



# Premises Authentication and User Guide

## Government Portal

**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. **Government Site Administrator** – This is a state, municipal, township, or county employee who completes and maintains registration and has **full** 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. **Program Administrator** – This is a state, municipal, township, or county employee who completes and maintains registration and has **full** 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. **Program Non-Administrator / Consultant** – 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. **Program View Only** – This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and view reports.
5. **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.



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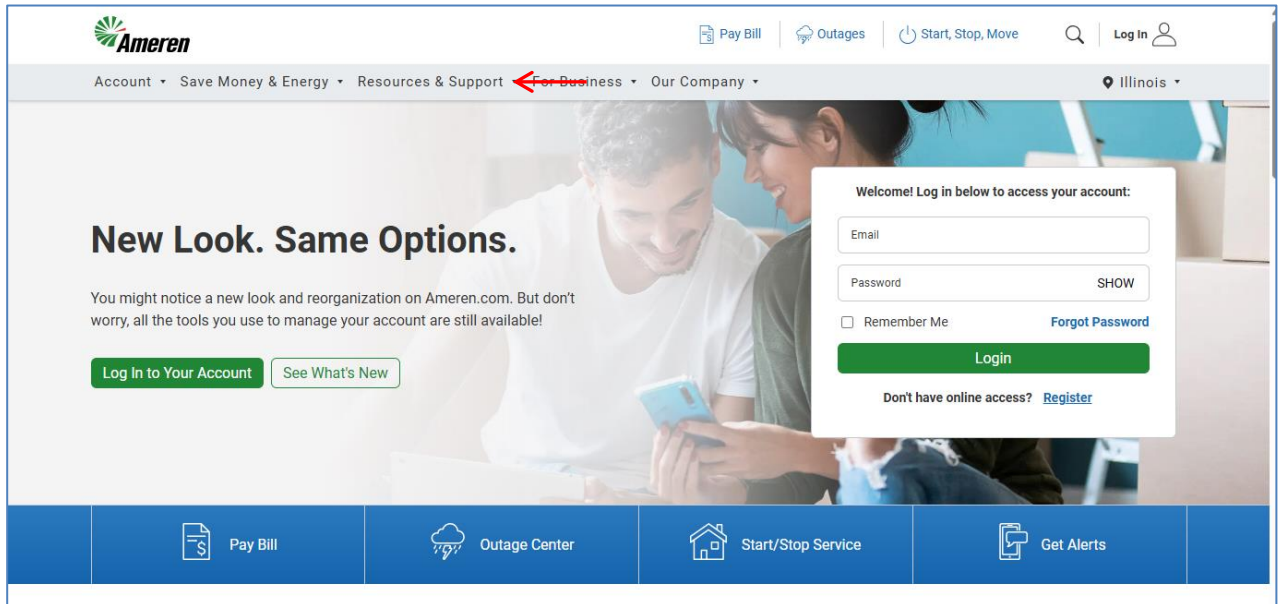
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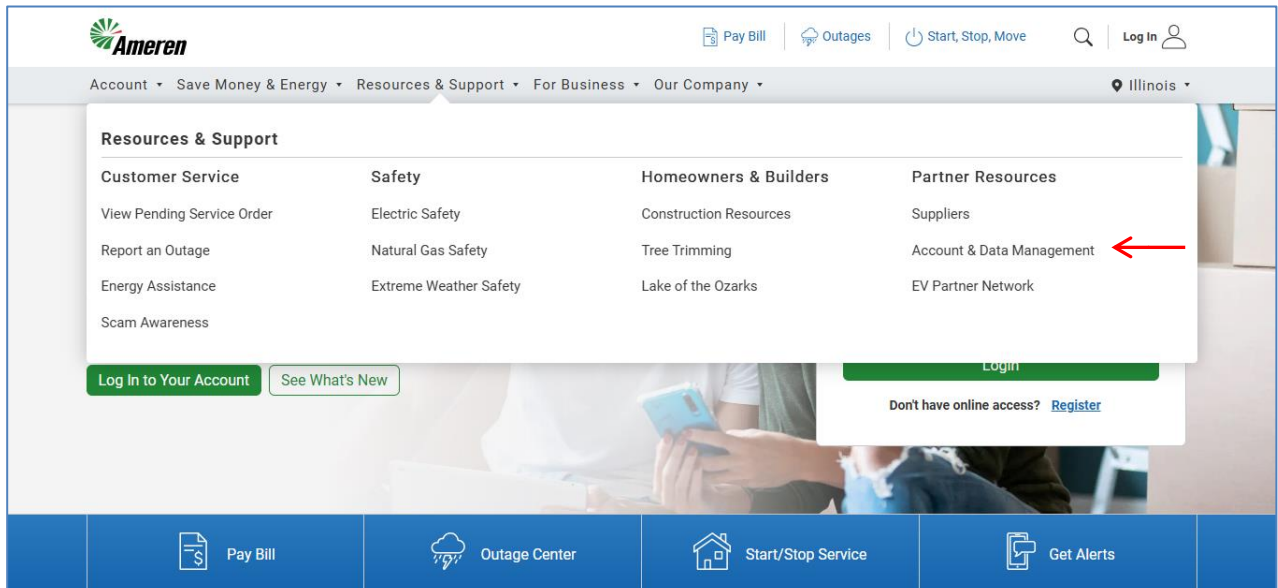
## Government Support Portal

To gain access to the Government Support Portal

- Go to the Ameren website at [www.Ameren.com](http://www.Ameren.com)
- Select "Resources & Support"



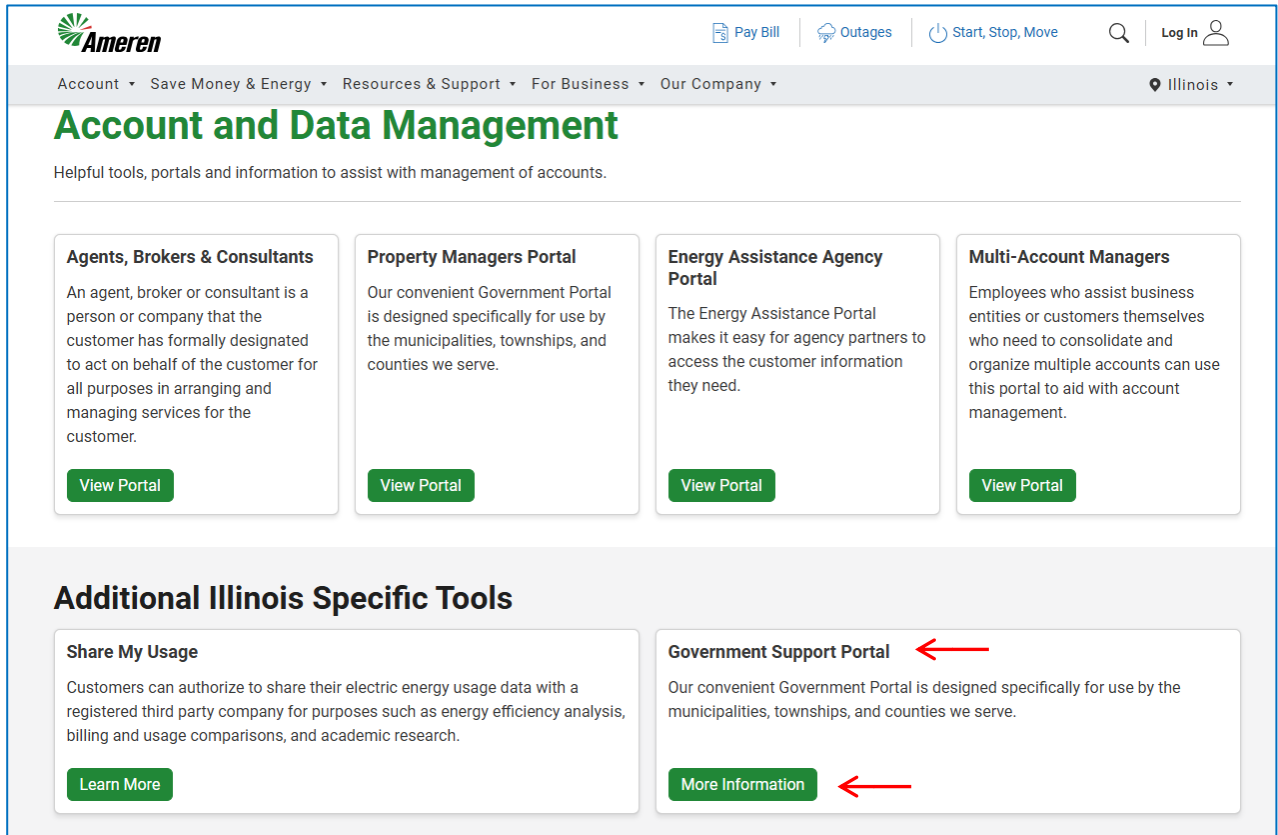
- Select "Account & Data Management"



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- Go down to Government Support Portal and select "More Information".



**Account and Data Management**

Helpful tools, portals and information to assist with management of accounts.

**Agents, Brokers & Consultants**

An agent, broker or consultant is a person or company that the customer has formally designated to act on behalf of the customer for all purposes in arranging and managing services for the customer.

[View Portal](#)

**Property Managers Portal**

Our convenient Government Portal is designed specifically for use by the municipalities, townships, and counties we serve.

[View Portal](#)

**Energy Assistance Agency Portal**

The Energy Assistance Portal makes it easy for agency partners to access the customer information they need.

[View Portal](#)

**Multi-Account Managers**

Employees who assist business entities or customers themselves who need to consolidate and organize multiple accounts can use this portal to aid with account management.


[View Portal](#)

**Additional Illinois Specific Tools**


**Share My Usage**

Customers can authorize to share their electric energy usage data with a registered third party company for purposes such as energy efficiency analysis, billing and usage comparisons, and academic research.

[Learn More](#)

**Government Support Portal** 

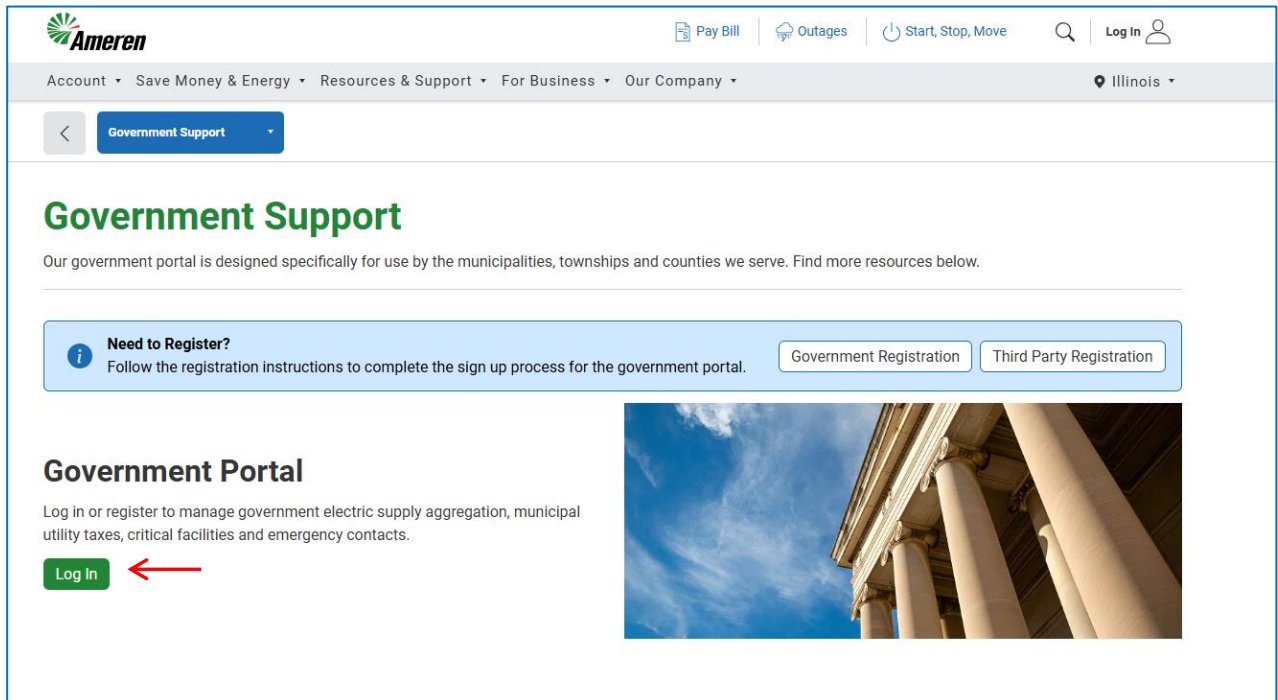
Our convenient Government Portal is designed specifically for use by the municipalities, townships, and counties we serve.

[More Information](#) 

- Either select the Login (shown below with a red arrow) or the Government Registration.

