

# Missouri Public Service Commission

## EFIS – Register a Company

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Please ensure that the company is not already registered before creating a new registration.

To create a company registration:

1. Log on to EFIS.
2. From the **Welcome Screen**, click the **Registration** menu option.
3. Select the **Company/Firm** link to continue to the **Registration - Company/Firm Screen**.



On the **Registration - Company/Firm Screen**, complete the following steps.

4. Select whether the company is a **Law Firm**, a **New** company, or an **Existing** company.
5. In the **Utility Type** field, select the applicable utility type from the drop-down list. If the company is a law firm, select 'All'.
6. In the **Utility Sub Type** field, select the applicable utility sub-type from the drop-down list.
7. In the **Parent Company/Company/Firm Name** field, input the company name.
8. If registering a d/b/a company, select the radio button in front of **'AKA/DBA/Fictitious Name'**, and input the d/b/a company name.
9. Input the appropriate data into the following fields:
  - a. **Street Address**
  - b. **Mailing Address**
  - c. **City**
  - d. **State** – select from the drop-down list
  - e. **Zip Code**
  - f. **Phone**
  - g. **Fax**
  - h. **Company E-Mail**
  - i. **Toll Free Phone**
10. In the **First Name**, **Middle Initial**, and **Last Name** fields, input the official representative's name. *(This person must be registered as an EFIS user.)*
11. Click the **Confirm Contact** button.

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Registration - Company/Firm

**\* Required Fields**

New  Existing  Law Firm \* Utility Type  \* Utility Sub Type

\*  Parent Company/Company/Firm Name   
 AKA/DBA/Fictitious Name

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\* Street Address  \* Phone  -  -  Ext

Mailing Address (If different from above)  Fax  -  -

\* City  Company E-Mail

\* State  \* Zip Code  -  Toll Free Phone  -  -

Please list the Official Representative who will be responsible for maintaining Company's/Firm's identification.

\* First Name  Middle Initial  \* Last Name

12. Select the radio button next the applicable name.
13. Click the **'Confirm Contact'** button to return to the **Registration – Company/Firm Screen**.

Registration - Company/Firm

Select	User ID	User Name	Mailing Address	Street Address	City/State
<input checked="" type="radio"/>	DOE016600	Doe Jane		123 East Street	Jefferson City MO
<input type="radio"/>	None of Above				

14. Click the **'Submit'** button.

Registration - Company/Firm

**\* Required Fields**

New  Existing  Law Firm \* Utility Type  \* Utility Sub Type

\*  Parent Company/Company/Firm Name   
 AKA/DBA/Fictitious Name

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\* Street Address  \* Phone  -  -  Ext

Mailing Address (If different from above)  Fax  -  -

\* City  Company E-Mail

\* State  \* Zip Code  -  Toll Free Phone  -  -

Please list the Official Representative who will be responsible for maintaining Company's/Firm's identification.

\* First Name  Middle Initial  \* Last Name

15. A confirmation message will appear stating the company/firm has been successfully added.

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16. Click the 'OK' button.



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