

**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. <u>Government Site Administrator</u> This is a state, municipal, township, or county employee who completes and maintains registration and has <u>full</u> 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. <u>Program Administrator</u> This is a state, municipal, township, or county employee who completes and maintains registration and has <u>full</u> 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. <u>Program Non-Administrator / Consultant</u> 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. <u>**Program View Only**</u> This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and view reports.
- 5. <u>No Program Level Role</u> 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.



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### 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
- Select "Business"



• Select "Business Partners"



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• Select "Government Support"



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

🕞 🛞 🗲 https://www.ameren.com/lilinois/company/business-par 🖉 + 🔒 Ameren Corporation [US] C 🕼 Government Support   Ame X 🧟 Log In - Ameren Tilinois Gover 🧟 Untitled Page	
File Edit View Favorites Tools Help 🙀 🗣 Government Support An 🗿 Gov Portal-GPDev 🍘 Enterprise Vault Search 🚯 Issue List - All Items 🗃 AMI Defect Tracker 🖓 Aclara Technologies LLC 📓 Annual Credit Report.com 👰 Cu	stomer Choice Issues L 🕘 Gov Portal-QA " 👸 🔹 🔯 👻 🖓 🔹 🖓 🔹 🖓 🔹 Page 🔹 Safety 🕶 Tools 🔹 😧 👻
RESIDENTIAL BUSINESS OUR COMPANY	Search Q B Q ACCOUNT
Back to Business Partners	
Government Suppo	ort
Government Aggregation Municipal Utility	y Tax
Government Portal Our convenient Government Portal is designed specifi the municipalities, townships and counties we serve. R to manage government electric supply aggregation to utility taxes. Log In Register	ically for use by egister or Log In and municipal



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".

	Government	Portal Focused ENERGY. For Life.
Log In	Email Address: Password:	Eorgot your Password? Log in Constant of the following terms and conditions. If you do not agree with any part of the following terms and conditions, you must not use the website. Legal & Privacy Statements



#### **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.

Government Por Home - Core Services - Spe	tal ecial Services - Users - Rep	orts	Log Out FOCUSED ENERGY. For Life.
			)   User Profile
Government Dashboard	Downloads	Premises Authentication	Users
			Site Admin:
Government Entity Info			Edit
Government Entity Name:		Mailing Address:	
Federal Tax Id:		Phone Number:	
Government Status: Count(y ies):		Fax Number:	
Statuses, Dates & Tax Areas Premises Authentication Cleanup Status: Cleanup Requested: Cleanup Completed: Tax Exemption Review Review Status: Review Requested: Review Completed:		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s): Division(s): Operating Center(s):	
Services Available			
Electric Aggregation View/Edit		As a government entity you are eligible to en	roll in any of the
Electric Municipal Tax View/Edit Gas Municipal Tax Add		program(s) shown here. Enroll in one progra the corresponding button for the program and enrollment steps.	m at a time by pressing d complete the



### **Downloads**

To access select either the "Downloads" tab <u>or</u> the "Downloads" option under Core Services menu, at the top of the page.

F	Downloads Premise Auththentication				I User Prof
Government Dashboard	Disclosures	uownioads 🗲 —	Premise Authentication		Users
				Site Admin:	Test 50.Amer
Government Entity	y Info				Edit
Government Entity	Name:		Mailing Address:	123 Any St	
Governmen Federal	nt Type: Municipality Tax Id: 111111111		Phone Number:	(111) 111-1111	
Government Coun	Status: Active nt(ylies):		Fax Number:	,	
Statuses, Dates &	Tax Areas				
Statuses, Dates & Premise Authent	Tax Areas		Municipal Electric Tax:		
Statuses, Dates & Premise Authent Cleanup	Tax Areas tication Status:		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s):		
Statuses, Dates & Premise Authent Cleanup Req Cleanup Comp	Tax Areas tication Status: juested:		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s): Division(s): Construct Conterch		
Statuses, Dates & Premise Authent Cleanup Req Cleanup Com Tax Exemption D	Tax Areas tication Status: upested: upleted: Review		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s): Division(s): Operating Center(s):		
Statuses, Dates & Premise Authent Cleanup Req Cleanup Com Tax Exemption f Review	Tax Areas tication Status: uuested: upelted: Review Status:		Municipal Electric Tax: Municipal Gas Tax: Tax Araeşi; Division(s); Operating Center(s);		
Statuses, Dates & Premise Authent Cleanup Cleanup Req Cleanup Com Tax Exemption Review Req	Tax Areas tication Status: uuested: ppleted: Review Status: uuested:		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s) Division(s) Operating Center(s):		
Statuses, Dates & Premise Authent Cleanup Req Cleanup Com Tax Exemption F Review Review Com	Tax Areas tication Status: uestod: upieted: Review Status: uested: upieted:		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s) Division(s) Operating Center(s):		
Statuses, Dates & Premise Authent Cleanup Req Cleanup Com Tax Exemption F Review Review Com Services Available	Tax Areas tication Status: uested: status: exercise Status: uested:		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s) Division(s); Operating Center(s);		
Statuses, Dates & Premise Authent Cleanup Req Cleanup Com Tax Exemption F Review Review Req Review Com Services Available Electric Aggregation	Tax Areas tication Status: uested: status: uested: uested: uested: uested: viewtedt		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s) Division(s); Operating Center(s);	elinità to enroll in an	of the progra
Statuses, Dates & Premise Authent Cleanup Cleanup Req Cleanup Req Tax Exemption f Review Review Com Services Available Electric Aggregation	Tax Areas tication Status: uested: pipleted: Review Status: uested: uested: uested: UiewEdit ViewEdit ViewEdit		Municipal Electric Tax: Municipal Gas Tax: Tax Arae(s) Division(s): Operating Center(s): As a government_entity you are (s) shown here. Enroll in one pro	eligible to enroll in any gram at a time by pre	y of the progr

