

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.



Missouri Public Service Commission

EFIS – Respond to Data Request

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

5. In the **'Case/Tracking No.'** field, input the applicable case number.
6. In the **'Company Name'** drop-down list, select the applicable company.
7. In the **'Data Request No.'** drop-down list, select the applicable data request number for the data request the user is responding to.
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 1/3/2018

Issue Expense
Operations
Maintenance

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

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

Brief Description Maintenance Fee

Description See Attachment

Missouri Public Service Commission

EFIS – Respond to Data Request

9. 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.*
10. In the 'Response to Description' field, input the data request response.
 - a. If it's not confidential or over 8,000 characters.
 - b. If the request or question is confidential, it **must** be attached. (See Steps 14 – 19 for attachment instructions)
11. Select the appropriate radio button to indicate the security level of the request/question. If deemed highly confidential, check the box 'Check here to designate...' to select the 'Highly Confidential' radio button option.
12. If the security level selected is Confidential or Highly Confidential, provide a reason or rationale for the designation in the 'Rationale' field.
13. If there aren't any attachments that need to be uploaded, skip to step 20.
14. If attachments need to be uploaded, click the 'Attach' button.

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)

See attached maintenance agreement

(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)

Public Confidential
 Check here to designate a response as 'Highly Confidential'.

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

Rationale

(Allows only 250 characters)

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

Missouri Public Service Commission

EFIS – Respond to Data Request

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

15. 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.*

16. 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.*

17. 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)

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.
- Maximum of 50 attachments per submission. Multiple submissions are required for filings containing greater than 50 attachments.

Select Document Security from the following:

Public 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.

Missouri Public Service Commission

EFIS – Respond to Data Request

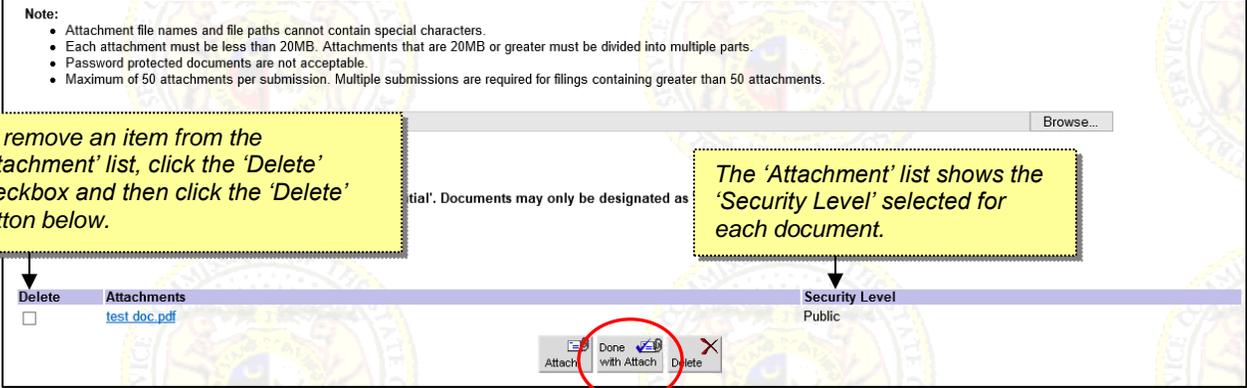
18. Click the 'Done with Attach' button after all the attachments have been uploaded.

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.
- Maximum of 50 attachments per submission. Multiple submissions are required for filings containing greater than 50 attachments.

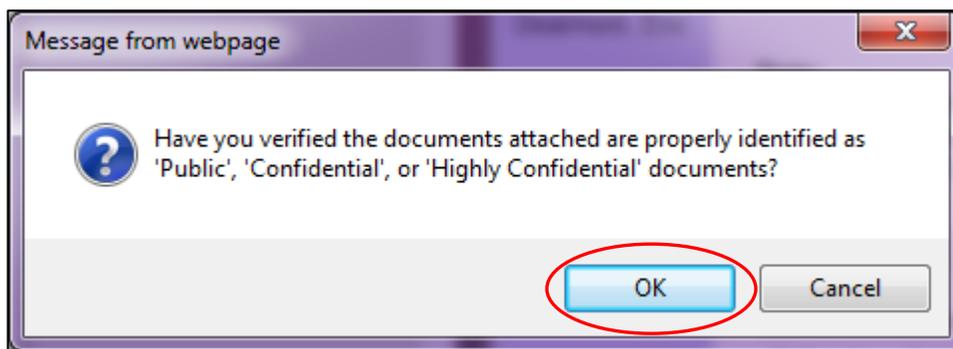
To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list shows the 'Security Level' selected for each document.



