

Missouri Public Service Commission

EFIS – View Annual Reports and Annual Report Extensions

There are three different methods that can be used to view Annual Reports and Annual Report Extensions.

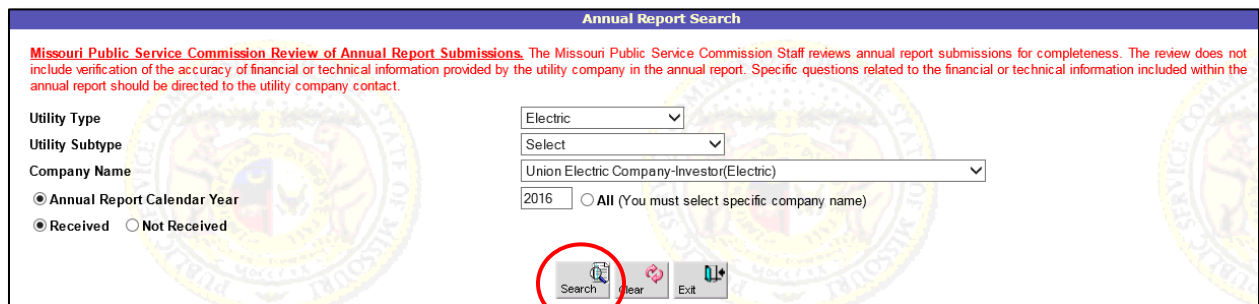
OPTION 1

1. Open EFIS. Login is not required.
2. From the *Welcome* screen, click the '**Resources**' menu option.
3. Select the '**Annual Report**' link to continue to the *Annual Report Search* screen.



On the *Annual Report Search* screen, select or input any of the following to narrow the search:

4. In the '**Utility Type**' drop-down list, select the applicable utility type.
5. In the '**Utility Subtype**' drop-down list, select the applicable utility subtype.
6. In the '**Company Name**' drop-down list, select the applicable company.
7. In the '**Annual Report Calendar Year**' field, input the reporting year.
 - *To view all of the Annual Report or Extension Request records in EFIS for a specific company, select the '**Utility Type**' and the '**Company Name**'. In the '**Annual Report Calendar Year**' field, leave it blank and select the radio button for '**All**'.*
8. Select the applicable radio button for '**Received**' or '**Not Received**',
9. Click the '**Search**' button to continue to the *Annual Report Result* screen.



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10. On the *Annual Report Result* screen, under ‘Tracking No.’, select the applicable tracking number link to open the *Tracking Sheet* window.

Annual Report Result

Missouri Public Service Commission Review of Annual Report Submissions. The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.

Annual Report(s) received for calendar year of 2016 are listed below
Utility Type: Electric

BMAR indicates Annual Report Submission; BARE indicates Annual Report Extension Submission.

Tracking No.	Company Name	Year of Report	Date Submitted to EFIS	Date Filed
BMAR-2017-1578	Union Electric Company-Investor(Electric)	2016	4/14/2017	4/14/2017

11. On the *Tracking Sheet* screen, under ‘Item No.’, select the applicable item to view in the *Electronic Document* window.

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Tracking No: BMAR-2017-1578
Type of Submission: Non-Case Related Submission

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
1	4/14/2017	Annual Report (MO PSC) for 2016	Union Electric Company-Investor(Electric)
2	4/24/2017	Staffs Initial Review, No Errors, No Response Required	MO PSC Staff-(All)

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OPTION 2

1. Login to EFIS.
2. From the 'Welcome' screen, click the '**Resources**' menu.
3. Select the '**Non-Case Related Query**' link to continue to the *Non-Case Related Search* screen.



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On the *Non-Case Related Search* screen, select or input any of the following to narrow the search:

4. In the 'From Date' and 'To Date' fields, input or select from the calendar icon the date range.
5. Ensure the radio button in front of 'Non-Case Related' is selected.
6. In the 'Type of Submission' drop-down list, select 'Annual Report (MO PSC)' or 'Annual Report (MO PSC) Extension Request'.

Complete any of the criteria fields below:

7. In the 'Tracking No.' field, input the applicable tracking number.
8. In the 'Utility Type' drop-down list, select the applicable utility type.
9. In the 'Company Name' drop-down list, select the applicable company.
10. In the 'Date of Report' field, input or select from the calendar icon the applicable date.
11. In the 'Reporting Year' field, input the applicable reporting year.
12. Click the 'Search' button to continue to the *Non-Case Related Search Results* screen.

Non-Case Related Search

From Date To Date (Limited to 12 months)

Non-Case Related Small Company Rate Increase

Type of Submission:

Tracking No.:

Utility Type:

Company Name:

Date of Report:

Reporting Year:

13. On the *Non-Case Related Search Results* screen, under 'Tracking No.', select the applicable tracking number link to open the *Tracking Sheet* window.

Non-Case Related Search Results

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Search Criteria

Utility Type: Electric
 Company Name: Union Electric Company-Investor(Electric)
 Type Of Submission: Annual Report (MO PSC)
 Reporting Year: 2016

Tracking No.	Title of Filing	Total Missouri Jurisdictional Revenue	Date Submitted to EFIS	Date Filed
BMAR-2017-1578	Annual Report (MO PSC) for 2016	\$2,885,825,573.00	4/14/2017	4/14/2017
	Staffs Initial Review, No Errors, No Response Required	\$2,885,825,573.00	4/24/2017	4/24/2017

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14. On the *Tracking Sheet* screen, under 'Item No.', select the applicable item to view in the *Electronic Document* window.

