

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.



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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.

Note: 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.

6. Select and click the 'DR No.' to view. A small window will open that must be expanded for viewing.

DR No.	Company Name	Requested By	Requested From	Issue	Brief Description	Date Requested	Date Responded	Priority	Days Elapsed	Obj. Noted
Case/Tracking No. EA-2016-0310										
Case Style In the Matter of the Application for Certificate of Service of Electric Missouri, Inc.										
0002	MO PSC Staff- (All)	John Doe	Kevin.Thompson	Other	Other	6/29/2016		7/19/2016	0	
0001	MO PSC Staff- (All)	Kevin Thompson	John Doe	Expense	Fuel Purchased	6/29/2016		7/19/2016	0	
				Fuel & Purchased Power						

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7. Select the links on the left-hand side of the screen to view the 'Data Request' or 'Data Request Response.'

The screenshot shows a web browser window titled "Electronic Document - Internet Explorer". The address bar contains "Sunshine Request", "Google", "Bank of St. E.", "Jeff City Weather", "PSC Internet", "EFIS TEST ME", "KRCG TV", "MO Bus Search", "Test Emulate User", "Eugene School", and "Helpdesk".

The main content area is titled "Missouri Public Service Commission" and "Data Request". It displays the following information:

Data Request No.	0001
Company Name	MO PSC Staff-(All)
Case/Tracking No.	EA-2016-0310
Date Requested	6/29/2016
Issue	Expense - Fuel & Purchased Power
Requested From	John Doe
Requested By	Kevin Thompson
Brief Description	Fuel Purchased
Description	Fuel Purchased
Due Date	7/19/2016

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-2016-0310 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, 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 MO PSC Staff-(All) and its employees, contractors, agents or others employed by or acting in its behalf.

Security Rationale	Public NA
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On the left-hand side, there is a "Select A Document" section with a legend: HG = Highly Confidential, PR = Proprietary, PU = Public. Below the legend, it says "Data Request: 0001 (Parent) PU".

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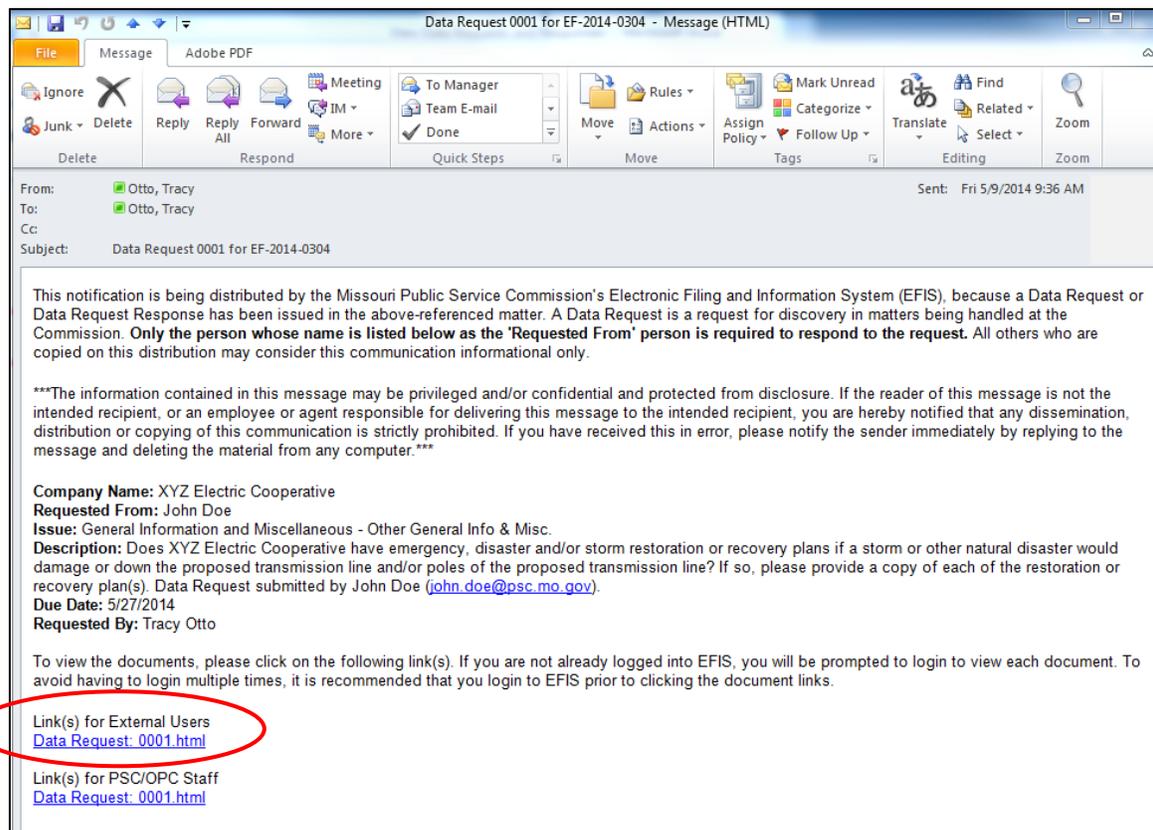
Viewing Option 2 – Viewing Data Requests from E-mail Links

