

# Missouri Public Service Commission

## EFIS – Submit Notice of Communication for an Extra Record Notice(s)

To file an Extra Record Notice for an open case:

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



On the 'Existing Case Filing' screen, complete the following steps.

4. Beside **'Enter Case No.'**, input the applicable case number.
5. The **'Style of Case'** will auto populate.
6. Beside **'Type of Filing/Submission'**, select **'Extra Record Notice'** from the drop-down list.
7. The following fields will not be completed:
  - a. **'Testimony Issue'**
  - b. **'Testimony Sub Issue1'**
  - c. **'Testimony Sub Issue2'**
8. Beside **'Filing on Behalf of'**, select the applicable company from the drop-down list.
  - *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.*
  - *To select more than one company, press and hold the **'Ctrl'** button on your keyboard and select the next company from the drop-down list.*
  - **Note:** *Some companies may be registered under more than one utility type. In this instance, you will need to choose each company. (ex. For your notice to be placed in all of Birch Telecom of Missouri's open cases, you would have to choose 'Birch Telecom of Missouri, Inc.-CLEC (Telephone)' and 'Birch Telecom of Missouri, Inc.-IXC (Telephone).')*

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9. Beside ‘Enter related case number(s) and/or tracking number(s)’, input any applicable case or tracking numbers. Tab out of this field after entering the case or tracking number to show beside ‘Selected Tracking Nos.’.

**Note:** A ‘Remove’ button will appear once the case number is listed beside ‘Selected Tracking Nos.’. If you have entered an incorrect case number, click the ‘Remove’ button to remove the case number and reenter the correct case number beside ‘Enter related case number(s) and/or tracking number(s)’.

10. Beside ‘Title of Filing/Submission’, input the title as it appears on the pleading. *Please include the name of the Commissioner or Staff employee who is the subject of the notice.*
11. Beside ‘Clear and Concise Statement of Relief Requested’, input a statement of relief, if applicable. *(This field is limited on characters, if wording doesn’t fit, input N/A)*
12. Beside ‘Indicate Cite for Commission Authority’, input the commission authority. If not applicable, input N/A.
13. Select the applicable radio button beside ‘Is this Filing/Submission to meet a scheduled deadline for today?’
14. If this filing is in response to another previously submitted filing, select the ‘Yes’ button to select the applicable previous filing.
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?

Sl.No.	Attachment(s)	Security Level
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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 use any special characters (% '& '^ \*# @) except an underscore or hyphen.

17. Under '**Select Document Security from the following:**', 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.

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

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19. 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.

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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 two or three separate attachments.

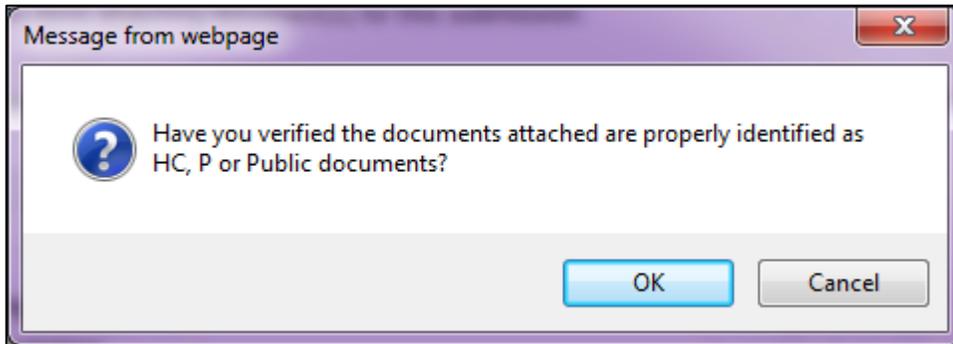
*To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.*

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

Delete	Attachments	Security Level
<input type="checkbox"/>	<a href="#">test_doc.pdf</a>	Public

Buttons: Attach, Done with Attach, Delete

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



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Scroll down to the bottom of the screen to proceed.

