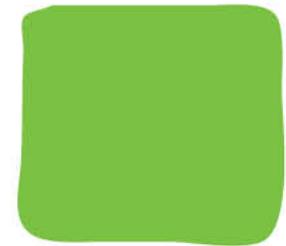
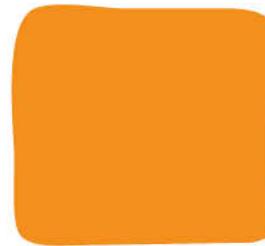


Renewables Portal  
Off Site Subscription Fee Utility Billing



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# Banking Information

- Generation Owner/User must agree to Ameren Terms and Conditions prior to entering banking information
- Account number must be all numeric characters up to 20 characters
- Routing number must be 9 numeric characters
- The Owner Approve field will only appear when the Banking Status is Pending Active

# Banking Information

- Penny test steps:
  - Step 1 - Enter banking information/Banking Status is Inactive
  - Step 2 – Next business day/Penny test has been executed/Banking Status is updated to Pending Active
  - Step 3 – Update the Owner Approved field to Yes or No depending on the success of the penny test
    - Yes – Developer has verified receipt of the penny in their bank account
    - No – After 5 business days, and no penny has been received in their bank account or banking information is incorrect
  - Step 4 – Ameren will verify that a penny was deducted from the appropriate account
  - Step 5 – Next business day, Banking Status will update to Active or Fail
    - Fail – Developer needs to resubmit banking information to restart the penny test
    - Active – Developer can move forward with entering their default rates for their generation units

# Banking Information

- Banking Status
  - Inactive – Banking information has been entered but not yet processed by Ameren
  - Pending Active – Penny test is in progress; Developer and Ameren will need to verify if the test was successful or has failed
  - Active – Penny test was completed successfully, and the developer can enter/change/terminate subscription fee rates
  - Fail – Penny test has failed, and the developer needs to resubmit the banking information to restart the Penny test
- If incorrect banking information has been entered and saved, **please do not change the information.**
  - Please complete the following steps:
    - Update the Owner Approved field to No when the Banking Status is Pending Active
    - Next business day, please correct the banking information and save the changes

# Banking Information

- If the Generation Owner has terminated the billing of subscription fees for all generation units, the developer will need to do the following:
  - Agree to the Ameren Terms and Conditions again
  - Verify the current banking information and update as necessary
  - Click save
- If the Generation Owner wants to change banking information that is active:
  - The Generation Owner should change any default rates prior to changing banking information. Otherwise, the default rates cannot be updated until the new penny test has been successfully completed.
  - All EDI 820 transactions will be held until the new penny test is completed
    - Upon completion of a successful penny test, the EDI 820 transactions will be released that night

# Generation Owner Enter Banking Information

Select 'Edit Owner Profile' to open the Generation Owner Detail window

The screenshot displays the Ameren Illinois Renewables Portal. At the top left is the Ameren ILLINOIS logo. The page title is "Renewables Portal". On the right, it says "Welcome, Generation Owner." and has a "Log Off" button highlighted with a red box. A navigation menu includes "Home", "User", "Generation Owner", "Generation Unit", "Subscriber", "Report", "Rebate", and "Tool". The breadcrumb trail is "Home > Generation Owner > Generation Owner Dashboard". The main heading is "Owner Dashboard". A disclaimer states: "Disclaimer: COGF Participating Customers will be referred to throughout this portal as Subscribers". A button labeled "Edit Owner Profile" is highlighted with a green box. Below this are fields for "Owner ID:", "Name:", "Email:", "Contact Person:", "Phone:", "Owner Type:" (with "Off-site" selected), "Bill Account:" (with "0" selected), and "Address:". A "Search By Subscriber:" section includes a dropdown menu with "Select", a "Search" button highlighted with a green box, a "Show Inactive Unit" checkbox, and an "Export To:" button with an Excel icon. A grey box at the bottom contains the text "There is no data available."

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# Edit Generation Owner Detail

Click 'Terms and Conditions' and 'Accept'

Home > Generation Owner > Edit Generation Owner

## Edit Generation Owner

Owner ID: \*

Generation Owner Name: \*

Type: Off-site

Account Number:

Routing Number:

Terms and Conditions

**— Contact for Ameren Distributed Energy Resources - Required**

\*The following contact information will be used by Ameren to contact you.

