## HOW TO FILE ELECTRONICALLY IN ELECTRONIC FILING SYSTEM AS A <u>GUEST USER</u>

**GUEST USER:** A user that makes filings with the Iowa Utilities Board (IUB) two or less times per year.

**EFS System Filing Standards** are available via the **EFS Home Page**.

**FILING A DOCUMENT:** Filings are made electronically by uploading a document or collection of documents into the IUB's Electronic Filing System (EFS). <a href="https://efs.iowa.gov">https://efs.iowa.gov</a>

1. Select the **Submit Filing** button on the EFS home page header.



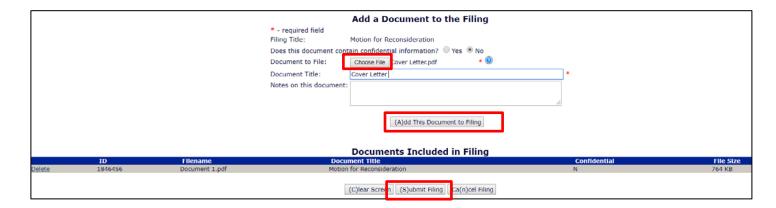
- 3. Select Submit Filing as a Guest
- 4. Enter the following information in the appropriate fields as necessary (red asterisks indicate a required field):
  - Docket Number: A set of one or more filings, each containing one or more documents. Docket types are intended to reflect the general content of the case and pertinent procedural characteristics (Example: HLP-YYYY-NNNN, E-NNNN, RPU-YYYY-NNNN). After you enter the docket number, the Docket Title, Docket Description, and Docket Notes will populate on the screen. This will help you verify you are filing in the correct docket.
  - **Filing Title:** Overall description of the documents filed (Examples: Motion to Dismiss, Appearance, Smith Testimony and Exhibits and Petition)
  - Enter Submitter Name (first and last), Email (preferred but not required), Submitter Title, Submitter Company, Submitter Address, Submitter City, Submitter State, Submitter Country, Submitter Zip Code, and Submitter Phone.
  - Preferred Method of Contact: Email or Mailing Address (Email is preferred)
  - If you are a company filing on behalf of another party: **Enter additional contact information**, to receive electronic notification when the filing is made.
- Enter the characters shown in the image to verify you are not a robot.
- 6. Select Add Documents



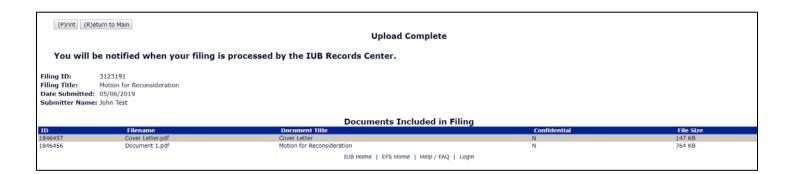
- 7. Add a Document to the Filing by completing the following:
  - Using the **Choose File** function search your computer files and select the document you wish to file.
  - Enter a unique **document title** of the document you wish to add to your filing. You can add Notes to the document if you wish to provide any other needed information about the document. These notes are viewable internally by staff but will not be included as part of the record in the docket. Select **Add This Document to Filing** After adding a document, a List of

Documents Included in Filing will show at the bottom of the screen. From the list, you can delete the document or verify the file size.

• Check the list and if you are ready to submit the filing, select Submit Filing.



8. You will receive a confirmation that your upload is complete.



## **Electronic Service**

All individuals who file with the Iowa Utilities Board's Electronic Filing System and provide a valid email address are automatically added to the service list for the corresponding docket. A notification email is received when their filing is accepting as well as anytime a filing is accepted in that docket. To opt out of the email notifications, submit a request to the EFS Help Desk <a href="mailto:efshelpdesk@iub.iowa.gov">efshelpdesk@iub.iowa.gov</a> or call the IUB's Customer Service Department at (515-725-7321).