



# Premises Authentication and User Guide

## Government Portal

**Government Support Portal** – Those municipal, township, or county authorities who are aggregators, actively bill a municipal utility tax, or are considering a municipal utility tax can use this self-service web portal to obtain jurisdictional premises information and load data. In addition, State Government authorities whose responsibility includes reporting eligible State tax exemptions and/or verifying the status of customers currently listed with Gas Energy Efficiency Rider (GER) exemptions are able to access this web program to electronically notify effective and termination dates of the applicable exemption(s). Ameren Illinois calls these groups Government Entities (GE).

The five levels of access built into the web portal are described below:

1. **Government Site Administrator** – This is a state, municipal, township, or county employee who completes and maintains registration and has **full** access to the portal. It is the Government Administrator's responsibility to set up additional program administrators, program non-administrator users, and program view only users for access to reports provided by each program.
2. **Program Administrator** – This is a state, municipal, township, or county employee who completes and maintains registration and has **full** access to a specific program in the portal. It is the Program Administrator's responsibility to set up additional program non-administrator users and program view only users for access to reports provided by each program.
3. **Program Non-Administrator / Consultant** – This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and request, view, and maintain reports.
4. **Program View Only** – This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and view reports.
5. **No Program Level Role** – This can be applied to any user with multiple service role access and will eliminate the ability for that user to view/edit anything within that selected service.



# Premises Authentication and User Guide

## Government Portal

### Table of Contents

<b>Government Support Portal</b>	<b>4</b>
Ameren Illinois Home Page	4
Business Partners Landing Page	4
Account & Data Management Landing Page	5
Government Support Landing Page	5
Government Portal Log-In Page	6
<b>Government Dashboard</b>	<b>7</b>
<b><u>Core Services</u></b>	
<b>Downloads</b>	<b>8-9</b>
<b>Sustainability</b>	
Municipalities and Counties ONLY	10-11
<b>Manage Parcels</b>	<b>12-16</b>
<b>Premises Authentication</b>	<b>17</b>
Municipalities / Counties	17
Adding a premises (Annexation)	18-20
Update a premises	21
Remove a premises (De-Annexation)	22-24
Townships	25
Associate premises to a Township	25-28
Adding a premises	28-29



# Premises Authentication and User Guide

## Government Portal

### Table of Contents

Lock and Submit Premises Authentication	29
Government Review of Premises Authentication	30
Decline Modifications	31
Approve Modifications	32

### Special Services

<b>Government Aggregation</b>	<b>33</b>
<b>Municipal Utility Tax</b>	<b>33</b>

### Appendix

<b>Forgot Password</b>	<b>34-36</b>
<b>Glossary</b>	<b>37</b>
<b>Contact Information</b>	<b>38</b>

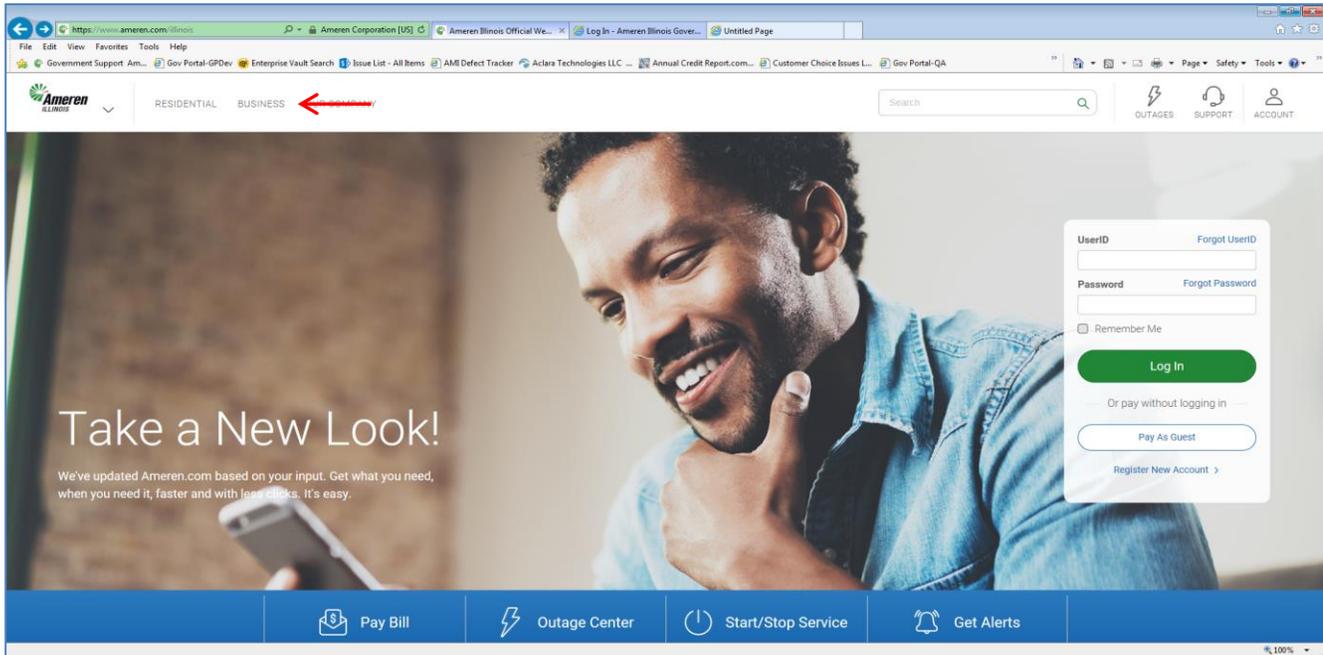
# Premises Authentication and User Guide

## Government Portal

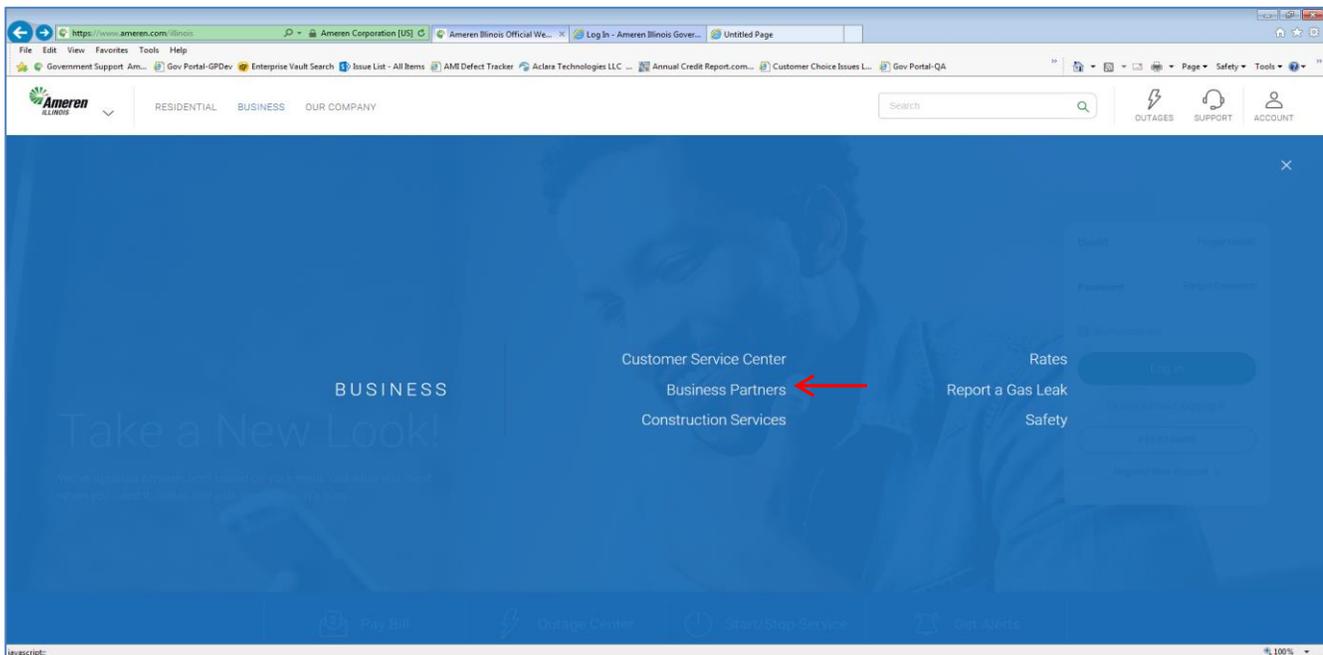
### Government Support Portal

To gain access to the Government Support Portal

- Go to the Ameren Illinois website at [www.AmerenIllinois.com](http://www.AmerenIllinois.com)
- Select "Business"



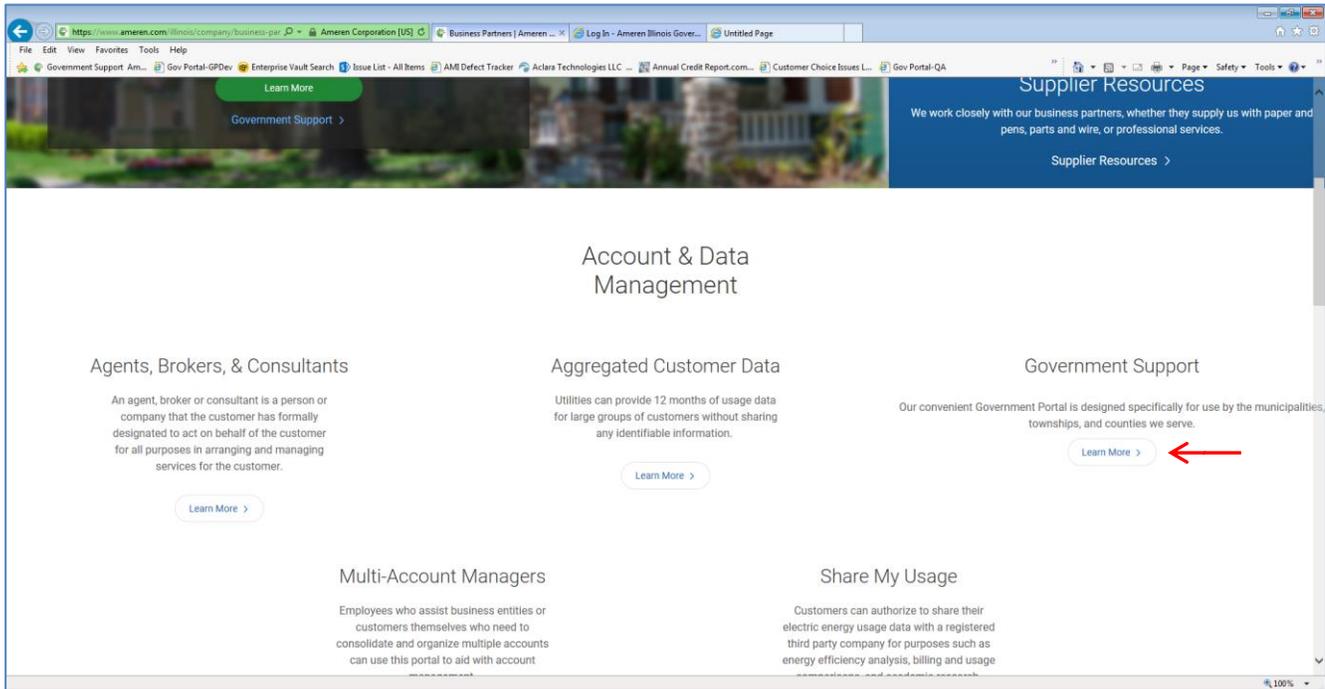
- Select "Business Partners"



