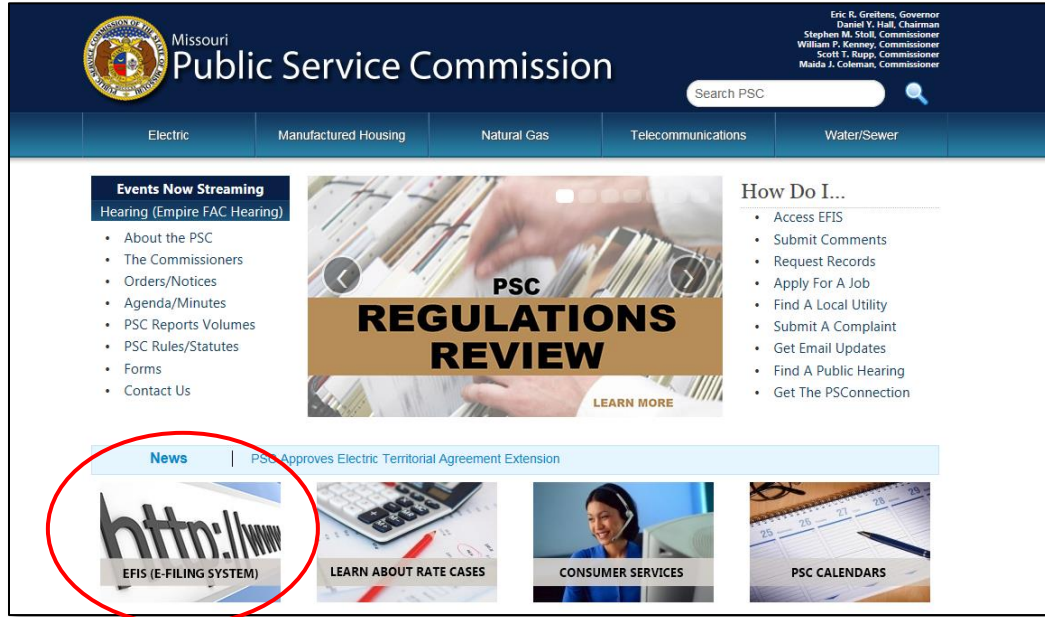


Missouri Public Service Commission

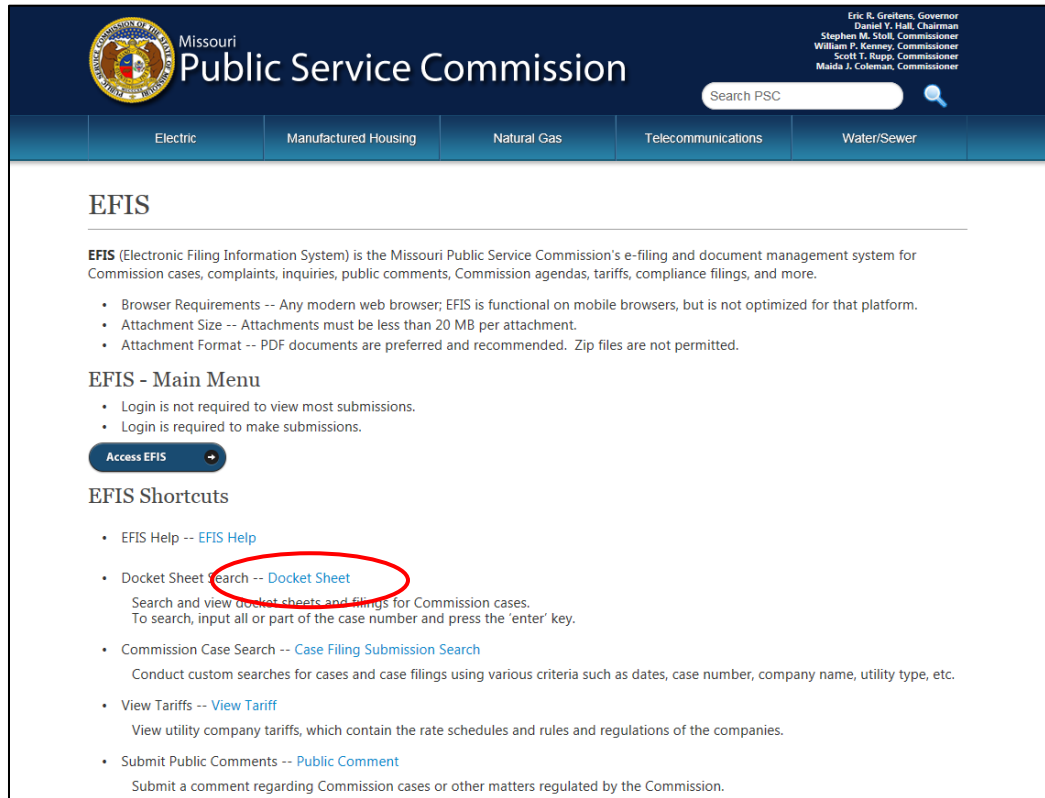
EFIS – View Case Filings Without User ID

To view case filings without a user ID:

1. Type <http://psc.mo.gov> into the internet browser window to go to the MO PSC's Internet site.
2. Select the '**EFIS (E-FILING SYSTEM)**' icon and link on the left-hand side of the screen toward the middle of the page.



