



Log in and User Guide Renewables Portal

Renewables Portal Community Solar, also known as Aggregated Net Metering, allows customers to use the output of offsite generation to reduce billed usage at their homes or businesses. Participating customers/subscribers contract with the generator owners for a subscription entitling them to the output of a certain portion of a generator. These subscriptions are portable (can be used anywhere in Ameren Illinois territory) and transferrable (subscriptions can be sold or given to other participants). The terms and conditions associated with the sale and transfer of subscriptions are between the generator owner and the subscriber.

Subscribers must authorize the generator owner to enroll them in Ameren Illinois net metering service. Ameren Illinois may ask subscribers for their authorization to release information about their usage and billing to the generator owner.

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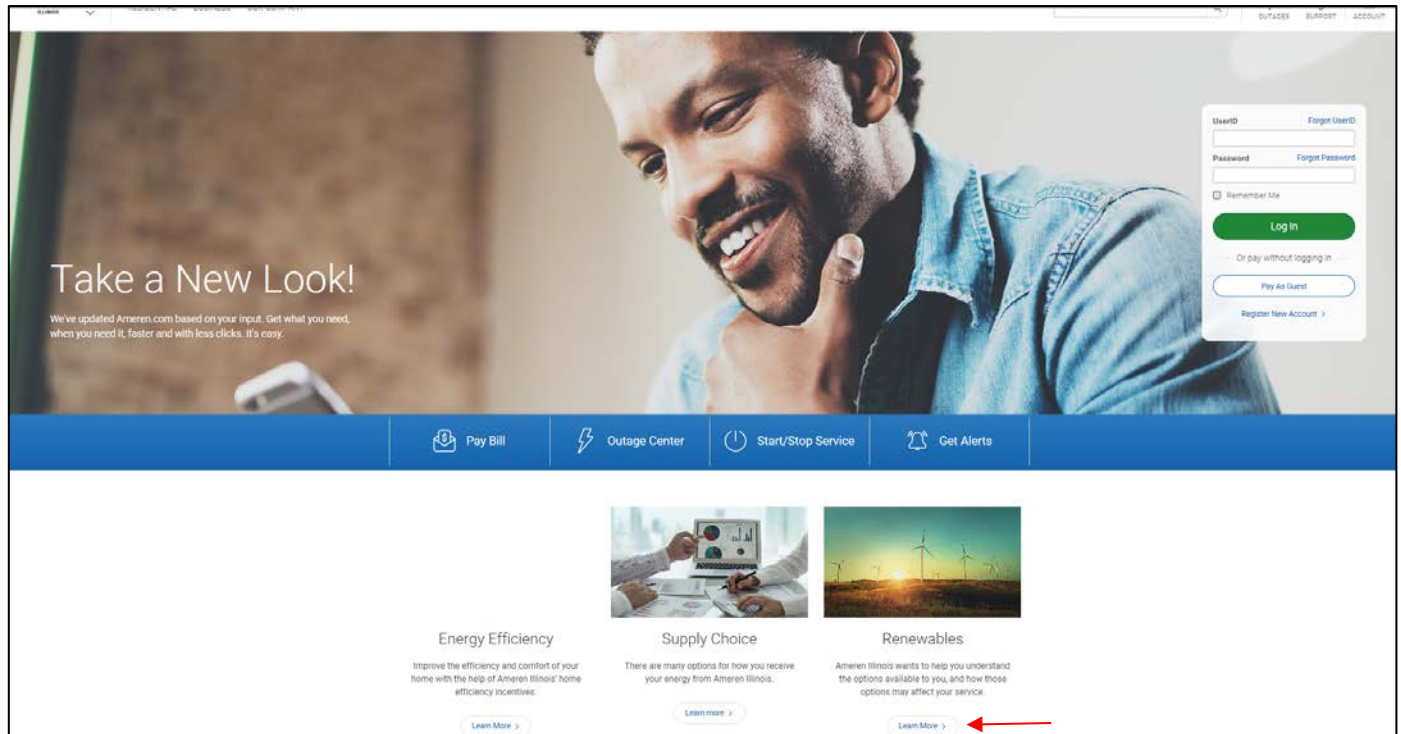
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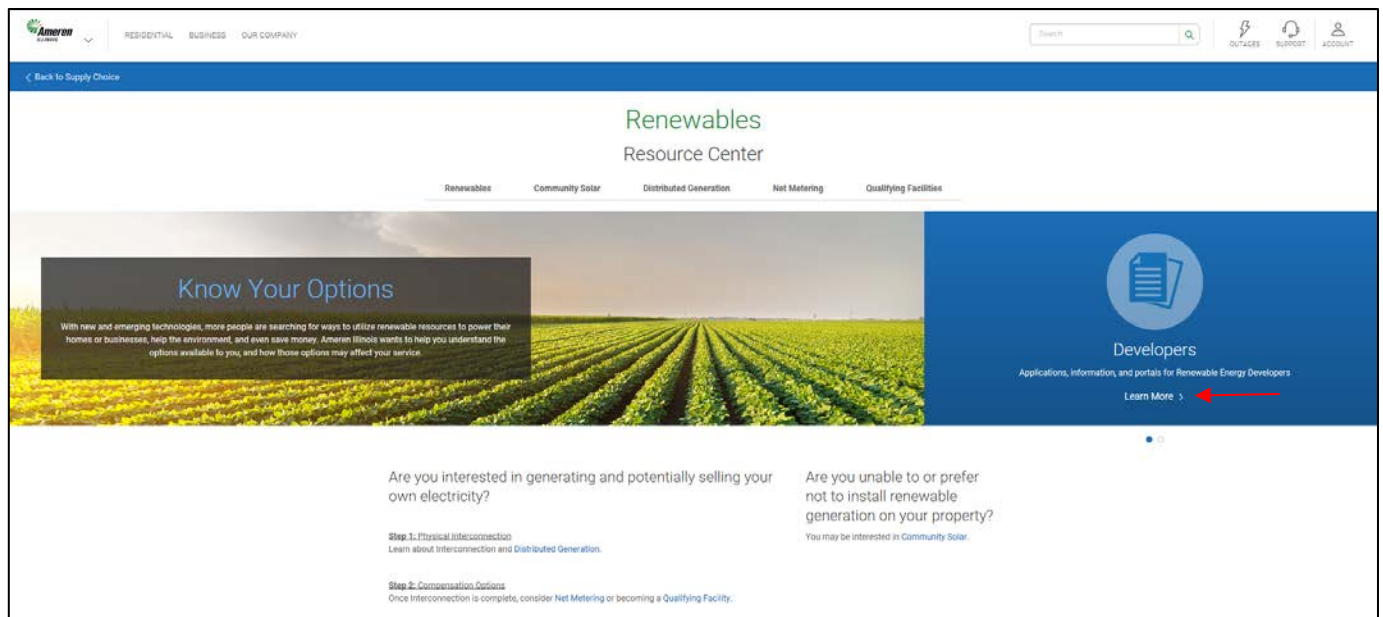
Log in and User Guide Renewables Portal