Select "Downloads". To request a new report please make sure you are on the "Request" subwindow 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.

	Gov	vernment Portal					FOCU	SED ENER	Log Out GY. For Life.
								<u>Us</u>	er Profile
Government Dashb	oard	Electric Aggregation	Prim	ary Contact	Downloads	Premise A	uthentication		Users
		Request			Retrieve				
	Aggregation	Premise Authentication work	sheet						
	Electric Agg	regation Summary report							
	Electric Agg	regation Detail report							
	Muni Tax Pre	emise Authentication worksh	eet						
	The New / M	aintain Existing Muni Tax for	m cannot b	e downloaded ur	ntil Premise Authentica	ation is Compl	ete.		
	The Muni Ta	x estimate cannot be downlo	aded until F	Premise Authenti	cation is Complete.				
	Any corpo from the C 122 of the Ameren Illi aggregatio	rate authorities of a municipa company shall be subject to t Public Utilities Act and Sect inois recommends the GA re on process and which may ha	lity, townsl he limitatio ion 2HH of quire the e: we access	hip board, or cou ns on disclosure the Consumer F xecution of NDAs to customer-spe	nty board receiving Cu of the information des raud and Deceptive Bu s with any outside part cific information.	istomer inform cribed in Sect isiness Practio lies assisting v	ation tion 16- ces Act. with the		

<u>Municipalities</u> 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.



#### **Government Portal**

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

- <u>(Aggregation or Muni Tax ) Premises Authentication Worksheet</u> 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.
- <u>Detail Report</u> 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.
- <u>Muni Tax Estimate</u> 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.
- <u>Municipal Tax Exemptions Report</u> 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.
- <u>New / Maintain Existing Muni Tax</u> 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.

	Government Por Home • Core Services • Spe	tal ecial Services + Users		FOCU	Log Out SED ENERGY. For life.
					<u>User Profile</u>
Government Dashboa	ard	Downloads	Premise Authentication		Users
	Request	Retrie	eve		
	Description	Requested	Requested by		
	Muni Tax Exemptions worksheet	Wednesday, 1/21/2015 11:51 AM		Download	
	Electric Aggregation Detail report	Tuesday, 12/9/2014 9:3	MA 0	Download	
	Aggregation Premise Authenticati worksheet	on Tuesday, 12/9/2014 9:1	9 AM	Download	
	Muni Tax Premise Authentication worksheet	Tuesday, 12/9/2014 9:1	9 AM	<u>Download</u>	
	Muni Tax Estimate	Tuesday, 12/9/2014 8:4	2 AM	Download	
	Electric Aggregation Summary rep	port Tuesday, 12/9/2014 8:4	0 AM	Download	



### **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.

Gov ILLINOIS GOV	vernment Portal	- Users - Reports FOCUSE	Log Out ED ENERGY. For Life.
Government Dashboard	Downloads Sustainability Manage Parcels Premises Auththentication Acknowledgements and Disclosures	s Premises Authentication Site Ad	User Profile Users min: Prior,Tris
Government Enti Government Enti Governme Federa Governmen Cou	ty Info ty Name: Allegiant 3 ent Type: Municipality al Tax Id: it Status: Active nt(ylies): 109 Adams	Mailing Address: 123 Any St Any City, IL 11111 Phone Number: (111) 111-1111 Fax Number:	Edit

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)

	Government Por Home - Core Services - Sp	tal ecial Services - U	isers - Reports			R	Log Out DCUSED ENERGY. For Life.
							User Profile
Governments	Government Dashboard	Downloads	Premises Authentica	ation	Audit Trail	Users	Sustainability
Sustainabi	lity Report Request Cr	iteria					
For accuracy o	f this report Ameren Illinois strongly	encourages you to	complete a Premise	s Authenticatio	on prior to reques	ting a Sust	ainability Report.
	Report Frequency Type:	Monthly		•			
	Report Months:	Please Select Mon Aug 2015 Jul 2015 Jun 2015 Request Report	th(s).	D			
Existing Su	ustainability Reports						
Report Type	Report Frequency Type	e F	Report Info	Created Dat	e Time	Requ	estedBy



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.

