

# Step by Step Guide to Interconnection Applications in PowerClerk



Updated: 01/23/2023



# Welcome to Ameren Illinois PowerClerk for Interconnection Applications

- To Start:
  - You will need to Register for a new account to be able to access PowerClerk. Please see the Registering a New PowerClerk Account presentation OR click [HERE](#) for Clean Power Research's Youtube video guide.
- Supported Browser:
  - Microsoft Edge
  - Google Chrome (Note: Pop-ups will not work in Chrome. If you are experiencing problems, please try Microsoft Edge)



## How to Enter a new Interconnection Application

- Go to the Ameren Illinois PowerClerk log-in screen:
  - [Ameren Illinois PowerClerk Log-In](#)
- New users, select 'Register a new account'
- Log into your account by  ing your Username (email) and Password, then clicking

## How to Enter a new Interconnection Application

- To create a new interconnection application, click on the New Interconnection Application button



- Note: If you aren't sure what type of application to enter, please refer to [Ameren Illinois – Distributed Generation](#) web page for additional information

# How to Enter a new Interconnection Application

- Important notes about PowerClerk:
  - Any parts of the application that have a **RED asterisk (\*)** are required and must be filled out if you wish to submit your application.
  - Any **blue bubbles** with a ? In them (  ) indicate help information. Click on the  to see what help information is available.
  - Your information is automatically saved. If you need to leave your application and return at a later time, your previously entered information should be there.

# How to Enter a new Interconnection Application

- Once you click on the New Interconnection Application button, a new page will come up, looking like this:

## Interconnection Application

1 Applicant Information    2 Contractor/Installer Information    3 Service Information    4 Generator Information    5 Energy Storage System Information >

### Ameren Illinois - Interconnection Request Application Form

#### IMPORTANT INFORMATION!

- All information indicated with a red \* (asterisk) is REQUIRED!
- Click on each of the blue (?) dots to reveal helpful tips for guiding you through the application.
- Your information is automatically saved.

DID YOU KNOW?  
In 2022, Ameren Illinois published its first distribution hosting capacity map for public use. Hosting capacity is defined as the approximate amount of generation that can be accommodated at a given point in time on the distribution system without impacting system reliability, power quality, or protection; without requiring specialized inverter settings; or without requiring distribution system modifications. While Hosting Capacity maps do not substitute for an interconnection study, it is an attempt by Ameren Illinois to enhance the DER interconnection process and reduce the incidences of application development and submittal for sites with limited liability for DER projects, and includes some considerations that cannot be captured in a pre-application report.

[Hosting Capacity Maps Link](#)

PowerClerk Warranties and Disclaimers

By clicking here, you indicate that you have read and agree to the Terms and Conditions outlined in the "PowerClerk Warranties and Disclaimers" document above. \*

#### APPLICATION INFORMATION

Level 1:

- Lab-Certified Inverter-Based Distribution Generation with an export capacity of 25 kW or less and a nameplate capacity of 50 kW or less OR non-export limiting with a nameplate capacity of 25 kW or less

Level 2:

- All interconnection equipment for the Distributed Generation is Lab-Certified
  - Inverter-Based Distribution Generation Facilities greater than 25kW but less than 10 MVA
  - Synchronous and induction machines less than 2 MW



# How to Enter a new Interconnection Application

- Begin by selecting your Application Type:
  - Existing Customer, No Current Generation – Choose this option if this is an existing Ameren customer with an existing Ameren account with NO generation.
  - Existing Customer, Existing Generation – Choose this option if this is an existing Ameren customer with an existing Ameren account with existing generation.
  - New Customer (No Ameren Account) – Choose this option if the existing location does NOT have an Ameren account due to brand new construction.

