

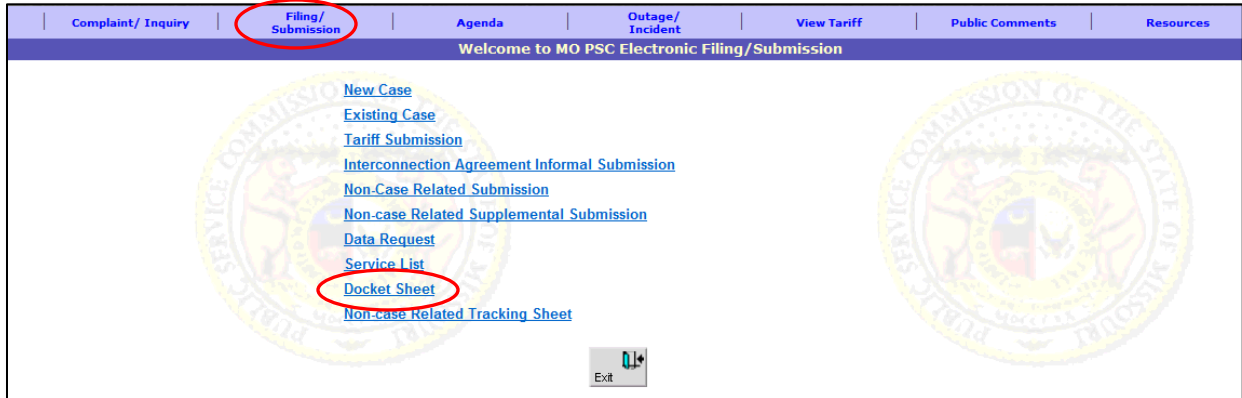
Missouri Public Service Commission

EFIS – Increase Document Security for Case Document(s)

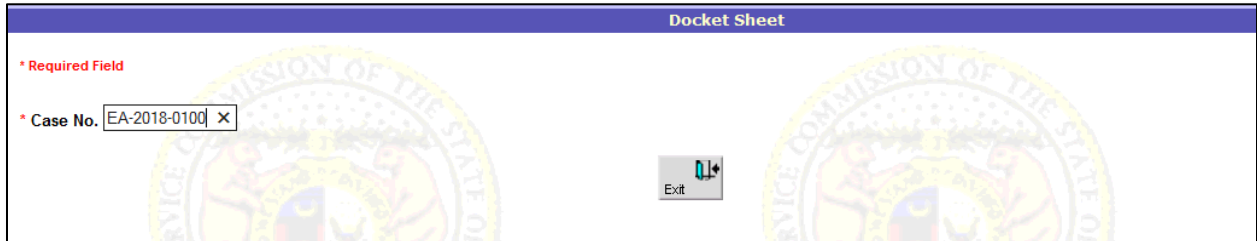
If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks (fourteen calendar days) after the document is submitted.

To increase the security setting on a document filed in a case:

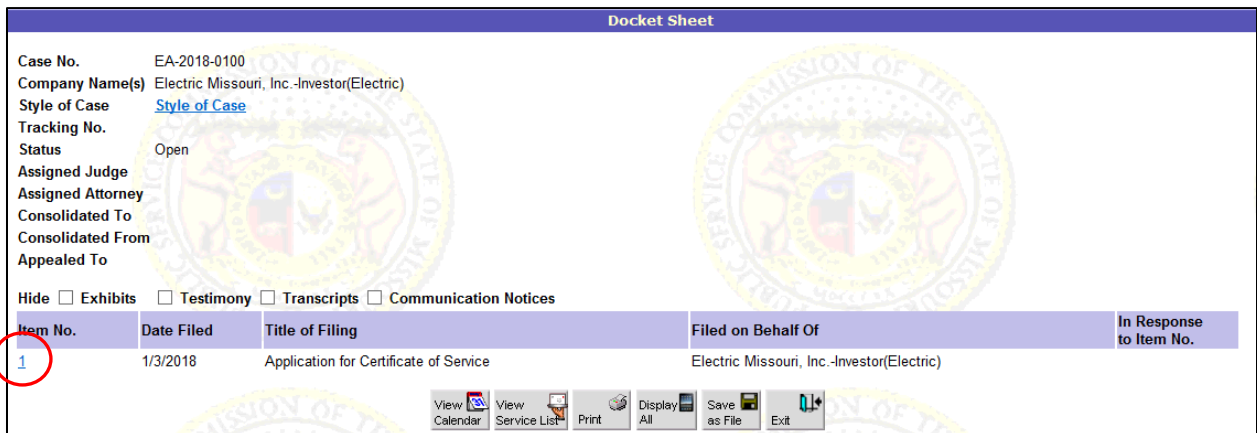
1. Log on to EFIS.
2. From the *Welcome* screen, click the **'Filing/Submission'** menu option.
3. Select the **'Docket Sheet'** link to continue to the *Docket Sheet* screen.



