

Iowa Utilities Board Electronic Filing System How To File Electronically

Filings can be made by guest users (persons who submit filings to the Iowa Utilities Board (IUB) no more than twice each year) or registered users (persons who regularly submit filings with the IUB and who have obtained a user ID and password). Filings are made electronically by uploading a document or collection of documents into the Electronic Filing System (EFS).

To make a filing as a guest user, click on the Submit Filing button on the EFS home page header menu and proceed as a guest user. Registered users can start by logging in from the EFS home page or by clicking on the Submit Filing button on the header menu and proceeding as a registered user.

Guest users

Your first step is to enter information about the filing, about you (the Submitter), and about the party for whom the filing is submitted. Enter the following information in the appropriate fields as necessary:

- Enter the four-digit docket number if you know the number or search for the docket number using the Docket Search function. If you enter the docket number, the Docket Title, Docket Description, and Docket Notes will show on the screen. To search for a docket number, click on the magnifying glass icon to the right of the Docket Number field. The docket number is not a required field.
- Enter the Filing Title. See EFS Guest User Guide, Section 5, for instructions about how to name the filing.
- Enter your name in the Submitter Name field.
- Enter the name of the company or individual for which the filing is made in the Submitter Company field. The magnifying glass icon to the right of the Submitter Company field allows you to search for and select the name of the company or entity for which you are making the filing if it is already stored in IUB records. If the name of the company shows in a company search, enter that name in the Submitter Company field. If the submitting party is a company that does not appear in company search results or is an individual, enter the name of the company or individual in the Submitter Company field and provide all required information about the company or individual in the fields in the lower half of the screen.
- Check the Out-of-State Attorney checkbox if you are an out-of-state attorney (not admitted to practice in Iowa and not employed by the company or entity for which you are making the filing), the filing you are submitting is one that must be served on other parties, and you have not already provided contact information for an in-state attorney. If you check the Out-of-State Attorney checkbox you will have the opportunity to identify an in-state attorney using the In-State Attorney pop-up screen.
- Enter all required contact information.
- Enter any comments about the filing in the comments field.
- Enter the characters shown in the image on the left of the screen.

To proceed to the next step in submitting the filing, press the (A)dd Documents button at the bottom of the screen.

To start over, press (C)lear Screen.

Selecting (A)dd Documents will take you to the "Add a Document to the Filing" screen, where you will select the document you wish to file using the Browse function.

- Using the Browse function, search your computer files and select the document you wish to file.
- Enter the title of the document you wish to add to your filing. See EFS Guest User Guide, Section 5, for instructions about how to name the document.
- Enter any comments about the document you wish to include.
- Click on "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.
- If you have another document to include in your filing, return to the Browse function to select the document and add it to the filing. Continue adding documents until all documents are included on the List of Documents Included in Filing.
- If you wish to start over, click on (C)lear Screen.
- If you want to cancel the filing, click on Ca(n)cel Filing.
- Check the list and if you are ready to submit the filing, click on (S)ubmit Filing.
- You will see an "Upload Complete" message when your filing has been uploaded into EFS.

Registered users

Because you are a registered user, your name will appear in the Submitter Name field. Your first step is to enter information about the filing and about the party for whom the filing is submitted. Enter the following information in the appropriate fields as necessary:

- Check the New Docket checkbox if the filing is made in a proceeding which does not yet have a docket number.
- Enter the four-digit docket number if you know the number or search for the docket number using the Docket Search function. If you enter the docket number, the Docket Title, Docket Description, and Docket Notes will show on the screen. To search for a docket number, click on the magnifying glass icon to the right of the Docket Number field. The docket number is not a required field.
- Enter the Filing Title. See EFS Registered User's Guide, Section 6, for instructions about how to name the filing.
- Check the Out-of-State Attorney checkbox if you are an out-of-state attorney (not admitted to practice in Iowa and not employed by the company or entity for which you are making the filing), the filing you are submitting is one that must be served on other parties, and you have not already provided contact information for an in-state attorney. If you check the Out-of-State Attorney checkbox you will have the opportunity to identify an in-state attorney using the In-State Attorney pop-up screen.
- Find the name of the company or entity for which the filing is made in the Submitting Companies dropdown list. Select the name of the company or entity by highlighting and clicking on the name. Click "Add" to enter the name. The search magnifying glass to the right of the Submitter Company field allows you to search for the name of the company

or entity for which you are submitting the filing and to select that name if it is already stored in IUB records.

- If the name of the company or entity on whose behalf you are making the filing does not appear on the dropdown list or if you are making the filing on behalf of an individual, enter the name contact information for that company or individual in the lower half of the screen.
- Check the Joint Filing checkbox if the filing is submitted by more than one party.
- Enter any comments about the filing in the comments field.

To proceed to the next step in submitting the filing, press the (A)dd Documents button at the bottom of the screen.

To cancel the filing, press (C)lear Screen.

Selecting (A)dd Documents will take you to the "Add a Document to the Filing" screen, where you will select the document you wish to file using the Browse function.

- Using the Browse function, search your computer files and select the document you wish to file.
- Enter the title of the document you wish to add to your filing. See EFS Registered User's Guide, Section 6, for instructions about how to name the document.
- Enter any comments about the document you wish to include.
- Click on "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.
- If you have another document to include in your filing, return to the Browse function to select the document and add it to the filing. Continue adding documents until all documents are included on the List of Documents Included in Filing.
- If you wish to start over, click on (C)lear Screen.
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