# How to Enter a new Interconnection Application

- Customer Contact Information – Enter the customer Name, Company (if applicable), Address, Email, and Phone number in these fields.
  - **Note: If this is a business, a first and last name will still be required for electronic signature purposes.**

Customer Contact Information

*Name \**

John Doe

*Company*

ABC Company

*Address \**

100 E Main St

Edwardsville IL 62026

*Email \**

jdoe@intellinet.com

*Phone \**

1234567890

Customer Title (If Applicable)

# How to Enter a new Interconnection Application

- Facility Address (if different from above) – This refers to the location where the distributed generation will be installed. This location could be the same as the above Customer Contact Information or a new location.
- The default drop-down is for a New Address. If this location is the same as the address associated to the customer's account, click Validate and the address will auto-populate.

Customer Type  
Select...

Have you submitted a Pre-Application for this project site? If so, please provide the DER number for the Pre-Application.  
 Yes  
 No

Is the proposed DER system a limited export or non-exporting system? \* ?  
 Limited Export System  
 Non-Exporting System  
 No Export Limits Applied

Application Level \* ?  
Select...

Account Number from Bill: \* ?

Account Validation Zip Code \*

Select 'Validate' to auto populate the DER Facility Site Address and Project Name:

Distributed Generation Facility Address \* ?  
New Contact

Street

City

Project Name



# How to Enter a new Interconnection Application

- Who is installing the System?

- 3<sup>rd</sup> Party Install – A company is installing your distributed generation.
- Self Install – You will be installing your distributed generation yourself.

Who is installing the system? \*

- Select...
- 3rd Party Install
- Self Install

- Application Level

- Level 1 – Distributed Generation 25kVA and less
- Level 2, 3, and 4 – Distributed Generation greater than 25kVA up to, and including, 10,000kVA
- Over 10MVA – Distributed Generation greater than 10,000kVA
- For additional information regarding the levels, please refer to [Ameren Illinois – Distributed Generation](#)

# How to Enter a new Interconnection Application

- To move forward with your application, click the **Next** button at the bottom right hand corner

Customer Contact Information

Name \*  
First  Last

Company  
Company

Address \*  
Street

City   Zip Code

Email \*  
Email

Phone \*  
Phone

Customer Title (if Applicable)

Distributed Generation Facility Address \*  
New Contact

Street

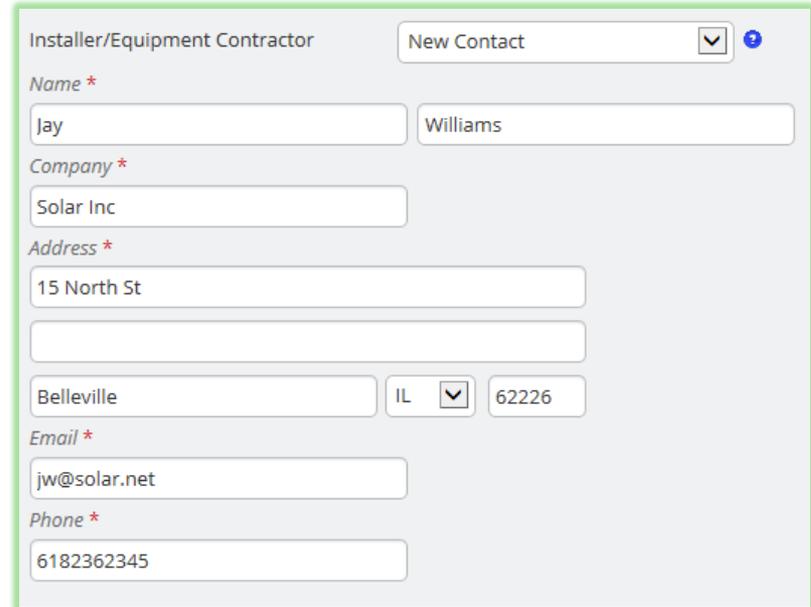
City   Zip Code

Project Name

Who is installing the system? \*  
3rd Party Install

## How to Enter a new Interconnection Application

- Installer/Equipment Contractor – Enter the name of the installation company or individual that will be installing the solar equipment, or, if it will be self-installed, use the drop-down box to select the previous Customer Contact Information.
  - **Note: If this is a business, a first and last name will still be required for electronic signature purposes.**



