



Workpapers Search

To view staff workpapers:

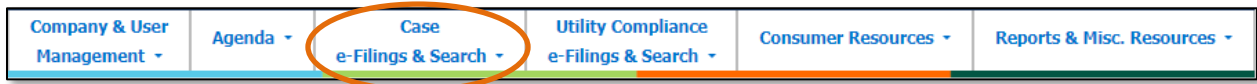
NOTE: Users must have a 'Professional Account', linked to the company, and be a certified party to the case.

- 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 ▾
Existing Case e-Filing & Search
Service List Search
Service List Print
Calendar Search
Data Request Search
Small Company Rate Increase Search
Existing External Case e-Filing & 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 To
Case No.:
Related Submission No.:
Status: (Select) ▾
Include only open or reopened cases:

Utility Type: (Select) ▾
Company:
Include companies closed in EFIS:
Search on single company:
Search Subject Companies only:

Type of Case: (Select) ▾
Type of Filing: (Select) ▾

Title of Filing:

Individual Filing Search

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

Docket Sheet
ER-2022-0129

Help

- 11) A list of case workpapers will be displayed on the *Case Workpapers* page.
- 12) To download all workpapers for the accordion and/or folder, click the **Download ZIP of folder contents** button in the according the user wishes to download.
- 13) To view any workpapers, select the accordion for the folder the user wishes to view.



Workpapers Search

Case Workpapers
ER-2022-0129

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Full Docket Print Help

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14) To view the document, select the any document link listed.

ER-2022-0129 ▾

- [another test.txt](#)
- [Test.txt](#)

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