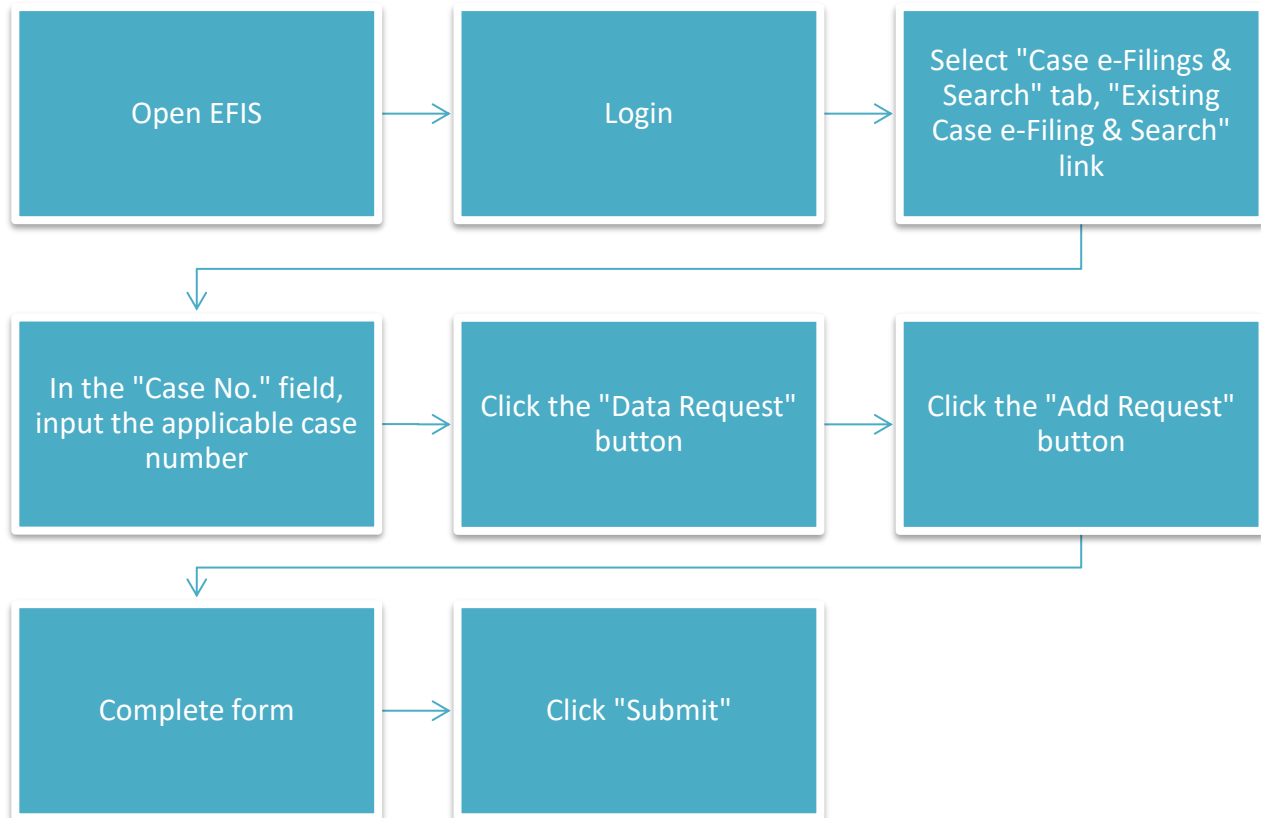


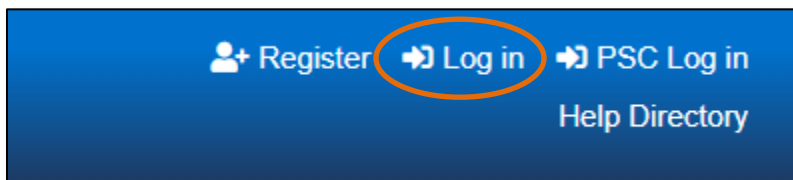


Data Requests are discovery for cases and some non-case submissions in EFIS. Data requests submitted in EFIS must involve the PSC. This means if the PSC Staff issues a data request to an external party or if the external party issues a data request to the PSC will it be submitted in EFIS. Data requests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

To submit a new data request in a Commission case:

AT-A-GLANCE:**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.

