

Missouri Public Service Commission

EFIS – Suspend or Expedite Tariffs

Request to suspend or expedite tariffs require Commission approval; therefore requests to suspend or expedite tariffs must be filed in docketed cases.

Option 1

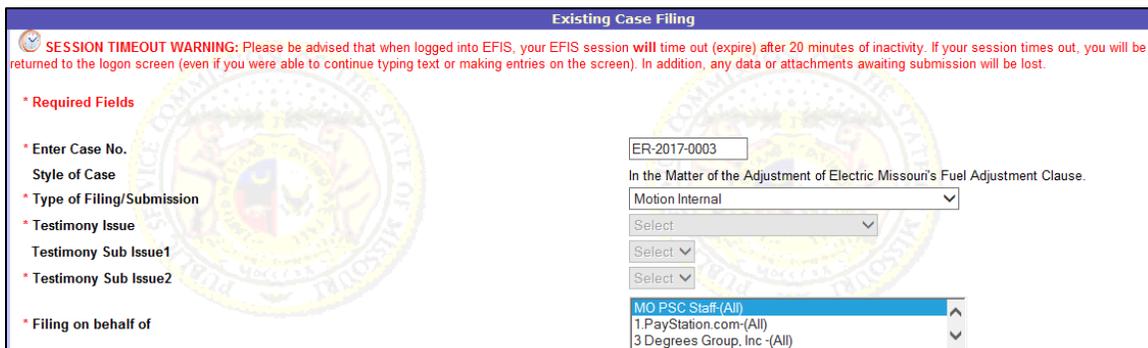
Use Option 1 if the tariff being suspended or expedited is already filed in a pending matter/case before the Commission.

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 the applicable 'Motion...'
from the drop-down list.
7. 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.*



Missouri Public Service Commission

EFIS – Suspend or Expedite Tariffs

8. Beside 'Enter related case number(s) and/or tracking number(s)', input the applicable tariff number. Tab out of this field after entering the 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)'.

9. Beside 'Title of Filing/Submission', input either 'Motion to Expedite Tariff' or 'Motion to Suspend Tariff' as it appears on the pleading.
10. 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)*
11. Beside 'Indicate Cite for Commission Authority', input the commission authority. If not applicable, input N/A.
12. Select the applicable radio button beside 'Is this Filing/Submission to meet a scheduled deadline for today?'
13. If this filing is in response to another previously submitted filing, select the 'Yes' button to select the applicable previous filing.
14. 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. YE-2017-0004 Remove

* Title of Filing/Submission Motion to Suspend Tariff
(Allows only 500 characters)

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

* Indicate Cite for Commission Authority N/A

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

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

Sl.No.	Attachment(s)	Security Level
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Continue Exit

Missouri Public Service Commission

EFIS – *Suspend or Expedite Tariffs*

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

15. 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.

16. 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.

17. 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 login 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 – Suspend or Expedite Tariffs

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

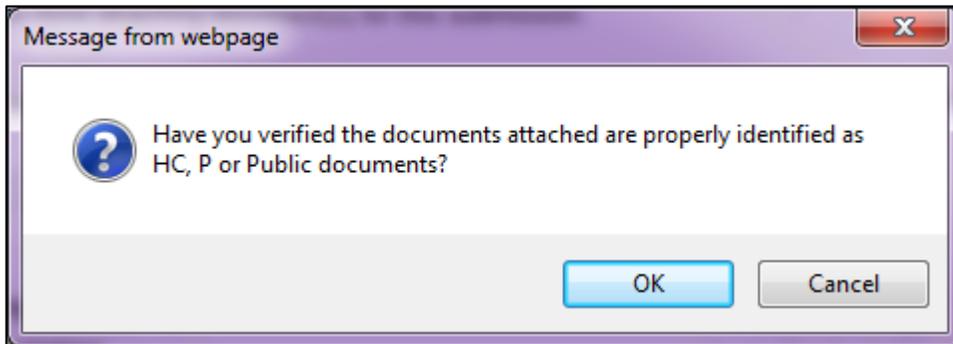
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

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

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



Missouri Public Service Commission

EFIS – Suspend or Expedite Tariffs

Scroll down to the bottom of the screen to proceed.