ILLINOIS	Home + C	Core Services + S	Special Services	• Users				FOCUSED ENERGY. FOR
								User Profi
vernments	Government Da	shboard	Downloads	Premise Authenticatio	n Au	dit Trail	Users	. Report Request Criteria
			Annual					
Your requ	est has been submi	tted. You will be	Monthly notified via ema	Cancel il once the report is ready	for you to dow	nload		
Your requ	est has been submi	tted. You will be Report Info Jan 2015	Monthly notified via ema Da Monday	Cancel il once the report is ready te Requested .03/09/2015 10:28 AM	for you to dow Requested by	nload		
Your requ Download	est has been submi Type Monthly Yearly	tted. You will be Report Info Jan 2015 2013	Monthly notified via ema Da Monday Monday	Cancel il once the report is ready te Requested , 03/09/2015 10:28 AM , 03/01/2014 09:00 AM	<mark>for you to dow</mark> Requested by	nload		
Your requ Download Download Download	<mark>est has been submi</mark> <b>Type</b> Monthly Yearly Monthly	tted. You will be Report Info Jan 2015 2013 Jan 2014	Monthly notified via ema Da Monday, Wednes	Cancel il once the report is ready te Requested , 03/09/2015 10:28 AM , 03/01/2014 09:00 AM xday, 02/15/2015 10:00 AM	<mark>for you to dow</mark> Requested by	nload		

An example of the Sustainability Report is listed below.

			Sustai	nability Reports		
		Governme	nt Entity:			
		Тахі	ing Area.			
	F	Report For Revenue	Months			
		Date Report Ge	enerated:			
Revenue Class	Service Type	Service Class	Delivery Serv	ice 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				
Commercial Total	Electric					
Commercial	Electric Lighting	DS-5				
Commercial Total	Electric Lighting					
Commercial	Gas	GDS-2				
Commercial	Gas	GDS-3				
Commercial	Gas	GDS-4				
Commercial Total	Gas					
Industrial	Electric	DS-2				
Industrial	Electric	DS-4				
Industrial Total	Electric					
Industrial	Electric Lighting	DS-5				
Industrial Total	Electric Lighting					
Industrial	Gas	GDS-2				
Industrial	Gas	GDS-3				
Industrial	Gas	GDS-4				
Industrial	Gas	GDS-5				
Industrial Total	Gas					
Residential	Electric	DS-1				
Residential	Electric	DS-5				
Residential Total	Electric					
Residential	Electric Lighting	DS-5				
Residential Total	Electric Lighting					
Residential	Gas	GDS-1				
Residential Total	Gas					
Sales to Public Authority	Electric	DS-2				
Sales to Public Authority	Electric	DS-3A				
Sales to Public Authority	Electric	DS-5				
Sales to Public Authority Total	Electric					
Sales to Public Authority	Electric Lighting	DS-5				
Sales to Public Authority Total	Electric Lighting					
Sales to Public Authority	Gas	GDS-2				
Sales to Public Authority	Gas	GDS-3				
Sales to Public Authority Total	Gas					
Street and Highway Light	Electric Lighting	DS-5				
Street and Highway Light Total	Electric Lighting					



### 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.

	Gov Home	• Core Services - Special Services	s - Users - Re	eports	FOCUSED EN	Log Out ERGY. For life.
Governments	Govern	Downloads Sustainability Manage Parcels Premises Auththentication Acknowledgements and Disclosures	ownloads	Premises Authentication	Lt: Audit Trail	ser Profile Users
			1		Site Admin:	
Governme	nt Entity	y Info				Edit

To add a new parcel, select the green "Add Parcel" link.

	Goveri Home - Co	nment Po pre Services - S	ortal Special Services	« Users » Reports				Log Out FOCUSED ENERGY. For Life.
							-	User Profile
Governments	Government Das	shboard	Downloads	Premises Authentic	ation	Audit Trail	Users	Manage Parcels
Ordinance # Show Closed Par	cels?: 🗖	Parcel #	Add Parcel	X Results Per	r Page: 30 🗖			
Parcel Number	Status	Ordinance Nu	ımber	Ordinance Date	Effective D	ate Parc	el Legal D	escription
(No Parcels dat	a exist for the sel	ected criteria.)						

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.** 

	Government Por Home - Core Services - Sp	tal ecial Services 💩 I	Users - Reports		FOC	Log Out USED ENERGY. For Life
Allegiant 3			Liz Barrows (ga	atmember#ebarrows	@ameren.c	om)   <u>User Profile</u>
Governments	Government Dashboard	Downloads	Premises Authentication	Audit Trail	Users	Add Parcel
	Ordinance Number: * Ordinance Date: * Effective Date: * Status: 0 Parcel Legal Description: *	9/9/2015 9/9/2015 Open Submit	Cancel			



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.

	Log Out FOCUSED ENERGY. For Life.				
					<u>User Profile</u>
Governments	Government Dashb	board Downloads	Premises Authentica	ation Audit Trail	Users Manage Parcels
Ordinance #		Parcel #	× Results Per	Export to: PDF   Excel	
Show Closed Par Remove Checked					
Parcel Num	ber 🗕 🛛 Status	Ordinance Number	Ordinance Date	Effective Date	Parcel Legal Description
<u>789</u>	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".