## Terms and Conditions

A) Authorization to work with CSD's bank and set up EDI.

B) Acknowledges that CSD is responsible for entering subscription fee amount that is structured as a fixed percentage of the bill credit value.

C) Acknowledges that the "bill credit value" is equivalent to the kWh output of the customer's subscription times the Price to Compare.

C) Acknowledges that AIC has no collection responsibilities beyond remitting any subscription fee payments received to the CSD.

D) Acknowledges that AIC will remit payments on each business day assuming that we have received a payment that day.

E) Acknowledges that AIC will collect a 2% administrative fee on subscriptions billed, and that AIC will deduct that fee from payments.

Accept

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# Edit Generation Owner Detail

Enter an Account number, Routing number and select 'Save'

**Ameren**  
ILLINOIS

Renewables Portal

Welcome  
Generation Owner:

Home | User | Generation Owner | Generation Unit | Subscriber | Report | Rebate | Tool **Log Off**

Home > Generation Owner > Edit Generation Owner

## Edit Generation Owner

Owner ID: \*

Generation Owner Name: \*

Type: Off-site

Account Number:

Routing Number:

Terms and Conditions

\*The banking information you entered will be used for all generation units.

**Save** **Exit**

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# Edit Generation Owner Detail

A confirmation will display once banking information has successfully been entered

Home > Generation Owner > Edit Generation Owner

## Edit Generation Owner

Generation Owner update is complete. Please allow 3 to 5 business days for Ameren to process and validate the information before trying to enter in subscription fee information.

Owner ID: \*

Generation Owner Name: \*

Type: Off-site

Account Number:

Routing Number:

Terms and Conditions

\*The banking information you entered will be used for all generation units.

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# Edit Generation Owner Detail

Re-open window. The banking status will display as Inactive until a Penny test is complete

Home > Generation Owner > Edit Generation Owner

## Edit Generation Owner

Owner ID: *	
Generation Owner Name: *	<input type="text"/>
Type:	Off-site
Account Number:	<input type="text"/>
Routing Number:	<input type="text"/>
Banking Status	Inactive
Terms and Conditions	<input checked="" type="checkbox"/>

\*The banking information you entered will be used for all generation units.

# Edit Generation Owner Detail

The next business day, open the Edit Generation Owner Detail window. The Banking Status will display Pending Active, update the Owner Approved field, and select 'Save'.

Home > Generation Owner > Edit Generation Owner

## Edit Generation Owner

Owner ID: *	
Generation Owner Name: *	<input type="text"/>
Type:	Off-site
Account Number:	<input type="text"/>
Routing Number:	<input type="text"/>
Owner Approved	<input type="text" value="Yes"/>
Banking Status	Pending Active
Terms and Conditions	<input checked="" type="checkbox"/>

Please allow 1 business day for Ameren to process the updates before trying to enter in subscription fee information.

\*The banking information you entered will be used for all generation units.

# Adding/Editing/Terminating Subscription Fees

- Informational data at the top of the **Manage Subscription Fees** Window
  - Generation Unit/Owner/Unit ID/Nickname/Banking status
- Bill name – The name that will print on the customer's bill for the subscription fee
  - Maximum of 20 characters
    - Includes a space, numeric, and alphabetic characters
    - Hyphens are allowed as special characters
- Default Subscription rate field
  - Must be between 1-99
  - Only whole numbers allowed
  - No decimals allowed
- Date Effective field
  - Current or future date
  - Past dates are not allowed
- Entering rate for the first time
  - Need to enter data for both the residential and non-residential subscribers
  - Date effective will default to current date
  - Default subscription rate will default to a 0

