

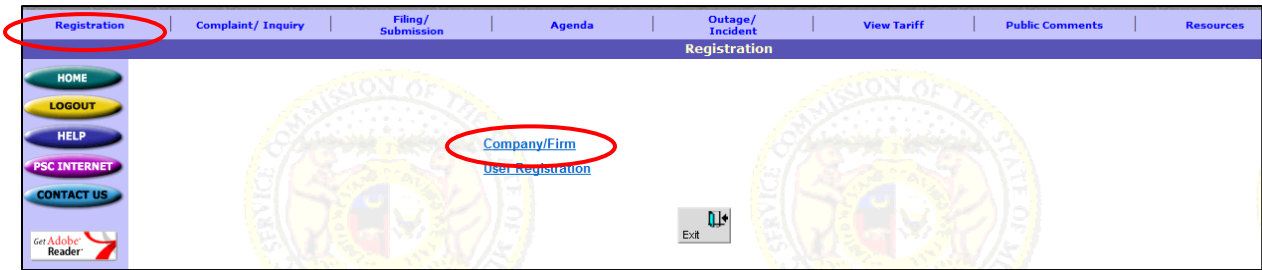
Missouri Public Service Commission

EFIS – Register a Company

Please ensure that the company is not already registered before creating a new registration.

To create a company registration:

1. Log on to EFIS.
2. From the *Welcome* screen, click the **Registration** menu option.
3. Select the **Company/Firm** link to continue to the *Registration - Company/Firm* screen.



On the *Registration - Company/Firm* screen, complete the following steps.

4. Select whether the company is a **Law Firm**, a **New** company, or an **Existing** company.
5. In the **Utility Type** drop-down list, select the applicable utility type. If the company is a law firm, select 'All'.
6. In the **Utility Sub Type** drop-down list, select the applicable utility sub-type.
7. In the **Parent Company/Company/Firm Name** field, complete as necessary:
 - If the company being registered is only doing business under their parent name, then input the company name in the field.
 - If the company being registered is doing business under a DBA/AKA or fictitious name, then after completing Step # 8, select the applicable company from the drop-down list.
8. If registering a d/b/a company, select the radio button in front of **AKA/DBA/Fictitious Name**, and input the d/b/a company name.
9. Input the appropriate data into the following fields:
 - **Street Address**
 - **Mailing Address**
 - **City**
 - **State** – select from the drop-down list
 - **Zip Code**
 - **Phone**
 - **Fax**
 - **Company E-Mail**
 - **Toll Free Phone**
10. In the **First Name**, **Middle Initial**, and **Last Name** fields, input the official representative's name.
 - *This person must be registered as an EFIS user.*
11. Click the **Confirm Contact** button.

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Registration - Company/Firm

*** Required Fields**

New Existing Law Firm *** Utility Type** Electric *** Utility Sub Type** Investor

*** Parent Company/Company/Firm Name** Missouri Electric Company, Inc.
 AKA/DBA/Fictitious Name

*** Street Address** 123 East Street *** Phone** 573 - 634 - 1234 Ext
Mailing Address (If different from above)
City Jefferson City **Fax**
*** State** MO *** Zip Code** 65101 **Company E-Mail** info@moelectricco.com
Toll Free Phone 800 - 999 - 1234

Please list the Official Representative who will be responsible for maintaining Company's/Firm's identification.

*** First Name** Jane **Middle Initial** *** Last Name** Doe **Confirm Contact** Exit

12. Select the radio button next the applicable name.
13. Click the 'Confirm Contact' button to return to the *Registration – Company/Firm* screen.

Registration - Company/Firm

Select User ID	User Name	Mailing Address	Street Address	City/State
<input checked="" type="radio"/> DOE016600	Doe Jane		123 East Street	Jefferson City MO
<input type="radio"/> None of Above				

Confirm Contact Exit

14. Click the 'Submit' button.

Registration - Company/Firm

*** Required Fields**

New Existing Law Firm *** Utility Type** Select *** Utility Sub Type** Investor

*** Parent Company/Company/Firm Name** Missouri Electric Company, Inc.
 AKA/DBA/Fictitious Name

*** Street Address** 123 East Street *** Phone** 573 - 634 - 1234 Ext
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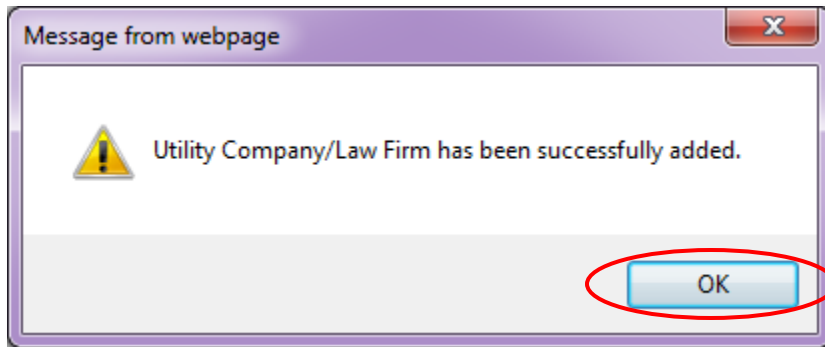
Please list the Official Representative who will be responsible for maintaining Company's/Firm's identification.

*** First Name** Jane **Middle Initial** *** Last Name** Doe **Confirm Contact** **Submit** Exit

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15. A confirmation message will be displayed stating the company/firm has been successfully added.
16. Click the **OK** button.



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