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Tracking No: BMAR-2017-1578
Type of Submission: Non-Case Related Submission

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
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2	4/24/2017	Staffs Initial Review, No Errors, No Response Required	MO PSC Staff-(All)

Print Exit

On the *Electronic Document* screen:

15. A split screen window will open.
16. The right side of the window is called the Submission Summary page. All case filings with the exception of Commission Orders and Notices will have a submission summary page. The submission summary page is a summary of the submission details. It displays the information that was inputted into the submission screen. The submission summary page also captures the date and time the submission was filed into EFIS.
17. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
18. The security designation for the document will be displayed to the left or in front of the document's filename.
 - *The document names are determined by the filers. The system does not name the documents.*
19. To view a document, click the document link.
20. Depending on the user's browser settings, the document may open in a new window or in the window where the Submission Summary page had previously been displayed.
21. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as...'.
22. For Commission Orders and Notices, the document will open without a submission summary.
23. The user who made the submission has the ability to change the security level of a document to a higher security level within 14 days of the submission. Security levels can only be increased. After 14 days, security changes can only be made by the Data Center or Helpdesk. To update the security level, click the appropriate icon next to the 'Change security to:' option displayed below the document link.

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Select A Document HC = Highly Confidential C = Confidential P = Public P Annual Report (MO PSC) (Submission Summary) P ue electric report 2016 part 1 of 5.pdf P ue electric report 2016 part 2 of 5.pdf P ue electric report 2016 part 3 of 5.pdf P ue electric report 2016 part 4 of 5.pdf P ue electric report 2016 part 5 of 5.pdf	Missouri Public Service Commission Non-Case Related Submission Tracking No BMAR-2017-1578 Type of utility Electric Company Union Electric Company-Investor(Electric) Type of submission Annual Report (MO PSC) PSC Annual Report Year 2016 Applicable case no N/A Comments N/A Date Submitted to EFIS 4/14/2017 10:50:23 AM Date Filed 4/14/2017 10:50:23 AM
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OPTION 3

The user must know the submission tracking number(s) to use this option.

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

The screenshot shows the EFIS interface with a navigation bar at the top containing: Complaint/ Inquiry, **Filing/ Submission** (circled in red), Agenda, Outage/ Incident, View Tariff, Public Comments, and Resources. Below the navigation bar is a header: Welcome to MO PSC Electronic Filing/Submission. The main content area lists several menu items: New Case, Existing Case, Tariff Submission, Interconnection Agreement Informal Submission, Non-Case Related Submission, Non-case Related Supplemental Submission, Data Request, Service List, Docket Sheet, **Non-case Related Tracking Sheet** (circled in red), Appeals, FERC / FCC Tracking, Judges Case Management, Company Status, and GCO Case Management. An 'Exit' button is located at the bottom right of the main content area.

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- On the *Tracking Sheet*, beside '**Tracking No.**', input the applicable tracking number and click out of the field or push the '**Tab**' key.

Tracking Sheet

Tracking No:

Type of Submission:

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
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Print Clear Exit

- Under '**Item No.**', select the applicable item to view in the *Electronic Document* window.

Tracking Sheet

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<p>Select A Document</p> <p>HC = Highly Confidential C = Confidential P = Public</p> <hr/> <p>P Annual Report (MO PSC) (Submission Summary)</p> <hr/> <p>P ue electric report 2016 part 1 of 5.pdf</p> <hr/> <p>P ue electric report 2016 part 2 of 5.pdf</p> <hr/> <p>P ue electric report 2016 part 3 of 5.pdf</p> <hr/> <p>P ue electric report 2016 part 4 of 5.pdf</p> <hr/> <p>P ue electric report 2016 part 5 of 5.pdf</p> <hr/>	<p style="text-align: center;">Missouri Public Service Commission</p> <p style="text-align: center;"><u>Non-Case Related Submission</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Tracking No</td> <td>BMAR-2017-1578</td> </tr> <tr> <td>Type of utility</td> <td>Electric</td> </tr> <tr> <td>Company</td> <td>Union Electric Company-Investor(Electric)</td> </tr> <tr> <td>Type of submission</td> <td>Annual Report (MO PSC)</td> </tr> <tr> <td>PSC Annual Report Year</td> <td>2016</td> </tr> <tr> <td>Applicable case no</td> <td>N/A</td> </tr> <tr> <td>Comments</td> <td>N/A</td> </tr> <tr> <td>Date Submitted to EFIS</td> <td>4/14/2017 10:50:23 AM</td> </tr> <tr> <td>Date Filed</td> <td>4/14/2017 10:50:23 AM</td> </tr> </table>	Tracking No	BMAR-2017-1578	Type of utility	Electric	Company	Union Electric Company-Investor(Electric)	Type of submission	Annual Report (MO PSC)	PSC Annual Report Year	2016	Applicable case no	N/A	Comments	N/A	Date Submitted to EFIS	4/14/2017 10:50:23 AM	Date Filed	4/14/2017 10:50:23 AM
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For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.