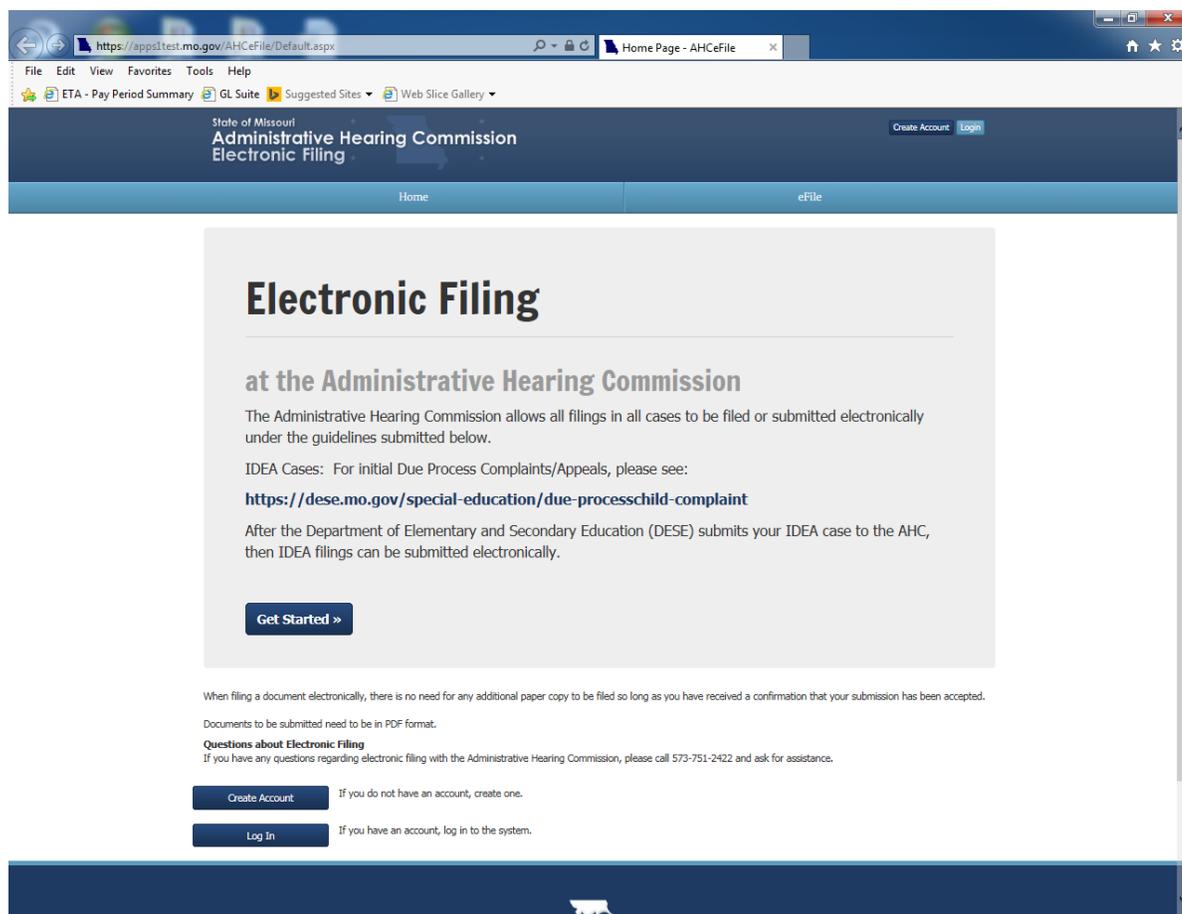


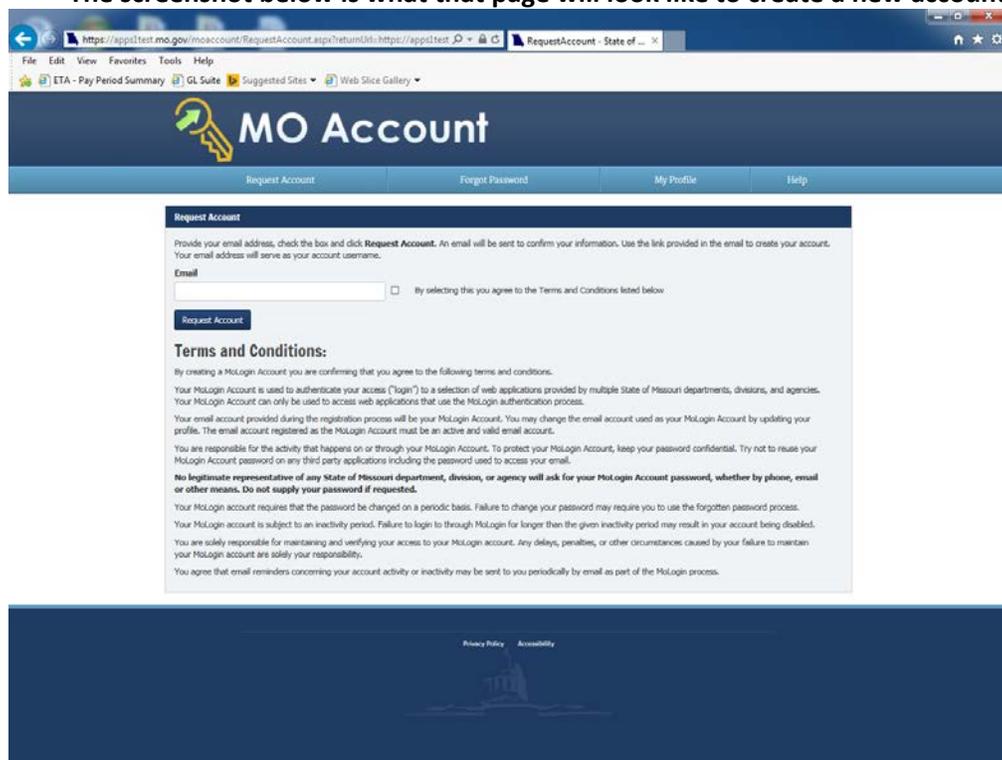
If you are a state user or a non-state user that has already created an account:

- You will select **Get Started**



If you are a non-state user entering the system for the first time:

- You will select **Create Account**
- Please follow the direction on the next page so that an account can be created for you using MO Account/MO Login
- The screenshot below is what that page will look like to create a new account



The screenshot below is where you will enter your email and password. If you are a state user, you will use your state active directory login and the password you use to login to your computer. Your login will look similar to taylor@bds.state.mo.us – where ‘taylor’ is your Active Directory user name and ‘bds’ is your Active Directory Domain (this may be ads, cds, etc., instead of bds).

If you are a non-state user this is where you will enter the email and password that you selected when creating an account using MO Login.

MO Login

Login

Email

Password

Login

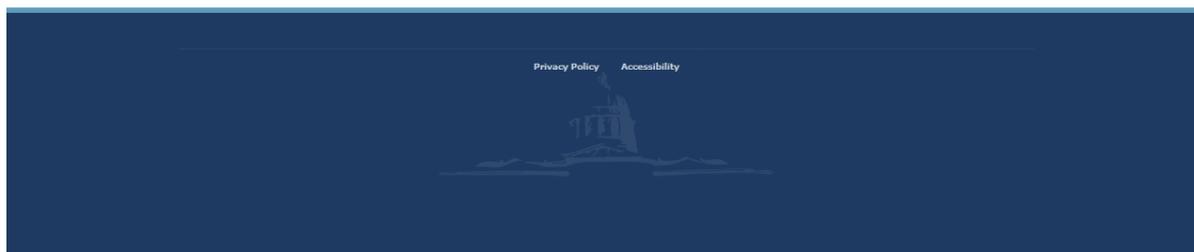
Forgot password Request Account

Login Request from Test AHCEfile

*** Notice ***

The information and applications to which you are granted through this "Login" may be subject to Federal and/or State laws and regulations. Unauthorized access, disclosure, or other use of any information or applications may result in civil and/or criminal prosecution and fines, imprisonment, and/or other penalties.

The State reserves the right to remove, disable, or otherwise render unusable any account that, in the opinion of the department or agency providing the information or application, has been or suspected to have been used for unauthorized access to information or application(s); has or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications.



For the first time you file you will enter all information that applies. There are fields that require you to fill them before you can submit your filing. The site will let you know if you do not fill those out, and a red message will show at the top of your screen. Below are four screenshots of what the eFiling form will look like.

Electronic Filing Submission

Please fill out all sections of the form including Contact Information, Case Information, Certification, Email Consent, and your Electronic Signature. Your electronic Filing will then be submitted to the Administrative Hearing Commission. Please be sure to keep a copy of your submission and confirmation page from your filing for your records.

