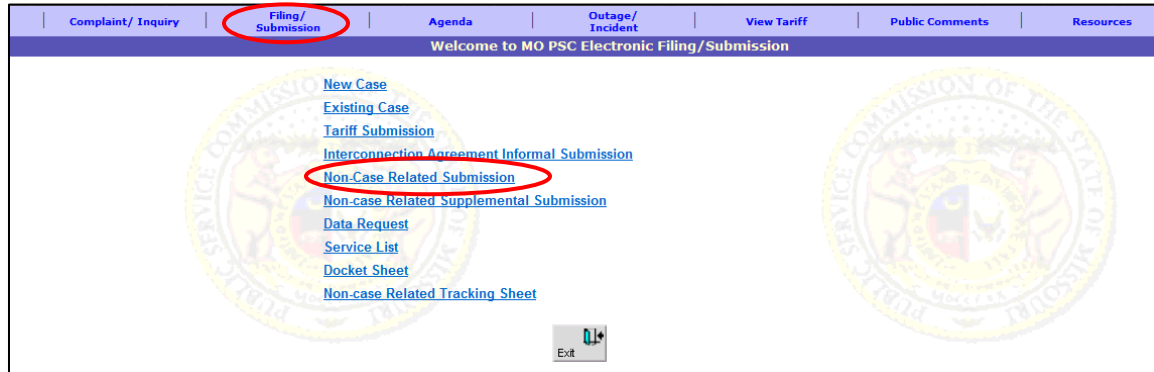


# Missouri Public Service Commission

## EFIS – Submit Annual Report Extension Request

To submit an Annual Report Extension Request:

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



On the *Non-Case Related Submission* screen, complete the following steps:

4. In the **'Type of Utility'** drop-down list, select the applicable utility type.
  - *Select the utility type for which the Company is certificated/registered. **Separate submissions are required if a Company has multiple certifications/registrations** (e.g., Water and Sewer; CLEC and IXC; and etc.)*
5. In the **'Company'** drop-down list, select the company for which the user is filing the report for.
  - *The list provided will contain only those companies for which the user is designated as a contact. If the user does not see the company in their list, contact the company's official representative or notify the Data Center and ask them to add the user as a contact.*
6. In the **'Type of Submission'** drop-down list, select 'Annual Report (MO PSC) Extension Request'.
7. In the **'Report for Calendar Year'** field, input the appropriate annual report reporting year.
8. In the **'Applicable Case Number'** field, input the applicable case number if the submission is related to an existing case. If not, leave blank.
9. In the **'Date Filed'** field, do not change the date as it defaults to the current date.
10. In the **'Comments'** field, input any comments, if desired.
11. Click the **'Continue'** button to continue to the *Filing/Submission – Attachment(s)* screen.

The screenshot shows the 'Non-Case Related Submission' form with the following fields filled out: 'Type of Utility' (Electric), 'Company' (Electric Missouri, Inc-Investor(Electric)), 'Type of Submission' (Annual Report (MO PSC) Extension Request), 'Report For Calendar Year' (2016), 'Date Filed' (7/18/2016). A 'Continue' button is circled in red at the bottom. A 'SESSION TIMEOUT WARNING' message is displayed at the top of the form area.

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

12. Click the **'Choose File'** button to upload documents.
  - *File names and file paths cannot contain special characters (%'&^\*#@) except an underscore or hyphen.*
  - *Attachments must be less than 20MB.*
  - *Password protected documents are not acceptable.*
  - *Maximum of 50 attachments per submission.*
  - *PDF documents are preferred.*
  - *Zip files are not permitted.*
  
13. Select the appropriate document security option using the radio buttons. If deemed highly confidential, check the box **'Check here to designate...'** to select the **'Highly Confidential'** radio button option.
  - *It is the filer's responsibility to denote the correct security level for each attachment.*
  - *The 'Highly Confidential' option will only appear if a case number has been entered on the previous screen.*
  
14. Click the **'Attach'** button to upload the document.
  - *Multiple attachments can be made by selecting a document; selecting the security level; and then clicking the 'Attach' button.*

**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 AND INSTRUCTIONS:** It is the sole responsibility of the person or entity submitting 'public' versions of electronic files to take appropriate measures to ensure that all '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 accompanying attachments are automatically designated confidential. For case documents, when submitting 'confidential' information, a cover sheet or pleading describing why that information qualifies for 'confidential treatment' must be included.