The screenshot shows a 'Login' form with a 'Help' button in the top right. It contains two input fields: 'Email Address' and 'Password'. Below the password field is a 'Log in' button. At the bottom, there are two links: 'Forgot your password?' and 'Register as a new user?'.

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

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



- 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.

The screenshot shows the 'Existing Case e-Filing & Search' form. It has a 'Search Criteria' dropdown and a 'Help' button. A light blue banner states: '"Parent" and "Doing Business As" companies will also be included when searching on a company.' The form contains several input fields: 'Date Filed' (From/To), 'Case No.' (with 'XX-2000-1234'), 'Related Submission No.' (with 'XX-2000-0000'), 'Status' (dropdown), 'Utility Type' (dropdown), 'Company' (text input with suggestions), 'Type of Case' (dropdown), 'Type of Filing' (dropdown), and 'Title of Filing' (text input). There are checkboxes for 'Include companies closed in EFIS:', 'Search on single company:', and 'Search Subject Companies only:'. An 'Individual Filing Search' checkbox is at the bottom. At the bottom are 'Search' and 'Clear' buttons.

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

The screenshot shows the header bar of the 'Docket Sheet' page. It contains the text 'Docket Sheet' and 'EA-2025-0312'. To the right are several buttons: 'Print', 'Subscribe Now', 'Service List', 'Calendar', 'Comments (0)', 'Data Requests' (circled in orange), 'Media', and 'Help'.



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

Data Requests Display
EA-2025-0312

+ Add Request Print Help

- 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-2025-0312

Description Application for Certificate of Service

Subject Company Electric Company Missouri (Electric) (Independent Power Producer)

Style of Case In the Matter of Electric Company Missouri for Authority to Provide Electric Service in Missouri

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 **Due Date** field, the date listed defaults to the due date according to the case calendar, amend if necessary.

- 15) In the **Issue** field, select the applicable issue from the drop-down list.

Due Date 6/5/2025
20 calendar days after Request Date

Issue (Select)

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

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

**New Data Request**

Sub-Issue	(Select) ▼
Sub-Issue 2	(Select) ▼

18) In the *Requested From* section, complete the following:

- The **Company** field will auto populate with 'MO PSC Staff'.
- The **Person** field will auto populate with the MO PSC Staff's lead attorney for the case.

Requested From	
Company	MO PSC Staff (Other)
Representative	(Select) ▼

19) In the *Requested By* section, complete the following:

- In the **Company** field, select the applicable company from the drop-down list.
- The **Person** field will auto populate to the user logged in at the time of submission.
- In the **Email** field, select the applicable email address from the drop-down list.

Requested By	
Company	(Select Company) ▼
Representative	Professional Account
Email	proaccount@gmail.com ▼

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

21) In the **Description** field, input a description of the data request.

22) 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 protective order must be submitted and approved in the case before a data request can be labeled highly confidential.

23) In the **Request Security** field, select the security level of the data request from the drop-down list.

24) 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.



Brief Description

750 character(s) left.

Description

8000 character(s) left.

☐ Check here to designate a Data Request as 'Highly Confidential'

Request Security

(Select)

Rationale

300 character(s) left.

