

Missouri Public Service Commission

EFIS – View Case Filings Without User ID

To view case filings without a user ID:

1. Type <http://psc.mo.gov> into your internet browser window to go to the MO PSC's internet site.
2. Select the '**EFIS (Logon Required)**' link on the left-hand side of the screen.

Missouri Public Service Commission

Search PSC

Electric Manufactured Housing Natural Gas Telecommunications Water/Sewer

Events Now Streaming
No Events Active

- About the PSC
- The Commissioners
- Orders/Notices
- Agenda/Minutes
- PSC Reports/Volumes
- **EFIS (Login Required)**
- PSC Rules/Statutes
- Forms
- Contact Us

Lifeline Telephone Discount Program

How Do I...

- Access EFIS Without Login
- Watch PSC Webcasts
- Submit Comments
- Request Records
- Apply For A Job
- Find A Local Utility
- Voice A Complaint
- Get Email Updates
- Find A Public Hearing
- Get The PSConnection

3. Scroll down to the '**View Information On A Specific Case - - No Log-In Required**' section.
4. Select the '**Docket Sheet**' link in the first line of the paragraph.

Electronic Filing / EFIS

Electronic Filing and Information System (EFIS) is the Missouri Public Service Commission's repository for all filings, complaints, inquiries, agendas and comments.

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 embedded "proprietary" and "highly confidential" information is non-viewable, non-searchable and non-reversible. By filing a "public" version in electronic form, the filer affirmatively acknowledges 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.

The Electronic Filing and Information System (EFIS) of the MoPSC cannot verify the content, quality or format of the electronic file(s) submitted. Files submitted using EFIS cannot be larger than 20MB. To submit file(s) larger than 20MB, please contact the EFIS Technical Helpdesk for assistance (see contact information below). It is the sole responsibility of the person or entity submitting the electronic file(s) to examine the stored version of the file(s) to ensure that the information content, document quality and format of the electronic document file (s) provides an accurate and complete representation of the printed copy of the information.

Browser Requirements

Any modern web browser; it will work on mobile browsers but the EFIS web application is not currently optimized for that platform.

Main Menu Section of EFIS -- For Filing/Submission

- [EFIS](#) - This link will take you to the main menu section of EFIS.

The links below will take you directly to frequently used sections of EFIS. Log-in is only required when accessing Filing/Submission and/or Outage/Incident areas. The rest of the sections are open to the public.

- [EFIS Help](#) - Help documentation for the different areas of EFIS.

View Information On A Specific Case -- No Log-In Required

If you know the number of the case you are interested in, please proceed to the [Docket Sheet](#) and click "enter" after typing in the case number. If you have questions about how to access case files, please refer to our fact sheet [How To View PSC Case Files](#).

Missouri Public Service Commission

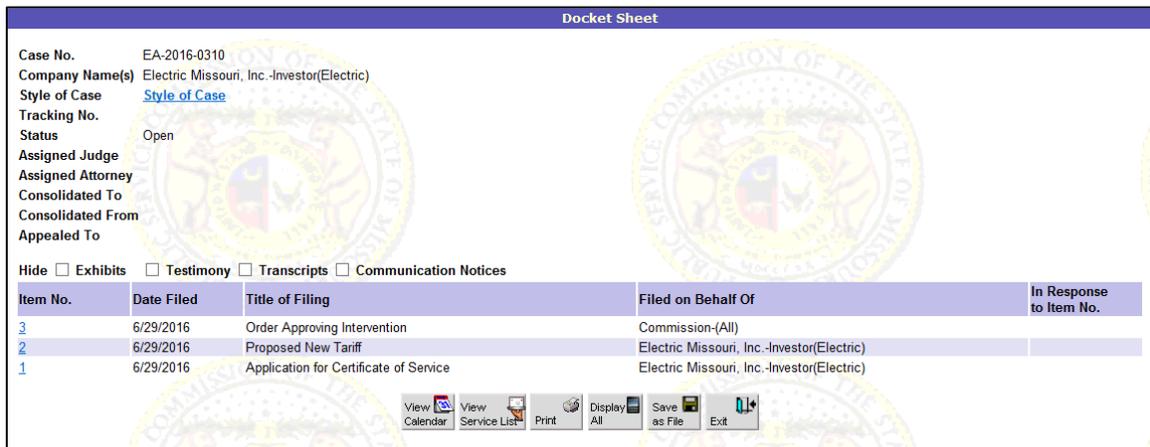
EFIS – View Case Filings Without User ID

