

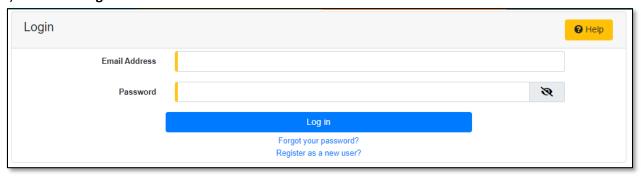
If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks (14 calendar days) after the document is submitted.

To increase the security setting on a non-case related document:

- 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.



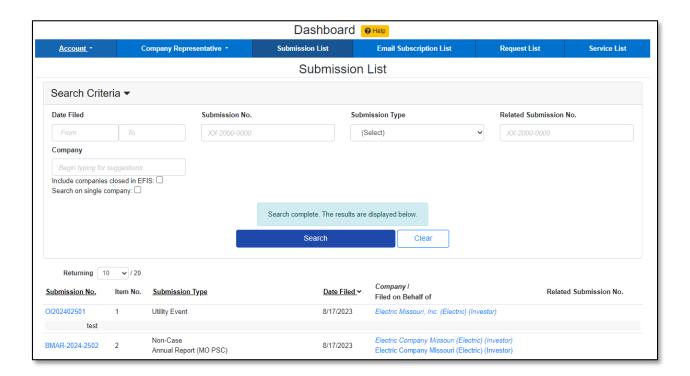
OPTION 1

- 1) Once logged in, users are always directed to their *Dashboard*.
 - a) If the user isn't directed to their Dashboard, select the **Dashboard** link located in the *Header Links* in the upper, right-hand corner.



- 2) On the Dashboard page, go to the 'Submission List' tab.
- 3) Input the applicable search criteria to locate the submission.
- 4) Click the **Search** button to perform the search; or click the **Clear** button to clear all fields and start over.
- 5) Select the **Submission No.** link of the submission.



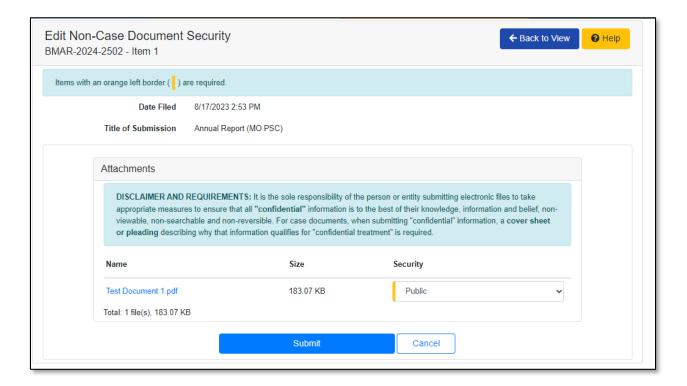


6) On the *Non-Case Submission* page, under the *Submissions* section, click the **Update Security** button next to the attachment which needs to be updated in the *Attachments* section.



- 7) In the **Security** field, select the applicable security level from the drop-down list.
- 8) Click the **Submit** button after all fields have been completed; or click the **Cancel** button to cancel the change.





OPTION 2

1) Select the 'Utility Compliance e-Filings & Search' tab.

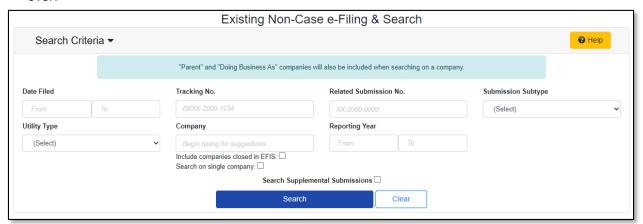


2) Select the 'Existing Non-Case e-Filing & Search' link.

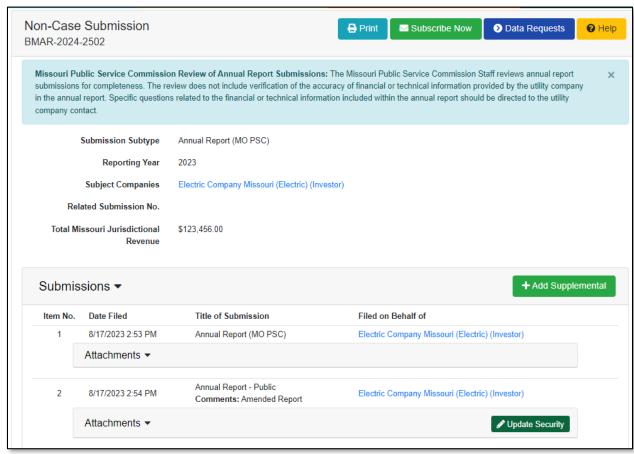




- 3) Input the applicable search criteria to locate the submission.
- 4) Click the **Search** button to perform the search; or click the **Clear** button to clear all fields and start over.



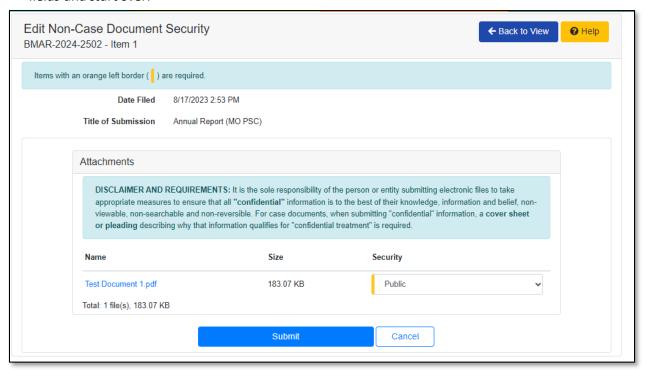
5) On the *Non-Case Submission* page, under the *Submissions* section, click the **Update Security** button next to the attachment which needs to be updated in the *Attachments* section.



6) In the **Security** field, select the applicable security level from the drop-down list.



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



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