

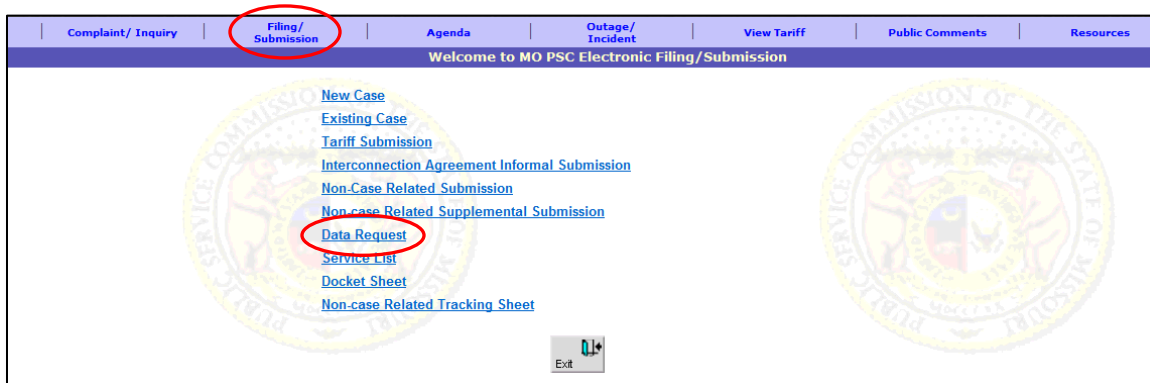
Missouri Public Service Commission

EFIS – Increase Document Security for Data Requests/Responses

If the data request or response document is submitted with an incorrect security setting, the user who made the submission has the ability to increase the security level. This function will only be available for two weeks, fourteen calendar days, after the document is submitted. Only Missouri Public Service Commission Staff and individuals involved with the data requests or responses that have been granted specific authorization are able to view these documents.

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 **'Data Request'** link to continue to the *Data Requests* screen.



4. Select the **'Search'** link to continue to the *Data Request Search* screen.



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5. Check the box in front of **'Case/Submission Tracking No.'**
6. In the **'Case/Submission Tracking No.'** field, input the applicable case number.
7. Check the box and input or select from the drop-down list any other applicable search criteria to narrow the search results.
8. Click the **'Search'** button.

Data Request Search

From Date To Date (Limited to 12 months)

Select maximum any 5 criteria

Case/Submission Tracking No.

Utility Type

Case Type

Company Name

DR Issue

Sub Issue 1

Sub Issue 2

Requested From

Requested By

Description

DR No. From: To:

Select the following with Case No.

Response Greater than 21 days

No Response Past Due Date

9. Under the **'DR No.'** column heading, select the data request number link which needs to have the security amended.

Data Request Search Result

DR No.	Company Name	Requested By	Requested From	Issue	Brief Description	Date Requested	Date Responded	Priority	Days Elapsed	Obj. Noted
Case/Tracking No.		EA-2018-0100								
Case Style		In the Matter of Electric Missouri, Inc. to Provide Electric Service in Missouri								
0001	Electric Missouri, Inc.- Investor(Electric)	Kevin Thompson	John Doe	Expense Operations Maintenance	Maintenance Fee	1/3/2018	1/23/2018		0	

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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.

10. 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. Unlike other EFIS submissions where the security level of the submission summary page is automatically public and cannot be changed, the individual submitting the data request or response selects the security level for the data request or response. That security level on the submission summary page cannot be changed through this process.

The screenshot displays the 'Electronic Document - Internet Explorer' window. The left sidebar, titled 'Select A Document', lists documents with their security levels. The 'test doc.pdf' document is highlighted with a red circle, and its security level is shown as 'Public' (P). Below it, the 'test letter document.pdf' is shown with a 'Confidential' (C) icon. A red dashed box labeled 'Attachment Window' is positioned at the bottom left of the sidebar.

The main content area, titled 'Missouri Public Service Commission', shows a 'Data Request' summary for 'Data Request No. 0001'. The summary includes the following details:

Data Request No.	0001
Company Name	Electric Missouri, Inc.-Investor(Electric)
Case/Tracking No.	EA-2018-0100
Date Requested	1/3/2018
Issue	Expense - Operations - Maintenance
Requested From	John Doe
Requested By	Kevin Thompson
Brief Description	Maintenance Fee
See Attachment	
Description	See Attachment
Due Date	1/23/2018

A red dashed box labeled 'Document View Window' is positioned to the right of the data request summary. Below the summary, there is a paragraph of text stating: 'The attached information provided to Missouri Public Service Commission Staff in response to the above data information request is accurate and complete, and contains no material misrepresentations or omissions, based upon present facts of which the undersigned has knowledge, information or belief. The undersigned agrees to immediately inform the Missouri Public Service Commission Staff if, during the pendency of Case No. EA-2018-0100 before the Commission, any matters are discovered which would materially affect the accuracy or completeness of the attached information.'

