Data Requests are discovery for cases and some non-case submissions in EFIS. Data requests submitted in EFIS must involve the PSC. This means if the PSC Staff issues a data request to an external party or if the external party issues a data request to the PSC will it be submitted in EFIS. Data requests submitted from external party to external party cannot be submitted in EFIS.

To respond to a data request in a Commission case:

> NOTE: Users must have a 'Professional Account' and linked to the company they are filing on behalf of.

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.

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

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

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

10) Click on the **Data Request** button located at the top of the *Docket Sheet* page.

11) Click on the **Respond** button located below the request number on *Data Request Display* page under the *Data Requests* section.

OR

Select the **Request No.** link for the data request the user is responding to. Then click the **Respond** button at the top, right-hand corner of the *Data Request Display* page.

12) The following fields will auto populate on the *Add Data Response* page.
   a) **Submission No.**
   b) **Request No.**
   c) **Requested Date**
   d) **Due Date**
   e) **Issue**
   f) **Requested From**
   g) **Requested By**
   h) **Brief Description**
   i) **Description**

j) **Request Security**

Add Data Response	← Full DR List ← Request ❷ Help
EA-2024-2503 - 0005.0	

Request Summary ▾

Submission No.	EA-2024-2503
Request No.	0005.0
Requested Date	8/17/2023
Due Date	8/27/2023
Issue	Expense A&G Advertising
Requested From	Electric Company Missouri (Electric) (Investor) Professional User professional.user@gmail.com
Requested By	MO PSC Staff (Other) Kevin Thompson kevin.thompson@psc.mo.gov
Brief Description	Another brief description
Description	another description
Request Security	Confidential (DR)

13) In the **Response** field, input the response.
14) In the **Objections** field, input the objection, if any.
15) Check the box in front of **Check here to designate a Data Request as 'Highly Confidential'** if the data request is deemed highly confidential.
    a) A protective order must be submitted and approved in the case before a data request can be labeled highly confidential.
16) In the **Request Security** field, select the security level of the data request from the drop-down list.
17) If the data request is confidential or highly confidential, then the **Rationale** field must be completed by inputting a reasoning as to why the data request is labeled as such.

Response (Required if no objections)	
	8000 character(s) left.
Objections If requesting an objection, please provide the cite for the objections and rationale	
	2500 character(s) left.
☐ Check here to designate a Data Request as 'Highly Confidential'	
Response Security	(Select) ⌄
Rationale	
	300 character(s) left.

18) In the *CC List* section, click the **Add New** button if another user needs to be copied in on the data request.

CC List

+ Add New

19) An *Add CC* pop-up message will be displayed. Complete the following:
   a) In the **Company** field, select the applicable company from the drop-down list.
   b) In the **Representative Type** field, select the type of representative from the drop-down list if the user needs to narrow their list for the next field.
   c) In the **Person** field, select the applicable person from the drop-down list.

Add CC   ✕

Items with an orange left border (|) are required.

Company	MO PSC Staff (Other) ⌄
Representative Type	(Select) ⌄
Person	(Select) ⌄

Submit **Close**

20) If additional users need to be copied in, click the **Add New** button and repeat the previous steps.

CC List

	Company	Person	Email Address
🗑	MO PSC Staff (Other)	Aslin, Casi	casi.aslin@psc.mo.gov

+ Add New

21) In the *Attachment* section, click the **Select File(s) to Upload** button to upload documents for the data request, if any.

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. Informal consumer complaints and accompanying attachments are automatically designated confidential. For case documents, when submitting "confidential" information, a **cover sheet or pleading** describing why that information qualifies for "confidential treatment" is required.

Note:
- Files must be uploaded individually or in batches. Each individual document upload or batch upload may not exceed 45 MB (45,000 KB).
- Password protected documents are not acceptable.
- Some file types are prohibited (examples: zip, exec, etc.).
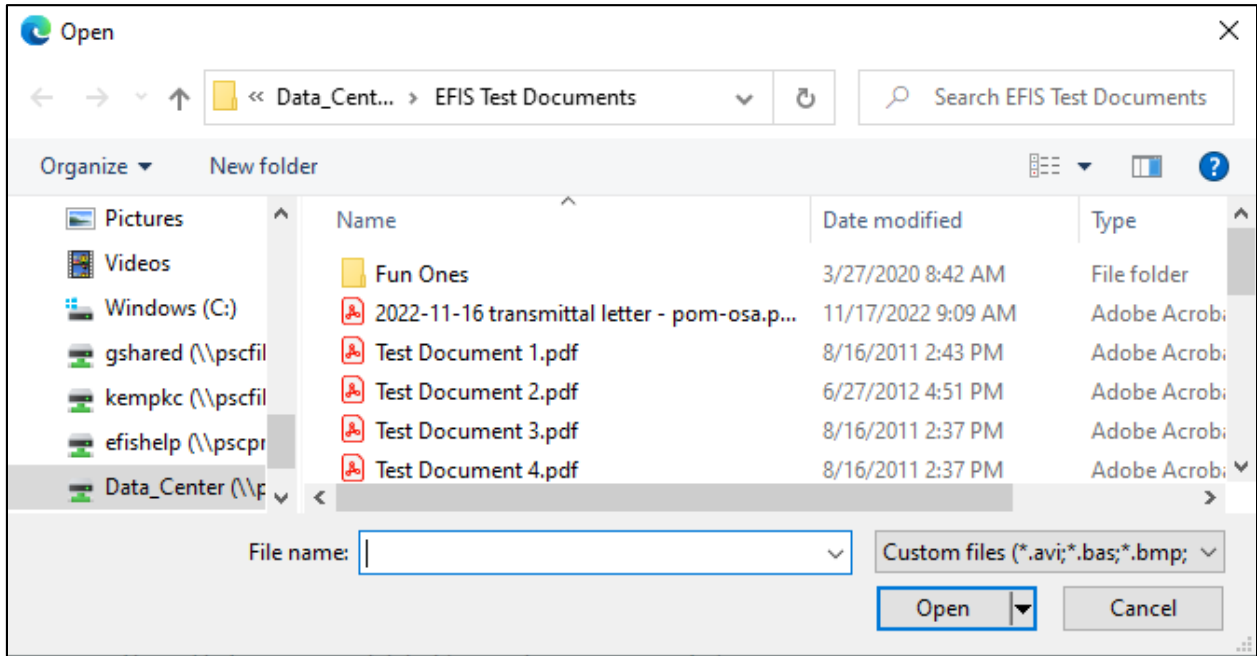- Folders cannot be uploaded.

Select File(s) to Upload

a) In the *Open Browser* window, select the document or documents to attach.

NOTE: Users can select multiple or batch documents by holding the Shift or Ctrl key and selecting the documents as long as the batch is not over 45 MB.

   b)   After selecting the document(s), users must select the security level for each document by selecting the **Security** field beside each document.

       i)   If documents are deemed highly confidential, check the box above the document list labeled **Check her to designate a document…**

      ii)   If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.

22) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Submit	Clear

23) Once submitted, a message will be displayed at the top of the *Data Response Display* page letting the user know the response was successfully added.

Data Response successfully added.

Data Response Display - EA-2024-2503 - 0005.0

← Request Display   ← Full DR List   🖶 Print   ✏ Update Security   ❓ Help

Request Summary ▾

Submission No.	EA-2024-2503
Request No.	0005.0

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