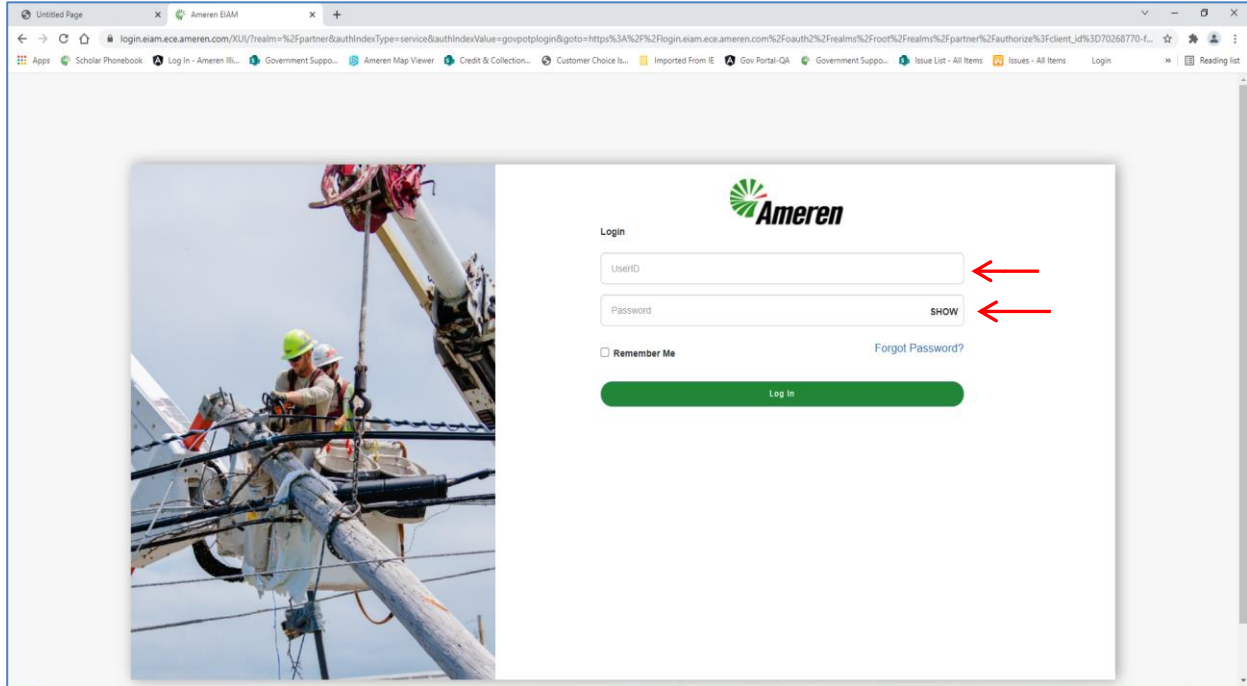
# Premises Authentication and User Guide

## Government Portal



The screenshot shows the Ameren Government Support page. At the top is the Ameren logo and navigation links: Pay Bill, Outages, Start, Stop, Move, and a search icon. Below this is a secondary navigation bar with links: Account, Save Money & Energy, Resources & Support, For Business, and Our Company. A dropdown menu for 'Government Support' is open, showing a left arrow and the text 'Government Support'. The main heading is 'Government Support' in green. Below it, a paragraph states: 'Our government portal is designed specifically for use by the municipalities, townships and counties we serve. Find more resources below.' A blue banner contains an information icon, the text 'Need to Register? Follow the registration instructions to complete the sign up process for the government portal.', and two buttons: 'Government Registration' and 'Third Party Registration'. Below the banner, the heading 'Government Portal' is followed by a paragraph: 'Log in or register to manage government electric supply aggregation, municipal utility taxes, critical facilities and emergency contacts.' A green 'Log In' button is highlighted with a red arrow pointing to it. To the right of the text is a photograph of a classical building with columns.

Enter your email address used during registration and the temporary password that was sent to you after registration and follow the prompts.



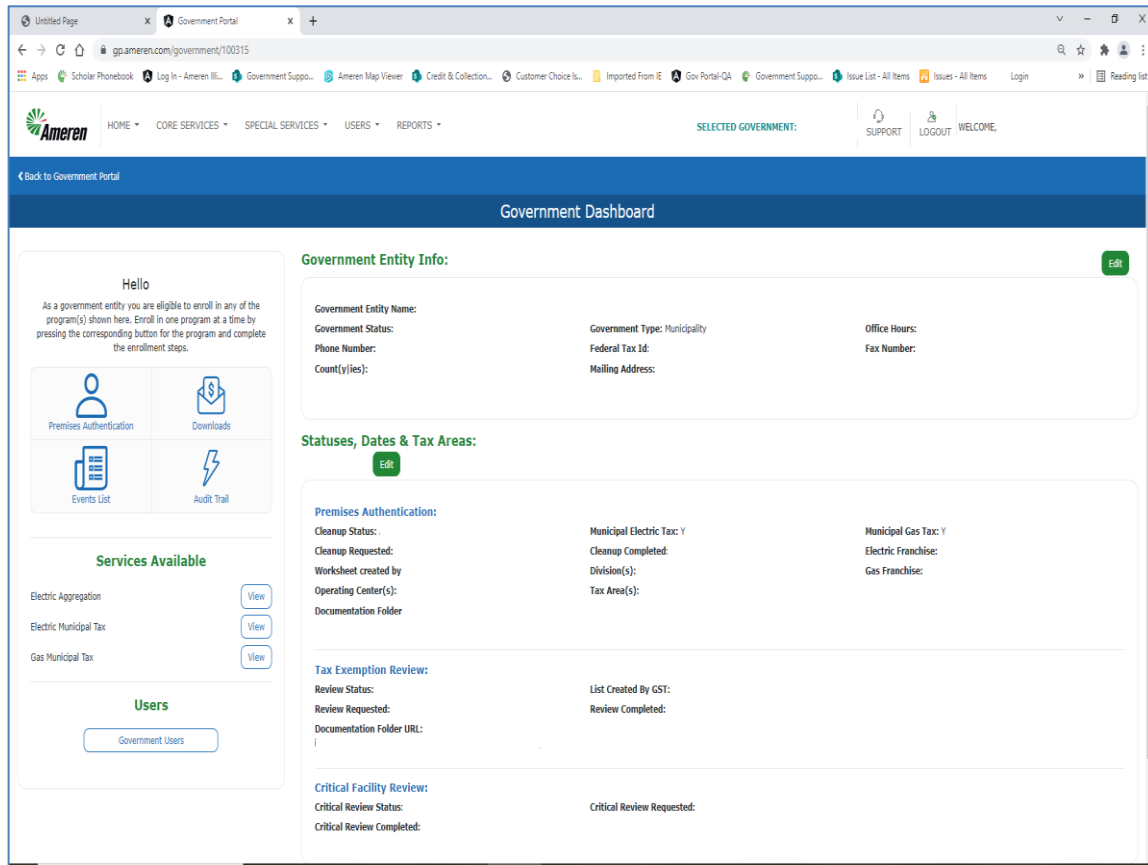
The screenshot shows the Ameren login page. On the left is a photograph of a utility worker on a power line. On the right is the login form. The form has the Ameren logo at the top, followed by the heading 'Login'. There are two input fields: 'UserID' and 'Password'. A red arrow points to the 'UserID' field. Below the 'Password' field is a 'SHOW' button, with a red arrow pointing to it. Below the input fields are two checkboxes: 'Remember Me' and 'Forgot Password?'. At the bottom of the form is a green 'Log In' button.

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### 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.



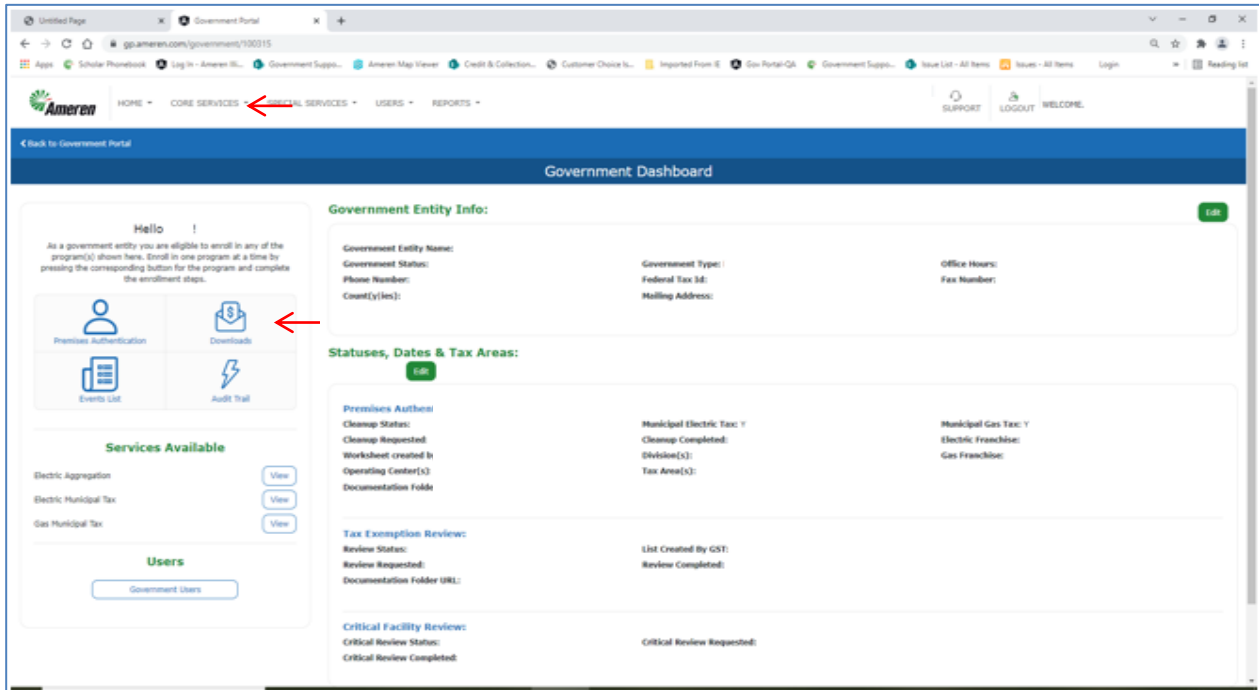
The screenshot shows the Government Dashboard interface. At the top, there's a navigation bar with the Ameren logo, home, core services, special services, users, and reports links. A 'SELECTED GOVERNMENT:' dropdown is visible. Below the navigation bar, the dashboard is divided into several sections:

- Hello:** A welcome message stating that as a government entity, the user is eligible to enroll in any of the programs shown. It includes buttons for 'Premises Authentication', 'Downloads', 'Events List', and 'Audit Trail'.
- Services Available:** A section with three items: 'Electric Aggregation', 'Electric Municipal Tax', and 'Gas Municipal Tax', each with a 'View' button.
- Users:** A section with a 'Government Users' button.
- Government Entity Info:** A section with an 'Edit' button and fields for: Government Entity Name, Government Status, Phone Number, Count(y)ies, Government Type (Municipality), Federal Tax Id, Mailing Address, Office Hours, and Fax Number.
- Statuses, Dates & Tax Areas:** A section with an 'Edit' button and three sub-sections:
  - Premises Authentication:** Fields for Cleanup Status, Cleanup Requested, Worksheet created by, Operating Center(s), Documentation Folder, Municipal Electric Tax: Y, Cleanup Completed, Division(s), Tax Area(s), Municipal Gas Tax: Y, Electric Franchise, and Gas Franchise.
  - Tax Exemption Review:** Fields for Review Status, Review Requested, Documentation Folder URL, List Created By GST, and Review Completed.
  - Critical Facility Review:** Fields for Critical Review Status, Critical Review Completed, and Critical Review Requested.

# Premises Authentication and User Guide Government Portal

## Downloads

To access select either the “Downloads” from the quick side menu or the “Downloads” option under the Core Services menu, at the top of the page.

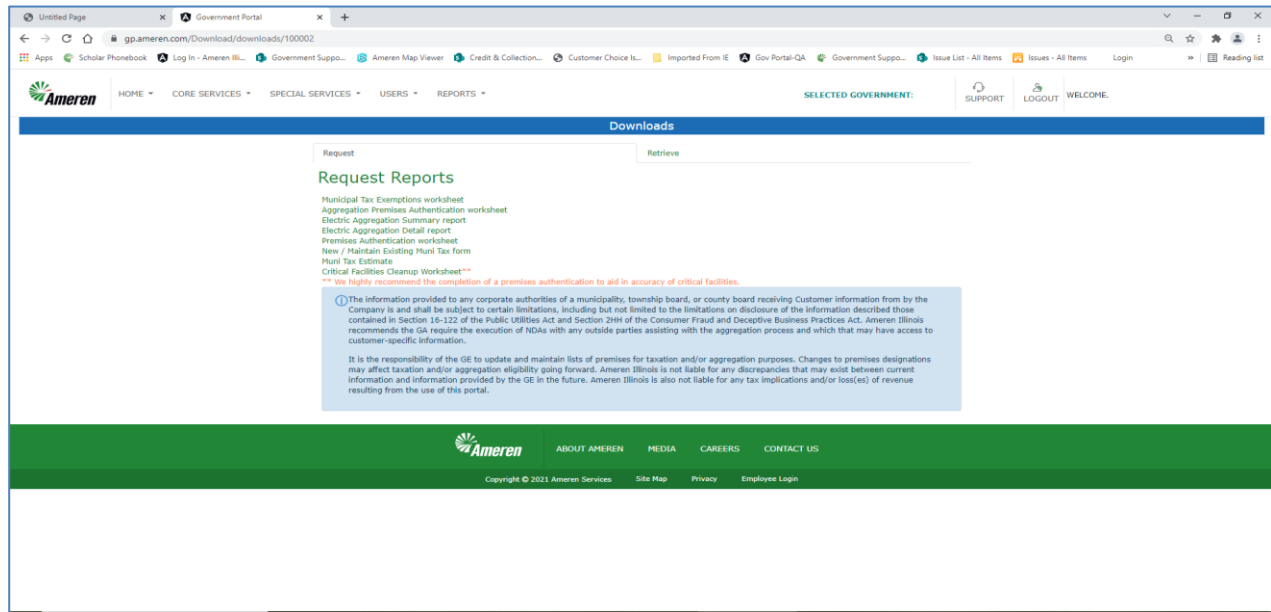


To request a new report please make sure you are on the “Request” sub-window and then click the appropriate report name. If reports were previously requested you will need to select “Retrieve”. If a Government Entity is registered for multiple programs, reports provided are dependent on the access rights of the user logged in. In the example below, the Government Administrator is logged in therefore all service reports are listed.