The screenshot shows a web form titled "Installer/Equipment Contractor" with a "New Contact" dropdown menu. The form contains several fields:

- Name \***: Two input fields containing "Jay" and "Williams".
- Company \***: One input field containing "Solar Inc".
- Address \***: Three input fields. The first contains "15 North St", the second is empty, and the third contains "Belleville".
- State**: A dropdown menu showing "IL".
- Zip**: An input field containing "62226".
- Email \***: One input field containing "jw@solar.net".
- Phone \***: One input field containing "6182362345".

## How to Enter a new Interconnection Application

- Electrical Contractor (if different from Installer/Equipment Contractor) – Enter the name of the electrical contractor or electrician that will be installing the solar equipment, or, if it will be self-installed, use the drop-down box to select the previous Customer Contact Information.
  - **Note: If this is a business, a first and last name will still be required for electronic signature purposes.**

Electrical Contractor (if different from Installer/Equipment Contractor) New Contact

Name \*  
Frank Zappa

Company \*  
Zappa's Electrical

Address \*  
3 Electron Way

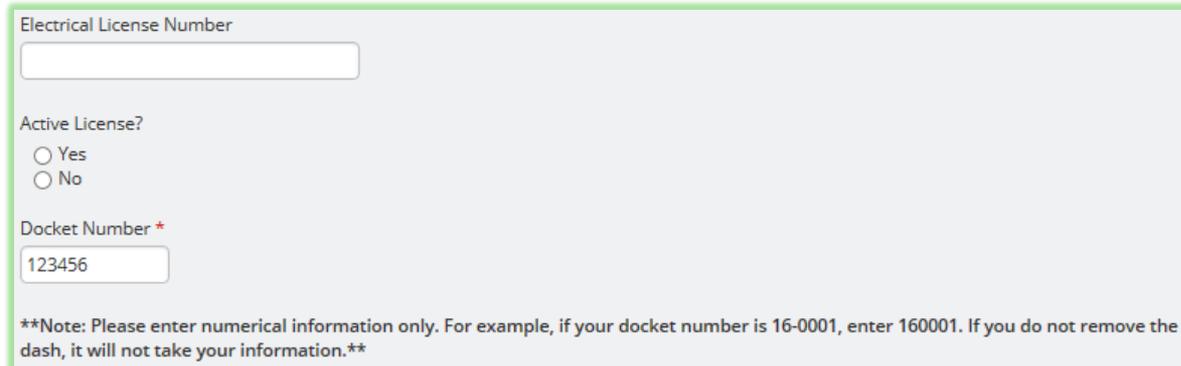
Belleville IL 62221

Email \*  
fzappa@zappa.com

Phone \*  
6182364444

# How to Enter a new Interconnection Application

- Electrical License Number – If you have an available electrical license number, enter it here. This field is NOT required.
- Active License? – If you enter an electrical license number, please enter if the license is active or not. This field is NOT required.
- Docket Number – Please enter your Illinois Docket Number WITHOUT dashes, numbers only.
  - **Note: If you enter your docket number with dashes or any characters besides numbers, you will get an error. Please remove all special characters.**



Electrical License Number

Active License?

Yes

No

Docket Number \*

**\*\*Note: Please enter numerical information only. For example, if your docket number is 16-0001, enter 160001. If you do not remove the dash, it will not take your information.\*\***

# How to Enter a new Interconnection Application

- To move forward with your application, click the **Next** button at the bottom right hand corner

# How to Enter a new Interconnection Application

- **Service Information**

- Is the Interconnection Customer requesting Net Metering in accordance with 83 Ill. Adm. Code 465? – For additional information, please refer to [Ameren Illinois – Net Metering](#)

- **Generator Information**

- Is the proposed generation to be connected on the line or load side of the main disconnect?

