



Municipal Tax Exemption 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.



Municipal Tax Exemption Guide

Government Portal

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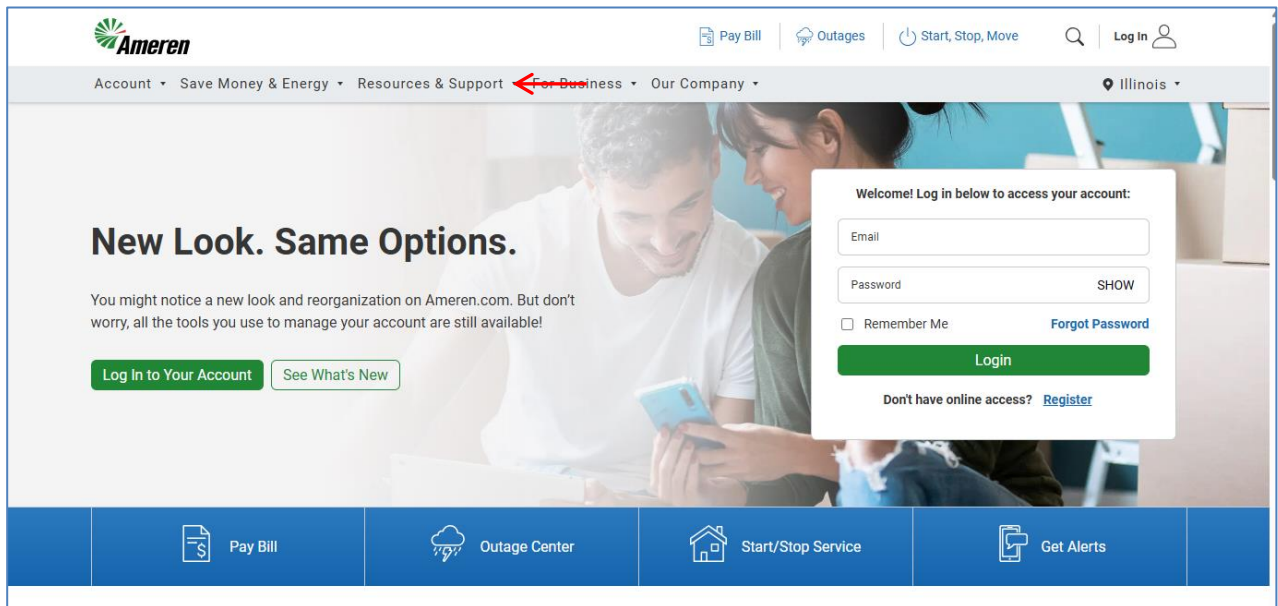
Municipal Tax Exemption Guide

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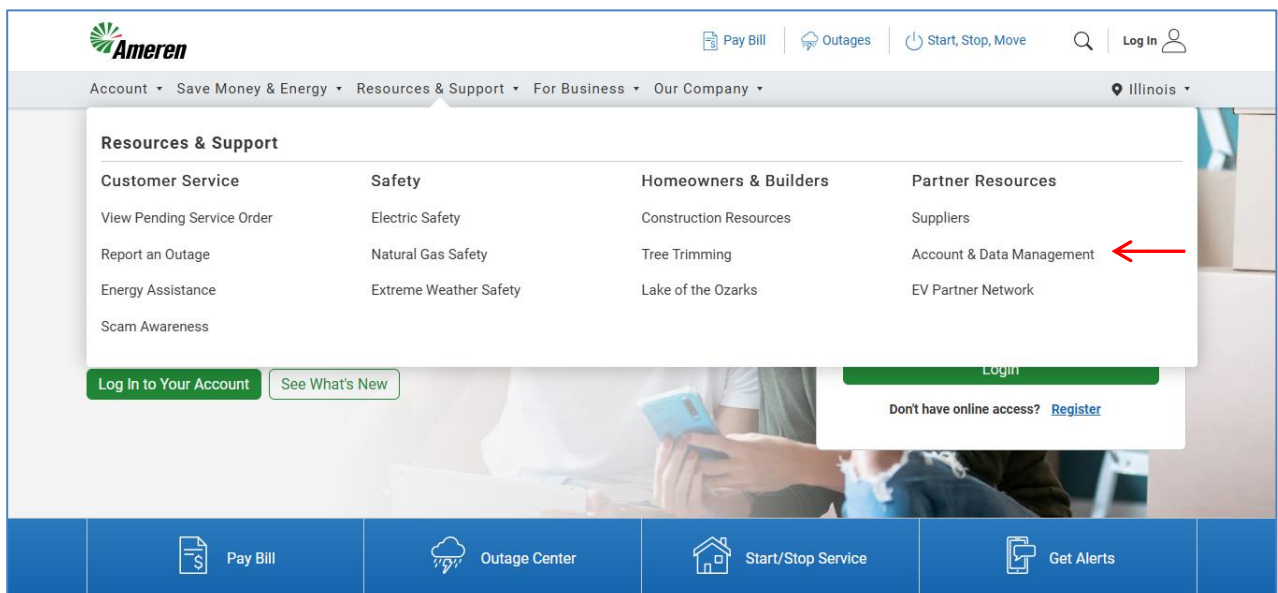
Government Support Portal

