

Missouri Public Service Commission

EFIS – Delete Company Contacts

Users designated as Official Representatives for companies may delete company contacts.

To delete contacts:

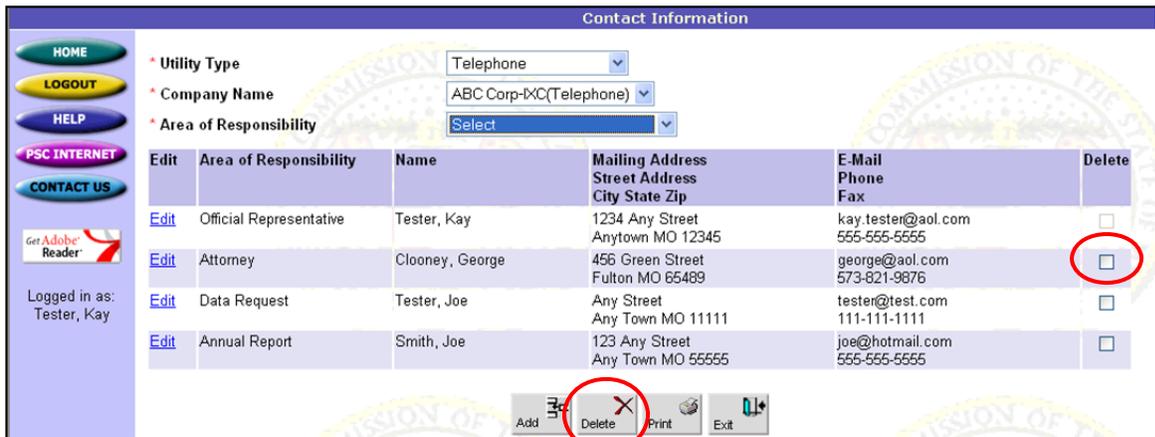
1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Registration**' menu.
3. Select the '**Contact Information**' link to open the **Contact Information Screen**.



On the **Contact Information Screen**, complete the following steps:

4. In the '**Utility Type**' field, select the type of the utility from the drop-down list.
5. In the '**Company Name**' field, select the name of the company from the drop-down list.
6. A list of contacts will be displayed. To narrow the search, select the '**Area of Responsibility**' from the drop-down list.
7. Locate the contact name to delete.
8. Mark contacts for deletion by clicking the '**Delete**' box next to the contact's names.
9. Click the '**Delete**' button at the bottom of the page to delete all selected contacts.

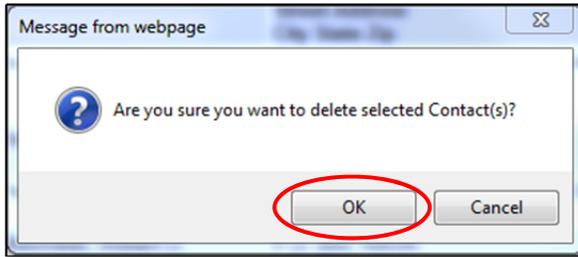
EFIS requires companies to have at least one Official Representative listed. If only one individual is listed as the Official Representative, the system will not allow it to be deleted until a replacement is added.



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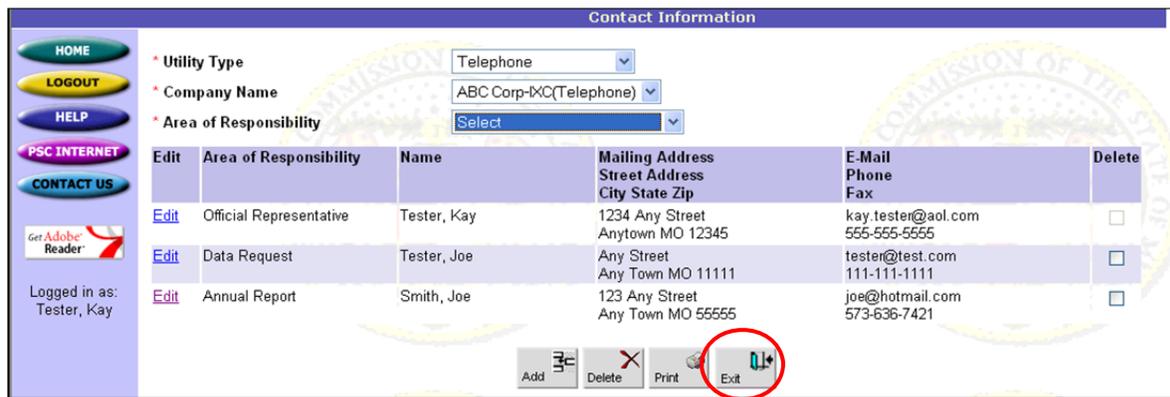
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10. Select the 'OK' button to confirm the deletion.



11. The **Contact Information Screen** will automatically refresh and the deleted contact(s) will no longer be displayed.

12. After all desired contacts have been deleted, click the 'Exit' button to exit the screen.



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.test@aol.com 555-555-5555	<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	123 Any Street Any Town MO 55555	joe@hotmail.com 573-636-7421	<input type="checkbox"/>

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