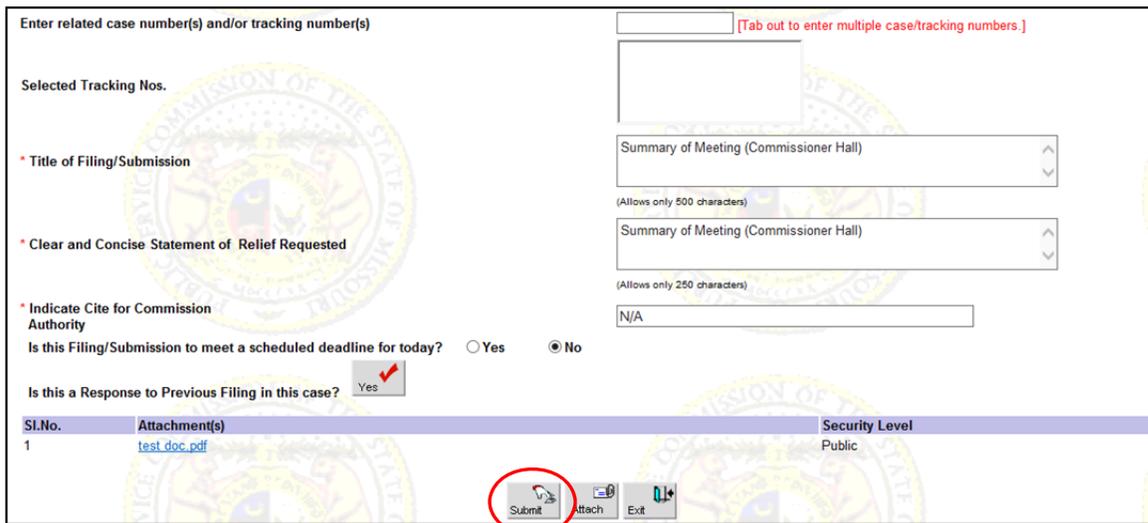
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20. After verifying the security levels on the attachment(s), click the 'OK' button to continue to the submission screen.



Scroll down to the bottom of the screen to proceed.

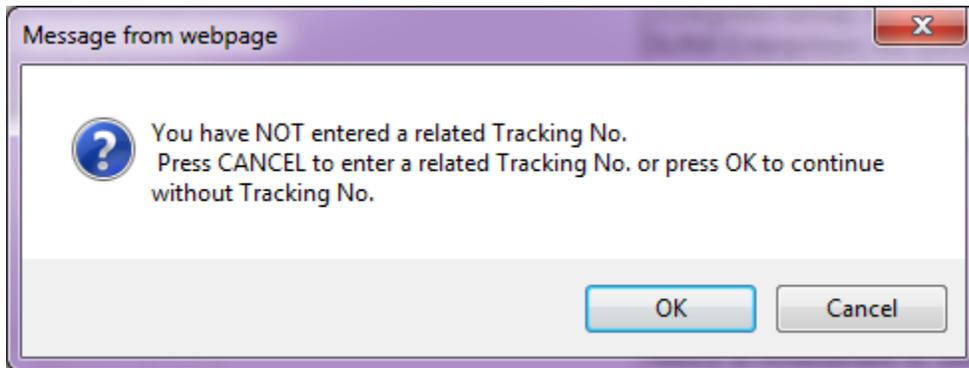
21. Click the 'Submit' button to finalize the submission.

A screenshot of the EFIS submission form. The form is titled 'Enter related case number(s) and/or tracking number(s)' and includes a text input field with a red note: '[Tab out to enter multiple case/tracking numbers.]'. Below this are several sections: 'Selected Tracking Nos.' with a text input field; '* Title of Filing/Submission' with a dropdown menu showing 'Summary of Meeting (Commissioner Hall)'; '* Clear and Concise Statement of Relief Requested' with another dropdown menu showing 'Summary of Meeting (Commissioner Hall)'; '* Indicate Cite for Commission Authority' with a text input field containing 'N/A'; and two radio button questions: 'Is this Filing/Submission to meet a scheduled deadline for today?' (with 'No' selected) and 'Is this a Response to Previous Filing in this case?' (with 'Yes' selected). At the bottom of the form, there is a table with columns 'SI.No.', 'Attachment(s)', and 'Security Level'. The table contains one row with '1' in the first column, 'test_doc.pdf' in the second, and 'Public' in the third. Below the table are three buttons: 'Submit', 'Attach', and 'Exit'. The 'Submit' button is circled in red.

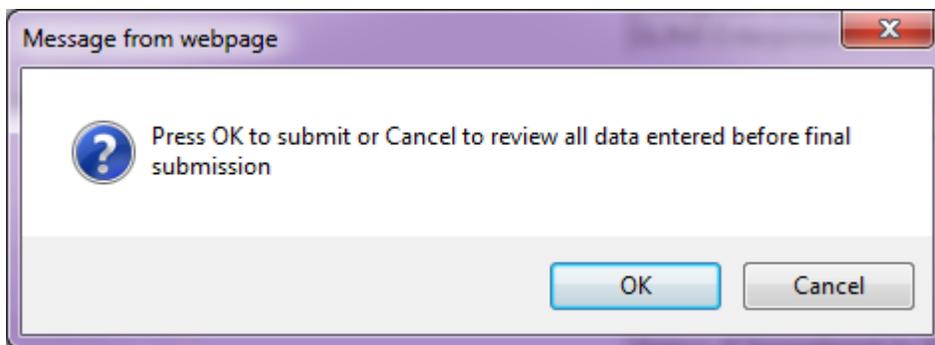
22. If a related tracking number has not been entered, a message will display. Click the 'OK' button to proceed or the 'Cancel' to return to the submission screen to enter the related tracking number.

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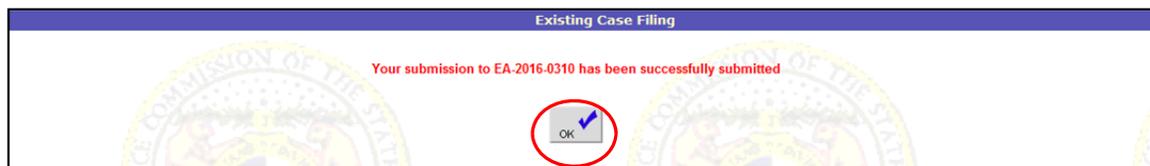


23. Click the **'OK'** button to submit the filing, or click **'Cancel'** if changes need to be made.



A confirmation screen with the case number will appear.

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



For additional assistance, please contact the Data Center at 573-751-7496 or datacenter@psc.mo.gov.