# Adding/Editing/Terminating Subscription Fees

- Changing rate information
  - The current effective default rate and bill name are displayed.
    - Date effective will be hidden
  - Change the bill name or default subscription rate to get the date effective to appear
- Terminate Billing Subscription Fees checkbox
  - Use the checkbox to terminate billing subscription fees
- Subscription rate history will be at the bottom
  - Current, Future, and Past subscription rate information listed in descending order
- The Override Subscription Rate checkbox will be used to add or terminate the override
  - Check the Override Subscription Rate checkbox to add an override rate
  - Uncheck the Override Subscription Rate checkbox to terminate an override rate
- The window will show the current Override Subscription Rate and when it became effective
- Any future date override rates will only be shown when they become effective
  - A new report is being created to have the current subscription rate and future date rates. It is targeted for spring 2024

# Generation Owner Dashboard

## Adding/Editing Default Rates

### Select Generation Unit Nick Name

**Ameren ILLINOIS** Renewables Portal Welcome Log Off

Home | User | Generation Owner | Generation Unit | Subscriber | Report | Rebate | Tool

Home > Generation Owner > Generation Owner Dashboard

### Owner Dashboard

[Edit Owner Profile](#)

Owner ID: \_\_\_\_\_  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Owner Type: Off-site  
Bill Account: 0  
Address: \_\_\_\_\_

Search By Subscriber:    Show Inactive Unit Export To:

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

# Generation Unit Subscription Detail

## Select Manage Subscription

Home > Generation Units > Generation Unit Subscription Detail

### Generation Unit Subscription Detail

Generation Unit:

Edit Unit Profile

Manage Rebate

Manage Subscription Fees

Owner:

Unit ID:

Nick Name:

Capacity:

Rebate Capacity:

Number of Subscribers:

Total Allocation:

Type: CRGP

Delivery Service Rate: DS2

Rider: Qualified Facilities

Add Subscriber

Drop Subscriber(s)

Show Inactive Subscribers

Export To: 

# Manage Subscription Fees

- Residential and Non-Residential
  - Enter Bill Names
  - Enter Default Rate
  - Enter Effective Date
- Select 'Save'

### Manage Subscription Fees

Owner: [REDACTED]  
Unit ID: [REDACTED]  
Nick Name: [REDACTED]  
Banking Status: Active

Residential	Non-Residential
Bill Name: <input type="text"/>	Bill Name: <input type="text"/>
Default Rate: <input type="text" value="0"/> %	Default Rate: <input type="text" value="0"/> %
Effective Date: <input type="text" value="10/12/2023"/>	Effective Date: <input type="text" value="10/12/2023"/>

Terminate Billing Subscription Fees

There is no data available.

# Manage Subscription Fees

After entering/saving the default rates, a confirmation will display

Home > Generation Units > Generation Unit Subscription Detail > Manage Subscription Fees

## Manage Subscription Fees

Subscription Rate updated successfully

Owner: [REDACTED]  
Unit ID: [REDACTED]  
Nick Name: [REDACTED]  
Banking Status: Active

Residential	Non-Residential
Bill Name: TEST-RESIDENTIAL	Bill Name: TEST-NONRES
Default Rate: 90 %	Default Rate: 95 %
Effective Date: 10/12/2023	Effective Date: 10/12/2023

Terminate Billing Subscription Fees

Save Clear Exit

There is no data available.

# Manage Subscription Fees

Re-open the window to display the default rates and the effective dates. A table will display with prior, current and future rates

Home > Generation Units > Generation Unit Subscription Detail > Manage Subscription Fees

## Manage Subscription Fees

Owner: [REDACTED]  
Unit ID: [REDACTED]  
Nick Name: [REDACTED]  
Banking Status: Active

Residential

Bill Name: TEST-RESIDENTIAL  
Default Rate: 90 %

Non-Residential

Bill Name: TEST-NONRES  
Default Rate: 95 %

Terminate Billing Subscription Fees

Save

Clear

Exit

Subscription Rate Name	Res / Non-Res	Effective Date	Termination Date	Subscription Percentage
TEST-RESIDENTIAL	Res	10/12/2023		90
TEST-NONRES	Non-Res	10/12/2023		95

# Manage Subscription Fees

To edit the current default rate(s), select the Generation Unit Nick Name, Manage Subscription Fees, change the default rate for Residential and/or Non-Residential, and enter new effective date. A confirmation message will display if the update is successful.

