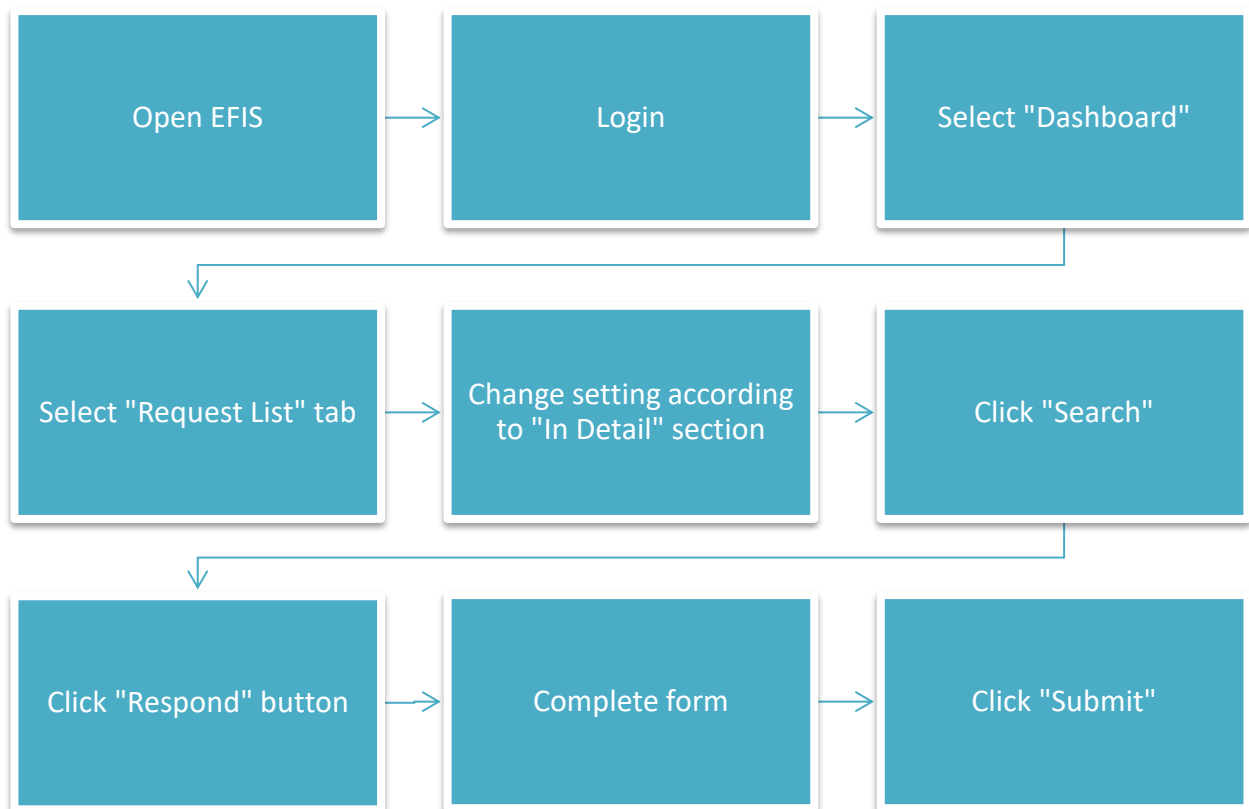Data Requests are discovery for cases and some non-case submissions in EFIS. Data requests submitted in EFIS must involve the PSC. This means if the PSC Staff issues a data request to an external party or if the external party issues a data request to the PSC will it be submitted in EFIS. Data