



Data Requests are discovery for cases and some non-case submissions in EFIS. Data requests submitted in EFIS must involve the PSC. This means if the PSC Staff issues a data request to an external party or if the external party issues a data request to the PSC will it be submitted in EFIS. Data requests submitted from external party to external party cannot be submitted in EFIS.

To submit a new data request in a Commission case:

*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.

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



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



|  |
|--|
| <b>Case</b>                                |
| <b>e-Filings &amp; Search ▾</b>            |
| New Case e-Filing                          |
| <b>Existing Case e-Filing &amp; Search</b> |
| Service List Search                        |
| Service List Print                         |
| Calendar Search                            |
| Data Request Search                        |
| Small Company Rate Increase Search         |

- 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.

|  |   |   |                                       |
|--|---|---|---------------------------------------|
| <b>Date Filed</b>  | <b>Case No.</b>   | <b>Related Submission No.</b>             | <b>Status</b>                         |
| From: <input type="text"/> To: <input type="text"/>                        | <input type="text" value="XX-2000-1234"/>   | <input type="text" value="XX-2000-0000"/> | <input type="text" value="(Select)"/> |
| <b>Utility Type</b>  | <b>Company</b>  | <b>Type of Case</b>                       | <b>Type of Filing</b>                 |
| <input type="text" value="(Select)"/>                                      | <input type="text" value="Begin typing for suggestions"/>   | <input type="text" value="(Select)"/>     | <input type="text" value="(Select)"/> |
| <b>Title of Filing</b>   | <input type="checkbox"/> Include companies closed in EFIS:<br><input type="checkbox"/> Search on single company:<br><input type="checkbox"/> Search Subject Companies only: |   |                                       |
| <input type="text"/>   | <input type="checkbox"/> Individual Filing Search   |   |                                       |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> |   |   |                                       |

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



Docket Sheet  
EA-2024-2503

[Print](#) [Subscribe Now](#) [Service List](#) [Calendar](#) [Consumer Comments \(0\)](#) [Data Requests](#) [Help](#)

**Status** Open (8/14/2023) [Status History](#)

**Utility Type** Electric

**Type of Case** Application for Certificate

**Subject Companies** [Electric Company Missouri \(Electric\) \(Investor\)](#)

11) Click on the **Add Request** button located at the top of the *Data Request Display* page.

Data Requests Display  
EA-2024-2503

[+ Add Request](#) [Print](#) [Help](#)

**Submission No.** EA-2024-2503 (Closed)

**Description** Application for Certificate of Service

**Subject Company** [Electric Company Missouri \(Electric\) \(Investor\)](#)

**Style of Case** In the Matter of the Application of Electric Company Missouri to Provide Electric Service in Missouri

**Data Request Contact Person** Professional User (Official Representative) - [Electric Company Missouri \(Electric\) \(Investor\)](#)

Data Requests

No items found or you do not have sufficient security rights to view those items.

12) The following fields will auto populate.

- a) **Submission No.**
- b) **Description**
- c) **Subject Company**
- d) **Style of Case**
- e) **Contact Person**
- f) **Due Date**

13) If the data request is a follow-up request to a previously issued data request, check the box labeled **Adding Sub Item No.:**. If the data request is not a follow-up, then skip to step 14.

Add Data Request

[← Full DR List](#) [Help](#)

Items with an orange left border ( ) are required.

**Submission No.** EA-2024-2503

**Description** Application for Certificate of Service

**Subject Company** [Electric Company Missouri \(Electric\) \(Investor\)](#)

**Style of Case** In the Matter of the Application of Electric Company Missouri to Provide Electric Service in Missouri

**Data Request Contact Person** Professional User (Official Representative) - [Electric Company Missouri \(Electric\) \(Investor\)](#)

**Adding Sub Item No.:**

- a) In the **Request No.** field, input the original data request number. *(Do not enter any sub numbers.)*



Adding Sub Item No:

Request No.

