



Increase Document Security for Data Requests

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.



- 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

Log in

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

OPTION 1

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



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



Increase Document Security for Data Requests

Case e-Filings & Search ▾
New Case e-Filing
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
SCO Internal Notes

- 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 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: <input type="text"/> To: <input type="text"/>	Case No. <input type="text" value="XX-2000-1234"/>	Related Submission No. <input type="text" value="XX-2000-0000"/>	Status <input type="text" value="(Select)"/> <input type="checkbox"/> Include only open or reopened cases:
Utility Type <input type="text" value="(Select)"/>	Company <input type="text" value="Begin typing for suggestions"/> <input type="checkbox"/> Include companies closed in EFIS: <input type="checkbox"/> Search on single company: <input type="checkbox"/> Search Subject Companies only:	Type of Case <input type="text" value="(Select)"/>	Type of Filing <input type="text" value="(Select)"/>

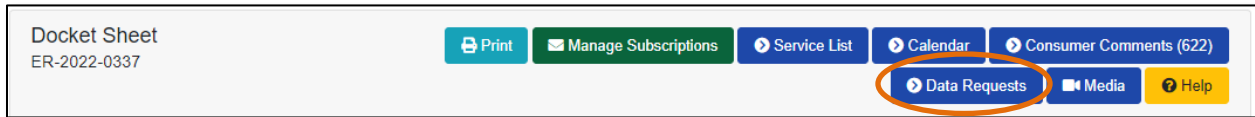
Title of Filing

Individual Filing Search



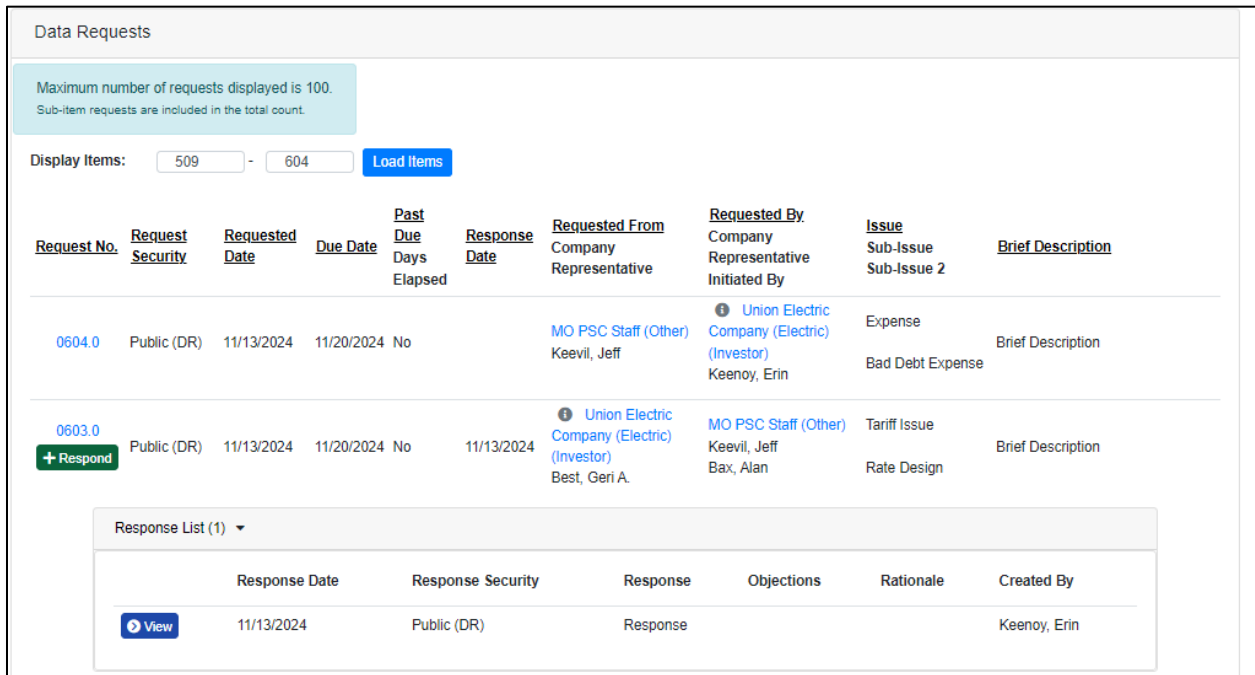
Increase Document Security for Data Requests

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

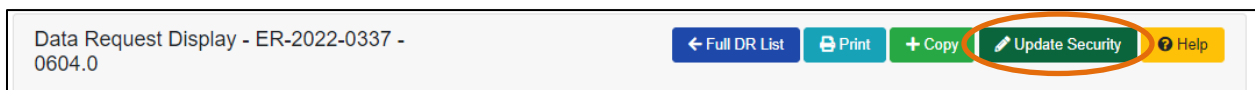


6) To change the security on the initial data request, select the applicable request under the **Request No.** column.