**Attachment Process:**

1. Click 'Browse' to select the attachment from its saved location.
2. Select the security designation for the attachment.
3. Click the 'Attach' button. (To upload multiple attachments, repeat steps 1 through 3.)
4. After all attachments for the submission have been uploaded, click the 'Done With Attach' button.

**Note:**

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.
- Maximum of 50 attachments per submission. Multiple submissions are required for filings containing greater than 50 attachments.

Choose File | test document 1.pdf

Select Document Security from the following:

Public  Confidential

Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Attach | Done with Attach | Delete

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

**Note:**

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.
- Maximum of 50 attachments per submission. Multiple submissions are required for filings containing greater than 50 attachments.

Choose File | No file chosen

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

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

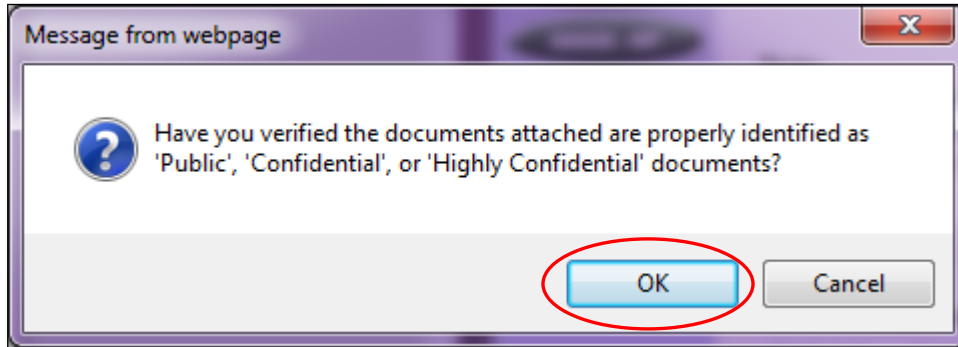
Delete	Attachments	Security Level
<input type="checkbox"/>	test document 1.pdf	Public

Attach | Done with Attach | Delete

# Missouri Public Service Commission

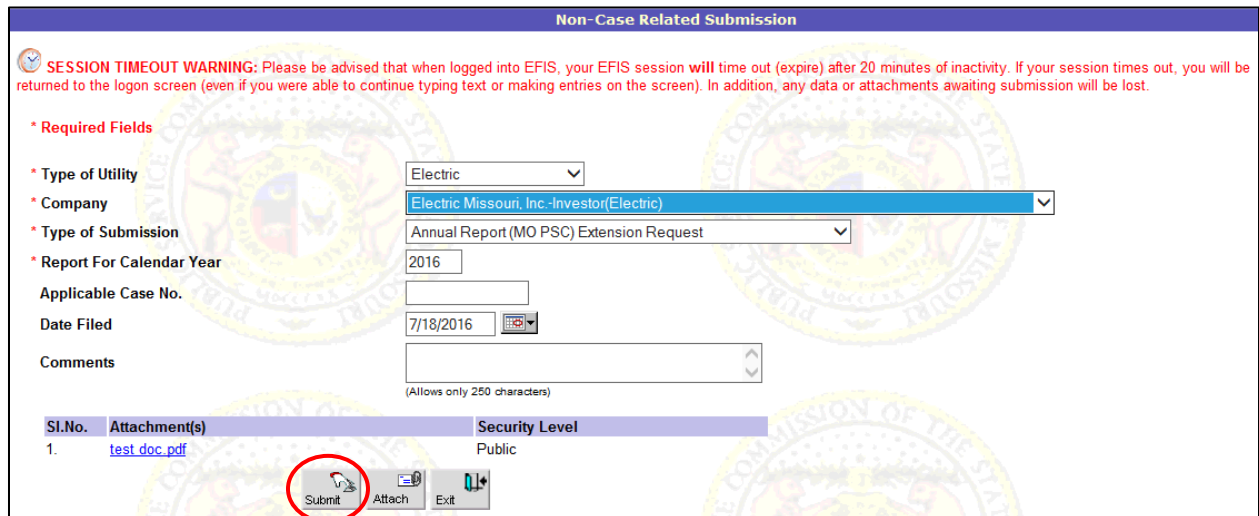
## EFIS – Submit Annual Report Extension Request

16. Verify that the security level of the attachment(s) is correct by clicking the 'OK' button. (If it's not correct, click 'Cancel' to make corrections.)



