

# Missouri Public Service Commission

## EFIS – *Withdraw Pending Tariff or Tariff Sheet(s)*

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To withdraw a pending tariff or tariff sheet(s):

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 **'Withdraw Pending Tariff Sheet(s)'** link to continue to the **'Withdraw Pending Tariff / Sheet(s)'** screen.



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## EFIS – Withdraw Pending Tariff or Tariff Sheet(s)

On the 'Withdraw Pending Tariff / Sheet(s)' screen, complete the following steps:

5. Beside 'Tracking No.', input the applicable tracking number.
6. The following fields will auto-fill after the tracking number has been inputted:
  - a. 'Utility Type'
  - b. 'PSC MO No.'
  - c. 'Company Name'
7. Beside 'Purpose/Rationale for Withdrawal', input a brief description of the proposed tariff and the effect of the tariff.
8. Beside 'Check to Withdraw Entire Filing for this Tracking Number', check the box if withdrawing the entire tariff.
9. Beside 'Details for Withdrawing Pending Tariff Sheet(s)', input the specific page(s)/sheet(s) being withdrawn.
10. If the user is attaching a cover letter, click the 'Attach' button to continue the 'Filing/Submission – Attachment(s)' screen.
11. If the user isn't attaching a cover letter, skip to item number 17.

**Withdraw Pending Tariff / Sheet(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.

**\* Required Fields**

**\* Tracking No.**

**Utility Type** Electric

**PSC MO No.** 1

**Company Name** Electric Missouri, Inc.-Investor(Electric)

**\* Purpose/Rationale for Withdrawal** 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)

**Check to Withdraw Entire Filing for this Tracking Number**

**\* Details for Withdrawing Pending Tariff Sheet(s)**  
(Optional if withdrawing complete pending tariff)  
List specific page(s) / sheet(s) being withdrawn  
(e.g., w/d 2nd rs p 1, 5 and 12-69)   
(Allows only 500 characters)

SI.No.	Attachment(s)	Security Level
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## EFIS – Withdraw Pending Tariff or Tariff Sheet(s)

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

12. 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.

13. 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.

14. 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

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15. 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.

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

16. After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the **'Withdraw Pending Tariff / Sheet(s)'** screen.

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK Cancel

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## EFIS – Withdraw Pending Tariff or Tariff Sheet(s)

17. Click the **'Submit'** button to submit the new tariff.

Withdraw Pending Tariff / Sheet(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.

**\* Required Fields**

**\* Tracking No.** YE-2017-0028

**Utility Type** Electric

**PSC MO No.** 1

**Company Name** Electric Missouri, Inc.-Investor(Electric)

**\* Purpose/Rationale for Withdrawal** 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.

Withdraw current pending tariff

(Allows only 500 characters)

Check to Withdraw Entire Filing for this Tracking Number

**\* Details for Withdrawing Pending Tariff Sheet(s)**  
(Optional if withdrawing complete pending tariff)  
List specific page(s) / sheet(s) being withdrawn (e.g., w/d 2nd rs p 1, 5 and 12-69)

withdraw all pages

(Allows only 500 characters)

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

Submit Attach Exit

18. Click the **'OK'** button to withdraw the pending tariff or the **'Cancel'** button if changes need to be made.

Message from webpage

Do you wish to withdraw the complete pending tariff? If so, press OK

OK Cancel

19. Click the **'OK'** button to submit the withdrawal 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

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A confirmation screen with the case number will appear.

20. 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](mailto:datacenter@psc.mo.gov).