

Missouri Public Service Commission

EFIS – Submit Tariff Revision

To submit a tariff revision:

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



4. On the Tariff Submission screen, select **'Revise Current Tariff'** link.



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On the 'Revise Current Tariff' screen, complete the following steps.

5. Beside 'Utility Type', select 'Video' from the drop-down list.
6. Beside 'Company Name', 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.*
7. Beside 'PSC MO No.', input the number of the currently effective tariff that is being revised.
8. Beside 'Does this submission relate...' input the applicable case number if this tariff filing is related to an existing case.

Note: *If the tariff is related to a case, the tariff needs to be filed in a case prior to submitting as tariff filing.*

9. Beside 'Cite for Commission Authority', input the commission authority, if applicable.
10. Beside 'Purpose of Filing', input a brief description of the proposed changes to the tariff.
11. Beside 'Details of Revisions', input the specific pages/sheets being revised.

Revise Current Tariff

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**

*** Utility Type**

*** Company Name**

*** PSC MO No.** Only one PSC MO number may be included for each tariff submission. Changes to multiple PSC MO numbers require a separate tariff submission for each.

Does this submission relate to an existing case? if yes, enter Case No.

Cite for Commission Authority

*** Purpose of Filing:** This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers.
(Allows only 500 characters)

*** Details of Revision** List specific page(s) / sheet(s) being revised (e.g., 1st rs replacing org p 1, 5 and 12-69)
(Allows only 500 characters)

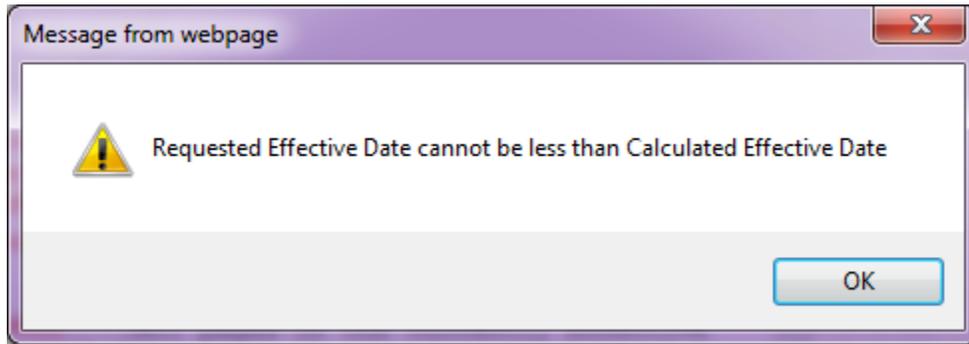
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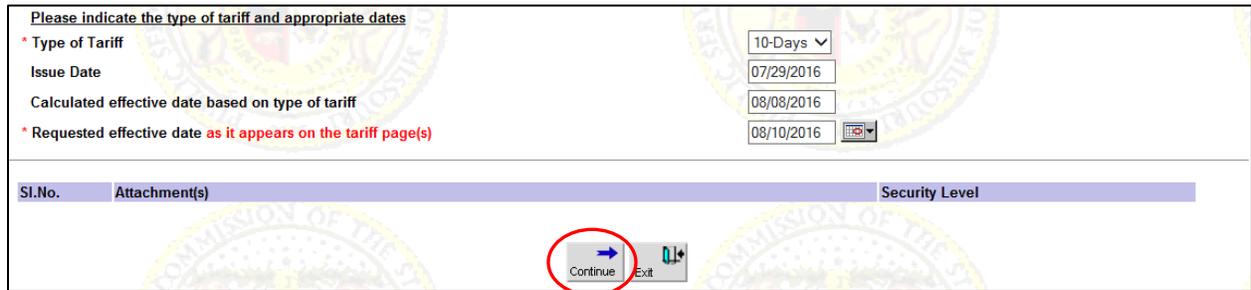
Under '**Please indicate the type of tariff and appropriate dates**', complete the following steps:

12. Beside '**Type of Tariff**', select the applicable type of tariff from the drop-down list.
13. Beside '**Issue Date**', this date will auto-populate as the current date.
14. Beside '**Calculated effective date based on type of tariff**', this date will auto-populate depending on the type of tariff selected above.
15. Beside '**Requested effective date**', select the calendar icon to select or input the correct date if the calculate effective date is not the applicable date.

Note: You may request any date that is later than Calculated Effective Date. If the date selected is less than the requested effective date, the following warning message will pop up.



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

A screenshot of the EFIS form showing the "Please indicate the type of tariff and appropriate dates" section. The form includes fields for "Type of Tariff" (10-Days), "Issue Date" (07/29/2016), "Calculated effective date based on type of tariff" (08/08/2016), and "Requested effective date as it appears on the tariff page(s)" (08/10/2016). Below the form is a table with columns for "SI.No.", "Attachment(s)", and "Security Level". At the bottom of the form, there are "Continue" and "Exit" buttons, with the "Continue" button circled in red.

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

17. 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.

18. 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.

19. 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)

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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 Browse...