On the *Non-Case Related Submission* screen, scroll down to the bottom of the screen to proceed.

17. To finalize the submission, click the 'Submit' button.

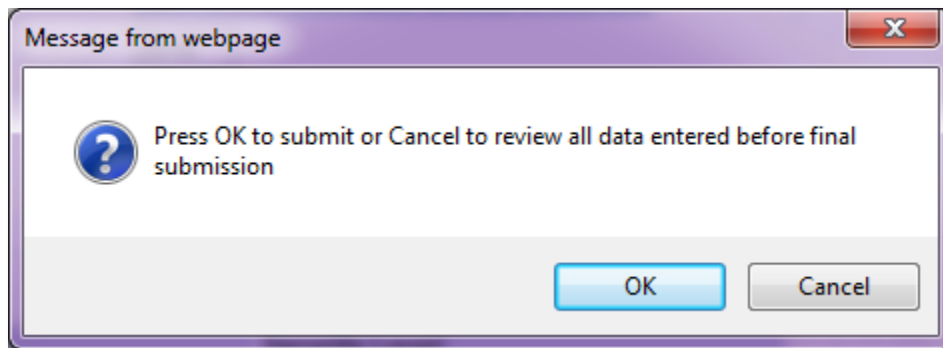
A screenshot of the "Non-Case Related Submission" form. At the top, there is a "SESSION TIMEOUT WARNING" in red text. Below that, there are several required fields with dropdown menus and text boxes. The fields are: "Type of Utility" (Electric), "Company" (Electric Missouri, Inc -Investor(Electric)), "Type of Submission" (Annual Report (MO PSC) Extension Request), "Report For Calendar Year" (2016), "Applicable Case No." (empty), "Date Filed" (7/18/2016), and "Comments" (empty). Below the form is a table with columns "SI.No.", "Attachment(s)", and "Security Level". The table contains one row: "1. test.doc.pdf" with "Public" as the security level. At the bottom of the form, there are three buttons: "Submit", "Attach", and "Exit". The "Submit" button is circled in red.

# Missouri Public Service Commission

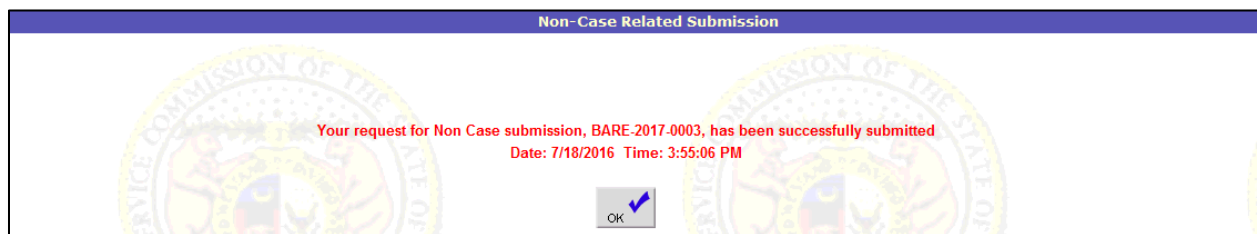
## EFIS – Submit Annual Report Extension Request

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18. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button to make changes to the submission.



19. A submission confirmation message will appear on the screen.  
20. Click the **'OK'** button to return to the *Filing/Submission* screen.



**NOTE:** If the user is asked to provide additional information or need to file amended information, please submit that information as a 'Non-Case Related Supplemental Submission' in EFIS using the tracking number from the original Annual Report submission for that reporting year. Refer to the EFIS **'HELP'** topic **'Submit Supplemental Annual Report (MO PSC)**.

For additional assistance, please contact the Data Center at 573-751-7496 or [dcsupport@psc.mo.gov](mailto:dcsupport@psc.mo.gov).