# Missouri Public Service Commission

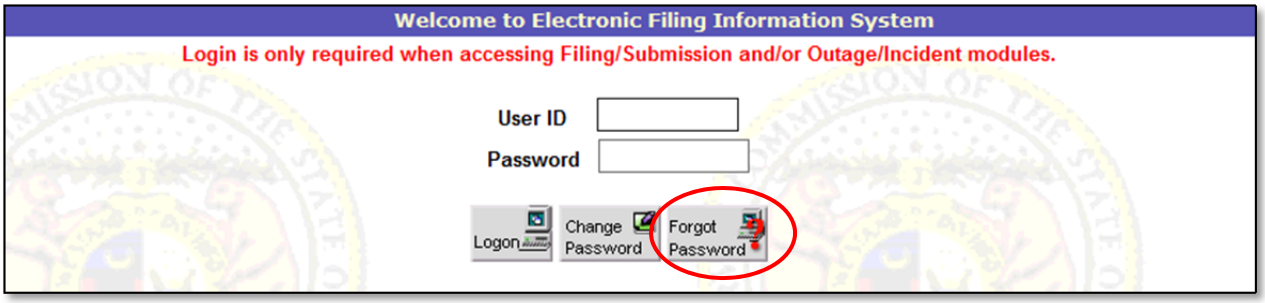
## EFIS – *Reset EFIS Password*

To reset your EFIS password:

1. From any EFIS screen, click the '**Logon**' icon on the left side of the screen to open the '**Welcome to Electronic Filing Information System**' screen.

On the 'Welcome to Electronic Filing Information System' screen, complete the following steps:

2. Click the '**Forgot Password**' button to continue to the '**Password User ID Help**' screen.

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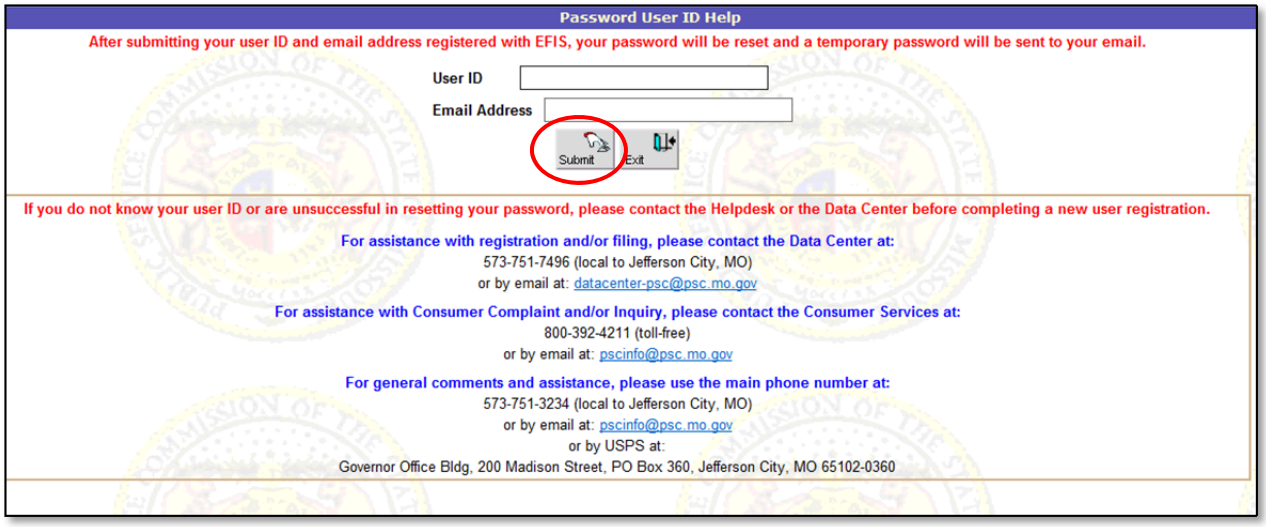
3. In the '**User ID**' field, input your assigned user id.
4. In the '**E-mail ID**' field, input your e-mail address that was used when your user ID was created.
5. Click the '**Submit**' button.




6. A new **temporary password** will be e-mailed to the e-mail address that was used when your User ID was created.
7. You will be prompted to change your password after logging in with the new temporary password.

*If you do not know your user ID or are unsuccessful in resetting your password, please contact the Data Center for assistance at datacenter@psc.mo.gov or 573-751-7496.*

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