



## Approve/Deny Company Representative

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.

Login Help

Email Address

Password

**Log in**

[Forgot your password?](#)  
[Register as a new user?](#)

- 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'.



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

The screenshot shows a dashboard titled "Company Representative Management" with a navigation bar containing "Account", "Company Representative", "Submission List", "Email Subscription List", "Request List", and "Service List". Below the navigation bar are three dropdown menus for "Representative Status" (set to "Pending"), "Company" (set to "(Select)"), and "Representative Type" (set to "(Select)"). A table below lists two representatives:

Company	Name	Representative Type	Address	Email Address	Phone	Representative Status	Actions
<a href="#">View</a> Electric Company Missouri (Electric) (Investor)	User, Another	Annual Report	111 East Street Jefferson City, MO 65101	<a href="mailto:anotheruser@gmail.com">anotheruser@gmail.com</a>	(987) 654-3210	Pending	<a href="#">Approve</a> <a href="#">Deny</a>
<a href="#">View</a> Electric Missouri, Inc. (Electric) (Investor)	User, Another	Annual Report	111 East Street Jefferson City, MO 65101	<a href="mailto:anotheruser@gmail.com">anotheruser@gmail.com</a>	(987) 654-3210	Pending	<a href="#">Approve</a> <a href="#">Deny</a>

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.

The screenshot shows a green notification banner at the top of the "Company Representative Management" page with the text: "Another User has been Approved as an Annual Report company representative for Electric Company Missouri (Electric) (Investor)."

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