	Government P Home + Core Services +	Ortal Special Services +	Users • Reports			FOC	Log Out USED ENERGY. For Life.
							<u>User Profile</u>
Governments	Government Dashboard	Downloads	Premises Au	thentication	Audit Trail	Users	View Parcel
<u>Premises</u>	Ordinance Date: 9/9/2 Effective Date: 9/9/2 Parcel Number: 789 Status: Ope Parcel Legal Description: test associated with the	2015 12:00:00 AM 2015 12:00:00 AM n <b>e parcel</b>		Add Pr	emise Remov	<u>e Premise</u>	
Action	Premise #	Name	Address	City	Zip (	Comments	
(No premises	actions were available.)						
		Edit Parcel	Return to Manage	Parcel			

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.



**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".

	Government Portal Home + Core Services + Special Services + Users + Reports									
							<u>User Profile</u>			
Government Dashboa	ard [	Downloads	Pre	mises Authentication		Add Premise	Users			
	Premise Customer Na	me:*								
Premise A	ddress									
	Addr	ess:*								
	L	ine 2:								
	Li	ine 3:								
	-	`itv·*								
	Si	tate:* II Z	ZIP Code: *							
		iL.								
Is the	premises being added d	ue to 🗵								
	Ordinance Nur	nber: 321								
Is the premise	es associated with a par	cel?: 🗵								
	Parcel Nur	nber: 789								
	Comr	nent:								
	Tax	Area:								
	Additional Field Notat	ions:								
		Subm	nit	Cancel						

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

Governments       Government Dashboard       Downloads       Premise Authentication       Audit Trail       Users       View Parcel         Ordinance Number:       11.f       Ordinance Date:       01/l       Effective Date:       10/l       Effective Date:       10/l         Barcel Number:       18-1       Effective Date:       10/l       Effective Date:       10/l       Image: State S		<b>meri</b>	<b>90</b> (	Government Iome + Core Servic	E Portal es + Special Service	s = Users					Log Out FOCUSED ENERGY. For Life.
Governments     Government Dashboard     Downloads     Premise Authentication     Audit Trail     Users     View Parcel											User Profile
Ordinance Number:       11.1         Ordinance Date:       101/l         Effective Date:       10/l         Parcel Number:       18-1         Status:       Open         Parcel Description:       Parcel 1         Premises associated with the parcel       Add Premise       Remove Premise         Action       Premise # →       Address       City       Zip       Tax       Ameren Field Notations         Edit       Add       Premise       123 Main st       Belleville       62220       Added Premise to Jungdotton/Tax       Area: test	Govern	nments	Govern	nment Dashboard	Downloads	Premise Aut	nentication	Audit	Trail	Users	View Parcel
Action     Premise # -     Address     City     Zip     Tax Area     Ameren Field Notations       Edit Premise     Add Premise     123 Main st     Belleville     62220     Added Premise to Jurisdiction/Tax Area: test     .		Ordin Or Pa Parce <u>Premis</u>	ance Number rdinance Date Effective Date rcel Number: Status : el Description es associa	: 11-£ : 01/( : 10/1 : 18-1 : Open : Parcel 1 ted with the parcel			Add	Premise <u>R</u> e	emove Premi	<u>se</u>	
Edit Add 123 Main st Belleville 62220 Added Premise to Jurisdiction/Tax Area: test			Action	Premise # 🔻	Address	City	Zip	Tax Area	Amerer Notation	n Field ns	
Edit Parcel Cancel		<u>Edit</u>	Add Premise	it Parcel Ca	123 Main st	Belleville	62220		Added Pr Jurisdicti Area: tes	remise to on/Tax t	×



**Government** Portal

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

Government Portal Home + Core Services + Special Services + Users + Reports								Log Out FOCUSED ENERGY. For Life.
								User Profile
Governments	Government Dashb	oard	Downloads	Premises Authentication	on	Audit Trail	Users	Manage Parcels
Ordinance #		Parcel #		x Results Per Pa	age: 30 💌	i		Export to: PDF   Excel
Show Closed Pare	cels?:	A	dd Parcel					
Parcel Num	ber 👻 Status	Ordinance N	lumber	Ordinance Date	Effective	Date	Parcel Le	gal Description
789	Open	321		9/9/2015 12:00:00 AM	9/9/2015 1	2:00:00 AM	test	

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

Government Portal Home - Core Services - Special Services - Users - Reports FOCL									
							<u>User Profile</u>		
overnments	Government Dashboard	Downloads	Premises Au	thentication	Audit Trai	I Users	View Parcel		
Premises	Effective Date: 9/9/ Effective Date: 9/9/ Parcel Number: 789 Status: Ope Parcel Legal Description: test associated with th	2015 12:00:00 AM 2015 12:00:00 AM en e parcel		Add	Premise <u>Rer</u>	nove Premise			
Action	Premise #	Name	Address	City	Zip	Comments			

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

	Government Po Home + Core Services + S	pecial Services	• Users • Reports		Log Out FOCUSED ENERGY. For Life.
Governments	Government Dashboard	Downloads	Premises Authentication	Remove Premise	)   <u>User Profile</u> Audit Trail Users
	Premise Number:*		Validate Premise Nur	Cancel	



