

# Missouri Public Service Commission

## EFIS – Register a Company

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** drop-down list, select the applicable utility type. If the company is a law firm, select 'All'.
6. In the **Utility Sub Type** drop-down list, select the applicable utility sub-type.
7. In the **Parent Company/Company/Firm Name** field, complete as necessary:
  - If the company being registered is only doing business under their parent name, then input the company name in the field.
  - If the company being registered is doing business under a DBA/AKA or fictitious name, then after completing Step # 8, select the applicable company from the drop-down list.
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:
  - **Street Address**
  - **Mailing Address**
  - **City**
  - **State** – select from the drop-down list
  - **Zip Code**
  - **Phone**
  - **Fax**
  - **Company E-Mail**
  - **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** Electric **\* Utility Sub Type** Investor

**\* Parent Company/Company/Firm Name** Missouri Electric Company, Inc.  
 AKA/DBA/Fictitious Name

**\* 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**  
**Company E-Mail** info@moelectricco.com  
**Toll Free Phone** 800 - 999 - 1234

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

**\* First Name** Jane **Middle Initial** **\* Last Name** Doe **Confirm Contact**

Exit

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				

**Confirm Contact** **Exit**

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

Registration - Company/Firm

**\* Required Fields**

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

**\* Parent Company/Company/Firm Name** Missouri Electric Company, Inc.  
 AKA/DBA/Fictitious Name

**\* 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**  
**Company E-Mail** info@moelectricco.com  
**Toll Free Phone** 800 - 999 - 1234

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

**\* First Name** Jane **Middle Initial** **\* Last Name** Doe **Confirm Contact**

**Submit** **Exit**

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15. A confirmation message will be displayed stating the company/firm has been successfully added.
16. Click the **OK** button.



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