

Missouri Public Service Commission

EFIS – Develop Data Request for OPC Staff ONLY

To develop a Data Request:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the 'Filing/Submission' menu.
3. Select the 'Data Request' link to open the 'Data Requests' screen.



4. From the Data Requests screen, select the 'Develop' link.



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On the 'Develop Data Request' screen, complete the following steps.

5. Beside '**Case/Tracking No**', input the applicable case or tracking number and tab to the next field.
6. The '**Case Style**' will auto populate.
7. Beside '**Data Request No.**', do not enter a number unless it is a question or request in regards to a previously issued Data Request number. EFIS will automatically assign the next available number.
8. Beside '**Data Request Issue**', select the applicable issue from the drop-down list.
9. Beside '**Data Request Issue1**', select the applicable issue from the drop-down list, if applicable.
10. Beside '**Data Request Issue2**', select the applicable issue from the drop-down list.

Refer to the 'Data Request Issue List' under the EFIS HELP button for a comprehensive list of Data Request issues and sub-issues.

11. The '**Data Request Priority**' field defaults to 20 calendar days. If the priority date is not correct, select or input the correct priority date.

Develop Data Request

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

*** Required Fields**

*** Case/Tracking No** EA-2016-0306

Case Style In the Matter of the Application of Electric Missouri, Inc. for Permission and Approval and a Certificate of Public Convenience and Necessity Authorizing it to Acquire, Construct, Install, Own, Operate, Maintain, and otherwise Control and Manage Electrical Distribution Substation and Related Facilities in Cole County, Missouri

Data Request No. (Only enter number if sub-number i.e. 0007.1 - Do not use alpha characters i.e. 0007.1C)

*** Data Request Issue** Expense

Data Request Issue1 Operations

*** Data Request Issue2** Maintenance

Data Request Priority 06/01/2016 (20 Calendar day(s))

12. Beside '**Requested From**', input the correct PSC staff member's first and last name that needs to receive the data request.

This field will autofill with the default DR contact, which is usually the DR contact for the subject company.

13. Beside '**Email**', input the correct PSC staff member's e-mail address that needs to receive the data request.

This field will autofill with the default DR contact, which is usually the DR contact for the subject company.

14. Beside '**Utility Type**', select 'All' from the drop-down list.
15. Beside '**Company Name**' select 'MO PSC Staff – (All)' from the drop-down list.

Note: All certified member companies will show first in the list and then every other company alphabetically thereafter from the selected utility type.

16. Beside '**CC1**', '**Email**', '**CC2**', '**Email**', '**CC3**', '**Email**', if additional parties need to receive a copy of the data request, input their name and e-mail address in these fields.

Note: These individuals must have a valid EFIS user ID.

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17. Beside 'Requested By' select the OPC attorney from the drop-down list.
18. Beside 'Company Requested For', EFIS will auto populate Office of the Public Counsel.
19. Beside 'Brief Description', input a brief description of the data request.
20. If attaching a document, check the box in front of 'See Attachment'.
21. Beside 'Description', input the request or question if it's not highly confidential/proprietary or over 8,000 characters. If the request or question is highly confidential or proprietary, it must be attached. (See Step 26 – 31 for attachment instructions)
22. Select the appropriate radio button beside the security level of the request or question.
23. Beside 'Rationale', if the request is marked highly confidential or proprietary, input the reason the request is highly confidential or proprietary.
24. Click the 'Generate DR' button to continue to the 'Data Request Output' screen.

All Data Request recipients must have a valid EFIS User ID or they will be denied viewing access.

* Requested From	Jesse James	* Email	Jessee.James@psc.m
* Utility Type	All		
* Company Name	MO PSC Staff-(All)		
CC1		Email	
CC2		Email	
CC3		Email	
Requested By	Jere Buckman -- jere.buckman@ded.mo.gov		
Company Requested For	Office of the Public Counsel		
* Brief Description	Maintenance Fees <small>(Allows only 100 characters)</small>		
<input checked="" type="checkbox"/> See Attachment	See attached.		
* Description (All HC Requests should be submitted in attachment)			
	<small>(Allows only 8,000 characters)</small>		
<input type="radio"/> Proprietary <input checked="" type="radio"/> High Confidential <input type="radio"/> Public			
For Proprietary and Highly Confidential please state rationale			
Rationale	questions are highly confidential		
	<small>(Allows only 250 characters)</small>		

SI.No.	Attachment(s)	Security Level

Generate DR Clear Exit

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On the 'Data Request Output' screen, complete the following steps:

25. If there are NOT any attachments, skip to step 33.
26. If there ARE any attachments, click on the '**Attach**' button to the '**Filing/Submission – Attachment(s)**' screen.

Data Request Output

Data Request No.	
Company Name	MO PSC Staff-(All)
Case/Tracking No.	EA-2016-0306
Date Requested	5/12/2016
Issue	Expense - Operations - Maintenance
Requested From	Jesse James
Requested By	Jere Buckman
Brief Description	Maintenance Fees
See Attachment	
Description	See attached.
Due Date	06/01/2016

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-2016-0306, before the Commission, any matters are discovered which would materially affect the accuracy or completeness of the attached information.

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 MO PSC Staff-(All) 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, work papers, 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 MO PSC Staff-(All) and its employees, contractors, agents or others employed by or acting in its behalf.

