



Request to be Linked as Company Representative

To request to be linked to a company as a company representative:

NOTE: Users must have a 'Professional Account' to be linked to the company.

- 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.

OPTION 1

- 1) Select the 'Company & User Management' tab.



- 2) Select the 'Company Search' link.



- 3) Input the applicable search criteria.
- 4) Select the **Search** button; or click the **Clear** button to clear all fields and start over.



Request to be Linked as Company Representative

Company Search

Search Criteria Help

Utility Type (Select)	Company Type (Select)	Company <input type="text"/>	EFIS Company Status Both
		Include Related Companies: <input type="checkbox"/>	
Email Address <input type="text"/>	Address 1234 Main St	City <input type="text"/>	State (Select)
Zip <input type="text"/>	Country (Select)	Phone Number <input type="text"/>	Certification/Registration Status (Select)

- 6) A list of companies matching the search criteria will be displayed below the Search button.
- 7) Click on the company name in the **Company** column to view the company's information.

Search complete. The results are displayed below.

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Company	Utility Type	Email	Address	Phone Number	EFIS Company Status	Certification/Registration	Parent Company	Doing Business As
Algonquin Power Company	Electric Company Type: Independent Power Producer		2845 Briston Circle Oakville, Ontario L6H 7H7 Canada (Primary)	Fax: (905) 465-4514 Work: (905) 465-4531	Open	Not Certified		
Ameren Illinois Company	Electric Company Type: Investor		300 Liberty Peoria, IL 61602 (Primary)	Toll Free: (800) 755-5000	Open	Not Certified		

- 8) In the *Representatives* section, click the **Request to be a Company Representative** button.

Representatives Request to be Company Representative

	Representative Type	Name	Address	Email Address	Phone
<input type="button" value="View"/>	Official Representative	Anderson, Todd	2845 Bristol Circle Oakville, Ontario L6H 7H7 Canada	todd.anderson@algonquinpower.com	Work: (905) 465-4531

- 9) The **Name** field will auto populate to the user's name.
- 10) The **Company** field will auto populate to the company in which the user is requesting to be linked to.
- 11) In the **Representative Type** field, select the type of representative from the drop-down list.
- 12) In the **Address** field, select the 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.



Request to be Linked as Company Representative

Link Representative to Company Help

Items with an orange left border () are required.

Name	User, Professional
Company	Algonquin Power Company (Electric) (Independent Power Producer)
Representative Type	(Select) <input type="text"/>

- 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.
- 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.



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Add Address ✕

Address Line 1

Address Line 2

City

State

Zip

County

Country

13) In the **Email Address** field, select the 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.

Add Email Address ✕

Email Address

14) In the **Phone** field, select the applicable phone number from the drop-down list.



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- 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 (Select)

- 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 (Select)

Is International

Number (000) 000-0000

Extension 0000

- 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.

- 16) A notification will be displayed at the top of the page letting the user know the company representative record has been successfully added. *Please note the **Representative Status** field will show **Pending** until the Official Representative of the company approves the link to the company or the Data Center approves the link to the company. To find out who the Official Representative is for a company, see [Identify Official Representative](#).*



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Company representative record successfully added.

Company Representative Display

[Print](#) [Edit](#) [Help](#)

Representative Status	Pending
Name	Professional Attorney
Company	Electric Missouri, Inc. (Electric) (Investor)
Representative Type	Attorney

OPTION 2

1) Select the 'Company & User Management' tab.

2) Select the 'Link Representative to Company' link.

3) The user's name should auto populate in the **Name** field.

4) In the **Company** field, input the name of the company. As the user begins to input the name, a list of companies matching the letters should begin to be listed. The user can finish inputting the full company name or select from the list.

Link Representative to Company

[Help](#)

Items with an orange left border () are required.

Name	Attorney, Professional
Company	<input type="text" value="Begin typing for suggestions"/>
Representative Type	<input type="text" value="(Select)"/>

[Submit](#) [Clear](#)



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- 5) In the **Representative Type** field, select the type of representative from the drop-down list.
- 6) In the **Address** field, select the address from the drop-down list.
 - a) If the address is listed, skip to the next numerical step.
 - b) If the address isn't listed, click the **Add New** button below the field.

Representative Type	(Select)
Address	(Select)
	+ Add New

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

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

- xiii) In the **Zip** field, input the zip code.
- xiv) In the **County** field, select the name of the county from the drop-down list.
- xv) In the **Country** field, select the name of the country from the drop-down list.

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

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



Request to be Linked as Company Representative

Add Address ✕

Address Line 1

Address Line 2

City

State

Zip

County

Country

- 7) In the **Email Address** field, select the email address from the drop-down list.
 - a) If the email address is listed, skip to next numerical step.
 - 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.

Add Email Address ✕

Email Address

- 8) In the **Phone** field, select the applicable phone number from the drop-down list.



Request to be Linked as Company Representative

- a) If the phone number is listed, skip to the next numerical step.
- b) If the email address is not listed, click the **Add New** button to add a new address.

Phone (Select) + Add New

- 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 (Select)

Is International

Number (000) 000-0000

Extension 0000

Submit Clear

- 9) 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.

Submit Clear

- 10) A notification will be displayed at the top of the page letting the user know the company representative record has been successfully added. *Please note the **Representative Status** field will show **Pending** until the Official Representative of the company approves the link to the company or the Data Center approves the link to the company. To find out who the Official Representative is for a company, see [Identify Official Representative](#).*



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Company representative record successfully added.

Company Representative Display Print Edit Help

Representative Status	Pending
Name	Professional Attorney
Company	Electric Missouri, Inc. (Electric) (Investor)
Representative Type	Attorney

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