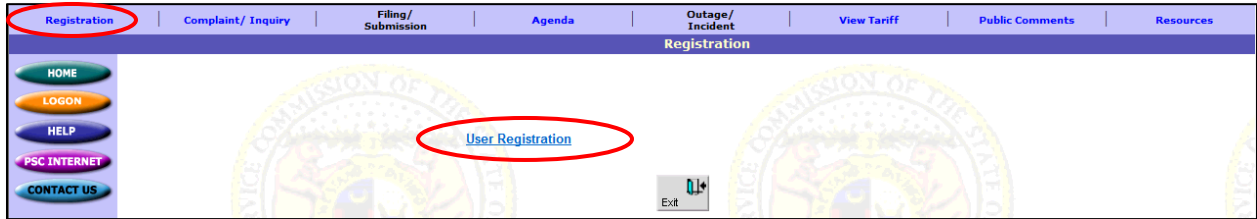


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EFIS – Create User ID's and Passwords

To create a user ID and password for EFIS:

1. From the *Welcome screen* click the '**Registration**' menu.
2. Select the '**User Registration**' link to open the *Registration – User* screen.



On the *Registration – User* screen, complete the following steps:

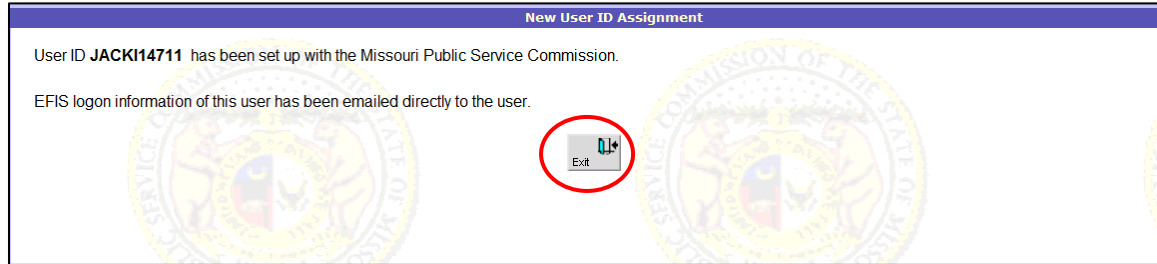
3. Input the appropriate data into the following fields:
 - **First Name**
 - **Middle Initial**
 - **Last Name**
 - **Street Address**
 - **Mailing Address**
 - **City**
 - **State** – select from the drop-down list
 - **Zip Code**
 - **Phone**
 - **Fax**
 - **E-Mail**
4. The '**Receive Notices**' box is automatically checked. Only uncheck this box to disable ALL e-mail notifications from EFIS.
5. Attorneys must check the '**I am an attorney**' box and complete the attorney registration section.
6. Click the '**Submit**' button to complete the registration.

A screenshot of the EFIS 'Registration - User' form. The form is titled 'Registration - User' and contains several sections. The 'Required Fields' section includes input boxes for First Name, Middle Initial, Last Name, Street Address, and Mailing Address (with a note: '(If different from above)'). The 'Personal Information' section includes input boxes for City, State (a dropdown menu showing 'MO'), Zip Code, Phone, Fax, and E-Mail. There is a checked checkbox for 'Receive Notices' with the text '(Check to receive EFIS notifications)'. The 'Attorney Information' section includes a checkbox for 'I am an attorney'. At the bottom of the form, there are 'Submit' and 'Exit' buttons, with the 'Submit' button circled in red.

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7. Confirmation of the registration will appear on the *New User ID Assignment* screen. The confirmation will include the new user ID.
8. An e-mail notification will be sent from efis.messenger@psc.mo.gov to the new user's email address.
 - The notification will contain the user ID and a temporary password.
 - Users will be prompted to change their password after logging in for the first time.
9. Click the **'Exit'** button to exit the registration confirmation screen.



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