



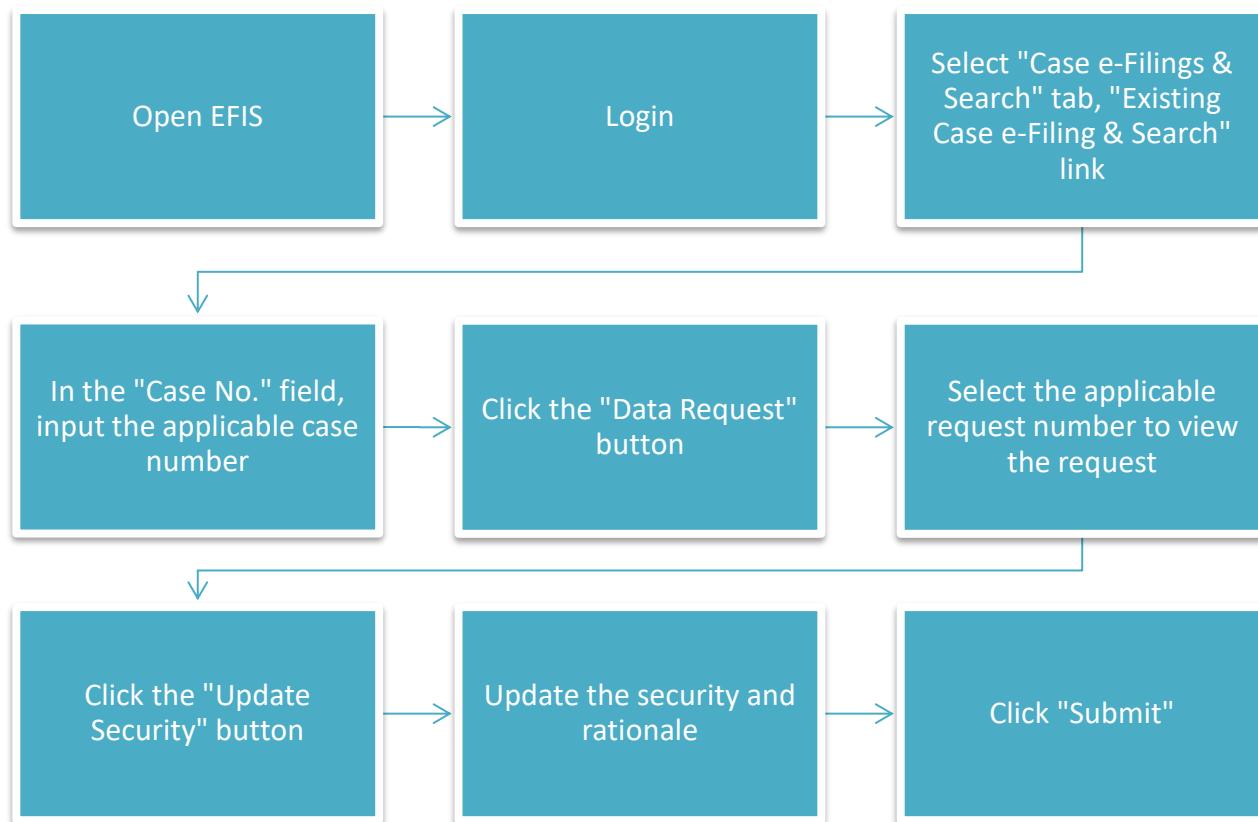
## Increase Document Security for Data Requests

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 data requests:

### AT-A-GLANCE:

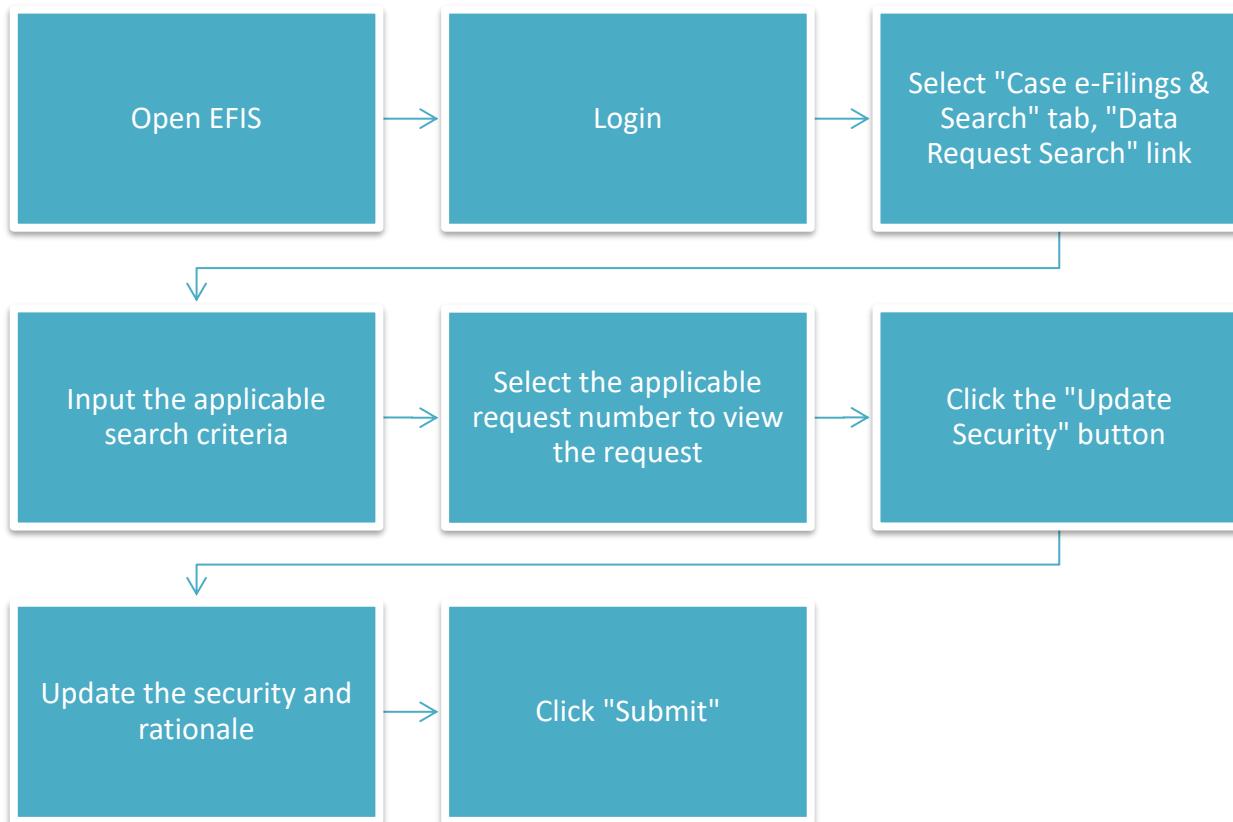
#### OPTION 1





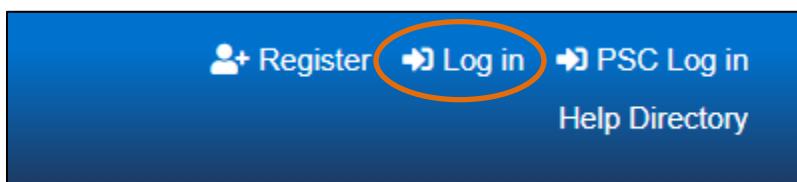
## Increase Document Security for Data Requests

### 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 Data Requests

Login

Email Address

Password  

**Log In**

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

**Help**

### OPTION 1

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

**Case e-Filings & Search**

[New Case e-Filing](#)

[Existing Case e-Filing & Search](#)

- 3) In the **Case No.** field, input and select the applicable case number.
- 4) 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	Case No.	Related Submission No.	Status
<input type="text"/> From <input type="text"/> To	XX-2000-1234	XX-2000-0000	(Select) <input type="button" value="Include only open or reopened cases:"/>

Utility Type	Company	Type of Case	Type of Filing
(Select) <input type="button" value="Include companies closed in EFIS:"/>	<input type="text"/> Begin typing for suggestions <input type="checkbox"/> Search on single company: <input type="checkbox"/> Search Subject Companies only: <input type="button" value=""/>	(Select) <input type="button" value=""/>	(Select) <input type="button" value=""/>

**Title of Filing**

Individual Filing Search

- 5) Click on the **Data Request** button located at the top of the *Docket Sheet* page.