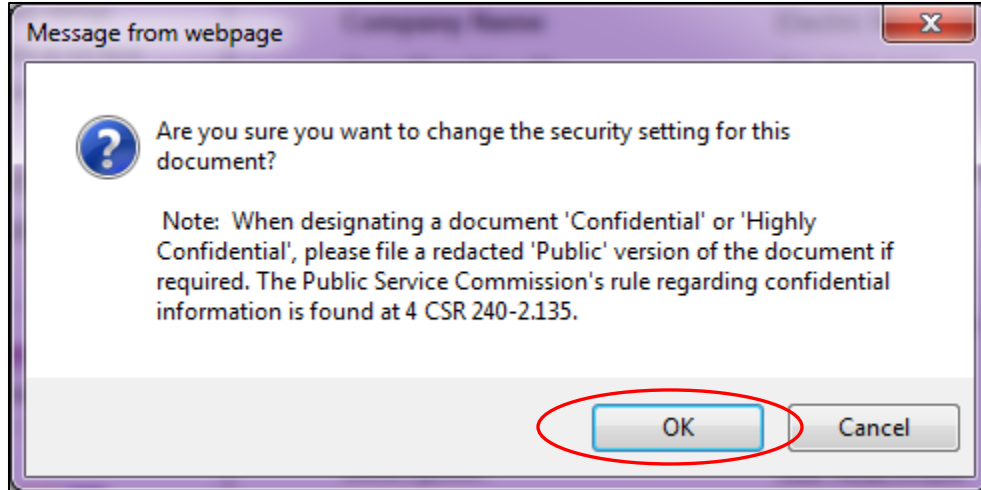
Below this paragraph, there is another paragraph of text: 'If these data are voluminous, please (1) identify the relevant documents and their location (2) make arrangements with requestor to have documents available for inspection in the Electric Missouri, Inc.-Investor(Electric) office, or other location mutually agreeable. Where identification of a document is requested, briefly describe the document (e.g. book, letter, memorandum, report) and state the following information as applicable for the particular document: name, title number, author, date of publication and publisher, addresses, date written, and the name and address of the person(s) having possession of the document. As used in this data request the term "document(s)" includes publication of any format, workpapers, letters, memoranda, notes, reports, analyses, computer analyses, test results, studies or data, recordings, transcriptions and printed, typed or written materials of every kind in your possession, custody or control or within your knowledge. The pronoun "you" or "your" refers to Electric Missouri, Inc.-Investor(Electric) and its employees, contractors, agents or others employed by or acting in its behalf.'

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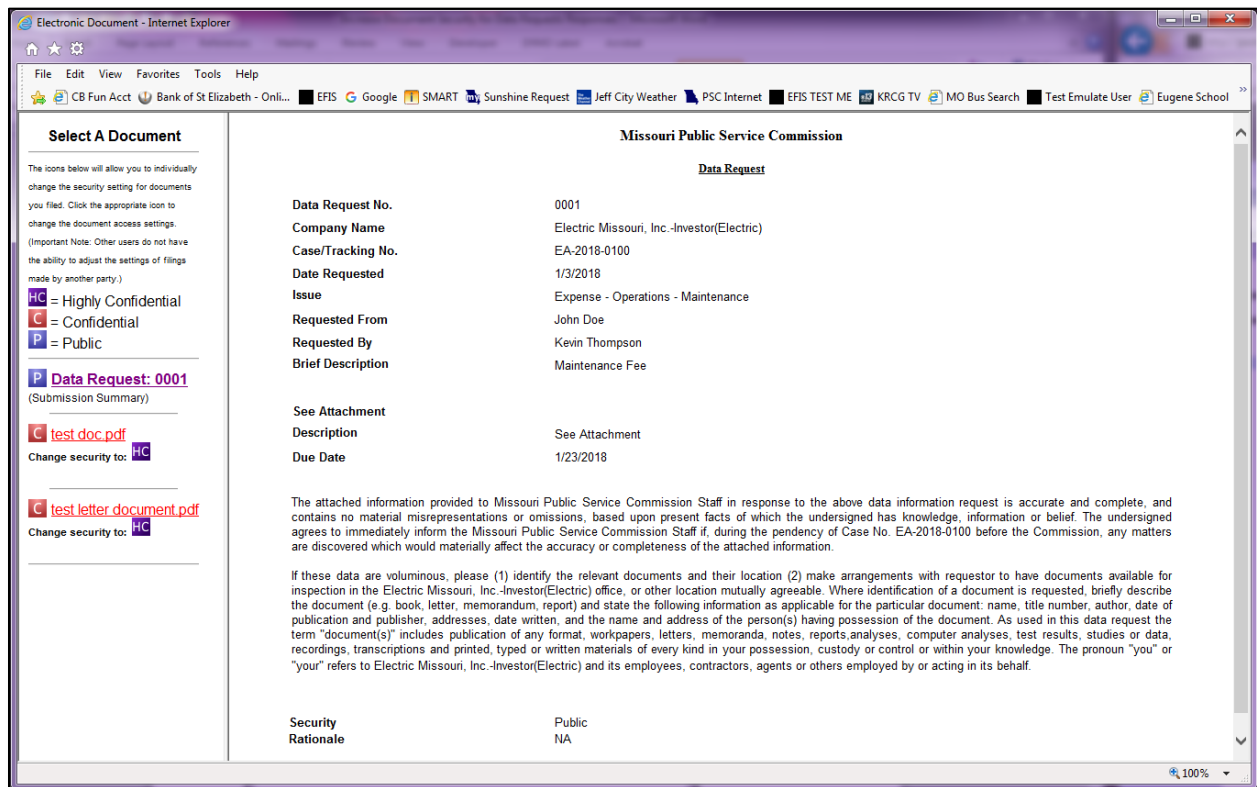
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A confirmation message will be displayed. As noted in the prompt, the user may be required to file a redacted Public version of the document.

11. 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 PSC Staff 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.