4. In the **'Case No.'** field, input the applicable case number to open the docket sheet.



5. Under the **'Item No.'** column heading, select the item number link which needs to have the security amended.



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On the left-hand side (Attachment Window) of the 'Electronic Document – Internet Explorer' screen, a list of documents along with the current security setting icons will be displayed. If the user is authorized to increase the security level of the document, there will be additional icon(s) displayed beside the document link.

6. In the 'Attachment Window', click the appropriate security level icon to change the security setting of that document.

Note: For each document filed in EFIS, the system automatically creates a 'submission summary' page using the information entered by the user. The security level of this submission summary page is always public and cannot be changed.

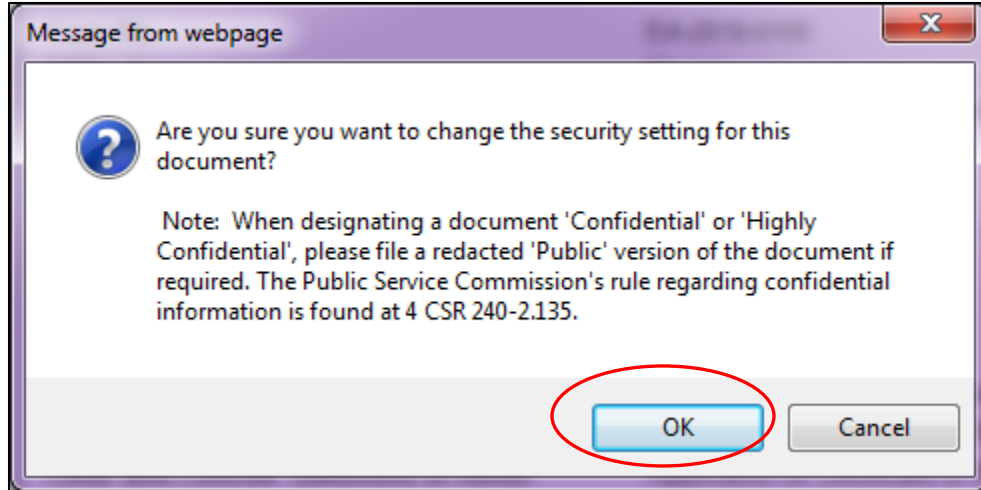
The screenshot displays the 'Electronic Document - Internet Explorer' window. The left sidebar, titled 'Select A Document', contains instructions on how to change security settings and a legend: HC = Highly Confidential, C = Confidential, P = Public. Below the legend, there are two document entries: 'Application (Submission Summary)' with a 'P' icon, and 'test.doc.pdf' with a 'P' icon. The 'test.doc.pdf' entry is circled in red, and a red dashed box labeled 'Attachment Window' is positioned below it. The main content area, titled 'Missouri Public Service Commission', shows 'New Case Filing' details for Case No. EA-2018-0100. The details include Utility Type (Electric), Filing on Behalf of (Electric Missouri, Inc.-Investor(Electric)), Type of Case (Application for Certificate), and Type of Filing (Application). Below this, there are sections for 'Related case and/or tracking numbers', 'Service Area', 'Type of Service Offered', 'Style of Case', 'Title of Service/Submission', 'Clear and Concise Statement of Relief', and 'Cite for Commission Authority'. A 'Data Request Contact Person' section lists John Doe with email john.doe@electricmo.com and a filing date of 1/3/2018 3:39:14 PM. A red dashed box labeled 'Document View Window' is positioned to the right of the contact information.