To gain access to the Renewables Portal

1. Go to the Ameren Illinois website at www.AmerenIllinois.com
2. Select Learn More under Renewables



3. Select Learn More under “Developers”

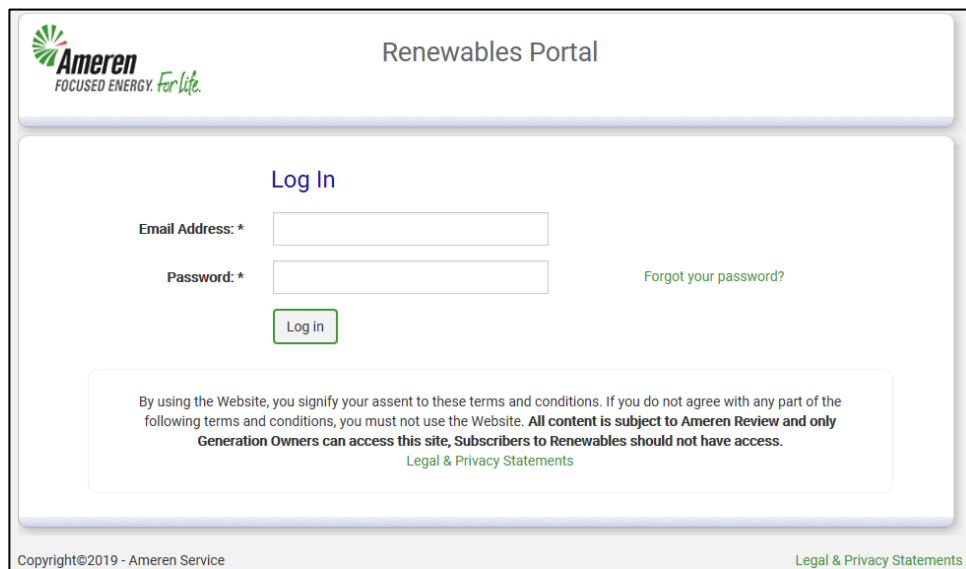


Log in and User Guide Renewables Portal

4. Select "Renewables Portal"



Enter your email address and temporary password provided in the email you received from DoNotReply@ameren.com.



The screenshot shows the 'Renewables Portal' login page. The page has a header with the Ameren logo and the text 'Renewables Portal'. Below the header is a 'Log In' section with two input fields: 'Email Address: *' and 'Password: *'. A 'Log in' button is located below the password field. To the right of the password field is a link that says 'Forgot your password?'. Below the login fields is a disclaimer box that reads: '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. **All content is subject to Ameren Review and only Generation Owners can access this site, Subscribers to Renewables should not have access.**' Below the disclaimer is a link for 'Legal & Privacy Statements'. At the bottom of the page, there is a copyright notice 'Copyright©2019 - Ameren Service' and another link for 'Legal & Privacy Statements'.



