



Identify Official Representative

Users designated as Official Representatives for companies are able to access certain registration information, make changes to contact information, and receive notifications of various EFIS submissions. A company can only designate two (2) Official Representatives for their company.

NOTE: Users must have a 'Professional Account' in EFIS.

To determine who a company's Official Representative is:

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



- 7) Select the 'Company Search' link.



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



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- 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 [Help](#)

Search Criteria ▾

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

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

Search complete. The results are displayed below.

Returning 1 / 1

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

- 11) On the *Company Information* page, scroll to the *Representatives* section.
- 12) Select the **Representative Type** column heading to sort by the representative type.

Representatives ▾

	Representative Type	Name	Address	Email Address	Phone
<input type="button" value="View"/>	Consumer Services	Service, Customer	123 East Street Jefferson City, MO 65101	customerservice@electricmo.com	Work: (123) 456-7890
<input type="button" value="View"/>	Consumer Services	User, Professional	123 East Main St Jefferson City, MO 65101	customerservice@electricmo.com	Work: (123) 456-7890
<input type="button" value="View"/>	Data Request	User, Professional	123 East Main St Jefferson City, MO 65101	regulatoryaffairs@gmail.com	Work: (123) 456-7890
<input type="button" value="View"/>	Official Representative	User, Professional	123 East Main St Jefferson City, MO 65101	professional.user@gmail.com	Work: (123) 456-7890

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