

Missouri Public Service Commission

EFIS – Identifying Official Representatives

Users designated as Official Representatives for companies will be able to access certain registration information, make changes to contact information, and will be copied on various submission notifications.

This document will demonstrate how to determine who is an Official Representative for a company (PART A), and whether you are listed as an Official Representative for any companies (PART B).

PART A: To determine **who** is an Official Representative for a company:

1. From the **Welcome Screen**, click the '**Resources**' menu. *(It is not necessary to logon to EFIS.)*



2. Click the '**Company Contact Address Query**' link.



3. For the '**Utility Type**' drop down list, select the applicable utility type.
4. For the '**Utility Subtype**' drop down list, select the applicable utility sub-type.
5. For the '**Company Name**' drop down list, select the applicable company name.
6. Select from the **Utility / Company List** or the **Law Firm List**.
7. Specify the company **Registration** type.
 - **Certificated** (*default*) = Companies who have been granted authority to provide service in Missouri.
 - **Decertificated** = Companies who were once granted authority to provide service in Missouri, but no longer have authority to provide service in Missouri.
 - **Never Certificated** = Companies who never sought authority to provide service in Missouri or were never granted authority to provide service in Missouri. *(Note: This list will include non-regulated companies.)*
 - **All** = All companies regardless of certification/registration type. *(Note: This list will include non-regulated companies.)*

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8. Specify the company **Status**.

- **Active** (default) = Companies with an active company profile in EFIS. (Note: This list may include regulated and non-regulated companies depending on the registration options selected above.)
- **Inactive** = Companies with an inactive company profile in EFIS. (Inactive does not imply that the company is out of business.) (Note: This list may include regulated and non-regulated companies depending on the registration options selected above.)

9. Specify the company **Reporting Type**.

- **All** = All companies with a company profile in EFIS regardless of whether they are required to submit an Annual Report or Statement of Revenue form. (Note: This list may include regulated and non-regulated companies depending on the registration options selected above.)
- **SOR/AR** = Companies who are required to file both a Statement of Revenue form and Annual Report.
- **SOR** = Companies who are required to file a Statement of Revenue form.
- **AR** = Companies who are required to file an Annual Report.

The screenshot shows the 'Resources' section of the EFIS interface. It contains several dropdown menus and radio button options. The 'Utility Type' is set to 'Electric'. The 'Utility Subtype' is set to 'Select'. The 'Company Name' is set to 'Electric Missouri, Inc.-Investor(Electric)'. Under 'Registration', the 'All' radio button is selected. Under 'Status', the 'Active' radio button is selected. Under 'Reporting Type', the 'All' radio button is selected. A note at the bottom states: 'Note: SOR/AR denotes companies required to submit Statement of Revenue/Assessment or Annual Report'.

10. For the contact type, check the '**Official Representative**' box.

11. Click the '**Search**' button at the bottom of the page.

The screenshot shows the search filters section of the EFIS interface. It includes two radio buttons at the top: 'Utility / Company List' (selected) and 'Law Firm List'. Below are several columns of checkboxes for contact types: 'All Contact Types', 'Official Representative' (checked), 'CFO/Comptroller', 'In-House Attorney', 'Other', 'Annual Report', 'Data Request', 'Tariff', 'Technical', 'Attorney', 'Regulatory', 'Assessment', 'Legal', 'Consumer Services', 'Surveillance', 'Consultant', 'Carrier Billing Relations', 'Interconnection Agreement', and 'Universal Service Fund (USF)'. At the bottom, there are checkboxes for 'Display Mailing Address', 'Display Street Address', 'Display Phone Number', 'Display Fax Number', 'Display e-mail addresses', and 'Display Date When Last Updated'. At the very bottom, there are three buttons: 'Search' (circled in red), 'Clear', and 'Exit'.

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12. The selected company's Official Representatives will be displayed on the results page.

PART B: To determine if YOU are an Official Representative:

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'** drop down list, select the applicable utility type.
5. In the **'Company Name'** drop down list, select the applicable company.
6. In the **'Area of Responsibility'** drop down list, select **'Official Representative'**.
7. The selected company's Official Representatives will be displayed on the results page.

Edit	Area of Responsibility	Name	Mailing Address Street Address City State Zip	E-Mail Phone Fax	Delete
Edit	Official Representative	Doe, John	123 East St. 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"/>

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