Log in and User Guide Renewables Portal

For a first time user, after successful log in, the “First Time Login” page will display allowing you to set a permanent password and a secret question/answer for security purposes. Please pay close attention to the rules provided when creating a password.

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Renewables Portal

First Time Login

Welcome to Community Solar Portal!

Please create a new password and select a security question & answer to complete your User Profile.

New Password: *

Confirm Password: *

Security Question: *

Security Answer: *

Password

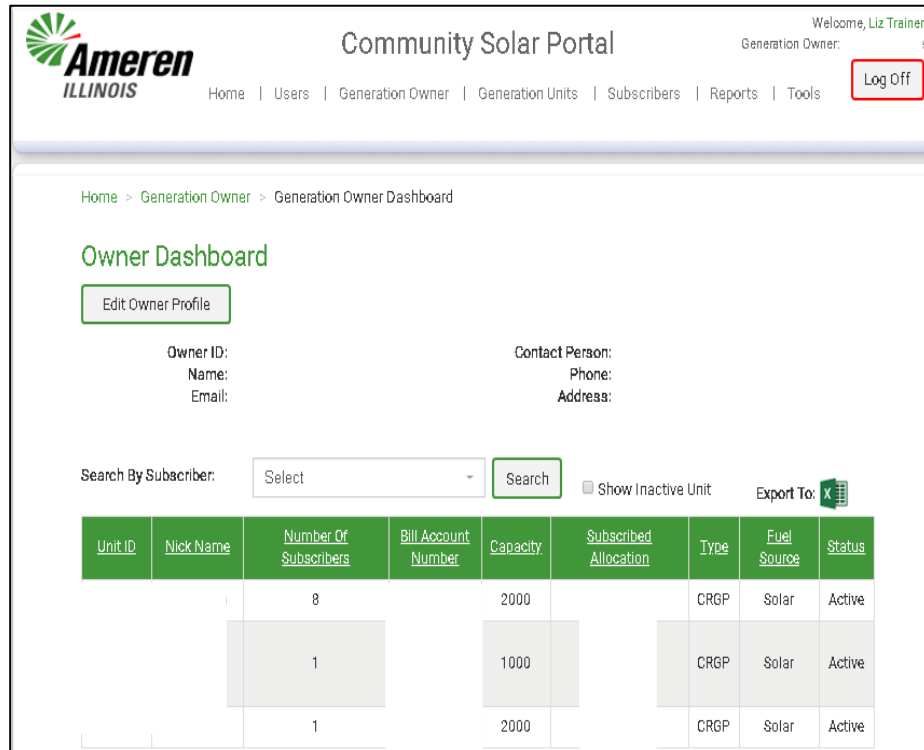
- ☒ Must be between 8-20 characters long
- ☒ Must include a number and a letter
- ☒ Must also contain at least one special characters (e.g. "?#\$@%")
- ☒ Must not contain repeating characters (e.g. 'abba')
- ☒ Must not contain words from a common password list

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After setting a permanent password and secret question and answer, select “Submit”. The default landing page for users is the Owner Dashboard.

Owner Dashboard

“Generation Owner Dashboard”, contains specific data that the External Administrator can gain access to including generation units, subscriptions, and users.



Welcome, Liz Trainer
Generation Owner: [User Icon]

Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools **Log Off**

Home > Generation Owner > Generation Owner Dashboard

Owner Dashboard

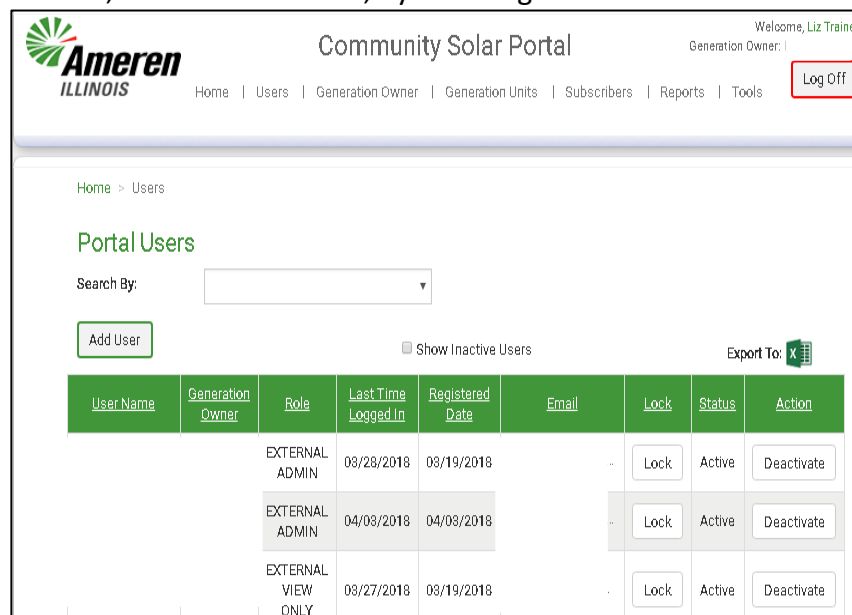
[Edit Owner Profile](#)