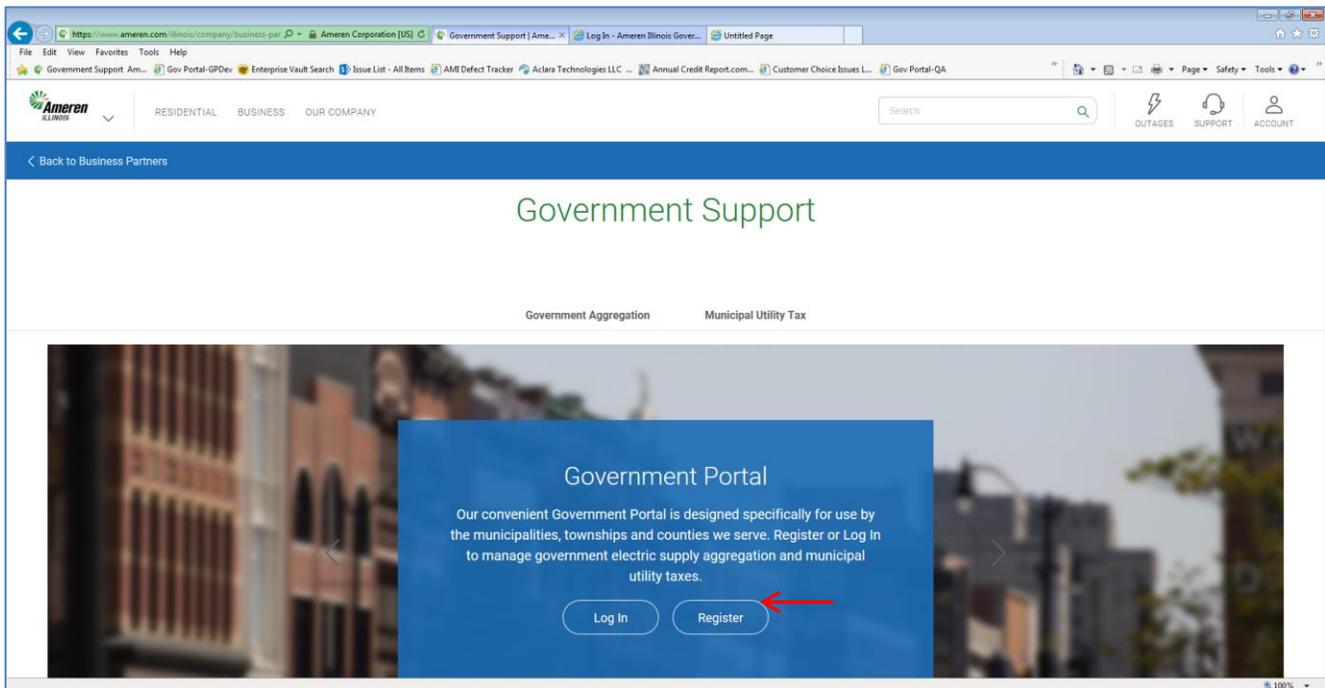
# Premises Authentication and User Guide

## Government Portal

- Select “Government Support”



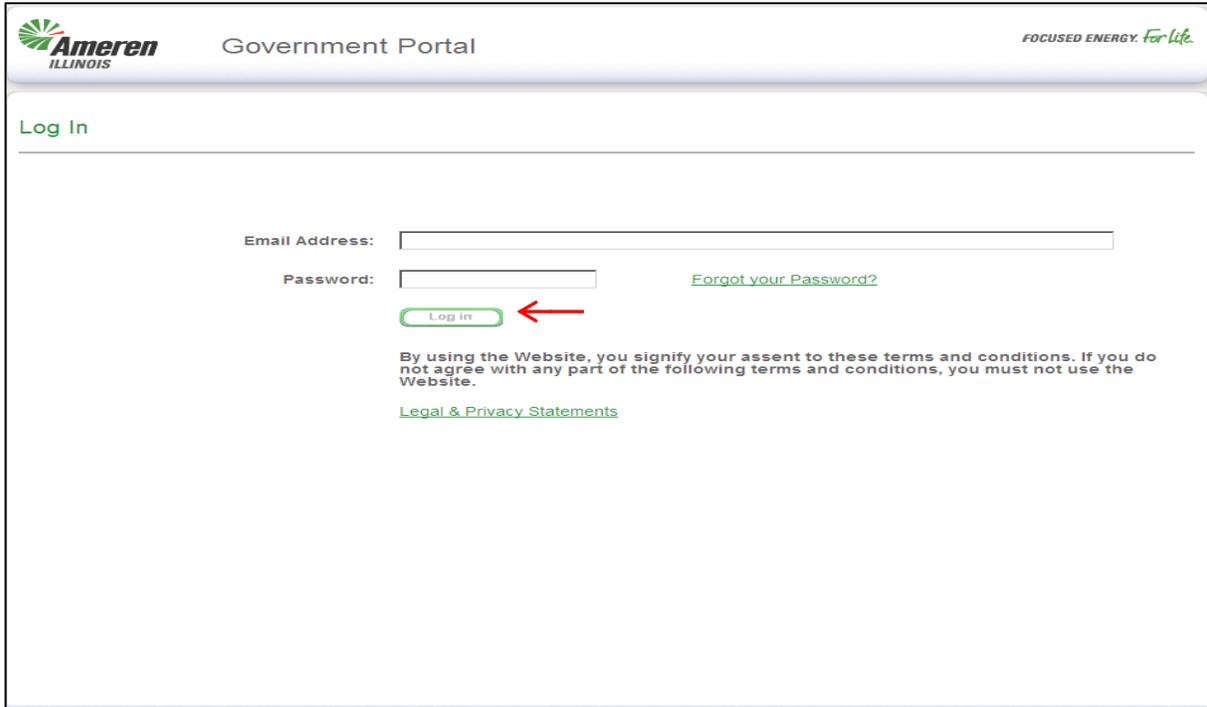
- Either select the Government Portal Login (shown below with a red arrow) or the Register



# Premises Authentication and User Guide

## Government Portal

If Log In is selected, the window below will display. Enter your email address used during registration and the permanent password that was set after registration. Select “Log In”.



The screenshot shows the Ameren Government Portal Log In page. At the top left is the Ameren ILLINOIS logo, and at the top right is the slogan "FOCUSED ENERGY. For life." The page title is "Government Portal". Below the title is a "Log In" link. The main content area contains two input fields: "Email Address:" and "Password:". To the right of the password field is a link "Forgot your Password?". Below the password field is a "Log in" button, which is highlighted with a red arrow. Below the login fields is a disclaimer: "By using the Website, you signify your assent to these terms and conditions. If you do not agree with any part of the following terms and conditions, you must not use the Website." Below the disclaimer is a link "Legal & Privacy Statements".



# Premises Authentication and User Guide

## Government Portal

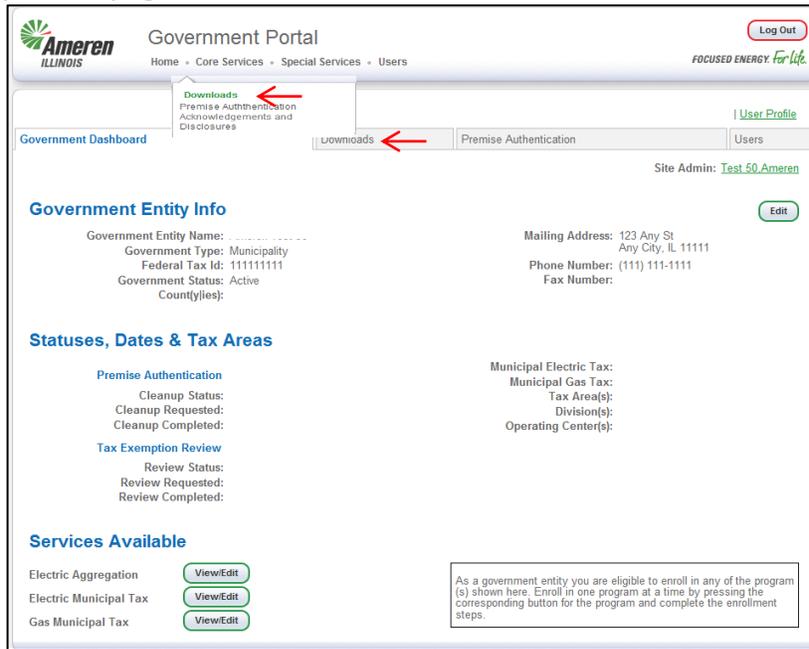
### Government Dashboard

“Government Dashboard”, contains GE specific data that can be edited by the Government Site Administrator and where services are accessed or added. This window will list all services available based on the Government Type selected during initial registration.

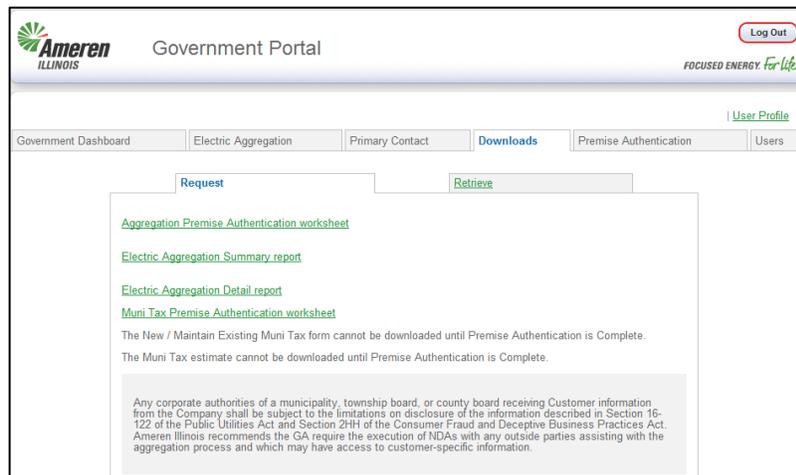
The screenshot shows the Government Portal interface. At the top left is the Ameren ILLINOIS logo. The page title is "Government Portal" with a "Log Out" button in the top right. Below the title is a navigation menu: Home - Core Services - Special Services - Users - Reports. A "FOCUSSED ENERGY For Life" logo is also present. The main content area has a breadcrumb trail: Government Dashboard > Downloads > Premises Authentication > Users. A "User Profile" link is visible. The "Government Dashboard" section is active. Below it, there are sections for "Government Entity Info" (with an "Edit" button), "Statuses, Dates & Tax Areas", and "Services Available". The "Services Available" section lists "Electric Aggregation", "Electric Municipal Tax", and "Gas Municipal Tax" with "View/Edit" and "Add" buttons. A text box explains that as a government entity, users are eligible to enroll in any of the programs shown and should press the corresponding button to complete enrollment steps.

### Downloads

To access select either the “Downloads” tab or the “Downloads” option under Core Services menu, at the top of the page.



Select “Downloads”. To request a new report please make sure you are on the “Request” sub-window and then click the appropriate report name. If reports were previously requested you will need to select “Request” to the left of “Retrieve”. If a Government Entity is registered for multiple programs, reports provided are dependent on the access rights of the user logged in. In the example below, the Site Administrator is logged in therefore all service reports are listed.



**Municipalities** will not have the ability to request a Muni Tax Estimate or New/Maintain Existing Muni Tax form until premises authentication is complete.

**Townships** will not have the ability to request a preliminary Summary report or Detail report until premises authentication is complete.