# How to Enter a new Interconnection Application

- **Generator Information**

- Ameren Illinois requires a Manual, External Knife-Blade Type Disconnect between the customer's system and the meterbase, along with signage indicating the disconnect of no less than 5" by 7" in size. Will your system meet this requirement? – A sign is required by your external disconnect. This is a reminder, please select Yes.
- To move forward with your application, click the Next button at the bottom right hand corner

# How to Enter a new Interconnection Application

- Signatures

- **\*\*Note:** Signatures are processed by DocuSign, a third party. There is a specific process that must be followed to get the documents electrically signed. If you wish to attach a printed/signed copy of a document listed, select Sign and Upload, then Browse and attach your documents. Otherwise, please follow the below steps carefully.\*\*

Select Signature Type:

# How to Enter a new Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

- For each document that you clicked eSign, you will see it listed under the E-Signature Status

Enter email where you want DocuSign notification sent \* ⓘ

Level 1 Application \* ⓘ  
Level 1 Application

Net Metering Application ⓘ  
Net Metering Applications

Installer Certification ⓘ

Certificate of Completion ⓘ

**\*\*Note: Refresh the page after you have completed your eSignature to update the signature status.\*\***

E-Signature Status ⓘ

Level 1 Application **Not yet previewed**  
Customer : jdoe@intellinet.com

Net Metering Applications **Not yet previewed**  
Customer : jdoe@intellinet.com

# How to Enter a new Interconnection Application

- Signatures

## Step by Step Guide on how to electronically sign:

- In order to sign the documents, you must click on Preview Document
  - i. Click Preview Document for each document that you clicked eSign – PowerClerk will generate the document
  - ii. After you click Preview Document for all documents, you will be able to Request Signatures

Enter email where you want DocuSign notification sent \* ⓘ  
jdoe@intellinet.com

Level 1 Application \* ⓘ  
Level 1 Application

Net Metering Application ⓘ  
Net Metering Applications

Installer Certification ⓘ

Certificate of Completion ⓘ

\*\*Note: Refresh the page after you have completed your eSignature to update the signature status.\*\*

E-Signature Status ⓘ

Level 1 Application Ready for signature  
Customer : jdoe@intellinet.com

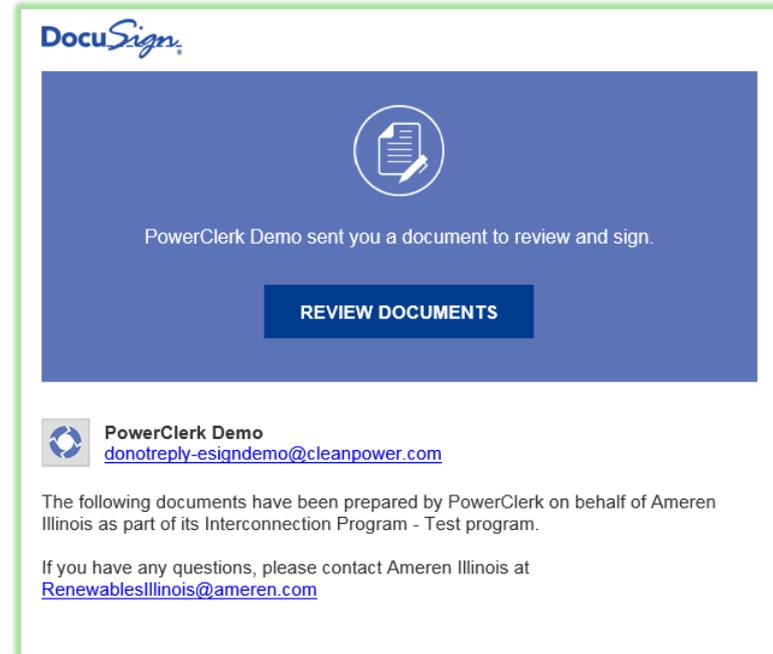
Net Metering Applications Ready for signature  
Customer : jdoe@intellinet.com

# How to Enter a new Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

- You will be sent an email at the email address you entered above, where you wanted DocuSign notification sent. Go to your email and find an email with the subject: Ameren Illinois has requested your signature on PowerClerk documents.
- In the body of the email, click on Review Documents to go to DocuSign's web page.

