



Respond to Data Request

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.



Case
e-Filings & Search ▾
New Case e-Filing
Existing Case e-Filing & Search
Service List Search
Service List Print
Calendar Search
Data Request Search
Small Company Rate Increase Search

- 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.

Existing Case e-Filing & Search

Search Criteria ▾ Help

"Parent" and "Doing Business As" companies will also be included when searching on a company.

Date Filed From: <input type="text"/> To: <input type="text"/>	Case No. <input type="text" value="XX-2000-1234"/>	Related Submission No. <input type="text" value="XX-2000-0000"/>	Status <input type="text" value="(Select)"/> <small>Include only open or reopened cases: <input type="checkbox"/></small>
Utility Type <input type="text" value="(Select)"/>	Company <input type="text" value="Begin typing for suggestions"/> <small>Include companies closed in EFIS: <input type="checkbox"/></small> <small>Search on single company: <input type="checkbox"/></small> <small>Search Subject Companies only: <input type="checkbox"/></small>	Type of Case <input type="text" value="(Select)"/>	Type of Filing <input type="text" value="(Select)"/>

Title of Filing

Individual Filing Search

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



Respond to Data Request

Docket Sheet
EA-2024-2503

[Print](#) [Subscribe Now](#) [Service List](#) [Calendar](#) [Consumer Comments \(0\)](#) [Data Requests](#) [Help](#)

Status Open (8/14/2023) [Status History](#)

Utility Type Electric

Type of Case Application for Certificate

Subject Companies [Electric Company Missouri \(Electric\) \(Investor\)](#)

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

Data Requests

Display Items: - [Load Items](#)

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
0005.0 + Respond	Confidential (DR)	8/17/2023	8/27/2023	No 4		Electric Company Missouri (Electric) (Investor) User, Professional	MO PSC Staff (Other) Thompson, Kevin	Expense A&G Advertising	Another brief description
0004.0 + Respond	Public (DR)	8/17/2023	8/27/2023	No 4		Electric Company Missouri (Electric) (Investor) User, Professional	MO PSC Staff (Other) Thompson, Kevin	Cost Recovery Mechanism Demand-Side Program Costs	Another Brief Description

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.

Data Request Display - EA-2024-2503 - 0005.0

[← Full DR List](#) [Print](#) [+ Respond](#) [Help](#)

Request ▾

Submission No. [EA-2024-2503](#)

Description Application for Certificate of Service

Subject Company [Electric Company Missouri \(Electric\) \(Investor\)](#)

12) The following fields will auto populate on the *Add Data Response* page.

- Submission No.**
- Request No.**
- Requested Date**
- Due Date**
- Issue**
- Requested From**
- Requested By**
- Brief Description**
- Description**



j) **Request Security**

Add Data Response
EA-2024-2503 - 0005.0

[← Full DR List](#) [← Request](#) [? Help](#)

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.



Respond to Data Request

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.

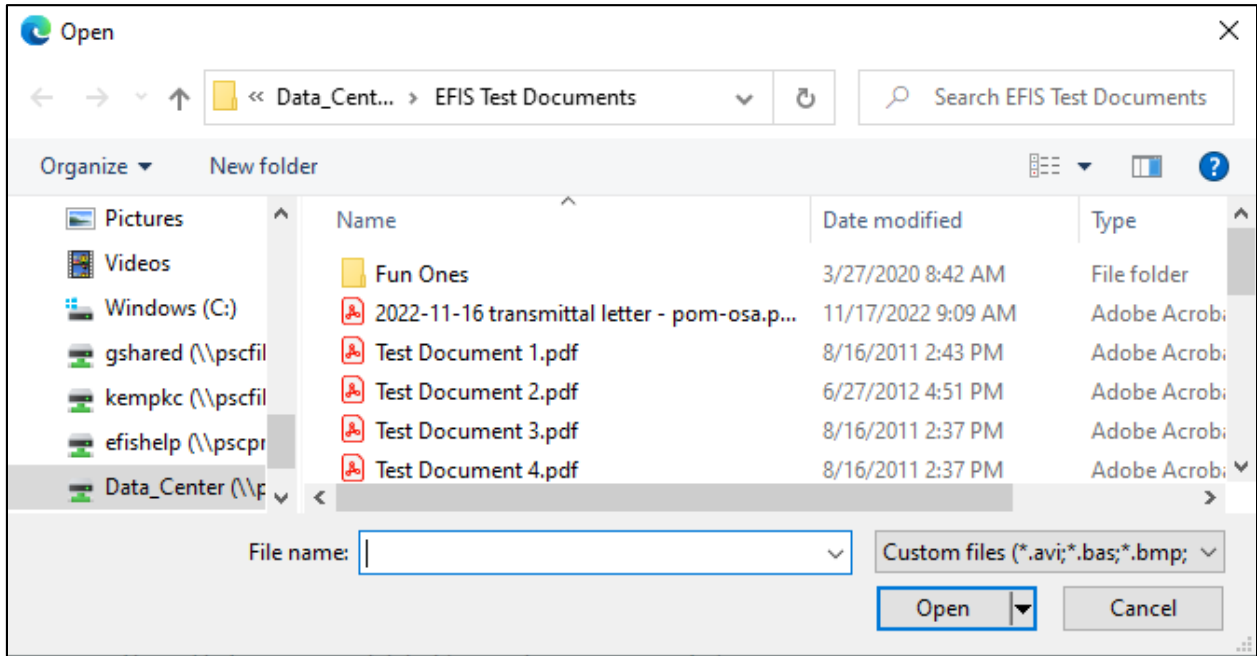
Select File(s) to Upload

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



Respond to Data Request

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.

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	(Select)
	Test Document 2.pdf	91.28 KB	(Select)

Total: 2 file(s), 274.34 KB

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



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 ListPrintUpdate SecurityHelp

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.