Contact Information

Please fill out if you are an individual filing on your own behalf or if you are an attorney representing an individual or business entity.

- Petitioner
- Attorney for Petitioner
- Intervenor
- Attorney for Intervenor
- Respondent
- Attorney for Respondent
- Other

First Name Middle Name Last Name

Business Entity Name (if applicable)

Street Address Line #1 Street Address Line #2

City State Zip Email Address

The Hearing Date (if known) is not a required field.

The screenshot shows a web browser window with the URL <https://apps1test.mo.gov/AHCEFile/ElectronicMotionSubmission.aspx>. The page contains several input fields for contact information: City, State (dropdown), Zip, Email Address, Phone Number, Alternate Phone Number, and Fax Number. Below these is a section titled "Case Information" with fields for Case Number and Hearing Date (if known). A message box states: "You may only submit documents in pdf format. Submit pdf documents less than 10 MB below by choosing the file from your computer and uploading. If you have multiple pdf documents to submit in one case, please choose the file from your computer and upload the documents one at a time to your electronic filing. If an initial complaint, please attach a copy of the notice you are appealing, if possible." A yellow banner indicates "No Files have been uploaded." Below this is an "Upload Document" section with a "File*" field (with a "Browse..." button), a "Document Name" field, a "Document Type" dropdown, and an "Upload" button.

If you are an attorney representing someone you will not have to fill out the Add Certified Party Section, as long as you have your certificate of service attached to your uploaded document.

The screenshot shows the "Certification" section of the web application. It includes an "IMPORTANT" notice: "Every party must make sure that all other parties are notified and given a copy of any motion or filing sent electronically to the Administrative Hearing Commission and must certify that they have done so." Below this is a message: "You may choose to notify other parties by mail, fax, or hand delivery. If you have an agreement with the other party, you may send a copy of your electronic filing by email to that person or persons." There are radio buttons for "I am filing an initial complaint/appeal" (Yes/No). A statement reads: "By signing below, I certify that I have sent a copy of this filing to the other party/attorneys of record by:". Below this is the "Add Certified Party" section with fields for First Name, Last Name, Street Address Line #1, Street Address Line #2, City, State (dropdown), and Zip. There are checkboxes for "Notify Other Party" (By Mail, By Fax Number, By Hand-Delivery, By Email) and an "Add Party" button. At the bottom left, the text "E-MAIL CONSENT" is visible.

E-MAIL CONSENT

I agree to receive future pleadings from the AHC, other parties, or their attorneys in this case via my email address and agree to update my email address if it changes.

Yes No

Electronic Signature

WARNING: Entering **YOUR FULL NAME** in the signature space below constitutes my certification that I have read the document, that I have a good faith basis for submission of the document, and that it is not filed for the purpose of delay or harassment.

If a clerk accepts a document for filing, the date of filing will be affixed to the submitted pdf. Note that if a document arrives after 5:00 p.m. and before midnight or on a Saturday, Sunday, or legal holiday, it is filed on the commission's next business day, unless the commission orders otherwise. Therefore, the date of actual filing with the commission may differ from the date of electronic submission.

Signature

REMEMBER: Upon submission, you will receive a confirmation page if your submission was successful. If you receive anything other than a confirmation page, you must resubmit your electronic filing. Keep a copy of your confirmation page as proof of service.

Governor
Eric R. Greitens



AHC
Commissioners

If you have any questions regarding electronic filing with the Administrative Hearing Commission, please call 573-751-2422 and ask for assistance.

When you have selected submit you will get this confirmation page, showing, you have submitted your filing.

The screenshot shows a web browser window with the URL <https://apps1test.mo.gov/AHCeFile/ThankYou.aspx>. The browser's address bar and tabs are visible. The page header includes the text "State of Missouri Administrative Hearing Commission Electronic Filing" and a user greeting "Hello, Shelby Taylor! | Logout". Below the header is a navigation bar with "Home" and "eFile" links.

Thank you

Your electronic document has been successfully submitted.

Document Name	Case Number	Date Submitted
Motion to Continue Hearing	15-1111	6/16/2017 8:58 AM

Governor
Eric R. Greitens



AHC
Commissioners

If you have any questions regarding electronic filing with the Administrative Hearing Commission, please call 573-751-2422 and ask for assistance.

[Privacy Policy](#) [Accessibility](#)

<https://apps1test.mo.gov/AHCeFile/Default.aspx>