5. Beside ‘Case No.’, input the applicable case number to continue to the ‘Docket Sheet’ screen.



On the Docket Sheet screen:

1. The top portion of the docket sheet displays pertinent information about the case.
2. The ‘Style of Case’ identifies what the case is about.
3. The ‘Tracking No.’ indicates associated tracking numbers for the case, including non-case filing, tariffs, and other cases.
4. The ‘Status’ specifies the status of the case, whether it’s open or closed.
5. The ‘Assigned Judge’ lists the assigned judge to the case.
6. The ‘Assigned Attorney’ lists the attorneys assigned to the case.
7. The ‘Consolidated To’ lists any case the above listed case is consolidated into. Once consolidated, filings should only be made in the lead case. The secondary case will be closed.
8. The ‘Consolidated From’ lists any case number that has been consolidated into the case.
9. The ‘Appealed To’ lists any appeal cases related to this case.
10. The ‘Hide’ check boxes can be checked to hide the corresponding document types from the Docket Sheet display. The item numbers will remain the same.
11. Under ‘Item No.’, select the applicable item to view, which will open a new window to view the filing.



Item No.	Date Filed	Title of Filing	Filed on Behalf Of	In Response to Item No.
3	6/29/2016	Order Approving Intervention	Commission-(All)	
2	6/29/2016	Proposed New Tariff	Electric Missouri, Inc.-Investor(Electric)	
1	6/29/2016	Application for Certificate of Service	Electric Missouri, Inc.-Investor(Electric)	

On the document filing screen:

12. A split screen window will open.

Missouri Public Service Commission

EFIS – View Case Filings Without User ID

13. The right side of the window is called the Parent Page. All case filings with the exception of Commission Orders and Notices will have a parent page. The Parent Page is a summary of the submission details. It displays the information that was input into the submission screen. The Parent Page also captures the date and time the submission was filed into EFIS.
14. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
15. The security designation for the document will be displayed to the right of the document's filename.

NOTE: that the document names are determined by the filers. The system does not name the documents.

16. To view a document, click the document link.
17. Depending on your browser settings, the document may open in a new window or in the window where the Parent Page had previously been displayed.
18. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as...'.
19. For Commission Orders and Notices, the document will open without a parent page.
20. The individual who made the submission has the ability to change the security level of a document within 14 days of the submission. Security levels can only be increased. After 14 days, security changes can only be made by the Data Center or Helpdesk. To update the security level, click the appropriate icon next to the 'Change security to:' option displayed below the document link.

The screenshot shows a web browser window titled "Electronic Document - Internet Explorer". The address bar contains "http://www.mpsc.com/efis/". The page content is divided into two main sections. On the left is a "Select A Document" sidebar with instructions on how to change security settings and a list of security levels: "Application (Parent)" with a "PU" icon, "test.doc.pdf" with a "PU" icon, and "Change security to:" with "HC" and "PR" icons. On the right is the "Missouri Public Service Commission" header, followed by "New Case Filing" and a table of case details.

Case No.	EA-2016-0310
Utility Type	Electric
Filing on Behalf of	Electric Missouri, Inc.-Investor(Electric)
Type of Case	Application for Certificate
Type of Filing	Application
Related case and/or tracking numbers	N/A
Service Area	N/A
Type of Service Offered	N/A
Style of Case	In the Matter of the Application for Certificate of Service of Electric Missouri, Inc.
Title of Service/Submission	Application for Certificate of Service
Clear and Concise Statement of Relief	Application for Certificate of Service
Cite for Commission Authority	4 CSR 240-28.030
Data Request Contact Person	N/A
Date Filed	6/29/2016 9:31:26 AM

Missouri Public Service Commission

EFIS – View Case Filings Without User ID

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