

HOW TO FILE ELECTRONICALLY IN ELECTRONIC FILING SYSTEM AS A GUEST USER

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

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



2.

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.

5. 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**.

Add a Document to the Filing

* - required field

Filing Title: Motion for Reconsideration

Does this document contain confidential information? Yes No

Document to File: Choose File Cover Letter.pdf

Document Title:

Notes on this document:

Add This Document to Filing

Documents Included in Filing

ID	Filename	Document Title	Confidential	File Size	
Delete	1846456	Document 1.pdf	Motion for Reconsideration	N	764 KB

(C)lear Screen
(S)ubmit Filing
Ca(n)cel Filing

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

Upload Complete

You will be notified when your filing is processed by the IUB Records Center.

Filing ID: 3123191
Filing Title: Motion for Reconsideration
Date Submitted: 05/06/2019
Submitter Name: John Test

Documents Included in Filing

ID	Filename	Document Title	Confidential	File Size
1846457	Cover Letter.pdf	Cover Letter	N	147 KB
1846456	Document 1.pdf	Motion for Reconsideration	N	764 KB

[IUB Home](#) | [EFS Home](#) | [Help / FAQ](#) | [Login](#)

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 efshelpdesk@iub.iowa.gov or call the IUB's Customer Service Department at (515-725-7321).