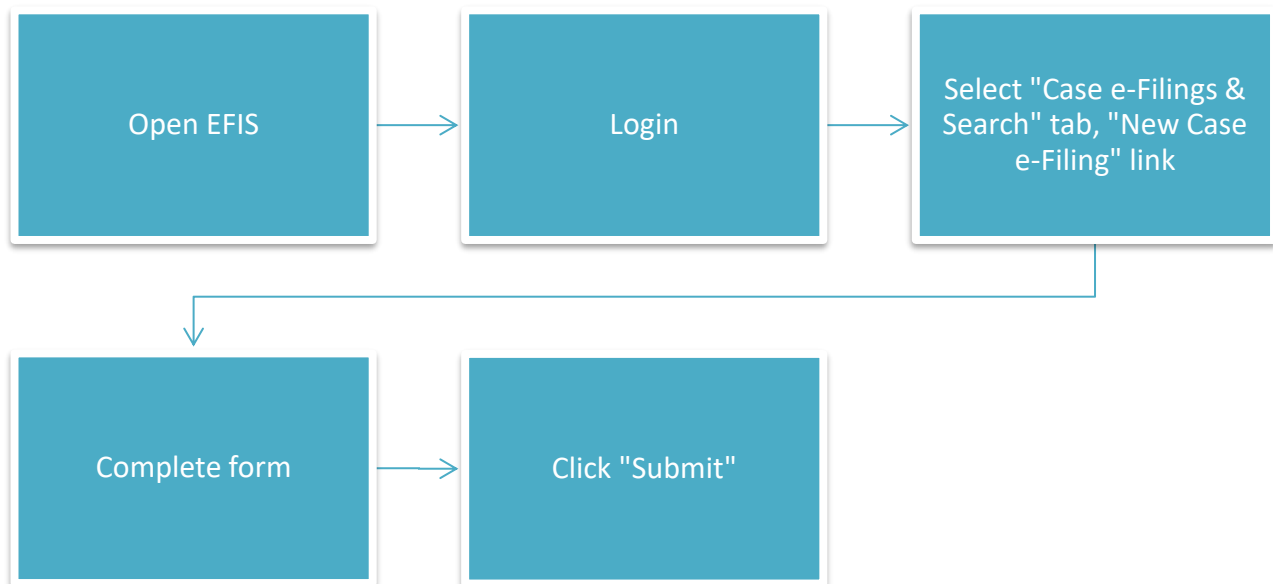




Professional account users, linked to the company, can file for a name change for their video services.

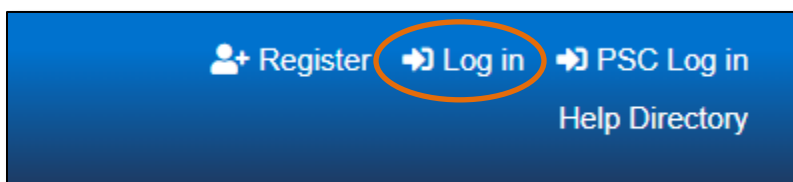
To file a video name change:

AT-A-GLANCE:

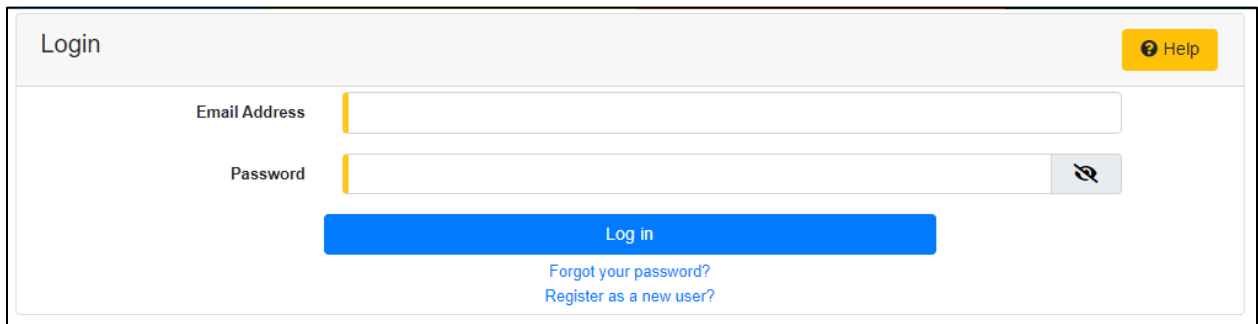


IN DETAIL:

- 1) Open 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.