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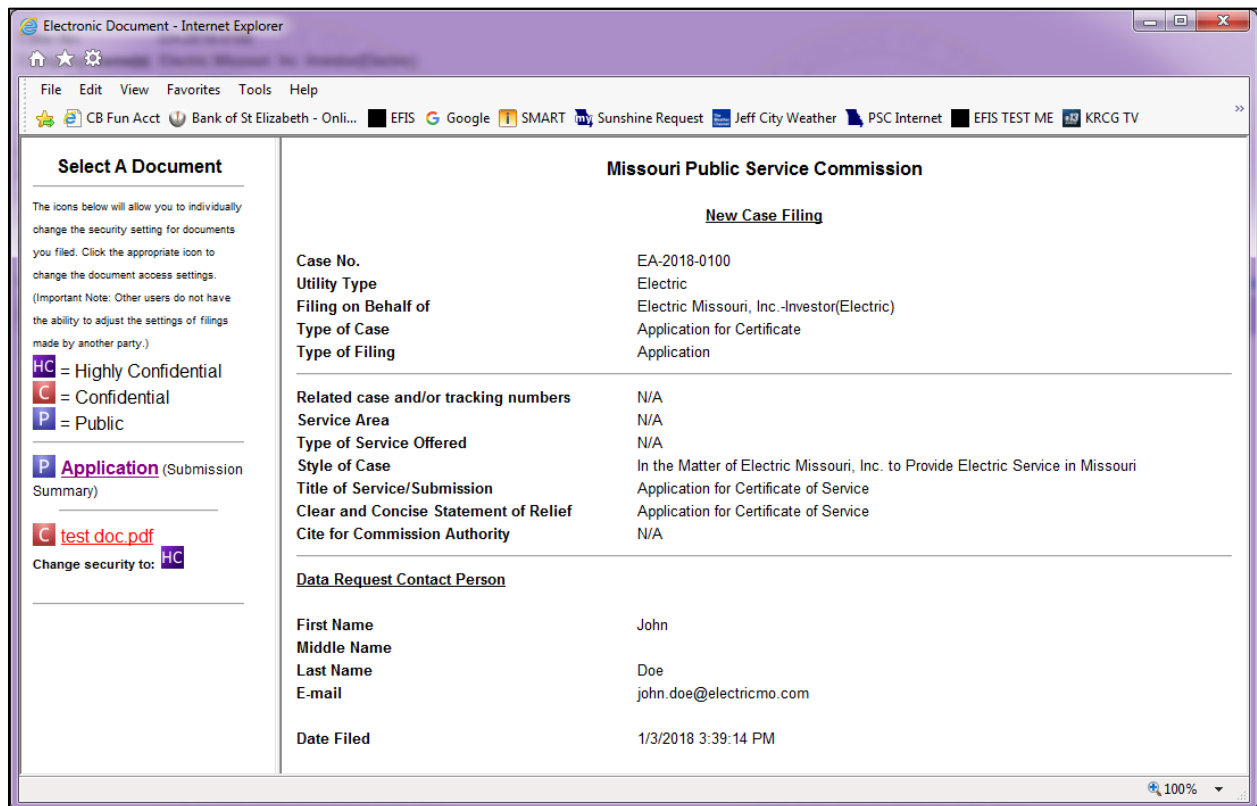
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A confirmation message will be displayed. As noted in the prompt, the user may be required to file a redacted Public version of the document.

7. Click the **'OK'** button to confirm or the **'Cancel'** button to cancel the security level change.



After confirming the changes, the 'Attachment Window' will display the updated security level change. There will also be an e-mail notification sent to all parties to the case of the change.



For additional assistance or to lower the security level of the document, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.