

Missouri Public Service Commission

EFIS – View Data Requests & Data Request Responses

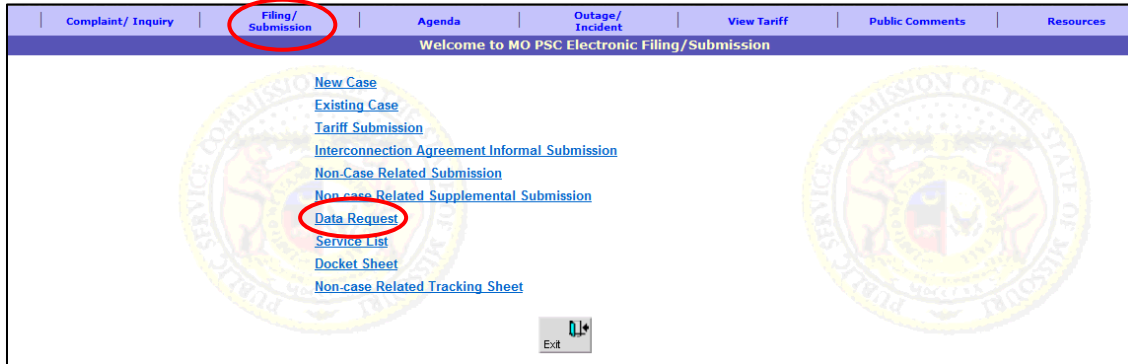
Data Requests and Data Request Responses can be viewed by the groups and individuals listed below.

1. Public Service Commission (PSC) Staff
2. Office of the Public Counsel (OPC) Staff
3. The individual who generated the Data Request
4. The individual who the Request was sent to
5. Any individuals who were copied on the request
6. Attorneys on the certified service list for the case
7. Anyone listed as a Data Request Contact for the company

To view a Data Request or a Data Request Response from EFIS, the user must log on to EFIS.

Viewing Option 1 – Viewing Data Requests from the Data Request Log

1. From the Welcome screen, click the **'Filing/Submission'** menu option
2. Select the **'Data Request'** link to continue to the *Data Requests* screen.



3. From the 'Data Requests' screen, select the **'Search'** link to continue to the *Data Request Search* screen.



Missouri Public Service Commission

EFIS – View Data Requests & Data Request Responses

On the *Data Request Search* screen, complete the following steps.

4. Select the check box in front of the criteria needed and input or select from the drop-down lists the criteria.
 - *The user can select up to 5 criteria to search. Enter as much criteria as possible to narrow the search.*

5. Click the 'Search' button.

Data Request Search

From Date To Date (Limited to 12 months)

Select maximum any 5 criteria

Case/Submission Tracking No. EA-2018-0100

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

6. Select and click the 'DR No.' to open the *Electronic Document* window.
 - *The Electronic Document window must be expanded for viewing.*

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	1/3/2018 4:13:14 PM	1/23/2018	0	

Missouri Public Service Commission

EFIS – View Data Requests & Data Request Responses

On the *Electronic Document* screen:

7. A split screen window will open.
8. The right side of the window is called the Submission Summary page. All case filings with the exception of Commission Orders and Notices will have a submission summary page. The submission summary page is a summary of the submission details. It displays the information that was inputted into the submission screen. The submission summary page also captures the date and time the submission was filed into EFIS.
9. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
10. The security designation for the document will be displayed to the left or in front of the document's filename.
 - *The document names are determined by the filers. The system does not name the documents.*
11. To view a document, click the document link.
12. Depending on the user's browser settings, the document may open in a new window or in the window where the Submission Summary page had previously been displayed.
13. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as...'.
 - *The document names are determined by the filers. The system does not name the documents.*
14. For Commission Orders and Notices, the document will open without a submission summary.
15. The user who made the submission has the ability to change the security level of a document to a higher security level within 14 days of the submission. Security levels can only be increased. After 14 days, security changes can only be made by the Data Center or Helpdesk. To update the security level, click the appropriate icon next to the 'Change security to:' option displayed below the document link.

