

# Renewables Portal

User Guide v2.0



## Ameren Illinois

### Renewables Portal Log In and User Guide

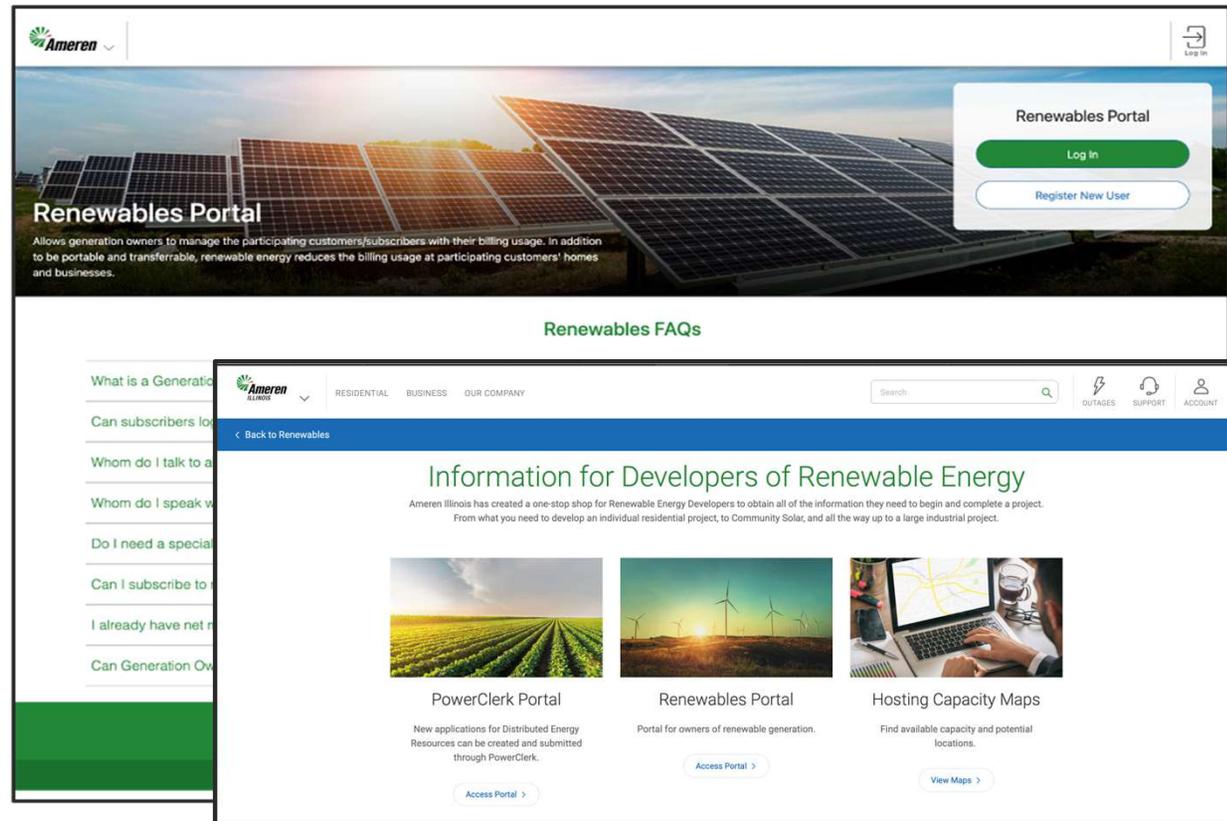
The Renewables Portal allows Generation Owners, for both Community Solar and Collectively Owned Generation Facility (COGF), to allow retail customers to use the output of offsite generation to reduce billed usage. Participating customers/subscribers contract with the Generator Owners for a subscription 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.



# The Registration Process

1. Go to the Ameren Illinois website at [www.AmerenIllinois.com](http://www.AmerenIllinois.com)
2. Select 'Learn More' under Renewables, then 'Learn More' under Developers
3. Select 'Access Portal' to reach the Renewables Portal, then click the 'Register New User' button to start the process



## The Registration Process continued

Once all fields are filled out, click the 'Submit' button.

After submitting the registration, an Ameren administrator will review it and send an email notification once the review is complete.

The screenshot shows the 'New User Registration' page on the Ameren website. The form is titled 'New User Registration' and includes a 'Back' link. It is divided into three main sections: 'Personal Information', 'Contact Information', and 'Password'. The 'Personal Information' section has fields for 'First Name', 'Last Name', 'Company Name', and a dropdown for 'Region' (currently set to 'Illinois'). The 'Contact Information' section has fields for 'Email Address', 'Confirm Email Address', and 'Phone Number'. The 'Password' section has fields for 'Create Password' and 'Confirm Password'. Below the password fields are two checkboxes: one for receiving information from Ameren and another for accepting terms and conditions. A 'Submit' button is located at the bottom of the form. The footer of the page contains the Ameren logo, copyright information for 2024, and links for 'Site Map', 'Legal & Privacy', and 'Employee Login'.