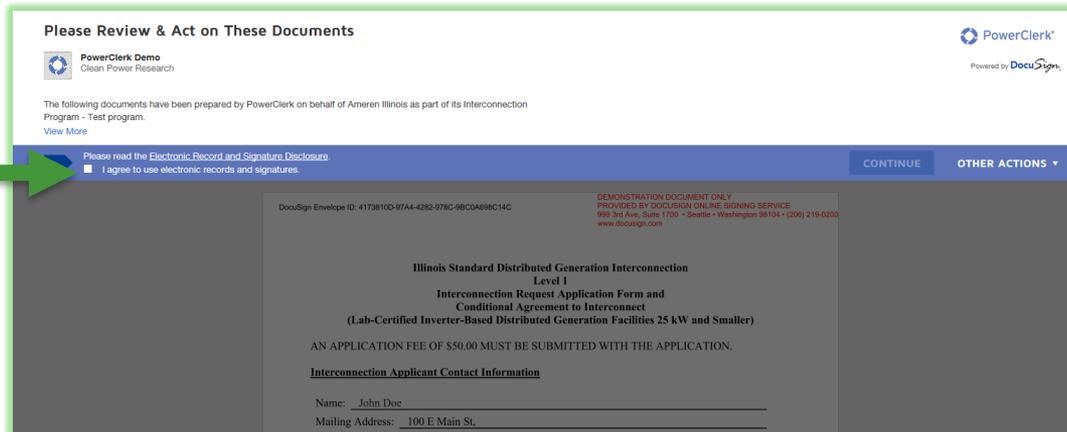


# How to Enter a new Interconnection Application

- Signatures

## Step by Step Guide on how to electronically sign:

- The web page will look like the picture below. To begin electronically signing the documents, first click on the checkbox next to I agree to use electronic records and signatures.
- Next, click Continue



**Please Review & Act on These Documents**

**PowerClerk Demo**  
Clean Power Research

**PowerClerk**  
Powered by DocuSign

The following documents have been prepared by PowerClerk on behalf of Ameren Illinois as part of its Interconnection Program - Test program.  
[View More](#)

Please read the Electronic Record and Signature Disclosure:  
 I agree to use electronic records and signatures.

[CONTINUE](#) [OTHER ACTIONS](#)

DocuSign Envelope ID: 4173810D-97A4-4282-978C-98C0A898C14C

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
695 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-0200  
[www.docuSign.com](http://www.docuSign.com)

**Illinois Standard Distributed Generation Interconnection  
Level 1  
Interconnection Request Application Form and  
Conditional Agreement to Interconnect  
(Lab-Certified Inverter-Based Distributed Generation Facilities 25 kW and Smaller)**

AN APPLICATION FEE OF \$50.00 MUST BE SUBMITTED WITH THE APPLICATION.

Interconnection Applicant Contact Information

Name: John Doe  
Mailing Address: 100 E Main St.

