

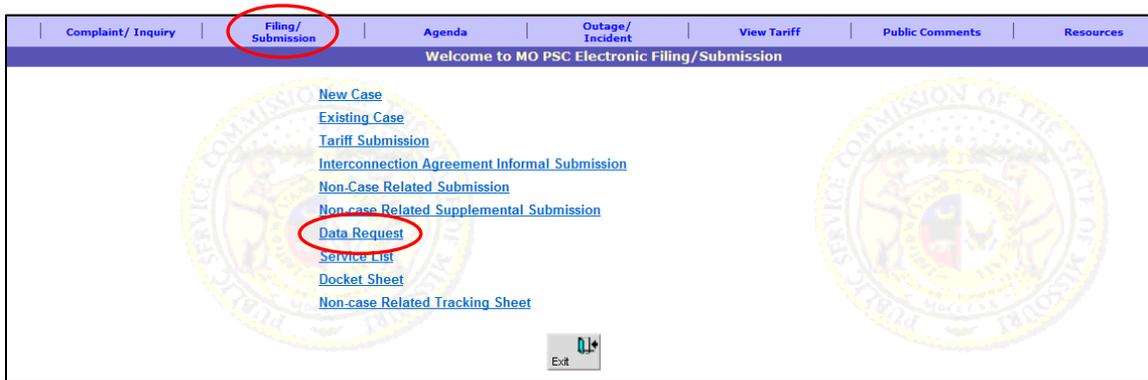
Missouri Public Service Commission

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. Beside 'Case/Submission Tracking No.', 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.' heading, select the applicable data request number link.

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-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								
0003	Electric Missouri, Inc.- Investor(Electric)	Mark Johnson	Jen Doe	Revenue	Revenue for 12-month period	5/13/2016	6/2/2016		0	
0002	Electric Missouri, Inc.- Investor(Electric)	Mark Johnson	Jen Doe	Expense Operations Maintenance	Maintenance Fees	5/12/2016	6/1/2016		1	
0001	MO PSC Staff- (All)	Jere Buckman	Jesse James	Expense Operations Maintenance	Maintenance Fees	5/12/2016	6/1/2016		1	

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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 'parent page' using the information entered by the user. Unlike other EFIS submissions where the security level of the template is automatically public and cannot be changed, the individual submitting the data request or response selects the security level of the parent page. That security level cannot be changed through this process.

If you need assistance in updating the parent page, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or at datacenter@psc.mo.gov.

The screenshot displays the 'Electronic Document - Internet Explorer' window. The main content area shows a 'Data Request' form with the following details:

Data Request No.	0003
Company Name	Electric Missouri, Inc.-Investor(Electric)
Case/Tracking No.	EA-2016-0306
Date Requested	5/13/2016
Issue	Revenue - Customer Growth
Requested From	Jen Doe
Requested By	Mark Johnson
Brief Description	Revenue for 12-month period
Description	Please provide a copy of all analysis performed by the Company in determining a level of actual growth in customer levels for the next 12-month period.
Due Date	6/2/2016

Below the form, there is a disclaimer and instructions regarding document inspection and identification.

On the left side, the 'Attachment Window' shows a document link 'test.doc.pdf' with a 'PU' icon. Below it, the 'Change security to:' section displays three icons: 'HG' (Highly Confidential), 'PR' (Proprietary), and 'PU' (Public). The 'PU' icon is circled in red, indicating the current security level.

