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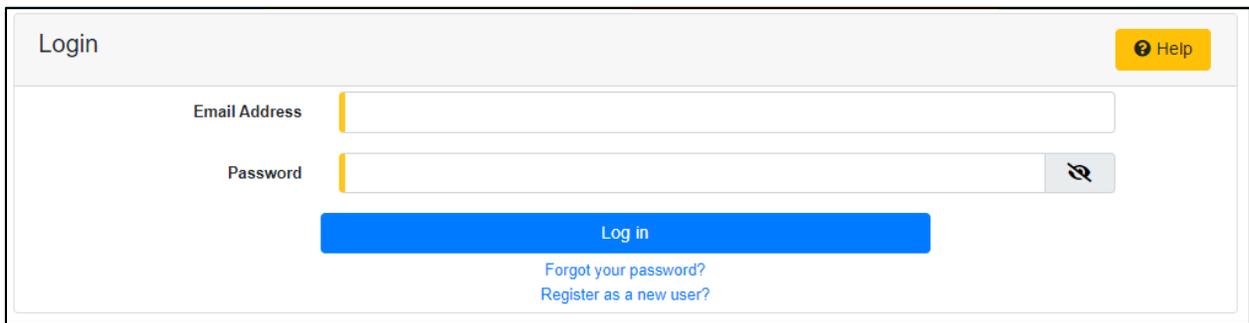
6) Once logged in, users are always directed to their *Dashboard*.
   a) If the user isn't directed to their Dashboard, select the **Dashboard** link located in the *Header Links* in the upper, right-hand corner.

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 users isn't directed to the Summary link, click on the 'Account' tab.
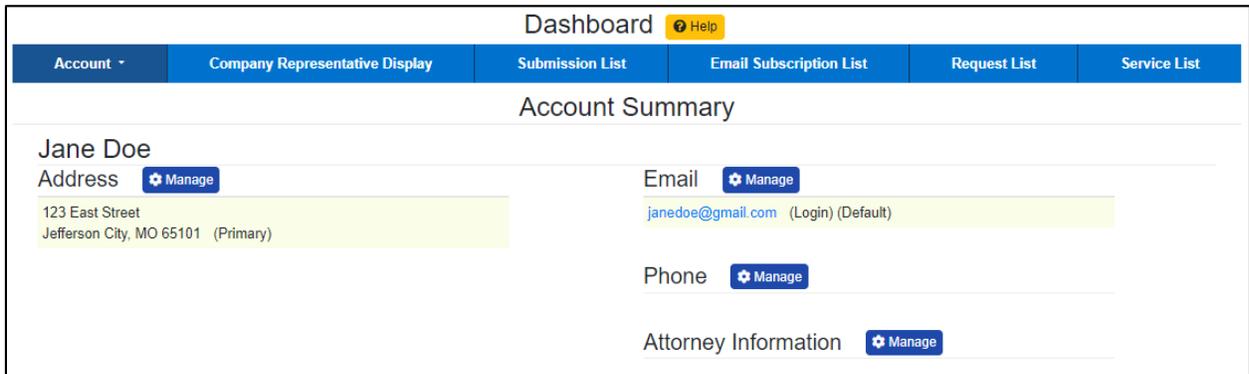
   b) Select the 'Summary' link.
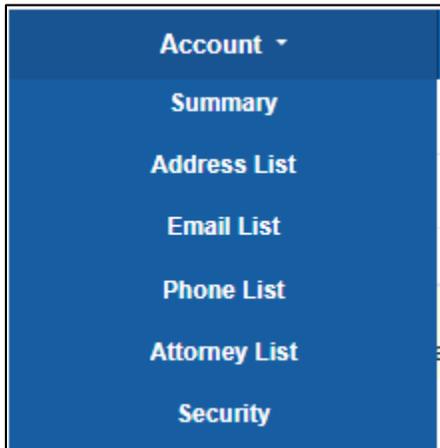
UPDATE/ADD ADDRESS

To update a user's address or add another address:

1) Click on the 'Account' tab.
2) Select the 'Address List' link.

