



Close Company Representative

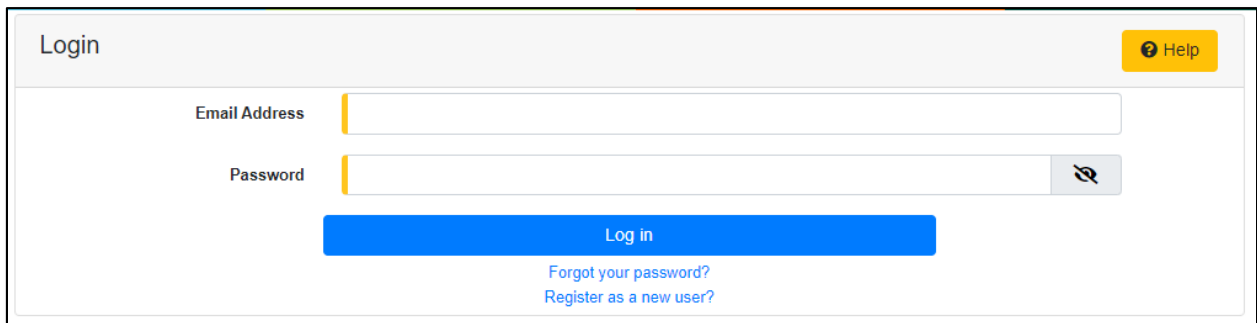
To close a company representative for a company:

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.



OPTION 1

- 1) Select the **Company Representative** tab.
- 2) Select the **Display** link to display all linked companies for the user.



- 3) Click on the name of the company under the **Company** column in which the representative needs to be closed from.



Close Company Representative

Company	Representative Type	Address	Email Address	Phone	Representative Status
View Electric Company Missouri (Electric) (Investor)	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved Close
View Electric Missouri, Inc. (Electric) (Investor)	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved Close
View IvoIP Missouri, Inc. (Telephone - IvoIP)	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved Close
View IvoIP MO, Inc. (Telephone - IvoIP)	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved Close
View Video Franchise Missouri, Inc. (Video)	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved Close
View Video Missouri, Inc. (Video)	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved Close

- 4) On the *Company Information* page, scroll to the *Representatives* section.
- 5) Click the **View** button in front of the representative to open the representative's information.

Representative Type	Name	Address	Email Address	Phone
View Attorney	Doe, John	123 East Main St Jefferson City, MO 65101	johndoe@gmail.com	Work: (123) 456-7890
View Official Representative	User, Professional	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	Work: (123) 456-7890

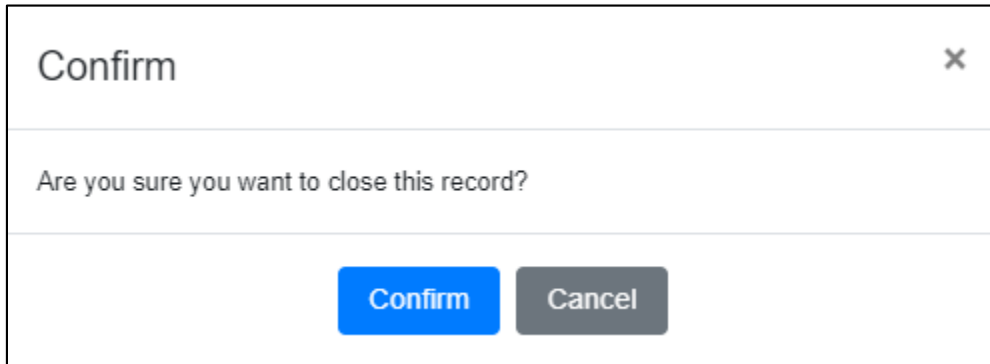
- 6) Click the **Close** button at the top of the *Company Representative Display* page.

Representative Status	Approved
Name	John Doe
Company	Electric Company Missouri (Electric) (Investor)
Representative Type	Attorney
Address	123 East Main St Jefferson City, MO 65101
Email	johndoe@gmail.com
Phone	Work: (123) 456-7890

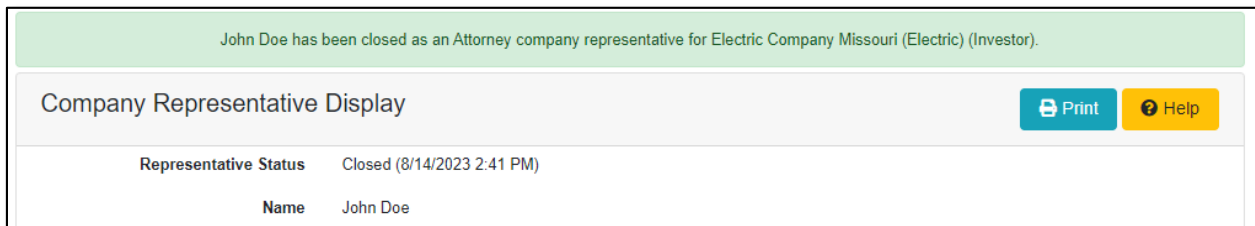
- a) A pop-up message is displayed which makes the user confirm their selection.
- b) Select the **Confirm** button to confirm the closure or click the **Cancel** button to cancel the closure.