21. Click the **'Submit'** button to submit the existing case filing.

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

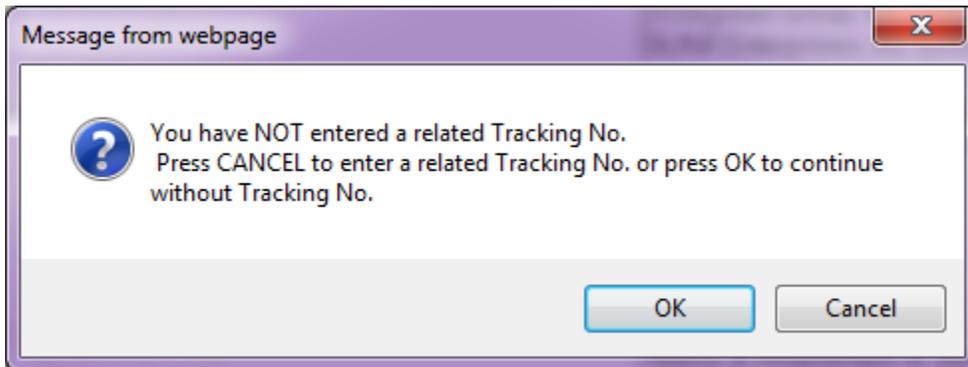
Is this Filing/Submission to meet a scheduled deadline for today?  Yes  No

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

SI.No.	Attachment(s)	Security Level
1	<a href="#">test_doc.pdf</a>	Public

Submit Attach Exit

22. If a related case or tracking number was not entered beside 'Enter related case number(s)...', then the following message will pop up. If there is a related case or tracking number, select **'Cancel'** and enter the related case/tracking number in the **'Enter related case number(s)...** field. If there is not a related case or tracking number, select **'OK'**.

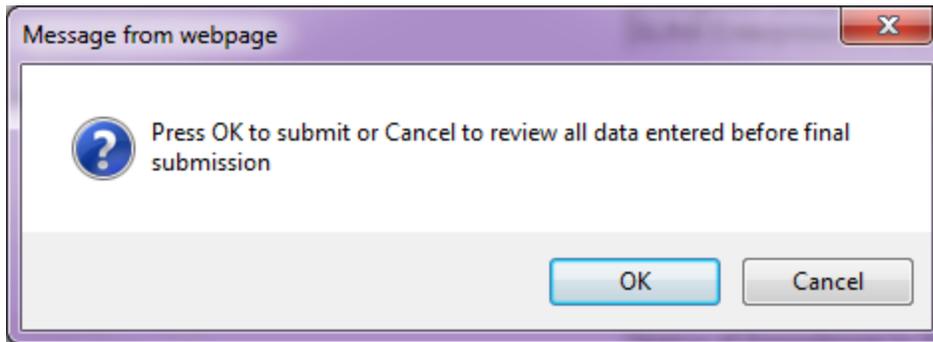


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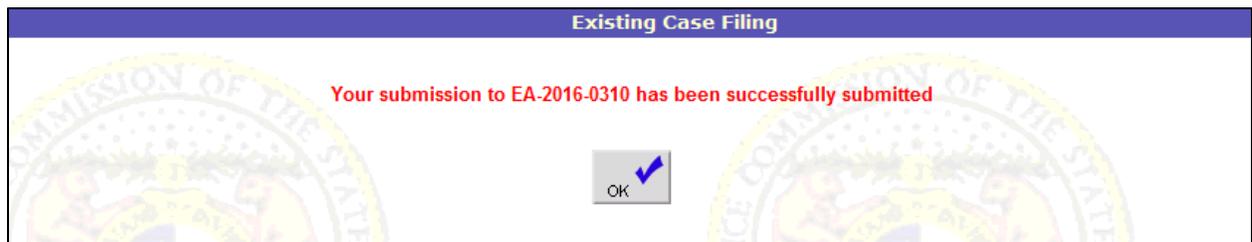
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23. Click the **'OK'** button to submit the filing or the **'Cancel'** button if changes need to be made.



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 (local to Jefferson City, MO) or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).