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**Municipalities** 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.

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

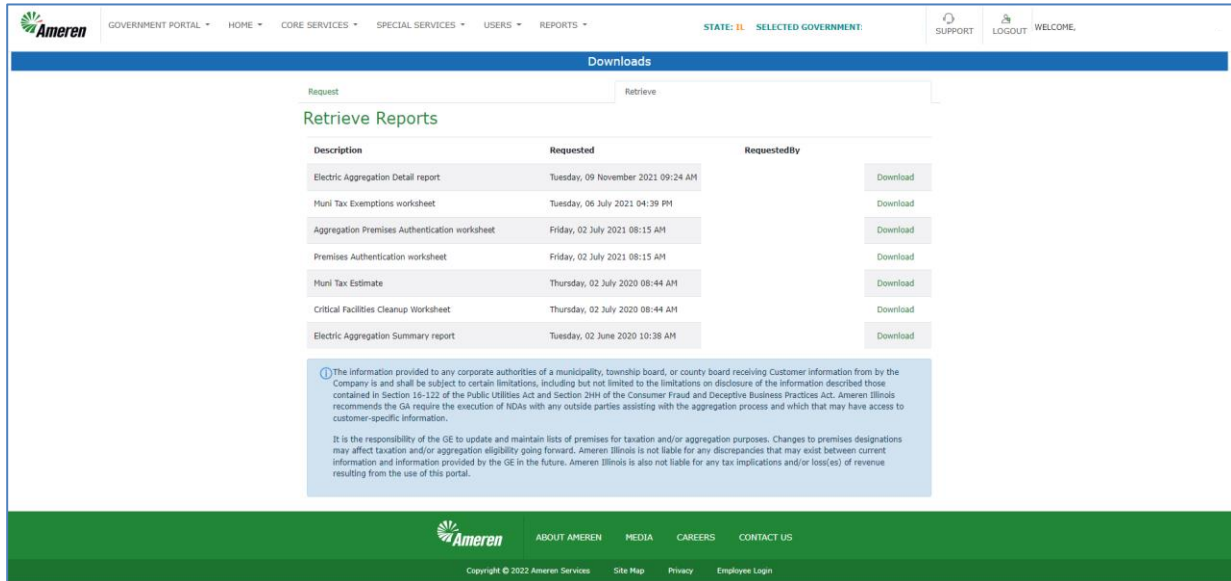
- **(Aggregation or Muni Tax ) Premises Authentication Worksheet** – Once this report is retrieved it must be reviewed and completed by the GE and Ameren Illinois before the GE can request a new premises authentication report.
- **Summary Report** – The first time the summary report is pulled, (assuming 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.
- **Detail Report** – 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.
- **Muni Tax Estimate** – 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.
- **Municipal Tax Exemptions Report** – 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.
- **New / Maintain Existing Muni Tax** – This form is available after the completion of premises authentication and is for municipalities who are looking to implement or

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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. If it doesn't then refresh your browser screen or go back to your Dashboard and back to the Downloads screen. To view the report(s), select the "Download" link. The report(s) can then get exported to an Excel document.



The screenshot shows the Ameren Government Portal interface. At the top, there is a navigation bar with links for GOVERNMENT PORTAL, HOME, CORE SERVICES, SPECIAL SERVICES, USERS, and REPORTS. The user is logged in as 'STATE: IL' and 'SELECTED GOVERNMENT'. The main content area is titled 'Downloads' and features a 'Retrieve Reports' section. This section contains a table with the following data:

| Description                                   | Requested                          | RequestedBy | Download |
|---|------------------------------------|-------------|----------|
| Electric Aggregation Detail report            | Tuesday, 09 November 2021 09:24 AM |             | Download |
| Muni Tax Exemptions worksheet                 | Tuesday, 06 July 2021 04:39 PM     |             | Download |
| Aggregation Premises Authentication worksheet | Friday, 02 July 2021 08:15 AM      |             | Download |
| Premises Authentication worksheet             | Friday, 02 July 2021 08:15 AM      |             | Download |
| Muni Tax Estimate                             | Thursday, 02 July 2020 08:44 AM    |             | Download |
| Critical Facilities Cleanup Worksheet         | Thursday, 02 July 2020 08:44 AM    |             | Download |
| Electric Aggregation Summary report           | Tuesday, 02 June 2020 10:38 AM     |             | Download |

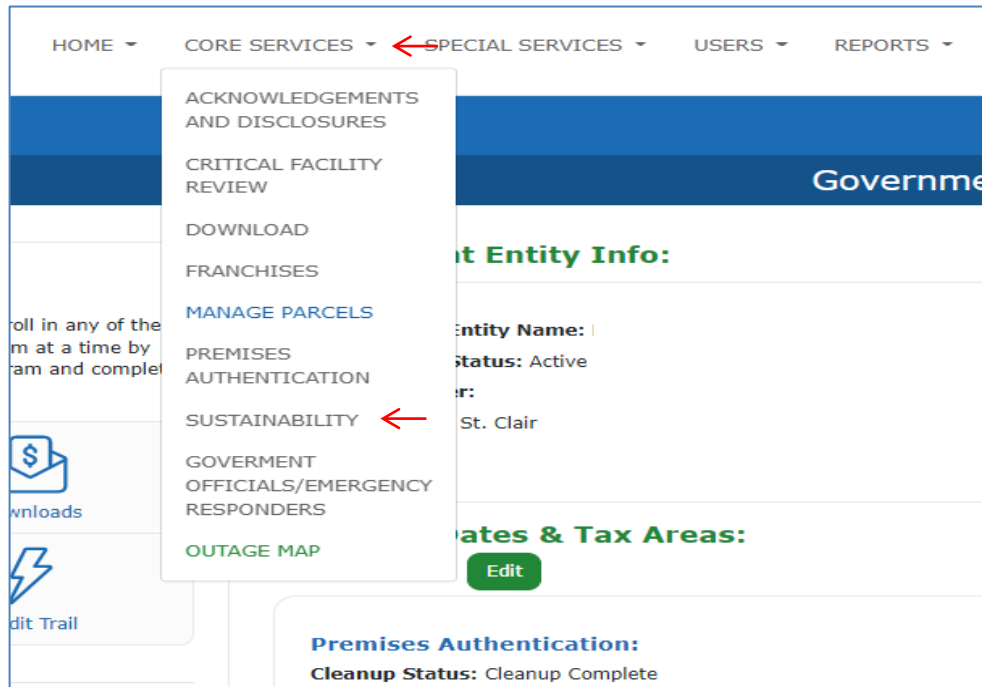
Below the table, there is a disclaimer: "The information provided to any corporate authorities of a municipality, township board, or county board receiving Customer Information from by the Company is and shall be subject to certain limitations, including but not limited to the limitations on disclosure of the information described those contained in Section 16-122 of the Public Utilities Act and Section 24H of the Consumer Fraud and Deceptive Business Practices Act. Ameren Illinois recommends the GA require the execution of NDAs with any outside parties assisting with the aggregation process and which that may have access to customer-specific information. It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal."

## 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). For accuracy of this report, Ameren Illinois strongly encourages you to complete a Premises Authentication prior to requesting a Sustainability Report.

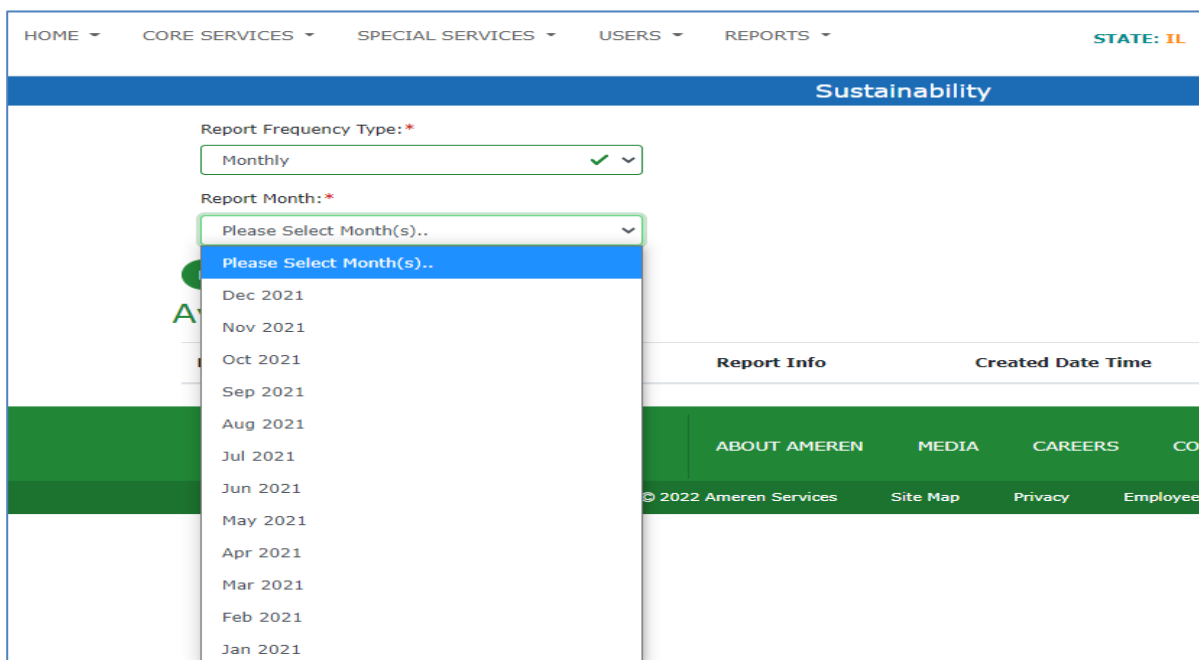
Select "Sustainability" from the Core Services menu.

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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 "Report Request". You will receive an email when it is time to log back into the Government Portal to download the report.

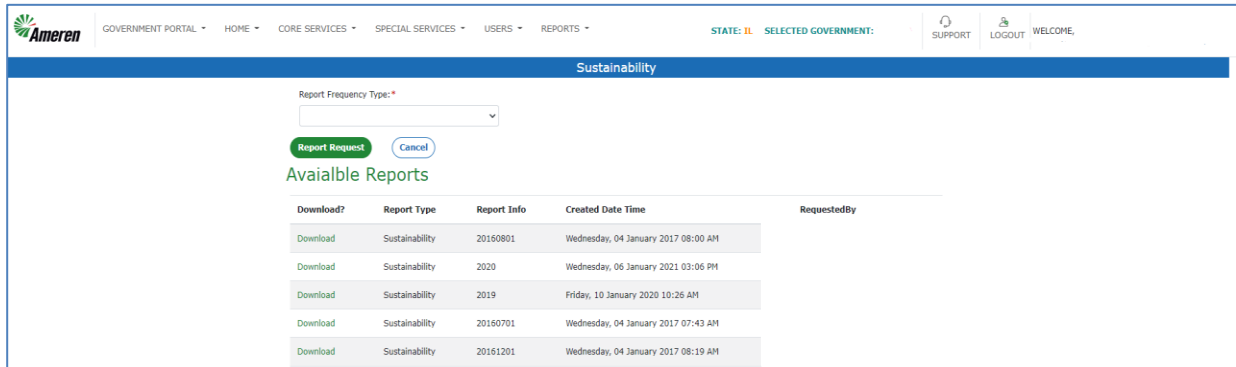
- Annual Report options – The last three calendar years
- Monthly Report options – The last 12 months (rolling calendar)



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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.



An example of the Sustainability Report is listed below.

Sustainability Reports

Government Entity:

Taxing Area:

Report For Revenue Months:

Date Report Generated:

| Revenue Class                   | Service Type      | Service Class | Delivery | Service 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 |               |          |                        |          |                                  |                        |

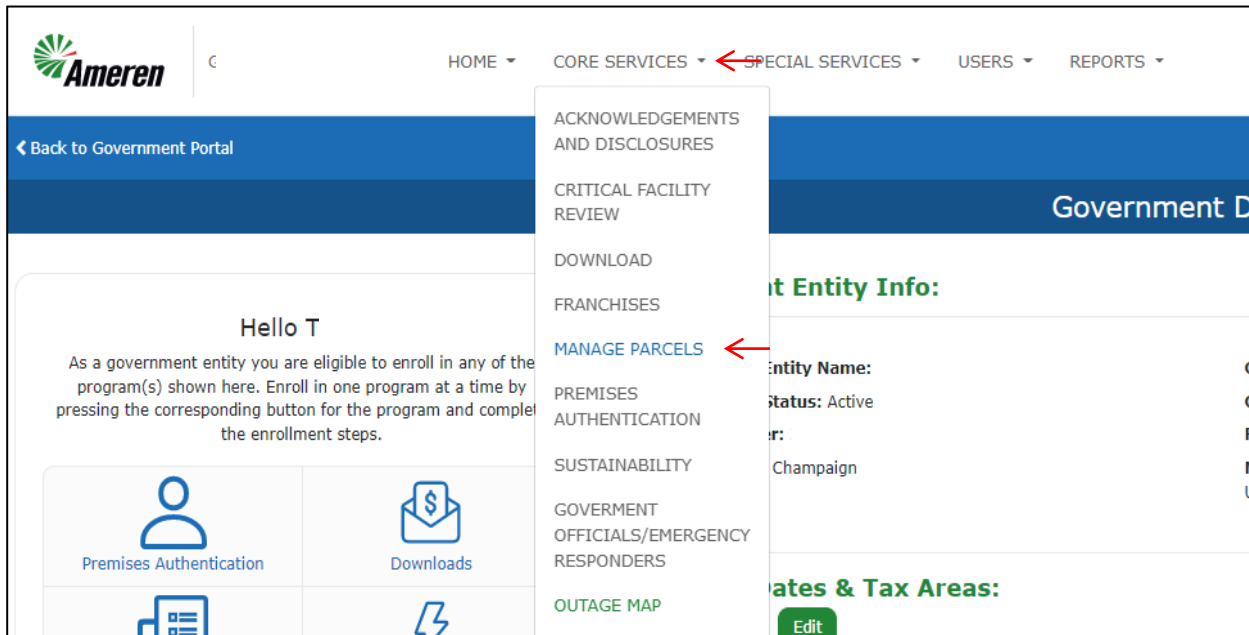
## Manage Parcels

“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.

