

# 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 Supplemental Submission'** link to continue to the *Supplemental Submission* screen.



On the *Supplemental Submission* screen, complete the following steps:

4. In the **'Tracking No.'** field, input the applicable non-case related tracking number.
5. The following fields will auto-fill:
  - a. **'Utility Type'**
  - b. **'Company Name'**
  - c. **'Type of Submission'**
6. In the **'Title of Submission'** field, input the title of the submission.
7. In the **'Date Filed'** field, do not change the date as it defaults to the current date.
8. Click the **'Continue'** button to continue to the *Filing/Submission – Attachment(s)* screen.

The screenshot shows the 'Supplemental Submission' form with the following fields and values:

- Tracking No.:** BETC-2017-0004
- Utility Type:** Telephone
- Company Name:** All American Wireless-Wireless/Cellular(Telephone)
- Type Of Submission:** ETC Informational Filing
- Title of Submission:** Amended Informational Filing Regarding Service Offering
- Date Filed:** 7/20/2016

The 'Continue' button is circled in red. Other buttons include 'Clear' and 'Exit'.

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

9. 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.*
10. 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.*
11. 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.*

**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 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

12. 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.

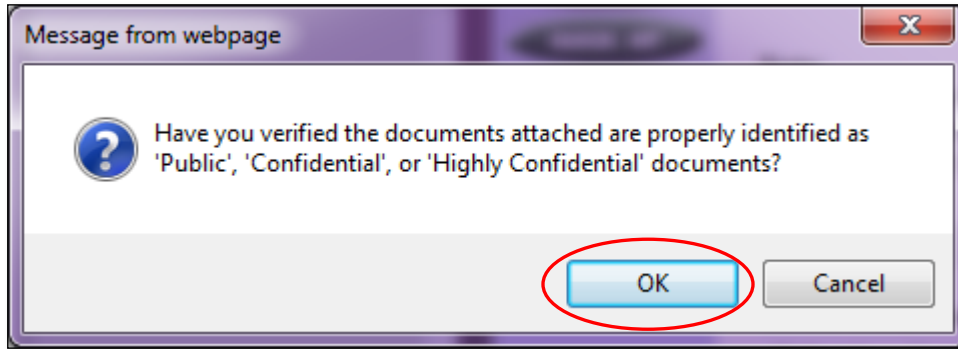
Delete	Attachments	Security Level
<input type="checkbox"/>	test document 1.pdf	Public

Attach Done with Attach Delete

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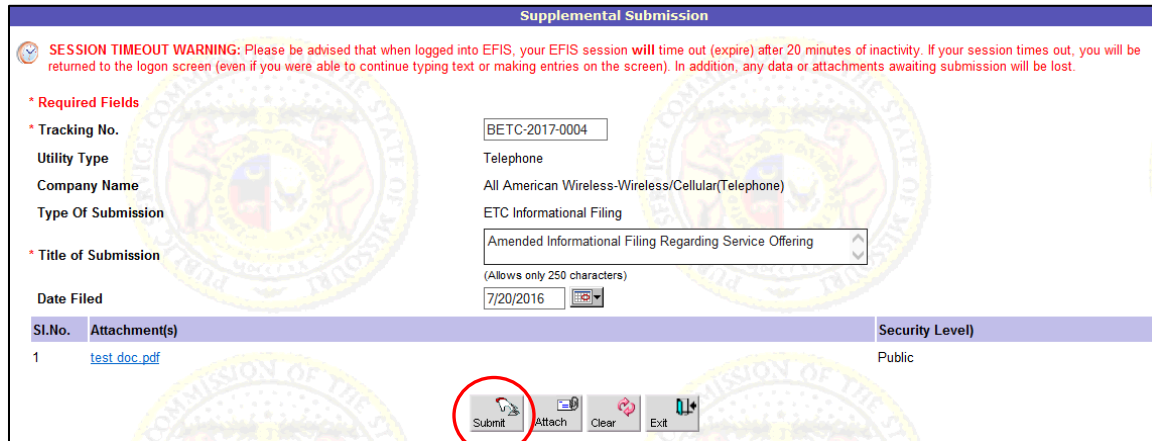
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13. Verify that the security level of the attachment(s) is correct by clicking the 'OK' button. (If it's not correct, click 'Cancel' to make corrections.)



On the *Supplemental Submission* screen, scroll down to the bottom of the screen to proceed.

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



**Supplemental Submission**

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**\* Required Fields**

**\* Tracking No.** BETC-2017-0004

**Utility Type** Telephone

**Company Name** All American Wireless-Wireless/Cellular(Telephone)

**Type Of Submission** ETC Informational Filing

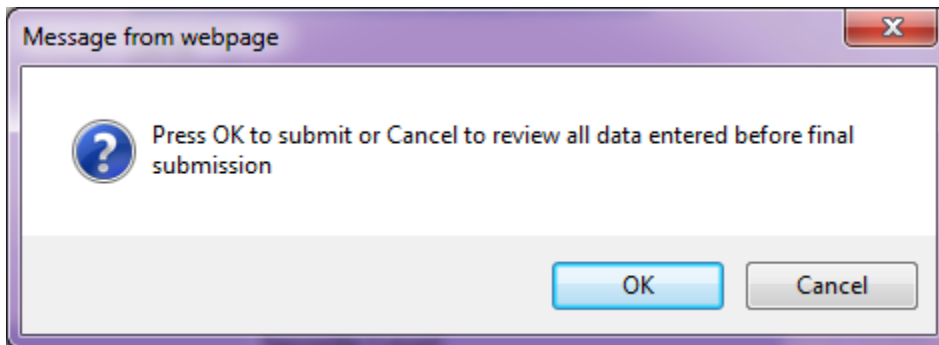
**\* Title of Submission** Amended Informational Filing Regarding Service Offering  
(Allows only 250 characters)

**Date Filed** 7/20/2016

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

Submit Attach Clear Exit

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

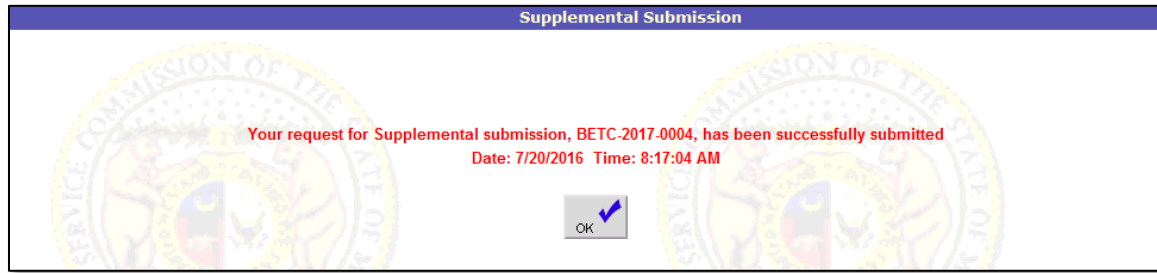


16. A submission confirmation message will appear on the screen.
17. Click the 'OK' button to return to the *Filing/Submission* screen.

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