

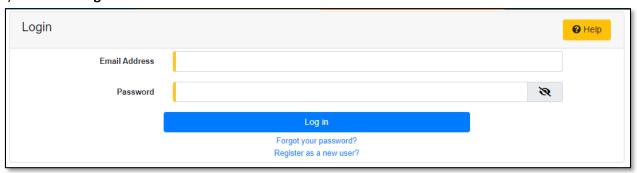
If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks (14 calendar days) after the document is submitted.

To increase the security setting on data requests:

- 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.

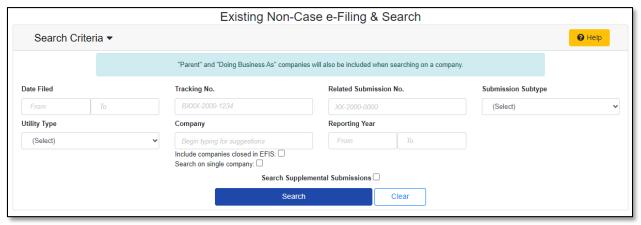


7) Select the 'Existing Case e-Filing & Search' link.

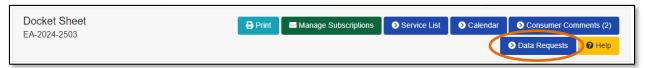




- 8) In the Case No. field, input the applicable case number.
- 9) Click the **Search** button to perform the search; or click the **Clear** button to clear all fields and start over.

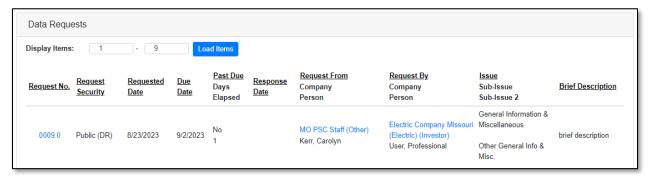


10) On the Docket Sheet page, click on the Data Requests button.



11) Select the applicable request under the **Request No.** column.





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

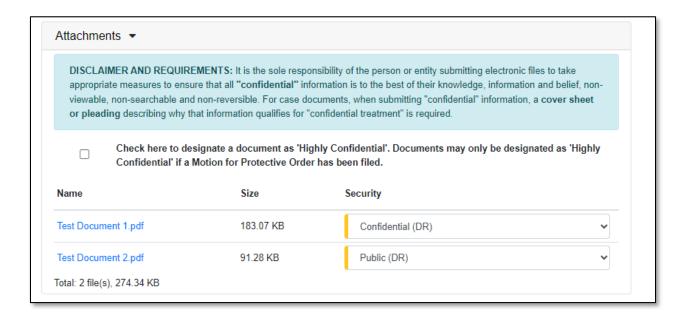


13) If the data request needs the security level updated, then scroll to the **Request Security** field and select the applicable security level from the drop-down list.

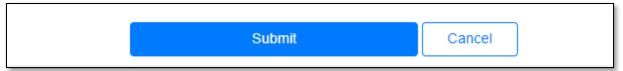


14) If any data request attachments need the security level updated, then scroll to the *Attachments* section and in the **Security** field, select the applicable security level from the drop-down list.





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



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