20. 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. YE-2017-0004 Remove

* Title of Filing/Submission Motion to Suspend Tariff
(Allows only 500 characters)

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

* Indicate Cite for Commission Authority N/A

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

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

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

Submit Attach Exit

21. 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 case number will appear.

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

Existing Case Filing

Your submission to ER-2017-0003 has been successfully submitted

OK

Missouri Public Service Commission

EFIS – Suspend or Expedite Tariffs

Option 2

Use Option 2 if the tariff being suspended or expedited is not already associated with a case.

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



4. From the 'Tariff Submission' screen, select the **'Motion to Suspend/Expedite'** link to continue to the **'New Case Filing'** screen.



Missouri Public Service Commission

EFIS – Suspend or Expedite Tariffs

On the 'New Case Filing' screen, complete the following steps:

5. Beside '**Utility Type**', select the applicable utility type from the drop-down list.
6. Beside '**Type of Filing/Submission**', select the applicable 'Motion...' from the drop-down list.
7. Beside '**Type of Case**', select 'Tariff 'Formal'' from the drop-down list.
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.*

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: Electric

* Type of Filing: Motion Internal

* Type of Case: Tariff - Formal

* Filing on Behalf of: MO PSC Staff-(All)
1.PayStation.com-(All)
3 Degrees Group, Inc -(All)

9. Beside '**Enter related case number(s) and/or tracking number(s)**', input the applicable tariff number. Tab out of this field after entering the case 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 '**Style of Case**', input the type of case as it appears on the pleading.
11. Beside '**Title of Filing/Submission**', input either 'Motion to Expedite Tariff' or 'Motion to Suspend Tariff' as it appears on the pleading..
12. 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*)
13. Beside '**Indicate Cite for Commission Authority**', input the commission authority. If not applicable, input N/A.
14. Under the '**Data Request Contact Person (Optional)**' section, input the Data Request Contact Person information if available at the time of filing; if not, skip this step.
15. Click the '**Continue**' button to continue to the '**Minimum Filing Requirements**' screen.

Missouri Public Service Commission

EFIS – Suspend or Expedite Tariffs

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

Selected Tracking Nos. 

If type of case is CLEC application complete the following 2 fields.

* Service Area

* Type of Service Offered Residential Business Prepaid

* Style of Case
(Allows only 500 characters)

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

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

* Indicate Cite for Commission Authority

Data Request Contact Person (Optional)

First Name

Middle Initial

Last Name

E-mail Address

Sl.No.	Attachment(s)	Security Level
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16. Click the 'Continue' button to continue the 'Filing/Submission – Attachment(s)' screen.

Minimum Filing Requirements

By clicking 'Continue', the filing party hereby certifies that this submission is in compliance with all applicable Statutes, Rules and Regulations governed by the Commission.

Missouri Public Service Commission

EFIS – *Suspend or Expedite Tariffs*

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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Attachment Process:
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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 – Suspend or Expedite Tariffs

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

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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 smaller attachments.

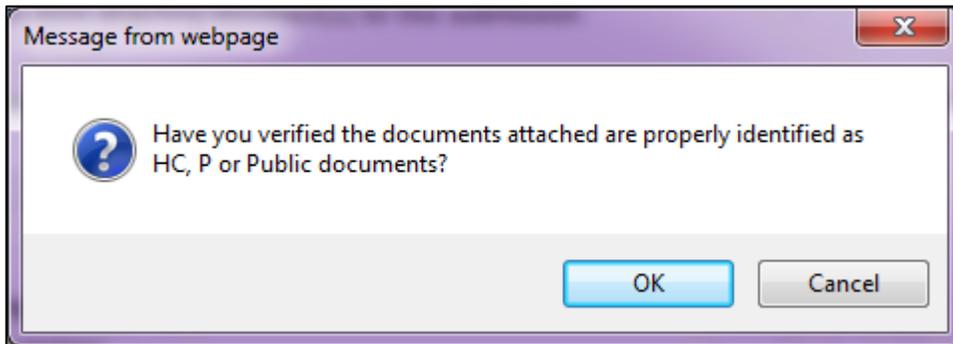
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

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 **New Case Filing** screen.