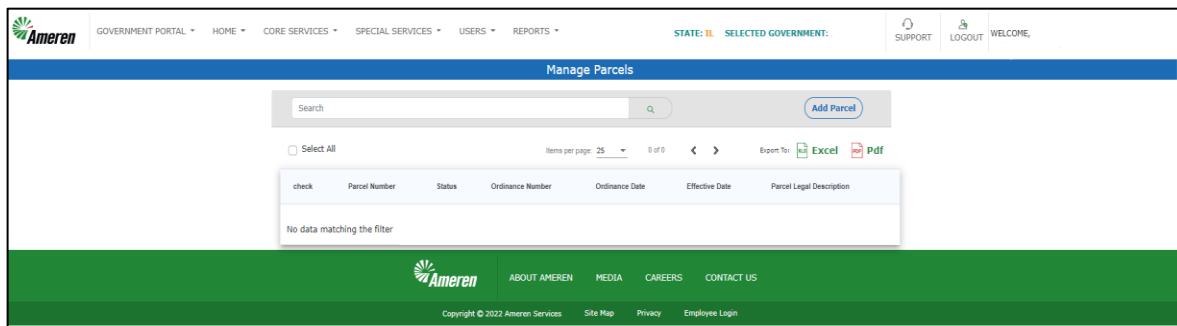
Select “Manage Parcels” from the Core Services menu.

# Premises Authentication and User Guide

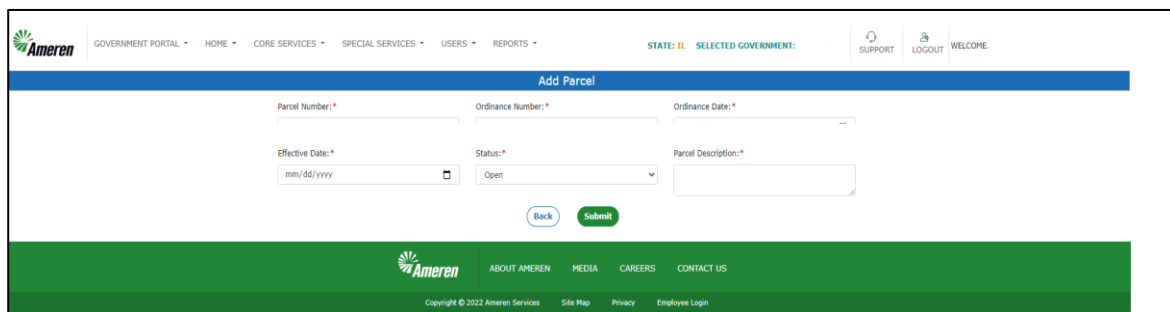
## Government Portal



To add a new parcel, select the blue [“Add Parcel”](#) link.



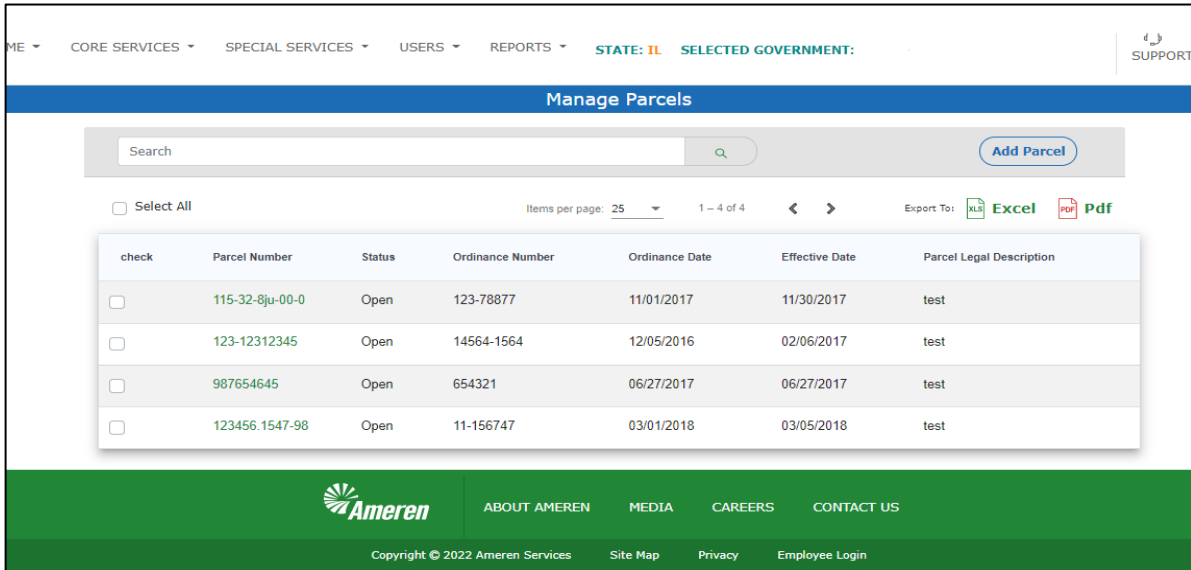
Fill in the Parcel Number, Ordinance number for the current Annexation, Ordinance Date, Effective Date, Parcel Legal Description and select “Submit”. **NOTE: Do not change the Status.**



After submitting, you will return to the previous page with the new parcel displaying in the table.

# Premises Authentication and User Guide

## Government Portal



The screenshot shows the 'Manage Parcels' interface. At the top, there's a navigation bar with links like 'ME', 'CORE SERVICES', 'SPECIAL SERVICES', 'USERS', 'REPORTS', 'STATE: IL', and 'SELECTED GOVERNMENT:'. Below this is a search bar with a magnifying glass icon and an 'Add Parcel' button. A table lists four parcels with columns for 'check', 'Parcel Number', 'Status', 'Ordinance Number', 'Ordinance Date', 'Effective Date', and 'Parcel Legal Description'. The table is followed by a footer with the Ameren logo and links for 'ABOUT AMEREN', 'MEDIA', 'CAREERS', and 'CONTACT US'.

| check                    | Parcel Number   | Status | Ordinance Number | Ordinance Date | Effective Date | Parcel Legal Description |
|--------------------------|-----------------|--------|------------------|----------------|----------------|--------------------------|
| <input type="checkbox"/> | 115-32-8ju-00-0 | Open   | 123-78877        | 11/01/2017     | 11/30/2017     | test                     |
| <input type="checkbox"/> | 123-12312345    | Open   | 14564-1564       | 12/05/2016     | 02/06/2017     | test                     |
| <input type="checkbox"/> | 987654645       | Open   | 654321           | 06/27/2017     | 06/27/2017     | test                     |
| <input type="checkbox"/> | 123456.1547-98  | Open   | 11-156747        | 03/01/2018     | 03/05/2018     | test                     |

After the parcel is selected the screen will display the Parcel and Annexation details.

## 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.

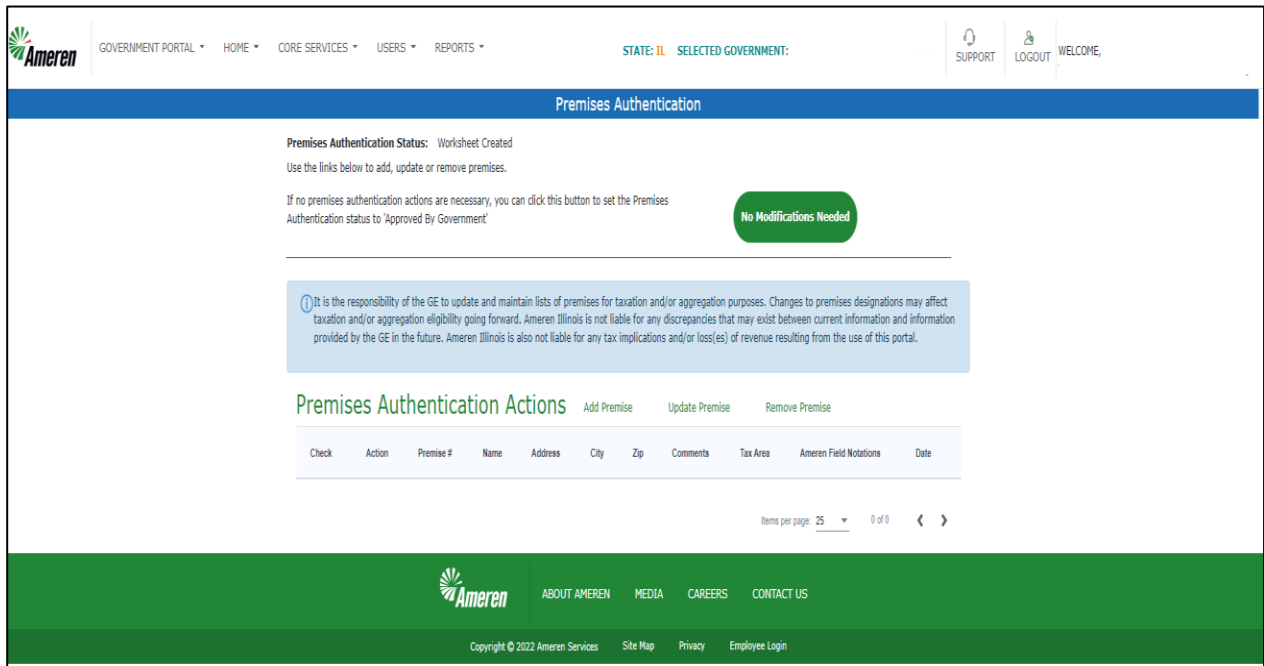
| Ameren Illinois Provided Information for Municipality's Review |              |                        |                        |                      |                            |                          |                       | Municipality's Requested Corrections  |
|--|--------------|------------------------|------------------------|----------------------|----------------------------|--------------------------|-----------------------|---|
| 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 |

“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.

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The screenshot shows the Ameren Government Portal interface. At the top, there is a navigation bar with the Ameren logo, links for GOVERNMENT PORTAL, HOME, CORE SERVICES, USERS, and REPORTS. It also displays 'STATE: IL' and 'SELECTED GOVERNMENT:'. On the right, there are links for SUPPORT, LOGOUT, and a WELCOME message. Below the navigation bar is a blue header for 'Premises Authentication'. The main content area shows the 'Premises Authentication Status' as 'Worksheet Created' and provides instructions on how to add, update, or remove premises. A green button labeled 'No Modifications Needed' is visible. A blue informational box states that it is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Below this, there is a section for 'Premises Authentication Actions' with links for 'Add Premise', 'Update Premise', and 'Remove Premise'. A table with columns for Check, Action, Premise #, Name, Address, City, Zip, Comments, Tax Area, Ameren Field Notations, and Date is shown. At the bottom of the table, it indicates 'Items per page: 25' and '0 of 0'. The footer contains the Ameren logo, links for ABOUT AMEREN, MEDIA, CAREERS, and CONTACT US, and a copyright notice for 2022 Ameren Services, along with links for Site Map, Privacy, and Employee Login.

