

# Missouri Public Service Commission

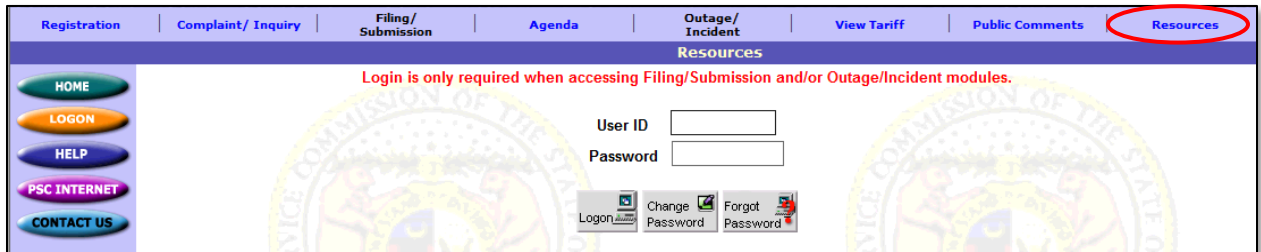
## EFIS – Identifying Official Representatives

Users designated as Official Representatives for companies are able to access certain registration information, make changes to contact information, and receive notifications of various EFIS submissions.

This document demonstrates how to determine who is an Official Representative for a company (part A), and whether *you* are listed as an Official Representative for any companies (part B).

**Part A:** To determine **who** is an Official Representative for a company:

1. From the *Welcome* screen, click the '**Resources**' menu. (*It is not necessary to logon to EFIS.*)



2. Click the '**Company Contact Address Query**' link.



3. In the '**Utility Type**' drop-down list, select the applicable utility type.
4. In the '**Utility Subtype**' drop-down list, select the applicable utility sub-type. (*Optional*)
5. In the '**Company Name**' drop-down list, select the applicable company name.

Utility Type:	<input type="text" value="Electric"/>
Utility Subtype:	<input type="text" value="Select"/>
Company Name:	<input type="text" value="Select"/>

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6. **Registration:** Click a radio button to select one of the options described below.

- **Certificated** – Limits search results to companies who have been granted a Certificate of Service Authority, have obtained a Video Service Authorization, or have obtained an IVoIP Provider Registration from the Commission, and continues to hold an active certificate or registration with the Commission.
- **Decertificated** – Limits search results to companies who have been granted a Certificate of Service Authority, a Video Service Authorization, or an IVoIP Provider Registration with the Commission, but whose certificate, authorization, or registration has since been cancelled or revoked.
- **Never Certificated** – Limits search results to companies who have never been granted a Certificate of Service Authority, a Video Service Authorization, or an IVoIP Provider Registration by the Commission.
  - *Any company who has participated in any Commission case since April 15, 2002, has a company registration/profile in EFIS. Thus, many non-regulated companies, industry groups, consumer groups, and individuals are listed under this classification.*
  - *Companies with pending applications will be classified as 'Never Certificated' until their application is approved.*
- **All** – Includes all companies regardless of their EFIS registration type.

7. **Status:** Click a radio button to select one of the options described below.

- **Active** – Limits search results to companies with an active company registration/profile in EFIS. -- *An 'active' status does not imply that a company is operational.*
- **Inactive** – Limits search results to companies with an inactive company registration/profile in EFIS. -- *An 'inactive' status does not imply that the company is no longer operational. The company may be operational in other states or under a different name. When a regulated company's certificated or registration is cancelled, the company status is changed to 'inactive'.*

8. **Reporting Type:** Click a radio button to select one of the options described below.

- **All** – Includes all companies regardless of their requirements to file a Statement of Revenue or Annual Report with the Commission. -- *If a company uses a d/b/a name, this option will list both the parent company name and d/b/a company name separately.*
- **SOR/AR** – Limits search results to companies who are required to file a Statement of Revenue **and** an Annual Report with the Commission. -- *If a company uses a d/b/a name, this option will list the d/b/a company name only, as compliance filings are submitted under the d/b/a name only.*
- **SOR** – Limits search results to companies who are required to file a Statement of Revenue with the Commission. -- *If a company uses a d/b/a name, this option will list the d/b/a company name only, as compliance filings are submitted under the d/b/a name only.*
- **AR** – Limits search results to companies who are required to file an Annual Report with the Commission. -- *If a company uses a d/b/a name, this option will list the d/b/a company name only, as compliance filings are submitted under the d/b/a name only.*

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Registration:	<input checked="" type="radio"/> Certified	<input type="radio"/> Decertificated	<input type="radio"/> Never Certificated	<input type="radio"/> All
Status:	<input checked="" type="radio"/> Active	<input type="radio"/> Inactive	<input type="radio"/> Both	
Reporting Type:	<input checked="" type="radio"/> All	<input type="radio"/> SOR/AR	<input type="radio"/> SOR	<input type="radio"/> AR

Note: SOR/AR denotes companies required to submit Statement of Revenue/Assessment or Annual Report

9. For the contact type, check the '**Official Representative**' box.
10. Click the '**Search**' button at the bottom of the page.

Utility / Company List       Law Firm List

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All Contact Types

Official Representative

CFO/Comptroller

In-House Attorney

Other

Annual Report

Data Request

Tariff

Technical

Attorney

Regulatory

Assessment

Legal

Consumer Services

Surveillance

Consultant

Carrier Billing Relations

Interconnection Agreement

Universal Service Fund (USF)

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Display Mailing Address — (if mailing address is not available, street address will be shown)

Display Street Address

Display Phone Number

Display Fax Number

Display e-mail addresses

Display Date When Last Updated

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Search
Clear
Exit

11. The selected company's Official Representatives will be displayed on the results page.

Company Contact Address Query Results

Utility Type: Electric	Registration: All	Status: Active	Reporting Type: All
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Electric Missouri, Inc.  
Jen Doe  
ATTN: Official Representative  
Jefferson City, MO 65101

Electric Missouri, Inc.  
John Doe  
ATTN: Official Representative  
Jefferson City, MO 65101

\* - indicates the company doesn't have the representative type searched for; the information given is for the Official Representative

† - indicates the contact's name in EFIS is invalid

‡ - indicates the company doesn't have the representative type searched for or an Official Representative; the information given is for the Company

Print
Save as File
Generate PDF
New Search
Exit

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## EFIS – Identifying Official Representatives

**Part B:** To determine if **you** are an Official Representative:

1. Logon 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 '**Official Representative**'.
7. The selected company's Official Representatives will be displayed on the results page.

The screenshot displays the 'Contact Information' screen. At the top, there are three dropdown menus: 'Utility Type' set to 'Electric', 'Company Name' set to 'Electric Missouri, Inc.-Investor(Electric)', and 'Area of Responsibility' set to 'Official Representative'. Below these is a table with the following data:

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

At the bottom of the screen, there are buttons for 'Add', 'Delete', 'Print', and 'Exit'.

For additional assistance, please contact the Data Center at 573-751-7496 or [dcsupport@psc.mo.gov](mailto:dcsupport@psc.mo.gov).