OR
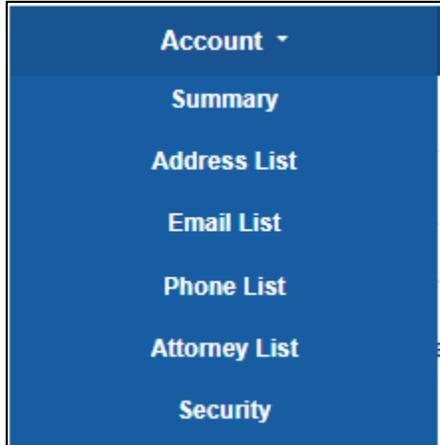
Click the **Manage** button beside the *Address* section.

3) Click on the *Add Address* section.

Account Address List

Primary	Address	City	State	Zip	
☑	123 East Street	Jefferson City	Missouri	65101	🗑 Close

Add Address ▾

4) If this will be the user's primary address, check the box labeled **Primary**.
5) In the **Address Line 1** field, input the user's street address.
6) In the **Address Line 2** field, input the user's apartment, studio or floor.
7) In the **City** field, input the user's city.
8) In the **State** field, select the user's state from the drop-down list.
   a) This field is set to 'Missouri' as the default.
9) In the **Zip** field, input the user's zip code.
10) In the **County** field, select the user's county from the drop-down list.
11) In the **Country** field, select the user's country from the drop-down list.
   a) This field is set to 'United States of America' as the default.
12) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Add Address ▾

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

Primary	☐
Address Line 1	1234 Main St
Address Line 2	Apartment, studio, or floor
City	City
State	Missouri
Zip	Zip
County	(Select)
Country	United States of America

Submit   Clear

13) Users will be directed back the *Account Address List* page.
   a) Users can set their primary address by checking the box in front of the address under the **Primary** column.
   b) Users can close an old address by selecting the **Close** button, located at the end of the row of the address needing closed.

Account Address List

Primary	Address	City	State	Zip	County	
☑	123 East Street	Jefferson City	Missouri	65101		🗑 Close
☐	456 West Street	Jefferson City	Missouri	65109	Cole	🗑 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]

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

Account Address List

Include closed: ☐

Primary	Address	City	State	Zip	
☑	123 East Street	Jefferson City	Missouri	65101	🗑 Close

Add Address ▼

UPDATE/ADD EMAIL ADDRESS

1) Click on the 'Account' tab.
2) Select the 'Email List' link.

OR
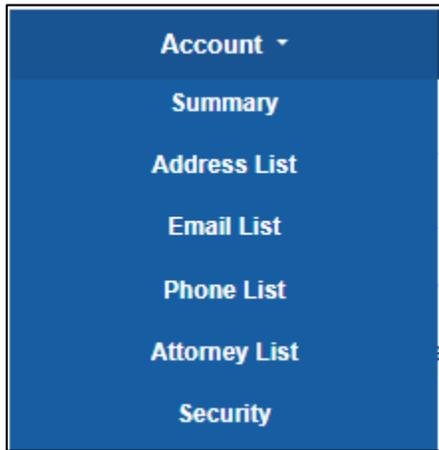
Click the **Manage** button beside the *Email* section.

3) Click on the *Add Email Address* section.
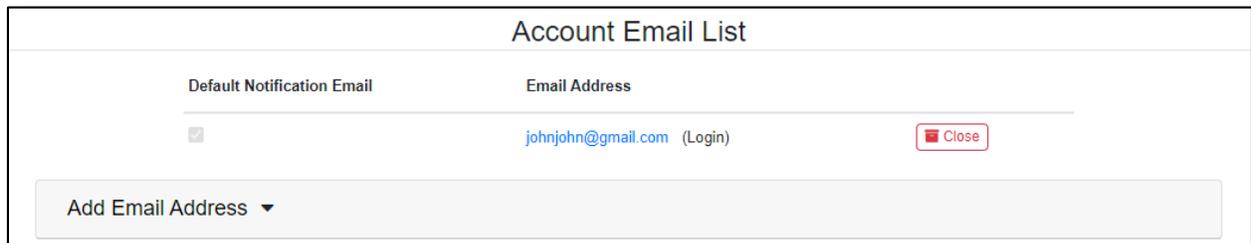
4) If this will be the user's default email address, check the box labeled **Default Notification Email**.
5) In the **Email Address** field, input the user's email address.