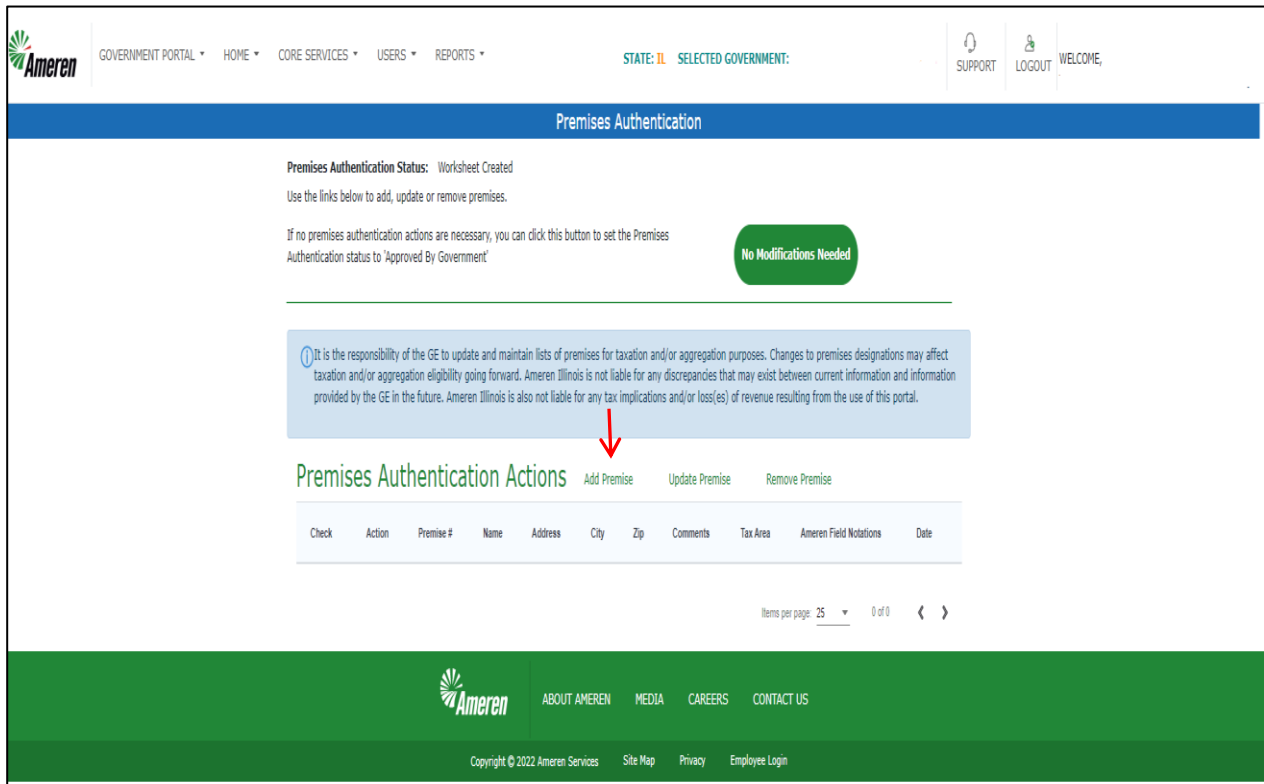
However, if there are modifications required please follow the steps mentioned on the following pages.

## Add a Premises

“Add Premise” allows the user to add premises to the premises list. Select “Add Premise”.

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## Government Portal



**Premises Authentication**

**Premises Authentication Status:** Worksheet Created  
Use the links below to add, update or remove premises.

If no premises authentication actions are necessary, you can click this button to set the Premises Authentication status to 'Approved By Government'

**No Modifications Needed**

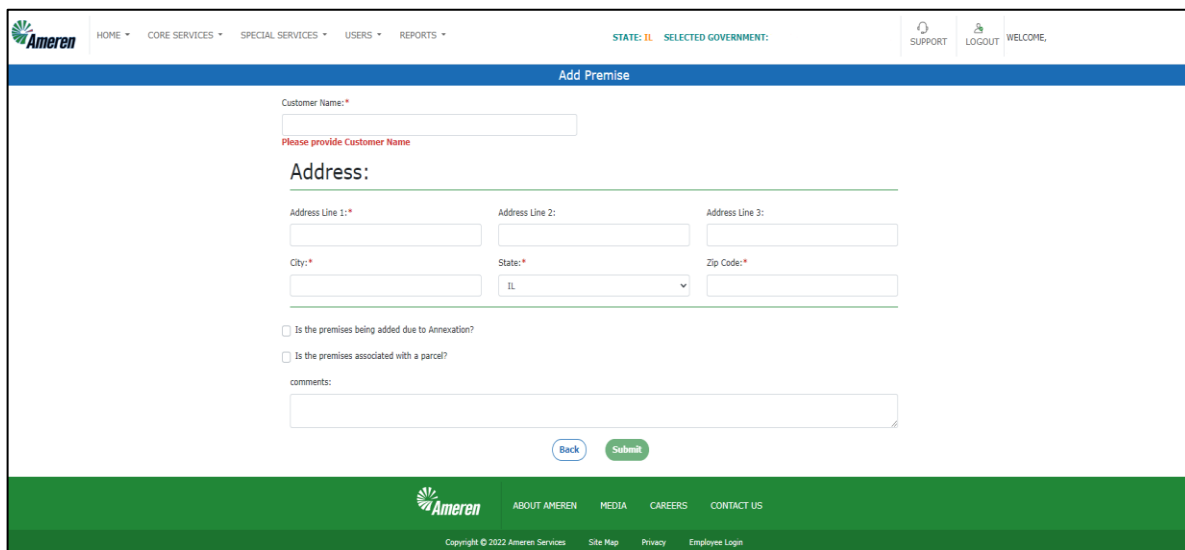
It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

**Premises Authentication Actions** [Add Premise](#) [Update Premise](#) [Remove Premise](#)

| Check                     | Action | Premise # | Name | Address | City | Zip | Comments | Tax Area | Ameren Field Notations | Date |
|---------------------------|--------|-----------|------|---------|------|-----|----------|----------|------------------------|------|
| Items per page: 25 0 of 0 |        |           |      |         |      |     |          |          |                        |      |

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



**Add Premise**

Customer Name:\*  
Please provide Customer Name

**Address:**

Address Line 1:\* Address Line 2: Address Line 3:  
City:\* State:\* Zip Code:\*  
IL

☐ Is the premises being added due to Annexation?  
☐ Is the premises associated with a parcel?

comments:

[Back](#) [Submit](#)

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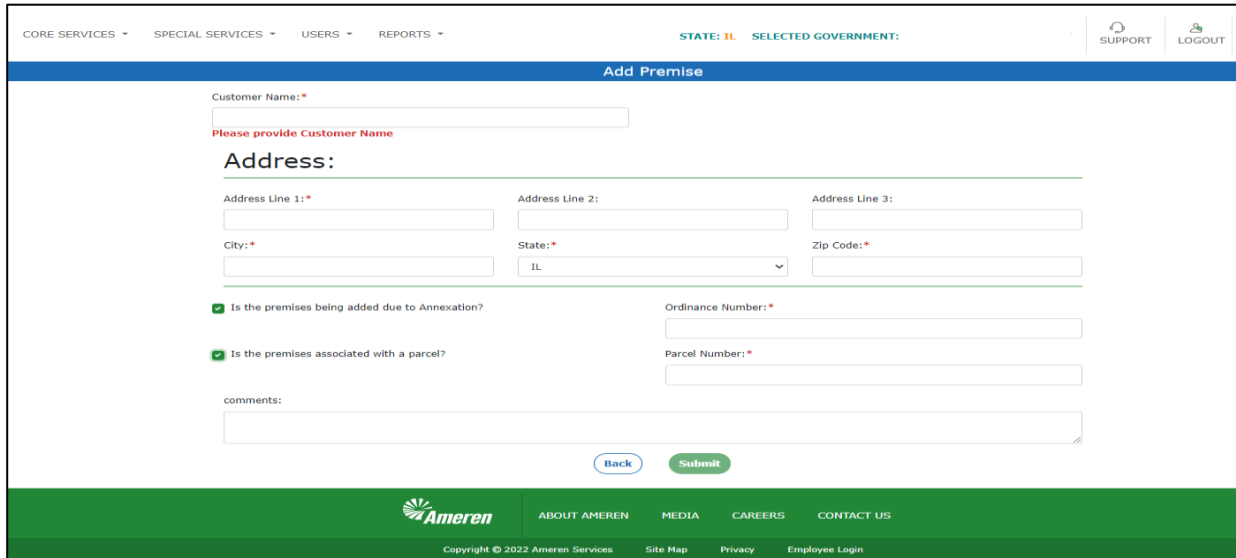
If the premise is added due to Annexation, select the check box and enter the Annexation Ordinance Number.



# Premises Authentication and User Guide

## Government Portal

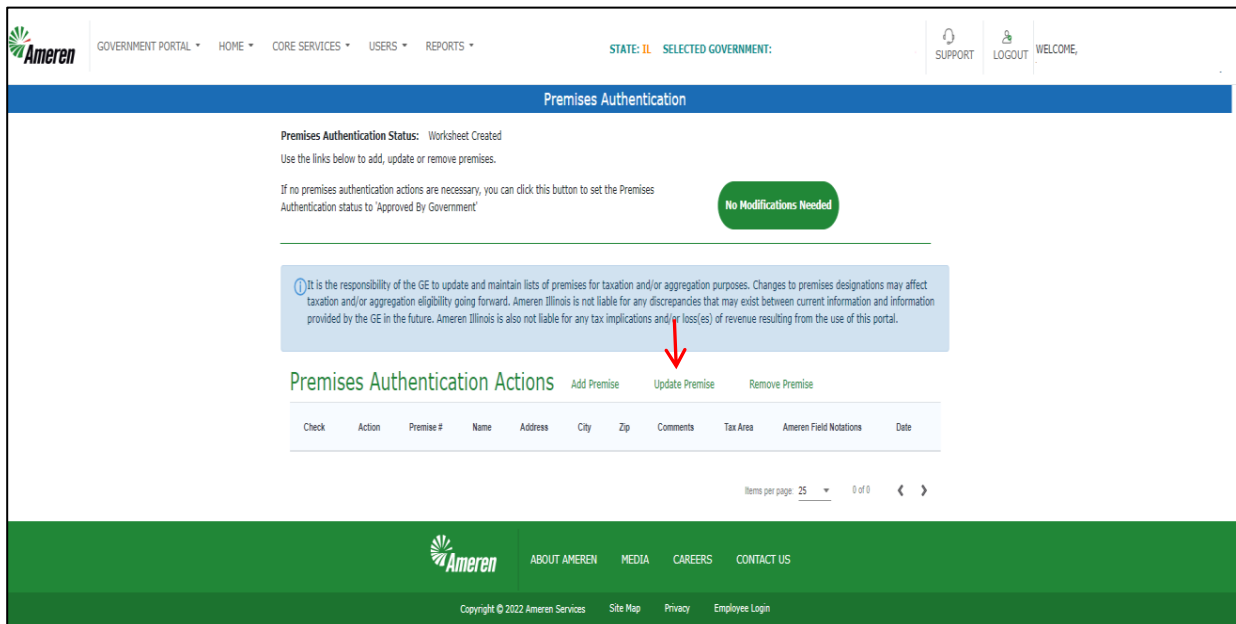
In addition, if the Annexation is associated with a Parcel, select the checkbox and then enter the Parcel Number.



Select "Submit" and it will be added to the list on the main screen of the Premises Authentication page.

## Update a Premises

“Update Premise” requires the premises number provided on the premises list.



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




# Premises Authentication and User Guide

## Government Portal

| Ameren Illinois Provided 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 |

CORE SERVICES ▾ SPECIAL SERVICES ▾ USERS ▾ REPORTS ▾
STATE: IL SELECTED GOVERNMENT:

premise Number:


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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”.

CORE SERVICES ▾ SPECIAL SERVICES ▾ USERS ▾ REPORTS ▾
STATE: IL SELECTED GOVERNMENT:
SUPPORT LOGOUT


premise Number:

Customer Name:  
Address:  
Corrected City: \*  Corrected Zip: \*

☐ Is the premises being added due to Annexation?  
☐ Is the premises associated with a parcel?

comments:

Tax Area:

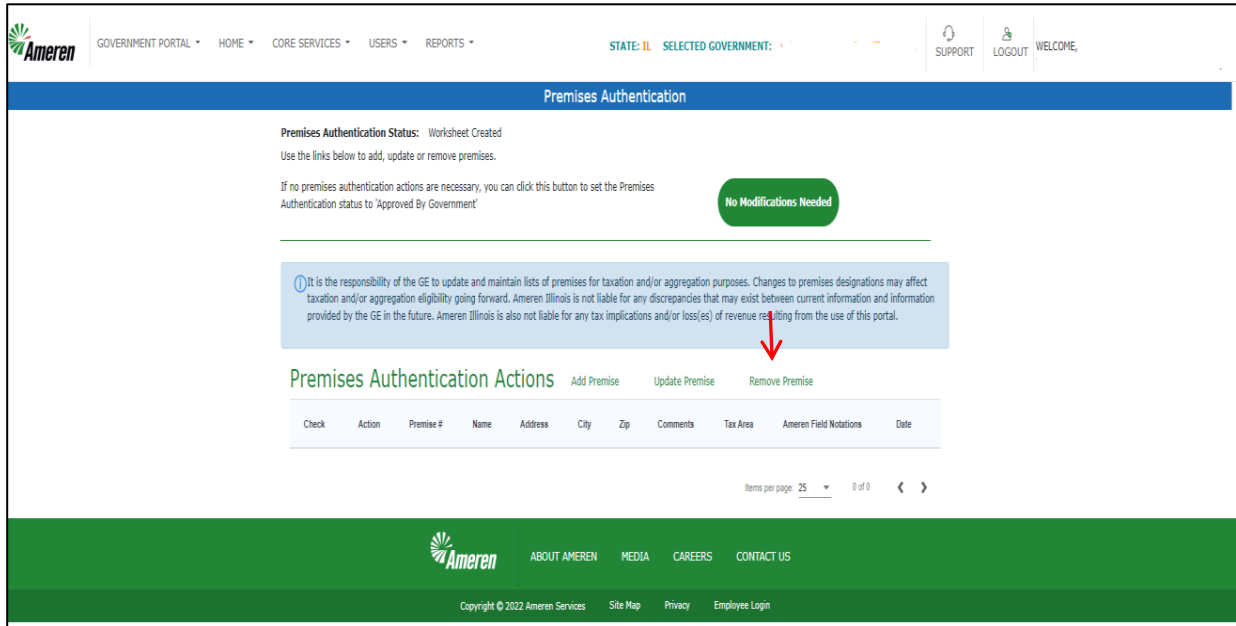

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# Premises Authentication and User Guide Government Portal

## Remove a Premises

“Remove Premise” also requires the premises number provided on the premises list.



