

Missouri Public Service Commission

EFIS – Edit Company Contact Information

Users designated as Official Representatives for companies may edit contact information.

To edit contact information:

1. Log on 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**' field, select the applicable utility type from the drop-down list.
5. In the '**Company Name**' field, select the applicable company name from the drop-down list.
6. In the '**Area of Responsibility**' field, select the applicable contact type from the drop-down list.
7. Click the '**Edit**' link next to the contact's name which needs to be updated to continue to the '**Contact Information – Edit Contact**' screen.



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8. Make all necessary corrections and updates.
9. When finished, click the 'Submit' button.

Contact Information - Edit Contact

Parent Company/Company/Firm Name: Electric Missouri, Inc.-Investor(Electric)
Area of Responsibility: Data Request

Personal Information

* First Name: Jen
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: jen.doe@abclawfirm.com

I am an attorney with Bar No. []

Licensed in: Select Other Jurisdiction: []

Submit **Confirm Contact** **Exit**

10. The **Contact Information Screen** will refresh and display the updated contact information.
11. Click the 'Exit' button to exit the screen.

Contact Information

* Utility Type: Electric
* Company Name: Electric Missouri, Inc.-Investor(Electric)
* Area of Responsibility: Select

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