

Missouri Public Service Commission

EFIS – Increase Document Security for Case Document(s)

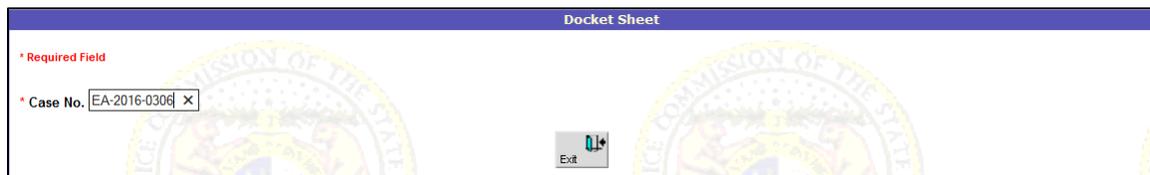
If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks, fourteen calendar days, after the document is submitted.

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

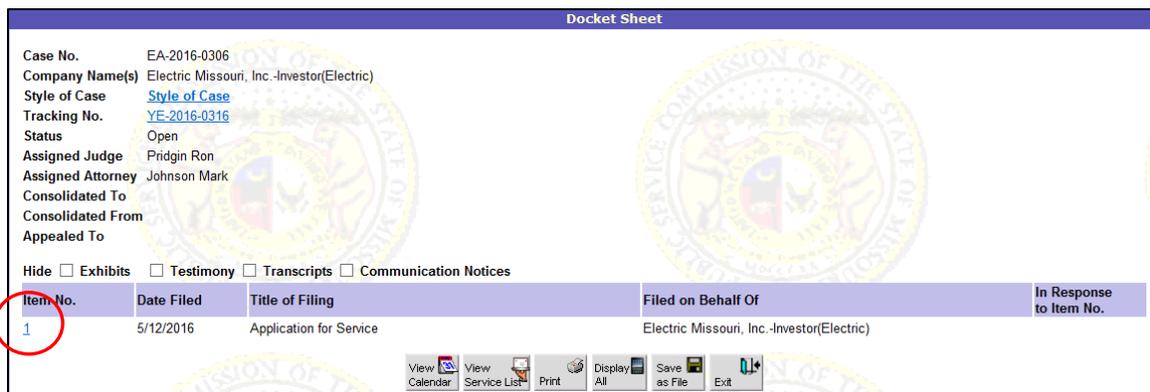
1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu option.
3. Select the '**Docket Sheet**' link to continue to the '**Docket Sheet**' screen.



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



5. Under '**Item No.**', select the correct item number link which needs to have the security level 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 'parent template' using the information entered by the user. The security level of this template is always public and cannot be changed.

The screenshot displays the 'Electronic Document - Internet Explorer' window. On the left, the 'Attachment Window' shows a list of documents. The document 'test.doc.pdf' is highlighted with a red circle, and its security level is set to 'Public' (PU). Below it, there are icons for 'Highly Confidential' (HC), 'Proprietary' (PR), and 'Public' (PU), with a 'Change security to:' label. A red dashed box labeled 'Attachment Window' is overlaid on this section.

The main content area, titled 'Missouri Public Service Commission', shows 'New Case Filing' details for Case No. EA-2016-0306. A red dashed box labeled 'Document View Window' is overlaid on the case details. The details include:

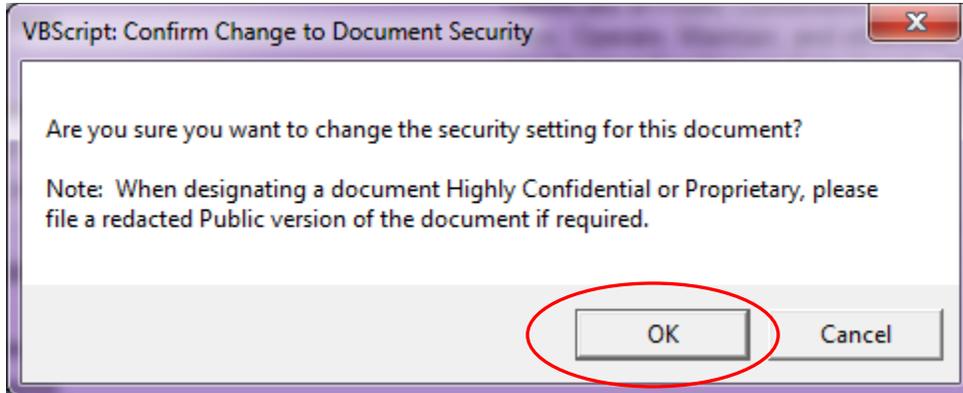
Case No.	EA-2016-0306
Utility Type	Electric
Filing on Behalf of	Electric Missouri, Inc.-Investor(Electric)
Type of Case	Application for Certificate
Type of Filing	Application
Related case and/or tracking numbers	N/A
Service Area	N/A
Type of Service Offered	N/A
Style of Case	In the Matter of the Application 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
Title of Service/Submission	Application for Service
Clear and Concise Statement of Relief	Application for Service
Cite for Commission Authority	n/a
Data Request Contact Person	
First Name	Jen
Middle Name	
Last Name	Doe
E-mail	jen.doe@abclawfirm.com
Date Filed	5/12/2016 10:39:03 AM