# Premises Authentication and User Guide

## Government Portal

**Counties and Townships** will not have the ability to request a Muni Tax Estimate or New/Maintain Existing Muni Tax form.

- **(Aggregation or Muni Tax ) Premises Authentication Worksheet** – Once this report is retrieved it must be reviewed and completed by the GE and Ameren Illinois before the GE can request a new premises authentication report.
- **Summary Report** – The first time the summary report is pulled, (assuming it is pulled at the same time as the premises authentication report), the data will reflect the premises prior to premises authentication. A revised summary report can be requested the Monday after receipt of the completion email for premises authentication.
- **Detail Report** – Prior to completion of the premises authentication report and receipt of ordinance (opt-in) or certified referendum results (opt-out), the detailed report **will not** include the customer account numbers.
- **Muni Tax Estimate** – Once the premises authentication report is reviewed and completed, this report will become available to begin the estimate process of establishing a municipal utility tax.
- **Municipal Tax Exemptions Report** – Once the premises authentication report is reviewed and completed, this report will provide information related to those customers who are exemption from the Municipal’s Utility Tax.
- **New / Maintain Existing Muni Tax** – This form is available after the completion of premises authentication and is for municipalities who are looking to implement or modify an existing municipal utility tax. Once the form is completed you can either fax or mail it into Ameren Illinois’ Tax Department.

The requested report will automatically move to the “Retrieve” window. To view the report(s), select the “Download” link. The report(s) can then get exported to an Excel document.

The screenshot shows the Ameren Government Portal interface. At the top left is the Ameren ILLINOIS logo. The page title is "Government Portal" with a "Log Out" button on the right. Below the title is a navigation bar with "Home", "Core Services", "Special Services", and "Users". A "User Profile" link is visible on the right. The main content area has tabs for "Government Dashboard", "Downloads", "Premise Authentication", and "Users". The "Downloads" tab is active, and within it, the "Retrieve" sub-tab is selected. A table lists several reports with their descriptions, requested dates, and "Download" links.

Description	Requested	Requested by	
Muni Tax Exemptions worksheet	Wednesday, 1/21/2015 11:51 AM		<a href="#">Download</a>
Electric Aggregation Detail report	Tuesday, 12/9/2014 9:30 AM		<a href="#">Download</a>
Aggregation Premise Authentication worksheet	Tuesday, 12/9/2014 9:19 AM		<a href="#">Download</a>
Muni Tax Premise Authentication worksheet	Tuesday, 12/9/2014 9:19 AM		<a href="#">Download</a>
Muni Tax Estimate	Tuesday, 12/9/2014 8:42 AM		<a href="#">Download</a>
Electric Aggregation Summary report	Tuesday, 12/9/2014 8:40 AM		<a href="#">Download</a>

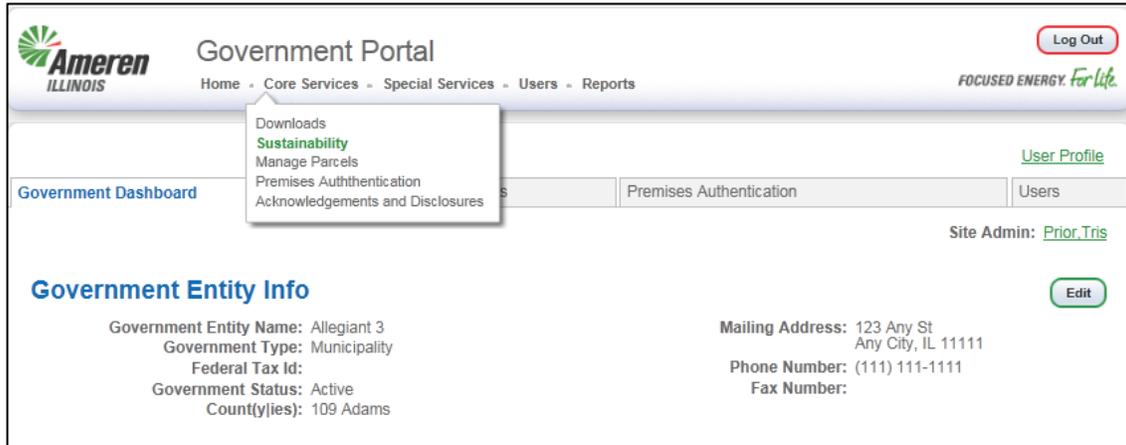
# Premises Authentication and User Guide

## Government Portal

### Sustainability

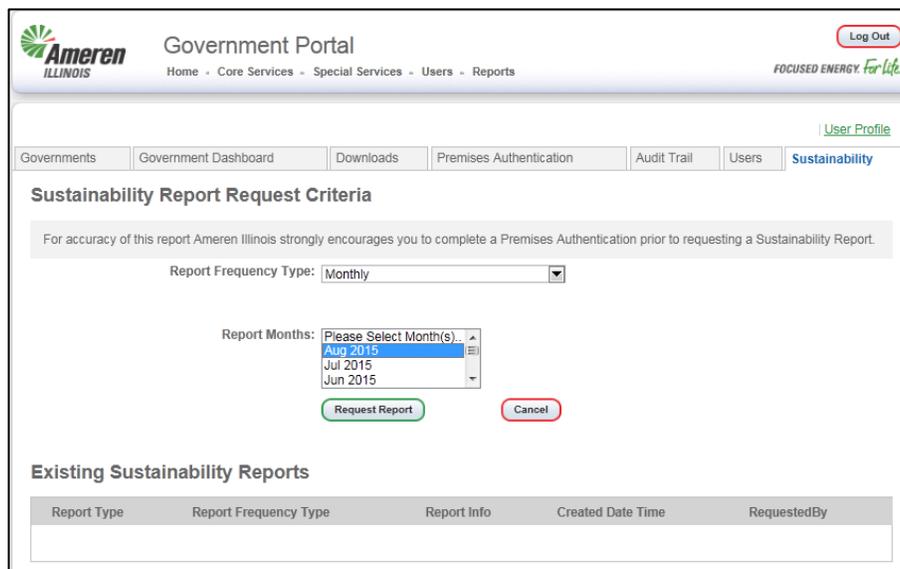
Sustainability Report – This report is for municipalities and counties only who inquire about the combined usage for their jurisdictional boundaries. The usage is grouped by Revenue Class, Service Type, and Service Class (AIC Rate).

Select “Sustainability” from the Core Services menu.



To obtain either an Annual or Monthly report, select the Report Frequency Type. Once the frequency is selected you will either need to pick a specific year or month and then select “Request Report”. You will receive an email when it is time to log back into the Government Portal to download the report.

- Annual Report options – The last three calendar years
- Monthly Report options – The last 12 months (rolling calendar)





# Premises Authentication and User Guide

## Government Portal

Once the email is received you will log back into the Government Portal and access the Sustainability screen. The reports available to download will display with a green **“Download”** link. Reports requested but not available will display **“Pending”** in red.

The screenshot shows the Government Portal interface. At the top left is the Ameren ILLINOIS logo. The page title is "Government Portal" with a "Log Out" button in the top right. Below the title is a navigation menu with "Home", "Core Services", "Special Services", and "Users". A "User Profile" link is visible on the right. The main content area has a "Report Request Criteria" section with a "Report Frequency Type" dropdown menu set to "Annual" (with "Monthly" also visible). A "Cancel" button is below the dropdown. A red message states: "Your request has been submitted. You will be notified via email once the report is ready for you to download". Below this is a table of requests:

Type	Report Info	Date Requested	Requested by
Download	Monthly Jan 2015	Monday, 03/09/2015 10:28 AM	
Download	Yearly 2013	Monday, 03/01/2014 09:00 AM	
Download	Monthly Jan 2014	Wednesday, 02/15/2015 10:00 AM	
Pending	Yearly 2014	Monday, 01/05/2015 09:00 AM	

An example of the Sustainability Report is listed below.

Sustainability Reports							
Government Entity:							
Taxing Area:							
Report For Revenue Months:							
Date Report Generated:							
Revenue Class	Service Type	Service Class	Delivery	Service Customer Count	Delivery	Service Customer Count (Average)	Total Reportable Usage
Commercial	Electric	DS-2					
Commercial	Electric	DS-3A					
Commercial	Electric	DS-3B					
Commercial	Electric	DS-4					
Commercial	Electric	DS-5					
<b>Commercial Total</b>	<b>Electric</b>						
Commercial	Electric Lighting	DS-5					
<b>Commercial Total</b>	<b>Electric Lighting</b>						
Commercial	Gas	GDS-2					
Commercial	Gas	GDS-3					
Commercial	Gas	GDS-4					
<b>Commercial Total</b>	<b>Gas</b>						
Industrial	Electric	DS-2					
Industrial	Electric	DS-4					
<b>Industrial Total</b>	<b>Electric</b>						
Industrial	Electric Lighting	DS-5					
<b>Industrial Total</b>	<b>Electric Lighting</b>						
Industrial	Gas	GDS-2					
Industrial	Gas	GDS-3					
Industrial	Gas	GDS-4					
Industrial	Gas	GDS-5					
<b>Industrial Total</b>	<b>Gas</b>						
Residential	Electric	DS-1					
Residential	Electric	DS-5					
<b>Residential Total</b>	<b>Electric</b>						
Residential	Electric Lighting	DS-5					
<b>Residential Total</b>	<b>Electric Lighting</b>						
Residential	Gas	GDS-1					
<b>Residential Total</b>	<b>Gas</b>						
Sales to Public Authority	Electric	DS-2					
Sales to Public Authority	Electric	DS-3A					
Sales to Public Authority	Electric	DS-5					
<b>Sales to Public Authority Total</b>	<b>Electric</b>						
Sales to Public Authority	Electric Lighting	DS-5					
<b>Sales to Public Authority Total</b>	<b>Electric Lighting</b>						
Sales to Public Authority	Gas	GDS-2					
Sales to Public Authority	Gas	GDS-3					
<b>Sales to Public Authority Total</b>	<b>Gas</b>						
Street and Highway Light	Electric Lighting	DS-5					
<b>Street and Highway Light Total</b>	<b>Electric Lighting</b>						

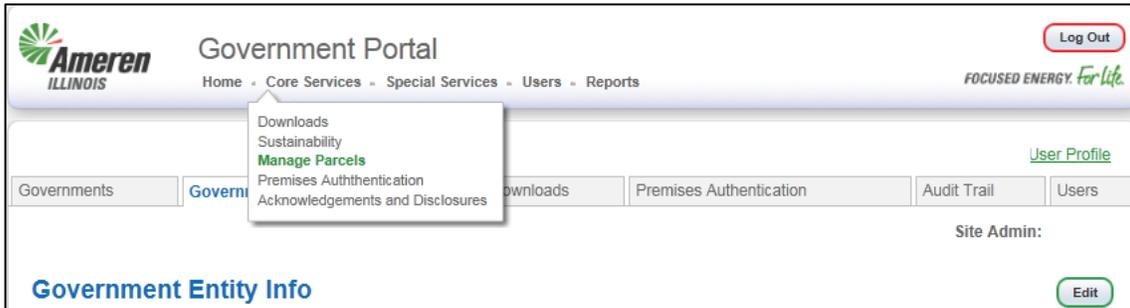
# Premises Authentication and User Guide

## Government Portal

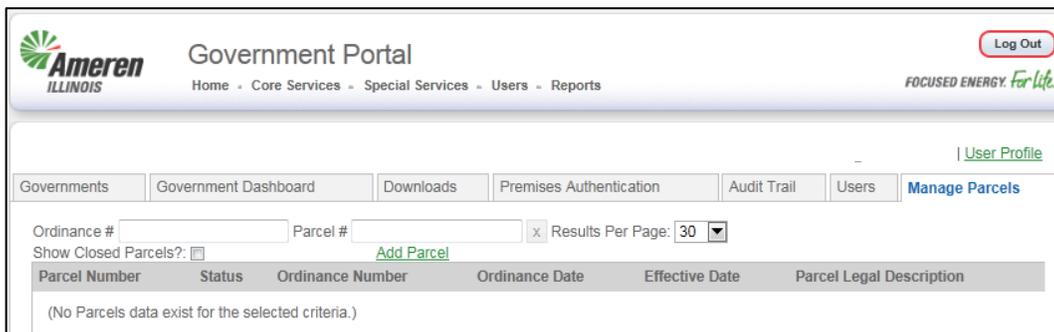
### Manage Parcels

“Manage Parcels” is an easy way for Municipalities and Counties who have Annexed/De-Annexed a parcel of land or would like to associate a parcel to an Annexed premises with either a 911 address and/or actual premises address.