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

CC List

+ Add New

- 26) An *Add CC* pop-up message will be displayed. Complete the following:
- In the **Company** field, select the applicable company from the drop-down list.
 - 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.
 - 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

27) 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

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

Attachments

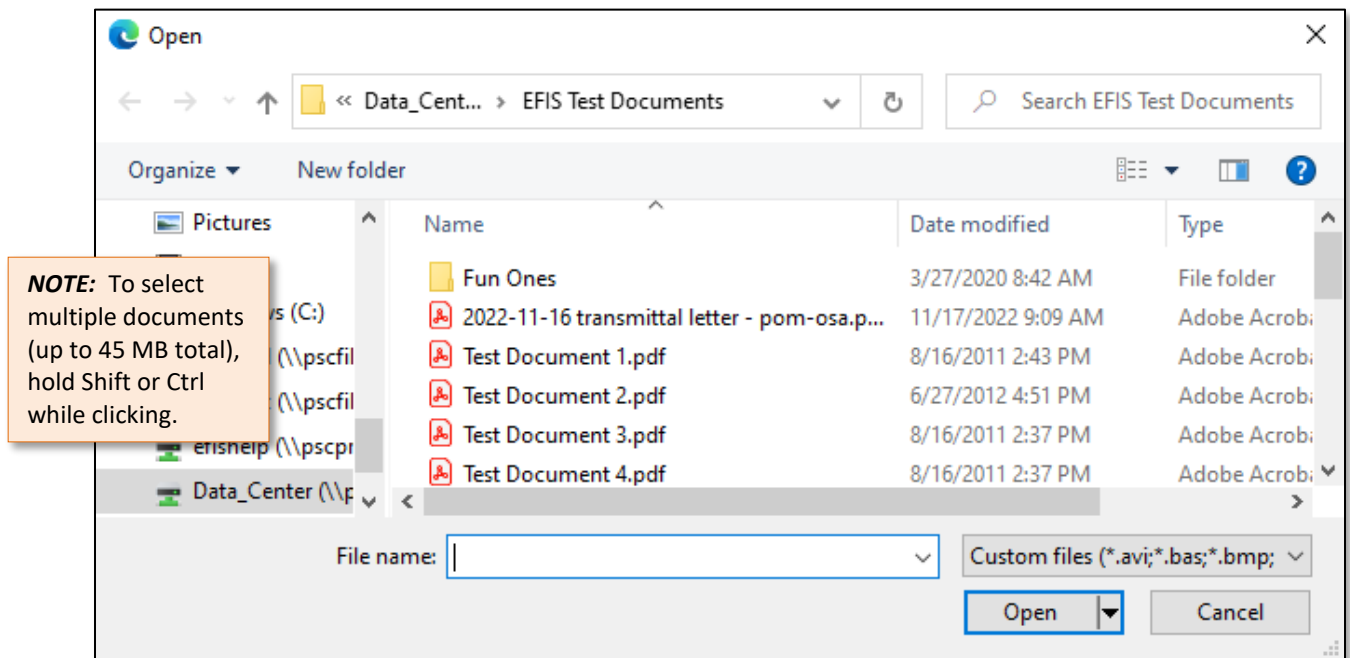
DISCLAIMER AND REQUIREMENTS: It is the sole responsibility of the person or entity submitting electronic files to take appropriate measures to ensure that all "confidential" information is to the best of their knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal 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.



- 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 here 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.

<input type="checkbox"/>	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			

- 29) 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.
- 30) 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: <input type="checkbox"/>
<div>Submit</div> <div>Clear</div>



- 31) 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 0007.0 was successfully added

Add Data Request

← Full DR List

Help

Items with an orange left border () are required.

Submission No.	EA-2025-0312
Description	Application for Certificate of Service
Subject Company	Electric Company Missouri (Electric) (Independent Power Producer)

- 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.
- c) The submitter can increase the document's security level within 14 calendar days by clicking the **Update Security** button.

NOTE: Submitters can only increase a document's security level—they cannot lower it. For example, a document labeled as *Public* can be changed to *Confidential*, but to downgrade a *Confidential* document to *Public*, the submitter must contact the Data Center.

Data Request 0006.0 was successfully added

Data Request Display - EA-2025-0312 - 0006.0

← Full DR List

Print

+ Copy

Update Security

Help

Request ▾

Submission No.	EA-2025-0312
Description	Application for Certificate of Service
Subject Company	Electric Company Missouri (Electric) (Independent Power Producer)

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