

To update a user's contact information:

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

MISSOURI PUBLIC SERVICE COMMISSION ELECTRONIC FILING AND INFORMATION SYSTEM	Legit er → Log in → PSC Log in Help Directory
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- 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		e Help
Email Address		
Password		Ø
	Log in	
	Forgot your password? Register as a new user?	

- 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.

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ELECTRONIC FILING AND INFORMATION SYSTEM	🌔 🍰 Dashboard 🍌 Log out
	Help Directory

7) In the Dashboard screen, go to the 'Account' tab.

Dashboard 🛛 Help						
Account -	Company Representative Display	Submission List	Email Subscription List	Request List	Service List	
	Account Summary					
Jane Doe						
Address 🔹	Manage	Er	mail 🌼 Manage			
123 East Street	5404 (D.)	jar	nedoe@gmail.com (Login) (Default)		
Jefferson City, MO 6	5101 (Primary)					
		Pl	10NC 🌣 Manage			
		At	torney Information 🛛 🍳	Manage		

8) Select the 'Security' link.





UPDATE PASSWORD

- 1) In the *Password* section, complete the following:
 - a) In the **Current Password** field, input the user's current password.
 - b) In the New Password field, input the user's new password.
 - i) Passwords must be at least 8 characters.
 - ii) Passwords must have at least one non alphanumeric character.
 - iii) Passwords must have at least one digit ('0'-'9').
 - iv) Passwords must have at least one lowercase ('a'-'z').
 - v) Passwords must have at least one uppercase ('A'-'Z').
 - c) In the **Confirm New Password** field, input the same new password as the previous field.
 - d) Click the **Update Password** button to submit the change.

Password		
Current Password		Ø
New Password Password Requirements		Ø
Confirm New Password		<i>B</i>
	Update Password	

e) A message will be displayed at the top of the *Password* section letting the user know their password has been updated.

Password	
Your password has been updated.	



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