To add or update user's attorney information:

1) Navigate to EFIS
2) Click the **Log in** link located in the *Header Links* in the upper, right-hand corner.

3) In the **Email Address** field, input the user's email address registered with their user account.
4) In the **Password** field, input the user's password.
5) Click the **Log In** button.

6) Once logged in, users are always directed to their *Dashboard*.
   a) If the user isn't directed to their Dashboard, select the **Dashboard** link located in the *Header Links* in the upper, right-hand corner.

7) In the *Dashboard* screen, go to the 'Account' tab.
8) Users are always directed to 'Summary' link under the Account tab.
   a) If the user isn't directed to the Summary link, click on the 'Account' tab and then select the 'Summary' link.

9) Select the 'Attorney List' link.

Account ▾
Summary
Address List
Email List
Phone List
Attorney List
Security

OR

Click the **Manage** button beside the *Attorney Information* section.

Attorney Information ⚙ Manage
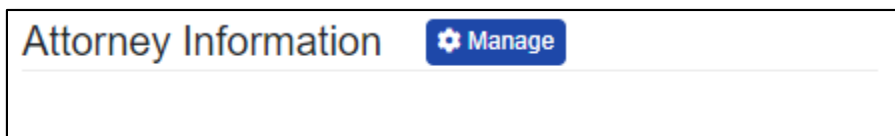
10) Check the box labeled **I am an attorney**.

Account Attorney List

I am an attorney ☐

11) In the **State** field, select the state in which the user is authorized as an attorney from the drop-down list.
   a)   This field is set to 'Missouri' as the default.
12) In the **Bar No.** field, input the user's bar number.
13) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Add My Attorney Information ▾

Items with an orange left border (|) are required.

Attorney Name	John John
State	Missouri
Bar No.	000000

Submit   Clear

14) Users will be directed back to their *Account Attorney List* page.
   a) Users can close any phone number by selecting the **Close** button, located at the end of the row of the phone number needing closed.

Account Attorney List

State	Bar No.	
Missouri	123456	🗑 Close
Illinois	654321	🗑 Close

   i) A pop-up message is displayed which makes the user confirm their selection.
   ii) Select the **Confirm** button to confirm the closure or click the **Cancel** button to cancel the closure.

Confirm ✕

Are you sure you want to close this record?

[Confirm] [Cancel]

15) Once the user has any closed attorney information, a check box will be displayed which is labeled **Include closed**. This allows users to see any closed attorney information that may be tied to their account.

Account Attorney List

Include closed: ☐

State	Bar No.	
Missouri	123456	🗑 Close

For additional assistance, please contact the Data Center at (573) 751-7496 or dcsupport@psc.mo.gov.