Owner ID: _____ Contact Person: _____
Name: _____ Phone: _____
Email: _____ Address: _____

Search By Subscriber: [Search](#) ☐ Show Inactive Unit [Export To: \[XLS\]](#)

Unit ID	Nick Name	Number Of Subscribers	Bill Account Number	Capacity	Subscribed Allocation	Type	Fuel Source	Status
		8		2000		CRGP	Solar	Active
		1		1000		CRGP	Solar	Active
		1		2000		CRGP	Solar	Active

To review, add, edit, or deactivate users from the Community Solar Portal, select “Users” from the menu at the top of the Dashboard. A list of active users and the level of access given will display on the Portal Users page. This window also provides the administrator the ability to see all users, active and inactive, by selecting the check box.



Welcome, Liz Trainer
Generation Owner: [User Icon]

Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools **Log Off**

Home > Users

Portal Users

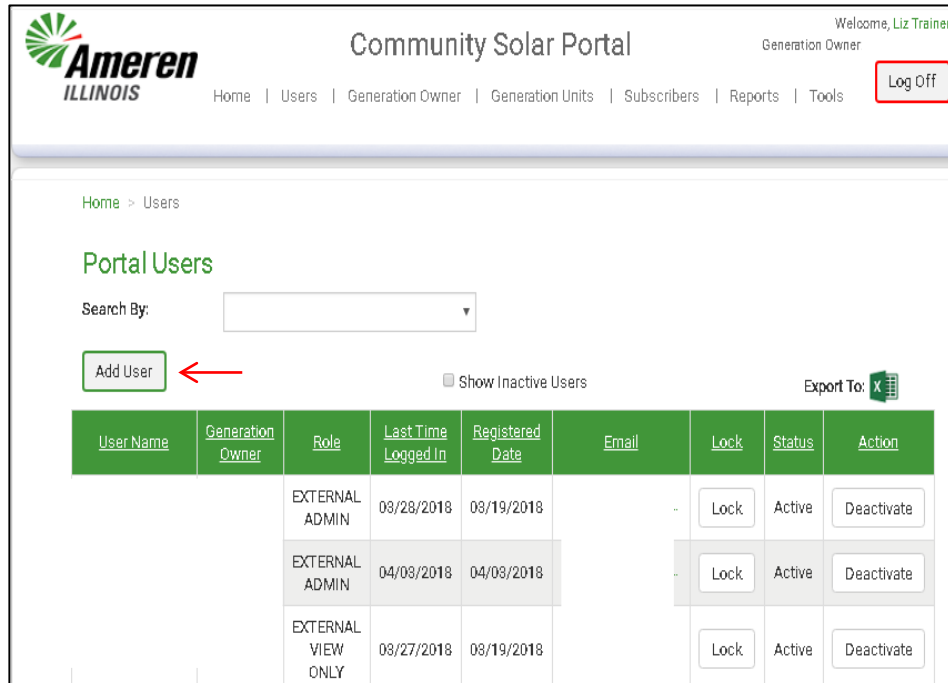
Search By:

[Add User](#) ☐ Show Inactive Users [Export To: \[XLS\]](#)

User Name	Generation Owner	Role	Last Time Logged In	Registered Date	Email	Lock	Status	Action
EXTERNAL ADMIN			03/28/2018	03/19/2018	...	Lock	Active	Deactivate
EXTERNAL ADMIN			04/03/2018	04/03/2018	...	Lock	Active	Deactivate
EXTERNAL VIEW ONLY			03/27/2018	03/19/2018	...	Lock	Active	Deactivate

Add Users

To add users, simply click the button "Add User".



