

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:

NOTE: Users must have a 'Professional Account' and linked to the company they are filing on behalf of.

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

ELECTRONIC FILING AND INFORMATION SYSTEM

📣 Log in

-> PSC Log in

2+ Registe

- 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.

Login		Help
Email Address		
Password		Ø
	Log in	
	Forgot your password? Register as a new user?	

OPTION 1

1) Select the 'Case e-Filings & Search' tab.

Company & User	Agenda -	Case	Utility Compliance	Consumer Resources •	Reports & Misc. Resources -
Management 🝷	-	e-Filings & Search 🔹	e-Filings & Search 🔹		

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





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

		Existing Ca	se e-Filing & S	Search			
Search Criteria 🗸							O Help
	"Parent"	and "Doing Business As" compa	anies will also be included v	when searching on a co	ompany.		
Date Filed	Case No.		Related Submi	ssion No.		Status	
From To	XX-200	0-1234	XX-2000-000	0		(Select)	~
Utility Type	Company	1	Type of Case	Type of Case		Include only open or reopened cases:	
(Select)	✓ Begin t	ping for suggestions	(Select)		~	(Select)	~
Title of Filing	Include co Search or Search St	mpanies closed in EFIS: single company: ubject Companies only:					
		Indivi	idual Filing Search 🗌				
		Sea	rch	Clear			
		₽	Results to Excel				



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

Docket Sheet	🔒 Print	Manage Subscriptions	Service List	Ocalendar	Oconsumer Comments (622)
LI(-2022-0007				Data Rec	uests 🔲 🖬 Media 🕜 Help

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

Data Rec	uests								
Maximum number of requests displayed is 100. Sub-item requests are included in the total count.									
Display Iter	ns: 509	- 604		oad Items					
<u>Request N</u>	<u>0.</u> <u>Request</u> <u>Security</u>	<u>Requested</u> <u>Date</u>	<u>Due Date</u>	<u>Past</u> <u>Due</u> Days Elapsed	<u>Response</u> <u>Date</u>	Requested From Company Representative	Requested By Company Representative Initiated By	<u>Issue</u> Sub-Issue Sub-Issue 2	Brief Description
0604.0	Public (DR)	11/13/2024	11/20/2024	No		MO PSC Staff (Other) Keevil, Jeff	• Union Electric Company (Electric) (Investor) Keenoy, Erin	Expense Bad Debt Expense	Brief Description
0603.0 + Respon	Public (DR)	11/13/2024	11/20/2024	No	11/13/2024	• Union Electric Company (Electric) (Investor) Best, Geri A.	MO PSC Staff (Other) Keevil, Jeff Bax, Alan	Tariff Issue Rate Design	Brief Description
	Response List (1) 🔻							
		Response	Date	Respo	nse Security	Response	Objections	Rationale	Created By
	View	11/13/2024	ŀ	Public	(DR)	Response			Keenoy, Erin

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 - ER-2022-0337 - 0604.0	← Full DR List	🔒 Print	+ Сору	🖋 Update Security	O Help	

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 - ER-2022-0337	← Request Display	← Full DR List	🔒 Print 🌔	🖋 Update Security	O Help	
- 0603.0						

- 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.



Increase Document Security for Data Requests

Brief Description Description	Brief Description Description	
Request Security	Check here to designate a Data Request as 'Highly Confidential' Public (DR)	
Rationale	200 character(c) loft	

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 Total: 1 file(s), 214.17 KB	214.17 KB	Public (DR)							

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.



- 3) Input the applicable search criteria.
- 4) Click the **Search** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



Increase Document Security for Data Requests

	Data Requ	lest Search			
Search Criteria 🗸			Help		
Note: This sea Case, please use	rch will only return individual requests that the current a the Existing Case e-Filing & Search to find the case for th "Parent" and "Doing Business As" companies w	user has access to view. If you need to enter a new submission and then click the 'Data Requests' butto e Case.	Data Request for a in on the display page		
Submission No.	Submission Type	Item No.	Case Status		
XX-2000-0000	(Select)	From To	(Select)		
Date Requested	Date Responded	Response Received	Include only open or reopened cases: Utility Type		
From To	From To	Both 🗸	(Select) 🗸		
Requested From Company	Past Due: Requested From Representative	Requested By Company	Requested By Representative		
Begin typing for suggestions	First Name	Begin typing for suggestions	First Name		
Include Closed Requested From Co Search on single company;	Last Name	Include Closed Requested By Co Search on single company:	Last Name		
Initiated By	Description	Issue	Days Elapsed		
(Select)		(Select Issue)	From To		
Include Closed Staff:		(Select Sub-Issue) 🗸			
		(Select Sub-Issue2) 🗸			
CC Person	Request Security Level	Response Security Level	Response Description		
First Name	(Select) 🗸	(Select) 🗸			
Last Name					
Objection					
	Search	Clear			
	Resul	ts to Excel			

- 5) A list of data requests matching the search criteria will be displayed below the Search button.
- 6) To change the security on the initial data request, select the applicable request under the **Request No.** column.
- 7) To change the security on the data request response, select the **View** button beside the response.



Sea	Search Criteria - Submission No.: ER-2022-0337, 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											de
<u>Request</u>	<u>No.</u>	Submission No	Requested Date ~	<u>Due Date</u>	<u>Past Due</u> <u>Days Elapsed</u>	Response Date	Requested From <u>Company</u> <u>Representative</u>	Requested By <u>Company</u> <u>Representativ</u> Initiated By	<u>e</u> <u>Sub-l</u> <u>Sub-l</u>	<u>e</u> Issue Issue 2	Brief Description	
0604.0) List	ER-2022-0337	11/13/2024	11/20/2024	l No		MO PSC Staff (Oth Keevil, Jeff	Union Electric Company (Elec (Investor) Keenoy, Erin	tric) Exper Bad D	nse Debt Expense	Brief Description	
0603.0 Full DR + Respo) List ond	ER-2022-0337	11/13/2024	11/20/2024	l No	11/13/2024	Union Electric Company (Electric) (Investor) Best, Geri A.	MO PSC Staff Keevil, Jeff Bax, Alan	Other) Tariff Rate	lssue Design	Brief Description	
	Mat	ching Response I	.ist (1) 🔻									
			Response Date	Re	sponse Security		Response	Objections	Rationale	Created	d By	
	٥	View	11/13/2024	Pu	blic (DR)	I	Response			Keenoy	, Erin	

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 - ER-2022-0337 -	← Full DR List	🔒 Print	+ Copy	🖋 Update Security	O Help	
0604.0						

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 - ER-2022-0337	← Request Display	← Full DR List	🖶 Print 🌔	🖋 Update Security	O Help	
- 0003.0						

- 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	
Request Security Rationale	Check here to designate a Data Request as 'Highly Confidential' Public (DR) 300 character(s) left.	•



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 REQUIRE appropriate measures to ensurviewable, non-searchable and or pleading describing why the	MENTS: It is the sole respo re that all "confidential" info non-reversible. For case do at information qualifies for "d	nsibility of the person or entity submitting electronic files to take ormation is to the best of their knowledge, information and belief, non- cuments, when submitting "confidential" information, a cover sheet confidential treatment" is required.
Check here to des Confidential' if a M	ignate a document as 'Hig lotion for Protective Orde	phy Confidential'. Documents may only be designated as 'Highly r has been filed.
Name	Size	Security
Test Document 3.pdf Total: 1 file(s), 214.17 KB	214.17 KB	Public (DR)

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

Cancel	Submit
Cancel	Submit

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