**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".

	Government	Portal • Special Serv	ices • Users •	Reports		Log Out FOCUSED ENERGY. For Life.
						<u>User Profile</u>
Government Dashboard	Dowr	loads	Premises Au	thentication	Remove Premise	Users
	Premise Numbe	r:* 0001(		Validate Premise Number		
	Premise Customer Nan	ne:				
	Premise Addres	ss:				
		ALTON, IL	62002			
Is the premises	being removed due to I annexation	De- ₪ 1?:				
	Ordinance Numb	er: 321				
Is the premises	associated with a parce	?: ✓				
	Parcel Numb	er: 789				
	Comme	nt:				
	Tax An	ea:				
		Submit	)	Cancel		

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

Amere	<b>n</b>	Government Home + Core Service	Portal s • Special Service	ns + Users					Log Out FOCUSED ENERGY FOR Life.
									User Profile
Governments	Gover	nment Dashboard	Downloads	Premise Au	thentication	Audit	Trail	Users	View Parcel
Parcel Parcel Premise	Inance Date fective Date cel Number Status Description is associa	: 01/01/2012 : 10/15/2014 : : : ted with the parcel			601 Premise	Remove Premi	14		_
	Action	Premise # 👻	Address	City	Zip	Tax Area	Ame Nota	ren Field tions	
	Remove Premise						Remov from JA Area: 1	ved Premise urisdiction/Tax test	
			Edit Parcel	Return to I	Manage Parcel	)			

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**

#### **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.

	M Ameren Illinois Provided Information for Municipality's Review Co								
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.

Gerand Ge	overnment Portal			FOC	Log Out USED ENERGY. For life.
					User Profile
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	Users
Premise Authentication Stat Use the links below to add, up If no premise authentication ac "Approved by Government": It is the responsibility of the may affect taxation and/or a information and information from the use of this portal.	us: Premise Authentication Work: date or remove premises. :tions are necessary, you can clic GA to update and maintain lists o ggregation eligibility going forward. provided by the GA in the future. A	sheet Created k this button to set the Pre f premises for taxation and . Ameren Illinois is not liabl umeren Illinois is also not lia	mise Authenticatio /or aggregation pur e for any discrepar able for any tax imp	n status to No Modi poses. Changes to premises icies that may exist between plications and/or loss(es) of re	fications Needed designations current venue resulting
Premise Authenti	cation Actions	Add Pren	nise <u>Update Pre</u> r	nise <u>Remove Premise</u>	
Action Premis	e # Name	Address	City	Zip Comments	
(No premise authentication a	actions have been specified.)				

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".

Ameren G	overnment Portal			FOCUS	Log Out ED ENERGY. For life.
					<u>User Profile</u>
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	Users
Premise Authentication Sta Use the links below to add, u If no premise authentication a "Approved by Government": It is the responsibility of the may affect taxation and/or information and information from the use of this portal.	atus: Premise Authentication Work pdate or remove premises. actions are necessary, you can clic e GA to update and maintain lists aggregation eligibility going forwarc provided by the GA in the future. /	csheet Created ck this button to set the Pre of premises for taxation and J. Ameren Illinois is not liab Ameren Illinois is also not li	emise Authenticatio Vor aggregation pur le for any discrepar able for any tax imp	n status to No Modifica poses. Changes to premises des rcies that may exist between cur plications and/or loss(es) of rever	signations rent nue resulting
Premise Authent	ication Actions	Add Prer	nise <u>Update Pre</u>	mise <u>Remove Premise</u>	
(No premise authentication	actions have been specified.)	Address	City	Zip Comments	



**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.

Governme Home - Core Serv	nt Portal rices • Special Servi	ces • Users • Reports	FOCUS	Log Out RED ENERGY. For Life.
~				,   <u>User Profile</u>
Government Dashboard	Downloads	Premises Authentication	Add Premise	Users
Premise Customer Premise Address	Name:*			
Ad	dress:*			
	Line 2:			
	Line 3:			
	City:*			
	City:	~		
	State: IL ZIP C	Jode:		
Is the premises being adde Anne: Is the premises associated with a J Co	d due to 🔲 cation?: parcel?: 📄 mment:			
Additional Field No	ix Area: tations:			
	Submit	Cancel		

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

Governmer Home - Core Servi	nt Portal ces • Special Services	• Users • Reports		Log Out FOCUSED ENERGY. For Life.
I _				<u>User Profile</u>
Government Dashboard	Downloads	Premises Authentication	Add Premis	Se Users
Premise Customer N	lame:*			
Premise Address				
Add	iress:*			
	Line 2:			
	Line 3:			
	City:*			
	State:* IL ZIP Cod	le:*		
Is the premises being added Annexa	due to 🔽 ation?:			
Ordinance Nu	umber: 123			
Is the premises associated with a parcel N	arcel?: V			
	amber.		Populate Parcel Number	
Con	innent.			
Tax	Area:			
Additional Field Note	ations:			
	Submit	Cancel		



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.

o "	N I *				
Ordinai	nce Number: 123				
Parcel I	Number:*	Populate Asso	ociated Parcels		
Select	Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description
Select	123	Wed Jul 1 00:00:00 CDT 2015	Wed Jul 1 00:00:00 CDT 2015	456	test

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

Enter Ordinance and/or Parcel N	umber(s)			×					
Ordinance Number:* 123									
Parcel Number:* Populate Associated Parcels									
Ordinance/Parcel Number does r	not exist, Please verify	and enter a valid o	rdinance/Parcel Num	ber.					
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:	00en	
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.

