



# Update Company Information

To update a company'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.

Login Help

Email Address

Password

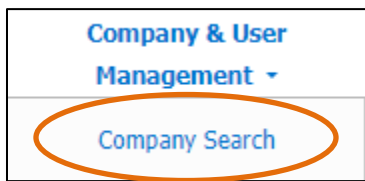
**Log in**

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

- 6) Select the 'Company & User Management' tab.



- 7) Select the 'Company Search' link.



- 8) Input the applicable search criteria.
- 9) Select the **Search** button; or click the **Clear** button to clear all fields and start over.



# Update Company Information

**Company Search**

Search Criteria ▾ Help

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

Search Clear

- 10) A list of companies matching the search criteria will be displayed below the Search button.
- 11) Click on the company name in the **Company** column to view the company's information.

Returning 1 / 1

Company	Utility Type	Email	Address	Phone Number	EFIS Company Status	Certification/Registration	Parent Company	Doing Business As
<a href="#">Electric Missouri, Inc.</a>	Electric Company Type: Investor	info@electrmo.com	123 Main Street Jefferson City, MO 65101 (Primary)	Work: (123) 456-7890	Open	Not Certified		

- 12) On the *Company Information* page, staff can view all pertinent information about the company.
- 13) To view each utility type's information, click the applicable utility tab.

**Company Information** Print Help

**Company** Electric Missouri, Inc.

Parent Company

Doing Business As

<b>Electric</b>	<b>Add New Utility Type +</b>
<b>Utility Type</b>	Electric
<b>Company Type</b>	Investor

- 14) The company's main contact information is displayed in the *Company Contact Information* section for each utility type.
- 15) Click the **Edit** button to edit the company's contact information.



# Update Company Information

Company Contact Information Edit

<b>Address</b> 123 Main Street Jefferson City, MO 65101 <i>(Primary)</i>	<b>Email</b> info@electricmo.com
	<b>Phone</b> Work: (123) 456-7890

## Update Company Address

- 1) To update the company’s address, click the **Add New** button in the *Address* section to add a new company address.

Address

Include on Company	Primary	Address	City	State	Zip
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123 Main Street	Jefferson City	MO	65101

+ Add New

- 2) On the *Add Address* input screen, complete the following information:
  - a) For the **Primary** checkbox, uncheck the box only if the address entered will not be the primary address of the company.

*NOTE: If the address is not the primary address, a primary address must be added to complete the creation of the company profile.*

- b) In the **Address Line 1** field, input the street and/or mailing address of the company.
- c) In the **Address Line 2** field, input an apartment, studio, or floor number, if applicable.
- d) In the **City** field, input the name of the city.
- e) In the **State** field, select the name of the state from the drop-down list.

*NOTE: This field defaults to 'Missouri'.*

- f) In the **Zip** field, input the zip code.
- g) In the **County** field, select the name of the county from the drop-down list.
- h) In the **Country** field, select the name of the country from the drop-down list.

*NOTE: This field defaults to 'United States of America'.*

- i) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.
- j) Repeat these steps if an additional address is needed.



# Update Company Information

### Add Address ✕

**Primary**

**Address Line 1**

**Address Line 2**

**City**

**State**

**Zip**

**County**

**Country**

- 3) Users will be directed back the *Edit Company Contact* page.
  - a) Companies can select the address they want included on company searches by checking the box in front of the address under the **Include on Company** column.
  - b) Companies can set their primary address by checking the box in front of the address under the **Primary** column.
  - c) Companies can remove an address by selecting the **trash can** icon, located at the beginning of the row of the address needing removed.

Address						
	Include on Company	Primary	Address	City	State	Zip
	<input type="checkbox"/>	<input type="checkbox"/>	134 West Street	Jefferson City	MO	65101
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123 Main Street	Jefferson City	MO	65101



# Update Company Information

## Update Company Email Address

- 1) To update the company's email address, click the **Add New** button in the *Email Address* section to enter an email address.

Include on Company	Email Address
<input checked="" type="checkbox"/>	info@electricmo.com

[+ Add New](#)

- 2) On the *Email Address* input screen, complete the following information:
  - a) In the **Email Address** field, input the company's email address.
  - b) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.
  - c) Repeat these steps if an additional email address is needed.

Add Email Address ✕

Please enter an email address belonging to the company being registered. This field is not intended for personal email addresses.

Email Address

[Submit](#) [Clear](#)

- 3) Users will be directed back to their *Edit Company Contact* page.
  - a) Companies can select the email address they want included on company searches by checking the box in front of the email address under the **Include on Company** column.
  - b) Companies can remove an email address by selecting the **trash can** icon, located at the beginning of the row of the email address needing removed.

	Include on Company	Email Address
	<input type="checkbox"/>	administrator@electricmo.com
	<input checked="" type="checkbox"/>	info@electricmo.com

[+ Add New](#)



# Update Company Information

## Update Phone Number

- 1) To update the company's phone number(s), click the **Add New** button in the *Phone* section to add a phone number.

The screenshot shows a table with the following structure:

Include on Company	Phone Type	Number
<input checked="" type="checkbox"/>	Work	(123) 456-7890

Below the table is a green button labeled "+ Add New".

- 2) On the *Phone* input section, complete the following information:
  - a) In the **Phone Type** field, select the applicable type of phone from the drop-down list.
  - b) For the **Is International** checkbox, check the box if the phone number is an international number.
  - c) In the **Number** field, input the phone number with area code.
  - d) In the **Extension** field, input an extension if needed.
  - e) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.
  - f) Repeat these steps if an additional phone number is needed.

The screenshot shows the "Add Phone" form with the following fields:

- Phone Type**: A dropdown menu with "(Select)" and a downward arrow.
- Is International**: A checkbox that is currently unchecked.
- Number**: A text input field containing "(000) 000-0000".
- Extension**: A text input field containing "0000".

At the bottom of the form are two buttons: "Submit" (blue) and "Clear" (white with blue border).

- 3) Users will be directed back to their *Edit Company Contact* page.
  - a) Companies can select the phone they want included on company searches by checking the box in front of the phone number under the **Include on Company** column.
  - b) Companies can remove a phone number by selecting the **trash can** icon, located at the beginning of the row of the phone number needing removed.



## Update Company Information

Phone			
	Include on Company	Phone Type	Number
	<input type="checkbox"/>	Cell	(098) 765-4321
	<input checked="" type="checkbox"/>	Work	(123) 456-7890

[+ Add New](#)

- 4) Click the **Submit** button after all fields have been completed; or click the **Cancel** button to cancel the changes.

<a href="#">Submit</a> <a href="#">Cancel</a>
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For additional assistance, please contact the Data Center at (573) 751-7496 or [dcsupport@psc.mo.gov](mailto:dcsupport@psc.mo.gov).