



Update Company Representative

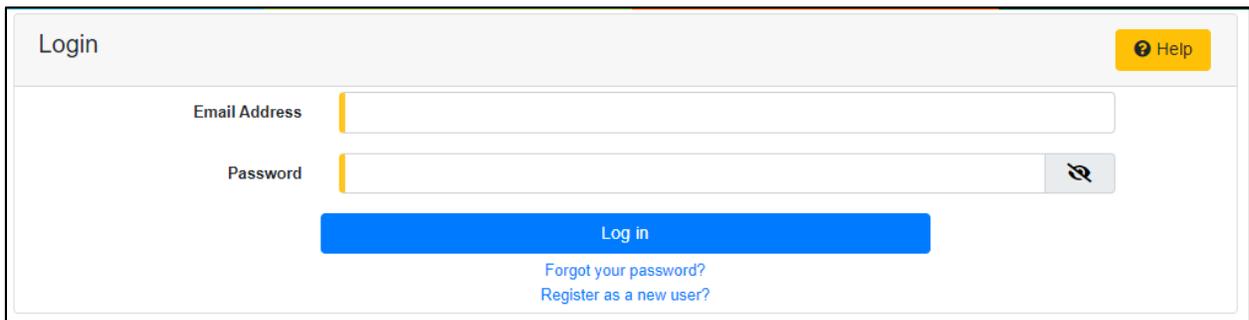
To update a company representative for a company:

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



Update Company Representative

Dashboard Help

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

Company Representative Management

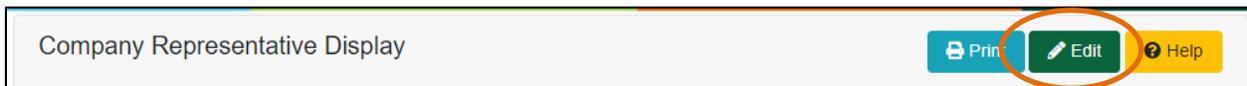
Representative Status:

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

10) Click the **Edit** button at the top of the *Company Representative Display* page.



- 11) The **Representative Type** field cannot be amended.
- 12) In the **Address** field, select the new address from the drop-down list.
 - a) If the address is listed, skip to step 13.
 - b) If the address isn't listed, click the **Add New** button below the field.

Edit Company Representative Help

Items with an orange left border () are required.

Name Service, Customer

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

Representative Type Consumer Services

Address

[+ Add New](#)

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

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

- v) In the **Zip** field, input the zip code.



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- vi) In the **County** field, select the name of the county from the drop-down list.
- vii) In the **Country** field, select the name of the country from the drop-down list.

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

- viii) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Add Address ✕

Address Line 1

Address Line 2

City

State

Zip

County

Country

- 13) In the **Email Address** field, select the new email address from the drop-down list.
 - a) If the email address is listed, skip to Step 14.
 - b) If the email address is not listed, click the **Add New** button to add a new address.

Email Address

- i) In the **Email Address** field, input the email address.
- ii) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



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Add Email Address

Email Address

- 14) In the **Phone** field, select the new phone number from the drop-down list.
- a) If the phone number is listed, skip to step 15.
 - b) If the email address is not listed, click the **Add New** button to add a new address.

Phone

- i) In the **Phone Type** field, select the type of phone from the drop-down list.
- ii) For the **Is International** checkbox, check the box if the phone number is an international number.
- iii) In the **Number** field, input the phone number with area code.
- iv) In the **Extension** field, input an extension if needed.
- v) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

Add Phone

Phone Type

Is International

Number

Extension

- 15) After all fields have been completed, click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



Update Company Representative

16) Once submitted, the *Company Representative Display* page will open which lets the user know the representative's information has been successfully updated.

Company representative record has been updated.

Company Representative Display

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