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#### **Update a Premises**

"Update Premise" requires the premises number provided on the premises list.

	Government Porta	I		FOCUS	Log Out ED ENERGY. For life.
				-	)   <u>User Profile</u>
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	Users
If no premise authentication "Approved by Government". It is the responsibility of th may affect taxation and/of information and informatio from the use of this portal	actions are necessary, you can ne GA to update and maintain li aggregation eligibility going for n provided by the GA in the futur	click this button to set the Pri sts of premises for taxation and vard. Ameren Illinois is not liab e. Ameren Illinois is also not li	emise Authenticati d/or aggregation pu le for any discrepa able for any tax m	In status to No Modification Status to Provide Status to Premises dealer and the status of the statu	signations rrent nue resulting
Premise Authen	tication Actions	Add Pres	mise Update Pre	emise Remove Premise	
Action Prem	iise # Name	Address	City	Zip Comments	
(No premise authenticatio	n 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.

↓				Municipality's Requested Corrections								
Premise	Number	Premise Na	me	Premise	Address Line 1	Premise Address	Line 2 Prem City	ise Address	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
				ren	Government	t Portal				FOCUSED ENERG	og Out Y. For Life.	
										User	Profile	
			Government D	ashboard	Electric Aggregation	n Primary Contact	Downloads	Premise Authent	tication Upd	ate Premise	Users	
					Premise Numb	er:*	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".

	Government P	ortal			FOCUSED ENE	Log Out RGY. For life
					U	ser Profile
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	Update Premise	Users
	Premise Number:* Premise Customer Name: Premise Address:		Validate	)		
	Corrected City:					
	Corrected Zip:					
	Comment:	Enter any premise addres	s changes or other ir	formation related to this premise in	this comments box:	
	Tax Area: Ameren Field Notations:	Submit	Cance	el		



#### **Remove a Premises**

"Remove Premise" also requires the premises number provided on the premises list.

	Government Portal Home • Core Services • Special Services • Users • Reports Focus						Log Out The ENERGY. For Life.
							User Profile
Premises Authen Use the links below If no premises autu "Approved by Gov- It is the responsi may affect taxati information and resulting from th	tication Status: Worksh v to add, update or remo nentication actions are n emment": bility of the GE to update on and/or aggregation e information provided by e use of this portal.	eet Created ve premises. acessary, you can click and maintain lists of pr igibility going forward. <i>I</i> he GE in the future. Am	this button to set the P remises for taxation an Ameren Illinois is not lia leren Illinois is also nol	remises Authenticat d/or aggregation pu ble for any discrepa liable for any tax in	poses. Char ncies that m plications ar	No Modifient nges to premises ay exist between d/or loss(es) of n	designations current evenue
Premises A	Authentication	Actions	Add Pre	mise Update Pre	<u>nise Rem</u>	<u>ove Premise</u>	
Action (No premises au	Premise #	Name	Address	City	Zip	Comments	

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

1								
↓		Ameren Illinois Pro	vided 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

	Governm Home + Core Se	Government Portal Home + Core Services + Special Services + Users + Reports					
					<u>User Profile</u>		
Government Dashboard	d	Downloads	Premises Authentication	Remove Premise	Users		
	Premise	Number:*	Validate Premise Number	Cancel			



**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.

	Governme Home + Core Serv	ent Portal vices • Special Serv	ices • Users • Reports		Log Out FOCUSED ENERGY. For Life.
ſ					User Profile
Government Dashboar	ď	Downloads	Premises Authentication	Remove Premise	Users
	Premise N	umber:*	Validate Pres	mise Number	
	Premise Custome Premise A	r Name: ddress:			
Is the premise	es being removed du anne	e to De-			
Is the premise	s associated with a	parcel?: 📃			
	Co	omment:			
	Ta Additional Field No	ax Area: otations:			
		Submit	Cancel	)	

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

	Governme Home + Core Serv	ent Portal	Services • Users	• Reports		Log Out FOCUSED ENERGY. For life.
						User Profile
Government Dashboard	d	Downloads	Premises	Authentication	Remove Premise	Users
	Premise N	umber:*		Validate Premise Nu	mber	
	Premise Custome	r Name:				
	Premise A	ddress:				
Is the premises	s being removed du anne	ie to De- <b>▼</b> xation?:				
	Ordinance N	Number: 789				
Is the premises	s associated with a	parcel?: 🔽				
	Parcel N	Number:			Populate Parcel Number	
	Ca	mment:				
	_					
	Additional Field No	ax Area: otations:				
		Subr	nit	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.



