

Missouri Public Service Commission

EFIS – Develop Data Request

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 to continue to the *Develop Data Request* screen.



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

5. In the '**Case/Tracking No**' field, input the applicable case or tracking number and tab to the next field.
6. The '**Case Style**' field will auto populate.
7. Leave the '**Data Request No.**' field blank, unless issuing a follow-up question to a previously issued Data Request. When the field is left blank, EFIS will automatically assign the next consecutive Data Request number.
8. In the '**Data Request Issue**' drop-down list, select the applicable issue.
9. In the '**Data Request Issue1**' drop-down list, select the applicable issue.
10. In the '**Data Request Issue2**' drop-down list, select the applicable issue.
 - 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 the number of days according to the case calendar. 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**

Case Style

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**

Data Request Issue1

* **Data Request Issue2**

Data Request Priority (5 Business day(s))

12. In the '**Requested From**' field, input the first name and last name of the person who is being asked to respond to the Data Request.
13. In the '**Email**' field, input the e-mail address of the person who is being asked to respond to the Data Request.
14. In the '**Utility Type**' drop-down list, select the applicable utility type.
15. In the '**Company Name**' drop-down list, select the applicable company.
 - Case party companies will display first in the list and then every other company alphabetically thereafter.
16. To send notice of the Data Requests to additional individuals, input the names and e-mail addresses of those individuals in the '**CC1**', '**Email**', '**CC2**', '**Email**', '**CC3**', '**Email**' fields.
 - These individuals must have a valid EFIS user ID.
17. The '**Requested By**' and '**Email**' fields will auto populate with the lead attorney's contact information for the case.
18. In the '**Brief Description**' field, input a brief description about the data request.
19. Check the '**See Attachment**' box if attaching a document.
20. In the '**Description**' field, input the data request question.
 - If it's not confidential or over 8,000 characters.
 - If the request or question is confidential, it **must** be attached. (See Step 25 – 30 for attachment instructions)
21. Select the appropriate radio button to indicate the security level of the request or question. If deemed highly confidential, check the box '**Check here to designate...**' to select the '**Highly Confidential**' radio button option.
 - The '*Highly Confidential*' option will only appear if a case number has been entered above.

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- If the security level selected is Confidential or Highly Confidential, provide a reason or rationale for the designation in the '**Rationale**' field
- 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: John Doe * Email: john.doe@spireenergy

* Utility Type: Gas

* Company Name: Spire-Investor(Gas)

CC1: [] Email: []

CC2: [] Email: []

CC3: [] Email: []

Requested By: Mark Johnson Email: mark.johnson@psc.mo.gov

* Brief Description: Maintenance Fee (Allows only 100 characters)

See Attachment

* Description: See Attachment (Allows only 8,000 characters)

Public Confidential Highly Confidential

Check here to designate a request as 'Highly Confidential'.

Please provide rationale for 'Confidential' or 'Highly Confidential'.

Rationale: Questions are highly confidential (Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
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Generate DR Clear Exit

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

24. If there aren't any attachments that need to be uploaded, skip to step 31.
25. If attachments need to be uploaded, click the '**Attach**' button.

Data Request Output

Data Request No.	
Company Name	Spire-Investor(Gas)
Case/Tracking No.	GR-2017-0215
Date Requested	1/3/2018
Issue	Expense - Operations - Maintenance
Requested From	John Doe
Requested By	Mark Johnson
Brief Description	Maintenance Fee
See Attachment Description	See Attachment
Due Date	01/10/2018

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. GR-2017-0215, 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 Spire-Investor (Gas) 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 Spire-Investor(Gas) 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:

26. Click the **'Browse'** button to select the document(s) for attaching.
 - *File names and file paths cannot contain special characters (%&^*#@) except an underscore or hyphen.*
 - *Attachment must be less than 20MB.*
 - *PDF documents are preferred.*
 - *Zip files are not permitted.*

27. Select the appropriate document security option using the radio buttons. If deemed highly confidential, check the box **'Check here to designate...'** to select the **'Highly Confidential'** radio button option.
 - *It is the filer's responsibility to denote the correct security level for each attachment.*
 - *The 'Highly Confidential' option will only appear if a case number has been entered on the previous screen.*

28. Click the **'Attach'** button to attach the document.
 - *Multiple attachments can 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 AND INSTRUCTIONS: It is the sole responsibility of the person or entity submitting 'public' versions of electronic files to take appropriate measures to ensure that all '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 accompanying attachments are automatically designated confidential. For case documents, when submitting 'confidential' information, a cover sheet or pleading describing why that information qualifies for 'confidential treatment' must be included.

