



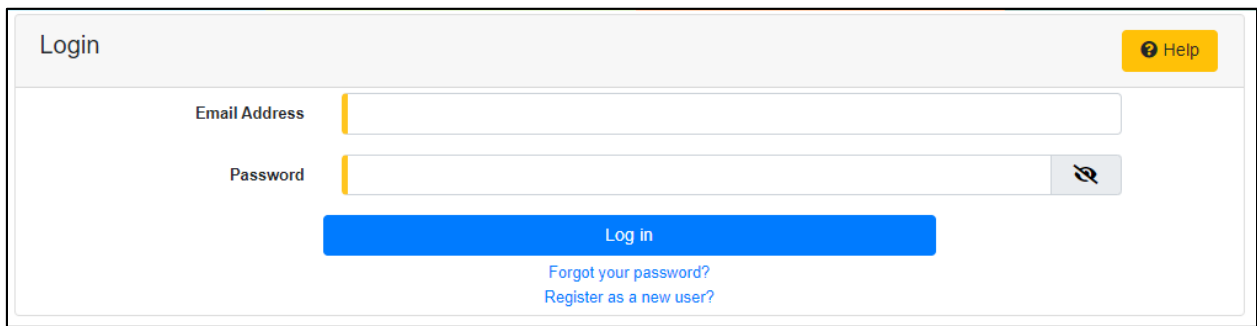
Update User's Phone Information

To update a user's phone information:

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



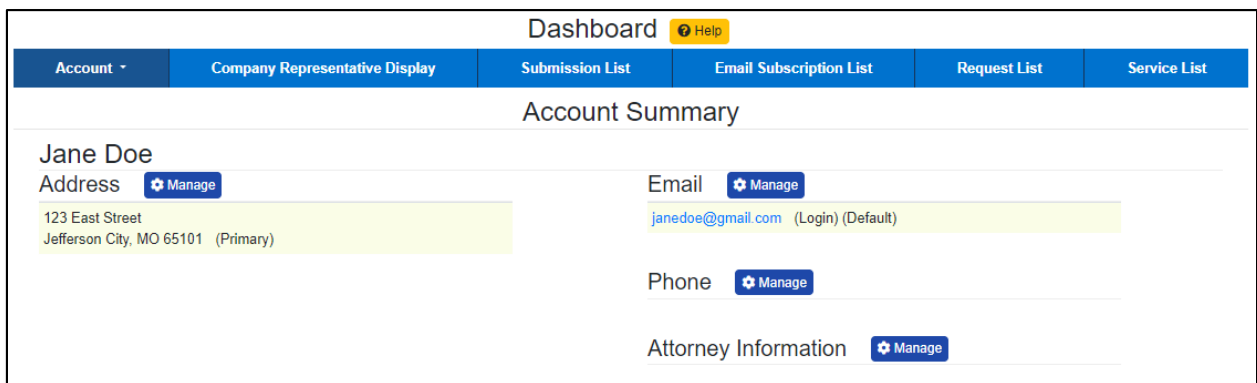
- 3) In the **Email Address** field, input the user's email address registered with their user account.
- 4) In the **Password** field, input the user's password.
- 5) Click the **Log In** button.



- 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.



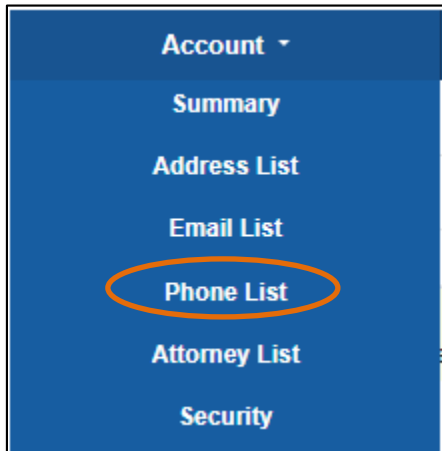
- 7) In the *Dashboard* screen, go to the 'Account' tab.
- 8) Users are always directed to 'Summary' link under the Account tab.
 - a) If the user isn't directed to the Summary link, click on the 'Account' tab and then select the 'Summary' link.



- 9) Select the 'Phone List' link.



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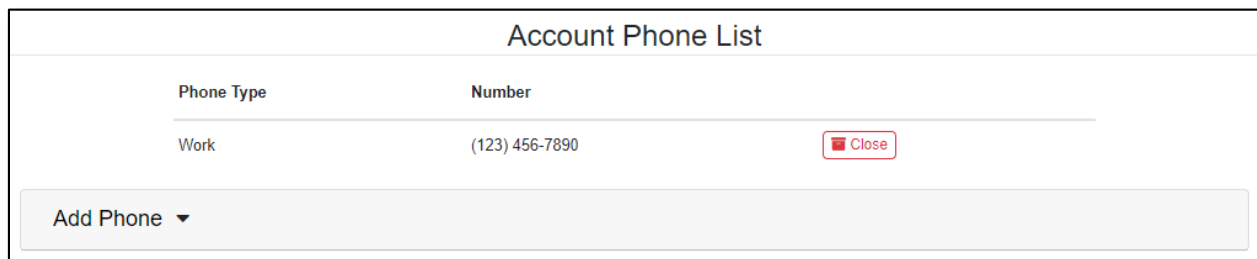


OR

Click the **Manage** button beside the *Phone* section.



10) Click on the *Add Phone* section.



- 11) In the **Phone Type** field, select the type of phone from the drop-down list.
- 12) Check the box beside **Is International** if the phone number is an international number.
- 13) In the **Number** field, input the user's phone number
- 14) In the **Extension** field, input the user's extension, if any.
- 15) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



Update User's Phone Information

Items with an orange left border () are required.

Phone Type (Select)

Is International

Number (000) 000-0000

Extension 0000

16) Users will be directed back to their *Account Phone List* page.

- a) Users can close any phone number by selecting the **Close** button, located at the end of the row of the phone number needing closed.

Account Phone List		
Phone Type	Number	
Cell	(098) 765-4321	<input type="button" value="Close"/>
Work	(123) 456-7890	<input type="button" value="Close"/>

Add Phone

- i) A pop-up message is displayed which makes the user confirm their selection.
- ii) Select the **Confirm** button to confirm the closure or click the **Cancel** button to cancel the closure.

Confirm

Are you sure you want to close this record?

17) Once the user has any closed phone number, a check box will be displayed which is labeled **Include closed**. This allows users to see any closed phone numbers that may be tied to their account.



Update User's Phone Information

Account Phone List	
Phone Type	Number
Work	(123) 456-7890

Include closed:

Close

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