**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.

Enter Ordinance and/or Parcel Number(s)									
Ordinance Number:* 789									
Parcel Number:*	Populate Assoc	iated Parcels							
Select Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description					
Select 789	Mon Jun 1 00:00:00 CDT 2015	Mon Jun 1 00:00:00 CDT 2015	321	test					
Add a New Parcel Cancel									

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

Enter Ordinance and/or Parcel	Number(s)				×
Ordinance Number:* 789					
Parcel Number: *	Populate As	sociated Parcels			
Ordinance/Parcel Number doe	s not exist, Please verify	and enter a valid o	rdinance/Parcel Num	iber.	
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 De-Annexation, Ordinance Date, Effective Date, Parcel Legal Description and select "Add". **NOTE: Do not change the Status.** 

Add a new Parcel			2
Ordinance Number:	789	]	
Ordinance Date:			
Effective Date:			
Parcel Number:			
Status:	Open 💌		
Parcel Legal Description:			
		Add	Cancel

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

	Governme Home + Core Se	ent Portal rvices + Special Servic	ces • Users • Reports		Log Out FOCUSED ENERGY. For Life.
Government Dashboar	d	Downloads	Premises Authentication	Remove Premise	<u>User Profile</u> Users
	Premise M Premise Custom Premise	lumber:* er Name: Address:	Validate Premise	Number	
Is the premise	s being removed d ann Ordinance s associated with a	ue to De- 🗹 exation?: Number: 789 parcel?: 🔽			
	Parcel C	Number: 321 omment: in county		Populate Parcel Number	
	Additional Field N	Fax Area: ( 1 otations: Submit	Cancel		



### **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.

	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.

	Gov	ernment Portal				FOCUS	Log Out SED ENERGY. For Life
							<u>User Profile</u>
Government Dashboa	rd	Electric Aggregation	Primary Contact	Downloads	Premise	Authentication	Users
Use the links below Premise Au	to add, updat	e or remove premises.	Ass	ociate Premises to T	ownship	Add Premise	
Action	Premise #	# Name	Address	City	Zip	Comments	

### Associate Premises to a Township

To accomplish this task select, "Associate Premises to Township".

	Government	Portal				FOCUS	Log Out SED ENERGY. For life.
Government Dashboard	Electric Aggrega	ation	Primary Contact	Downloads	Premise	e Authentication	<u>User Profile</u>   Users
Premise Authentication Use the links below to ad	d, update or remove pren	ntication Work	sheet Created				
Premise Authe	entication Actio	ons	Ass	ociate Premises to T	ownship	Add Premise	
Action Pr	emise #	Name	Address	City	Zip	Comments	
(No premise authentica	ation actions have been s	pecified.)					

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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.

	Government Po	ortal			FOCUSED EI	Log Out VERGY. For life.
					4.	User Profile
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authenticatio	n Premise Association	Users
Paste Premise Num	pers	Conf	irmation		Verification	
Premise Numbers: *	Please paste nun to the left. You can paste up	nbers from the "Premi to 200 numbers at a	se Number" colt time.	ımn of your Premise Aut	hentication worksheet into the	box
Continue						

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									
Premise Numbe	r 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.

Amerei Illinois	<b>n</b> (	Government F	Portal				FOCUSED ENERG	Log O sy. <i>Fa</i> r
						~	,   <u>Use</u>	er Prot
vernment Dash	board	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	Premis	se Association	Us
Action	Premi	se Name		dress	City	Zip	Comments	
Update		Hume			ony	шp	Include in	1
Update Premise							Include in township	
Update Premise							Include in township	
Update Premise							Include in township	
Update							Include in	



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

	Government P	ortal			FOCUSED ENE	Log Out RGY. For life.
					)   U	ser Profile
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authenticatio	n Premise Association	Users
Paste Premise Numbers 15 premise authenticati Paste more premise r View all Premise Auth	s ion actions were added. numbers		Confirmation		Verification	

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

	Government P	ortal			FOCUSED EI	Log Out HERGY. For life.
					1	Jser Profile
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	n Premise Association	Users
Paste Premise Numb	iers	Con	firmation		Verification	
Premise Numbers: •	Please paste nur to the left. You can paste up	nbers from the "Prem	ise Number" coli	umn of your Premise Aut	hentication worksheet into the	X0C



"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.

	Gove	ernment Porta	l				FC	DCUSED ENER	Log Out GY. For lif
								<u>Us</u> e	er Profile
Government Dashboard	E	Electric Aggregation	Primary Co	ntact	Downloads	Premise Au	thentication		Users
Lock & Submit Premise Auth Remove Checked Ro	<b>ientica</b> t	tion Actions	Associat	e Premises to	o Township A	dd Premise	Ex	port to: <u>PDF</u>	Excel
Action	Premise # ➡	Name	Address	City	Zip	Comments	Tax Area	Ameren Notation	Field
Edit Update Premise						Include in township			
Edit Update Premise						Include in township			
Edit Update Premise						Include in township			

### Add a Premise

"Add Premise" allows the user to add premises to the premises list. Select "Add Premise".

