

HOW TO FILE ELECTRONICALLY IN ELECTRONIC FILING SYSTEM (EFS) AS A REGISTERED USER

REGISTERED USER: A user that makes two or more filings a year with the Iowa Utilities Board (IUB).

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). <https://efs.iowa.gov>

1. Register as a user: You can register as a user in IUB 24/7 using these [instructions](#):
2. Select Submit Filing once your username and password have been approved.

IUB Home	EFS Home	Search	Summary of Orders and Filings	Submit Filing	Help/FAQ	Update Profile	Logout
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3. Enter the following information in the appropriate fields indicated with an asterisk:
 - **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.

4. Select Add Documents

(A)dd Documents	(C)lear Screen
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5. **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
- Check the list and if you are ready to submit the filing, select **Submit Filing**.

Add a Document to the Filing

* - required field

Filing Title:

Motion for Reconsideration ☐ Yes ☒ No

Does this document contain confidential information? ☐ Yes ☒ No

Document to File:

Document Title:

Notes on this document:

Documents Included in Filing

	ID	Filename	Document Title	Confidential	File Size
Delete	1846456	Document 1.pdf	Motion for Reconsideration	N	764 KB
<input type="button" value="(C)lear Screen"/> <input type="button" value="(S)ubmit Filing"/> <input type="button" value="(R)etrieve Filing"/>					
	1846456	Document 1.pdf	Motion for Reconsideration	N	764 KB

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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 the filing is accepted as well as anytime a filing is accepted in that docket. To opt out of the email notifications, submit an email request to the EFS Help Desk at efshelpdesk@iub.iowa.gov or call the IUB Customer Service Department at (515) 725-7321.