

Missouri Public Service Commission

EFIS – Update User Profile Information

To update user registration/profile information in EFIS:

1. Log on to EFIS.
2. EFIS will open the *Verify/Update User Detail* screen.
3. Review the contact information displayed on the screen.

Verify/Update User Detail

Please verify/update current contact information for User ID DOE0A16569

Personal Information

* First Name: John
Middle Initial:
* Last Name: Doe
* Street Address: 123 East Street
Mailing Address (If different from above):

* City: Jefferson City
* State: MO * Zip Code: 65101
* Phone: 573 - 634 - 1234 Ext:
Fax:
* E-Mail: john.doe@abclawfirm.com

Receive Notices (Check to receive EFIS notifications)

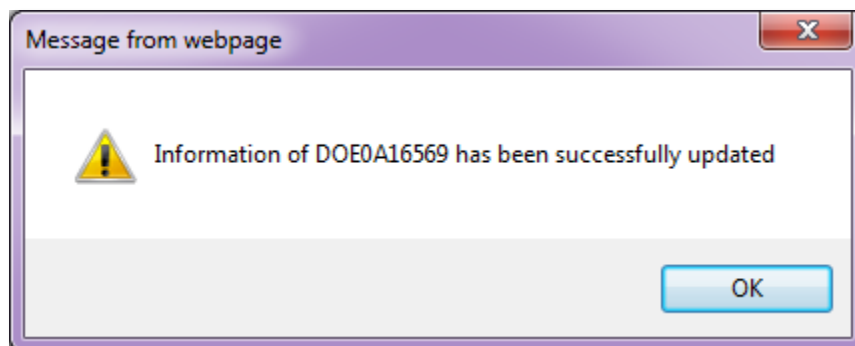
Attorney Information

I am an attorney with Bar No. 123456
Licensed in: MO Other Jurisdiction:

Update Info Confirmed Info

If changes are needed;

4. Make updates by simply keying in updated information.
 - Only system administrators can update first and last names. Please Contact the Data Center to request user name changes.
5. To finalize the submission, click the **'Update Info'** button.
6. A confirmation message will display. Click **'OK'** to clear.

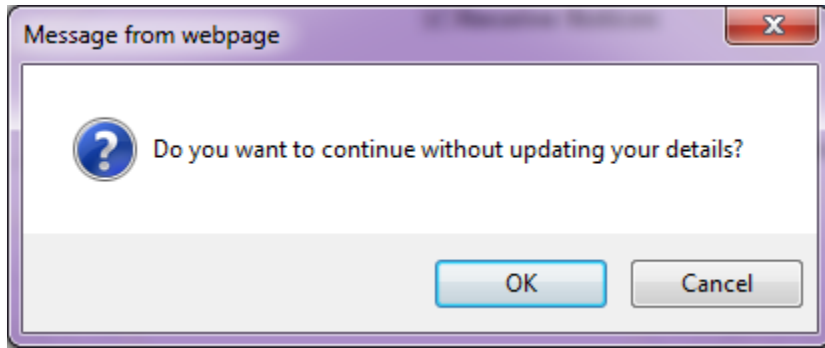


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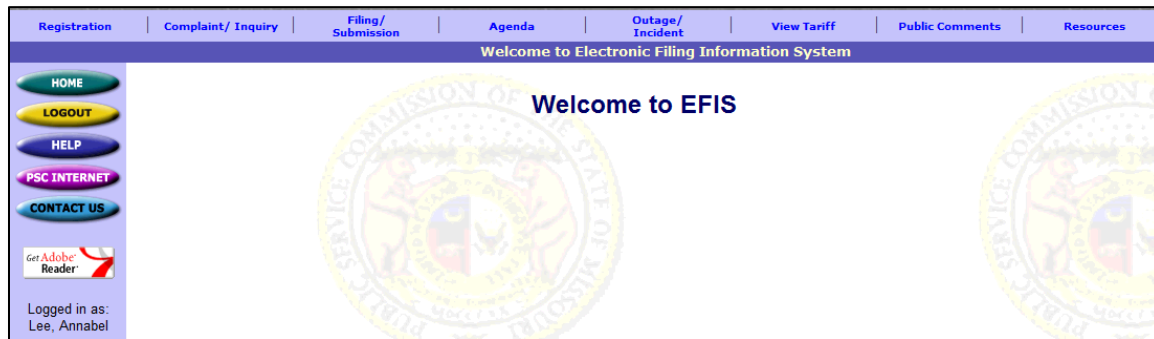
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If no changes are needed;

4. Click the **'Confirmed Info'** button.
5. A message prompt will display asking whether the user wants to continue without updating the user details.
6. If yes, click the **'OK'** button. If no, click the **'Cancel'** button.



7. Users will be directed to the EFIS Welcome Screen.



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