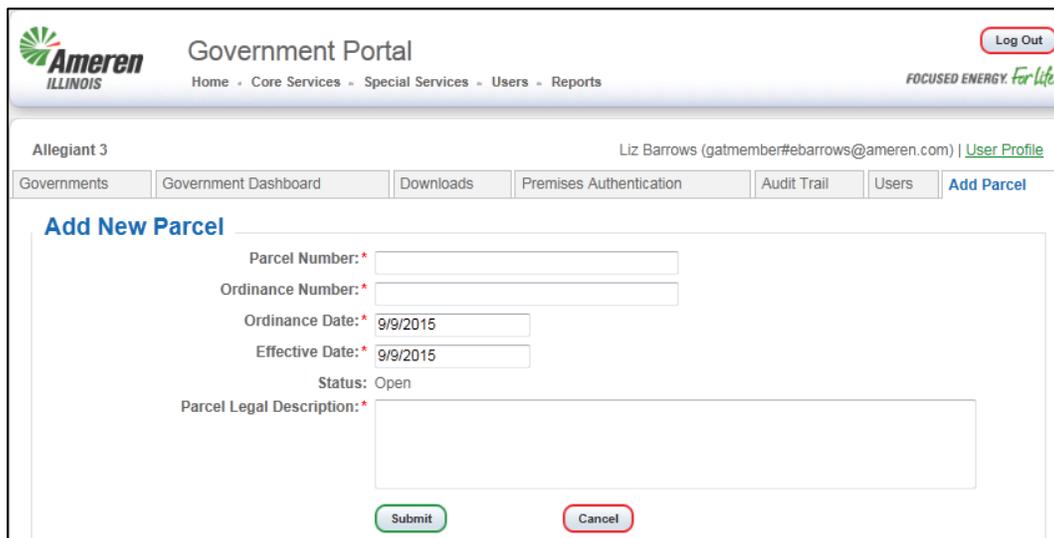
Select “Manage Parcels” from the Core Services menu.



To add a new parcel, select the green “[Add Parcel](#)” link.

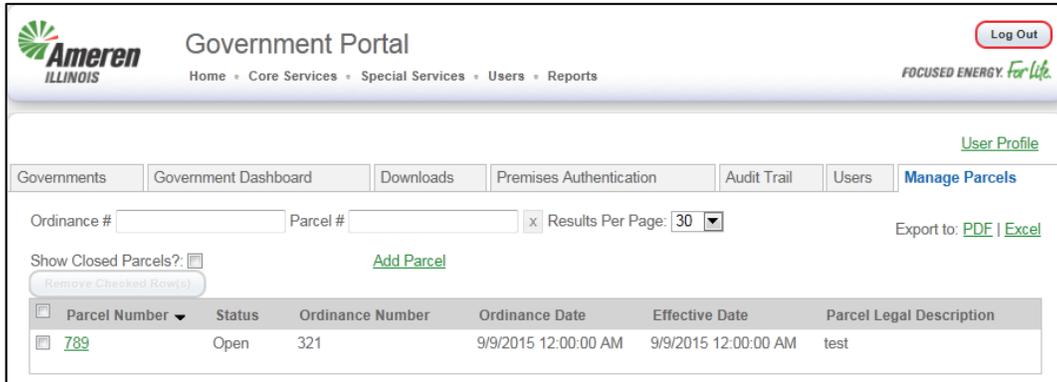


Fill in the Parcel Number, Ordinance number for the current Annexation, Ordinance Date, Effective Date, Parcel Legal Description and select “Submit”. **NOTE: Do not change the Status.**



## Premises Authentication and User Guide Government Portal

After submitting, you will return to the previous page with the new parcel displaying in the table. To add premises to a parcel, select the Parcel Number associated to the premises.



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 Home • Core Services • Special Services • Users • Reports FOCUSED ENERGY. For life.

[User Profile](#)

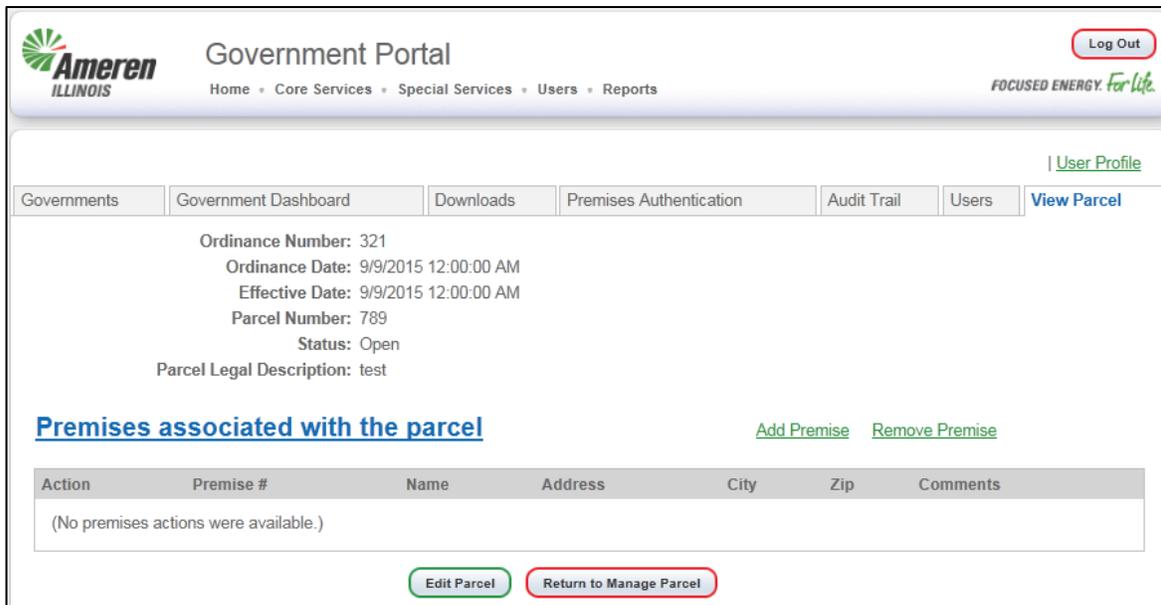
Governments | Government Dashboard | Downloads | Premises Authentication | Audit Trail | Users | **Manage Parcels**

Ordinance #  Parcel #  x Results Per Page: 30  Export to: [PDF](#) | [Excel](#)

Show Closed Parcels?:  [Add Parcel](#)

<input type="checkbox"/>	Parcel Number	Status	Ordinance Number	Ordinance Date	Effective Date	Parcel Legal Description
<input checked="" type="checkbox"/>	789	Open	321	9/9/2015 12:00:00 AM	9/9/2015 12:00:00 AM	test

After the parcel is selected the screen will display the Parcel and Annexation details. To add the premises associated to the Parcel, select “Add Premise”.



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Governments | Government Dashboard | Downloads | Premises Authentication | Audit Trail | Users | **View Parcel**

Ordinance Number: 321  
 Ordinance Date: 9/9/2015 12:00:00 AM  
 Effective Date: 9/9/2015 12:00:00 AM  
 Parcel Number: 789  
 Status: Open  
 Parcel Legal Description: test

**Premises associated with the parcel** [Add Premise](#) [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premises actions were available.)						

**Note:** To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.

# Premises Authentication and User Guide

## Government Portal

The “Add Premise” screen will display. Fill in all fields indicated with an asterisk, if you do not know the customer name type “unknown” in that field. The Annexation and Parcel information is automatically populated as the premises is being added through the specific parcel. Select “Submit”.

After selecting “Submit” you will return to the Parcel and Annexation details and the premises added will display in the table.

Action	Premise #	Address	City	Zip	Tax Area	Ameren Field Notations
<a href="#">Edit</a>	Add Premise	123 Main st	Belleville	62220		Added Premise to Jurisdiction/Tax Area: test

# Premises Authentication and User Guide

## Government Portal

To remove premises from a parcel, select the Parcel Number to disassociate the premises.

The screenshot shows the 'Manage Parcels' interface. At the top, there are navigation tabs: Governments, Government Dashboard, Downloads, Premises Authentication, Audit Trail, Users, and Manage Parcels. Below the tabs, there are input fields for Ordinance # and Parcel #, a 'Results Per Page' dropdown set to 30, and an 'Export to: PDF | Excel' link. A 'Show Closed Parcels?' checkbox is present, along with an 'Add Parcel' link. A table below contains the following data:

Parcel Number	Status	Ordinance Number	Ordinance Date	Effective Date	Parcel Legal Description
789	Open	321	9/9/2015 12:00:00 AM	9/9/2015 12:00:00 AM	test

A 'Remove Checked Row(s)' button is highlighted in the interface.

After the parcel is selected the screen will display the Parcel and Annexation details. To remove a premises from the Parcel, select “Remove Premise”.

The screenshot shows the 'View Parcel' interface. It displays the following details:

- Ordinance Number: 321
- Ordinance Date: 9/9/2015 12:00:00 AM
- Effective Date: 9/9/2015 12:00:00 AM
- Parcel Number: 789
- Status: Open
- Parcel Legal Description: test

Below the details, there is a section titled 'Premises associated with the parcel' with links for 'Add Premise' and 'Remove Premise'. A table below this section is empty, with the text '(No premises actions were available.)' inside. At the bottom, there are 'Edit Parcel' and 'Return to Manage Parcel' buttons.

The first screen displayed requests you to enter the premises number and then select “Validate Premise Number”.

The screenshot shows a 'Remove Premise' dialog box. It contains the following elements:

- A 'Premise Number: \*' label followed by an input field.
- A 'Validate Premise Number' button.
- A 'Cancel' button.

The background shows the 'Remove Premise' tab selected in the navigation menu.

## Premises Authentication and User Guide Government Portal

Premise screen will display with all fields populated. Add the reason you are removing the premises into the Comments field and select “Submit”.

After selecting “Submit” you will return to the Parcel and Annexation details and the premises removed will display in the table.

Action	Premise #	Address	City	Zip	Tax Area	Ameren Field Notations
Remove Premise						Removed Premise from Jurisdiction/Tax Area: test

To submit the changes, added or removed premises from a parcel, you will need to begin the premises authentication process by downloading a new premises authentication worksheet as described beginning on page 10 and then following the Premises Authentication process beginning on page 19.

**Note: To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.**



# Premises Authentication and User Guide

## Government Portal

### Premises Authentication

### Municipalities and Counties

(Aggregation or Muni Tax) Premises Authentication Worksheet – This worksheet provides the individual premises information required to complete Premises Authentication. The columns shown below will aide in the review and provide the required details when entering any premises for maintenance.

