

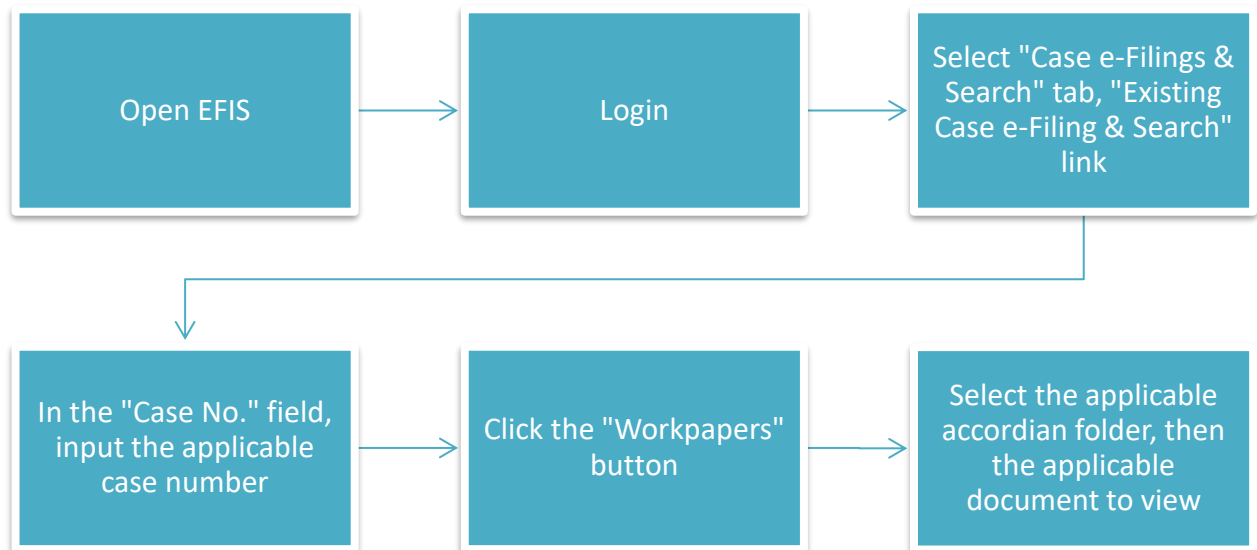


Workpapers Search

Workpapers are supported documentation for Staff's testimony, memorandums, and reports and are made available to certified service list members. To access them, certified service list members must have a 'Professional Account' and be linked to the company.

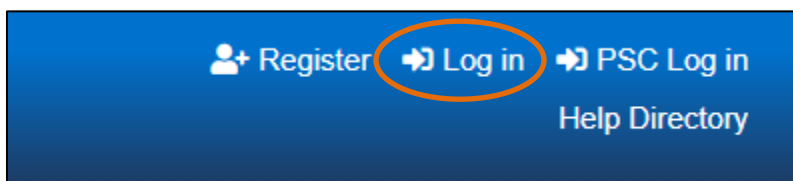
To view staff workpapers:

AT-A-GLANCE:



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.



Workpapers Search

Login

Help

Email Address

Password

Log in

[Forgot your password?](#)

[Register as a new user?](#)

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



- 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.: XX-2000-1234

Related Submission No.: XX-2000-0000

Status: (Select)

Include only open or reopened cases: ☐

Utility Type: (Select)

Company: Begin typing for suggestions

Type of Case: (Select)

Type of Filing: (Select)

Title of Filing

Include companies closed in EFIS: ☐

Search on single company: ☐

Search Subject Companies only: ☐

Individual Filing Search: ☐

Search Clear

- 10) If workpapers are attached to the case, a **Workpapers** button will appear at the top of the *Docket Sheet* page. If no workpapers are attached, the button will not be displayed. To view available workpapers, click the **Workpapers** button.

Docket Sheet

ER-2022-0129

Print Subscribe Now Service List Calendar Comments (265) Data Requests

Workpapers Media Help



Workpapers Search

- 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.

Case Workpapers
ER-2022-0129

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Buttons: Full Docket, Print, Help

- 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.