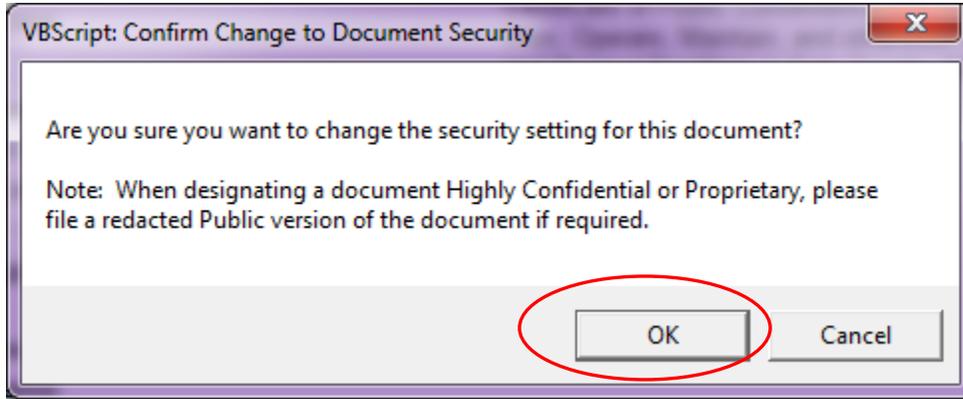
Two red dashed boxes highlight the 'Attachment Window' and the 'Document View Window' (a red box with the text 'Document View Window' inside).

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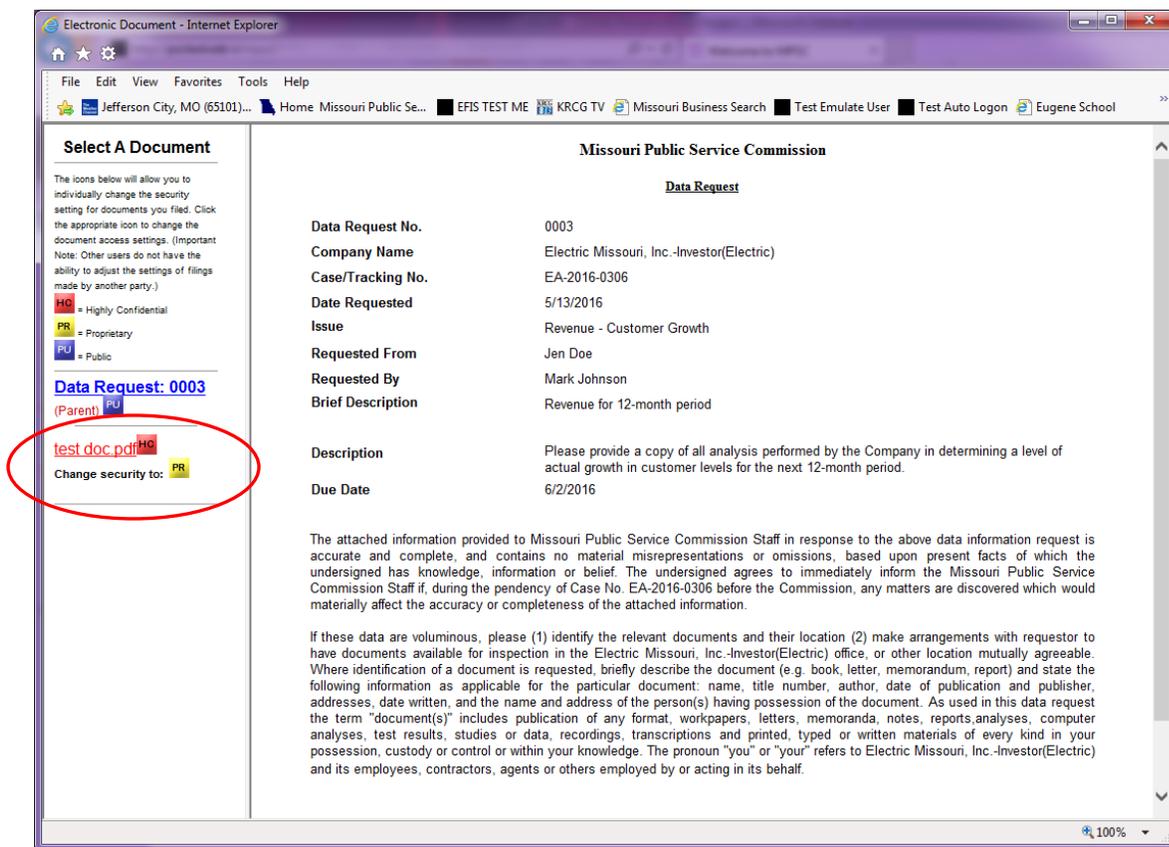
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A confirmation message will be displayed. As noted in the prompt, the user may be required to file a redacted Public version of the document.

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