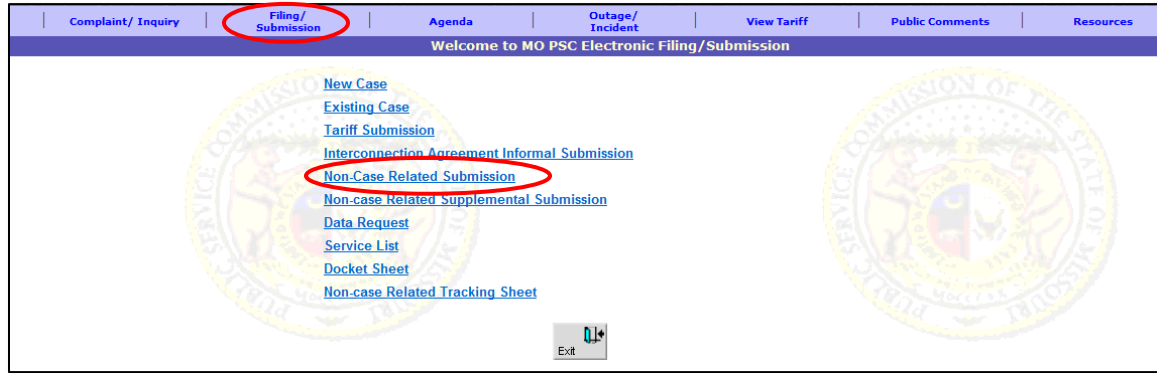# Missouri Public Service Commission
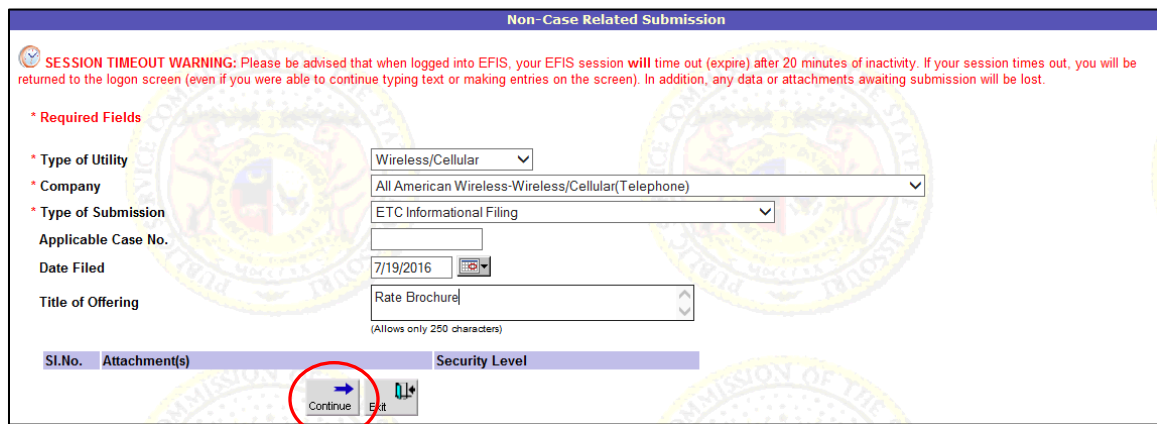## EFIS – *Submit ETC Informational Filing*

To submit an ETC Informational Filing:

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.
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 'ETC Informational Filing'.
7. In the '**Applicable Case Number**' field, input the applicable case number if the submission is related to an existing case. If not, leave blank.
8. In the '**Date Filed**' field, do not change the date as it defaults to the current date.
9. In the '**Title of Offering**' field, input the title of the offering.
10. Click the '**Continue**' button to continue to the *Filing/Submission – Attachment(s)* screen.

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EFIS – *Submit ETC Informational Filing*

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

11. 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.*

12. 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.*

13. 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.*

14. 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
☐	test document 1.pdf	Public

Attach | Done with Attach | Delete

15. 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.)

Message from webpage

? Have you verified the documents attached are properly identified as 'Public', 'Confidential', or 'Highly Confidential' documents?

OK | Cancel

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

16. To finalize the submission, click the '**Submit**' button.

Non-Case Related Submission

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

* Type of Utility	Wireless/Cellular
* Company	All American Wireless-Wireless/Cellular(Telephone)
* Type of Submission	ETC Informational Filing
Applicable Case No.	
Date Filed	7/19/2016
Title of Offering	Rate Brochure
	(Allows only 250 characters)

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

Submit | Attach | Exit

17. Click the 'OK' button to submit the filing, or click the 'Cancel' button to make changes to the submission.
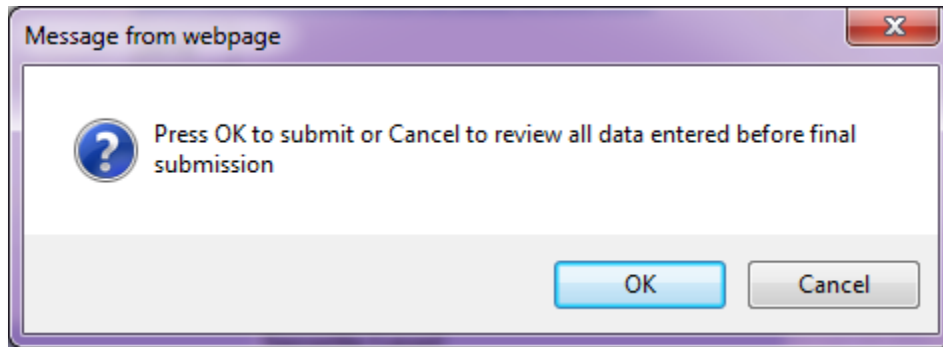
18. A submission confirmation message will appear on the screen.
19. Click the 'OK' button to return to the *Filing/Submission* screen.
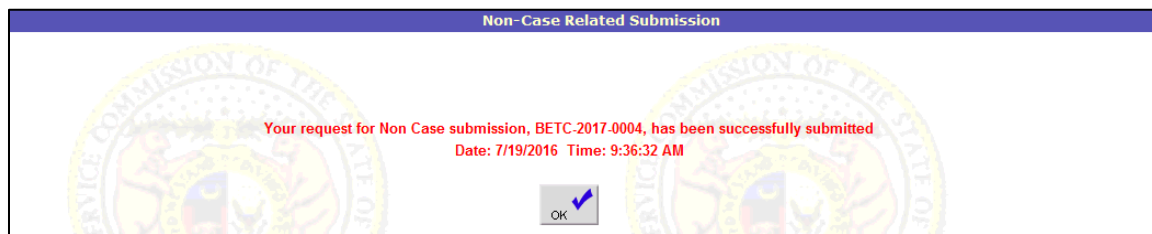
NOTE: *If the user is asked to provide additional information or needs to file amended information, please submit that information as a 'Non-Case Related Supplemental Submission' in EFIS using the tracking number from the original ETC submission. Refer to the EFIS 'HELP' topic 'Submit Supplemental ETC Non Case Related Supplemental Submission*.

For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.