Attachment Process:

1. Click 'Browse' to select the attachment from its saved location.
2. Select the security designation for the attachment.
3. Click the 'Attach' button. (To upload multiple attachments, repeat steps 1 through 3.)
4. After all attachments for the submission have been uploaded, click the 'Done With Attach' button.

Note:

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.

H:\test doc.pdf Browse...

Select Document Security from the following:

Public Confidential Highly Confidential

Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

Attach Done With Attach Delete

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

Note:

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.

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

The 'Attachment' list shows 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

30. Verify that the security level of the attachment(s) is correct by clicking the **'OK'** button. (If not correct, click 'Cancel' to make corrections.)

Message from webpage

Have you verified the documents attached are properly identified as 'Public', 'Confidential', or 'Highly Confidential' documents?

Buttons: OK, Cancel

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On the *Data Request Output* screen, scroll to the bottom of the page to proceed.

31. To finalize the submission, click the 'Submit' button.

Data Request Output

Data Request No.
Company Name Spire-Investor(Gas)
Case/Tracking No. GR-2017-0215
Date Requested 1/3/2018
Issue Expense - Operations - Maintenance
Requested From John Doe
Requested By Mark Johnson
Brief Description Maintenance Fee
See Attachment Description See Attachment
Due Date 1/10/2018

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. GR-2017-0215, before the Commission, any matters are discovered which would materially affect the accuracy or completeness of the attached information.

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Security Highly Confidential
Rationale Questions are highly confidential

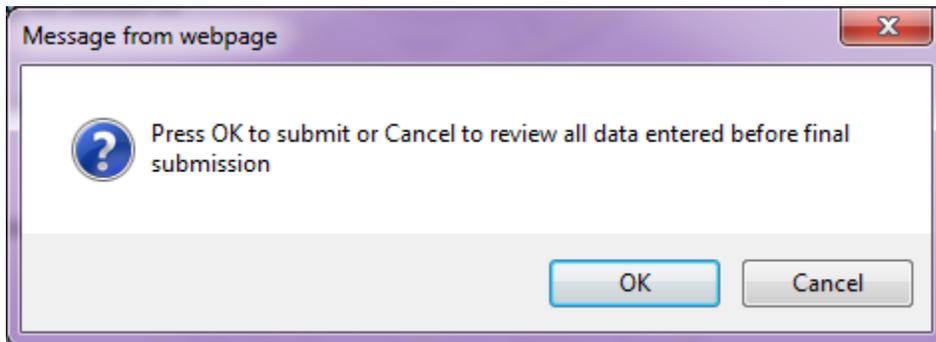
SI.No.	Attachment(s)	Security Level
1.	test doc.pdf	Highly Confidential

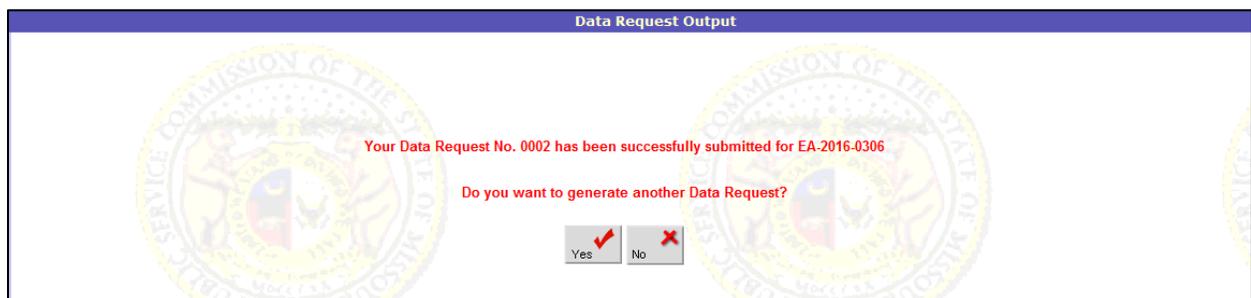
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32. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button to make changes to the submission.



33. A submission confirmation message will appear on the screen.
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 or datacenter@psc.mo.gov.