

Missouri Public Service Commission

EFIS – Edit Company Contact Information

Users designated as Official Representatives for companies may edit contact information.

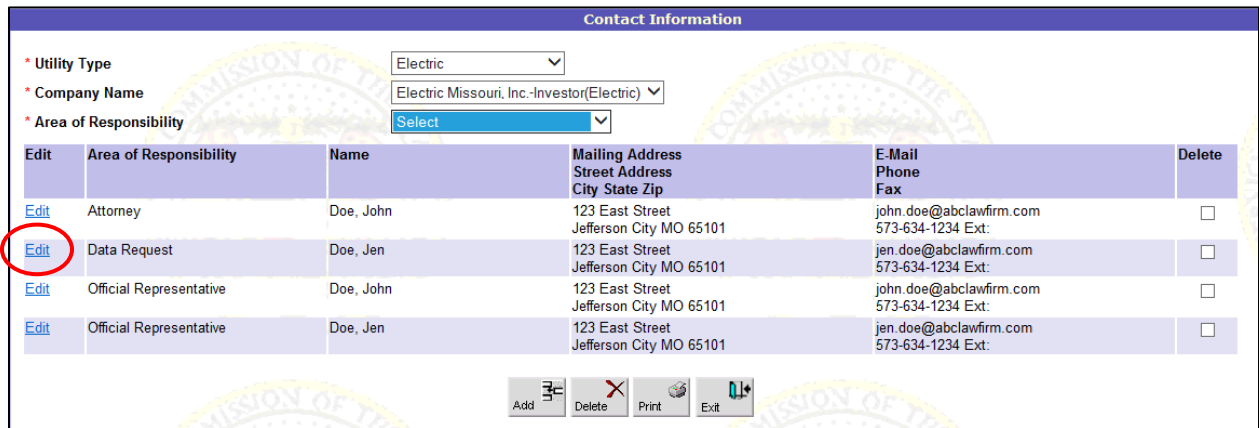
To edit contact information:

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 applicable contact type.
7. Click the '**Edit**' link next to the contact's name which needs to be updated to continue to the *Contact Information – Edit Contact* screen.



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

8. Make all necessary corrections and updates.
9. When finished, click the **'Submit'** button.

Contact Information - Edit Contact

Parent Company/Company/Firm Name: Electric Missouri, Inc.-Investor(Electric)

Area of Responsibility: Data Request

*** First Name**

Middle Initial

*** Last Name**

*** Street Address**

Mailing Address
(If different from above)

I am an attorney with Bar No.

Personal Information

*** City**

*** State** *** Zip Code** -

*** Phone** - - Ext:

Fax - -

*** E-Mail**

Attorney Information

Licensed in: Other Jurisdiction:

10. The *Contact Information* Screen will refresh and display the updated contact information.
11. Click the **'Exit'** button to exit the screen.

Contact Information

*** Utility Type**

*** Company Name**

*** Area of Responsibility**

Edit	Area of Responsibility	Name	Mailing Address Street Address City State Zip	E-Mail Phone Fax	Delete
Edit	Attorney	Doe, John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234 Ext:	<input type="checkbox"/>
Edit	Data Request	Doe, Jen	123 East Street Jefferson City MO 65101	jen.doe@abclawfirm.com 573-634-1234 Ext: nul-I -	<input type="checkbox"/>
Edit	Official Representative	Doe, John	123 East Street Jefferson City MO 65101	john.doe@abclawfirm.com 573-634-1234 Ext:	<input type="checkbox"/>
Edit	Official Representative	Doe, Jen	123 East Street Jefferson City MO 65101	jen.doe@abclawfirm.com 573-634-1234 Ext: nul-I -	<input type="checkbox"/>

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