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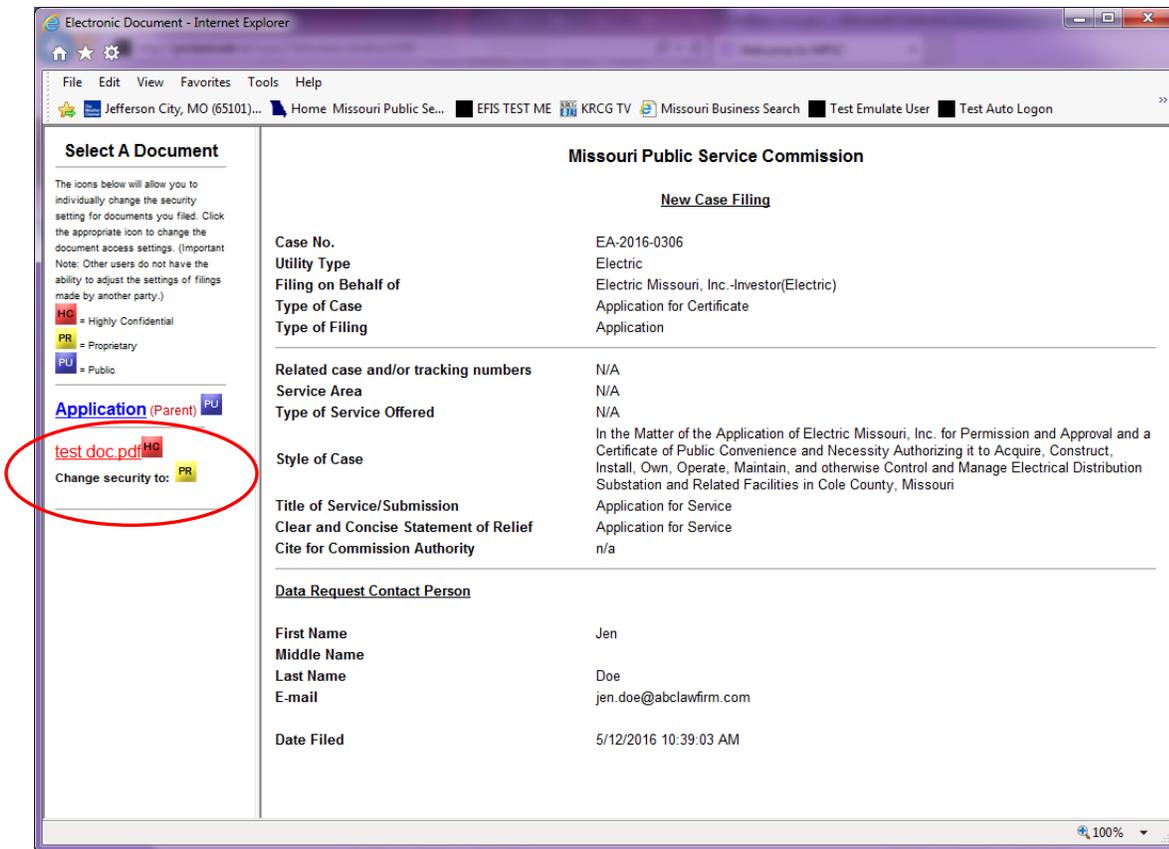
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A confirmation message will be displayed. As noted in the prompt, the user may be required to file a redacted Public version of the document.

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 (local to Jefferson City, MO) or datacenter@psc.mo.gov