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.

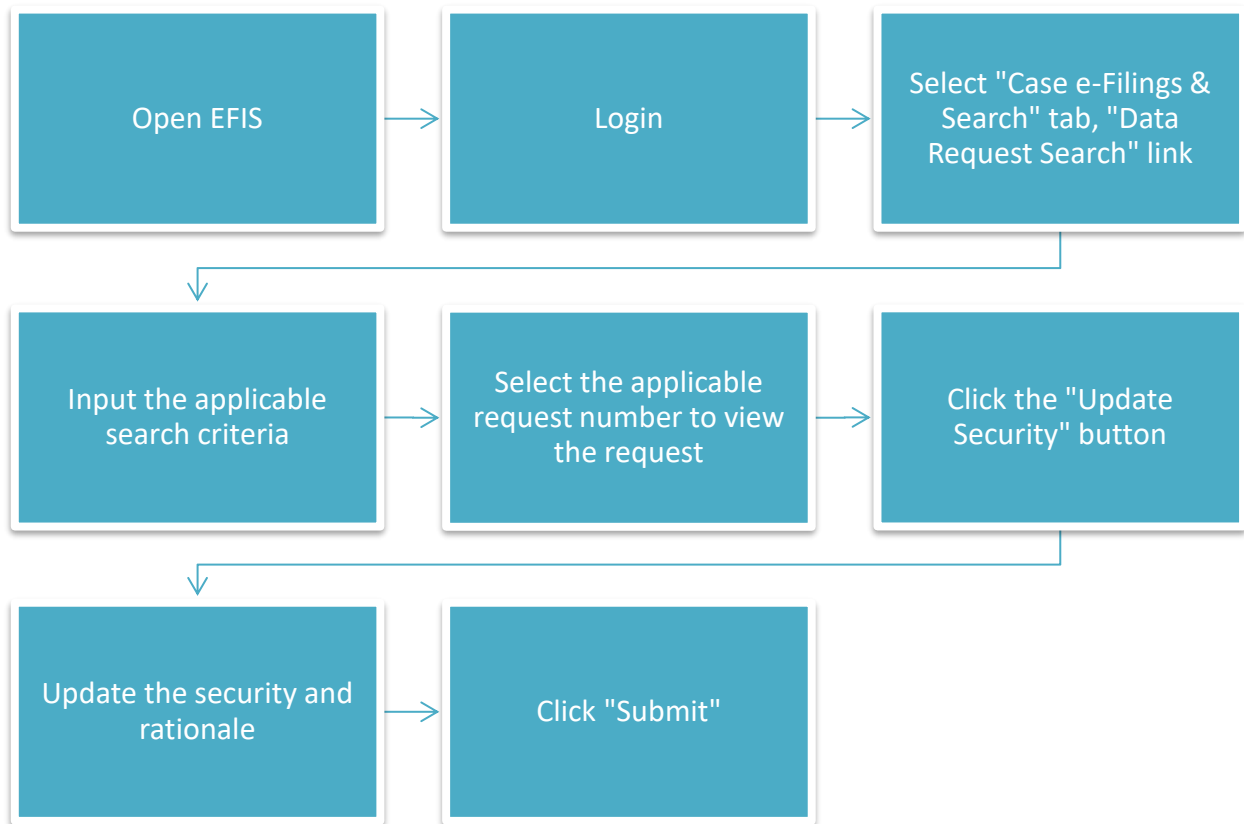To increase the security setting on data requests:

AT-A-GLANCE:

OPTION 1

Open EFIS	Login	Select "Case e-Filings & Search" tab, "Existing Case e-Filing & Search" link
In the "Case No." field, input the applicable case number	Click the "Data Request" button	Select the applicable request number to view the request
Click the "Update Security" button	Update the security and rationale	Click "Submit"

OPTION 2

```
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────────┐
│                 │      │                 │      │  Select "Case e-Filings &
│   Open EFIS     │ ───▶ │     Login       │ ───▶ │  Search" tab, "Data
│                 │      │                 │      │  Request Search" link
└─────────────────┘      └─────────────────┘      └──────────────────────┘
                                                              │
                                                              ▼
┌─────────────────┐      ┌──────────────────────┐   ┌──────────────────────┐
│ Input the applicable   │ Select the applicable │   │ Click the "Update
│ search criteria   │ ◀─ │ request number to view│◀──│ Security" button
│                 │      │ the request          │   │
└─────────────────┘      └──────────────────────┘   └──────────────────────┘
         │
         ▼
┌─────────────────┐      ┌─────────────────┐
│ Update the security and │ Click "Submit" │
│ rationale       │ ───▶ │                 │
└─────────────────┘      └─────────────────┘
```

IN DETAIL:

1) Open EFIS.
2) Click the **Log In** link located in the *Header Links* in the upper, right-hand corner.

&+ Register → Log in → PSC Log in
Help Directory
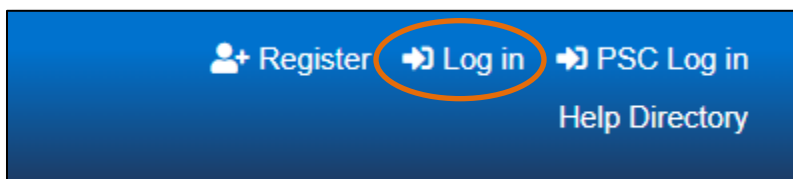
3) In the **Email Address** field, input the user's email address registered with their user account.
4) In the **Password** field, input the user's password.
5) Click the **Log In** button.

OPTION 1

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

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.

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

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.

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

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

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.

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.
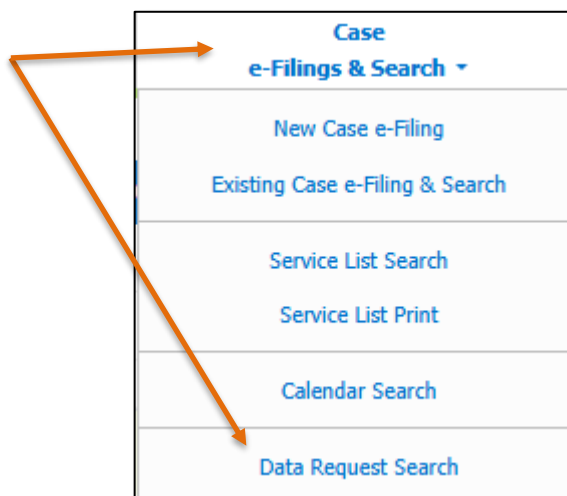

12) Click the **Submit** button after all fields have been completed; or click the **Cancel** button to cancel the change.

OPTION 2

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

3) Input the applicable search criteria.

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

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

7) 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 | ← 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 | ✏ 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
	☐ Check here to designate a Data Request as 'Highly Confidential'
Request Security	Public (DR) ⌄
Rationale	
	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	Public (DR) ⌄

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.

Submit   Cancel

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