

To update a company's account information:

NOTE: Users must have a 'Professional Account' and be an **Official Representative** linked to the subject company.

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



- 4) In the **Password** field, input the user's password.
- 5) Click the Log In button.

Login		Help
Email Address		
Password		Ø
	Log in	
	Forgot your password? Register as a new user?	

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

	Company & User Management +	Agenda 🝷	Case e-Filings & Search 👻	Utility Compliance e-Filings & Search 👻	Consumer Resources +	Reports & Misc. Resources +
-						

7) Select the 'Company Search' link.



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





Update Company Information

		Compan	y Search	
Search Criteria 💌				e Help
Utility Type	Company Type		Company	EFIS Company Status
(Select)	(Select)	~		Both
			Include Related Companies:	
Email Address	Address		City	State
	1234 Main St			(Select)
Zip	Country		Phone Number	Certification/Registration Status
	(Select)	~		(Select)
		Search	Clear	

10) A list of companies matching the search criteria will be displayed below the Search button.11) Click on the company name in the **Company** column to view the company's information.

Returning 1/1								
Company_^	Utility Type	Email	Address	Phone Number	EFIS Company Status	Certification/Registration	Parent Company	Doing Business As
Electric Missouri, Inc.	Electric Company Type: Investor	info@electricmo.com	123 Main Street Jefferson City, MO 65101 (Primary)	Work: (123) 456-7890	Open	Not Certificated		

12) On the *Company Information* page, users can view all pertinent information about the company.13) To view each utility type's information, click the applicable utility tab.

Company Informatio	n	Print O Help
Com Parent Cor Doing Busine	pany Electric Missouri, Inc. mpany ess As	
	Electric	Add New Utility Type +
Utility Type	Electric	
Company Type	Investor	

- 14) The company's main contact information is displayed in the *Company Contact Information* section for each utility type.
- 15) Click the **Edit** button to edit the company's account information.



Company Contact Information			∠ Edit
Address		Email	
123 Main Street Jefferson City, MO 65101	(Primary)	info@electricmo.com	
		Phone	
		Work: (123) 456-7890	

Update Company Address

1) To update the company's address, click the **Add New** button in the *Address* section to add a new company address.

Address						
Include on Company	Primary	Address	City	State	Zip	
	2	123 Main Street	Jefferson City	MO	65101	
+ Add New						

- 2) 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 these steps 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	

- 3) Users will be directed back the *Edit Company Contact* page.
 - a) Companies can select the address they want included on company searches by checking the box in front of the address under the **Include on Company** column.
 - b) Companies can set their primary address by checking the box in front of the address under the **Primary** column.
 - c) Companies can remove an address by selecting the **trash can** icon, located at the beginning of the row of the address needing removed.

Add	ress							
		Include on Company	Primary	Address	City	State	Zip	
	1	<i></i>		134 West Street	Jefferson City	MO	65101	
		✓		123 Main Street	Jefferson City	MO	65101	
				+A	dd New			



Update Company Email Address

1) To update the company's email address, click the **Add New** button in the *Email Address* section to enter an email address.

Email Address			
	Include on Company	Email Address	
		info@electricmo.com	

- 2) 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 these steps if an additional email address is needed.

A	dd Email Address		×		
	Please enter an email address addresses.	pelonging to the company being registered. This field is not intended for personal email			
	Email Address email@provider.com				
		Submit Clear			

- 3) Users will be directed back to their *Edit Company Contact* page.
 - a) Companies can select the email address they want included on company searches by checking the box in front of the email address under the **Include on Company** column.
 - b) Companies can remove an email address by selecting the **trash can** icon, located at the beginning of the row of the email address needing removed.

Email Address						
		Include on Company	Email Address			
			administrator@electricmo.com			
			info@electricmo.com			
+ Add New						



Update Phone Number

1) To update the company's phone number(s), click the **Add New** button in the *Phone* section to add a phone number.

Phone				
	Include on Company	Phone Type	Number	
		Work	(123) 456-7890	
+ Add New				

- 2) 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 these steps if an additional phone number is needed.

Add Phone		
Phone Type	(Select) 🗸	
Is International		
Number	(000) 000-0000	
Extension	0000	
	Submit Clear	

- 3) Users will be directed back to their *Edit Company Contact* page.
 - a) Companies can select the phone they want included on company searches by checking the box in front of the phone number under the **Include on Company** column.
 - b) Companies can remove a phone number by selecting the **trash can** icon, located at the beginning of the row of the phone number needing removed.



PI	hone				
	Include on Company	Phone Type	Number		
	(Cell	(098) 765-4321		
		Work	(123) 456-7890		
+ Add New					

4) Click the **Submit** button after all fields have been completed; or click the **Cancel** button to cancel the changes.

Submit	Cancel

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