



ADMINISTRATIVE HEARING COMMISSION OF MISSOURI

eFiling Login Instructions

- ❖ To set up a new account, [click here](#).
- ❖ To log in to an existing account, [click here](#).
- ❖ For filing instructions, [click here](#).

Set up a new eFiling account:

- 1) Go to <https://apps1.mo.gov/AHCeFile/Default.aspx>
- 2) Click on the “Get Started” button.
- 3) Click on the “Create Account” button.

Attention:

By default, your email will be used for multi-factor authentication (MFA), alternatively you may opt in to using the Okta Verify app. Please click [here](#) for instructions on setting up the Okta Verify app on your mobile device.

**MISSOURI
SINGLE SIGN-ON**

Sign In

Email Address

☐ Keep me signed in

Next

OR

Create Account

[Unlock account?](#)

[Help](#)

- 4) Enter your name and email address. Click on the “Create your Account” button. Email verification will be sent to the email entered.

MISSOURI
SINGLE SIGN-ON

Create your Account

This sign up process will send a verification code to the email you provide. Please ensure you can check your email to get the code and complete this sign up process. Enter the email address you use for conducting business with the State of Missouri when completing the form below.

If you are experiencing issues with the registration page not loading, try turning off the ad-blocker within your browser.

* Indicates required fields

* First Name

* Last Name

* Email Address

[Create your Account](#)

Already have an account? [Login](#)



We've sent you an email verification request.

If you do not receive the email within 10 minutes, you may want to do the following:

- [Check your spam or junk folder](#)
- [Learn how to whitelist emails](#)

You can also request emails be resent via the Portal Assistant in the lower right corner.

- 5) Open the verification email and click on the “Continue Registration” link.

From: MO Portal Services
Sent: Tuesday, August 12, 2025 12:39 PM
To: Your Email Address
Subject: [Missouri Single Sign-On-Sign Up Email Verification](#)



Hello "First Name" "Last Name",

We need to validate your email address in order to create your account. Please click on the "Continue Registration" button below.

[Continue Registration](#)

There may be some delay in processing your information once you have verified through the link above. If you are experiencing issues with the registration page not loading, try turning off the ad-blocker within your browser.

- 6) You will receive a “Congratulations” message and a second email.



Congratulations, instructions have been sent to your email inbox. This email will contain a link and a temporary password to use to login. You will be asked to change this temporary password upon logging in for the first time.

- 7) The second email contains a temporary password and a link to the AHC eFiling system. Open the email and copy the password. Then click on the “Link to Login” link.

From: MO Portal Services
Sent: Tuesday, August 12, 2025 12:49 PM
To: Your Email Address
Subject: Missouri Single Sign-On-Sign Up Success



Hello “First Name” “Last Name”,

Congratulations! Your account sign up was successful. You can now securely access your account and enjoy the benefits of The State of Missouri’s services. Please reference the below link and provide a username and password for your initial login. Note that you will be asked to change your password upon first login:

Password: 8ki3HT93

[Link to Login](#)

- 8) Click on the “Get Started” button.
- 9) Enter the email address you registered and click the “Next” button.
- 10) Paste the temporary password from the email. Then click the “Verify” button.

11) Enter a new, permanent password. Then click the “Change Password” button.

MISSOURI SINGLE SIGN-ON



Your mologin2-test.mo.gov password has expired

 ahcefillingappdevtest+15@gmail.com

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 4 passwords

New password

Re-enter password

Change Password

[Back to sign in](#)

12) Click on the “Send me an email” button on multi-factor authentication (MFA) screen.

