



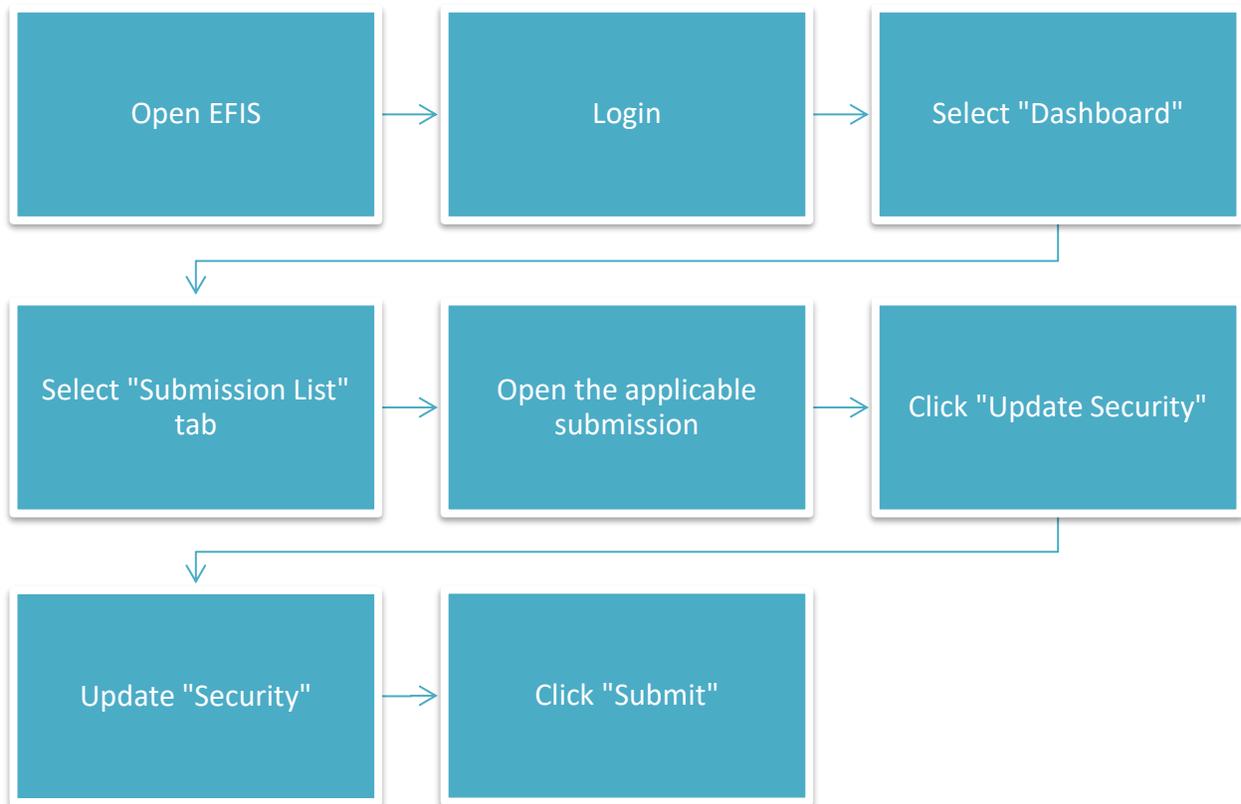
Increase Document Security for Case Submissions

If a document is submitted with the wrong security setting, **only the original submitter can increase the security level**. This function is available for 14 calendar days after submission.

To increase the security setting on a case document:

AT-A-GLANCE:

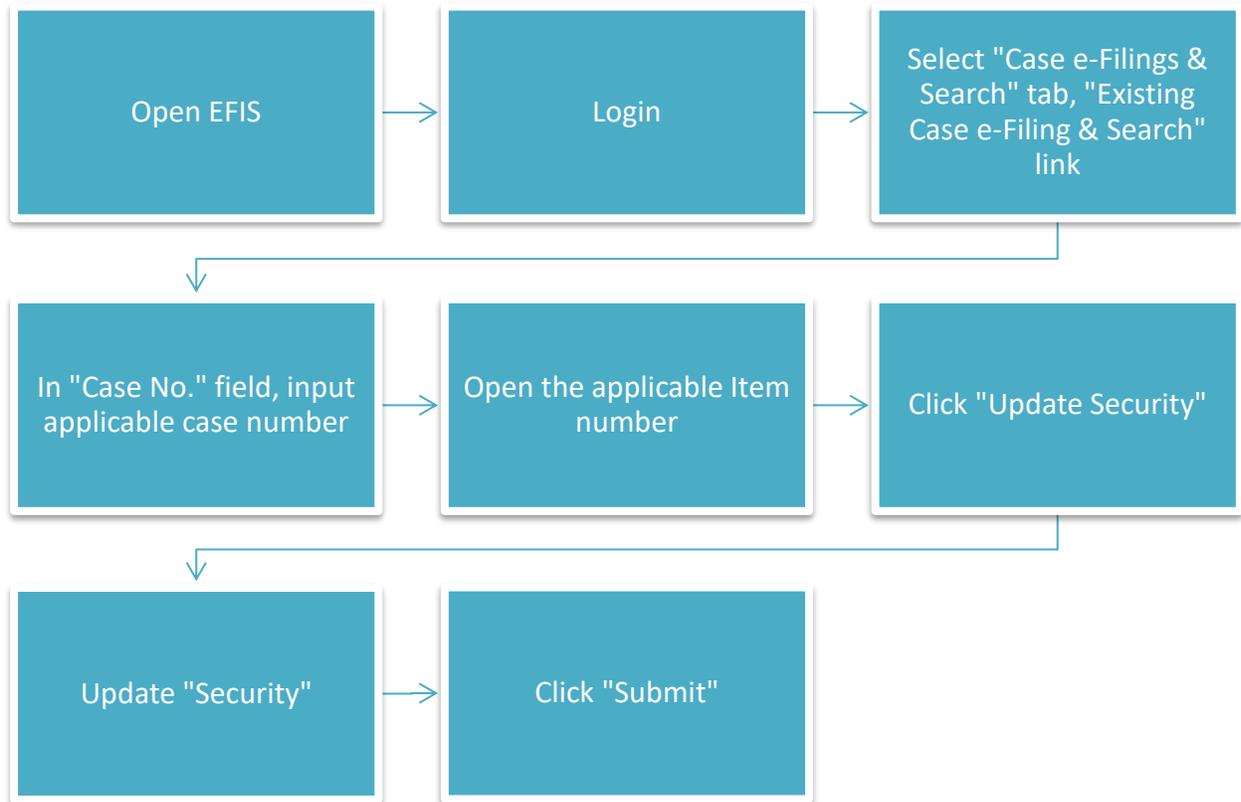
OPTION 1





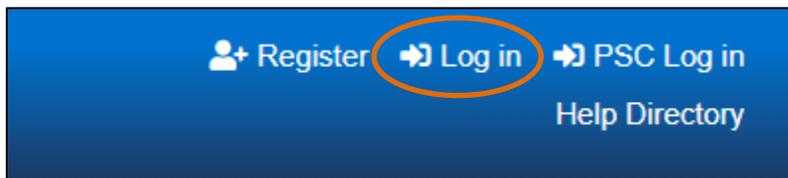
Increase Document Security for Case Submissions

OPTION 2



IN DETAIL:

- 1) Open 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.



Increase Document Security for Case Submissions

Login

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.

Dashboard

Account | Company Representative Display | **Submission List** | Email Subscription List | Request List | Service List

Submission List

Search Criteria

Date Filed: From To

Submission No.:

Submission Type: (Select)

Related Submission No.:

Company:

Include companies closed in EFIS:

Search on single company:

Search complete. The results are displayed below.

Search Clear

Results to Excel

Returning 1 / 1

Submission No.	Item No.	Submission Type	Date Filed	Company / Filed on Behalf of	Related Submission No.
EA-2025-0312	3	Case	5/14/2025	Electric Company Missouri (Electric) (Independent Power Producer) Electric Company Missouri (Electric) (Independent Power Producer)	

Amended Application

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



Increase Document Security for Case Submissions

Docket Filings ▾ + Add Docket Item

Display Items: 1 - 3

Filter by Type of Filing:

Show Only: (Select) ▾

or Hide: Exhibits Testimony Transcripts Communication Notices

Returning 3 / 3 Reset

Item No.	Date Filed	Type of Filing	Title of Filing	Filed on Behalf of	Response to Previous Filings
3	5/14/2025 10:46 AM	Application	Amended Application	Electric Company Missouri (Electric) (Independent Power Producer)	
2	5/14/2025 7:19 AM	Tariff	Tariff	Electric Company Missouri (Electric) (Independent Power Producer)	

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

Attachments ▾ ✎ Update Security

Name	Size	Security
Test Document 4.pdf	498.63 KB	Public

Total: 1 file(s), 498.63 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.

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
Test Document 4.pdf	498.63 KB	Public ▾

Total: 1 file(s), 498.63 KB

Submit Cancel



Increase Document Security for Case Submissions

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; or click the **Clear** button to clear all fields and start over.

The screenshot shows the 'Existing Case e-Filing & Search' interface. It features a search criteria section with various input fields: 'Date Filed' (From/To), 'Case No.' (with example 'XX-2000-1234'), 'Related Submission No.' (with example 'XX-2000-0000'), 'Status' (dropdown), 'Utility Type' (dropdown), 'Company' (text input with suggestions), 'Type of Case' (dropdown), 'Type of Filing' (dropdown), and 'Title of Filing' (text input). There are also checkboxes for 'Include companies closed in EFIS', 'Search on single company', and 'Search Subject Companies only'. A 'Search' button and a 'Clear' button are at the bottom.

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

The screenshot shows the 'Docket Filings' table with the following data:

Item No.	Date Filed	Type of Filing	Title of Filing	Filed on Behalf of	Response to Previous Filings
3	5/14/2025 10:46 AM	Application	Amended Application	Electric Company Missouri (Electric) (Independent Power Producer)	
2	5/14/2025 7:19 AM	Tariff	Tariff	Electric Company Missouri (Electric) (Independent Power Producer)	

- 6) Click the **Update Security** button in the *Attachments* section.



Increase Document Security for Case Submissions

Attachments ▾ ✎ Update Security

Name	Size	Security
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- 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.

Attachments

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Test Document 4.pdf	498.63 KB	Public ▾

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Submit Cancel

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