3. Scroll down to the '**EFIS Shortcuts**' section.
4. Select the '**Docket Sheet**' link (second bullet).



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- In the 'Case No.' field, input the applicable case number to continue to the *Docket Sheet* screen.

The screenshot shows a web interface titled "Docket Sheet". At the top left, there is a red asterisk and the text "* Required Field". Below this, there is a label "* Case No." followed by a text input box. To the right of the input box is an "Exit" button with a small icon.

On the *Docket Sheet* screen:

- The top portion of the docket sheet displays pertinent information about the case.
- The 'Style of Case' identifies what the case is about.
- The 'Tracking No.' indicates associated tracking numbers for the case, including non-case filing, tariffs, and other cases.
- The 'Status' specifies the status of the case, whether it's open or closed.
- The 'Assigned Judge' lists the assigned judge to the case.
- The 'Assigned Attorney' lists the attorneys assigned to the case.
- The 'Consolidated To' lists any case the above listed case is consolidated into. Once consolidated, filings should only be made in the lead case. The secondary case will be closed.
- The 'Consolidated From' lists any case number that has been consolidated into the case.
- The 'Appealed To' lists any appeal cases related to this case.
- The 'Hide' check boxes can be checked to hide the corresponding document types from the Docket Sheet display. The item numbers will remain the same.
- Under 'Item No.', select the applicable item to view, which will open the *Electronic Document* window.

The screenshot shows the "Docket Sheet" screen with the following details:

- Case No. EA-2018-0100
- Company Name(s) Electric Missouri, Inc.-Investor(Electric)
- Style of Case [Style of Case](#)
- Tracking No. [BORD-2018-0201](#), [YE-2018-0054](#)
- Status Open
- Assigned Judge
- Assigned Attorney
- Consolidated To
- Consolidated From
- Appealed To

Below the details, there are checkboxes for "Hide Exhibits", "Testimony", "Transcripts", and "Communication Notices". To the right is a link: [Download documents for this case](#).

Item No.	Date Filed	Title of Filing	Filed on Behalf Of	In Response to Item No.
2	1/5/2018	Order Approving Tariff	Commission-(All)	
1	1/3/2018	Application for Certificate of Service	Electric Missouri, Inc.-Investor(Electric)	

At the bottom, there is a toolbar with icons for: View Calendar, View Service List, Print, Display All, Save as File, and Exit.

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On the *Electronic Document* screen:

17. A split screen window will open.
18. 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.
19. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
20. 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.*
21. To view a document, click the document link.
22. 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.
23. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as...'
24. For Commission Orders and Notices, the document will open without a submission summary.
25. 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.

Select A Document	Missouri Public Service Commission																																		
<p>The icons below will allow you to individually change the security setting for documents you filed. Click the appropriate icon to change the document access settings. (Important Note: Other users do not have the ability to adjust the settings of filings made by another party.)</p> <p>HC = Highly Confidential C = Confidential P = Public</p> <hr/> <p>P Application (Submission Summary)</p> <hr/> <p>C test.doc.pdf HC</p> <p>Change security to: HC</p>	<p style="text-align: center;"><u>New Case Filing</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Case No.</td> <td>EA-2018-0100</td> </tr> <tr> <td>Utility Type</td> <td>Electric</td> </tr> <tr> <td>Filing on Behalf of</td> <td>Electric Missouri, Inc.-Investor(Electric)</td> </tr> <tr> <td>Type of Case</td> <td>Application for Certificate</td> </tr> <tr> <td>Type of Filing</td> <td>Application</td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Related case and/or tracking numbers</td> <td>N/A</td> </tr> <tr> <td>Service Area</td> <td>N/A</td> </tr> <tr> <td>Type of Service Offered</td> <td>N/A</td> </tr> <tr> <td>Style of Case</td> <td>In the Matter of Electric Missouri, Inc. to Provide Electric Service in Missouri</td> </tr> <tr> <td>Title of Service/Submission</td> <td>Application for Certificate of Service</td> </tr> <tr> <td>Clear and Concise Statement of Relief</td> <td>Application for Certificate of Service</td> </tr> <tr> <td>Cite for Commission Authority</td> <td>N/A</td> </tr> </table> <hr/> <p>Data Request Contact Person</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">First Name</td> <td>John</td> </tr> <tr> <td>Middle Name</td> <td></td> </tr> <tr> <td>Last Name</td> <td>Doe</td> </tr> <tr> <td>E-mail</td> <td>john.doe@electricmo.com</td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Filed</td> <td>1/3/2018 3:39:14 PM</td> </tr> </table>	Case No.	EA-2018-0100	Utility Type	Electric	Filing on Behalf of	Electric Missouri, Inc.-Investor(Electric)	Type of Case	Application for Certificate	Type of Filing	Application	Related case and/or tracking numbers	N/A	Service Area	N/A	Type of Service Offered	N/A	Style of Case	In the Matter of Electric Missouri, Inc. to Provide Electric Service in Missouri	Title of Service/Submission	Application for Certificate of Service	Clear and Concise Statement of Relief	Application for Certificate of Service	Cite for Commission Authority	N/A	First Name	John	Middle Name		Last Name	Doe	E-mail	john.doe@electricmo.com	Date Filed	1/3/2018 3:39:14 PM
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For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.