requests submitted from external party to external party cannot be submitted in EFIS.
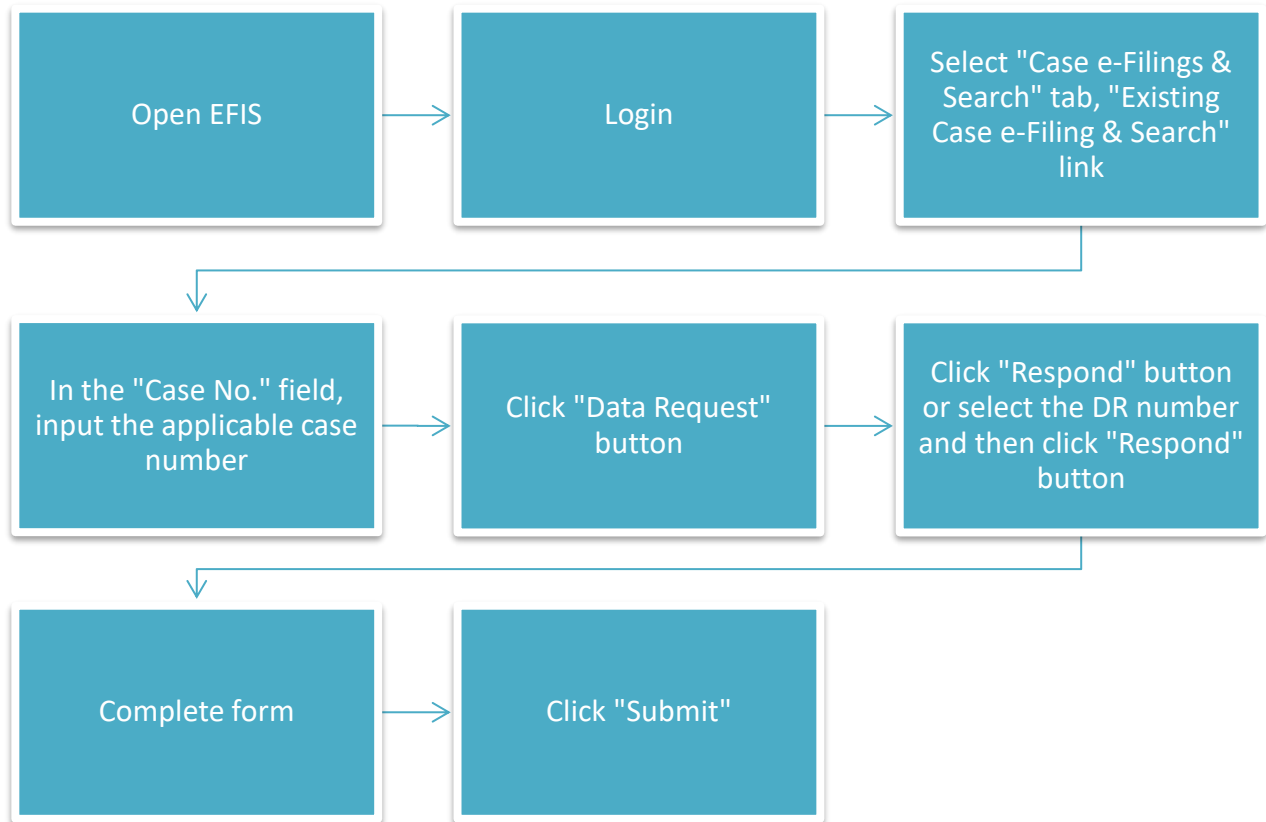
To respond to a data request in a Commission case, the professional account user must an approved representative of the company to which the data request was issued and must meet **one** of the following criteria:

- Requested From Representative
- Attorney on the certified service list
- Case Consultant on the subscriber service list with data request security rights
- One of the following representative types
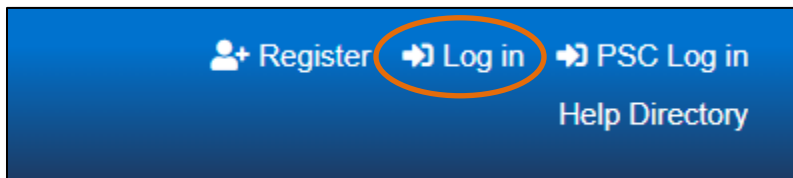 o Data Request
  o In-House Attorney

AT-A-GLANCE:

OPTION 1

Open EFIS → Login → Select "Dashboard"

Select "Request List" tab → Change setting according to "In Detail" section → Click "Search"

Click "Respond" button → Complete form → Click "Submit"

```
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────────┐
│                 │      │                 │      │ Select "Case e-Filings & │
│   Open EFIS     │ ───> │     Login       │ ───> │ Search" tab, "Existing │
│                 │      │                 │      │ Case e-Filing & Search" │
│                 │      │                 │      │        link          │
└─────────────────┘      └─────────────────┘      └──────────────────────┘
                                                              │
                                                              ▼
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────────┐
│ In the "Case No." field,│    │                 │    │ Click "Respond" button │
│ input the applicable case│ <──│ Click "Data Request" │ <── │ or select the DR number │
│      number     │      │     button      │      │ and then click "Respond" │
│                 │      │                 │      │       button         │
└─────────────────┘      └─────────────────┘      └──────────────────────┘
        │
        ▼
┌─────────────────┐      ┌─────────────────┐
│                 │      │                 │
│  Complete form  │ ───> │ Click "Submit"  │
│                 │      │                 │
└─────────────────┘      └─────────────────┘
```

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.

OPTION 1

1) Once logged in, users are always directed to their *Dashboard*.
   a) If the user isn't directed to their Dashboard, select the **Dashboard** link located in the *Header Links* in the upper, right-hand corner.
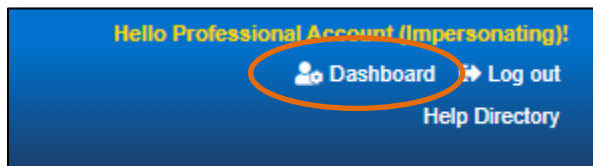
2) On the *Dashboard* page, go to the 'Request List' tab.
3) For the **Request Type**, the radio button must be set to **Data Requests (for Case, Non-Case, Tariff or Small Rate Case)**

4) The **Requested From** field should be set to the user's name.
   a) If the user is the Requested From Representative, ensure the user's name is listed in the second drop-down list field.

   b) If the user is not the Requested From Representative, but is one of the other listed roles, remove the user's name from the second drop-down so it displays "(Select Person)". Then, choose the appropriate company from the first drop-down, which should default to "(Select Company)".

5) Input additional search criteria, if needed.
6) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

7) A list of requests matching the search criteria will be displayed below the Search button.
8) Click the **Respond** button beside the applicable request.

9) The following fields will auto populate on the *Add Data Response* page.
   a) **Submission No.**
   b) **Request No.**
   c) **Requested Date**
   d) **Due Date**
   e) **Issue**
   f) **Requested From**
   g) **Requested By**
   h) **Brief Description**
   i) **Description**
   j) **Request Security**

10) In the **Response** field, input the response.
11) In the **Objections** field, input the objection, if any.
12) 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.
13) In the **Request Security** field, select the security level of the data request from the drop-down list.
14) 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.

Response
(Required if no objections)

8000 character(s) left.

Objections
If requesting an objection, please provide
the cite for the objections and rationale

2500 character(s) left.

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

Response Security   (Select) ⌄

Rationale

300 character(s) left.

15) 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

16) 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.