Missouri Public Service Commission

EFIS – Suspend or Expedite Tariffs

Scroll down to the bottom of the screen to proceed.

22. Click the '**Service List**' button to continue to the '**Subscriber Input Screen**' to set up the service list for the new case.

Note: The purpose of the service list is to provide contact information about the attorney who is representing the company in this matter so they will receive information pertaining to this case.

The screenshot shows a web form with the following fields:

- * Style of Case:** In the Matter of the Suspension of Electric Missouri, Inc.'s Rate Increase (Allows only 500 characters)
- * Title of Filing/Submission:** Motion to Suspend Tariff (Allows only 500 characters)
- * Clear and Concise Statement of Relief Requested:** Motion to Suspend Tariff (Allows only 250 characters)
- * Indicate Cite for Commission Authority:** N/A

Below these fields is a section for **Data Request Contact Person (Optional)** with input fields for First Name, Middle Initial, Last Name, and E-mail Address.

At the bottom, there is a table with the following content:

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

At the bottom right of the form, there are buttons for Submit, Service List (circled in red), Attach, and Exit.

On the Subscriber Input Screen, under '**Name of Party**', complete the following:

23. Beside '**Company Name**', select the applicable company name from the drop-down list.
24. Beside '**User Name**', select the applicable user name from the drop-down list.

Note: The drop down list will contain only those individuals who have been designated as a contact for the company. If you do not see the person who should be designated to receive information for this case, please contact the company and ask them to add that person as a contact or notify the Data Center.

25. Click the '**Add**' button to add the user to the service list.
26. Repeat steps 23-25 until all parties have been added to the service list.

The screenshot shows the 'Subscriber Input Screen' with the following fields:

- * Required Fields**
- Name of Party**
- * Company Name:** Electric Missouri, Inc.-Investor(Electric) (dropdown menu)
- * User Name:** Doe John (dropdown menu)

Below the fields, there is a red text message: (User ID is required to add a party to the subscriber Service List – User ID may be obtained by completing EFIS Registration.)

At the bottom, there are buttons for Add (circled in red), Continue, and Clear.

Missouri Public Service Commission

EFIS – *Suspend or Expedite Tariffs*

27. Click the **'Continue'** button to continue back to the **'New Case Filing'** screen once all contacts have been added.

Subscriber Input Screen

* Required Fields

Name of Party

* Company Name

* User Name

(User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

Scroll down to the bottom of the screen to proceed.

28. Click the **'Submit'** button to submit the new case filing.

* Style of Case
(Allows only 500 characters)

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

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

* Indicate Cite for Commission Authority

Data Request Contact Person (Optional)

First Name

Middle Initial

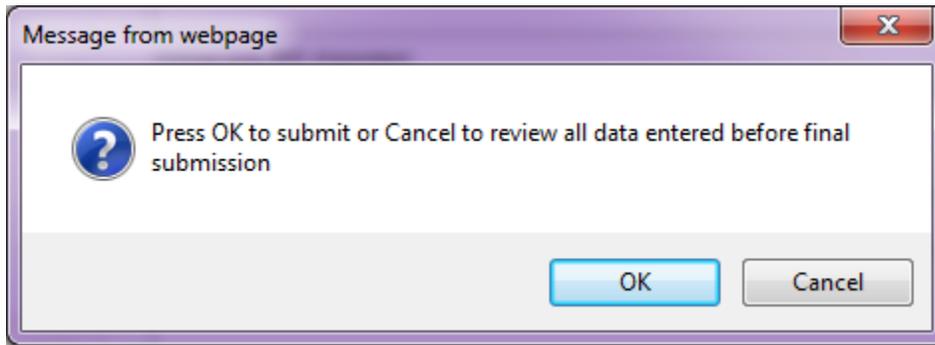
Last Name

E-mail Address

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

Missouri Public Service Commission EFIS – *Suspend or Expedite Tariffs*

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



A confirmation screen with the tracking number will appear.

30. 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.