MISSOURI SINGLE SIGN-ON



Get a verification email

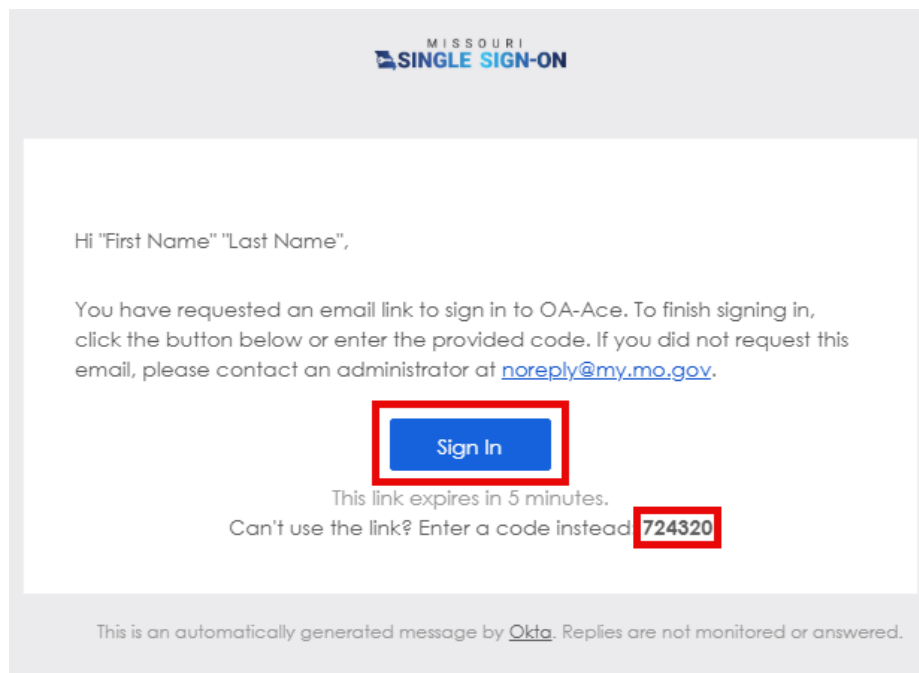
 youremail@domain.com

Send a verification email to **y***l@domain.com** by clicking on "Send me an email".

Send me an email

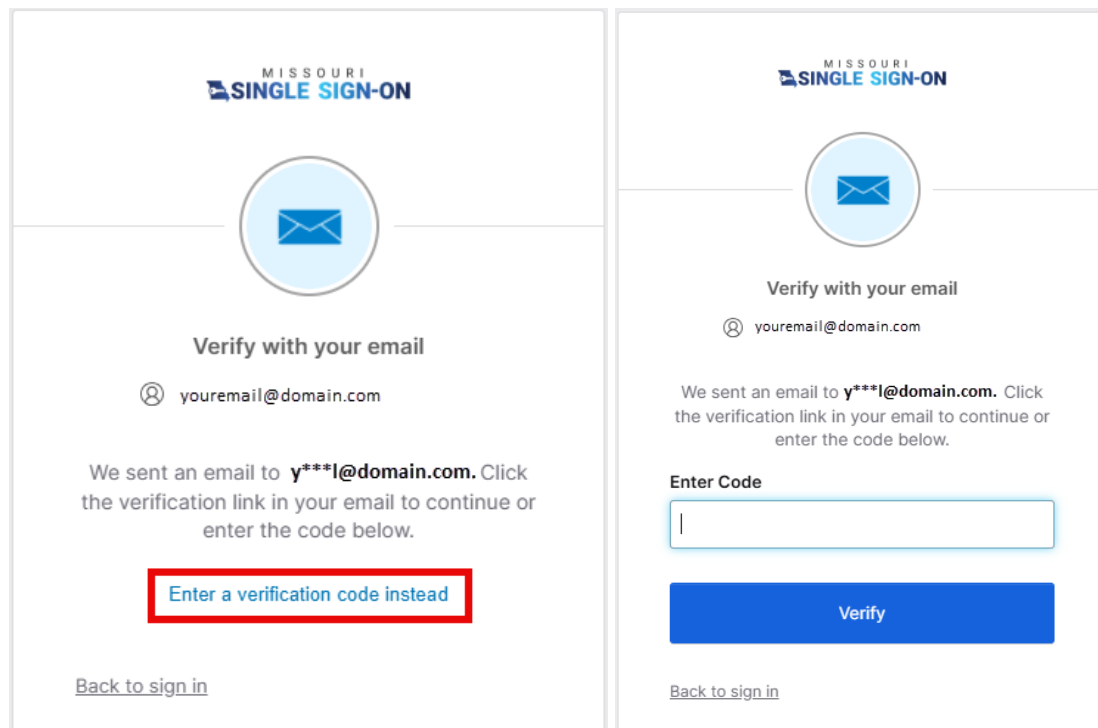
[Back to sign in](#)

