

Missouri Public Service Commission

EFIS – Update User Information

To update user profile information in EFIS:

1. Log on to EFIS.
2. EFIS will open the **Verify/Update User Detail Screen**.
3. Review and verify the contact information displayed on the screen.

Verify/Update User Detail

Please verify/update current contact information for User ID DOE0A16569

Personal Information

* First Name: John
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: john.doe@abclawfirm.com
 Receive Notices (Check to receive EFIS notifications)

Attorney Information

I am an attorney with Bar No. 123456
Licensed in: MO Other Jurisdiction:

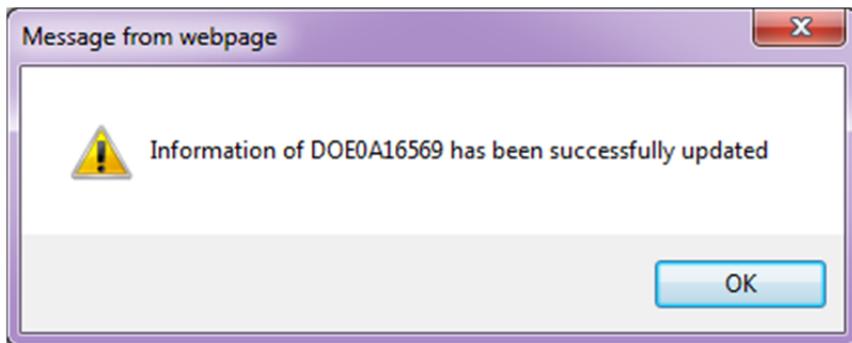
Update Info Confirmed Info

If changes are needed:

4. Make updates by simply keying in updated information.

Note: Users are restricted from updating user names. Contact the Data Center to request user name changes.

5. Click the **'Update Info'** button.
6. A confirmation pop-up will display. Click **'OK'** to clear.

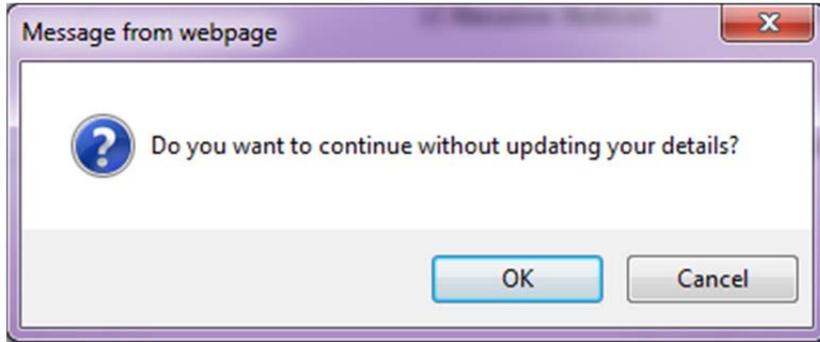


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If the information is correct:

4. Click the '**Confirmed Info**' button.
5. A message prompt will ask whether to continue updating user details.
6. If yes, click '**OK**'. If no, click '**Cancel**'.



7. Users will be directed to the **Welcome Screen**.



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