Getting Started with EFIS 2.0

Register New Users

EFIS users who have a user account in legacy EFIS should not create a new account in EFIS 2.0. Doing so will create a duplicate account.

To register a new user in EFIS 2.0:

1) Navigate to EFIS.
2) Click the **Register** link located in the *Header Links* in the upper, right corner.

3) In the '**I am registering a'** field, select the applicable account type.
   a) *Personal Account* – a verified user account for an individual who is using EFIS for personal, non-business purposes.
   b) *Professional Account* – a verified user account for an individual who is using EFIS in a professional capacity for business purposes.

4) In the **First Name** field, input the user's first name.
5) In the **Middle Name** field, input the user's middle name or middle initial.
6) In the **Last Name** field, input the user's last name.
7) In the **Email Address** field, input the user's primary email address.

8) In the **Password** field, input a unique password.
   a) *Passwords must be at least 8 characters.*
   b) *Passwords must have at least one non alphanumeric character.*
   c) *Passwords must have at least one digit ('0'-'9').*

d) *Passwords must have at least one lowercase ('a'-'z').*
e) *Passwords must have at least one uppercase ('A'-'Z').*

9) In the **Confirm password** field, input the same unique password entered in the Password field.
10) In the **Security Question** field, select a security question from the drop-down list which can be used to help identify the user's account.
11) In the **Security Answer** field, input the answer to the Security Question field in the previous field.

Password Password Requirements	👁️‍🗨️
Confirm password	👁️‍🗨️
Security Question	(Select) ⌄
Security Answer	

12) In the **Address Line 1** field, input the user's street address.
13) In the **Address Line 2** field, input the user's apartment, studio or floor.
14) In the **City** field, input the user's city.
15) In the **State** field, select the user's state from the drop-down list.
    a) This field is set to 'Missouri' as the default.
16) In the **Zip** field, input the user's zip code.
17) In the **County** field, select the user's county from the drop-down list.
18) In the **Country** field, select the user's country from the drop-down list.
    a) This field is set to 'United States of America' as the default.

Address Line 1	1234 Main St
Address Line 2	Apartment, studio, or floor
City	City
State	Missouri ⌄
Zip	Zip
County	(Select) ⌄
Country	United States of America ⌄

19) In the **Phone Type** field, select the applicable type of phone number being provided from the drop-down list.
20) Check the box beside **Is International** if the phone number is an international number.
21) In the **Number** field, input the user's phone number.
22) In the **Extension** field, input the user's extension, if any.

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

24) A message will be posted letting the user know they must complete their registration process by following the instructions that were sent to their email.

An email has been sent to johnjohn@gmail.com. To complete the registration process, please follow the instructions in the email.

25) Go to the user's email server and locate the *Confirm EFIS User Registration* email from efis@psc.mo.gov.

26) Click the **Verify E-mail** link located in the body of the email.

Missouri Public Service Commission

To complete your EFIS registration and activate your account, please click Verify E-mail.

If you did not attempt to register in the Missouri Public Service Commission's Electronic Filing Information System (EFIS), please disregard this notification.

This email was sent from a notification-only address that cannot accept incoming emails.
*Do **not** reply to this message*

27) The user will be redirected to EFIS.

28) A message will be posted letting the user know their email has been confirmed and they are ready to log in to EFIS.

Email confirmed for johnjohn@gmail.com. Please click here to log in.

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