

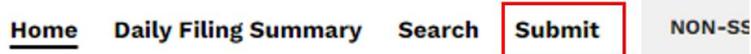
## HOW TO FILE ELECTRONICALLY IN EFS AS A GUEST USER

**GUEST USER:** A user that makes filings with the Iowa Utilities Board (IUB) two times or less 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 IUB's electronic filing system (EFS) at <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:** Type the docket number; if the docket number is unknown, leave blank. A docket number is 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: E-NNNN is a docket type used for electric transmission line projects). After you enter the docket number, the Docket Title will populate, select the "Docket Summary" screen to view more information about the docket.
  - **Filing Title:** Overall description of the documents filed (Examples: Motion to Dismiss, Appearance, Smith Testimony and Exhibits and Petition, Comments)
  - **Filer 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 making the filing for another person or company not included in the Submitting Company field above, you will need to provide contact information for that person or company in the section below.
  - **Add to Service List:** Select Yes or No: If "yes," this person or entity will receive email notifications about this filing and subsequent filings on the docket until removed from the docket service list.
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. Select 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) will be pending submission. They will be submitted once IUB staff has reviewed them. You will receive an email (if provided) confirmation that your upload is complete.

**ELECTRONIC SERVICE:** All individuals who file with the IUB’s electronic filing system and provide a valid email address have the option of subscribing to receive service notifications anytime a filing is made in the docket. A notification email is received when a filing is accepted.

To opt out of email notifications, submit a request to [ITsupport@iub.iowa.gov](mailto:ITsupport@iub.iowa.gov) or call Customer Service at (515) 725-7300.