ELECTRONIC FILING INSTRUCTIONS

To file your objection electronically using the Board's Electronic Filing System (EFS), follow these steps to prepare and submit your objection:

1. Prepare your written objection. You can use the sample objection form that is available on the Board's Web site or you can prepare your own document.
   - To access the sample objection form, go to iub.iowa.gov/forms-and-applications and click on *Objection Form – Pipeline Permit* from the Pipeline Permit portion of the page. This form is a "fillable form," which means that you can enter information on the form using your computer. When you are done, save the document to your computer.
   - If you prepare your own document by using a word processing program, be sure to include the information listed on the sample objection form.

2. Go to the EFS Web site at efs.iowa.gov.

3. Click on *Submit Filing* on the menu at the top of the screen.

4. 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 (HLP-YYYY-xxxx, for example), enter it in the *Docket Number* field.
   - In the *Filing Title* field, enter a title that will help the Board understand which application you are objecting to, such as "Objection to [Name of Company] Hazardous Liquid Pipeline Permit in [Name of County]."
   - Enter your name, email address, and mailing address in the appropriate fields.
   - By entering your phone number, the Records Center will be able to contact you in the event that there is a problem with your filing.
   - Scroll down 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.

5. In this step you will upload the document (your objection) 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.

6. 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.

7. 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 Records Center staff.

Need help? Contact the EFS Help desk by calling (515) 725-7337
or by emailing 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 Board 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 Board and you cannot do so electronically, you must ask the Board for permission to submit paper filings. File a written request for permission to file paper documents under subrule 14.4(1) with the Board's Executive Secretary at 1375 E Court Ave Rm 69, Des Moines, Iowa 50319-0069. File the original and ten copies of the request. The request should explain why you are not able to use the Board's Internet-based electronic filing system. The Board will issue an order responding to your request.