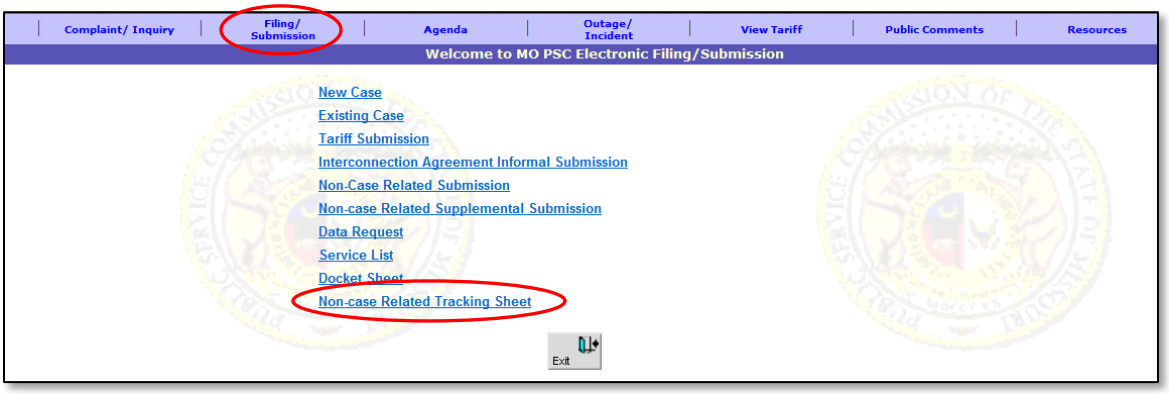
Missouri Public Service Commission

EFIS – *Increase Document Security For Non-Case Related Submission*

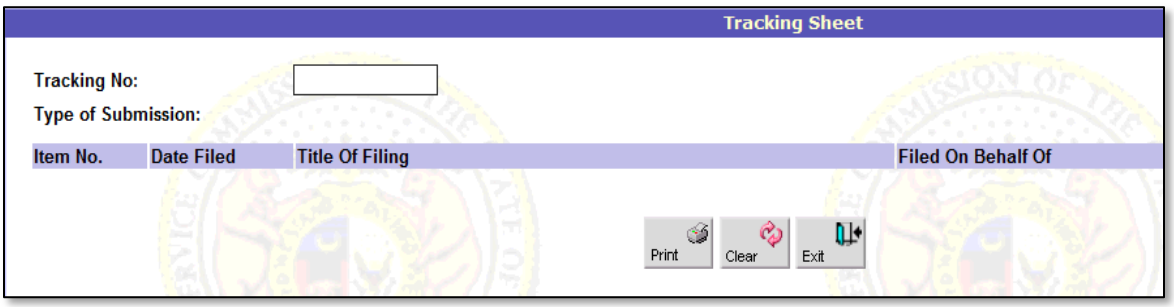
If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks (fourteen calendar days) after the document is submitted.

To increase the security setting on a document filed in a non-case related submission:

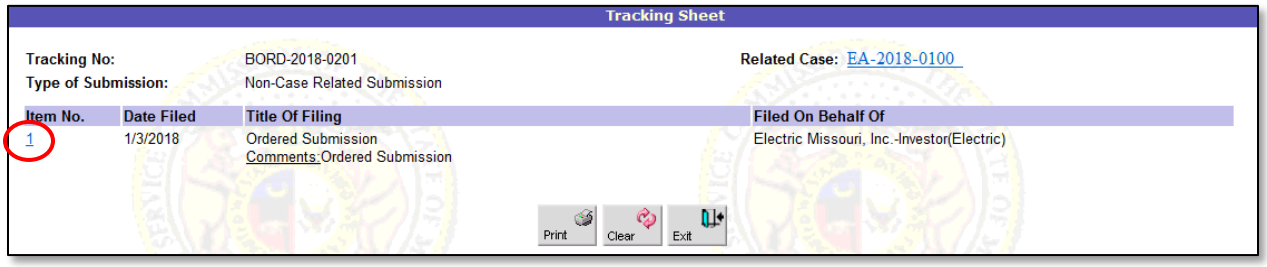
1. Log on to EFIS.
2. From the *Welcome* screen, click the '**Filing/Submission**' menu option.
3. Select the '**Non-case Related Tracking Sheet**' link to continue to the *Tracking Sheet* screen.



4. In the '**Tracking No.:**' field, input the non-case related tracking number.



5. Under the '**Item No.**' column heading, select the item number link which needs to have the security amended.



Copyright © 2018, Missouri Public Service Commission. All Rights Reserved.