Ameren Illinois Provided Information for Municipality's Review							Municipality's Requested Corrections	
Premise Number	Premise Name	Premise Address Line 1	Premise Address Line 2	Premise Address City	Premise Address State Code	Premise Address Zip Code	Current Tax Area Name	If a Premise is Not part of your jurisdiction please indicate with a D = Delete from Area

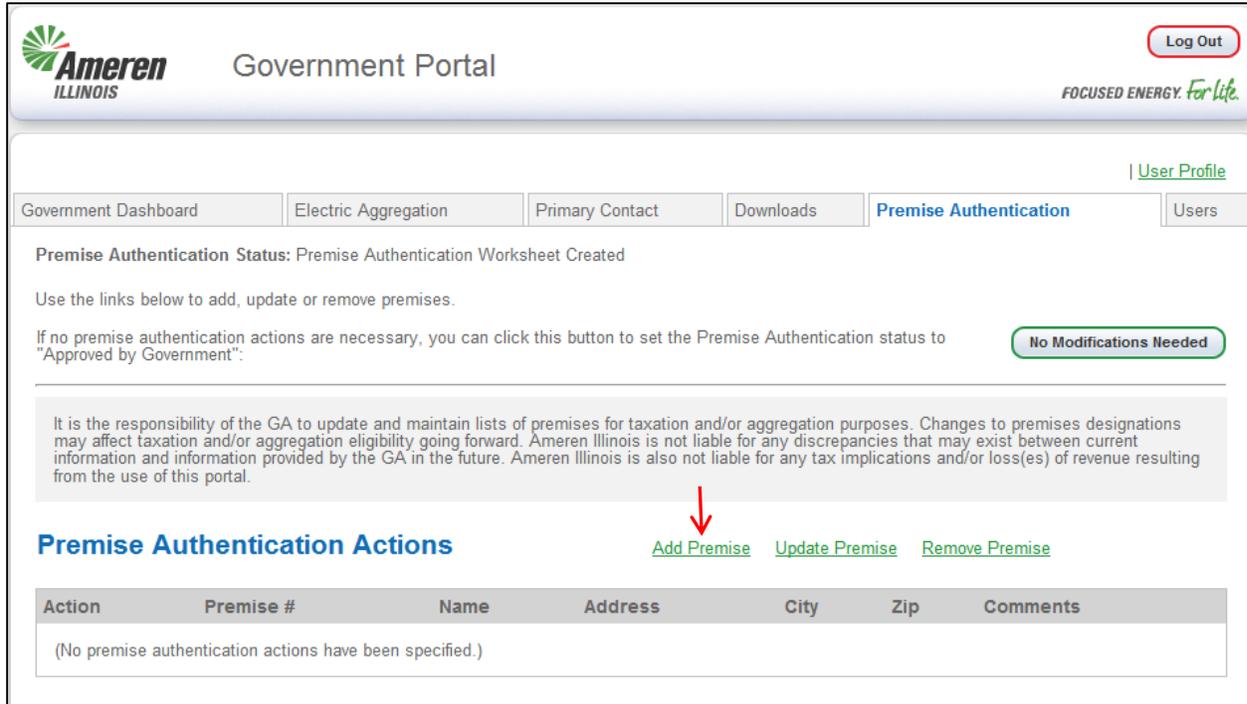
“Premise Authentication” is where the user will begin and complete the premises authentication process.

If the Premises Authentication List is accurate and requires no revisions select “No Modifications Needed”. A message will appear confirming the status of the premises authentication and notify the Government Support Team.

However, if there are modifications required please follow the steps mentioned on the following pages.

### Add a Premises

“Add Premise” allows the user to add premises to the premises list. Select “Add Premise”.



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| [User Profile](#)

Government Dashboard | Electric Aggregation | Primary Contact | Downloads | **Premise Authentication** | Users

**Premise Authentication Status:** Premise Authentication Worksheet Created

Use the links below to add, update or remove premises.

If no premise authentication actions are necessary, you can click this button to set the Premise Authentication status to "Approved by Government": No Modifications Needed

It is the responsibility of the GA to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GA in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

**Premise Authentication Actions**

[Add Premise](#)   [Update Premise](#)   [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premise authentication actions have been specified.)						

# Premises Authentication and User Guide

## Government Portal

The following window will populate, fill out all required fields, indicated with an asterisk.

If the premise is added due to Annexation, select the check box and enter the Annexation Ordinance Number.

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Government Dashboard Downloads Premises Authentication **Add Premise** Users | [User Profile](#)

Premise Customer Name: \*

**Premise Address**

Address: \*  
Line 2:  
Line 3:  
City: \*  
State: \* IL ZIP Code: \*

Is the premises being added due to Annexation?:   
Is the premises associated with a parcel?:   
Comment:  
Tax Area:  
Additional Field Notations:

In addition, if the Annexation is associated with a Parcel, select the checkbox and then select "Populate Parcel Number".

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Government Dashboard Downloads Premises Authentication **Add Premise** Users | [User Profile](#)

Premise Customer Name: \*

**Premise Address**

Address: \*  
Line 2:  
Line 3:  
City: \*  
State: \* IL ZIP Code: \*

Is the premises being added due to Annexation?:   
Ordinance Number: 123  
Is the premises associated with a parcel?:   
Parcel Number:   
Comment:  
Tax Area:  
Additional Field Notations:

## Premises Authentication and User Guide Government Portal

The following screen will display, allowing you to associate the Annexation Ordinance to the Parcel. Select the link labeled “Select” to associate the Parcel to the Ordinance.

Enter Ordinance and/or Parcel Number(s)
✕

Ordinance Number: \*

Parcel Number: \*  Populate Associated Parcels

Select	Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description
<a href="#">Select</a>	123	Wed Jul 1 00:00:00 CDT 2015	Wed Jul 1 00:00:00 CDT 2015	456	test

Add a New Parcel
Cancel

If the Ordinance number for the Annexation or Parcel number is new, you will receive the message below.

Enter Ordinance and/or Parcel Number(s)
✕

Ordinance Number: \*

Parcel Number: \*  Populate Associated Parcels

Ordinance/Parcel Number does not exist, Please verify and enter a valid ordinance/Parcel Number.

Select	Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description
--------	------------------	----------------	----------------	---------------	--------------------------

Add a New Parcel
Cancel

To enter a new Parcel, select “Add a New Parcel”, the screen below will display. Fill in the Ordinance number for the current Annexation, Ordinance Date, Effective Date, Parcel Legal Description and select “Add”. **NOTE: Do not change the Status.**

Add a new Parcel
✕

Ordinance Number:

Ordinance Date:

Effective Date:

Parcel Number:

Status: Open ▼

Parcel Legal Description:

Add
Cancel

Note: To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.

# Premises Authentication and User Guide

## Government Portal

### Update a Premises

“Update Premise” requires the premises number provided on the premises list.

**Premise Authentication Status:** Premise Authentication Worksheet Created

Use the links below to add, update or remove premises.

If no premise authentication actions are necessary, you can click this button to set the Premise Authentication status to "Approved by Government": [No Modifications Needed](#)

It is the responsibility of the GA to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GA in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

**Premise Authentication Actions**

[Add Premise](#) [Update Premise](#) [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premise authentication actions have been specified.)						

The premises number identifies the physical location in Ameren Illinois’ customer service system, and helps ensure that we perform maintenance at the correct premises.

Premise Number	Premise Name	Premise Address Line 1	Premise Address Line 2	Premise Address City	Premise Address State Code	Premise Address Zip Code	Current Tax Area Name	Municipality's Requested Corrections
								If a Premise is Not part of your jurisdiction please indicate with a D – Delete from Area

Premise Number:  [Validate](#) [Cancel](#)

The premises number you entered will automatically populate in the window below, where you can correct the city and zip code. If the street address has an error, make the corrections in the comment box. When you are finished, select “Submit”.

Premise Number:  [Validate](#)

Premise Customer Name:

Premise Address:

Corrected City:

Corrected Zip:

Enter any premise address changes or other information related to this premise in this comments box:

Comment:

Tax Area:

Ameren Field Notations: [Submit](#) [Cancel](#)

# Premises Authentication and User Guide

## Government Portal

### Remove a Premises

“Remove Premise” also requires the premises number provided on the premises list.

**Ameren ILLINOIS** Government Portal Log Out  
 Home • Core Services • Special Services • Users • Reports FOCUSED ENERGY. For Life.

[User Profile](#)

Government Dashboard | Downloads | **Premises Authentication** | Users

**Premises Authentication Status:** Worksheet Created

Use the links below to add, update or remove premises.

If no premises authentication actions are necessary, you can click this button to set the Premises Authentication status to "Approved by Government": No Modifications Needed

It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

**Premises Authentication Actions** [Add Premise](#) [Update Premise](#) [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premises authentication actions have been specified.)						

The premises number identifies the physical location in Ameren Illinois’ customer service system, and helps ensure that we perform maintenance at the correct premises.

Ameren Illinois Provided Information for Municipality's Review								Municipality's Requested Corrections
Premise Number	Premise Name	Premise Address Line 1	Premise Address Line 2	Premise Address City	Premise Address State Code	Premise Address Zip Code	Current Tax Area Name	If a Premise is not part of your jurisdiction please indicate with a D = Delete from Area

**Ameren ILLINOIS** Government Portal Log Out  
 Home • Core Services • Special Services • Users • Reports FOCUSED ENERGY. For Life.

[User Profile](#)

Government Dashboard | Downloads | Premises Authentication | **Remove Premise** | Users

Premise Number: \*  Validate Premise Number Cancel

# Premises Authentication and User Guide

## Government Portal

The premises number entered will automatically populate in the window below.

If the premise is added due to De-Annexation, select the check box and enter the De-Annexation Ordinance Number.

The screenshot shows the 'Premises Authentication' form in the Government Portal. The form is titled 'Premises Authentication' and includes a 'Remove Premise' link. The form fields are: Premise Number (with a 'Validate Premise Number' button), Premise Customer Name, Premise Address, a checkbox for 'Is the premises being removed due to De-annexation?', a checkbox for 'Is the premises associated with a parcel?', a 'Comment' text area, a 'Tax Area' dropdown, and 'Additional Field Notations'. The 'Submit' and 'Cancel' buttons are at the bottom.

In addition, if the De-Annexation is associated with a Parcel, select the checkbox and then select "Populate Parcel Number".

The screenshot shows the 'Premises Authentication' form with the 'De-annexation' and 'Parcel' checkboxes selected. The 'Ordinance Number' field is populated with '789'. The 'Populate Parcel Number' button is highlighted. The 'Comment' text area, 'Tax Area' dropdown, and 'Additional Field Notations' are also visible. The 'Submit' and 'Cancel' buttons are at the bottom.

**Note: To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.**

## Premises Authentication and User Guide Government Portal

The following screen will display, allowing you to associate the De-Annexation Ordinance to the Parcel. Select the link labeled “Select” to associate the Parcel to the Ordinance.

Select	Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description
<a href="#">Select</a>	789	Mon Jun 1 00:00:00 CDT 2015	Mon Jun 1 00:00:00 CDT 2015	321	test

If the Ordinance number for the De-Annexation or Parcel number is new, you will receive the message below.

To enter a new Parcel, select “Add a New Parcel”, the screen below will display. Fill in the Ordinance number for the current De-Annexation, Ordinance Date, Effective Date, Parcel Legal Description and select “Add”. **NOTE: Do not change the Status.**

If the correct jurisdictional boundary is known please provide in the comment field and select “Submit”.