Community Solar Portal

Welcome, Liz Trainer
Generation Owner


Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools

Log Off

Home > Users

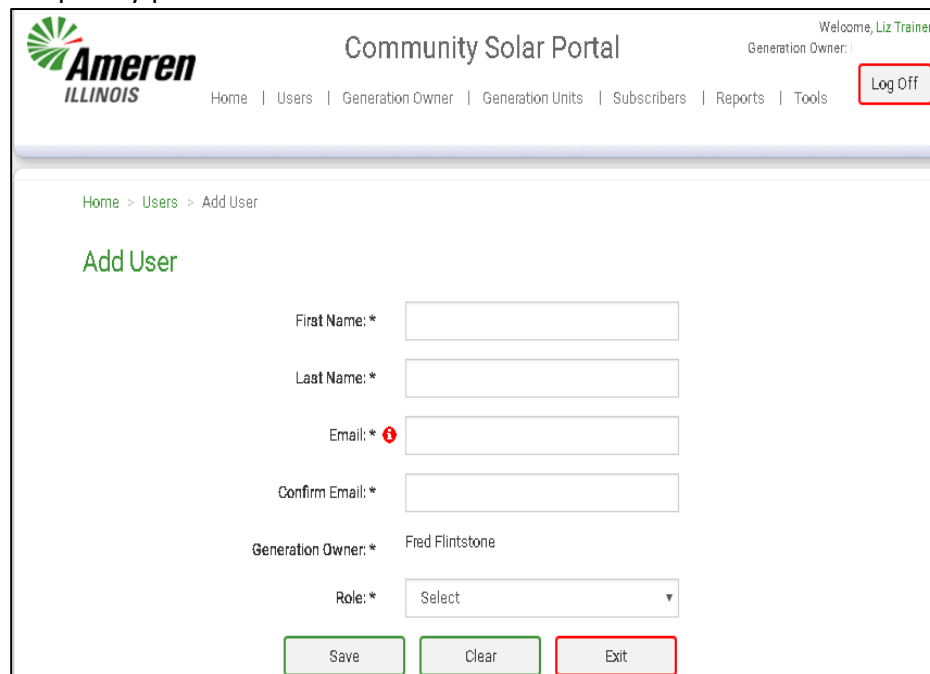
Portal Users

Search By:

Add User ☐ Show Inactive Users Export To: 

User Name	Generation Owner	Role	Last Time Logged In	Registered Date	Email	Lock	Status	Action
		EXTERNAL ADMIN	03/28/2018	03/19/2018	..	Lock	Active	Deactivate
		EXTERNAL ADMIN	04/03/2018	04/03/2018	..	Lock	Active	Deactivate
		EXTERNAL VIEW ONLY	03/27/2018	03/19/2018		Lock	Active	Deactivate

The External Administrator will receive the window below and will need to complete the required fields, indicated with an asterisk. Select "Save". The user will receive an email advising that access was granted to the Community Solar (Aggregated Net Metering) Portal with their temporary password.



Community Solar Portal

Welcome, Liz Trainer
Generation Owner

Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools


Log Off

Home > Users > Add User

Add User

First Name: *

Last Name: *

Email: * 

Confirm Email: *

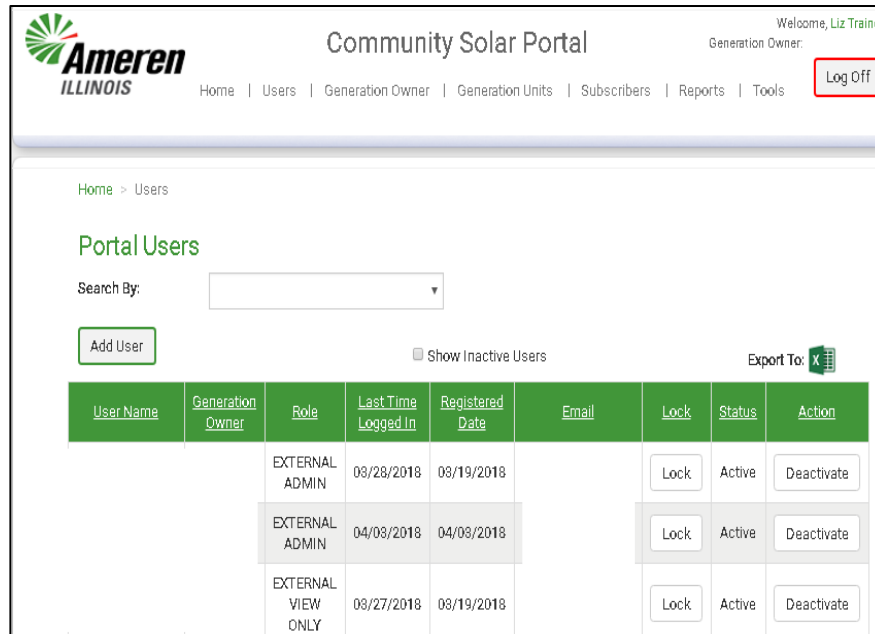
Generation Owner: * Fred Flintstone

Role: *

Save Clear Exit

Deactivate Users

To remove users, simply click the button "Deactivate" from the Portal Users page.



Community Solar Portal

Welcome, Liz Trainer
Generation Owner: [Log Off]

Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools

Home > Users

Portal Users

Search By: [Dropdown]