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

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

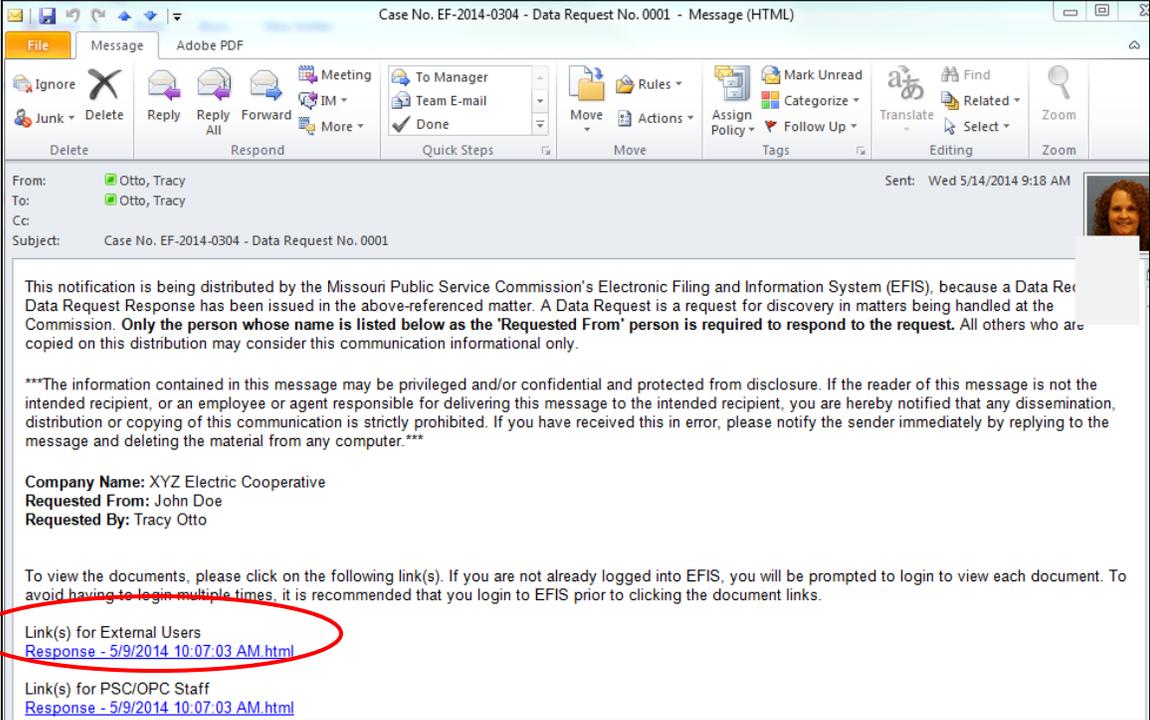
The emails contain two sets of document links; one set for external users and one set for PSC users.

To view the 'Data Request' and 'Data Request Responses' through the emailed document links, click the links for 'External Users.'



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Case No. EF-2014-0304 - Data Request No. 0001 - Message (HTML)

File Message Adobe PDF

Ignore Delete Reply Reply All Forward More Meeting IM Done Quick Steps Move Actions Assign Policy Follow Up Mark Unread Categorize Find Related Select Zoom

From: Otto, Tracy
To: Otto, Tracy
Cc:
Subject: Case No. EF-2014-0304 - Data Request No. 0001

Sent: Wed 5/14/2014 9:18 AM

This notification is being distributed by the Missouri Public Service Commission's Electronic Filing and Information System (EFIS), because a Data Request Response has been issued in the above-referenced matter. A Data Request is a request for discovery in matters being handled at the Commission. **Only the person whose name is listed below as the 'Requested From' person is required to respond to the request.** All others who are copied on this distribution may consider this communication informational only.

The information contained in this message may be privileged and/or confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this in error, please notify the sender immediately by replying to the message and deleting the material from any computer.

Company Name: XYZ Electric Cooperative
Requested From: John Doe
Requested By: Tracy Otto

To view the documents, please click on the following link(s). If you are not already logged into EFIS, you will be prompted to login to view each document. To avoid having to login multiple times, it is recommended that you login to EFIS prior to clicking the document links.

Link(s) for External Users
[Response - 5/9/2014 10:07:03 AM.html](#)

Link(s) for PSC/OPC Staff
[Response - 5/9/2014 10:07:03 AM.html](#)