13) You will receive an email that looks like this:



14) Open the email and choose one of two options:

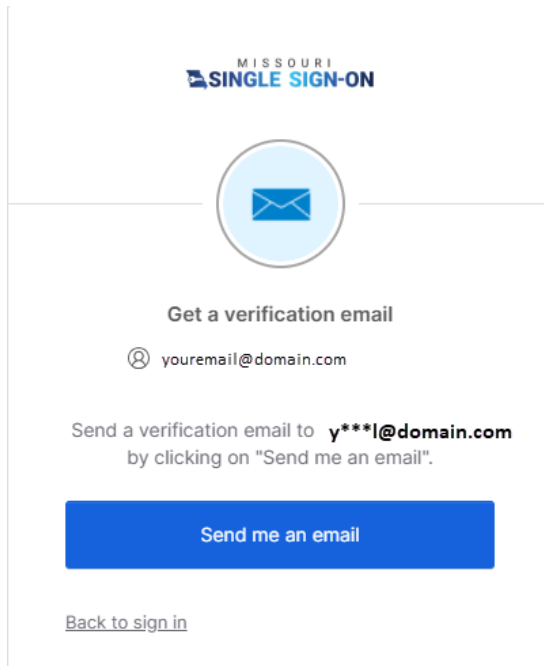
- Click on the "Sign In" link **or**
- Copy the verification code in the email. Then return to your open browser page and click on the "Enter a verification code instead" link. Enter the verification code in the "Enter Code" box and click the "Verify" button.



15) Access to AHC eFiling system is granted.

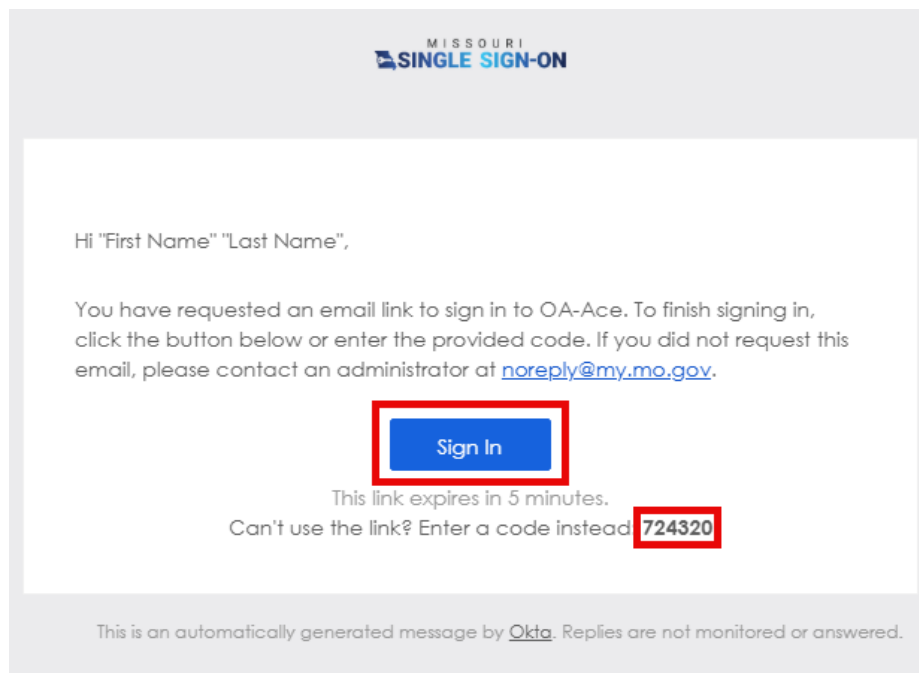
Log in to your existing eFiling account:

- 1) Go to <https://apps1.mo.gov/AHCeFile/Default.aspx>
- 2) Click on the “Get Started” button.
- 3) Enter the email address associated with your account and click the “Next” button.
- 4) Enter your password and click the “Verify” button.
- 5) Click on the “Send me an email” button on multi-factor authentication (MFA) screen.



