Missouri Public Service Commission

EFIS – *Delete Company Contacts*

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

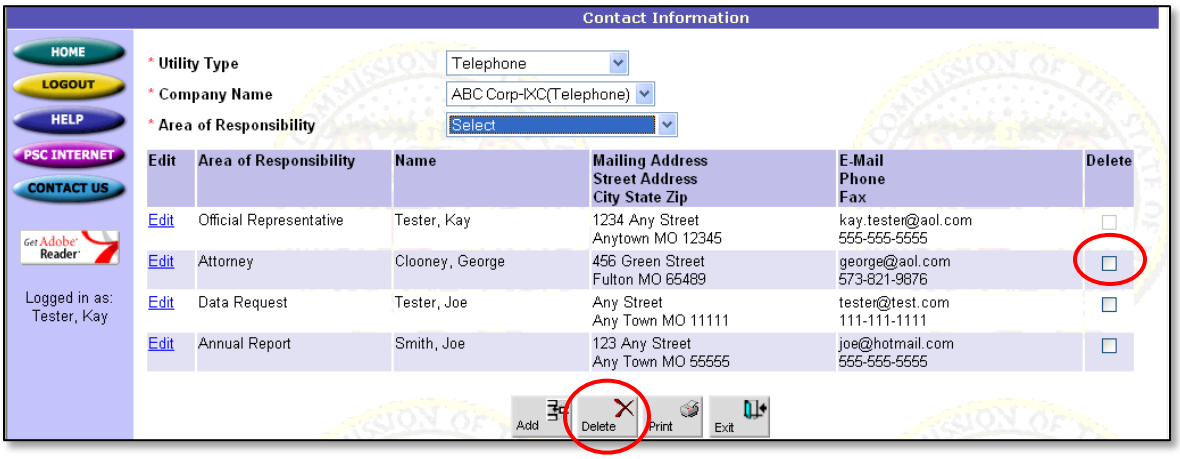
To delete contacts:

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**' drop-down list, select the type of the utility.
5. In the '**Company Name**' drop-down list, select the name of the company.
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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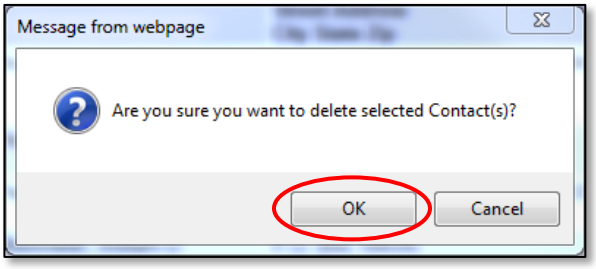
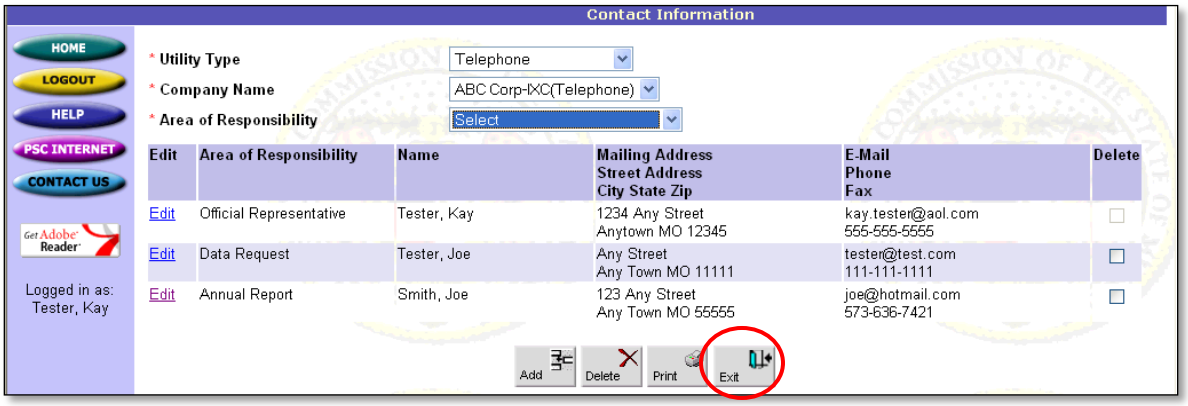
10. Select the '**OK**' button to confirm the deletion.



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.



For additional assistance, please contact the Data Center at 573-751-7496 or datacenter@psc.mo.gov.

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