- 14) In the **Requested Date** field, the current date is auto populated, amend if necessary.
- 15) In the **Due Date** field, the date listed defaults to the due date according to the case calendar, amend if necessary.
- 16) In the **Issue** field, select the applicable issue from the drop-down list.

Requested Date

Due Date   
10 calendar days after Request Date [See All DR Calendar events](#)

Issue

- 17) In the **Sub-Issue** field, select the applicable sub-issue from the drop-down list, if any.
- 18) In the **Sub-Issue 2** field, select the applicable sub-issue 2 from the drop-down list.

Sub-Issue

Sub-Issue 2

- 19) In the *Requested From* section, complete the following:
  - a) The **Company** field will auto populate with 'MO PSC Staff'.
  - b) The **Person** field will auto populate with the MO PSC Staff's lead attorney for the case.

Requested From

Company

Person

- 20) In the *Requested By* section, complete the following:
  - a) In the **Company** field, select the applicable company from the drop-down list.
  - b) The **Person** field will auto populate to the user logged in at the time of submission.
  - c) In the **Email** field, select the applicable email address from the drop-down list.

Requested By

Company

Person

Email

- 21) In the **Brief Description** field, input a brief description of the data request.
- 22) In the **Description** field, input a description of the data request.



- 23) Check the box in front of **Check here to designate a Data Request as 'Highly Confidential'** if the data request is deemed highly confidential.
  - a) A protective order must be submitted and approved in the case before a data request can be labeled highly confidential.
- 24) In the **Request Security** field, select the security level of the data request from the drop-down list.
- 25) If the data request is 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.

The screenshot shows a form with the following fields and options:

- Brief Description:** A text input field with a character count of 750 character(s) left.
- Description:** A larger text input field with a character count of 8000 character(s) left.
- Request Security:** A dropdown menu currently showing "(Select)".
- Rationale:** A text input field with a character count of 300 character(s) left.
- Check here to designate a Data Request as 'Highly Confidential':** An unchecked checkbox.

- 26) In the **CC List** section, click the **Add New** button if another user needs to be copied in on the data request.

The screenshot shows a table with the header "CC List" and a green button labeled "+ Add New" centered below the table.

- 27) An **Add CC** pop-up message will be displayed. Complete the following:
  - a) In the **Company** field, select the applicable company from the drop-down list.
  - b) In the **Representative Type** field, select the type of representative from the drop-down list if the user needs to narrow their list for the next field.
  - c) In the **Person** field, select the applicable person from the drop-down list.



### Add CC ✕

Items with an orange left border ( ) are required.

**Company** MO PSC Staff (Other) ▼

**Representative Type** (Select) ▼

**Person** (Select) ▼

Submit Close

28) If additional users need to be copied in, click the **Add New** button and repeat the previous steps.

### CC List

|  | Company              | Person      | Email Address         |
|--|----------------------|-------------|-----------------------|
|  | MO PSC Staff (Other) | Aslin, Casi | casi.aslin@psc.mo.gov |

+ Add New

29) In the *Attachment* section, click the **Select File(s) to Upload** button to upload documents for the data request, if any.

### 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. Informal consumer complaints and accompanying attachments are automatically designated confidential. For case documents, when submitting "confidential" information, a **cover sheet or pleading** describing why that information qualifies for "confidential treatment" is required.

