

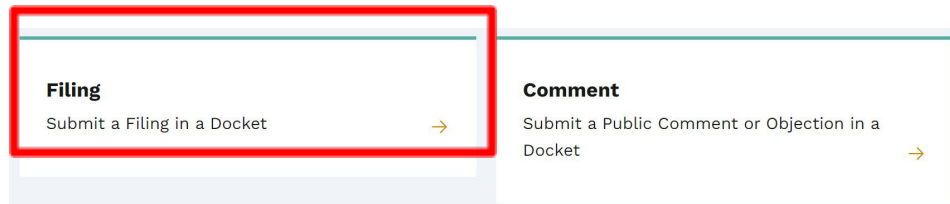
HOW TO FILE IN THE ELECTRONIC FILING SYSTEM (EFS) AS A REGISTERED USER

REGISTERED USER: A user that makes two or more filings a year with the Iowa Utilities Board (IUB) through [EFS](#) and/or [IUB 24/7](#) systems using one login.

EFS System Filing Standards are available on the [Information about EFS](#) webpage.

FILING A DOCUMENT: Filings are made electronically by uploading a document or collection of documents into EFS.

1. Register as a user: You must register as a user in IUB 24/7 using these [instructions](#).
2. Once your username and password have been approved, select “login” in the upper right corner of the EFS application and select “Submit” from the menu. The system will give you two options: “Submit Filing in a Docket” and “Submit a Public Comment of Objection in a Docket.”



3. Select either “yes” or “no.”

Are you (Pam Paralegal) submitting this filing on behalf of another person or representing a company?

YES

NO

Select “Yes” if:

- You work for a company, law firm, or are a consultant that represents a utility that is not your employer.
- You work for a utility, interest group, or company, and you are filing on behalf of an attorney or staff member.
- You are a member of the public that is filing on behalf of a person or entity.

Select “No” if:

- You work for a utility, company, or interest group and are filing your own behalf or the company.
- You are a member of the public and filing on behalf on yourself.

4. 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:** The overall description of the documents filed (Examples: Motion to Dismiss, Appearance, Smith Testimony and Exhibits, and Petition).
5. Complete the **Filing Entities** section: The filing entities section requires at least one **submitting party**. This is typically a company or interest group that the filing is in regard to. If there is no company, entity, or interest group add a company, registered user, individual person or entity. There may be multiple submitting parties.

In the example below, the paralegal is the filer who is filing on behalf of their attorney.

ADD COMPANY
ADD REGISTERED USER
ADD MANUAL

Pam Paralegal pam.paralegal@people.com	Filer	<input checked="" type="checkbox"/>	Service		
Art Attorney art****@people.com	<input checked="" type="checkbox"/>	On Behalf Of	<input checked="" type="checkbox"/>	Service	
<u>BTC, Inc. (3098)</u> <i>(Submitting Party)</i>			<input type="checkbox"/>	Service	

- **Service Checkbox:** Any person or entity selected by checking the box will be added to the service list for that docket and appear on the service list. They will receive an email anytime a filing is made in the docket. (Note: As a registered user, any person on the service list may unsubscribe to stop receiving email notices).


6. **Add a Document to the Filing** by completing the following:


- Upload documents by dragging and dropping documents in the box highlighted below or select “CHOOSE FILE” and select documents to upload. You are limited to choosing or drag/dropping up to five files at a time.


Upload





Accepted File Types: pdf, xls, xlsx, kml, kmz, shp, shx, dbf, prj

Drag and drop a file here

Or 

 CHOOSE FILE


- Once all documents have been uploaded, select  (pencil) to edit the document title.

Filename	Document Title	Confidential	File Size (KB)	Actions
199.41.pdf	INCOMPLETE		142	<div style="border: 2px solid red; padding: 2px;"> </div>
Test.pdf	INCOMPLETE		16894	<div style="padding: 2px;"> </div>





SUBMIT RESET

Note: Check the box “**Does this document contain confidential information?**” if your document contains confidential information.

- Enter a unique **document title** applicable to your submission
- Select “update” to confirm your document title and complete the document.

Note: If you need to delete a document, select  (the trash icon).

7. Once all document titles are complete and you select “submit” to process the filing. IUB staff will review the filing and an acceptance email will be sent.

Filename	Document Title	Confidential	File Size (KB)	Actions
199.41.pdf	Sample Document Title 1	N	142	 
Test.pdf	Sample Document Title 2	N	16894	 

Questions? Email ITsupport@iub.iowa.gov or call IUB Customer Service at (515) 725-7300.