

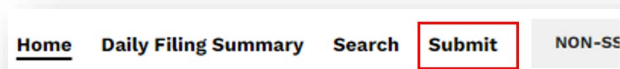
HOW TO FILE ELECTRONICALLY IN ELECTRONIC FILING SYSTEM AS A GUEST USER

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



EFS System Filing Standards are available via the [EFS homepage](#).

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

1. Select the "Submit" button on the EFS homepage header



2. Select "Submit Filing"
3. Select "Submit Filing as 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, Comments)
 - **Submitter Info:** Name* (first and last), Title, Submitting Parties, Contact method*, Email* (if Contact Method type is email), Phone number, Address* (including City,* State,* Country,* Zip Code*) *Required fields
5. **"On behalf of" Info**
 - If you are a company filing on behalf of another party: Enter additional contact information, to receive electronic notification when the filing is made.
6. Documents
 - Upload
 - You can either drag and drop files from your computer folder or select "Choose File" which will open up a folder explorer to find the file
 - By selecting the "Choose file" option, you can select multiple files in the same folder and move them all at once
 - Once accepted, your file(s) will be listed as INCOMPLETE in the Filename table (see example below)

| Filename | Document Title | Confidential | File Size (KB) | Actions |
|---------------------------------------|----------------|--------------|----------------|---|
| Cover sheet for scanned files 9.0.pdf | | INCOMPLETE | 70 |   |

- Click edit and add the document title
 - If the document contains confidential information, select the Confidential Information check box prior to updating
 - Click “Update” once you are done naming the file
 - Repeat this process for all files listed as INCOMPLETE
7. Click on the checkbox labeled “I’m not a robot”



- You may receive a pop up asking you for confirmation by selecting images on your screen
- Click “Submit” and your file(s) are pending submission. They will be submitted once they are staff reviewed. You will receive a confirmation that your upload is complete.

Electronic Service

All individuals who file with the Iowa Utilities Commission’s Electronic Filing System and provide a valid email address are automatically added to the service or subscriber list for the corresponding docket. A notification email is received when their filing is accepted as well as anytime a filing is accepted in that docket. To opt out of the email notifications, select Manage Notifications on the EFS homepage.