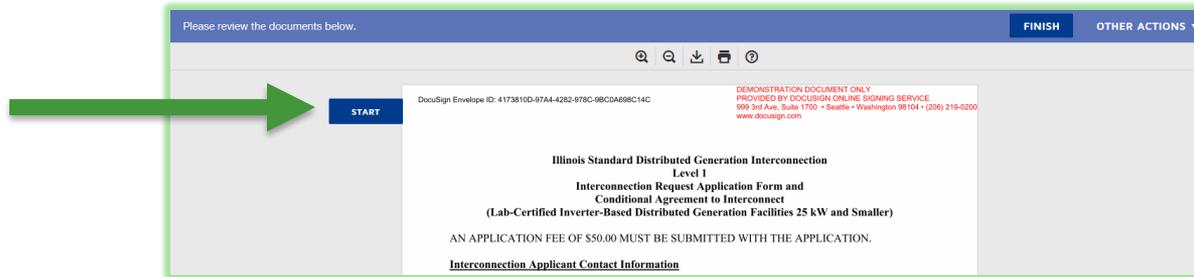


# How to Enter a new Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

- Click Start to begin electronically signing



# How to Enter a new Interconnection Application

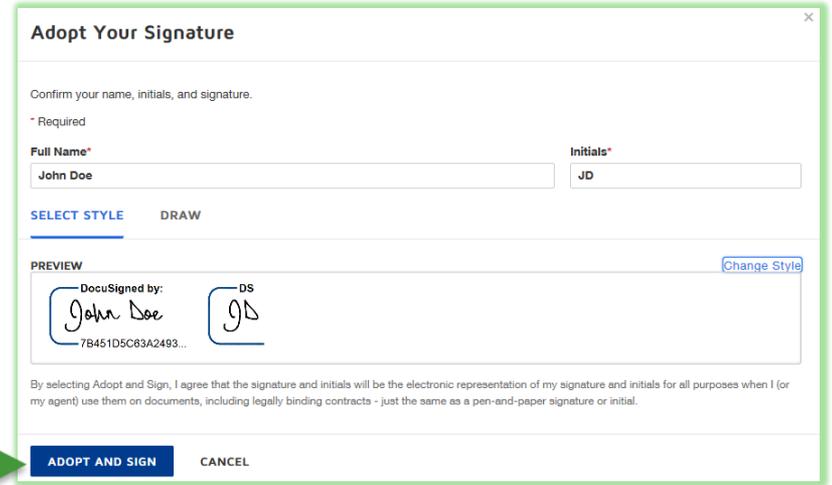
- Signatures

## Step by Step Guide on how to electronically sign:

- Clicking Start will take you to the first signature, which will be marked with the following:



- Click on either Sign
- A screen will pop up where you can adjust your Full Name, Initials, Change the Style in which it is electronically signed, or Draw in your electronic signature. When you are satisfied with the Preview, click Adopt and Sign

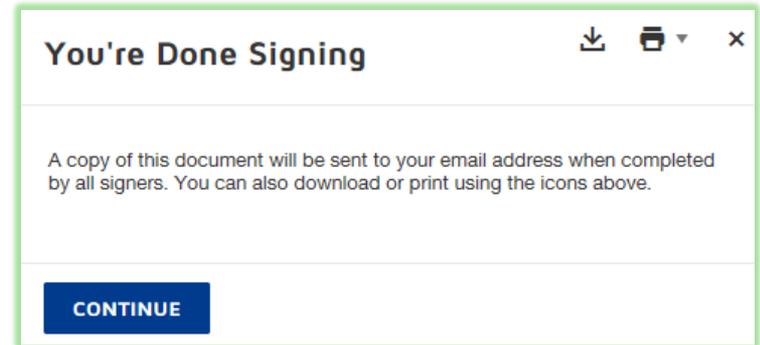
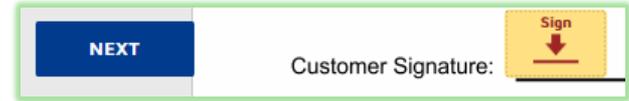
A screenshot of a dialog box titled "Adopt Your Signature". The dialog has a close button (X) in the top right corner. The main text says "Confirm your name, initials, and signature." Below this, there are two input fields: "Full Name\*" containing "John Doe" and "Initials\*" containing "JD". There are two radio buttons: "SELECT STYLE" (selected) and "DRAW". Below the input fields is a "PREVIEW" section showing a sample signature "John Doe" and initials "JD" with a "Change Style" link. At the bottom, there is a blue button labeled "ADOPT AND SIGN" and a "CANCEL" button. A green arrow points from the bottom of the slide towards the "ADOPT AND SIGN" button.

