Attachment Requirements & Limitations

Format

- PDF documents are strongly recommended and preferred.
- Some file types are prohibited (examples: zip, exec, etc.)
- Files shall not be password protected.
- Audio and video files are permitted.

File Sizes and Limitations

- Files must be uploaded individually or in batches. Each individual document upload or batch upload cannot exceed 45 MB (45,000 KB).
- Folders cannot be uploaded.

Document Security

- There are three different attachment security designations available for selection in EFIS. They include:
  - Public
  - Confidential
  - Highly Confidential (may not be available for some filings)
- It's the filer's responsibility to select the correct security level for each attachment. Documents being attached should contain proper security notations in the event that the document is printed or downloaded from EFIS.
- Please review the Commission's 'Confidential Information' rule available on the Commission's website for more information regarding the document security designations.
- On most submission screens, filers will be given the option to designate the security level of the attachment. However, on some submission screens, the security designation will be limited to a specific security designated required by statute or rules and regulations.

ATTACHMENT INSTRUCTIONS:

1) In the *Attachment* section, click the **Select File(s) to Upload** button to upload documents for the filing.

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 here 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.

	Name	Size	Security	
			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.	
🗑	Test Document 1.pdf	183.07 KB	(Select)	⌄
🗑	Test Document 2.pdf	91.28 KB	(Select)	⌄
🗑	Test Document 3.pdf	214.17 KB	(Select)	⌄

Total: 3 file(s), 488.51 KB

Select File(s) to Upload

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