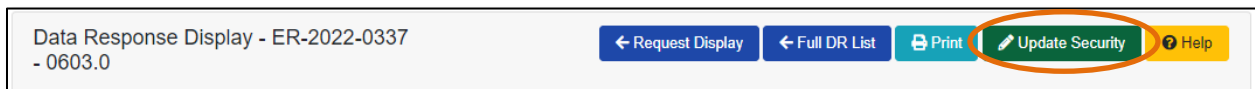
7) To change the security on the data request response, select the **View** button beside the response.



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.



Increase Document Security for Data Requests

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

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
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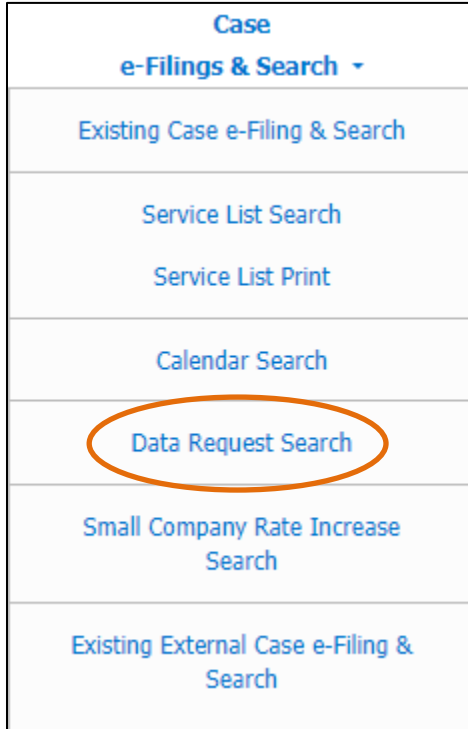
Increase Document Security for Data Requests

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 Request Search

Search Criteria ▾Help

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="text" value="(Select)"/>	Item No. <input type="text" value="From"/> <input type="text" value="To"/>	Case Status <input type="text" value="(Select)"/> <small>Include only open or reopened cases: <input checked="" type="checkbox"/></small>
Date Requested <input type="text" value="From"/> <input type="text" value="To"/>	Date Responded <input type="text" value="From"/> <input type="text" value="To"/> <small>Past Due: <input type="checkbox"/></small>	Response Received <input type="text" value="Both"/>	Utility Type <input type="text" value="(Select)"/>
Requested From Company <input type="text" value="Begin typing for suggestions"/> <small>Include Closed Requested From Co <input type="checkbox"/></small> <small>Search on single company: <input type="checkbox"/></small>	Requested From Representative <input type="text" value="First Name"/> <input type="text" value="Last Name"/>	Requested By Company <input type="text" value="Begin typing for suggestions"/> <small>Include Closed Requested By Co <input type="checkbox"/></small> <small>Search on single company: <input type="checkbox"/></small>	Requested By Representative <input type="text" value="First Name"/> <input type="text" value="Last Name"/>
Initiated By <input type="text" value="(Select)"/> <small>Include Closed Staff: <input type="checkbox"/></small>	Description <input type="text"/>	Issue <input type="text" value="(Select Issue)"/> <input type="text" value="(Select Sub-Issue)"/> <input type="text" value="(Select Sub-Issue2)"/>	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="text" value="(Select)"/>	Response Security Level <input type="text" value="(Select)"/>	Response Description <input type="text"/>
Objection <input type="text"/>			

- 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.



Increase Document Security for Data Requests

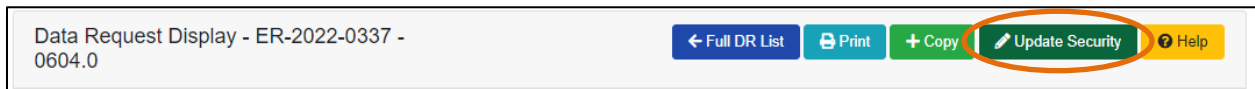
Search Criteria - Submission No.: ER-2022-0337, Include only open or reopened cases: Yes, Include Closed Requested From Co: No, Include Closed Requested By Co: No, Include Closed Staff: No, Response Received: Both, Past Due: No

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 Sub-Issue 2	Brief Description
0604.0 Full DR List	ER-2022-0337	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 Full DR List + Respond	ER-2022-0337	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

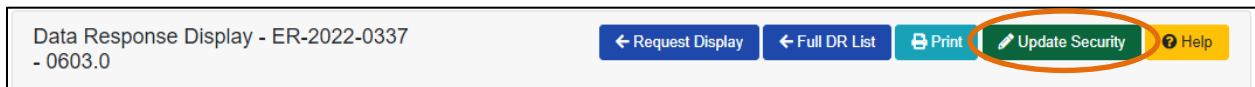
Matching Response List (1)

Response Date	Response Security	Response	Objections	Rationale	Created By
11/13/2024	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.



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.

Brief Description	Brief Description
Description	Description
	<input type="checkbox"/> Check here to designate a Data Request as 'Highly Confidential'
Request Security	Public (DR) ▼
Rationale	<input type="text"/>
	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 ▾

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

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