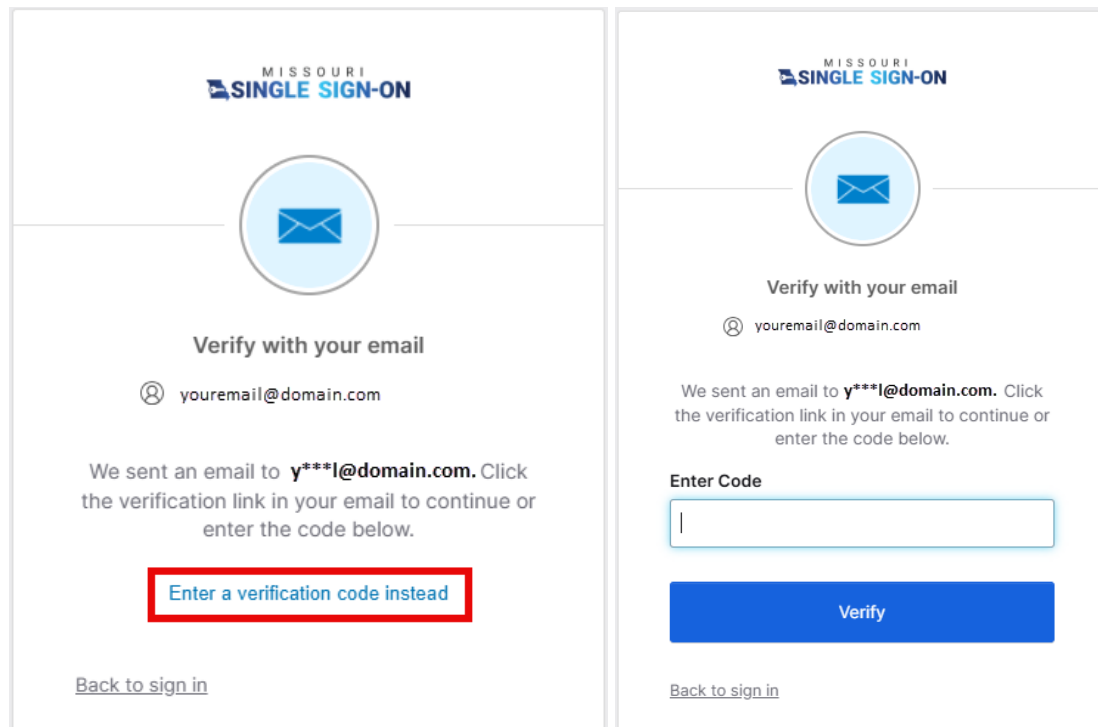
The image shows a screenshot of the Missouri SINGLE SIGN-ON multi-factor authentication (MFA) screen. At the top, the logo reads "MISSOURI SINGLE SIGN-ON". Below the logo is a circular icon containing a blue envelope. The text "Get a verification email" is centered below the icon. Underneath, there is a small person icon followed by the email address "youremail@domain.com". A message states: "Send a verification email to **y***l@domain.com** by clicking on 'Send me an email'". A large blue button with the text "Send me an email" is positioned below the message. At the bottom left, there is a link that says "Back to sign in".

6) You will receive an email that looks like this:



7) Open the email and choose one of two options:

- Click on the "Sign In" link **or**
- Copy the verification code in the email. Then return to your open browser page and click on the "Enter a verification code instead" link. Enter the verification code in the "Enter Code" box and click the "Verify" button.



8) Access to AHC eFiling system is granted.

File a document:

Your document must be in PDF format.

With few exceptions, documents filed with the Administrative Hearing Commission are available to the public. As the filer, you are responsible for identifying and protecting confidential information within a document that may be closed to the public, such as personal health information, financial account information, social security numbers, and tax PIN numbers. If your document contains confidential information, you must redact that information before filing the document unless the confidential information is essential to the case. If you need to file confidential information with this Commission, follow the procedure in our regulation 1 CSR 15-3.410.

Questions? You can reach us at 573-751-2422 or ahc@oa.mo.gov.

The first time you file, enter all information that applies. Some fields are required before you can submit your filing. If a required field is not complete, eFiling will display a red alert message at the top of the screen.

