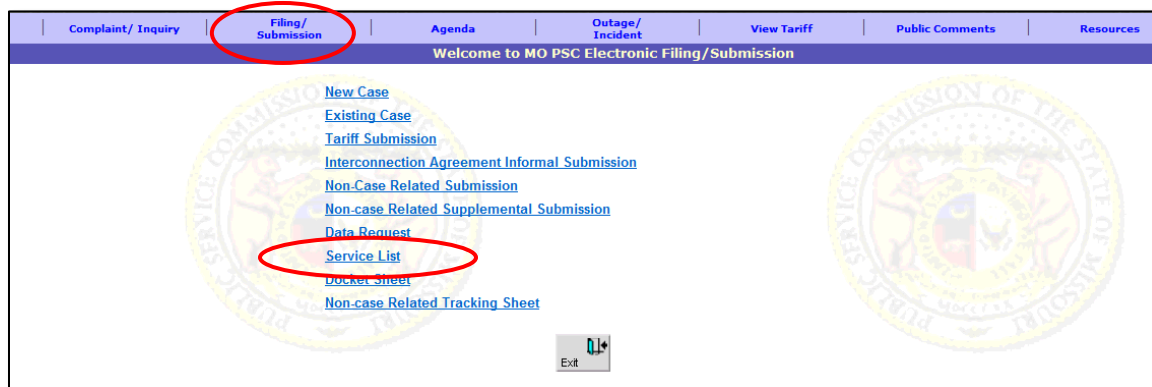


# Missouri Public Service Commission

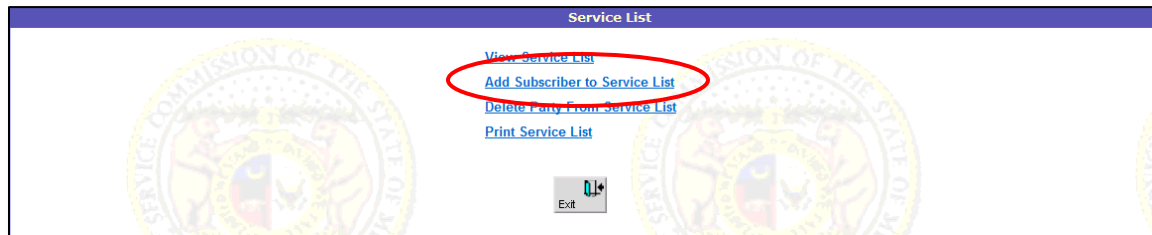
## EFIS – Receive Notifications of Case Filings

To receive notification of case filings:

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



4. On the *Service List* screen, select the **'Add Subscriber to Service List'** link to continue to the *Add/Edit Subscriber to Service List* screen.



# Missouri Public Service Commission

## EFIS – Receive Notifications of Case Filings

On the *Add/Edit Subscriber to Service List* screen, complete the following steps:

- In the **'Case No.'** field, input the applicable case number.
- In the **'Utility Type'** drop-down list, select the applicable utility type.
- In the **'Company Name'** drop-down list, select the applicable company.
  - This list will only list those companies for which the user has been designated as a contact for. If the company is not listed, contact the company's Official Representative and ask them to add the user as a contact; or notify the Data Center.*
- In the **'User Name'** drop-down list, select the applicable user's name.
  - This list will only list individuals who have been designated as a contact for the company. If the user who should be designated to receive the information is not listed, please contact the company's Official Representative and ask them to add that user as a contact; or notify the Data Center.*
- Click the **'Add'** button.

**Add/Edit Subscriber to Service List**

**\* Required Fields**

\* Case No. EA-2016-0306 Last Updated: 5/16/2016

Utility Type Electric

\* Company Name Doe Electric Cooperative, Inc.-Cooperative(Electric)

User Name Doe John

(User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

Add View Service List Exit

The user has been added to the subscriber's service list for notification.

**Add/Edit Subscriber to Service List**

**\* Required Fields**

\* Case No. EA-2016-0306 Last Updated: 5/16/2016

Utility Type Electric

\* Company Name Doe Electric Cooperative, Inc.-Cooperative(Electric)

User Name Doe John

(User ID is required to add a party to the subscriber Service List -- User ID may be obtained by completing EFIS Registration.)

Name of Company Name of Party	Mailing Address Street Address City State Zip	E-Mail Phone Fax
Doe Electric Cooperative, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Electric Missouri, Inc. Doe John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234-Ext:
Missouri Public Service Commission Johnson Mark	P.O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	Mark.Johnson@psc.mo.gov

Add View Service List Exit

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