# How to Enter a new Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

- Click Next or Sign for each additional signature
- When there are no additional signatures needed, either scroll to the bottom and click Finish, or click on Finish at the top of the screen
- A screen will pop up that tells you “You’re Done Signing” Click 'Continue' to proceed



# How to Enter a new Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

- Now, return to PowerClerk and your application. You will need to Refresh your web browser to update the E-Signature Status. When it is updated, each signature that you have signed will be marked as Completed with a date and time
- You will also be sent an email copy of the documents you signed

# How to Enter a new Interconnection Application

- Prior to submitting the Interconnection Application, you are directed to the Payment window, the applicable application fee will be provided based on the Level of the application. An email will be sent with the account number and payment options within 3-5 business days.

Interconnection Application Saved ✓

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← 3 Service Information    4 Generator Information    5 Energy Storage System Information    6 Documents    7 Payment

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**⚠ ATTENTION: PLEASE TAKE NOTE ⚠**

NOTICE: Per the Administrative Code, Ameren Illinois has **30 BUSINESS DAYS** to receive, approve and complete our review before the project status changes. Please allow a minimum of **15 BUSINESS DAYS** from the date the application has been submitted to view your project's current status and the applicable due date for each status.

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Application Fee  
\$ 50.00

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Payment is required before your application can move forward for review. We are now offering online payments. You have 15 business days from the date your invoice is created to submit your payment.



# How to Enter a new Interconnection Application

- Your application will not be processed/reviewed until payment has been received.
- To complete your online application, click Submit
  - If there are any fields you have missed, you will received notification of which fields need to be completed before you can submit your application

Unable to Submit Form

Missing Required Fields:

# How to Enter a new Interconnection Application

- When your application has been submitted, you will receive your project number. (DER-XXXXX)
- If you run into problems, please contact:
  - Ameren Illinois Distribution Design: [RenewablesIllinois@Ameren.com](mailto:RenewablesIllinois@Ameren.com)



# How to Enter a new Interconnection Application

- Common problems:
  - I click on something, but nothing happens – If what you clicked on should cause a new window to pop-up, please try changing your browser. We have found pop-ups to be blocked in Google Chrome, even with the web address added to the pop-up list. Microsoft Edge appeared to have better results.
  - I can't submit my application – All items with a **RED asterisk (\*)** must be filled out, and you must electronically sign the Application, at least. If you attempt to submit your application, it should provide you with a list of required items that you missed.
  - I'm having trouble with the electronic signature process – Please refer to Clean Power Research's available YouTube videos for a visual walk-through of the process. <https://cleanpower.wistia.com/medias/teew4tdn1>

# How to Enter a new Interconnection Application

- Links:
  - Ameren Illinois PowerClerk Log-In Page: <https://amerenillinoisinterconnect.powerclerk.com/MvcAccount/Login>
  - Ameren Illinois – Distributed Generation: <https://www.ameren.com/illinois/electric-choice/distributed-generation>
  - Ameren Illinois – Net Metering: <https://www.ameren.com/illinois/electric-choice/net-metering>
  - Clean Power Research – Auto Documents and eSignatures with PowerClerk: <https://www.youtube.com/watch?v=uOeEBJOVbdo>
  - Clean Power Research – PowerClerk Interconnect New User Video: <https://cleanpower.wistia.com/medias/teew4tdn1>
  - ICC Administrative Code – Section 466.70 Lab-Certified Equipment: <ftp://www.ilga.gov/jcar/admincode/083/083004660000700R.html>



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***FOCUSED ENERGY. For life.***