

Missouri Public Service Commission

EFIS – Add Company Contacts

Users designated as Official Representatives for companies may add individuals as contacts for companies. All contacts must have an EFIS user ID.

To add a contact to a company contact list:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Registration**' menu option.
3. Select the '**Contact Information**' link.



On the 'Contact Information' screen, complete the following steps:

4. Select the '**Utility Type**' of the company from the drop-down list.
5. Select the '**Company Name**' from the drop-down list.
6. Select the user's '**Area of Responsibility**' (a/k/a contact type) from the drop-down list.
7. Click the '**Add**' button to continue to the '**Contact Information – Add Contact**' screen.



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On the 'Contact Information – Add Contact' screen, under '**Personal Information**', complete the following steps:

8. In the '**First Name**' field, input the contact's first name of the user being added.
9. In the '**Last Name**' field, input the contact's last name of the user being added.

The name keyed in must exactly match the user's registered name in EFIS. (Example: If the name was registered as Thomas and Tom is keyed in instead, a message saying, "no registered EFIS user found." will be displayed.)

10. Click the '**Confirm Contact**' button.

The screenshot shows the 'Contact Information - Add Contact' screen. On the left is a navigation menu with buttons for HOME, LOGOUT, HELP, PSC INTERNET, CONTACT US, and a Get Adobe Reader icon. Below the menu, it says 'Logged in as: Tester, Kay'. The main content area has a header 'Contact Information - Add Contact'. Below the header, there are fields for 'Parent Company/Company/Firm Name' (ABC Corp-IXC(Telephone)) and 'Area of Responsibility' (Attorney). A horizontal line separates this from the 'Personal Information' section. Under 'Personal Information', there are three fields: 'First Name' (George), 'Middle Initial' (empty), and 'Last Name' (Clooney). At the bottom right, there are two buttons: 'Confirm Contact' (circled in red) and 'Exit'.

11. A list containing the contact's user ID will be generated.
12. Select the radio button next to the left of contact's User ID.

If more than one name appears, select the appropriate user. If no names appear, please verify that the contact is registered and/or check the spelling.

13. Click the '**Confirm Contact**' button to confirm the selection and open the selected user's contact information.

The screenshot shows the 'Contact Information - Add Contact' screen. The navigation menu and login information are the same as in the previous screenshot. The main content area has a header 'Contact Information - Add Contact'. Below the header, there is a table with the following columns: 'Select User ID', 'User Name', 'Mailing Address', 'Street Address', and 'City/State'. The table has two rows: the first row has a selected radio button (circled in red) next to 'CLOOA09198', 'Clooney George', an empty 'Mailing Address' field, '456 Green Street', and 'Fulton MO'; the second row has an unselected radio button next to 'None of Above', an empty 'User Name' field, an empty 'Mailing Address' field, an empty 'Street Address' field, and an empty 'City/State' field. At the bottom right, there are two buttons: 'Confirm Contact' (circled in red) and 'Exit'.

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14. Click the 'Submit' button to finalize the entry and return to the **Contract Information Screen**.

*If the contact information displayed is incorrect and needs to be updated, finish adding the contact and then update the information after being returned to the **Contract Information Screen**. For help editing contacts, refer to 'the 'Edit Company Contact Information' instructions.*

HOME
LOGOUT
HELP
PSC INTERNET
CONTACT US
Get Adobe Reader
Logged in as: Tester, Kay

Parent Company/Company/Firm Name: ABC Corp-IXC(Telephone)
Area of Responsibility: Attorney

Personal Information

* First Name: George
Middle Initial:
* Last Name: Clooney
* Street Address: 456 Green Street
Mailing Address (if different from above):
* City: Fulton
* State: MO
Zip Code: 65489
* Phone: 573 - 821 - 9876 Ext:
Fax:
* E-Mail: george@aol.com

Attorney Information

Bar No.: 06587
Licensed in State: MO

Submit Confirm Contact Exit

15. The newly added contact will be included in the list of contacts displayed.

16. To add another contact, repeat the steps above.

17. After all contacts have been added, click the 'Exit' button to exit the screen.

HOME
LOGOUT
HELP
PSC INTERNET
CONTACT US
Get Adobe Reader
Logged in as: Tester, Kay

* Utility Type: Telephone
* Company Name: ABC Corp-IXC(Telephone)
* Area of Responsibility: Select

| Edit | Area of Responsibility | Name | Mailing Address Street Address City State Zip | E-Mail Phone Fax | Delete |
|----------------------|-------------------------|-----------------|---|------------------------------------|--------------------------|
| Edit | Official Representative | Tester, Kay | 1234 Any Street Anytown MO 12345 | kay tester@aol.com 555-555-5555 | <input type="checkbox"/> |
| Edit | Attorney | Clooney, George | 456 Green Street Fulton MO 65489 | george@aol.com 573-821-9876 | <input type="checkbox"/> |
| Edit | Data Request | Tester, Joe | Any Street Any Town MO 11111 | tester@test.com 111-111-1111 | <input type="checkbox"/> |
| Edit | Annual Report | Smith, Joe | 621 Lincoln Park Springfield MO 88888 | joes@abccorp.com 417-521-9648 | <input type="checkbox"/> |

Add Delete Print Exit

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.