The following screenshots show what the eFiling form looks like:

The screenshot shows a web browser window with the URL <https://apps1test.mo.gov/AHCEFile/ElectronicMotionSubmission.aspx>. The browser's address bar shows the URL, and the page title is "E-File - AHCEFile". The page has a blue header with the text "State of Missouri Administrative Hearing Commission Electronic Filing" and a user greeting "Hello, Shelby Taylor1 | Logout". Below the header is a navigation bar with "Home" and "eFile" links. The main content area is titled "Electronic Filing Submission" and contains a paragraph: "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." Below this is a section titled "Contact Information" with a sub-instruction: "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." This section includes a list of radio buttons for selecting the filer's role: Petitioner, Attorney for Petitioner, Intervenor, Attorney for Intervenor, Respondent, Attorney for Respondent, and Other. Below the list are input fields for "First Name", "Middle Name", and "Last Name". There is also a field for "Business Entity Name (if applicable)". Further down are fields for "Street Address Line #1", "Street Address Line #2", "City", "State", "Zip", and "Email Address".

State of Missouri
Administrative Hearing Commission
Electronic Filing

Hello, Shelby Taylor1 | Logout

Home eFile

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

“Hearing Date (if known)” is not a required field:

The screenshot shows a web browser window with the address bar displaying `https://apps1test.mo.gov/AHCEFile/ElectronicMotionSubmission.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a tab for "E-File - AHCEFile".

The form contains the following fields:

- City**: Text input field.
- State**: Dropdown menu.
- Zip**: Text input field.
- Email Address**: Text input field with an email icon.
- Phone Number**: Text input field with a phone icon.
- Alternate Phone Number**: Text input field with a phone icon.
- Fax Number**: Text input field with a phone icon.

Case Information

- Case Number**: Text input field.
- Hearing Date (if known)**: Text input field.

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."

Upload Document

- File***: Text input field with a "Browse..." button. Below it, it says "(Max file size: 10 MB)".
- Document Name**: Text input field.
- Document Type**: Dropdown menu.
- Upload**: Button.

Attorneys representing others do not have to complete the Add Certified Party Section so long as a certificate of service is attached to the uploaded document:

The screenshot shows the 'Certification' section of the AHCeFile web application. The browser address bar displays 'https://apps1test.mo.gov/AHCeFile/ElectronicMotionSubmission.aspx'. The page title is 'E-File - AHCeFile'. The 'Certification' section includes an important notice: 'IMPORTANT: 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, a text box states: '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.' The section 'I am filing an initial complaint/appeal' has two radio buttons: 'Yes' (selected) and 'No'. Below this, 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:'. The 'Add Certified Party' section contains form fields for 'First Name', 'Last Name', 'Street Address Line #1', 'Street Address Line #2', 'City', 'State' (a dropdown menu), and 'Zip'. Below these fields, the 'Notify Other Party' section has four checkboxes: 'By Mail', 'By Fax Number', 'By Hand-Delivery', and 'By Email'. An 'Add Party' button is located at the bottom of this section. The 'E-MAIL CONSENT' section is partially visible at the bottom of the page.

Certification

IMPORTANT: 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.

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.

I am filing an initial complaint/appeal

☒ Yes ☐ No

By signing below, I certify that I have sent a copy of this filing to the other party/attorneys of record by:

Add Certified Party

First Name: Last Name:

Street Address Line #1: Street Address Line #2:

City: State: Zip:

Notify Other Party

☐ By Mail
☐ By Fax Number
☐ By Hand-Delivery
☐ By Email

E-MAIL CONSENT

The screenshot shows the 'E-MAIL CONSENT' and 'Electronic Signature' sections of the AHCeFile web application. The browser address bar displays 'https://apps1test.mo.gov/AHCeFile/ElectronicMotionSubmission.aspx'. The page title is 'E-File - AHCeFile'. The 'E-MAIL CONSENT' section includes a statement: '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.' Below this, two radio buttons are present: 'Yes' (selected) and 'No'. The 'Electronic Signature' section includes a warning: '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.' Below the warning, a text box for the signature is provided. Below the signature box, a reminder states: '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.' At the bottom of the section, there are two buttons: 'Submit' and 'Clear'. The footer of the page includes the text 'If you have any questions regarding electronic filing with the Administrative Hearing Commission, please call 573-751-2422 and ask for assistance.' and links for 'Privacy Policy' and 'Accessibility'.

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.

Footer:

Governor
Eric R. Greitens

MO
GOV

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](#)