Docket Sheet  
EA-2025-0312

Print Subscribe Now Service List Calendar Comments (0) Data Requests Media Help



## Increase Document Security for Data Requests

- 6) To change the security on the initial data request, select the applicable request number under the **Request No.** column.
- 7) To change the security on the data request response, select the **View** button to the left of the response.

Data Requests										
Maximum number of requests displayed is 100. Sub-item requests are included in the total count.										
Display Items: 1 - 3 Load Items										
Request No.	Request Security	Requested Date	Due Date	Past Due Days Elapsed	Response Date	Requested From Company Representative	Requested By Company Representative Initiated By	Issue Sub-Issue	Sub-Issue 2	Brief Description
0003.0	Confidential (DR)	5/16/2025	6/5/2025	No 0	5/16/2025	Electric Company Missouri (Electric) (Independent Power Producer) Account, Professional	MO PSC Staff (Other) Johnson, Mark Buttig, David	Other Other	Other	
Response List (1) ▾										
Response Date		Response Security		Response		Objections	Rationale	Created By		
<a href="#">View</a> 5/16/2025		Public (DR)		response attached			Account, Professional			

- 8) To change the security on the initial data request, click the **Update Security** button at the top of the *Data Request Display* page.

Data Request Display - EA-2025-0312 - 0005.0	<a href="#">◀ Full DR List</a>	<a href="#">Print</a>	<a href="#">+ Copy</a>	<a href="#">Update Security</a>	<a href="#">Help</a>
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- 9) To change the security on the data request response, click the **Update Security** button at the top of the *Data Request Display* page.

Data Response Display - EA-2025-0312 - 0003.0	<a href="#">◀ Request Display</a>	<a href="#">◀ Full DR List</a>	<a href="#">Print</a>	<a href="#">Update Security</a>	<a href="#">Help</a>
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- 10) 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.

- a) If the data request security has been amended to confidential or highly confidential, then the **Rationale** field must be completed by inputting a reasoning as to why the data request is labeled as such.

Brief Description	Brief Description
Description	Description
<input type="checkbox"/> Check here to designate a Data Request as 'Highly Confidential'	
Request Security	<input type="text" value="Public (DR)"/>
Rationale	<input type="text" value="300 character(s) left."/>



## Increase Document Security for Data Requests

11) 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.

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 3.pdf	214.17 KB	Public (DR) ▾

Total: 1 file(s), 214.17 KB

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

**Submit** **Cancel**

### OPTION 2

- 1) Select the 'Case e-Filings & Search' tab.
- 2) Select the 'Data Request Search' link.

The image shows a vertical list of links under the 'Case e-Filings & Search' tab. The links are: New Case e-Filing, Existing Case e-Filing & Search, Service List Search, Service List Print, Calendar Search, and Data Request Search. A red arrow points from the top of the 'Case e-Filings & Search' tab down to the 'Data Request Search' link.

- 3) Input the applicable search criteria.



## Increase Document Security for Data Requests

4) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

**Data Request Search**

**Search Criteria ▼**

Note: This search will only return individual requests that the current user has access to view. If you need to enter a new Data Request for a Case, please use the [Existing Case e-Filing & Search](#) to find the case submission and then click the 'Data Requests' button on the display page for the Case.

"Parent" and "Doing Business As" companies will also be included when searching on a company.

