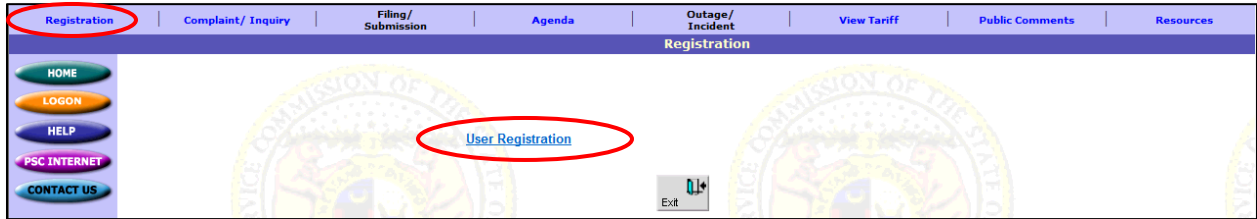# Missouri Public Service Commission
EFIS – *Create User ID's and Passwords*

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.

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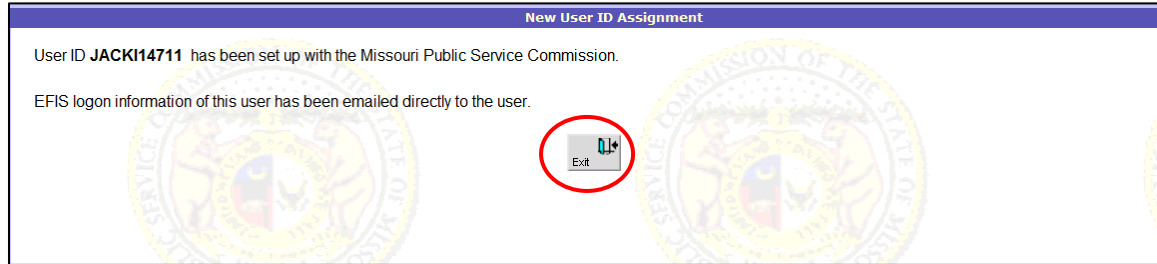
For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.