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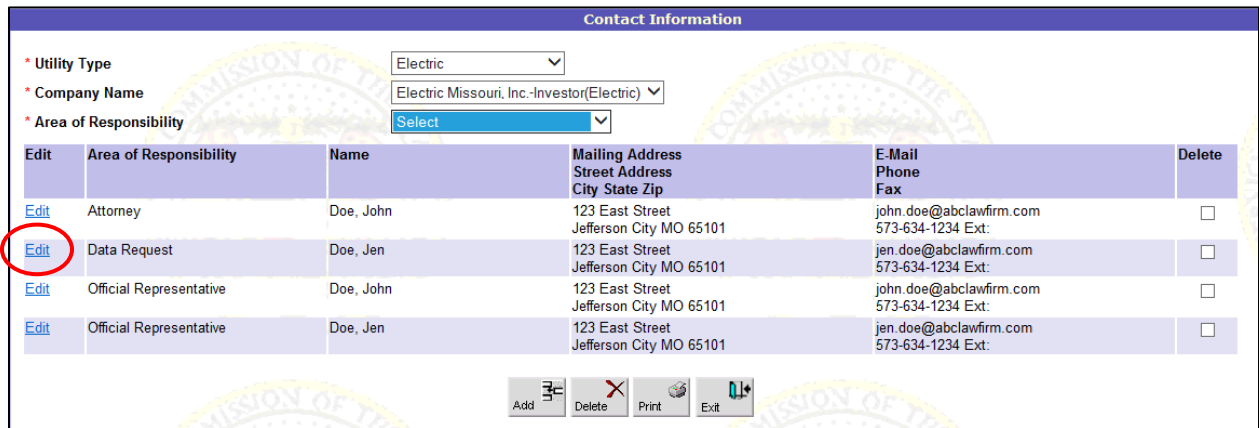
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On the *Contact Information – Edit Contact* screen, complete the following steps:

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

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

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