Submission No. <input type="text" value="XX-2000-0000"/>	Submission Type <input type="button" value="Select"/>	Item No. <input type="text" value="From"/> <input type="text" value="To"/>	Case Status <input type="button" value="Select"/> Include only open or reopened cases: <input checked="" type="checkbox"/>
Date Requested <input type="text" value="From"/> <input type="text" value="To"/>	Date Responded <input type="text" value="From"/> <input type="text" value="To"/>	Response Received <input type="button" value="Both"/>	Utility Type <input type="button" value="Select"/>
Requested From Company <input type="text" value="Begin typing for suggestions"/> Include Closed Request From Co <input type="checkbox"/> Search on single company: <input type="checkbox"/>	Requested From Person <input type="text" value="First Name"/> <input type="text" value="Last Name"/>	Request By Company <input type="text" value="Begin typing for suggestions"/> Include Closed Request By Co <input type="checkbox"/> Search on single company: <input type="checkbox"/>	Requested By Person <input type="text" value="First Name"/> <input type="text" value="Last Name"/>
Description <input type="text"/>	Issue <input type="button" value="Select Issue"/> <input type="button" value="Select Sub-Issue"/> <input type="button" value="Select Sub-Issue 2"/>	Days Elapsed <input type="text" value="From"/> <input type="text" value="To"/>	CC Person <input type="text" value="First Name"/> <input type="text" value="Last Name"/>
Request Security Level <input type="button" value="Select"/>	Response Security Level <input type="button" value="Select"/>	Response Description <input type="text"/>	Objection <input type="text"/>

**Search** **Clear**

5) A list of data requests matching the search criteria will be displayed below the Search button.

6) To open the data request, select one of the following:

- To view a data request or data request response, select the request number located under the **Request No.** column.
- To view all data requests and data requests responses for the case, click the **Full DR List** button under the **Request No.** column.

Search complete. The results are displayed below.

**Search** **Clear** **Results to Excel**

Returning 3 / 3

Search Criteria - Submission No.: EA-2025-0312, Include only open or reopened cases: Yes, Include Closed Requested From Co: No, Include Closed Requested By Co: No, Include Closed Staff: No, Response Received: Both, Past Due: No

Request No.	Submission No.	Requested Date	Due Date	Past Due Days Elapsed	Response Date	Requested From Company Representative	Requested By Company Representative Initiated By	Issue Sub-Issue	Brief Description
0003.0	<input type="button" value="Full DR List"/> EA-2025-0312	5/16/2025	6/5/2025	No 0		Electric Company Missouri (Electric) (Independent Power Producer Account, Professional	MO PSC Staff (Other) Johnson, Mark Buttig, David	Other	Other
0002.0	<input type="button" value="Full DR List"/> EA-2025-0312	5/16/2025	6/5/2025	No 0		Electric Company Missouri (Electric) (Independent Power Producer Account, Professional	MO PSC Staff (Other) Johnson, Mark Buttig, David	Expense	Information Technology

7) To change the security on the initial data request, click the **Update Security** button at the top of the *Data Request Display* page.



## Increase Document Security for Data Requests

Data Request Display - EA-2025-0312 -  
0005.0

[← Full DR List](#) [Print](#) [+ Copy](#) [Update Security](#) [Help](#)

8) To change the security on the data request response, click the **Update Security** button at the top of the *Data Request Display* page.

Data Response Display - EA-2025-0312 -  
0003.0

[← Request Display](#) [← Full DR List](#) [Print](#) [+ Copy](#) [Update Security](#) [Help](#)

9) 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.

a) If the data request security has been amended to confidential or highly confidential, then the **Rationale** field must be completed by inputting a reasoning as to why the data request is labeled as such.

Brief Description	Brief Description
Description	Description
<input type="checkbox"/> Check here to designate a Data Request as 'Highly Confidential'	
Request Security	<input type="button" value="Public (DR)"/>
Rationale	<input type="text"/>
300 character(s) left.	

10) 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.

### 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 3.pdf

214.17 KB

Total: 1 file(s), 214.17 KB

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



## ***Increase Document Security for Data Requests***

**Submit**

**Cancel**

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