

# ELECTRONIC FILING INSTRUCTIONS

To file a comment or objection using use the IUB's [Electronic Filing System \(EFS\)](#), follow these steps to prepare and submit your document:

1. Prepare your written document. You can use the [Suggested Form for Filing Comments or Objections](#) available on the IUB's website, [iub.iowa.gov](http://iub.iowa.gov), or you can prepare your own document. (The sample form is available on four webpages: Forms and Applications, Information about Electric Franchises, Natural Gas Pipeline Permits, and Hazardous Liquid Pipeline Permits.)
  - If you fill out the information using your computer, be sure to save the document to your computer.
  - If you prepare your own document using a word processing program, be sure to include the information listed on the sample comment/objection form.
2. Before filing your comment/objection in EFS, please follow these filing requirements:
  - You must file in PDF format (text searchable preferred).
  - Each page is automatically stamped in the same location at the top of each page. In order for the stamp to be visible on each document, one-inch margins are recommended. If the stamp is not visible, Customer Service staff may reject the filing.
  - Please type your signature. Any comment/objection form or letter with handwritten signatures will be rejected.
3. Access EFS at [efs.iowa.gov](http://efs.iowa.gov).
4. Click on *Submit Filing* on the menu at the top of the screen.
5. Click on *(S)ubmit Filing As Guest* and enter the following information about you (the Submitter) and your filing.
  - If you know the Docket Number (E-xxxxx, for example), enter it in the *Docket Number* field.
  - In the *Filing Title* field, enter a title that will help IUB staff understand which application you are objecting to, such as "Objection to [Name of Company] Electric Transmission Line Franchise Permit in [Name of County]."
  - Enter your name, email address, and mailing address in the appropriate fields.
  - By entering your phone number, Customer Service staff will be able to contact you in the event that there is a problem with your filing.
  - Scroll to the bottom of the screen and enter the characters that are shown in the image on the left side of the screen. Press the *(A)dd Documents* button to proceed to the next step in the filing process.
6. Upload the document that you wish to file.
  - Click the *Browse...* button to select the document on your computer that you would like to upload.
  - In the *Document Title* field, enter a title for the document. When you are filing only one document, the document title can be the same as the filing title.
  - Click on the *(A)dd This Document to Filing* button.
  - If you have additional documents to include in your filing, click on the *Browse...* button and repeat the above steps until all of the documents have been uploaded.

7. When you are ready to submit your filing, click on the *(S)ubmit Filing* button. You will see an “Upload Complete” message with a unique filing number.
8. If you provided an email address, you will receive an email that contains a link to your filing after the filing has been processed by Customer Service staff.

**Need help? Contact the EFS Help desk at (515) 725-7337  
or [efshelpdesk@iub.iowa.gov](mailto:efshelpdesk@iub.iowa.gov).**

#### **INSTRUCTIONS FOR REQUESTING PERMISSION TO FURTHER PARTICIPATE ON PAPER**

All communications, except the filing or withdrawal of objections, from you to the IUB having to do with the case (such as motions, prepared testimony, or exhibits) must be filed electronically using EFS. If you want to submit further communications to the IUB and you cannot do so electronically, you must request permission to submit paper filings.

File a written request for permission to file paper documents under subrule 14.4(1) with the Iowa Utilities Board at 1375 E. Court Ave., Des Moines, IA 50319-0069. File the original and ten copies of the request. The request should explain why you are not able to use the IUB’s Internet-based electronic filing system. The IUB will issue an order responding to your request.

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