The login form is titled 'Login' and includes a 'Help' button in the top right corner. It features two input fields: 'Email Address' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the fields is a blue 'Log in' button. At the bottom, there are two links: 'Forgot your password?' and 'Register as a new user?'.

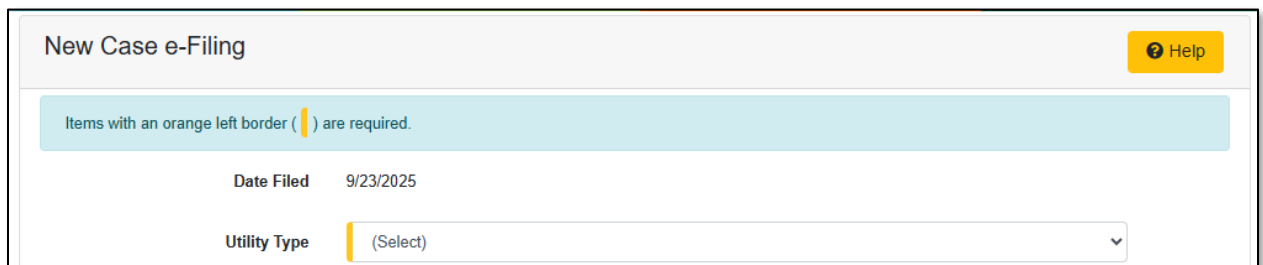
6) Select the 'Case e-Filings & Search' tab.

7) Select the 'New Case e-Filing' link.



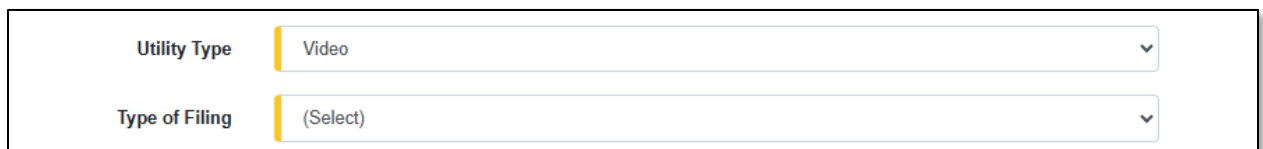
8) On the *New Case e-Filing* page, complete the following information:

- The **Date Filed** field will auto populate to the current date.
- In the **Utility Type** field, select 'Video' from the drop-down list. Once this field has been completed, additional fields will display.



The 'New Case e-Filing' form includes a 'Help' button in the top right. A light blue banner states: 'Items with an orange left border () are required.' The form contains two fields: 'Date Filed' with the value '9/23/2025' and 'Utility Type' with a dropdown menu showing '(Select)'.

- In the **Type of Filing** field, select the applicable filing type from the drop-down list. Once this field has been completed, additional fields will display.



This section shows two dropdown menus. The first is 'Utility Type' with 'Video' selected. The second is 'Type of Filing' with '(Select)' shown.

- In the **Type of Case** field, select 'Name Change' from the drop-down list. Once this field has been completed, additional fields will display.

**Video Name Change**

Utility Type	Video	▼
Type of Filing	Notice	▼
Type of Case	Name Change	▼

- e) In the **Video Service Provider** field, select the appropriate company from the drop-down list. Only include the company to which the video service area and fees will apply. For a name change, select the company to which the new name will be applied. If there is both a parent company and a d/b/a entity, list only the d/b/a company here. The parent company should be entered in the **Other Subject Companies** field.
- f) In the **Other Subject Companies** field, input and/or select the applicable company or companies from the drop-down list. Do not include the company already listed in the **Video Service Provider** field.
- g) In the **Filed on Behalf of** field, select the applicable company or companies from the drop-down list.