<b>Ameren</b> Go	vernment Portal				FOCUS	ted ener	Log Out GY. For life.
						<u>Us</u> e	<u>er Profile</u>
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise	Authentication		Users
Premise Authentication State Use the links below to add, upd Premise Authentic	us: Premise Authentication Wor Jate or remove premises.	ksheet Created	ociate Premises to T	ownship	Add Premise		
Action Premise (No premise authentication a	e # Name	Address	City	Zip	Comments		



Government Portal

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

	Government Po	rtal			FOCUSED ENER	Log Out RGY. For Life.
					Us	ser Profile
Government Dashboard	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	Add Premise	Users
Pr	emise Customer Name:*					
Premise Addr	ress					
	Address:*					
	Line 2:					
	Line 3:					
	City:*					
	State:*	ZIP Code:*				
	Comment:					
	Tax Area: Ameren Field Notations:	Submit	Cancel	)		

### **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.







### **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.

<ul> <li>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.</li> <li>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.</li> <li>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:         <ul> <li>Re-run the Premise Authentication List.</li> <li>Re-run the Summary Load Data List.</li> <li>Run a new Detailed Service Point Data List with customer account numbers.</li> <li>Run a new Detailed Service Point Data List with customer account numbers (upon our receipt of the referendum and/or ordinance authorizing aggregation.</li> </ul> </li> </ul>							
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 <u>GovernmentAggregationTeam@AmerenIllinois.com</u> .							
Ameren Illinois will never contact you by email asking you to validate your password. If you receive such a request, please notify us.							



#### **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".

	Gove	ernment Porta	al					FOCUSEL	Log Out DENERGY. For life
				_		-			<u>User Profile</u>
overnment Dashbo	ard E	Electric Aggregation	Prima	ary Contact		Downloads	Premise A	uthentication	Users
		Decline Reason:	opprove	al					
Premise A	uthenticat	tion Actions	ddress	City	Zip	Comments	Tax Area	Export to	: <u>PDF   Excel</u>
Add Premise				2.1.9	-16	e e marente	1.1.1.1.1.0.1		
, laar ronnoo									
Remove Premise									

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.



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



#### **Approve Modifications**

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

	Gove	ernment Porta	ıl					FOCUSE	Log Out D ENERGY. For Life
vernment Dashbo	ard	Flectric Aggregation	Prima	inv Contact		Downloads	Premise A	uthentication	<u>User Profile</u>
Premise Authenti Ameren Illinois has	ication Status: s finished review	Approved by Government ing your premise authenti Decline Reason:	cline Approve	) Team Please click	k the app	propriate button.			
Premise A	uthentica	tion Actions	ddress	City	Zip	Comments	Tax Area	Export t	o: <u>PDF   Excel</u> lotations
Add Premise				,					
Remove 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	Ameren
	ILLINOID
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 <u>GovernmentAggregationTeam@AmerenIllinois.com</u> .	
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.



# <u>Appendix</u>

### **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?"

	Government	Portal Focused ENERGY. For Life.
Log In	Email Address: Password:	Eorgot your Password?



**Government** Portal

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

	Government Portal	<u>Close this window</u> FOCUSED ENERGY. For Life.
Ste orig Err If yc Ref	p 1: To create a new password, please enter your email address. Be prepared to answer the "secret question" you selected when you nail Address: * Validate Email Address: a Validate Email Address: b value of this page. but need additional assistance, please click the "Contact Us" link at the bottom of this page.	ess) <del>&lt;</del>

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".

Government Portal	Close this window FOCUSED ENERGY. For Life.
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. Email Address: * Validate Email Address	288
Step 2: Please enter the answer to your "secret question" and specify a new password to be used for this site: Secret Question: Maiden Name Answer: *	
New Password:   Passwords  Must be between 6-14 characters long  Must include a number and a letter  Must include a number or of	
Confirm New Password: *	
If you need additional assistance, please click the *Contact Us* link at the bottom of this page. Return to the Login page	



**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".

Government Portal	<u>Close this window</u> FOCUSED ENERGY. For Life.
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. Email Address: *	
( Validate Email Address That email address is not registered with this site.	ess
If you need additional assistance, please click the "Contact Us" link at the bottom of this page. Return to the Login page	

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

Ameren Illinois Government Portal	×
Your password has been updated. You can now log in with your new password.	
ОК	



#### **Glossary**

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

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

<u>Government Site Administrator</u> – This is a municipal, township, or county employee who completes and maintains registration and has <u>full</u> 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.

<u>Municipal Utility Tax</u> – 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.

<u>Muni Tax Estimate</u> – 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.

<u>New / Maintain Existing Muni Tax</u> – 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.

<u>Premises Authentication Report</u> – 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.

<u>**Program Administrator**</u> – This is a municipal, township, or county employee who completes and maintains registration and has <u>full</u> 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.

**<u>Program Non-Administrator / Consultant</u>** – 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.

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

<u>Summary Report</u> – 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.

<u>Sustainability Report</u> – 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).



# **Contact Information**

Staffing Hours:

Monday – Friday 7:00 am – 5:00 pm

Send your general inquires to us by email.

Email:

GovernmentSupportTeam@amerenillinois.com

Phone:

217.424.6968

Fax:

217.424.6964