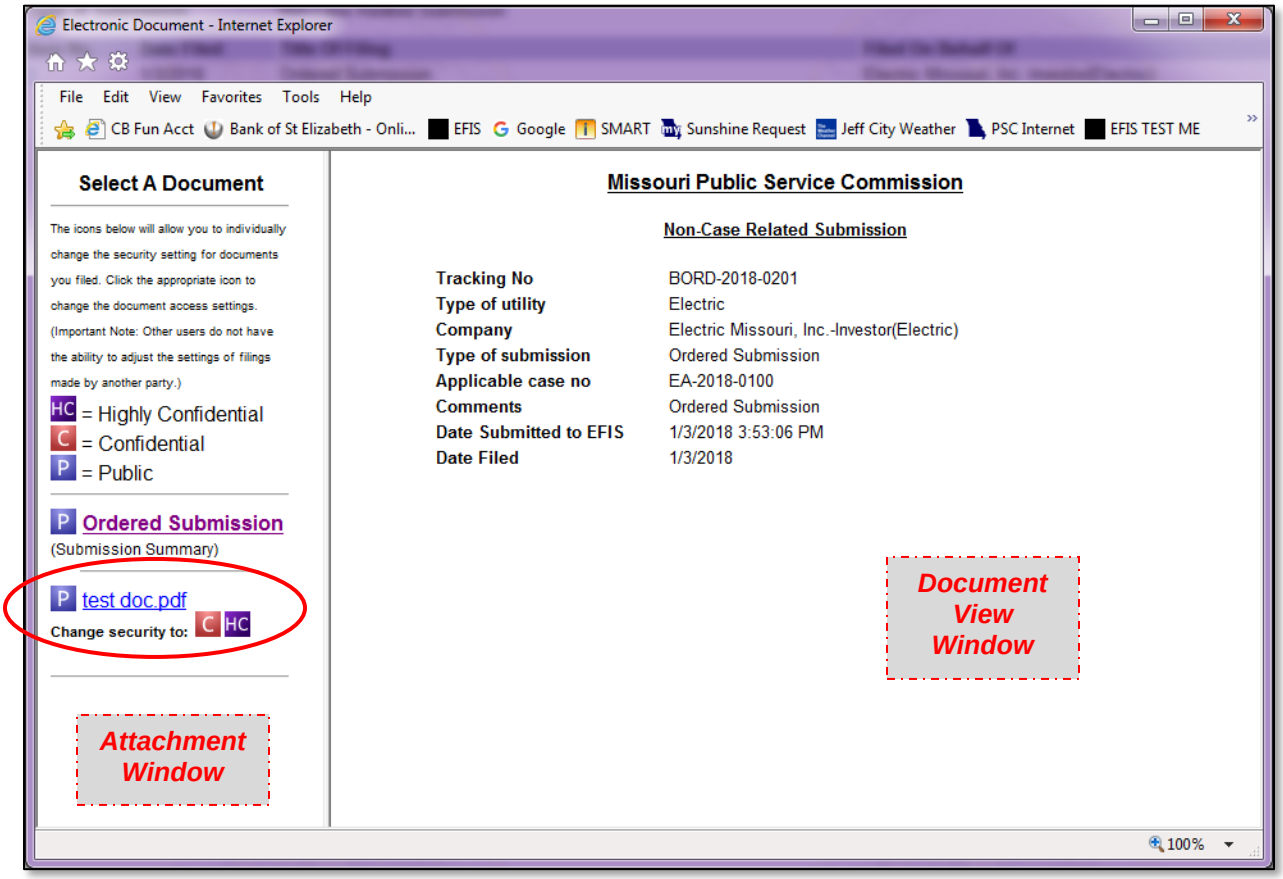
Missouri Public Service Commission

EFIS – *Increase Document Security For Non-Case Related Submission*

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.

