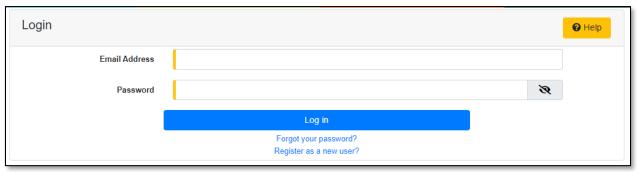To approve or deny a company representative for a company:

> *NOTE: Users must have a 'Professional Account' and linked to the company as their Official Representative.*

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) Select the **Company Representative** tab.
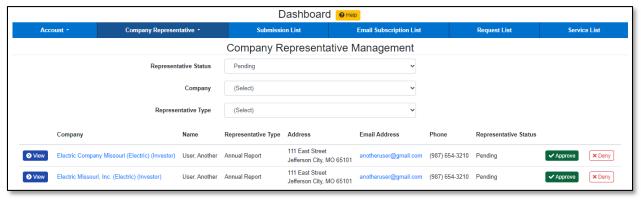8) Select the **Management** link to display all linked companies for the user.

9) In the **Representative Status** field, select 'Pending' from the drop-down list.
   a) If there are any pending representatives for the company, this field should automatically default to 'Pending'.

10) At the end of the representative, click the **Approve** button to approve the representative or click the **Deny** button to deny the representative.

11) Once approved or denied, a message will be displayed at the top of the *Company Representative Management* page which lets them know the representative has been approved or denied.

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