Add User

Show Inactive Users

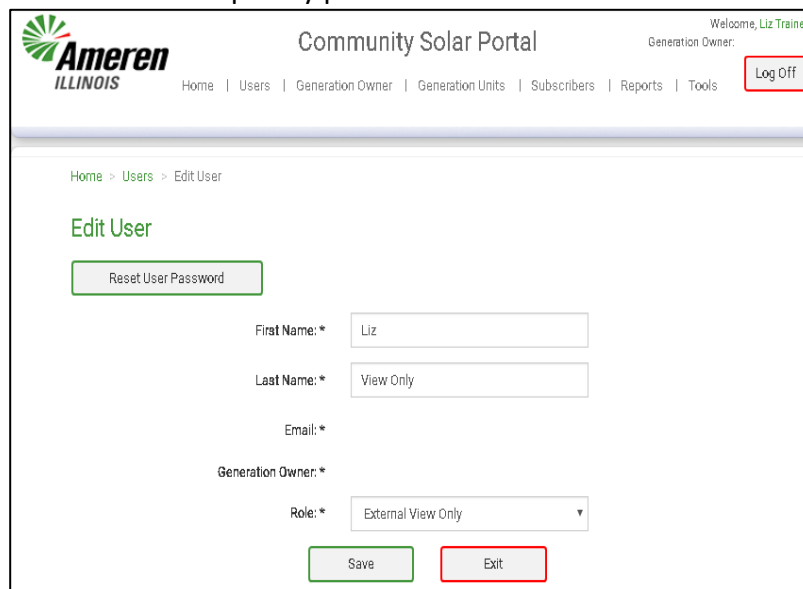
Export To: [XLS]

User Name	Generation Owner	Role	Last Time Logged In	Registered Date	Email	Lock	Status	Action
		EXTERNAL ADMIN	08/28/2018	08/19/2018		Lock	Active	Deactivate
		EXTERNAL ADMIN	04/03/2018	04/03/2018		Lock	Active	Deactivate
		EXTERNAL VIEW ONLY	08/27/2018	08/19/2018		Lock	Active	Deactivate

Edit User or Reset User Password

To edit users, simply click the Users Name to display the "Edit User" page.

The External Administrator will receive the window below and can then update the first and/or last name or select the "Reset User Password" button for External View Only users only. If the External Administrator is editing the user name, to ensure the update is complete, select "Save". If the "Reset User Password" button is selected, the user will receive an email with a new temporary password.



Community Solar Portal

Welcome, Liz Trainer
Generation Owner: [Log Off]

Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools

Home > Users > Edit User

Edit User

Reset User Password

First Name: * [Liz]

Last Name: * [View Only]

Email: *

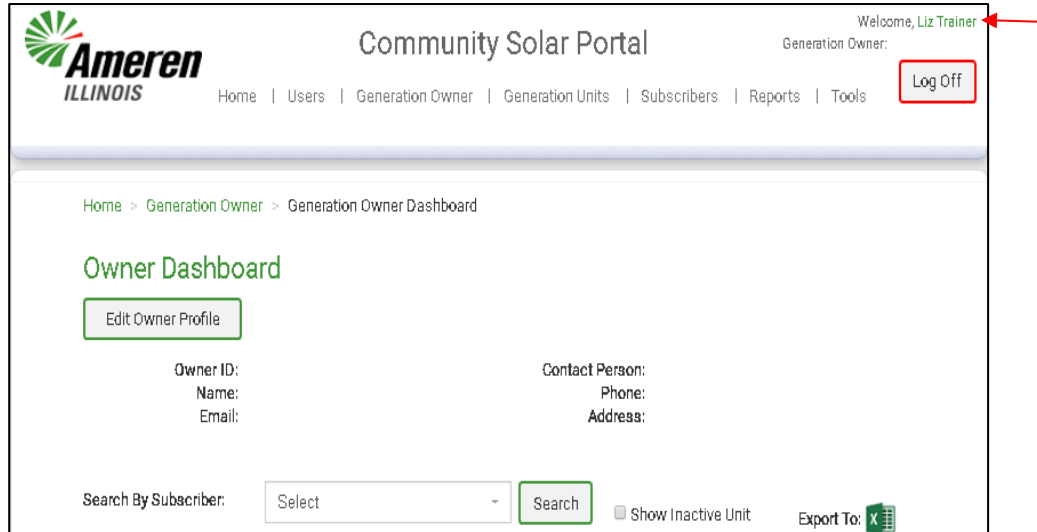
Generation Owner: *

Role: * [External View Only]

Save Exit

User Profile

To view the "User Profile", select the link located to the right of the "Welcome", directly above the "Log Out" button.



Community Solar Portal

Welcome, **Liz Trainer** Log Off

Generation Owner: [Link]

Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools

Home > Generation Owner > Generation Owner Dashboard

Owner Dashboard

Edit Owner Profile

Owner ID: _____


Name: _____

Email: _____

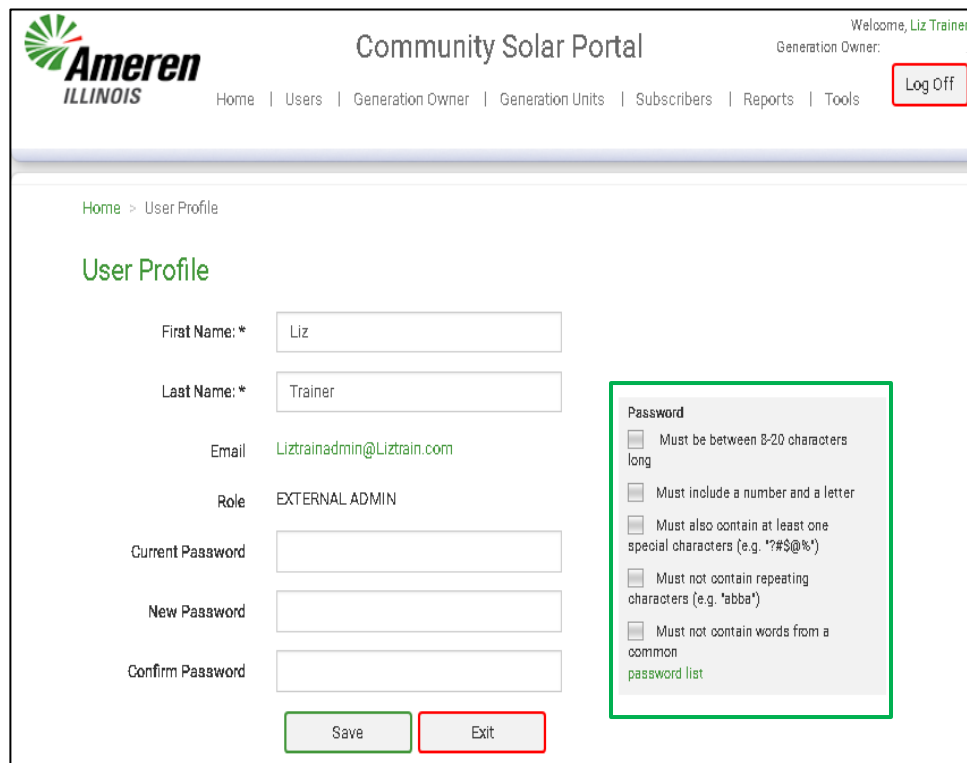
Contact Person: _____

Phone: _____

Address: _____

Search By Subscriber: [Select] Search ☐ Show Inactive Unit Export To: 

This allows the user currently signed into the Community Solar (Aggregated Net Metering) Portal to make corrections to their First/Last Name and password.



Community Solar Portal

Welcome, **Liz Trainer** Log Off

Generation Owner: [Link]

Home | Users | Generation Owner | Generation Units | Subscribers | Reports | Tools

Home > User Profile

User Profile

First Name: * [Liz]

Last Name: * [Trainer]

Email [Liztrainadmin@Liztrain.com]

Role [EXTERNAL ADMIN]

Current Password []

New Password []

Confirm Password []

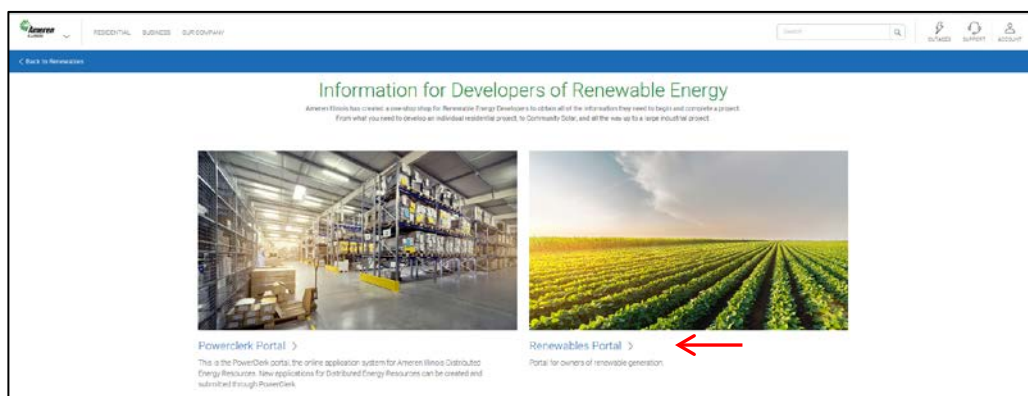
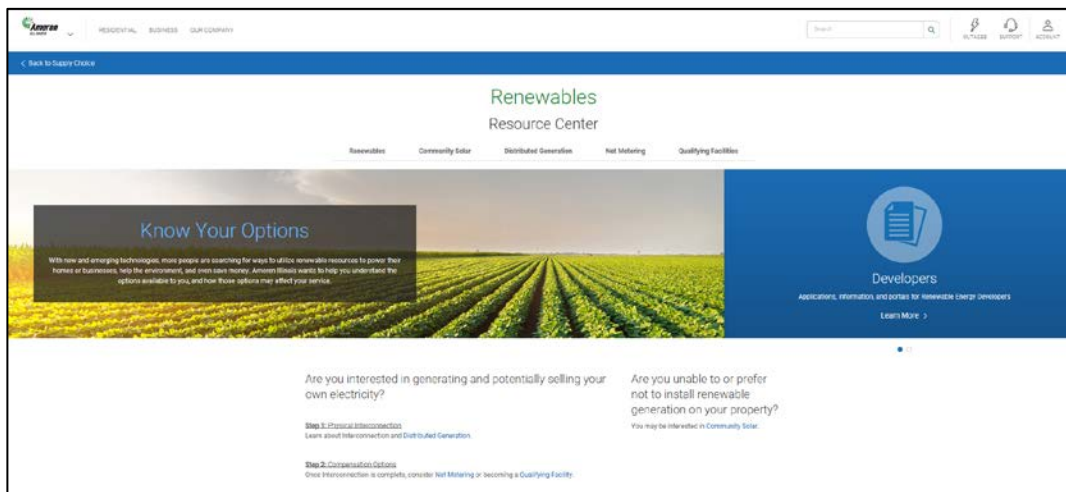
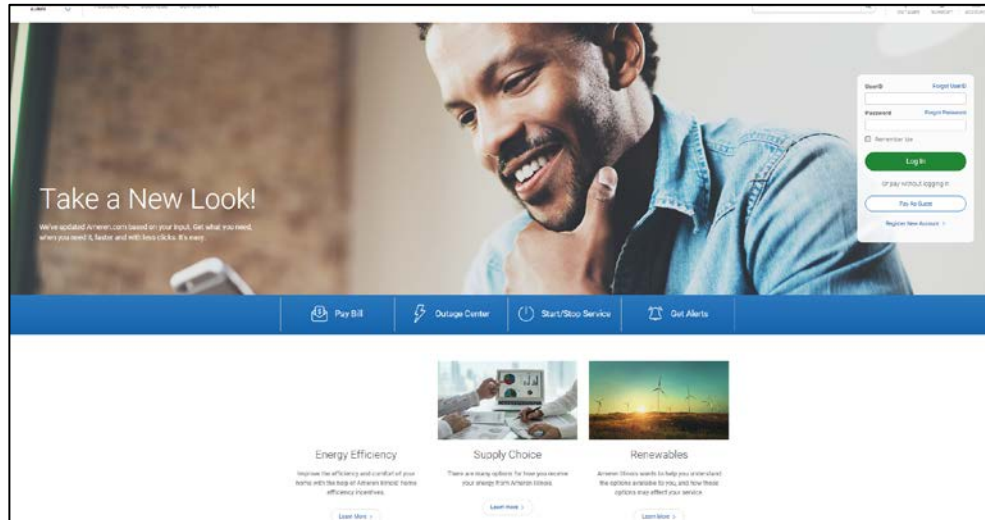
Save Exit