**Premises Authentication**

**Premises Authentication Status:** Worksheet Created  
Use the links below to add, update or remove premises.

If no premises authentication actions are necessary, you can click this button to set the Premises Authentication status to 'Approved By Government'

**No Modifications Needed**

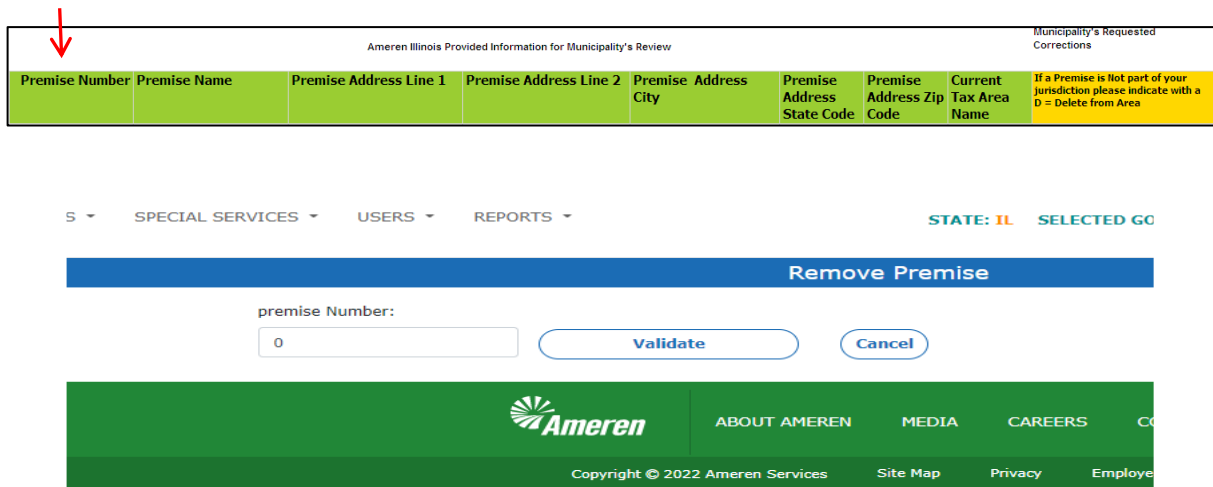
① It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

**Premises Authentication Actions** [Add Premise](#) [Update Premise](#) [Remove Premise](#)

| Check                         | Action | Premise # | Name | Address | City | Zip | Comments | Tax Area | Ameren Field Notations | Date |
|-------------------------------|--------|-----------|------|---------|------|-----|----------|----------|------------------------|------|
| Items per page: 25 0 of 0 < > |        |           |      |         |      |     |          |          |                        |      |

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



**Ameren Illinois Provided Information for Municipality's Review**

| 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 0 = Delete from Area |
|----------------|--------------|------------------------|------------------------|----------------------|----------------------------|--------------------------|-----------------------|---|
|                |              |                        |                        |                      |                            |                          |                       |   |

**Municipality's Requested Corrections**

**Remove Premise**

premise Number:

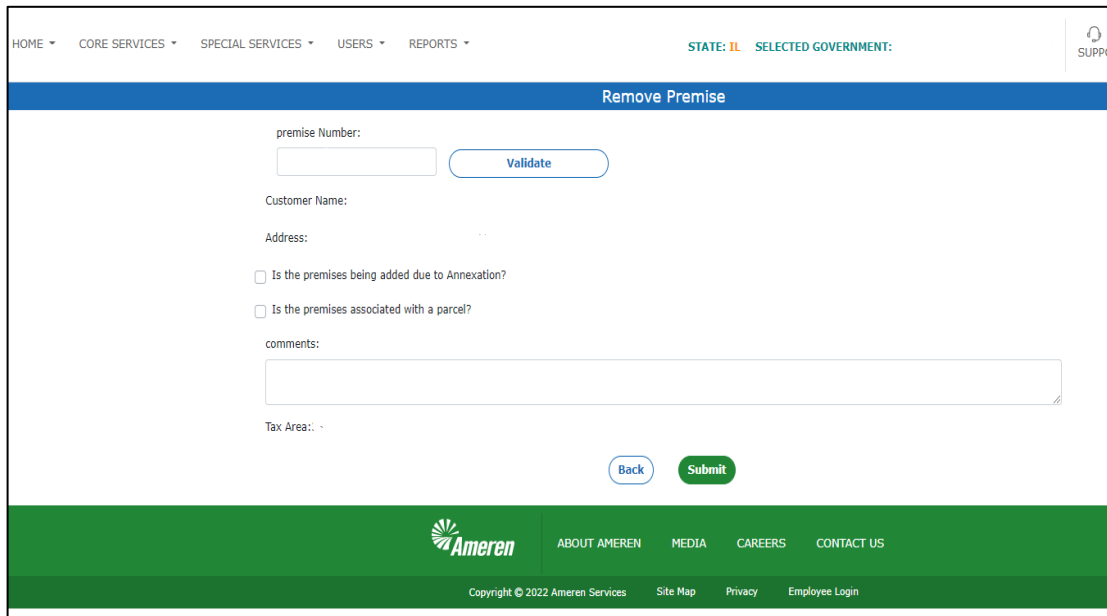
0 [Validate](#) [Cancel](#)

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The premises number entered will automatically populate in the window below.

## Premises Authentication and User Guide Government Portal

If the premise is added due to De-Annexation, select the check box and enter the De-Annexation Ordinance Number.



HOME ▾ CORE SERVICES ▾ SPECIAL SERVICES ▾ USERS ▾ REPORTS ▾ STATE: IL SELECTED GOVERNMENT: SUPPORT

### Remove Premise

premise Number:  [Validate](#)

Customer Name:

Address:


☐ Is the premises being added due to Annexation?

☐ Is the premises associated with a parcel?

comments:

Tax Area:

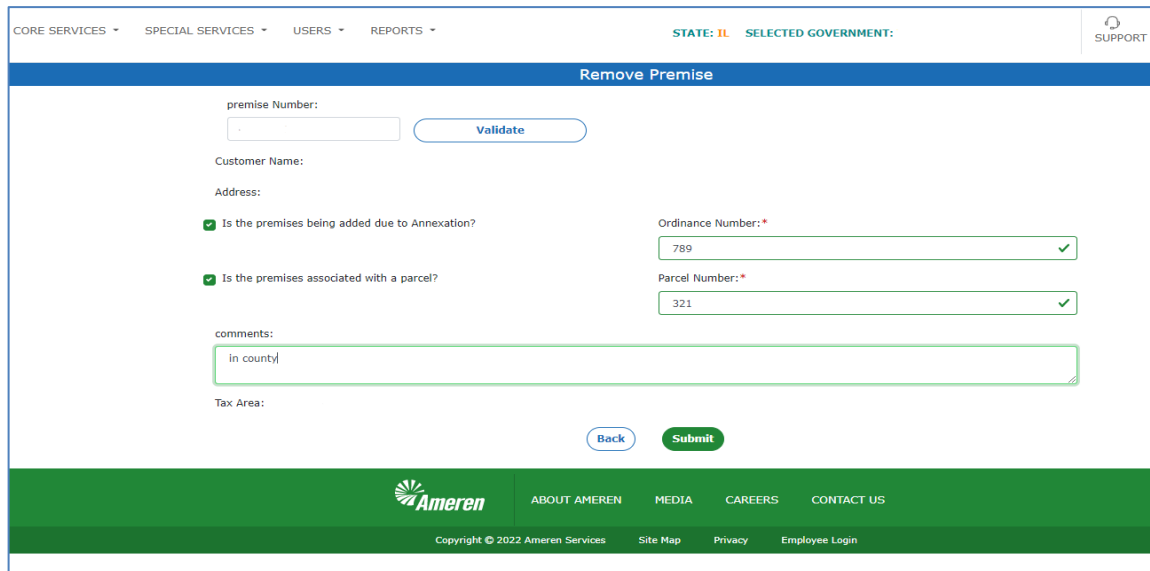
[Back](#) [Submit](#)

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

If the correct jurisdictional boundary is known please provide this information in the comment field and select “Submit”.



CORE SERVICES ▾ SPECIAL SERVICES ▾ USERS ▾ REPORTS ▾ STATE: IL SELECTED GOVERNMENT: SUPPORT

### Remove Premise

premise Number:  [Validate](#)

Customer Name:

Address:

☒ Is the premises being added due to Annexation?

☒ Is the premises associated with a parcel?


Ordinance Number: \*  ✓

Parcel Number: \*  ✓

comments:

Tax Area:

[Back](#) [Submit](#)

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# Premises Authentication and User Guide Government Portal

## 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 aid in the review and provide the required details when entering any premises for maintenance.

| Ameren Illinois Provided 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 |

For Townships, the Premises Authentication window is slightly different. The primary focus is on associating premises from the county list(s) to the township.

**Premises Authentication**

**Premises Authentication Status:** Worksheet Created

Use the links below to add, update or remove premises.

When all necessary premises authentication actions have been added, click the following button to "lock" the list and submit it to Ameren Illinois :

---

i It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the

Premises Authentication Actions

[Associate Premises to Township](#)
[Add Premise](#)

Export To:

Excel
Pdf

### Associate Premises to a Township

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

# Premises Authentication and User Guide Government Portal

**Premises Authentication**

**Premises Authentication Status:** Worksheet Created

Use the links below to add, update or remove premises.



When all necessary premises authentication actions have been added, click the following button to "lock" the list and submit it to Ameren Illinois :

**It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the**

↓

**Premises Authentication Actions**
Associate Premises to Township
Add Premise

Export To:

 **Excel**
 **Pdf**

The following window will populate allowing the user to copy and paste, up to 100 premises numbers at one time from the premises authentication worksheet.


**Premise Association**

**Please paste numbers from the "Premise Number" column of your Premise Authentication worksheet into the box below. You can paste up to 100 premises at**

**Premises Association:**

Premise Numbers:

Validate Premise Numbers



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 "Validate Premise Numbers".

↓

| 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 | Municipality's Requested Corrections<br><small>If a Premise is Not part of your jurisdiction please indicate with a D - Delete from Area</small> |
|----------------|--------------|------------------------|------------------------|----------------------|----------------------------|--------------------------|-----------------------|--|
|                |              |                        |                        |                      |                            |                          |                       |  |

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, correct the premise number(s) that are incorrect and select the Validate Premise Numbers again.

# Premises Authentication and User Guide

## Government Portal

**Premise Association**

① Please paste numbers from the "Premise Number" column of your Premise Authentication worksheet into the box below. You can paste up to 100 premises at a time.

**Premises Association:**

Premise Numbers:

Validate Premise Numbers

☐ Select All

Search

Items per page: 25    1 – 1 of 1    < >

| Check                    | Premise # | Name | Address | City | State | Zip |
|--------------------------|-----------|------|---------|------|-------|-----|
| <input type="checkbox"/> |           |      |         |      |       |     |

Items per page: 25    1 – 25 of 100    < >

Back
Submit

This will take you back to the original Premises Authentication screen where the user will be able to select the Associate Premises to Township option again.

**Premises Authentication**

**Premises Authentication Status:** Worksheet Created

Use the links below to add, update or remove premises.

When all necessary premises authentication actions have been added, click the following button to "lock" the list and submit it to Ameren Illinois :

Lock & Submit

① It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

**Premises Authentication Actions**    [Associate Premises to Township](#)    [Add Premise](#)

Export To: XLS **Excel**    PDF **Pdf**

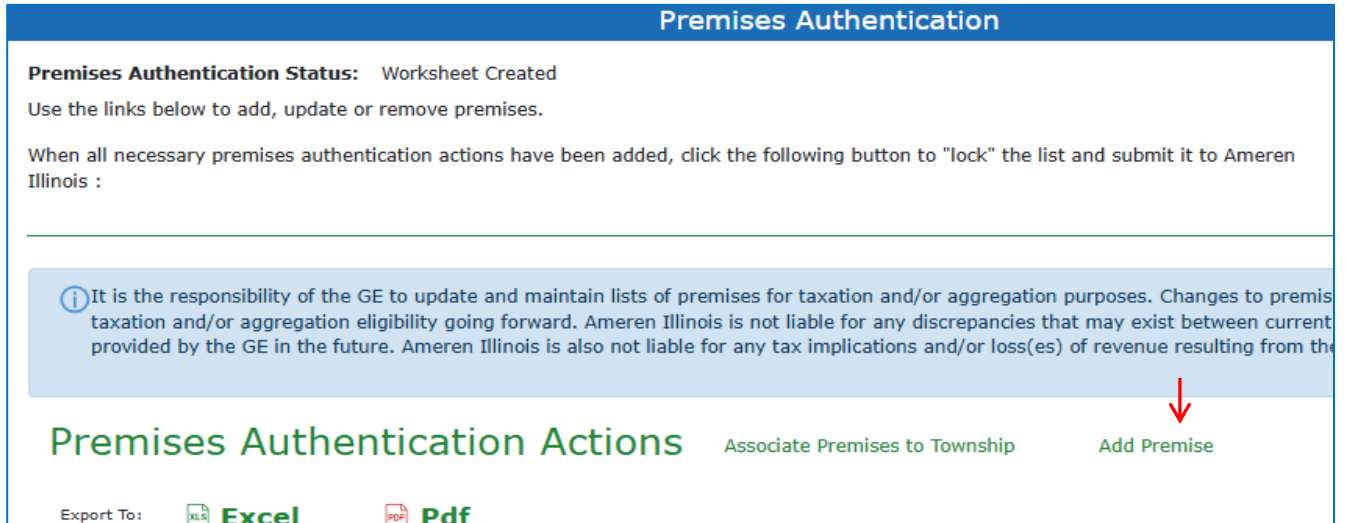
☐ Select All

| Check                    | Action               | Premise #                  | Name | Address | City | Zip | Comments             | Date       |
|--------------------------|----------------------|----------------------------|------|---------|------|-----|----------------------|------------|
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">AddPremise</a> |      |         |      |     | Premises Association | 04/08/2025 |
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">AddPremise</a> |      |         |      |     | Premises Association | 04/08/2025 |
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">AddPremise</a> |      |         |      |     | Premises Association | 04/08/2025 |