6) Users will be directed back to their *Account Email List* page.
   a) Users can set their default email address for EFIS notifications by checking the box in front of the email address under the **Default Notification Email** column.
   b) Users can close any email addresses by selecting the **Close** button, located at the end of the row of the email address needing closed.

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.

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

UPDATE/ADD PHONE NUMBER

1) Click on the 'Account' tab.
2) Select the 'Phone List' link.

OR
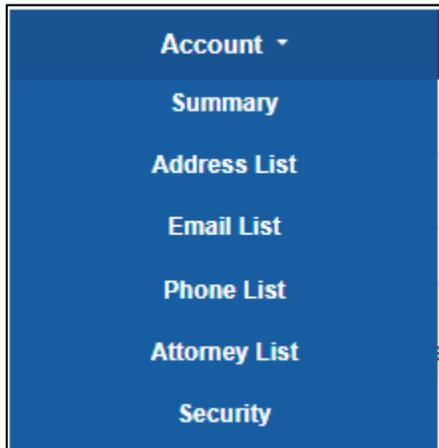
Click the **Manage** button beside the *Phone* section.

3) Click on the *Add Phone* section.
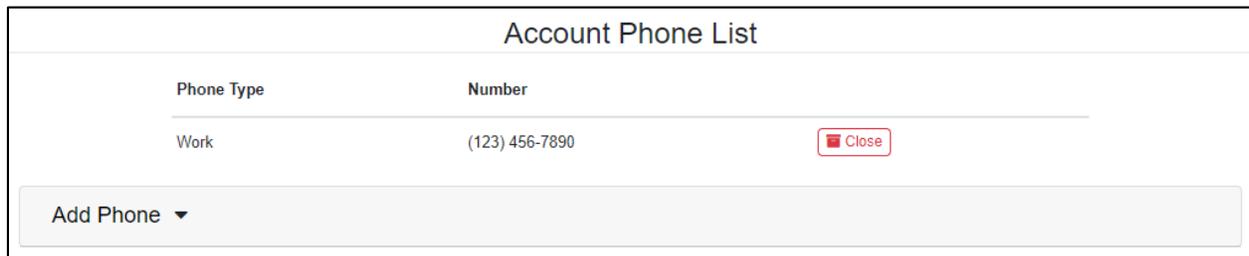
4) In the **Phone Type** field, select the type of phone from the drop-down list.
5) Check the box beside **Is International** if the phone number is an international number.
6) In the **Number** field, input the user's phone number
7) In the **Extension** field, input the user's extension, if any.
8) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

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

Phone Type	(Select) ⌄
Is International	☐
Number	(000) 000-0000
Extension	0000

Submit   Clear

9) Users will be directed back to their *Account Phone 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 Phone List

Phone Type	Number	
Cell	(098) 765-4321	🗑 Close
Work	(123) 456-7890	🗑 Close

Add Phone ▾

   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

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

UPDATE/ADD ATTORNEY INFORMATION

1) Click on the 'Account' tab.
2) Select the 'Attorney List' link.

OR
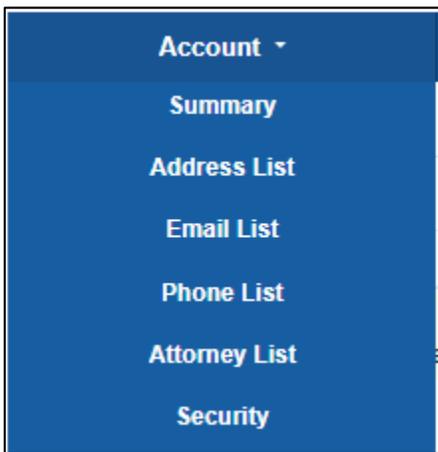
Click the **Manage** button beside the *Attorney Information* section.
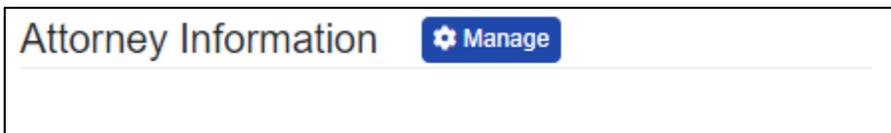
3) Check the box labeled **I am an attorney**.

4) 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.
5) In the **Bar No.** field, input the user's bar number.
6) 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

7) 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

8) 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.