Password

- ☐ Must be between 8-20 characters long
- ☐ Must include a number and a letter
- ☐ Must also contain at least one special characters (e.g. '?!\$@%')
- ☐ Must not contain repeating characters (e.g. 'abba')
- ☐ Must not contain words from a common password list

Forgot Password

Once you have selected the Developer Resources link (steps begin on page 2), users can select the Portal Login page by selecting the Community Solar Portal Link. (Shown below with a red arrow)





Log in and User Guide Renewables Portal

Select the "Forgot your Password?"

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Renewables Portal

Log In

Email Address: *

Password: *

[Forgot your password?](#) ←

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. **All content is subject to Ameren Review and only Generation Owners can access this site, Subscribers to Renewables should not have access.**

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Enter your email address used during registration and select "Verify".

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Renewables Portal

Recover Your Account

We will send an email along with instructions to the email address provided during registration. Please follow the instructions to reset your password.

Please enter the email address you used when you registered for the site.

←

As long as the email address is valid, users will receive an email with a link to the "Recover Your Account" page. If the email address is not valid, you will not receive an email to complete the password reset.

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Renewables Portal

Recover Your Account

If you completed your User Profile, and email will be sent to your email address. You should receive an email within the next 10 minutes. Please check your email account, if you are not able to locate the email, check the email Spam folder prior to restarting the process. If unsuccessful please contact Ameren Illinois at renewablesillinois@ameren.com



Log in and User Guide Renewables Portal

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[Log In to Your Account](#)

Need help with your password?

If you've forgotten your password, you may click the button below to reset it. For security reasons, this reset link will expire in 30 minutes.

[Reset Password](#)

Visit the [Ameren Illinois Community Solar Portal](#).

If you have any questions, please email RenewablesIllinois@ameren.com.

Thank you,
Ameren Illinois Distributed Energy Resources

You will need set a new password and 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".

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Renewables Portal

Reset Password

Please enter a new password and confirm, then provide the answer to your security question.

New Password: *

Confirm Password: *

Security Question: * City where your nearest sibling lives

Security Answer: *

[Submit](#)

Password

- ☐ Must be between 8-20 characters long
- ☐ Must include a number and a letter
- ☐ Must also contain at least one special characters (e.g. "?#\$@%")
- ☐ Must not contain repeating characters (e.g. "abba")
- ☐ Must not contain words from a common password list

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Renewables Portal

Reset Password

Password Update Complete.

Contact Information

Staffing Hours:

Monday – Friday 7:00 am – 4:00 pm

Send your general inquiries to us by email.

Email:

RenewablesIllinois@ameren.com