To create a company profile in EFIS:

> *NOTE:*
> ☑ *Users must have a 'Professional Account'.*
> ☑ *Users should verify that the company does not already exist in EFIS. To verify, see Company Search.*

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) Select the 'Company & User Management' tab.
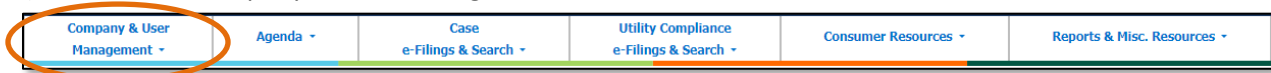
7) Select the 'Create Company Profile' link.

8) On the *Create Company Profile* page, complete the following information:
   a) In the **Company** field, input the company name.

b) If the company has a parent company, input the parent company name in the **Parent Company** field.

> *NOTE: The Parent Company must be created first.*

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

d) In the **Company Type** field, select the applicable type of company from the drop-down list.

Create Company Profile

❓ Help

Items with an orange left border (|) are required.

Company	
Parent Company	*Begin typing for suggestions*
Utility Type	Electric ⌄
Company Type	(Select) ⌄

9) In the *Address* section, click the **Add New** button to add a company address.

Address

+ Add New

10) On the *Add Address* input screen, complete the following information:

a) For the **Primary** checkbox, uncheck the box only if the address entered will not be the primary address of the company.

> *NOTE: If the address is not the primary address, a primary address must be added to complete the creation of the company profile.*

b) In the **Address Line 1** field, input the street and/or mailing address of the company.

c) In the **Address Line 2** field, input an apartment, studio, or floor number, if applicable.

d) In the **City** field, input the name of the city.

e) In the **State** field, select the name of the state from the drop-down list.

> *NOTE: This field defaults to 'Missouri'.*

f) In the **Zip** field, input the zip code.

g) In the **County** field, select the name of the county from the drop-down list.

h) In the **Country** field, select the name of the country from the drop-down list.

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

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

j) Repeat steps 6 & 7 if an additional address is needed.

Add Address

Primary	☑
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

Submit   **Clear**

11) In the *Email Address* section, click the **Add New** button to enter an email address.

Email Address

+ Add New

12) On the *Email Address* input screen, complete the following information:
   a) In the **Email Address** field, input the company's 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.
   c) Repeat steps 8 & 9 if an additional email address is needed.

Add Email Address ✕

Please enter an email address belonging to the company being registered. This field is not intended for personal email addresses.

Email Address   `email@provider.com`

Submit   Clear

13) In the *Phone* section, click the **Add New** button to add a phone number.

Phone

+Add New

14) On the *Phone* input section, complete the following information:
   a) In the **Phone Type** field, select the applicable 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.
   f) Repeat steps 10 & 11 if an additional phone number is needed.

Add Phone ✕

Phone Type	(Select) ⌄
Is International	☐
Number	(000) 000-0000
Extension	0000

Submit Clear

15) In the *Representative* section, complete the following information:
   a) In the **Representative Type** field, select the type of company representative the user is from the drop-down list.

   > NOTE: This field defaults to 'Official Representative'.

   i) If the type of representative selected is not the Official Representative, the user will need to complete step 12 to select the Official Representative before completing the company profile.

   Representative

Name	User, Professional
Representative Type	Official Representative ⌄

   b) In the **Address** field, select the address from the drop-down list.
   i) If the address is listed, skip to step 12)c).
   ii) If the address is not already listed in the drop-down list, click the **Add New** button to add a new address.

Address	(Select) ⌄
	+ Add New

      (1) In the **Address Line 1** field, input the street and/or mailing address of the company.
      (2) In the **Address Line 2** field, input an apartment, studio, or floor number, if applicable.
      (3) In the **City** field, input the name of the city.

(4) In the **State** field, select the name of the state from the drop-down list.

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

(5) In the **Zip** field, input the zip code.
(6) In the **County** field, select the name of the county from the drop-down list.
(7) In the **Country** field, select the name of the country from the drop-down list.

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

(8) 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	1234 Main St
Address Line 2	Apartment, studio, or floor
City	City
State	Missouri ⌄
Zip	Zip
County	(Select) ⌄
Country	United States of America ⌄

Submit   Clear

c)   In the **Email Address** field, select the email address from the drop-down list.
  i)   If the email address is listed, skip to step 12)d).
  ii)   If the email address is not listed, click the **Add New** button to add a new email address.

Email Address	(Select) ⌄
	➕ Add New

(1) In the **Email Address** field, input the email address.

(2) 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 | email@provider.com |

Submit   Clear

d) In the **Phone** field, select the applicable phone number from the drop-down list.
  i) If the phone number is listed, skip to step 13.
  ii) If the phone number is not listed, click the **Add New** button to add a new phone number.

| Phone | (Select) |

+ Add New

(1) In the **Phone Type** field, select the type of phone from the drop-down list.
(2) For the **Is International** checkbox, check the box if the phone number is an international number.
(3) In the **Number** field, input the phone number with area code.
(4) In the **Extension** field, input an extension if needed.
(5) 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

16) If the user is not the Official Representative of the company, the *Official Representative* section will be displayed, complete the following information:

a) In the **Name** field, select the **Find** button to select the Official Representative of the company.

b) In the *Person Search* input screen, input the applicable criteria to find the correct Official Representative.

> *NOTE: This user must have a 'Professional Account' already established in EFIS.*

c) Click the **Search** button.

d) A list of users will be displayed at the bottom of the *Person Search* input screen.
   i) Select the applicable user by clicking the **Select** button beside the user's name.

e) In the **Address** field, select the address from the drop-down list.
  i) If the address is listed, skip to step 13)f).
  ii) If the address is not already listed in the drop-down list, click the **Add New** button to add a new address.

(1) In the **Address Line 1** field, input the street and/or mailing address of the company.
(2) In the **Address Line 2** field, input any apartment, studio, or floor number.
(3) In the **City** field, input the name of the city.
(4) In the **State** field, select the name of the state from the drop-down list.

> *NOTE: This field defaults to 'Missouri'.*

(5) In the **Zip** field, input the zip code.
(6) In the **County** field, select the name of the county from the drop-down list.
(7) In the **Country** field, select the name of the country from the drop-down list.

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

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

f) In the **Email Address** field, select the email address from the drop-down list.
   i) If the email address is listed, skip to step 13)g).
   ii) If the email address is not listed, click the **Add New** button to add a new address.

(1) In the **Email Address** field, input the email address.
(2) 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	email@provider.com

<center>**Submit**   Clear</center>

g) In the **Phone** field, select the applicable phone number from the drop-down list.
   i)   If the phone number is listed, skip to step 14.
   ii) If the email address is not listed, click the **Add New** button to add a new address.

Phone	(Select) ⌄

+ Add New

(1) In the **Phone Type** field, select the type of phone from the drop-down list.
(2) For the **Is International** checkbox, check the box if the phone number is an international number.
(3) In the **Number** field, input the phone number with area code.
(4) In the **Extension** field, input an extension if needed.
(5) 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

<center>**Submit**   Clear</center>

17) 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

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