

Missouri Public Service Commission

EFIS – Add Company Contacts

Users designated as Official Representatives for companies may add individuals as contacts for companies. All contacts must have an EFIS user ID.

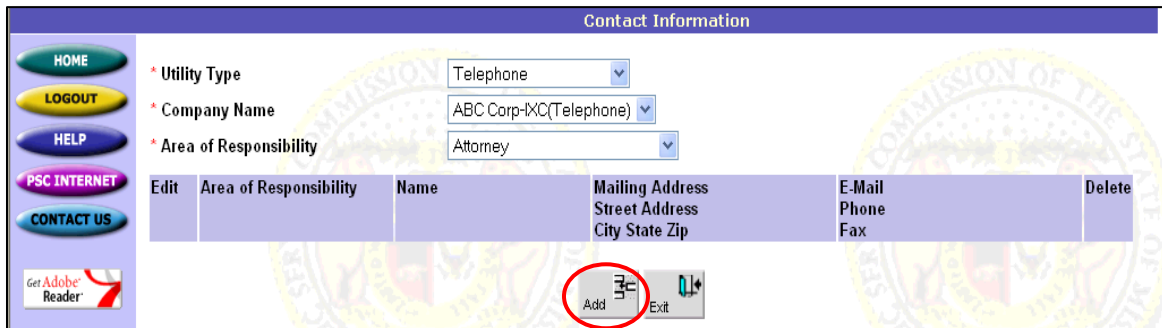
To add a contact to a company contact list:

1. Log on to EFIS.
2. From the *Welcome* screen, click the '**Registration**' menu option.
3. Select the '**Contact Information**' link to continue to the *Contact Information* screen.



On the *Contact Information* screen, complete the following steps:

4. In the '**Utility Type**' drop-down list, select the applicable utility type.
5. In the '**Company Name**' drop-down list, select the applicable company.
6. In the '**Area of Responsibility**' drop-down list, select the user's area of responsibility (a/k/a contact type).
7. Click the '**Add**' button to continue to the *Contact Information – Add Contact* screen.



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On the *Contact Information – Add Contact* screen, under **Personal Information**, complete the following steps:

8. In the **'First Name'** field, input the contact's first name of the user being added.
9. In the **'Last Name'** field, input the contact's last name of the user being added.

The name keyed in must match the user's registered name in EFIS. (Example: If the name was registered as Thomas and Tom is keyed in instead, a message saying, "no registered EFIS user found." will be displayed.)

10. Click the **'Confirm Contact'** button.

The screenshot shows the 'Contact Information - Add Contact' screen. On the left is a navigation menu with buttons for HOME, LOGOUT, HELP, PSC INTERNET, CONTACT US, and a Get Adobe Reader icon. The main area contains form fields: Parent Company/Company/Firm Name (ABC Corp-IXC(Telephone)), Area of Responsibility (Attorney), and a section titled 'Personal Information' with fields for First Name (George), Middle Initial, and Last Name (Clooney). At the bottom right, there are 'Confirm Contact' and 'Exit' buttons, with 'Confirm Contact' circled in red. The user is logged in as 'Tester, Kay'.

11. A list containing the contact's user ID will be generated.
12. Select the radio button to the left of correct contact's User ID.

If more than one name appears, select the appropriate user. If no names appear, please verify that the contact is registered and/or check the spelling.

13. Click the **'Confirm Contact'** button to confirm the selection and open the selected user's contact information.

The screenshot shows the 'Contact Information - Add Contact' screen with a table of user information. The table has columns for Select User ID, User Name, Mailing Address, Street Address, and City/State. The first row shows a selected user with ID CLOOA09198 and name Clooney George. The second row shows 'None of Above'. At the bottom right, there are 'Confirm Contact' and 'Exit' buttons, with 'Confirm Contact' circled in red. The user is logged in as 'Tester, Kay'.

Select User ID	User Name	Mailing Address	Street Address	City/State
<input checked="" type="radio"/> CLOOA09198	Clooney George		456 Green Street	Fulton MO
<input type="radio"/> None of Above				

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14. Click the **'Submit'** button to finalize the entry and return to the *Contract Information Screen*.

*If the contact information displayed is incorrect and needs to be updated, finish adding the contact and then update the information after being returned to the **Contact Information** screen. For help editing contacts, refer to 'the 'Edit Company Contact Information' instructions.*

15. The newly added contact will be included in the list of contacts displayed.

16. To add another contact, repeat the steps above.

17. After all contacts have been added, click the **'Exit'** button to exit the screen.

Edit	Area of Responsibility	Name	Mailing Address Street Address City State Zip	E-Mail Phone Fax	Delete
Edit	Official Representative	Tester, Kay	1234 Any Street Anytown MO 12345	kay tester@aol.com 555-555-5555	<input type="checkbox"/>
Edit	Attorney	Clooney, George	456 Green Street Fulton MO 65489	george@aol.com 573-821-9876	<input type="checkbox"/>
Edit	Data Request	Tester, Joe	Any Street Any Town MO 11111	tester@test.com 111-111-1111	<input type="checkbox"/>
Edit	Annual Report	Smith, Joe	621 Lincoln Park Springfield MO 88888	joes@abccorp.com 417-521-9648	<input type="checkbox"/>

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