Type of Case	Name Change
Video Service Provider	(Select)
Other Subject Companies	(Select)
Filed on Behalf of	(Select)

Check if Filed on Behalf of matches Subject Companies field: ☐

NOTE: Only companies the user is assigned as a representative for will appear in the list. If a company is not listed, the user will need to "[Request to be a Company Representative](#)" for that company.

- (1) If the company making the filing is the same as the video service provider and other subject companies, then check the box labeled **Check if Filed on Behalf of matches Subject Companies field:**.

Other Subject Companies	(Select)
	Fiber Communications (Video)
Filed on Behalf of	

Check if Filed on Behalf of matches Subject Companies field: ☒

- h) In the **Related Submission No.** field, input any related submission numbers related to the case. If there are no related submission numbers, skip to the next step.
- i) In the **Style of Case** field, input the case style/case matter.
- j) In the **Title of Filing** field, input the document title. (Please do not use all caps)
- k) In the **Data Request Contact Person** field, select the applicable company contact responsible for responding to any data requests for the company. If data requests are not anticipated for this case or if the Data Request Contact information is unknown at the time, skip to the next step.



Related Submission No.

Style of Case

Title of Filing

Data Request Contact Person

NOTE: The case style must begin with the phrase, “In the Matter of...” and should not be written in all capital letters.

NOTE: This list will include only those company representatives designated as an “Official Representative,” “Attorney,” “In-House Attorney,” or “Data Request” representative.

- i) In the *Attachment* section, click the **Select File(s) to Upload** button to upload documents for the filing.

Attachments

DISCLAIMER AND REQUIREMENTS: It is the sole responsibility of the person or entity submitting electronic files to take appropriate measures to ensure that all “confidential” information is to the best of their knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and accompanying attachments are automatically designated confidential. For case documents, when submitting “confidential” information, a **cover sheet or pleading** describing why that information qualifies for “confidential treatment” is required.

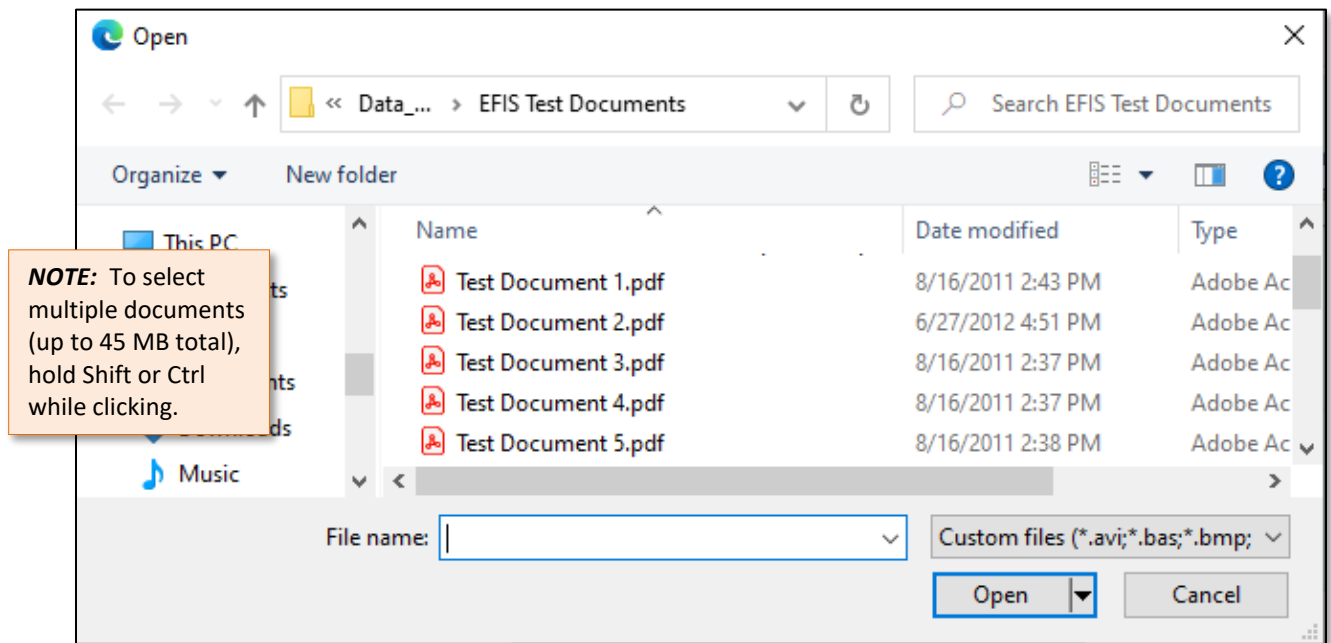
At least one is required.

