



Increase Document Security for Data Requests

If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks (14 calendar days) after the document is submitted.

To increase the security setting on data requests:

- 1) Navigate to EFIS
- 2) Click the **Log in** link located in the *Header Links* in the upper, right-hand corner.



- 3) In the **Email Address** field, input the user's email address registered with their user account.
- 4) In the **Password** field, input the user's password.
- 5) Click the **Log In** button.

Login Help

Email Address

Password

Log in

[Forgot your password?](#)
[Register as a new user?](#)

- 6) Select the 'Case e-Filings & Search' tab.



- 7) Select the 'Existing Case e-Filing & Search' link.



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A vertical navigation menu with the following items: Case e-Filings & Search (with a dropdown arrow), Existing Case e-Filing & Search (circled in orange), Service List Search, Service List Print, Calendar Search, and Small Company Rate Increase Search.

- 8) In the **Case No.** field, input the applicable case number.
- 9) Click the **Search** button to perform the search; or click the **Clear** button to clear all fields and start over.

The search form is titled "Existing Non-Case e-Filing & Search". It includes a "Search Criteria" dropdown and a "Help" button. A light blue banner states: "Parent" and "Doing Business As" companies will also be included when searching on a company. The form contains several input fields: "Date Filed" (From/To), "Tracking No." (with "BXXX-2000-1234" entered), "Related Submission No." (with "XX-2000-0000" entered), "Submission Subtype" (dropdown), "Utility Type" (dropdown), "Company" (with "Begin typing for suggestions" text), and "Reporting Year" (From/To). There are checkboxes for "Include companies closed in EFIS", "Search on single company", and "Search Supplemental Submissions". "Search" and "Clear" buttons are at the bottom.

- 10) On the *Docket Sheet* page, click on the **Data Requests** button.

The "Docket Sheet" page shows the case number "EA-2024-2503". A row of action buttons includes "Print", "Manage Subscriptions", "Service List", "Calendar", "Consumer Comments (2)", "Data Requests" (circled in orange), and "Help".

- 11) Select the applicable request under the **Request No.** column.



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Request No.	Request Security	Requested Date	Due Date	Past Due Days Elapsed	Response Date	Request From Company Person	Request By Company Person	Issue Sub-Issue Sub-Issue 2	Brief Description
0009.0	Public (DR)	8/23/2023	9/2/2023	No 1		MO PSC Staff (Other) Kerr, Carolyn	Electric Company Missouri (Electric) (Investor) User, Professional	General Information & Miscellaneous Other General Info & Misc.	brief description

12) Click the **Update Security** button in the *Attachments* section.

Data Request Display - EA-2024-2503 - 0009.0

← Full DR List Print + Copy **Update Security** ? Help

Request ▾

Submission No. EA-2024-2503

13) If the data request needs the security level updated, then scroll to the **Request Security** field and select the applicable security level from the drop-down list.

Brief Description brief description

Description description

Check here to designate a Data Request as 'Highly Confidential'

Request Security Public (DR) ▾

Rationale

300 character(s) left.

14) If any data request attachments need the security level updated, then scroll to the *Attachments* section and in the **Security** field, select the applicable security level from the drop-down list.



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Attachments ▾

DISCLAIMER AND REQUIREMENTS: It is the sole responsibility of the person or entity submitting electronic files to take appropriate measures to ensure that all "confidential" information is to the best of their knowledge, information and belief, non-viewable, non-searchable and non-reversible. For case documents, when submitting "confidential" information, a **cover sheet** or **pleading** describing why that information qualifies for "confidential treatment" is required.

Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Name	Size	Security
Test Document 1.pdf	183.07 KB	Confidential (DR) ▾
Test Document 2.pdf	91.28 KB	Public (DR) ▾

Total: 2 file(s), 274.34 KB

- 15) Click the **Submit** button after all fields have been completed; or click the **Cancel** button to cancel the change.

For additional assistance, please contact the Data Center at (573) 751-7496 or dcsupport@psc.mo.gov.