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

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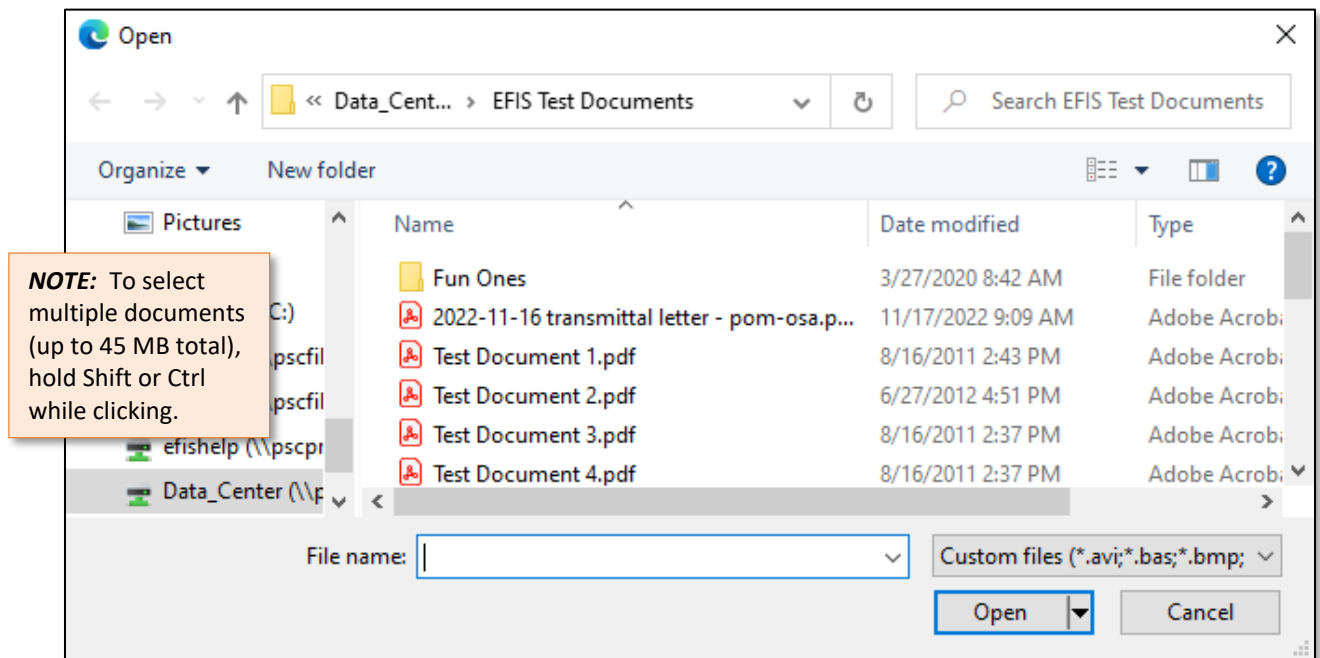

a) In the *Open Browser* window, select the document or documents to attach.

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 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.

	Name	Size	Security	
🗑	Test Document 1.pdf	183.07 KB	(Select)	⌄
🗑	Test Document 2.pdf	91.28 KB	(Select)	⌄

☐ 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.

Total: 2 file(s), 274.34 KB

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

20) Once submitted, a message will be displayed at the top of the *Data Response Display* page letting the user know the response was successfully added.

21) 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 Response successfully added.

Data Response Display - EA-2025-0312 - 0002.0   ← Request Display ← Full DR List 🖶 Print ✎ Update Security ❓ Help

OPTION 2

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

Case e-Filings & Search ▾

New Case e-Filing

Existing Case e-Filing & Search

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.

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	Case No.	Related Submission No.	Status
From To	XX-2000-1234	XX-2000-0000	(Select)
			Include only open or reopened cases: ☐

Utility Type	Company	Type of Case	Type of Filing
(Select)	Begin typing for suggestions	(Select)	(Select)
	Include companies closed in EFIS: ☐		
	Search on single company: ☐		
	Search Subject Companies only: ☐		

Title of Filing

Individual Filing Search ☐

Search   Clear

5) In the **Case No.** field, input and select the applicable case number.
6) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

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

8) Click on the **Respond** button located below the request number on *Data Request Display* page under the *Data Requests* section.

OR

Select the **Request No.** link for the data request the user is responding to. Then click the **Respond** button at the top, right-hand corner of the *Data Request Display* page.

9) The following fields will auto populate on the *Add Data Response* page.
   a) **Submission No.**
   b) **Request No.**
   c) **Requested Date**

    d) **Due Date**
    e) **Issue**
    f) **Requested From**
    g) **Requested By**
    h) **Brief Description**
    i) **Description**
    j) **Request Security**

Add Data Response
EA-2025-0312 - 0002.0

Request Summary ▾

Submission No.	EA-2025-0312
Request No.	0002.0
Requested Date	5/16/2025
Due Date	6/5/2025
Issue	Expense
	Information Technology
Requested From	Electric Company Missouri (Electric) (Independent Power Producer) Professional Account (proaccount@gmail.com)
Requested By	MO PSC Staff (Other) Mark Johnson (mark.johnson@psc.mo.gov) David Buttig (david.buttig@psc.mo.gov)
Brief Description	Information Technology
Description	See attached
Request Security	Public (DR)

10) In the **Response** field, input the response.
11) In the **Objections** field, input the objection, if any.
12) 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.
13) In the **Request Security** field, select the security level of the data request from the drop-down list.
14) 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.