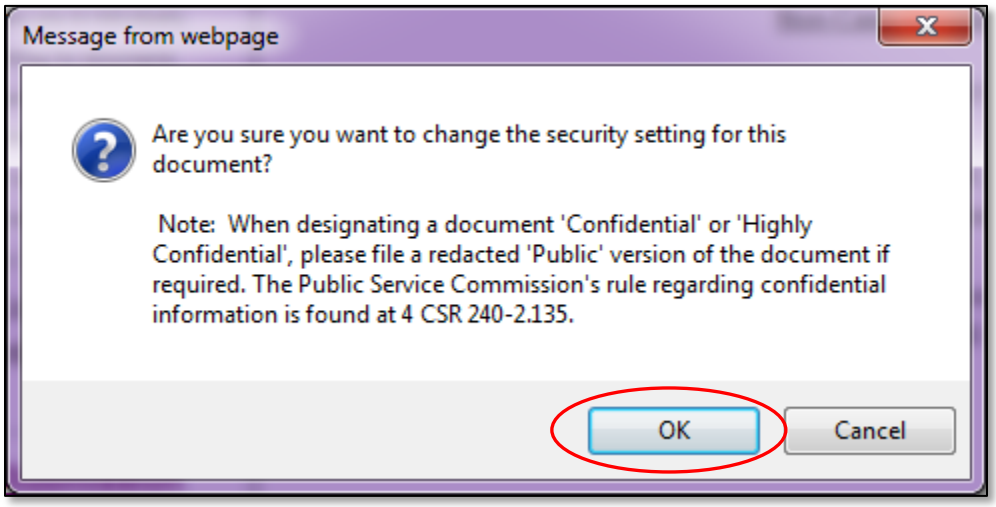
Note: *For each document filed in EFIS, the system automatically creates a 'submission summary' page using the information entered by the user. The security level of this submission summary page is always public and cannot be changed.*



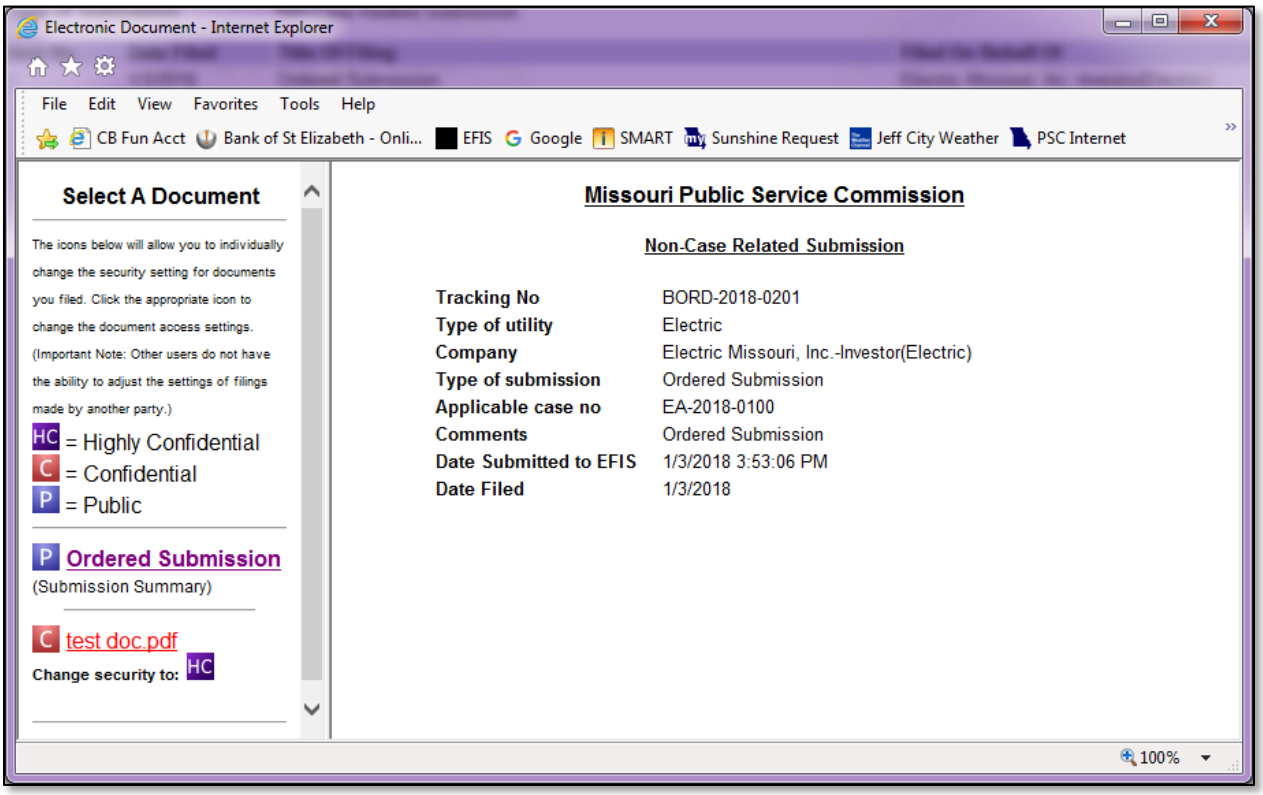
Copyright © 2018, Missouri Public Service Commission. All Rights Reserved.

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 or datacenter@psc.mo.gov.

Copyright © 2018, Missouri Public Service Commission. All Rights Reserved.