# Premises Authentication and User Guide

## Government Portal

### Premises Authentication

#### Townships

(Aggregation or Muni Tax) Premises Authentication Worksheet – This worksheet provides the individual premises information required to complete Premises Authentication. The columns shown below will aide in the review and provide the required details when entering any premises for maintenance.

Ameren Illinois Provided Information for Municipality's Review								Municipality's Requested Corrections
Premise Number	Premise Name	Premise Address Line 1	Premise Address Line 2	Premise Address City	Premise Address State Code	Premise Address Zip Code	Current Tax Area Name	If a Premise is Not part of your jurisdiction please indicate with a D = Delete from Area

For Townships, the Premises Authentication window is slightly different. The primary focus is on associating premises from the county list(s) to the township.

### Associate Premises to a Township

To accomplish this task select, “Associate Premises to Township”.

# Premises Authentication and User Guide

## Government Portal

The following window will populate allowing the user to copy and paste, up to 200, premises numbers at one time from the premises authentication worksheet.

The premises number is in the first column, shown below. Once the premises number(s) are copied, paste them in the screen above, and select “Continue”.

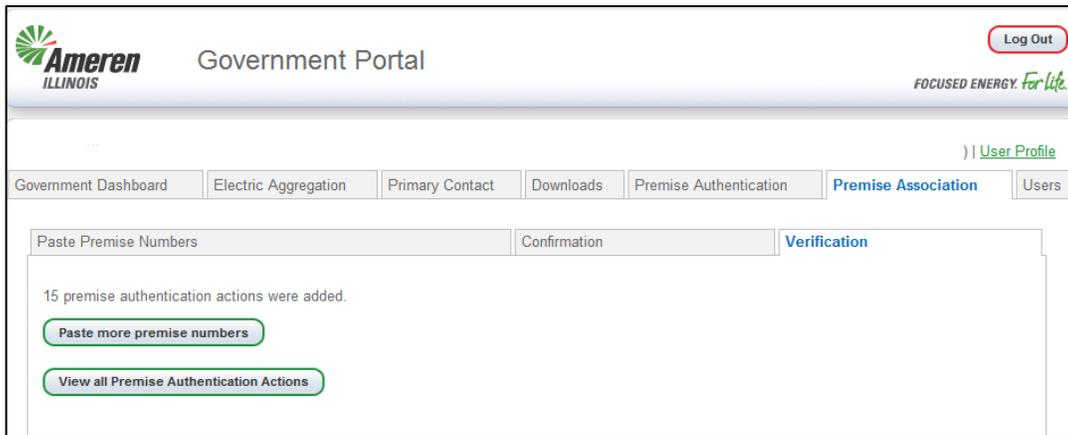
Ameren Illinois Provided Information for Municipality's Review								Municipality's Requested Corrections
Premise Number	Premise Name	Premise Address Line 1	Premise Address Line 2	Premise Address City	Premise Address State Code	Premise Address Zip Code	Current Tax Area Name	If a Premise is Not part of your jurisdiction please indicate with a D = Delete from Area

The user will receive a confirmation page for the premises number(s) selected (shown below), if the list is accurate, select “Submit”. If an error is found, select the “Paste Premise Numbers” tab to go back to the previous window.

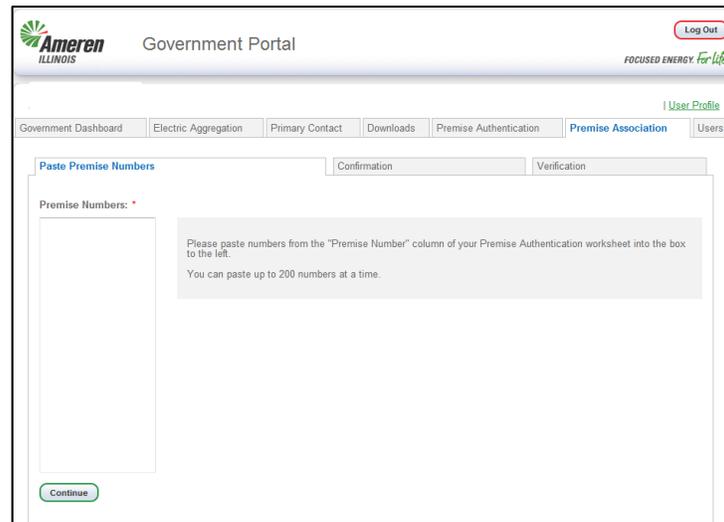
Action	Premise #	Name	Address	City	Zip	Comments
Update Premise						Include in township
Update Premise						Include in township
Update Premise						Include in township
Update Premise						Include in township
Update Premise						Include in township
Update Premise						Include in township

## Premises Authentication and User Guide Government Portal

The next screen will provide the user the ability to “Paste more premise numbers”, to continue entering premises or “View all Premise Authentication Actions”.



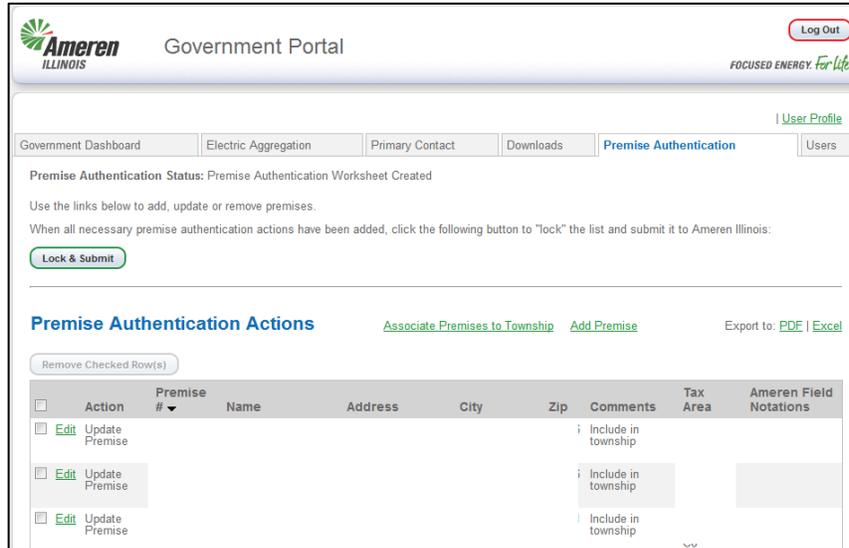
“Paste more premise numbers” will take you back to the sub window to add more premises.



# Premises Authentication and User Guide

## Government Portal

“View all Premise Authentication Actions” will take you back to the main Premises Authentication window to provide the ability to take further actions or submit the premises authentication.

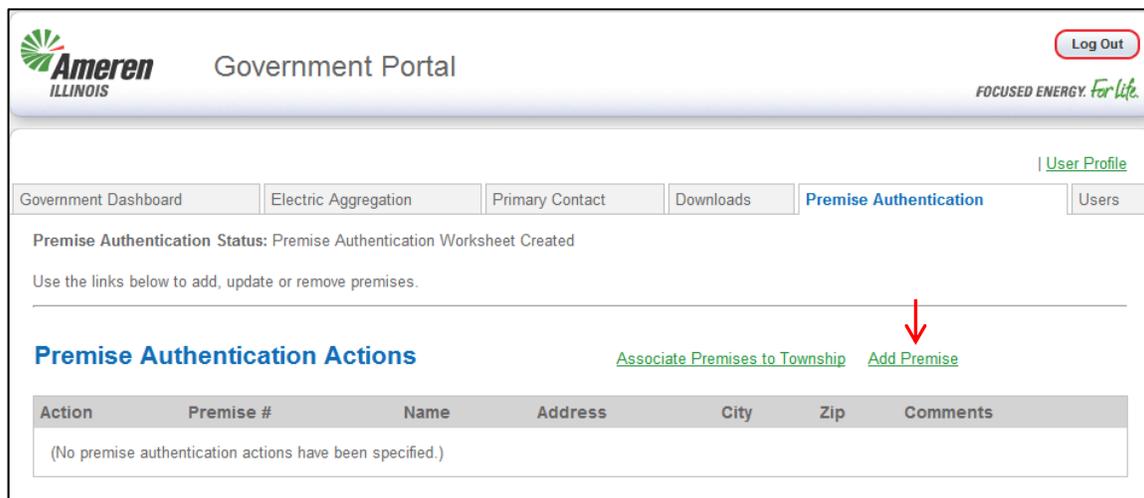


The screenshot shows the 'Premise Authentication' section of the Government Portal. It includes a 'Lock & Submit' button and a table of 'Premise Authentication Actions'. The table has columns for Action, Premise #, Name, Address, City, Zip, Comments, Tax Area, and Ameren Field Notations. Three rows are visible, each with an 'Update Premise' action and a comment 'Include in township'.

Action	Premise #	Name	Address	City	Zip	Comments	Tax Area	Ameren Field Notations
<a href="#">Edit</a> Update Premise						Include in township		
<a href="#">Edit</a> Update Premise						Include in township		
<a href="#">Edit</a> Update Premise						Include in township		

## Add a Premise

“Add Premise” allows the user to add premises to the premises list. Select “Add Premise”.



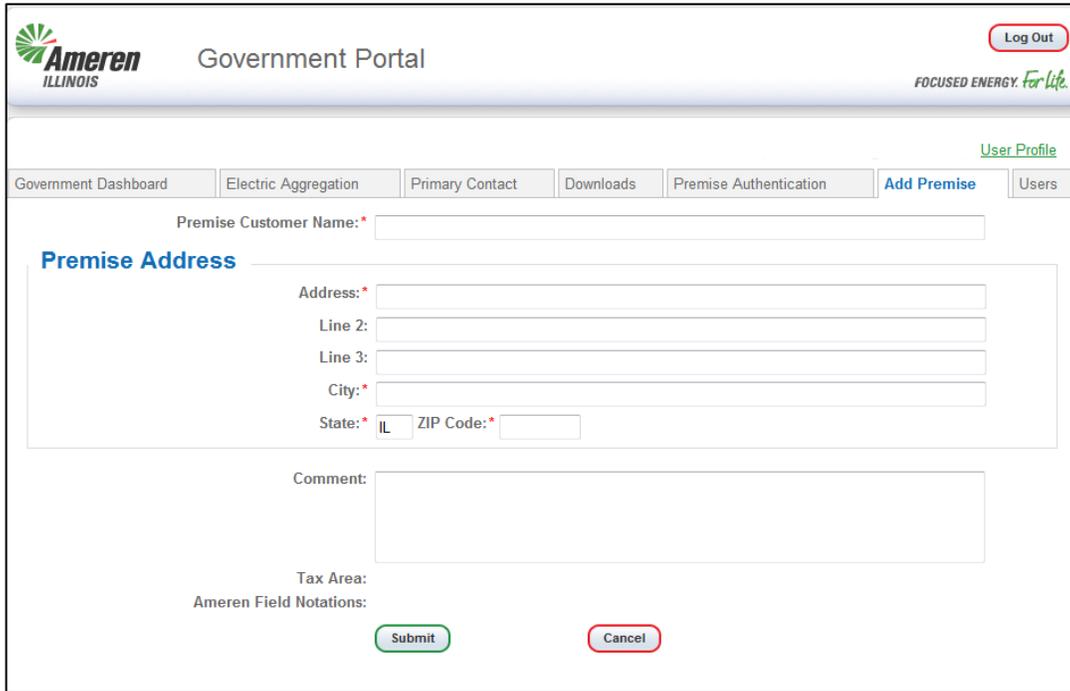
The screenshot shows the 'Premise Authentication' section of the Government Portal. A red arrow points to the 'Add Premise' link in the 'Premise Authentication Actions' section. The table below is empty, indicating no actions have been specified.