Close Company Representative



- 7) A message will be displayed at the top of the *Company Representative Display* page letting the user know the representative has been closed.



OPTION 2

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



- 3) Click the **View** button in front of the company/representative which needs to be closed.



Close Company Representative

Dashboard Help

Account - Company Representative - Submission List Email Subscription List Request List Service List

Company Representative Management

Representative Status:

Company:

Representative Type:

Company	Name	Representative Type	Address	Email Address	Phone	Representative Status
View Electric Company Missouri (Electric) (Investor)	User, Professional	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved
View Electric Missouri, Inc. (Electric) (Investor)	Doe, Jane	Attorney	123 East Main St Jefferson City, MO 65101	janedoe@gmail.com		Approved Close
View Electric Missouri, Inc. (Electric) (Investor)	User, Professional	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved
View IvoIP Missouri, Inc. (Telephone - IvoIP)	User, Professional	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved
View IvoIP MO, Inc. (Telephone - IvoIP)	User, Professional	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved
View Video Franchise Missouri, Inc. (Video)	User, Professional	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved
View Video Missouri, Inc. (Video)	User, Professional	Official Representative	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	(123) 456-7890	Approved

4) Click the **Close** button at the top of the *Company Representative Display* page.

Company Representative Display

Print Edit Close Help

Representative Status: Approved

Name: John Doe

Company: [Electric Company Missouri \(Electric\) \(Investor\)](#)

Representative Type: Attorney

Address: 123 East Main St
Jefferson City, MO 65101

Email: [johndoe@gmail.com](mailto: johndoe@gmail.com)

Phone: Work: (123) 456-7890

- c) A pop-up message is displayed which makes the user confirm their selection.
- d) 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



Close Company Representative

- 5) A message will be displayed at the top of the *Company Representative Display* page letting the user know the representative has been closed.

John Doe has been closed as an Attorney company representative for Electric Company Missouri (Electric) (Investor).

Company Representative Display

[Print](#) [Help](#)

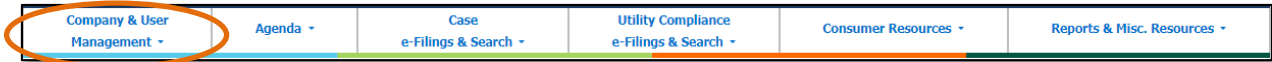
Representative Status	Closed (8/14/2023 2:41 PM)
Name	John Doe



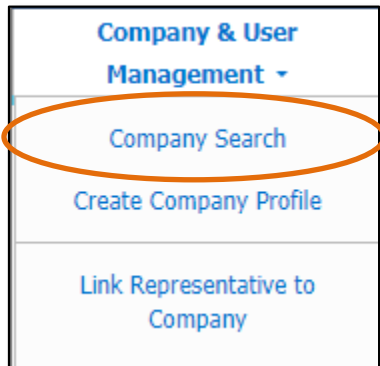
Close Company Representative

OPTION 3

1) Select the 'Company & User Management' tab.



2) Select the 'Company Search' link.



3) On the *Company Search* page, complete the following information:

- a) In the **Company** field, input the company's name.
- b) Click the **Search** button; or click the **Clear** button to clear all fields and start over.

Company Search

Search Criteria ▾ Help

Utility Type (Select) ▾	Company Type (Select) ▾	Company Include Related Companies: <input type="checkbox"/>	EFIS Company Status Both ▾
Email Address	Address 1234 Main St	City	State (Select) ▾
Zip	Country (Select) ▾	Phone Number	Certification/Registration Status (Select) ▾

Search Clear

4) A list of companies matching the search criteria will be displayed below the Search button.

5) Click on the company name in the **Company** column to view the company's information.

Search complete. The results are displayed below.

Search Clear

Returning 1 / 1

Company	Utility Type	Email	Address	Phone Number	EFIS Company Status	Certification/Registration	Parent Company	Doing Business As
Electric Company Missouri	Electric Company Type: Investor		123 East Main St Jefferson City, MO 65101 (Primary)	Work: (123) 456-7890	Open	Certificated SOR, AR		

6) On the *Company Information* page, scroll to the *Representatives* section.

7) Click the **View** button in front of the representative to open the representative's information.



Close Company Representative

Representatives ▾ Add Company Representative					
	Representative Type	Name	Address	Email Address	Phone
View	Attorney	Doe, John	123 East Main St Jefferson City, MO 65101	johndoe@gmail.com	Work: (123) 456-7890
View	Official Representative	User, Professional	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	Work: (123) 456-7890

8) Click the **Close** button at the top of the *Company Representative Display* page.

Company Representative Display Print Edit Close Help

Representative Status: Approved
Name: John Doe
Company: [Electric Company Missouri \(Electric\) \(Investor\)](#)
Representative Type: Attorney

Address: 123 East Main St
Jefferson City, MO 65101

Email: johndoe@gmail.com

Phone: Work: (123) 456-7890

e) A pop-up message is displayed which makes the user confirm their selection.

f) 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

9) A message will be displayed at the top of the *Company Representative Display* page letting the user know the representative has been closed.



Close Company Representative

John Doe has been closed as an Attorney company representative for Electric Company Missouri (Electric) (Investor).

Company Representative Display Print Help

Representative Status	Closed (8/14/2023 2:41 PM)
Name	John Doe

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