# Premises Authentication and User Guide Government Portal

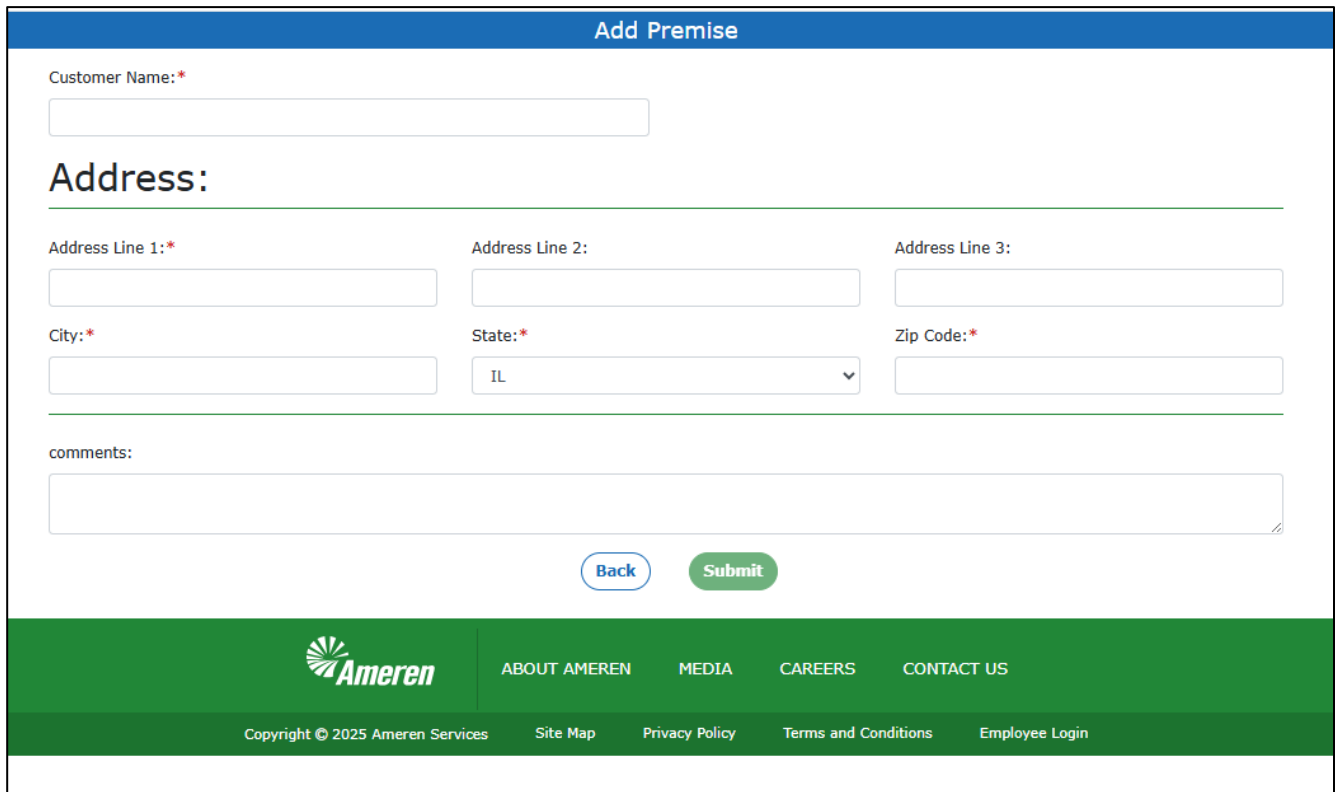
## Add a Premise

“Add Premise” allows the user to add premises to the premises list. Select “Add Premise”.



The interface shows a blue header with the title "Premises Authentication". Below the header, the status is "Worksheet Created". Instructions state: "Use the links below to add, update or remove premises." and "When all necessary premises authentication actions have been added, click the following button to 'lock' the list and submit it to Ameren Illinois :". A light blue information box contains a disclaimer: "It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current data provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this data." Below this, the "Premises Authentication Actions" section includes links for "Associate Premises to Township" and "Add Premise", with a red arrow pointing to the latter. At the bottom, there are "Export To:" options for "Excel" and "Pdf".

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



The "Add Premise" form features a blue header. It includes a "Customer Name:" field with an asterisk. Below is the "Address:" section with three lines: "Address Line 1:" (required), "Address Line 2:", and "Address Line 3:". The "City:" field is also required. The "State:" is a dropdown menu currently showing "IL", and the "Zip Code:" is required. A "comments:" text area is at the bottom. "Back" and "Submit" buttons are positioned below the comments field. The footer contains the Ameren logo, navigation links (ABOUT AMEREN, MEDIA, CAREERS, CONTACT US), and a copyright notice for 2025 Ameren Services, along with links for Site Map, Privacy Policy, Terms and Conditions, and Employee Login.



# Premises Authentication and User Guide Government Portal

## Lock and Submit any 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.

Premises Authentication

**Premises Authentication Status:** Worksheet Created

Use the links below to add, update or remove premises.

When all necessary premises authentication actions have been added, click the following button to “lock” the list and submit it to Ameren Illinois :

Lock & Submit

ⓘ It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

# Premises Authentication and User Guide Government Portal

## 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.

**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.**

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.

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:

- Re-run the Premise Authentication List.
- Re-run the Summary Load Data List.
- Run a new Detailed Service Point Data List *without* customer account numbers.
- Run a new Detailed Service Point Data List *with* customer account numbers (upon our receipt of the referendum and/or ordinance authorizing aggregation).


**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 [GovernmentAggregationTeam@AmerenIllinois.com](mailto:GovernmentAggregationTeam@AmerenIllinois.com).

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".

Premises Authentication

**Premises Authentication Status:** Approved By G S T

Ameren Illinois has finished reviewing your premises authentication List. Please click the appropriate button. **Approve**

Decline Reason:

**Decline Approval**

ⓘ It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

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.

## Premises Authentication and User Guide Government Portal

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.

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.

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:

- Re-run the Premise Authentication List.
- Re-run the Summary Load Data List.
- Run a new Detailed Service Point Data List *without* customer account numbers.
- Run a new Detailed Service Point Data List *with* customer account numbers (upon our receipt of the referendum and/or ordinance authorizing aggregation).

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 [GovernmentAggregationTeam@AmerenIllinois.com](mailto:GovernmentAggregationTeam@AmerenIllinois.com).

Ameren Illinois will never contact you by email asking you to validate your password. If you receive such a request, please notify us.



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".

Premises Authentication

Premises Authentication Status: Approved By G S T

Ameren Illinois has finished reviewing your premises authentication List. Please click the appropriate button.

Approve

Decline Reason:

Decline Approval

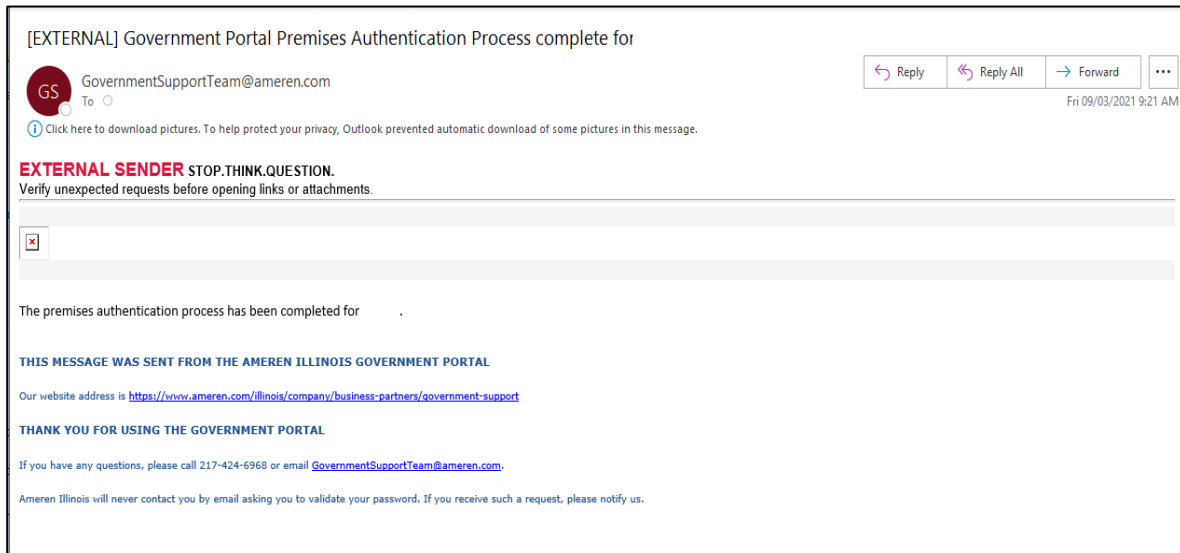
ⓘ

It is the responsibility of the GE to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GE in the future. Ameren Illinois is also not liable for any tax implications and/or loss(es) of revenue resulting from the use of this portal.

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.



## Premises Authentication and User Guide Government Portal



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.

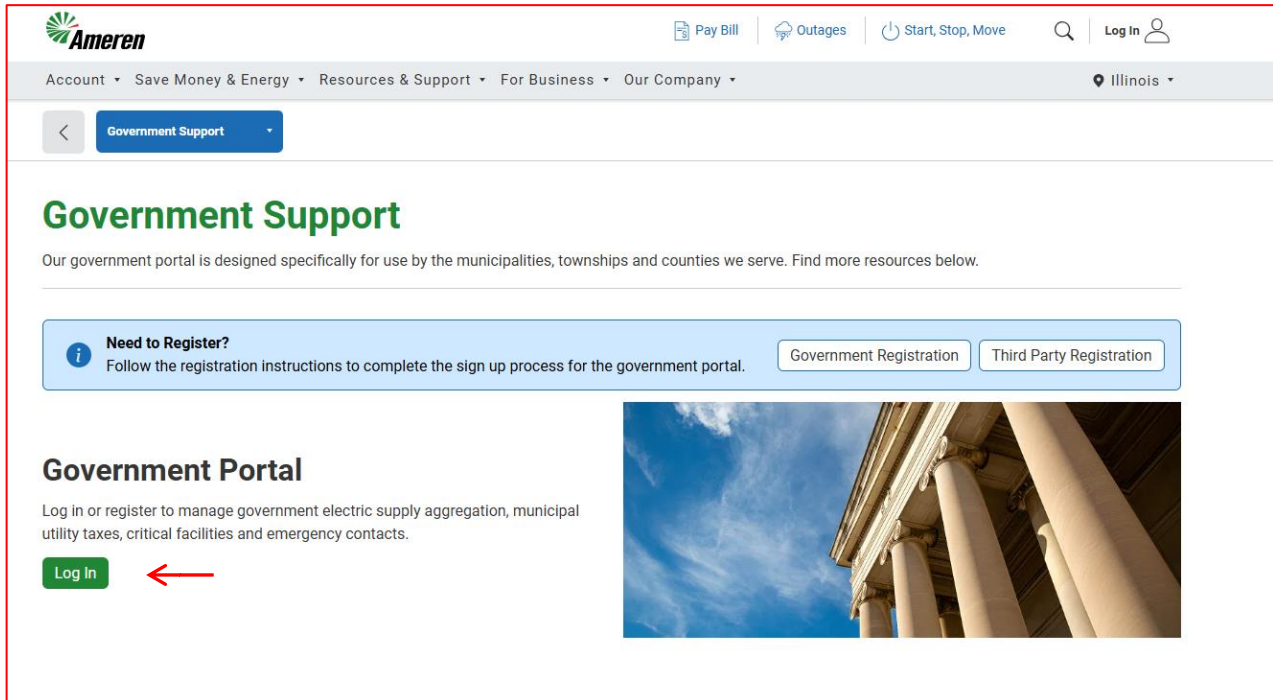
# Premises Authentication and User Guide

## Government Portal

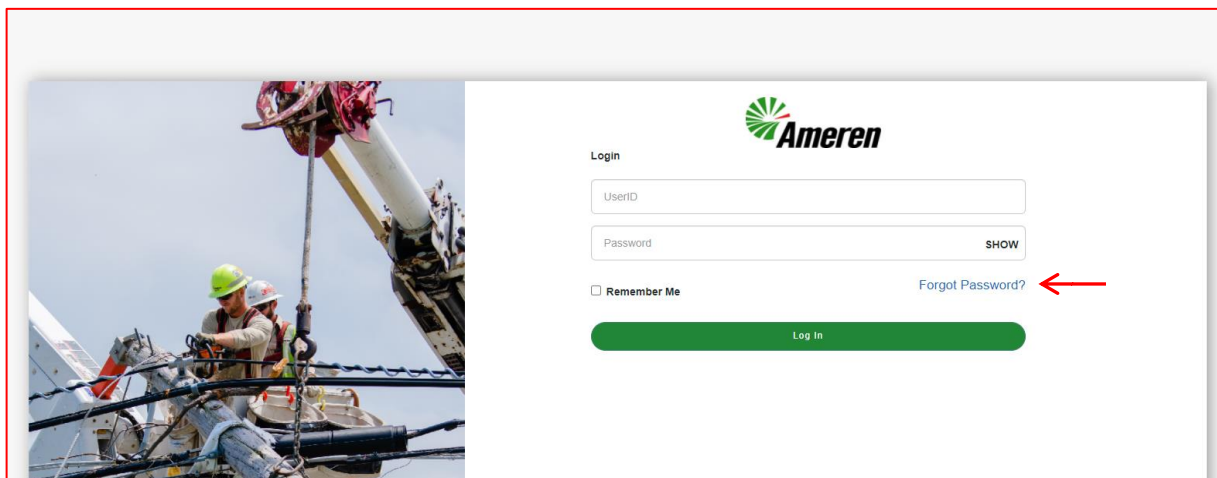
### Appendix

#### Forgot Password

Once you have selected the Government Support page (steps begin on page 3), users can select the Government Portal Login page.

