Missouri Public Service Commission
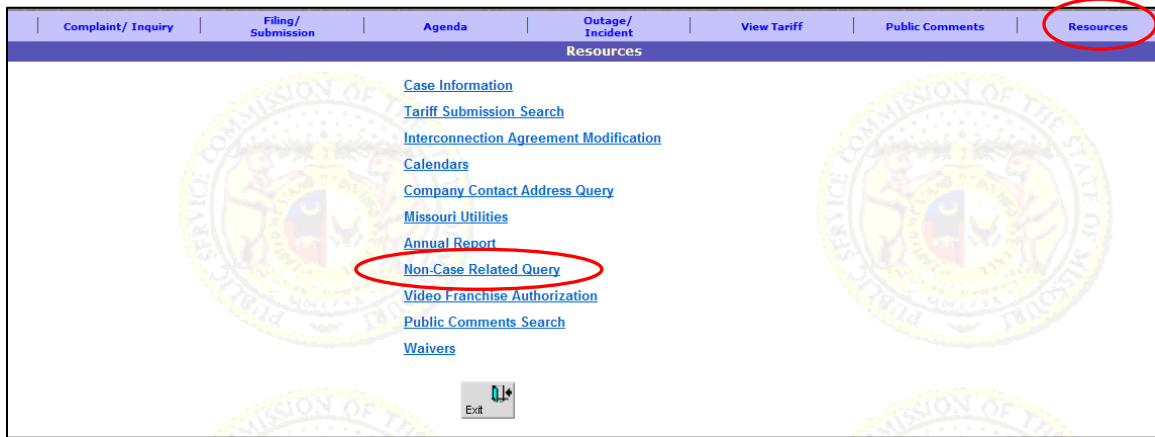## EFIS – *View Non-Case Related Submission*

There are two methods to view non-case related submissions in EFIS.

Method One – This method is applicable to all non-case related submission types.

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

4. On the *Non-Case Related Search* screen, input or select from the drop-down lists the applicable criteria.
5. Select the '**Search**' button to continue to the *Non-Case Related Search Results* screen.

6. Under '**Tracking No.**', select the applicable tracking number link to open the *Tracking Sheet* screen.

Non-Case Related Search Results			

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.

Search Criteria
Utility Type: Electric
Company Name: Electric Missouri, Inc.-Investor(Electric)
Type Of Submission: Ordered Submission

Tracking No.	Title of Filing	Date Submitted to EFIS	Date Filed
BORD-2018-0201	Ordered Submission Comments: Ordered Submission	1/3/2018	1/3/2018
BORD-2018-0202	Ordered Submission Comments: Electric Missouri Ordered Submission	1/9/2018	1/9/2018

Print   Save as File   New Search   Exit

7. Under '**Item No.**', select the applicable item link to open the *Electronic Document* window.

Tracking No:	BORD-2018-0201		Related Case: EA-2018-0100
Type of Submission:	Non-Case Related Submission		

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
1	1/3/2018	Ordered Submission Comments: Ordered Submission	Electric Missouri, Inc.-Investor(Electric)

Print   Exit

On the *Electronic Document* screen:

8. A split screen window will open.
9. 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.
10. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
11. 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.*

12. To view a document, click the document link.
13. 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.
14. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as…'.
15. For Commission Orders and Notices, the document will open without a submission summary.
16. 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.
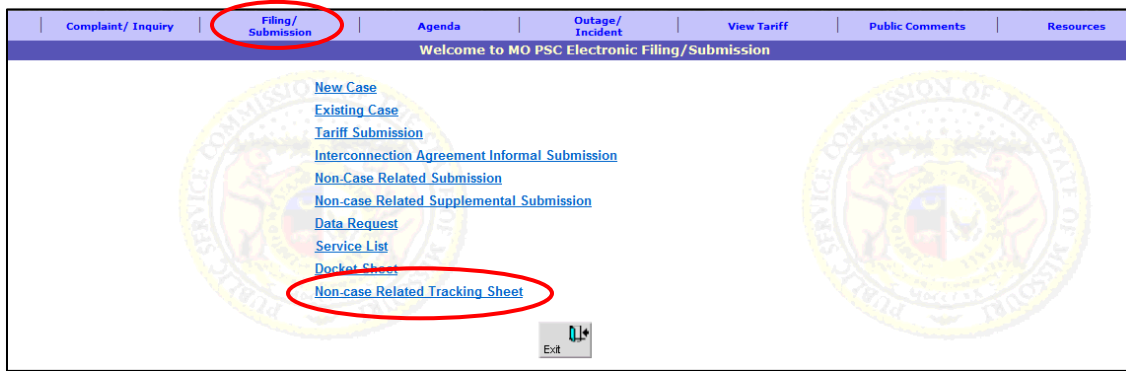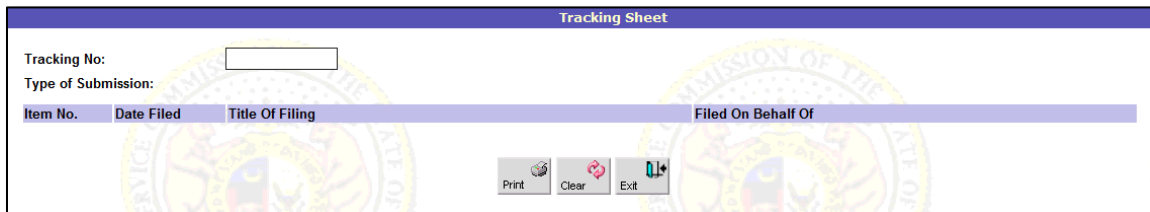
**Method Two** – This method is applicable to all non-case related submission types.

1. Log on 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.

4. In the '**Tracking No.**' field, input the applicable tracking number.

5. Under '**Item No.**', select the applicable item link to open the document.
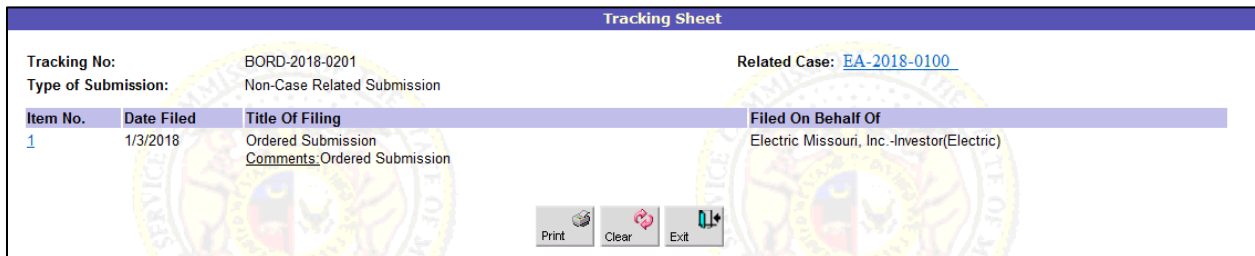
On the *Electronic Document* screen:

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7. 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.
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For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.