Response (Required if no objections)	
	8000 character(s) left.
Objections If requesting an objection, please provide the cite for the objections and rationale	
	2500 character(s) left.
	☐ Check here to designate a Data Request as 'Highly Confidential'
Response Security	(Select) ⌄
Rationale	
	300 character(s) left.

15) 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

16) 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

17) 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

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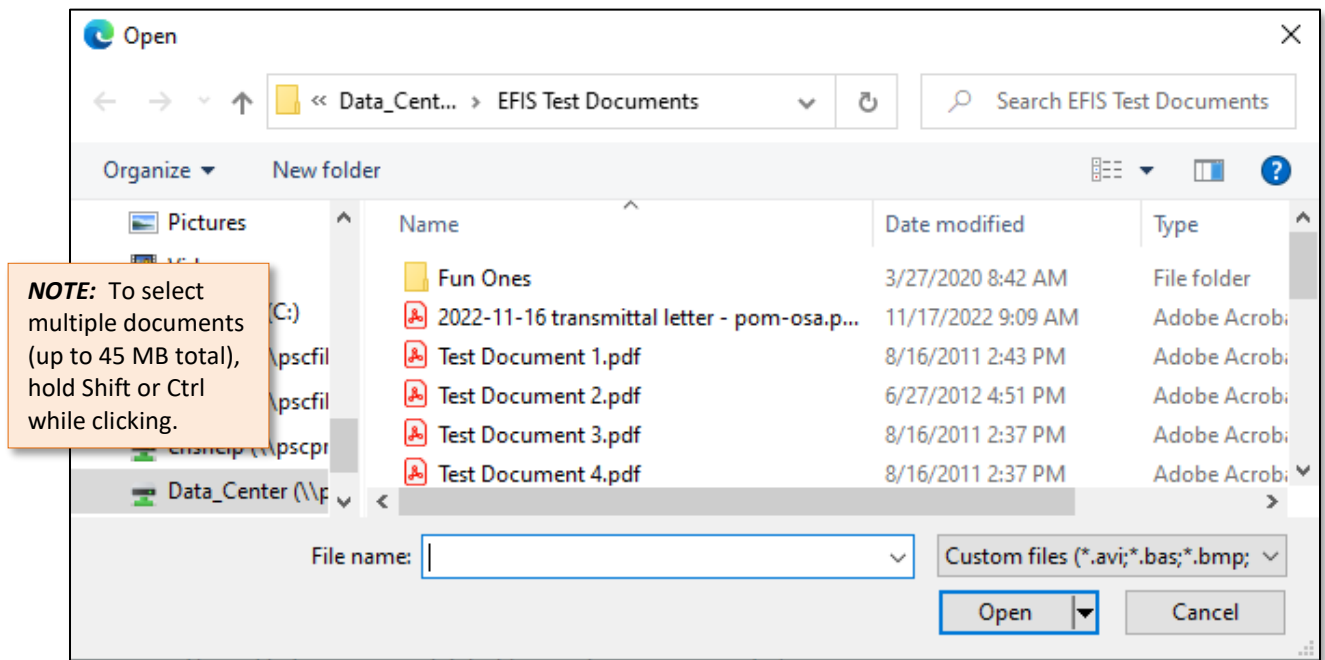
Attachments

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 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.

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

20) Once submitted, a message will be displayed at the top of the *Data Response Display* page letting the user know the response was successfully added.

21) 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 Response successfully added.

Data Response Display - EA-2025-0312 - 0002.0   ← Request Display   ← Full DR List   🖶 Print   ✎ Update Security   ❷ Help

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