Action	Premise #	Name	Address	City	Zip	Comments
(No premise authentication actions have been specified.)						

# Premises Authentication and User Guide

## Government Portal

The following window will populate, fill out all required fields, indicated with an asterisk, and select "Submit".



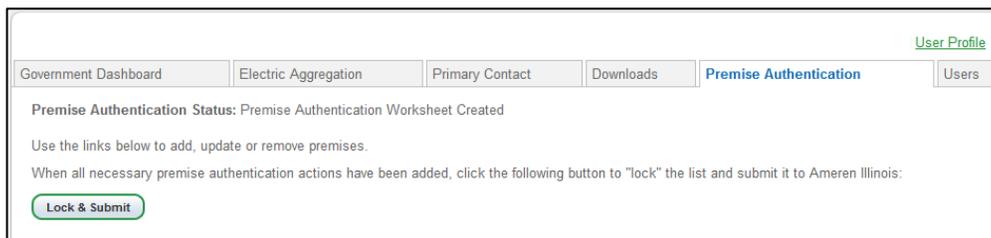
The screenshot shows the Ameren Government Portal interface. At the top left is the Ameren ILLINOIS logo. The page title is "Government Portal". In the top right corner, there is a "Log Out" button and the slogan "FOCUSED ENERGY. For life." Below the header is a navigation menu with tabs for "Government Dashboard", "Electric Aggregation", "Primary Contact", "Downloads", "Premise Authentication", "Add Premise", and "Users". A "User Profile" link is also visible. The main form area is titled "Premise Authentication" and contains the following fields:

- Premise Customer Name: \*
- Premise Address**
  - Address: \*
  - Line 2:
  - Line 3:
  - City: \*
  - State: IL ZIP Code: \*
- Comment:
- Tax Area:
- Ameren Field Notations:

At the bottom of the form are "Submit" and "Cancel" buttons.

## Lock and Submit Premises Authentication

Once the premises authentication list has been thoroughly reviewed and premises have been removed, updated, or added, new wording will appear in the Premises authentication window. Select "Lock and Submit". A message will appear confirming the status of the premises authentication and that the Government Support Team (GST) has been notified.



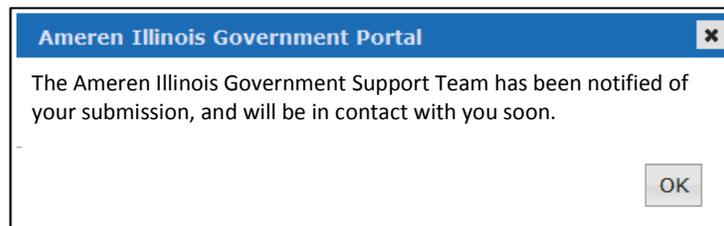
The screenshot shows the "Premise Authentication" tab selected in the navigation menu. The main content area displays the following text:

Premise Authentication Status: Premise Authentication Worksheet Created

Use the links below to add, update or remove premises.

When all necessary premise authentication actions have been added, click the following button to "lock" the list and submit it to Ameren Illinois:

Lock & Submit



The screenshot shows a confirmation dialog box with the following text:

**Ameren Illinois Government Portal**

The Ameren Illinois Government Support Team has been notified of your submission, and will be in contact with you soon.

OK

### **Government Review of completed Premises Authentication**

Once Ameren Illinois has completed the edits, the GE will receive an email advising that they should log into the portal to review and approve or decline the modifications completed by Ameren Illinois.

**Ameren Illinois has completed its internal review of the Premise Authentication List that you provided and revised the list to accurately reflect the customers in your municipality or county.**

Please log in to the portal to review the revised Premise Authentication List and approve all requested changes. In addition, if you haven't already done so, please provide a true and correct copy of the referendum and certified results of the completed referendum, and/or ordinance authorizing aggregation, as applicable.

Upon your approval of the updated Premise Authentication List, you or other designees of Happy Sun Township will be able to perform the following actions at any time:

- Re-run the Premise Authentication List.
- Re-run the Summary Load Data List.
- Run a new Detailed Service Point Data List *without* customer account numbers.
- Run a new Detailed Service Point Data List *with* customer account numbers (upon our receipt of the referendum and/or ordinance authorizing aggregation).



**THIS MESSAGE WAS SENT FROM THE AMEREN ILLINOIS GOVERNMENT PORTAL**

Our website address is <http://authoringuat.ameren.com/sites/aiu/BusPartners/GovtAgg/Pages/Government.aspx>

**THANK YOU FOR USING THE PORTAL**

If you have any questions, please email [GovernmentAggregationTeam@AmerenIllinois.com](mailto:GovernmentAggregationTeam@AmerenIllinois.com).

Ameren Illinois will never contact you by email asking you to validate your password. If you receive such a request, please notify us.

# Premises Authentication and User Guide

## Government Portal

### Decline Modifications

After the user has reviewed and they disagree with Ameren Illinois' modifications, enter comments in the decline reason box and select "Decline Approval".

This will automatically notify GST that further review and modifications are required. Once Ameren Illinois completes the additional review and/or modifications the GE will receive an email advising to log into the portal, review and approve or decline the modifications completed by Ameren Illinois.

**Ameren Illinois has completed its internal review of the Premise Authentication List that you provided and revised the list to accurately reflect the customers in your municipality or county.**

Please log in to the portal to review the revised Premise Authentication List and approve all requested changes. In addition, if you haven't already done so, please provide a true and correct copy of the referendum and certified results of the completed referendum, and/or ordinance authorizing aggregation, as applicable.

Upon your approval of the updated Premise Authentication List, you or other designees of Happy Sun Township will be able to perform the following actions at any time:

- Re-run the Premise Authentication List.
- Re-run the Summary Load Data List.
- Run a new Detailed Service Point Data List *without* customer account numbers.
- Run a new Detailed Service Point Data List *with* customer account numbers (upon our receipt of the referendum and/or ordinance authorizing aggregation).

**THIS MESSAGE WAS SENT FROM THE AMEREN ILLINOIS GOVERNMENT PORTAL**

Our website address is <http://authoringuat.ameren.com/sites/aiu/BusPartners/GovtAgg/Pages/Government.aspx>

**THANK YOU FOR USING THE PORTAL**

If you have any questions, please email [GovernmentAggregationTeam@AmerenIllinois.com](mailto:GovernmentAggregationTeam@AmerenIllinois.com).

Ameren Illinois will never contact you by email asking you to validate your password. If you receive such a request, please notify us.



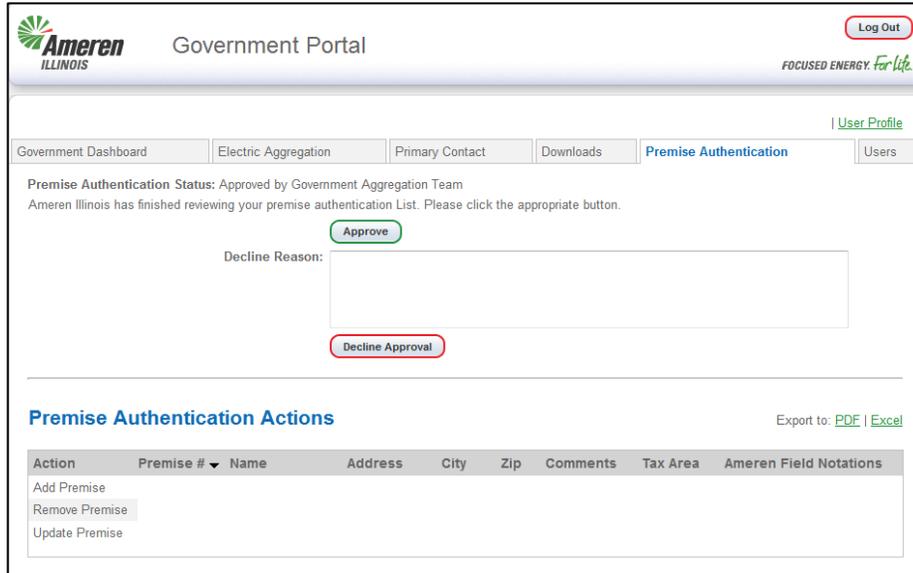
If the GE agrees with the additional modifications, continue with the instructions below to approve.

# Premises Authentication and User Guide

## Government Portal

### Approve Modifications

After the user has reviewed and agrees with Ameren Illinois' modifications, select "Approve".



**Ameren ILLINOIS** Government Portal Log Out  
*FOCUSED ENERGY. For Life.*

| [User Profile](#)

Government Dashboard | Electric Aggregation | Primary Contact | Downloads | **Premise Authentication** | Users

Premise Authentication Status: Approved by Government Aggregation Team  
Ameren Illinois has finished reviewing your premise authentication List. Please click the appropriate button.

[Approve](#)

Decline Reason:

[Decline Approval](#)

---

**Premise Authentication Actions** Export to: [PDF](#) | [Excel](#)

Action	Premise #	Name	Address	City	Zip	Comments	Tax Area	Ameren Field Notations
Add Premise								
Remove Premise								
Update Premise								

This will automatically notify GST to change the premises authentication status to "Premise Authentication Complete". The GE will receive an email advising the premises authentication is complete.

**The premise authentication process has been completed for**



**THIS MESSAGE WAS SENT FROM THE AMEREN ILLINOIS GOVERNMENT PORTAL**

Our website address is

**THANK YOU FOR USING THE PORTAL**

If you have any questions, please email [GovernmentAggregationTeam@AmerenIllinois.com](mailto:GovernmentAggregationTeam@AmerenIllinois.com).

Ameren Illinois will never contact you by email asking you to validate your password. If you receive such a request, please notify us.

Updated Summary and Detail reports will be available the Monday following the date on the email from GST. Since reports are updated with territory changes over the weekend, we recommend requesting them no more than once a week.



## Premises Authentication and User Guide Government Portal

### **Government Aggregation**

Government Aggregation is a process whereby a Municipality (city, village, or incorporated town), Township, or County acts on behalf of all or a part of its constituents in procuring their electric supply, either directly or via a third party supplier. Illinois law allows Municipalities, Townships, and Counties to arrange for the purchase of electricity supply on behalf of residential and small business customer of investor-owned electric utilities. Authorities of a Municipality, Township, or County board may “aggregate” residential and small commercial retail electric loads located within the Municipality, Township, or unincorporated areas of the County. They may solicit bids and enter into service agreements to facilitate purchase of electricity for their constituents.

There can be, and are, other forms of aggregation, such as when a chamber of commerce elects to aggregate power supply for its members. Other forms of aggregation may develop in the future with organizations like schools, credit unions, or even service clubs. Public Act 097-0338 specifically applies to a Municipality, Township, or County government that chooses to aggregate electric supply.

To begin the process for Aggregation please view the Government Portal Registration / Log In guide for step by step instructions related to Aggregation Registration.

### **Municipal Utility Tax**

Municipal Utility Tax is a process whereby Ameren Illinois bills customers additional taxes located within a Municipality’s jurisdictional boundaries, based on an ordinance passed by the defined Municipality. These taxes are collected by Ameren Illinois with a percentage being returned as revenue to the Municipality.

To implement a tax, Ameren Illinois needs a certified copy of the ordinance with original signatures, seal, and copy of the certification with seal that the new ordinance was posted in three prominent areas or published in pamphlet form. Before a new tax is implemented, Ameren Illinois requires the Municipality to verify all the customers in the Municipality’s boundaries. The new tax will not be programmed until we receive confirmation that the Municipality has reviewed all the premises.

