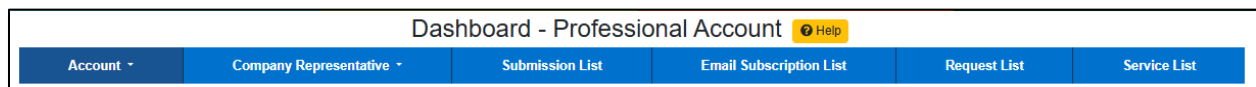The **Dashboard** is a management tool for logged in users. From the Dashboard, users can manage various functions within EFIS and view their account type, including:

PROFESSIONAL ACCOUNT

Professional Account - A verified user account for an individual who is using EFIS in a professional capacity for business purposes.

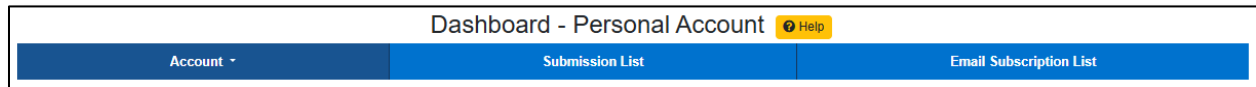| Dashboard - Professional Account ❓Help					
Account ▾	Company Representative ▾	Submission List	Email Subscription List	Request List	Service List

- **Account**
  - *Summary* – shows users their contact information and allows them to manage their contact information.
  - *Address List* – allows users to see any addresses tied to their account and allows them to manage their addresses. Users can also set their primary address if there is more than one address.
  - *Email List* – allows users to see and manage any email addresses tied to their account. Users can also set which email address they prefer to set as their default email notifications for EFIS.
  - *Phone List* – allows users to see and manage any phone numbers tied to their account.
  - *Attorney List* – allows users to see and manage their attorney information.
  - *Security* – allows users to update their passwords, change their account email for log in purposes, and change their security question & answer.
- **Company Representative**
  - *Display* – allows users to see and manage any company they are linked to.
  - *Management* – allows Official Representatives to manage any contacts or representatives for their companies.
- **Submission List**
  - Allows users to view the documents they have submitted into EFIS.
- **Email Subscription List**
  - Allows users to subscribe to email notifications and allows them to select how often they want to receive those notifications.
- **Request List**
  - Allows users to view Data Requests or Information Requests that are being requested from them or their company.
- **Service List**
  - Allows users to see what cases they are a member to.

PERSONAL ACCOUNT

Personal Account - A verified user account for an individual who is using EFIS for personal, non-business purposes.

Dashboard - Personal Account 🟡 Help		
Account ▾	Submission List	Email Subscription List

- **Account**
    - *Summary* – shows users their contact information and allows them to manage their contact information.
    - *Address List* – allows users to see any addresses tied to their account and allows them to manage their addresses. Users can also set their primary address if there is more than one address.
    - *Email List* – allows users to see and manage any email addresses tied to their account. Users can also set which email address they prefer to set as their default email notifications for EFIS.
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- **Submission List**
    - Allows users to view the documents they have submitted into EFIS.
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    - Allows users to subscribe to email notifications and allows them to select how often they want to receive those notifications.

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