The screenshot shows a web interface for managing attachments. At the top, there is a 'Note' section with four bullet points. Below the note is a table with two columns: 'Attachments' and 'Security Level'. The 'Attachments' column contains a checkbox and a link 'test doc.pdf'. The 'Security Level' column contains the text 'Public'. Below the table, there are three buttons: 'Attach', 'Done with Attach', and 'Delete'. The 'Done with Attach' button is circled in red. A 'Browse...' button is visible in the top right corner.

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



Missouri Public Service Commission

EFIS – Respond to Data Request

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

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	<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)

See attached maintenance agreement

(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)

Public Confidential
 Check here to designate a response as 'Highly Confidential'.

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

Rationale

(Allows only 250 characters)

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

Respond DR Attach Clear Exit

Missouri Public Service Commission

EFIS – Respond to Data Request

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

21. To finalize the submission, click the **'Submit'** button.

Data Respond Output

Data Request No.	0001
Company Name	Electric Missouri, Inc.-Investor(Electric)
Case/Tracking No.	EA-2018-0100
Date Requested	1/3/2018
Issue	Expense - Operations - Maintenance
Requested From	John Doe
Requested By	Kevin Thompson
Brief Description	Maintenance Fee
Description	See Attachment
Response	See attached maintenance agreement
Objections	NA

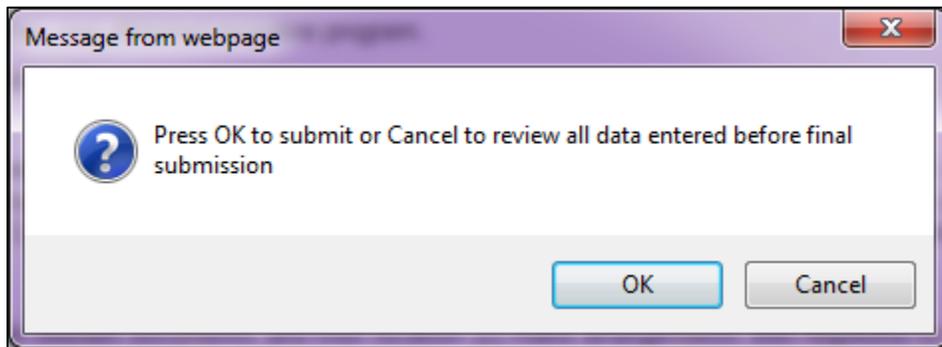
The attached information provided to the **Missouri Public Service Commission** in response to the above data information request is accurate and complete, and contains no material misrepresentations or omissions, based upon present facts of which the undersigned has knowledge, information or belief. The undersigned agrees to immediately inform the **Missouri Public Service Commission** if, during the pendency of Case No. **EA-2018-0100**, 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 **Electric Missouri, Inc.-Investor(Electric)** 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 **Electric Missouri, Inc.-Investor(Electric)** 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	Highly Confidential

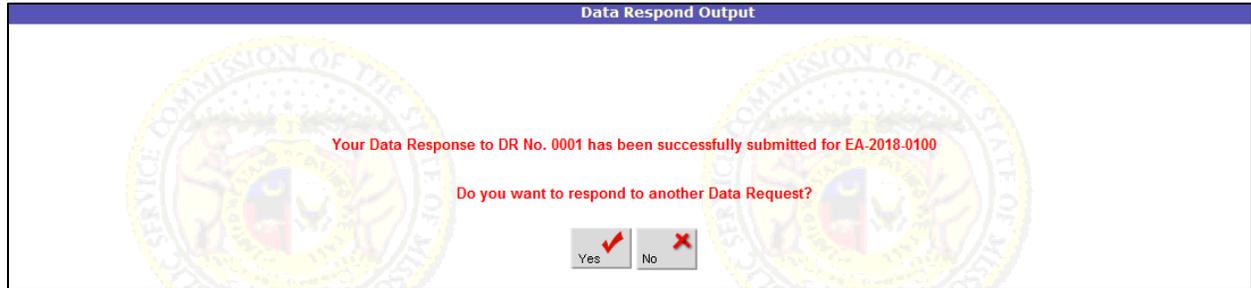
22. Click the **'OK'** button to submit the filing, or click the **'Cancel'** button to make changes to the submission.



Missouri Public Service Commission

EFIS – Respond to Data Request

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