Home > Generation Units > Generation Unit Subscription Detail > Manage Subscription Fees

## Manage Subscription Fees

Owner:  
Unit ID:  
Nick Name:  
Banking Status:

[Redacted]  
[Redacted]  
[Redacted]  
Active

### Residential

Bill Name:

Default Rate:  %

### Non-Residential

Bill Name:

Default Rate:  %

Terminate Billing Subscription Fees

Save

Clear

Exit

Subscription Rate Name	Res / Non-Res	Effective Date	Termination Date	Subscription Percentage
TEST-NONRES	Non-Res	10/19/2023		90
TEST-RESIDENTIAL	Res	10/12/2023		85
TEST-NONRES	Non-Res	10/12/2023	10/18/2023	95

# Generation Owner Dashboard

## Terminating Default Rates

Select Generation Unit Nick Name

**Ameren ILLINOIS** Renewables Portal Welcome Log Off

Home | User | Generation Owner | Generation Unit | Subscriber | Report | Rebate | Tool

Home > Generation Owner > Generation Owner Dashboard

### Owner Dashboard

[Edit Owner Profile](#)

Owner ID: \_\_\_\_\_  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Owner Type: Off-site  
Bill Account: 0  
Address: \_\_\_\_\_

Search By Subscriber:    Show Inactive Unit Export To:

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

# Manage Subscription Fees

## Select Manage Subscription

Home > Generation Units > Generation Unit Subscription Detail

### Generation Unit Subscription Detail

Generation Unit:

Edit Unit Profile

Manage Rebate

Manage Subscription Fees

Owner:

Unit ID:

Nick Name:

Capacity:

Rebate Capacity:

Number of Subscribers:

Total Allocation:

Type: CRGP

Delivery Service Rate: DS2

Rider: Qualified Facilities

Add Subscriber

Drop Subscriber(s)

Show Inactive Subscribers

Export To: 

# Manage Subscription Fees

Select 'Terminate Billing Subscription Fees' and select 'Save'. A warning message will display to ensure fees are to be terminated.

Home > Generation Units > Generation Unit Subscription Detail > Manage Subscription Fees

## Manage Subscription Fees

Owner: [REDACTED]  
Unit ID: [REDACTED]  
Nick Name: [REDACTED]  
Banking Status: Active

### Residential

Bill Name: TEST-RESIDENTIAL  
Default Rate: 85 %

### Non-Residential

Bill Name: TEST-NONRES  
Default Rate: 95 %

Terminate Billing Subscription Fees

Save

Clear

Exit

Subscription Rate Name	Res / Non-Res	Effective Date	Termination Date	Subscription Percentage
TEST-NONRES	Non-Res	10/19/2023		90
TEST-RESIDENTIAL	Res	10/12/2023		85
TEST-NONRES	Non-Res	10/12/2023	10/18/2023	95

## Warning

This will terminate all subscription revenue for this facility, do you want to proceed?

No

Continue

# Add Subscriber with Override Default Rate

After adding the account number and meter number, the current default subscription displays. To override the default rate, select the 'Override Subscription Rate' check, enter the new rate and select 'Save'. A confirmation will display.

Home > Subscribers > Add Subscriber

## Add Subscriber

Bill Account Number: \*

Meter Number: \*

Generation Unit: \*

Subscriber Name

Subscribed kW: \*  kW

Effective Date: \*

Current Default Residential Subscription Rate 85 %

Override Subscription Rate

I have received authorization from this Subscriber for Ameren Illinois to provide me with their bill credit rate, total kWh and total monetary credit value that is applied to their monthly bill for this generation unit. I understand that for certain 3rd party supplied customers, Ameren Illinois may be unable to provide me with the bill credit rate and the total monetary credit value.

The customer at this meter has given me permission to add them to this generation account and to switch their account to billing under Rider NM-Net Metering

Home > Subscribers > Add Subscriber

## Add Subscriber

Bill Account Number: \*

Meter Number: \*

Generation Unit: \*

Subscriber Name

Subscribed kW: \*  kW

Effective Date: \*

Current Default Residential Subscription Rate 85 %

Override Subscription Rate

Subscription Rate: \*  %

I have received authorization from this Subscriber for Ameren Illinois to provide me with their bill credit rate, total kWh and total monetary credit value that is applied to their monthly bill for this generation unit. I understand that for certain 3rd party supplied customers, Ameren Illinois may be unable to provide me with the bill credit rate and the total monetary credit value.

