



Increase Document Security for Case Submissions

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 case 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.

Login Help

Email Address

Password

Log in

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

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 applicable submission.



Increase Document Security for Case Submissions

Dashboard Help

Account Company Representative Submission List Email Subscription List Request List Service List

Submission List

Search Criteria

Date Filed: From To Submission No.: XX-2000-0000 Submission Type: Case Related Submission No.: XX-2000-0000

Company: Begin typing for suggestions

Include companies closed in EFIS: Search on single company:

Search complete. The results are displayed below.

Search Clear

Returning 10 / 10

| Submission No. | Item No. | Submission Type | Date Filed | Company / Filed on Behalf of | Related Submission No. |
|----------------|----------|-----------------|------------|---|------------------------|
| EA-2024-2503 | 18 | Case | 8/17/2023 | Electric Company Missouri (Electric) (Investor) Electric Company Missouri (Electric) (Investor) Electric Missouri, Inc. (Electric) (Investor) | JE-2024-2510 |

Motion

6) On the *Docket Sheet* page, select the item number which needs to be updated.

Docket Filings + Add Docket Item

Display Items: 1 - 22

Filter by Type of Filing: Show Only: (Select)

or Hide: Exhibits Testimony Transcripts Communication Notices

Returning 22 / 22 Reset

| Item No. | Date Filed | Type of Filing | Title of Filing | Filed on Behalf of | Response to Previous Filings |
|----------|----------------------|----------------|-----------------|---|------------------------------|
| 22 | 8/23/2023 2:43 PM | Brief | Brief | Electric Company Missouri (Electric) (Investor) | 19 |

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

Attachments Update Security

| Name | Size | Security |
|---------------------|----------|----------|
| Test Document 2.pdf | 91.28 KB | Public |

Total: 1 file(s), 91.28 KB

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

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



Increase Document Security for Case Submissions

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 |
|---------------------|----------|----------|
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OPTION 2

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



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



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



Increase Document Security for Case Submissions

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 <input type="text" value="From"/> <input type="text" value="To"/> | 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"/> Search on single company: <input type="checkbox"/> 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

5) On the *Docket Sheet* page, select the item number which needs to be updated.

Docket Filings ▾ + Add Docket Item

Display Items: -

Filter by Type of Filing:
Show Only:

or Hide: Exhibits Testimony Transcripts Communication Notices

Returning 22 / 22

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