Note:

- Files must be uploaded individually or in batches. Each individual document upload or batch upload may not exceed 45 MB (45,000 KB).
- Password protected documents are not acceptable.
- Some file types are prohibited (examples: zip, exec, etc.).
- Folders cannot be uploaded.

Select File(s) to Upload

- i) In the *Open Browser* window, select the document or documents to attach.



- ii) After selecting the document(s), users must select the security level for each document by selecting the **Security** field beside each document.
- (1) If documents are deemed highly confidential, check the box above the document list labeled **Check here to designate a document...**
 - (2) If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.

☐ Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

	Name	Size	Security
	Test Document 1.pdf	183.07 KB	(Select) ▼
	Test Document 2.pdf	91.28 KB	(Select) ▼
	Test Document 3.pdf	214.17 KB	(Select) ▼

Total: 3 file(s), 488.51 KB

Select File(s) to Upload

m) In the *Video Franchise Fee* section:

- i) If the new company is assuming all original video service areas and fees, select the **Select All Options** checkbox to copy all service areas and fees to the current case.
- ii) If the new company is only assuming specific video service areas and fees, under **Copy to Current Case**, check the box next to each location the new company will take over.



- iii) If the new company is taking over the original video service areas and fees and adding new ones, follow these steps:

(1) Click the **Add New** button to add the additional locations and associated fees.

Video Franchise Fees

Please select at least one option from the list (if provided) or enter at least one video franchise fee below. Selected entries from other cases will be copied to the current case.

☐ Select All Options

Copy to Current Case	Location	Location Type	Fee (\$%)	Open Submission No.
<input type="checkbox"/>	Cliff Village	City, Town, or Village	2%	KN-2026-0018
<input type="checkbox"/>	Grand Falls Plaza	City, Town, or Village	3%	KN-2026-0018
<input type="checkbox"/>	Loma Linda	City, Town, or Village	Unknown	KN-2026-0018
<input type="checkbox"/>	Redings Mill	City, Town, or Village	3%	KN-2026-0018

+ Add New

(2) In the **Location Type** field, select the applicable type of location from the drop-down list.

Add

Location Type (Select)

Submit Clear

(3) Depending on the selection from the previous field, will determine the next field.

- (a) If 'City, Town' or Village' is chosen, then in the **City, Town, or Village** field, select the applicable location from the drop-down list.

Add

Location Type City, Town, or Village

City, Town, or Village (Select)

- (b) If 'County' is chosen, then in the **County** field, select the applicable location from the drop-down list.



Add

Location Type

County

County

(Select)

- (c) If 'Other' is chosen, then in the **Other** field, select the applicable location from the drop-down list.

Add

Location Type

Other

Other

- (4) In the **Fee (\$%)** field, input the applicable fee amount, making sure to indicate whether it's a dollar amount (\$) or a percentage (%).