The customer at this meter has given me permission to add them to this generation account and to switch their account to billing under Rider NM-Net Metering

# Edit Subscriber

## Override Default Rate per Subscriber

Home > Subscribers > Edit Subscriber

### Edit Subscriber

Subscriber Name: \*

Generation Unit: \*

Bill Account Number: \*

Meter Number: \*

Subscribed kW: \*

kW

Current Default Residential  
Subscription Rate 70 %

Override Subscription Rate



I have received authorization from this Subscriber for Ameren Illinois to provide me with their bill credit rate, total kWh and total monetary credit value that is applied to their monthly bill for this generation unit. I understand that for certain 3rd party supplied customers, Ameren Illinois may be unable to provide me with the bill credit rate and the total monetary credit value.

Save

Exit

# Edit Subscriber

Select the 'Override Subscription Rate' checkbox, enter new subscriptions rate, date effective will default to current date. Enter current or future date and select 'Save'. A confirmation will display.

Home > Subscribers > Edit Subscriber

## Edit Subscriber

Subscriber Name: \*

Generation Unit: \*

Bill Account Number: \*

Meter Number: \*

Subscribed kW: \*  kW

Current Default Residential Subscription Rate 70 %

Override Subscription Rate

Subscription Rate: \*  %

Subscription Rate Date Effective:

I have received authorization from this Subscriber for Ameren Illinois to provide me with their bill credit rate, total kWh and total monetary credit value that is applied to their monthly bill for this generation unit. I understand that for certain 3rd party supplied customers, Ameren Illinois may be unable to provide me with the bill credit rate and the total monetary credit value.

Home > Subscribers > Edit Subscriber

## Edit Subscriber

Subscriber Update Completed Successfully.

Subscriber Name: \*

Generation Unit: \*

Bill Account Number: \*

Meter Number: \*

Subscribed kW: \*  kW

Effective Date: \*

Current Default Residential Subscription Rate 70 %

Override Subscription Rate

Subscription Rate: \*  %

I have received authorization from this Subscriber for Ameren Illinois to provide me with their bill credit rate, total kWh and total monetary credit value that is applied to their monthly bill for this generation unit. I understand that for certain 3rd party supplied customers, Ameren Illinois may be unable to provide me with the bill credit rate and the total monetary credit value.

# Edit Subscriber

## Terminate Override Default Rate per Subscriber

Uncheck the Override Subscription Rate checkbox. The subscription rate will default to '0' and be disabled. Select 'Save' to terminate the override rate, a confirmation will display.

Home > Subscribers > Edit Subscriber

### Edit Subscriber

Subscriber Update Completed Successfully.

Subscriber Name: \*

Generation Unit: \*

Bill Account Number: \*

Meter Number: \*

Subscribed kW: \*  kW

Effective Date: \*

Current Default Residential Subscription Rate 70 %

Override Subscription Rate

Subscription Rate: \*  %

I have received authorization from this Subscriber for Ameren Illinois to provide me with their bill credit rate, total kWh and total monetary credit value that is applied to their monthly bill for this generation unit. I understand that for certain 3rd party supplied customers, Ameren Illinois may be unable to provide me with the bill credit rate and the total monetary credit value.

Home > Subscribers > Edit Subscriber

### Edit Subscriber

Subscriber Name: \*

Generation Unit: \*

Bill Account Number: \*

Meter Number: \*

Subscribed kW: \*  kW

Current Default Residential Subscription Rate 70 %

Override Subscription Rate

Subscription Rate: \*  %

Subscription Rate Date Effective: \*

I have received authorization from this Subscriber for Ameren Illinois to provide me with their bill credit rate, total kWh and total monetary credit value that is applied to their monthly bill for this generation unit. I understand that for certain 3rd party supplied customers, Ameren Illinois may be unable to provide me with the bill credit rate and the total monetary credit value.

# Report

- The following reports were added or modified to reflect these enhancements
  - Generation Unit – All Subscriber Report
  - Generation Unit Owner Subscription Fee Report

# Generation Unit – All Subscriber Report

This report will contain the following new fields.

