

Missouri Public Service Commission

EFIS – Respond to Data Request

To respond to a data request:

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



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

5. Beside '**Case/Tracking No.**', input the applicable case number.
6. Beside '**Company Name**', select the applicable company name from the drop-down list.
7. Beside '**Data Request No.**', select the applicable data request number for the data request the user is responding to from the drop-down list.
8. The following fields will auto-populate:
 - a. '**Data Requested**'
 - b. '**Issue**'
 - c. '**Requested From**'
 - d. '**Email**'
 - e. '**Requested By**'
 - f. '**Email**'
 - g. '**Brief Description**'
 - h. '**Description**'

Respond 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.**

*** Company Name**

*** Data Request No.**

Date Requested 6/6/2016

Issue Revenue
Utility Incentive

Requested From John Doe **Email** john.doe@abclawfirm.com

Requested By Thompson Kevin **Email** Kevin.Thompson@psc.mo.gov

Brief Description Customer Incentives

Description Does the utility company have any customer incentives available?

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9. 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.

10. Beside 'Response to Description', input the response to the data request 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 25 – 30 for attachment instructions)
11. Select the appropriate radio button beside the security level of the request or question.
12. Beside 'Rationale', if the request is marked highly confidential or proprietary, input the reason the request is highly confidential or proprietary. If the security level is set at 'Public', skip to Step 20.
13. If there are NOT any attachments, skip to step 20.
14. If there ARE any attachments, click on the 'Attach' button to the 'Filing/Submission – Attachment(s)' screen.

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

CC1	<input type="text"/>	Email	<input type="text"/>
CC2	<input type="text"/>	Email	<input type="text"/>
CC3	<input type="text"/>	Email	<input type="text"/>

Response to Description
(Required if no objections)

Yes, see attached incentive program.

(Allows only 8,000 characters)

Objections - If requesting an objection, please provide the cite for the objection and the rationale

(Allows only 8,000 characters)

Proprietary High Confidential Public

For Proprietary and Highly Confidential please state rationale

Rationale

(Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
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Respond D Attach Clear Exit

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

15. 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.

16. 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.

17. 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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18. Click the **Done with Attach** button after all the attachments have been uploaded.

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.

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Attachment Process:

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- 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.

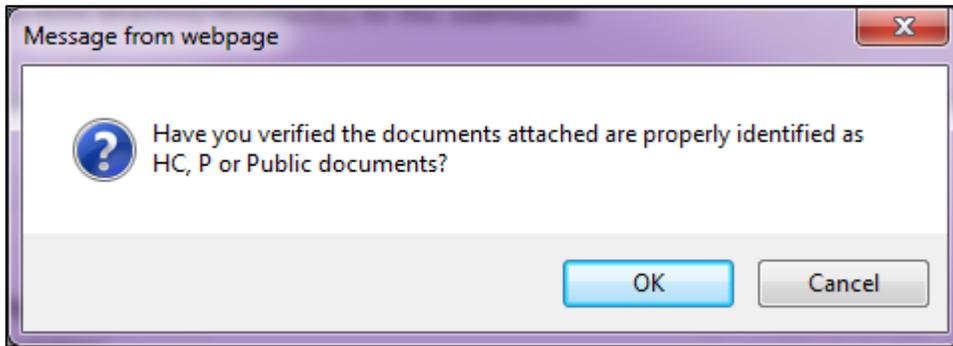
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

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

19. 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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20. Click the 'Respond 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.

CC1 Email

CC2 Email

CC3 Email

Response to Description
(Required if no objections)

Yes, see attached incentive program.

(Allows only 8,000 characters)

Objections - If requesting an objection, please provide the cite for the objection and the rationale

(Allows only 8,000 characters)

Proprietary High Confidential Public

For Proprietary and Highly Confidential please state rationale

Rationale

(Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
1.	test_doc.pdf	Public

Respond DR Attach Clear Exit

21. Click the 'Submit' button to submit the data request response.

Data Respond Output

Data Request No. 0001

Company Name Video Missouri, Inc.-(Video)

Case/Tracking No. KA-2016-0308

Date Requested 6/6/2016

Issue Revenue - Utility Incentive

Requested From John Doe

Requested By Kevin Thompson

Brief Description Customer Incentives

Description Does the utility company have any customer incentives available?

Response Yes, see attached incentive program.

Objections NA

The attached information provided to the Missouri Public Service Commission 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 if, during the pendency of Case No. KA-2016-0308, 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 Video Missouri, Inc.-(Video) 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 Video Missouri, Inc.-(Video) and its employees, contractors, agents or others employed by or acting in its behalf.

Security Public

Rationale NA

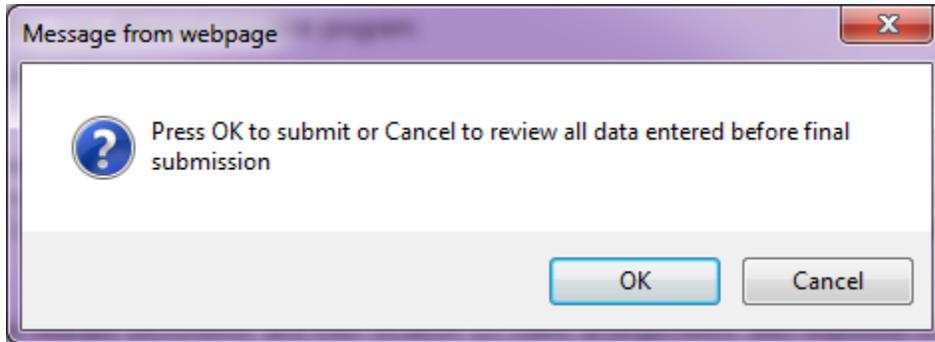
Sl.No.	Attachment(s)	Security Level
1.	test_doc.pdf	Public

Submit Print Exit

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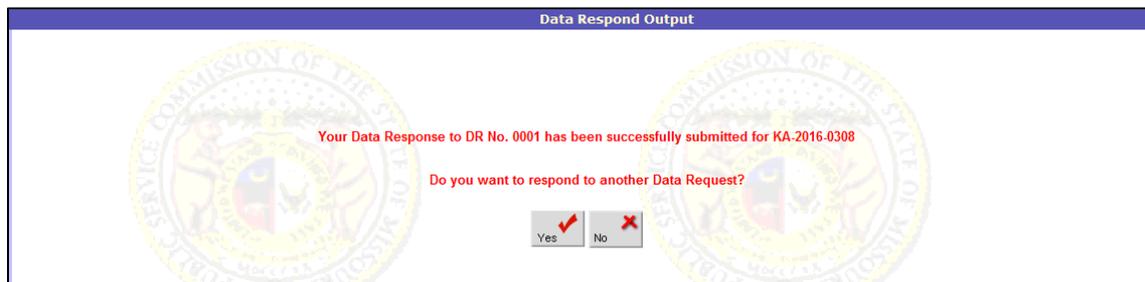
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22. Click the **'OK'** button to submit the filing or the **'Cancel'** button if changes need to be made



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

23. Click the **'Yes'** button if there are additional data request responses to submit for the same case
Or
Click the **'No'** button if there are no additional data request responses 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.