To begin the process in implementing/maintaining a Municipal Utility Tax please view the Government Portal Registration / Log In guide for step by step instructions related to Municipal Utility Tax Registration. Once registered this document, beginning on page 13, will take you through step by step instruction on how to complete premises authentication.

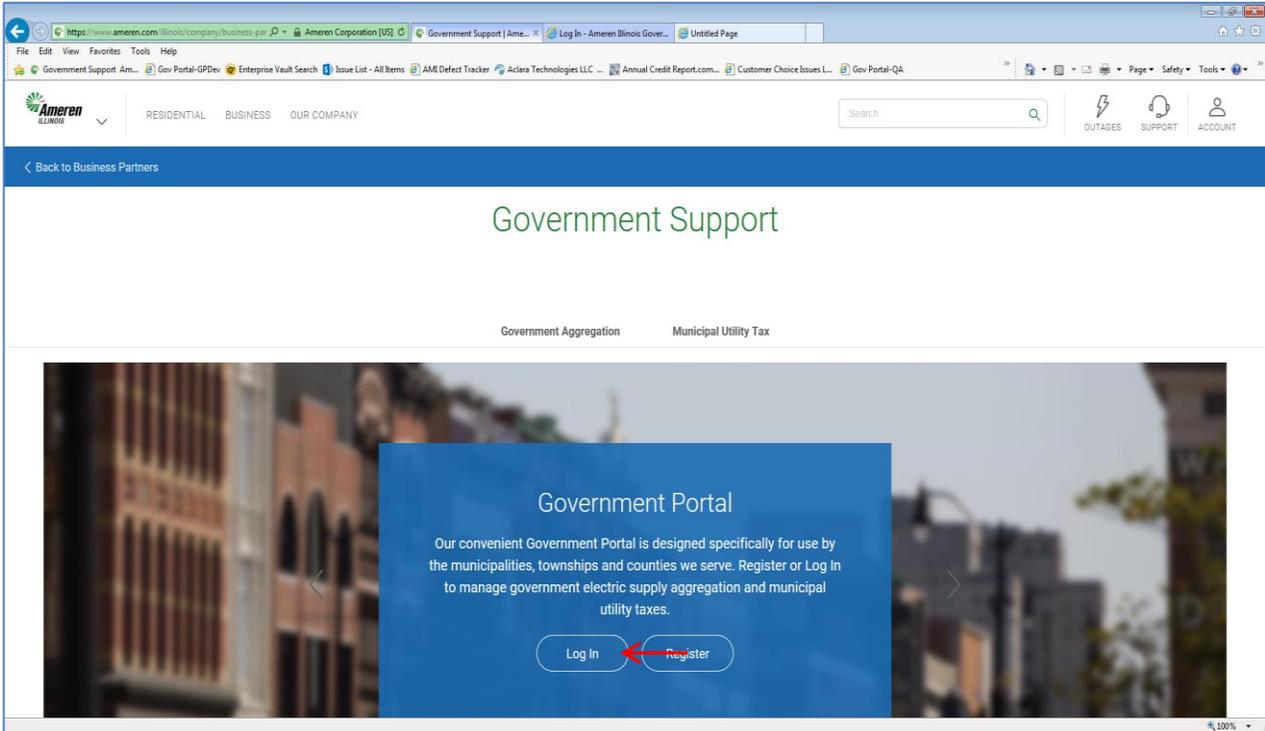
# Premises Authentication and User Guide

## Government Portal

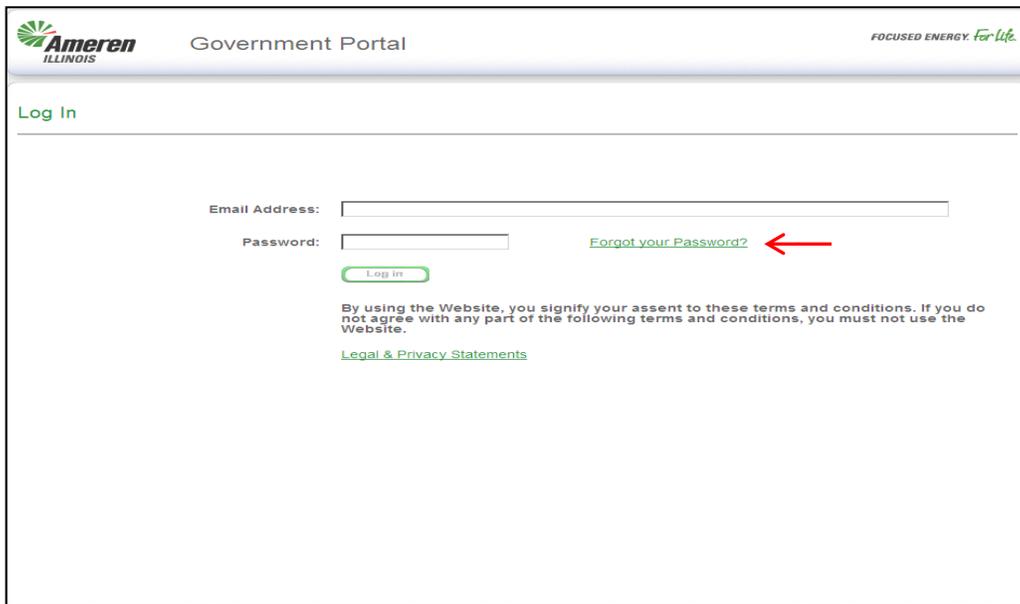
# Appendix

### Forgot Password

Once you have selected the Government Support page (steps begin on page 3), users can select the Government Portal Login page.



Select the "Forgot your Password?"



# Premises Authentication and User Guide

## Government Portal

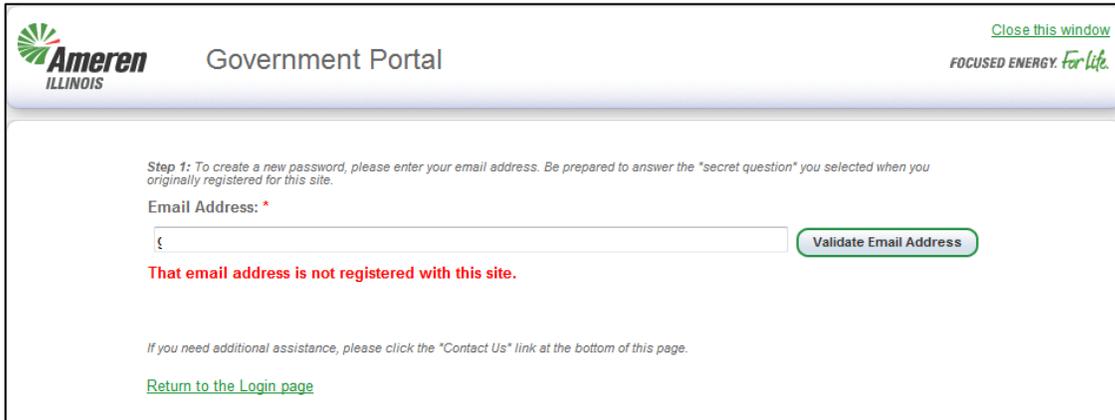
Enter your email address used during registration and select “Validate Email Address”.

As long as the address is valid, the following page will display. You will need to provide the correct answer to the Secret Question. **Your password is case sensitive.** Follow the guidelines provided, highlighted below, and set a new password. Select “Submit”.

## Premises Authentication and User Guide

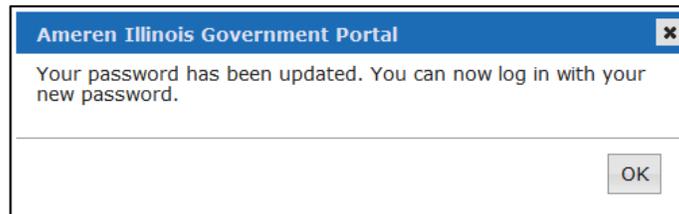
### Government Portal

If the email address is not valid the following error message will display. You can correct the email address and select “Validate Email Address”.



The screenshot shows the Ameren Illinois Government Portal interface. At the top left is the Ameren ILLINOIS logo. To its right is the text "Government Portal". At the top right, there is a link "Close this window" and the slogan "FOCUSED ENERGY. For life." Below the header, the main content area contains the following text: "Step 1: To create a new password, please enter your email address. Be prepared to answer the \*secret question\* you selected when you originally registered for this site." Below this is a label "Email Address: \*" followed by a text input field containing a placeholder symbol. To the right of the input field is a button labeled "Validate Email Address". Below the input field, a red error message reads: "That email address is not registered with this site." At the bottom of the main content area, there is a link "Return to the Login page" and a note: "If you need additional assistance, please click the \*Contact Us\* link at the bottom of this page."

You will receive a confirmation message. Select “ok” and log-in with your new password.



The screenshot shows a confirmation message dialog box titled "Ameren Illinois Government Portal". The message text reads: "Your password has been updated. You can now log in with your new password." At the bottom right of the dialog box is an "OK" button.

# Premises Authentication and User Guide

## Government Portal

### Glossary

**Detail Report** – Prior to completion of the premises authentication and receipt of ordinance (opt-in) or certified referendum results (opt-out), the detailed report **will not** include the customer account numbers.

**Government Aggregation** – Corporate authorities of a municipality, township, and county board of a county who may aggregate residential and small commercial retail customers.

**Government Site Administrator** – This is a municipal, township, or county employee who completes and maintains registration and has **full** access to the portal. It is the Government Administrator's responsibility to set up additional program administrators, program non-administrator users, and program view only users for access to reports provided by each program.

**Municipal Utility Tax** – Ameren Illinois will work with the municipality to make an additional charge (tax) to its customers receiving service in municipalities pursuant to 65 ILCS 5/8-11-2.

**Muni Tax Estimate** – Once the premises authentication report is reviewed and completed, this report will become available to begin the estimate process of establishing a municipal utility tax.

**New / Maintain Existing Muni Tax** – This form is for municipalities who are looking to implement or modify an existing municipal utility tax. Once the form is completed you can either fax or mail it into Ameren Illinois' Tax Department.

**No Program Level Role** – This can be applied to any user with multiple service role access and will eliminate the ability for that user to view/edit anything within that selected service.

**Premises Authentication Report** – Once this report is retrieved it must be reviewed and updated by the GE and Ameren Illinois before the GE can request a new premises authentication report.

**Program Administrator** – This is a municipal, township, or county employee who completes and maintains registration and has **full** access to a specific program in the portal. It is the Program Administrator's responsibility to set up additional program administrators, program non-administrator users, and program view only users for access to reports provided by each program.

**Program Non-Administrator / Consultant** – This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and request, view, and maintains reports.

**Program View Only** – This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and view reports.

**Summary Report** – The first time the summary report is pulled, (assuming it is pulled at the same time as the premises authentication report), the data will reflect the premises prior to premises authentication. A revised summary report can be requested the Monday after receipt of the completion email for premises authentication.

**Sustainability Report** – This report is for municipalities and counties only who inquire about the combined usage for their jurisdictional boundaries. The usage is grouped by Revenue Class, Service Type, and Service Class (AIC Rate).



## Premises Authentication and User Guide Government Portal

### **Contact Information**

Staffing Hours:

Monday – Friday 7:00 am – 5:00 pm

Send your general inquires to us by email.

Email:

[GovernmentSupportTeam@amerenillinois.com](mailto:GovernmentSupportTeam@amerenillinois.com)

Phone:

217.424.6968

Fax:

217.424.6964