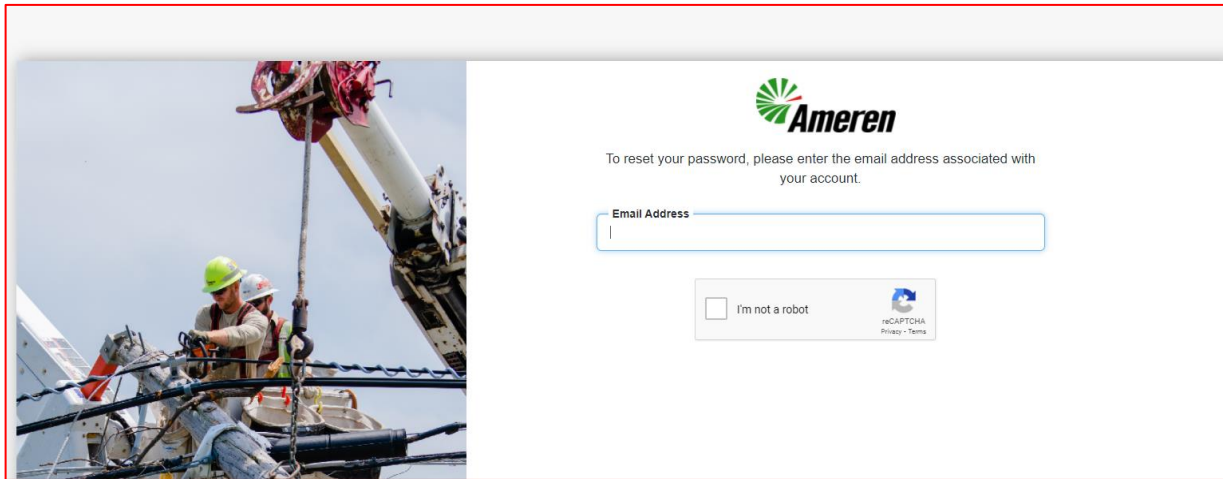


Select the "Forgot Password?"



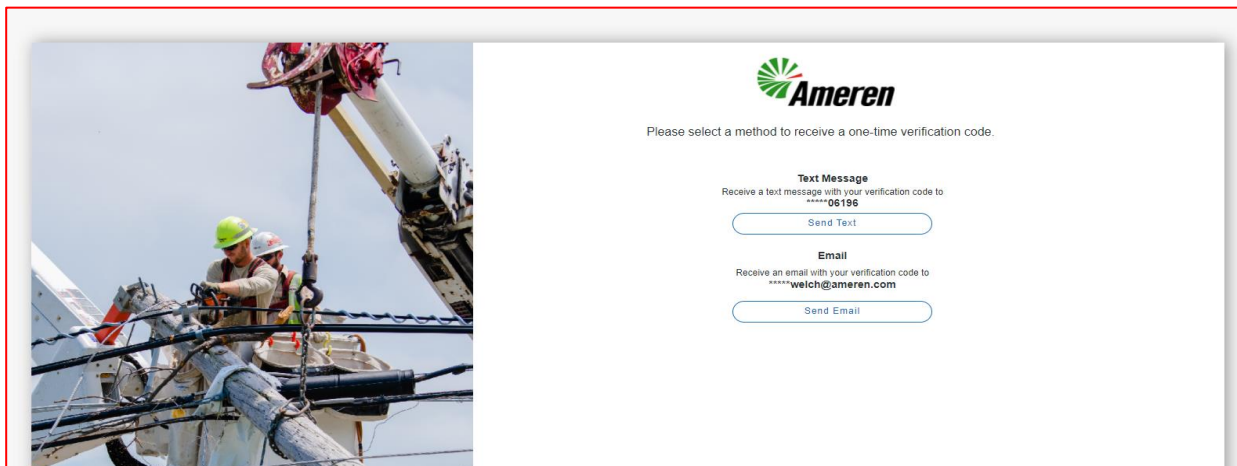
## Premises Authentication and User Guide Government Portal

Enter your email address used during registration and select "I'm not a robot".



The screenshot shows a web page with the Ameren logo at the top. Below the logo, it says "To reset your password, please enter the email address associated with your account." There is a text input field labeled "Email Address". Below the input field is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. On the left side of the page, there is a vertical image of two utility workers in safety gear working on a power line.

As long as the address is valid, the following page will display.



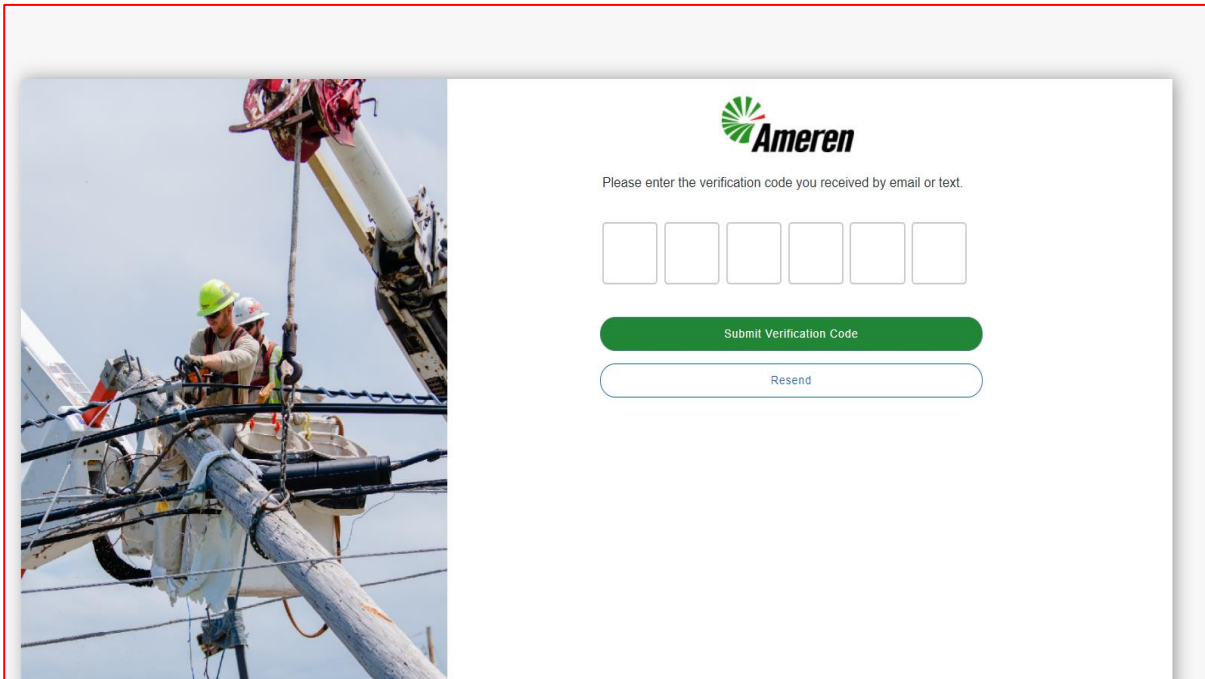
The screenshot shows a web page with the Ameren logo at the top. Below the logo, it says "Please select a method to receive a one-time verification code." There are two options: "Text Message" and "Email". Under "Text Message", it says "Receive a text message with your verification code to \*\*\*\*06196" and there is a "Send Text" button. Under "Email", it says "Receive an email with your verification code to \*\*\*\*welch@ameren.com" and there is a "Send Email" button. On the left side of the page, there is a vertical image of two utility workers in safety gear working on a power line.

You will need to select to have either a code sent to you via text or email.

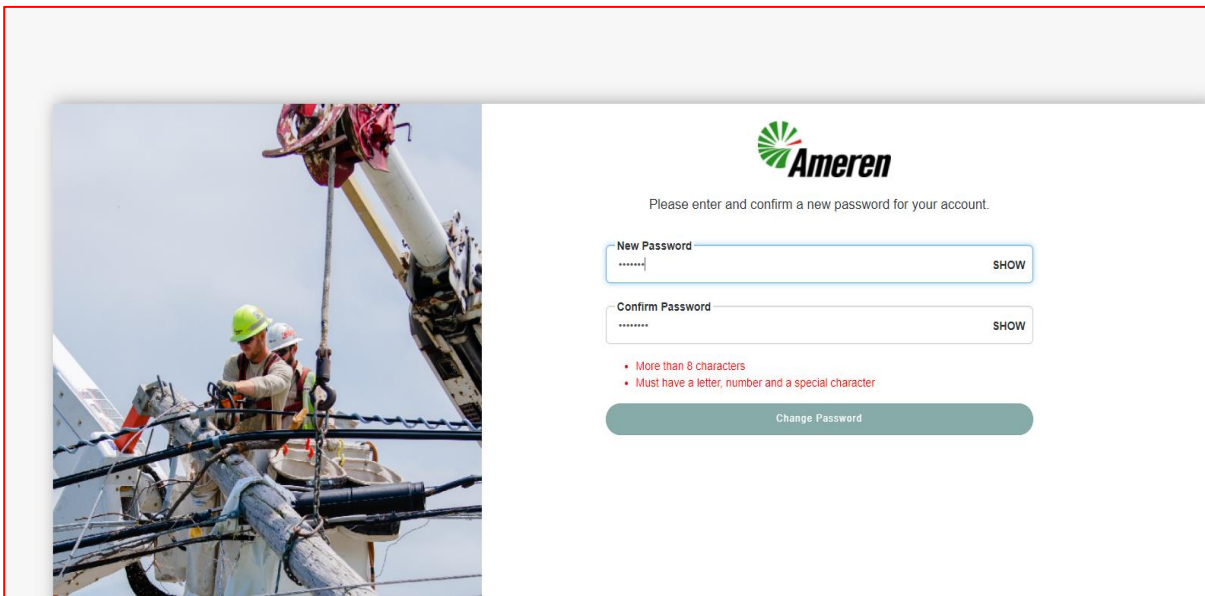


## Premises Authentication and User Guide Government Portal

Enter the code that is sent to you and select "Submit Verification Code."



You will then be prompted to enter a new password and to confirm that password.

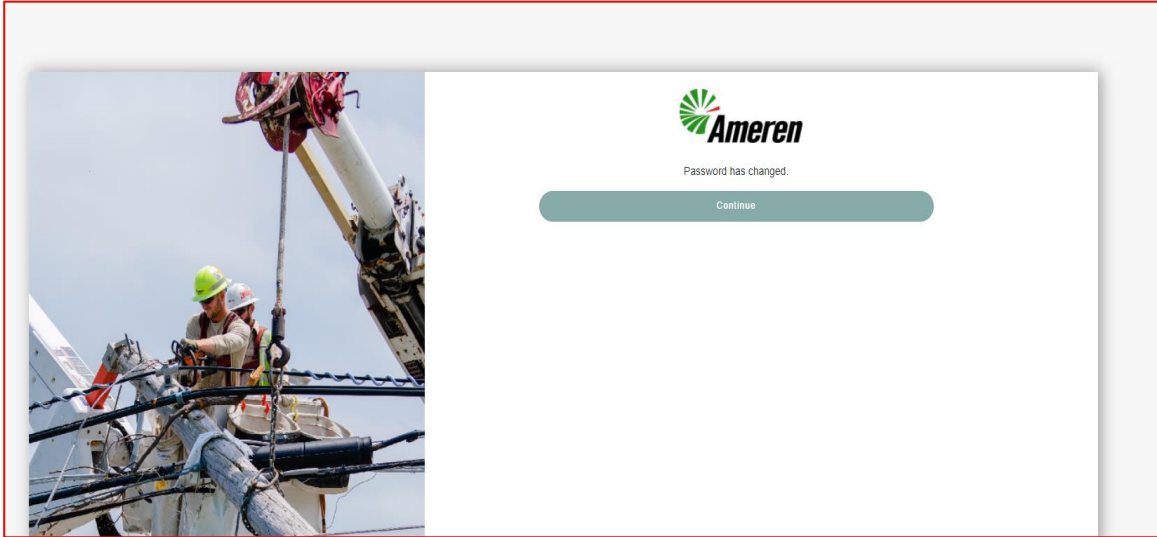


***Your password is case sensitive.*** Follow the guidelines provided and set a new password. Select "Change Password".



## Premises Authentication and User Guide Government Portal

You should receive the screen below and select "Continue".



# Premises Authentication and User Guide

## Government Portal

### Glossary

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

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

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

**Municipal Utility Tax** – 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.

**Muni Tax Estimate** – 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.

**New / Maintain Existing Muni Tax** – 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.

**Premises Authentication Report** – 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.

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

**Program Non-Administrator / Consultant** – 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.

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

**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.

**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).



Premises Authentication and User Guide  
Government Portal

## **Contact Information**

Staffing Hours:

Monday – Friday 7:00 am – 4:00 pm

Send your general inquiries to us via:

**Email:**

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**Phone:**

217.424.6968

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