**Application Submitted Successfully!**

Thank you for registering with the Renewables Portal. The administrator will review your request for access to the site. Once your request has been reviewed, we will send an email message to notify you whether your request was approved or denied. Upon approval, you will be able to log in to the site with the User ID that you requested on the registration page.

[Return to Home](#)

# Manage User Access

After approval has been granted by Ameren, an External Administrator can 'Add' or 'Remove' access for a View Only External User.

**Ameren**

Manage Users Access

User Name: Demo First Name Demo Last Name  
Email: generation.owner@demo.com

[+ Add Access](#) [- Remove Access](#)

Generation Owner	Role	Status	Rebate Approval Level
<input type="checkbox"/> test owner	External Admin	Active	

\*Please click 'Save' to complete your request or 'Reset' to clear all your changes.

[Save](#) [Reset](#)

**Ameren**  
Copyright © 2024 Ameren Services  
[Site Map](#) [Legal & Privacy](#) [Employee Login](#)

# Manage Users Access

An External Administrator can manage Users by accessing the User menu. The User page contains information about the Generation Owner they are linked to as well as the ability to manage their status.

The screenshot displays the 'Users' management page in the Ameren system. At the top, there is a navigation bar with the Ameren logo and a search bar for 'Generation Owner Name'. Below this, a secondary navigation bar contains icons for 'Manage Users Access', 'Select Owners', 'Generation Unit', 'Subscribers', 'Rebate', 'Users', 'Reports', 'Profile', and 'Log Out'. The main content area is titled 'Users' and includes a 'Show Inactive Users' checkbox and a search field. An 'Export' button is located in the top right of the user list. The user list table has columns for 'First Name', 'Last Name', 'Email', 'User Status', and 'Active/Inactive'. A dropdown menu is open for the first user, showing a 'Generation Owner' section with a redacted image and a 'Role' section with four 'External Admin' entries. Each entry has a 'Status' of 'Active' and 'Lock/Unlock' buttons. The footer of the page contains the Ameren logo, copyright information for 2024, and links for 'Site Map', 'Legal & Privacy', and 'Employee Login'.

First Name	Last Name	Email	User Status	Active/Inactive
▼ Demo First Name	Demo Last Name	generation.owner@demo.com	Active	<input type="button" value="Active"/> <input type="button" value="Inactive"/>
Generation Owner		Role	Status	Lock/Unlock
[Redacted]		External Admin	Active	<input type="button" value="Unlocked"/> <input type="button" value="Locked"/>
[Redacted]		External Admin	Active	<input type="button" value="Unlocked"/> <input type="button" value="Locked"/>
[Redacted]		External Admin	Active	<input type="button" value="Unlocked"/> <input type="button" value="Locked"/>
[Redacted]		External Admin	Active	<input type="button" value="Unlocked"/> <input type="button" value="Locked"/>

# Manage User Profile

Users can manage their profile by clicking 'Profile' from the top right menu.

Users can change their first name, last name, email, telephone number, and password.

The screenshot shows the 'Edit Profile' page in the Ameren system. The user is logged in as 'test owner'. The top navigation bar includes icons for 'Manage User's Access', 'Select Owners', 'Generation Unit', 'Subscribers', 'Risks', 'Users', 'Reports', 'Profile', and 'Log Out'. The main content area is titled 'Edit Profile' and contains three sections:

- Update Personal Information:** Fields for 'First Name' (containing 'Demo First Name') and 'Last Name' (containing 'Demo Last Name').
- Update Contact Information:** Fields for 'Current Email Address / UserID' (containing 'generation.owner@demo.com'), 'New Email Address / UserID', 'Confirm New Email Address / UserID', and 'Phone Number'.
- Edit Password:** A password strength indicator with five criteria: 'Must be between 8-250 characters', 'Must include number and a letter', 'Must also contain at least one special character', 'Cannot have more than 2 repeating characters (e.g. aaa)', 'Cannot contain 2 continuous spaces', and 'Cannot contain the characters <-> & -'. Below this are fields for 'Current Password', 'New Password', and 'Confirm New Password'.

Buttons for 'Save Profile Information' and 'Save Password' are located below their respective sections. The footer includes the Ameren logo, copyright information (© 2024 Ameren Services), and links for 'Site Map', 'Legal & Privacy', and 'Employee Login'.



# Generation Owner

To view the Generation Owner details, click 'Generation Owner' from the top right menu.

The screenshot displays the Ameren Generation Owner Dashboard. At the top left is the Ameren logo and the text "Demo Solar". A top navigation bar contains icons for "Manage Users Access", "Generation Owner", "Generation Unit", "Subscribers", "Rebate", "Users", "Reports", "Profile", and "Log Out".

The main content area is divided into two columns. The left column features a user profile card with a circular avatar containing "DD", the name "Demo First Name Demo Last Name", and the email "generation.owner@demo.com". Below this is an "Edit Profile" button. Underneath is a "Generation Owner Information" section with the following details: OwnerID: 06931, Name: Demo Solar, Contact Person: Demo First Name, Phone: 123-456-7890, Address: 123 Demo St Demo 63025, Email: demo@demo.com, Owner Type: Off-site, and Bill Account: 0. An "Edit Generation Owner" button is located at the bottom of this section.