Add

Location Type

City, Town, or Village

City, Town, or Village

Jefferson City

Fee (\$%)

|

Submit



Clear

- n) Repeat step 'm)iii)' if there are more fees that need to be added. If no additional fees need to be added, then skip to the next step.



Video Franchise Fee

At least one is required.

	Location	Location Type	Fee (\$%)
 	Jefferson City	City, Town, or Village	1%

+ Add New

- o) In the *Service List* section, click the **Add New** button to add the attorney who is representing the company in the case matter.

Service List

At least one is required.

+ Add New

- p) In the *Add Service List For Your Company* input screen, select the following;
- In the **Company** field, select the applicable company.
 - In the **Representative Type** field, select the applicable type of representative from the drop-down list. (This is only applicable if the user wants to only show certain contacts in the Member Name field.)
 - In the **Member Name** field, select the applicable contact from the drop-down list. Once this field has been completed, additional fields will display.

Add Service List Member For Your Company

Items with an orange left border () are required.

Company

Absolute Video (Video)

Representative Type

(Select)

Member Name

(Select)

Submit

Clear

- iv) The **Address** field will auto populate to the default address of the contact selected in the Member Name field.



Video Name Change

- (1) If the address is incorrect, select the applicable address from the drop-down list; or click the **Add New** button to add a new address.

Member Name	<input type="text" value="Aaron, John"/>	▼
Address	<input type="text" value="*123 East Street, Jefferson City, MO 65101"/>	▼
	<input type="button" value="+ Add New"/>	*denotes primary address for member

- (a) In the **Address Line 1** field, input the street and/or mailing address of the company.
- (b) In the **Address Line 2** field, input an apartment, studio, or floor number, if applicable.
- (c) In the **City** field, input the name of the city.
- (d) In the **State** field, select the name of the state from the drop-down list.
- (e) In the **Zip** field, input the zip code.
- (f) In the **County** field, select the name of the county from the drop-down list.
- (g) In the **Country** field, select the name of the country from the drop-down list.
- (h) 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

NOTE: Defaults to "Missouri"

Zip

County

▼

Country

NOTE: Defaults to "United State of America"

Submit

Clear

- v) The **Email Address** field will auto populate with the default email address of the contact selected in the Member Name field.
 - (1) If the email address is incorrect, select the applicable email address from the drop-down list; or click the **Add New** button to add a new address.



The screenshot shows a form field labeled "Email Address". To the right of the label is a text input box containing the email address "jaaron@gmail.com". Below the input box is a green button with a white plus sign and the text "+ Add New".

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

The screenshot shows a modal window titled "Add Email Address" with a close button (X) in the top right corner. Inside the modal, there is a form field labeled "Email Address" with a text input box containing "email@provider.com". Below the input box are two buttons: a blue "Submit" button and a light blue "Clear" button.

- vi) The **Phone** field will auto populate with the default phone number of the contact selected in the Member Name field.
 - (1) If the phone number is incorrect, select the applicable phone number from the drop-down list; or click the **Add New** button to add a new phone number.

The screenshot shows a form field labeled "Phone". To the right of the label is a drop-down menu showing the phone number "(573) 987-6543". Below the drop-down menu is a green button with a white plus sign and the text "+ Add New".

- (a) In the **Phone Type** field, select the type of phone from the drop-down list.
- (b) For the **Is International** checkbox, check the box if the phone number is an international number.
- (c) In the **Number** field, input the phone number with area code.
- (d) In the **Extension** field, input an extension if needed.
- (e) 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

(Select)

Is International

☐

Number

(000) 000-0000

Extension

0000

Submit

Clear

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

Submit

Clear

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

Submit

Clear

- r) Once submitted, a new docket will open which lets the user know the case was successfully submitted.

The case was successfully submitted.

Docket Sheet

KN-2026-0045

Print

Subscribe Now

Service List

Calendar

Comments (0)

Data Requests

Media

Help

Status

Open (9/23/2025)

Utility Type

Video

Type of Case

Name Change

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