**Note:**

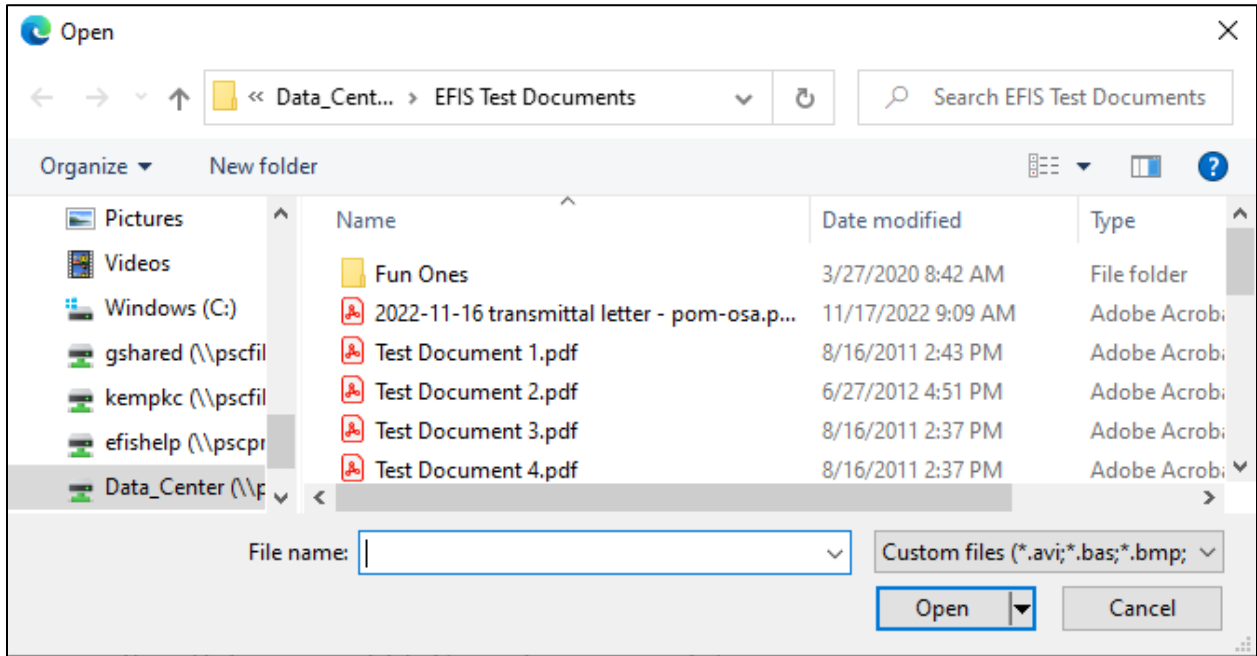
- Files must be uploaded individually or in batches. Each individual document upload or batch upload may not exceed 45 MB (45,000 KB).
- Password protected documents are not acceptable.
- Some file types are prohibited (examples: zip, exec, etc.).
- Folders cannot be uploaded.

Select File(s) to Upload

a) In the *Open Browser* window, select the document or documents to attach.



NOTE: Users can select multiple or batch documents by holding the Shift or Ctrl key and selecting the documents as long as the batch is not over 45 MB.



- b) After selecting the document(s), users must select the security level for each document by selecting the **Security** field beside each document.
  - i) If documents are deemed highly confidential, check the box above the document list labeled **Check her to designate a document...**
  - ii) If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.

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 1.pdf | 183.07 KB | (Select) |
|  | Test Document 2.pdf | 91.28 KB  | (Select) |

Total: 2 file(s), 274.34 KB

- 30) Click the **Save & Add Another** box is users have multiple data requests to issue for the same case or non-case submission.
  - a) Checking this box will auto populate certain fields according to the previous data request submission.
- 31) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



Save & Add Another:

32) Once submitted, a message will be displayed at the top of the screen letting the user know the submission was successfully added.

a) If the **Save & Add Another** check box was checked, then the user will be directed to the *Add Data Request* page.

Data Request 0001.0 was successfully added

Add Data Request

Items with an orange left border ( ) are required.

|                 |   |
|-----------------|---|
| Submission No.  | EA-2024-2503 (Closed)   |
| Description     | Application for Certificate of Service                          |
| Subject Company | <a href="#">Electric Company Missouri (Electric) (Investor)</a> |

b) If the **Save & Add Another** check box was not checked, then the user will be directed to the *Data Request Display* page for the submission.

Data Request 0002.0 was successfully added

Data Request Display - EA-2024-2503 - 0002.0

Request ▾

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