The right column is titled "Generation Owner Dashboard" and includes a disclaimer: "Disclaimer: COGF Participating Customers will be referred to throughout this portal as Subscribers." Below the disclaimer is a filter dropdown set to "Active" and a search input field with a magnifying glass icon. An "Export" button is positioned to the right of the search field.

Below these elements is a table with the following columns: Unit ID, Nickname, Number Of Subscribers, Bill AccountNumber, Capacity, Subscribed Allocation, Type, and Status. The table body is currently empty.

The footer of the dashboard features the Ameren logo, the copyright notice "Copyright © 2024 Ameren Services", and links for "Site Map", "Legal & Privacy", and "Employee Login".

# Selecting a Generation Owner

In the event a User is associated with more than one Generation Owner, select the owner before managing the generation.

The screenshot shows a web application interface for Ameren. At the top left is the Ameren logo. At the top right are navigation icons for 'Manage Users Access', 'Select Owners', 'Users', 'Profile', and 'Log Out'. The main heading is 'Select Generation Owner'. Below it is a disclaimer: 'Disclaimer: COGF Participating Customers will be referred to throughout this portal as Subscribers.' A message says 'Please select an owner before you proceed.' Below this is a table with four columns: 'Owner ID', 'Name', 'Number of Generation Units', and 'Status'. The table contains four rows of data, with the first three rows having red 'Inactive' status and the last row having green 'Active' status. The bottom of the page features the Ameren logo, copyright information 'Copyright © 2024 Ameren Services', and links for 'Site Map', 'Legal & Privacy', and 'Employee Login'.

Owner ID	Name	Number of Generation Units	Status
[Redacted]	[Redacted]	[Redacted]	Inactive
[Redacted]	[Redacted]	[Redacted]	Active
[Redacted]	[Redacted]	[Redacted]	Inactive
[Redacted]	[Redacted]	[Redacted]	Inactive



# Generation Units

Users can manage Generation Units by clicking 'Generation Unit' from the top right menu. The page will have information about Generation Unit including the capacity.

Users can click 'Nickname' to view Generation Unit details.

**Generation Owner Name**

Management Users Access | Select Owners | Generation Unit | Subscribers | Rebate | Users | Reports | Profile | Log Out

### Generation Units

Disclaimer: COGF Participating Customers will be referred to throughout this portal as Subscribers.

Show Inactive Units | Search | Export

Owner Name	Unit ID	Nickname	Number Of Subscribers	Bill Account Number	Nameplate Capacity	Total subscribed KW	Type	Fuel Source	Status	Power Clerk Number	Remove Unit
------------	---------	----------	-----------------------	---------------------	--------------------	---------------------	------	-------------	--------	--------------------	-------------

**Generation Unit Subscription Detail**

Disclaimer: COGF Participating Customers will be referred to throughout this portal as Subscribers.

**Generation Unit Details**

Owner: [Redacted] Capacity: 875  
Unit ID: [Redacted] Rebate Capacity: 1000  
Nickname: [Redacted] Number of Subscribers: 0  
Type: [Redacted] Total Allocation: 0  
Delivery Service Rate: DS2  
Rider: Qualified Facilities

Show Inactive Subscribers | Search for Subscriber... | Export | Remove Subscriber | Add Subscriber

Select	Subscriber Bill Account Number	Subscriber Name	Meter Number	Subscribed KW	Active Date	Address	Termination Date	Annual Period	Status
No data									

Ameren



# Subscribers

Select 'Subscribers' from the top right menu to view and manage Subscribers.

The screenshot shows the Ameren web portal interface for managing subscribers. At the top left is the Ameren logo. To its right is a search bar labeled "Generation Owner Name". The top right navigation menu includes icons and labels for: Manage Users Access, Select Owners, Generation Unit, Subscribers (highlighted), Rebate, Users, Reports, Profile, and Log Out. Below the navigation is the "Subscribers" section header, followed by a disclaimer: "Disclaimer: COGF Participating Customers will be referred to throughout this portal as Subscribers." Below the disclaimer is a checkbox for "Show Inactive Subscribers" and a search input field labeled "Search for Subscriber...". To the right of the search field are three buttons: "Export", "Remove Subscriber", and "Add Subscriber". Below these elements is a table with the following columns: "Select", "Subscriber Bill Account Number", "Subscriber Name", "Meter Number", "Subscribed KW", "Active Date", "Address", "Termination Date", "Annual Period", and "Status". The table body is currently empty, displaying "No data". At the bottom of the page is a green footer bar containing the Ameren logo, the text "Copyright © 2024 Ameren Services", and links for "Site Map", "Legal & Privacy", and "Employee Login".

## Contact Information

Staffing Hours:

Monday – Friday 7:00 a.m. – 4:00 p.m.

Send your general inquires to us by email:

[RenewablesIllinois@ameren.com](mailto:RenewablesIllinois@ameren.com)