Security	Highly Confidential
Rationale	questions are highly confidential

Sl.No.	Attachment(s)	Security Level
	<div style="display: flex; justify-content: center; gap: 10px;">Submit Attach Print Exit</div>	

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On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

27. Click the '**Browse**' button to select the document(s) for attaching.

Note: File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.

28. Under '**Select Document Security from the following:**', select the applicable radio button for the document's security level.

Note: It is the filer's responsibility to denote the correct security level on every document.

29. Click the '**Attach**' button to attach the document.

Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

Filing/Submission - Attachment(s)

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

DISCLAIMER: It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

Attachment Process:

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
- 2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
- 4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf Browse...

Select Document Security from the following:

Public Highly Confidential Proprietary

Attach Done with Attach Delete

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30. Click the 'Done with Attach' button after all the attachments have been uploaded.

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Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

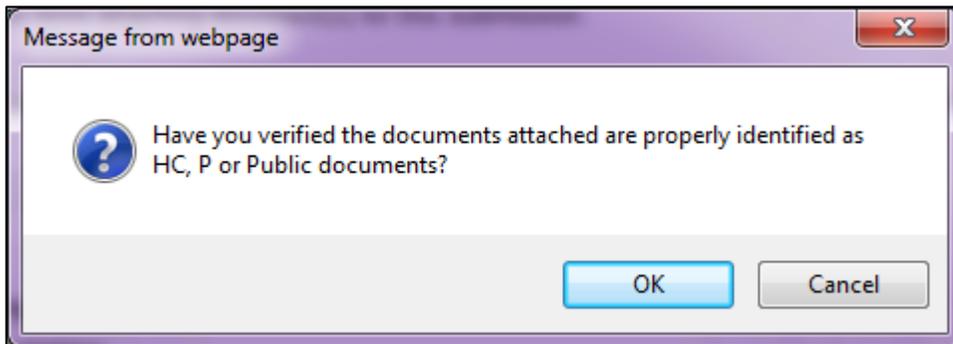
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list contains the 'Security Level' selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test.doc.pdf	Highly Confidential

Buttons: Attach, Done with Attach, Delete

31. After verifying the security levels on the attachment(s), click the 'OK' button to continue to the 'Data Request Output' screen.



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32. Click the 'Submit' button to submit the data request.

Data Request Output

Data Request No.	
Company Name	MO PSC Staff-(All)
Case/Tracking No.	EA-2016-0306
Date Requested	5/12/2016
Issue	Expense - Operations - Maintenance
Requested From	Jesse James
Requested By	Jere Buckman
Brief Description	Maintenance Fees
See Attachment Description	See attached.
Due Date	6/1/2016

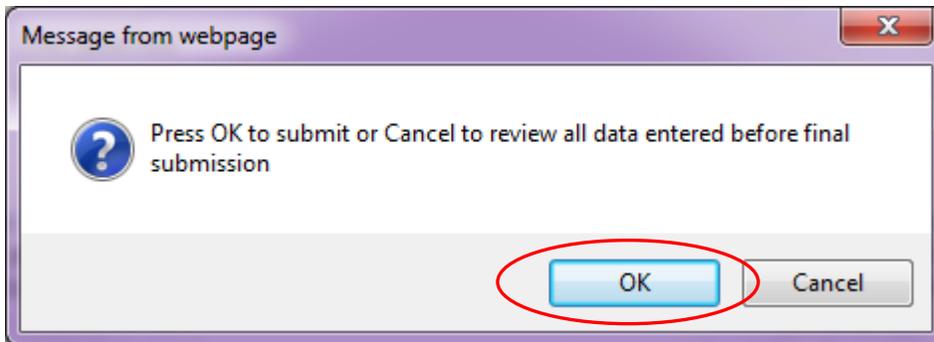
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Security	Highly Confidential
Rationale	questions are highly confidential

SI.No.	Attachment(s)	Security Level
1.	test doc.pdf	Highly Confidential

33. Click the 'OK' button to submit the filing or the 'Cancel' button if changes need to be made

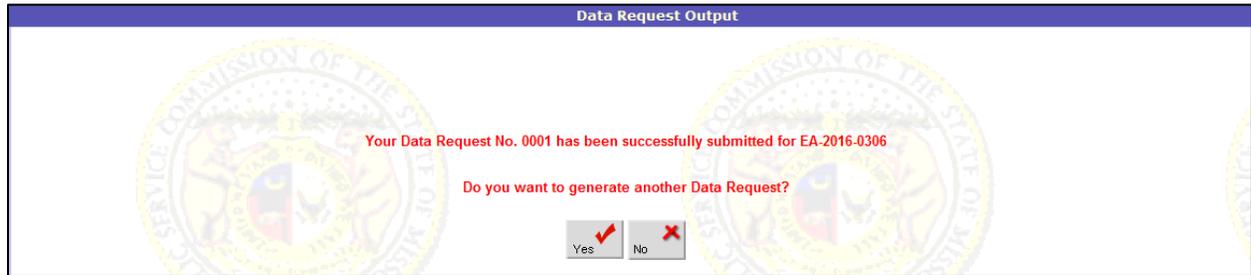


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A confirmation screen with the Data Request No. will appear.

34. Click the **'Yes'** button if there are additional Data Requests to submit for the same case
Or
Click the **'No'** button if there are no additional Data Requests for this case to submit.



For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.