Select Document Security from the following:
 Public Highly Confidential Proprietary

Attach Done with Attach Delete

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20. 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 accept any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into two or three attachments.

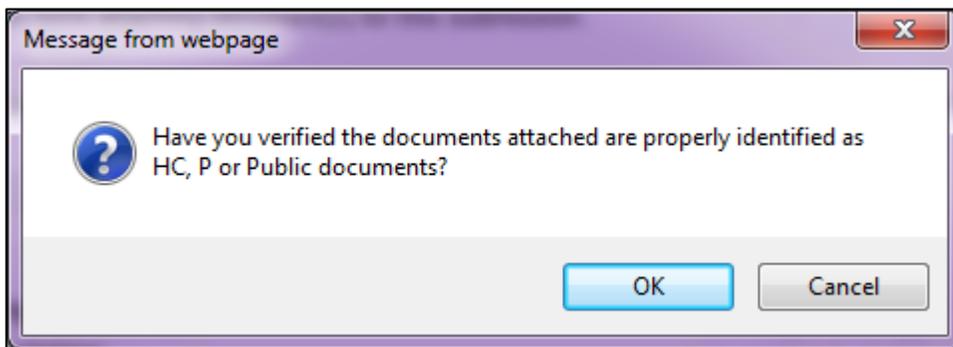
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

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

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

Buttons: Attach, Done with Attach, Delete

21. After verifying the security levels on the attachment(s), click the 'OK' button to continue to the 'Revise Current Tariff' screen.



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Scroll down to the bottom of the screen to proceed.

22. Click the **'Submit'** button to submit the tariff cancellation filing.

Revise Current Tariff

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*** Required Fields**

*** Utility Type**

*** Company Name**

*** PSC MO No.** Only one PSC MO number may be included for each tariff submission. Changes to multiple PSC MO numbers require a separate tariff submission for each.

Does this submission relate to an existing case? if yes, enter Case No.

Cite for Commission Authority

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(Allows only 500 characters)

*** Details of Revision** List specific page(s) / sheet(s) being revised (e.g., 1st rs replacing org p 1, 5 and 12-69)
(Allows only 500 characters)

Please indicate the type of tariff and appropriate dates

*** Type of Tariff**

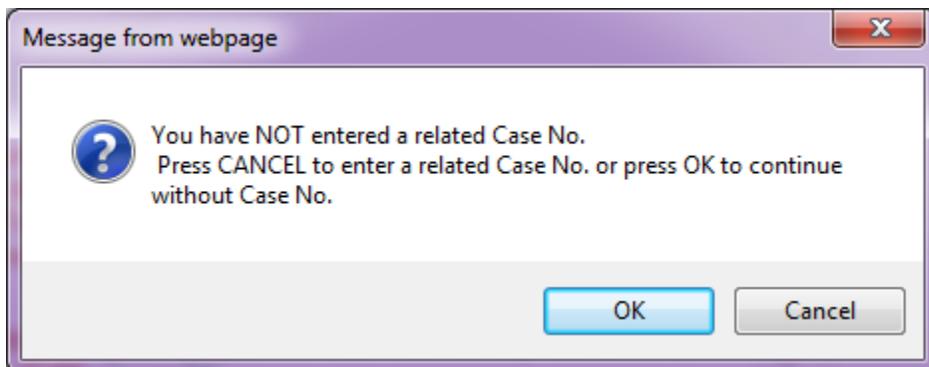
Issue Date

Calculated effective date based on type of tariff

*** Requested effective date as it appears on the tariff page(s)**

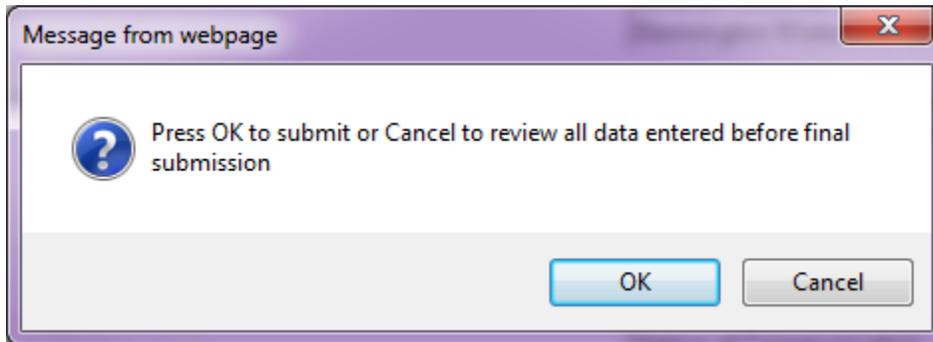
Sl.No.	Attachment(s)	Security Level
1	test doc.pdf	Public

23. If a related case or tracking number was not entered beside 'Does this submission relate...', 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 **'Does this submission relate...'** field. If there is not a related case or tracking number, select **'OK'**.



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



A confirmation screen with the tariff tracking number will appear.

25. Click the **'OK'** button to return to the **'Tariff Submission'** screen.



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