- Subscription Fees Billed
- Subscription Fees Paid
- Last Payment Date

Home > Reports > Generation Unit Subscriber Bill Account Report

## Generation Unit Subscriber Bill Account Report

Subscriber Bill Account Number:\*  x v

Generation Owner Name:\*  x v

Meter Number:\*  x v

Min Reading From Billing Month:\*  x v

Max Reading To Billing Month:\*  x v

Export To: 

Generation Owner Name:  
Min Reading To Billing Date: 7/26/2023 Max Reading To Billing Date: 8/24/2023

Meter Number	Generation Owner	Unit Nickname	Date Reading From	Date Reading To	kWh to Subscriber	Bill Savings Rate	Monetary Savings	Sub Fees Billed	Sub Fees Paid	Last Payment Date
			07/26/2023	08/24/2023	1155.769	\$0.00000000		\$70.01	\$70.01	09/27/2023
			06/26/2023	07/26/2023	1195.623	\$0.00000000		\$74.77	\$74.77	09/27/2023

# Generation Unit Owner Subscription Fee Report

- Generation Owner Dropdown Box
  - Must select a Generation Owner
- Generation Unit Dropdown Box
  - It is optional to select a Generation Unit
  - If one is not selected - all subscribers across all Generation Units are returned for the Generation Owner
  - If a Generation Unit is selected - all subscribers for that specific Generation Unit is returned
- Service From Date
  - A service from date is required
- Service To Date
  - A service to date is required

# Generation Unit Owner Subscription Fee Report

- Subscriber Fee
  - The subscription fee on the customer's bill
- Admin Fee
  - The 2% of the Subscription fee
- Transaction Amount
  - The Subscription fee less the Admin fee
- Transaction Status
  - Processed – Payment has been sent to the Community Solar Developer
  - Waiting to Process – Payment is waiting to be sent to the Community Solar Developer
  - Cancelled – Bill was cancelled

# Generation Unit Owner Subscription Fee Report

This report will contain the following new fields.

- Subscriber
  - Name, Account Number, Meter Number, Unit Nickname, Subscriber Fee, Admin Fee, Transaction Amount and Transaction Status

## Generation Unit Owner Subscription Fee Report

Generation Owner:\*      Generation Unit:

Service From Date:\*      Service To Date:\*  
             

Export To: 

Generation Owner Name:      Generation Unit Nickname:  
Service From:      10/2/2023      Service To:      10/15/2023

Bill Account	Date Processed	Subscriber Name	Meter Number	Unit Nickname	Subscriber Fee	Admin Fee	Transaction Amount	Transaction Status
	10/13/2023				\$53.15	\$1.06	\$52.09	Processed

# Billing Notes

- First bill with subscription fees
  - It will bill subscription fees for the entire period regardless of when the subscription rate became effective during the bill period
  - If both override and default rates have been entered
    - Effective on the same day – It will bill the entire period on the override rate
    - Effective on a different day – the bill will be prorated based upon when the override rate and default rates became effective
- Multiple rates in bill period
  - Bill will be prorated based upon when each subscription rate became effective during the bill period. The bill will have multiple line items for each subscription rate.
- Terminate override rate during bill period
  - Current Bill – It will bill the entire bill period with the override rate
  - Next Bill – It will return to bill using the default rate

# Billing Notes

- Terminate Billing subscription fees in error/Re-enter rates within the bill period
  - Billing on the default rate
    - It will bill on current default rate until it was terminated and will be on the new rate when it became effective
    - It will have multiple line-items on the bill if the current rate and new rate are different
    - It will not bill subscription fees for any days where no rate was effective
    - Community Solar developer will need to work with their subscriber to account for any differences in the subscription fee charge
  - Billing on the override rate
    - It will bill on override rate for the full bill period
  - Transfer of a generation unit by a generation owner
    - Contact DER using [RenewablesIllinois@ameren.com](mailto:RenewablesIllinois@ameren.com)
    - If billing subscription fees, the generation will need to be terminated from billing first before the transfer
      - A request has been opened to automate this process when the transfer takes place. It is targeted spring 2024
    - DER will perform the transfer to the new generation owner



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