<p>Select A Document</p> <p>The icons below will allow you to individually change the security setting for documents you filed. Click the appropriate icon to change the document access settings. (Important Note: Other users do not have the ability to adjust the settings of filings made by another party.)</p> <p>HC = Highly Confidential C = Confidential P = Public</p> <hr/> <p>P Data Request: 0001 (Submission Summary)</p> <hr/> <p>C test doc.pdf Change security to: HC</p> <hr/> <p>C test letter document.pdf Change security to: HC</p> <hr/> <p>P Response - 1/3/2018 4:14:07 PM (Submission Summary)</p> <hr/> <p>HC test doc.pdf</p>	<p style="text-align: center;">Missouri Public Service Commission</p> <p style="text-align: center;"><u>Data Request</u></p> <table style="width: 100%; border: none;"> <tr><td>Data Request No.</td><td>0001</td></tr> <tr><td>Company Name</td><td>Electric Missouri, Inc.-Investor(Electric)</td></tr> <tr><td>Case/Tracking No.</td><td>EA-2018-0100</td></tr> <tr><td>Date Requested</td><td>1/3/2018</td></tr> <tr><td>Issue</td><td>Expense - Operations - Maintenance</td></tr> <tr><td>Requested From</td><td>John Doe</td></tr> <tr><td>Requested By</td><td>Kevin Thompson</td></tr> <tr><td>Brief Description</td><td>Maintenance Fee</td></tr> </table> <p>See Attachment</p> <table style="width: 100%; border: none;"> <tr><td>Description</td><td>See Attachment</td></tr> <tr><td>Due Date</td><td>1/23/2018</td></tr> </table> <p>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.</p> <p>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.</p>	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	Description	See Attachment	Due Date	1/23/2018
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Missouri Public Service Commission

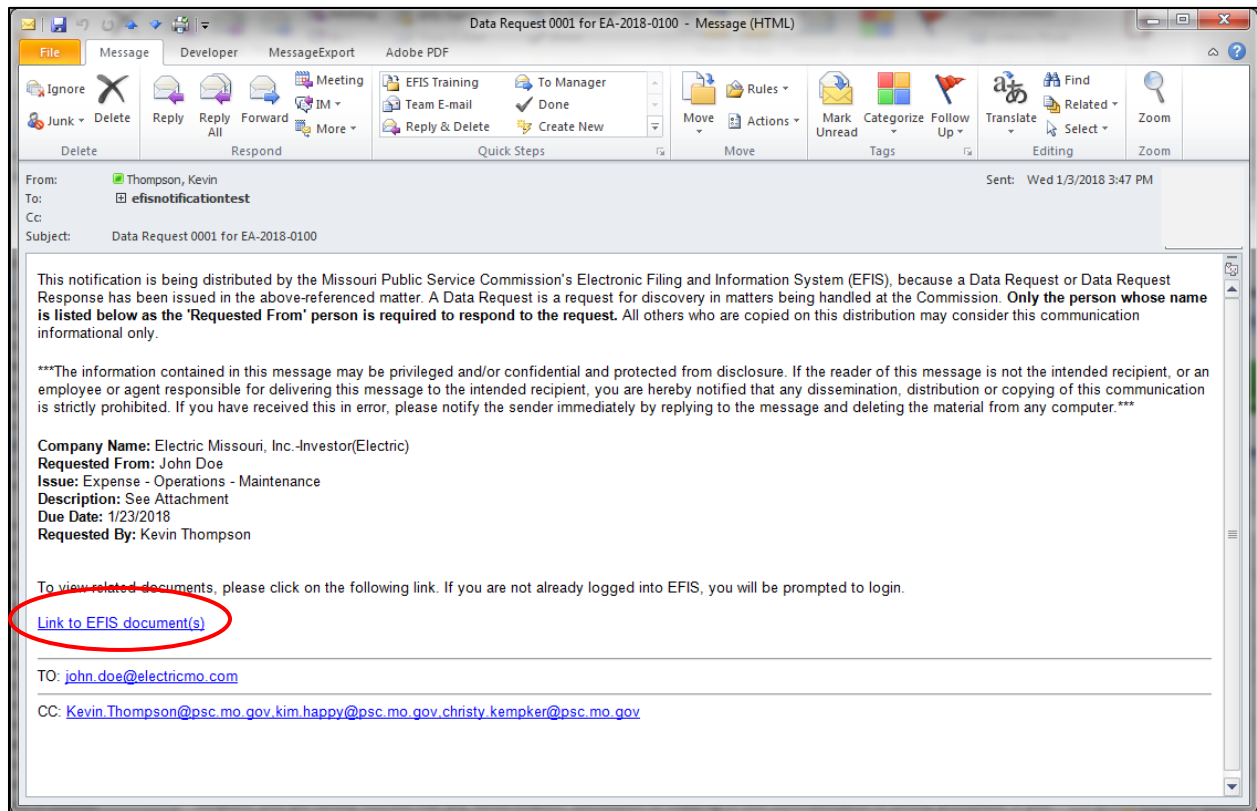
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Viewing Option 2 – Viewing Data Requests from E-mail Links

Below is a sample of an emailed 'Data Request.'

Note: The user may be prompted to log on to EFIS if they have timed out when attempting to view the Data Request link.

To view the 'Data Request' and 'Data Request Responses' through the emailed document links, click the 'Link to EFIS document(s)' link.



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