To gain access to the Government Support Portal

- Go to the Ameren website at www.Ameren.com
- Select "Resources & Support"

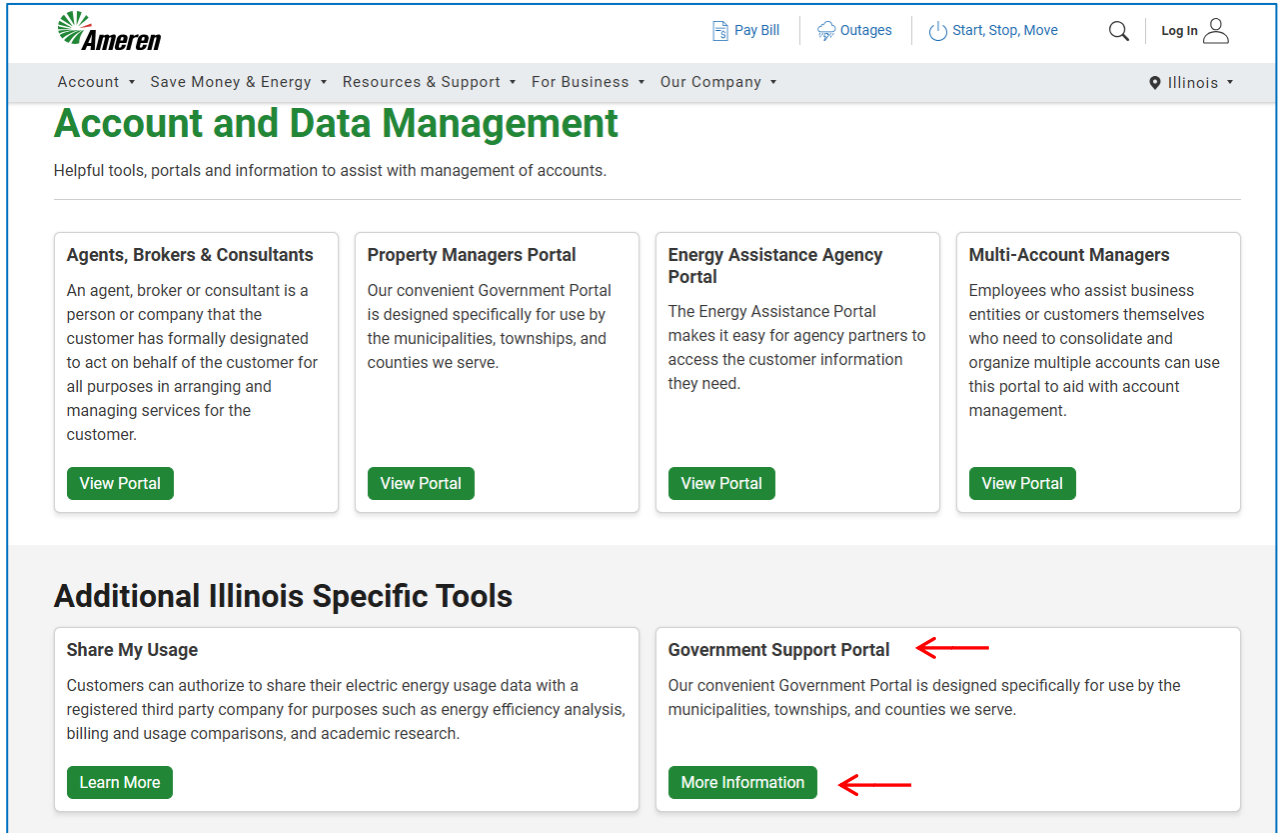


- Select "Account & Data Management"



Municipal Tax Exemption Guide Government Portal

- 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 

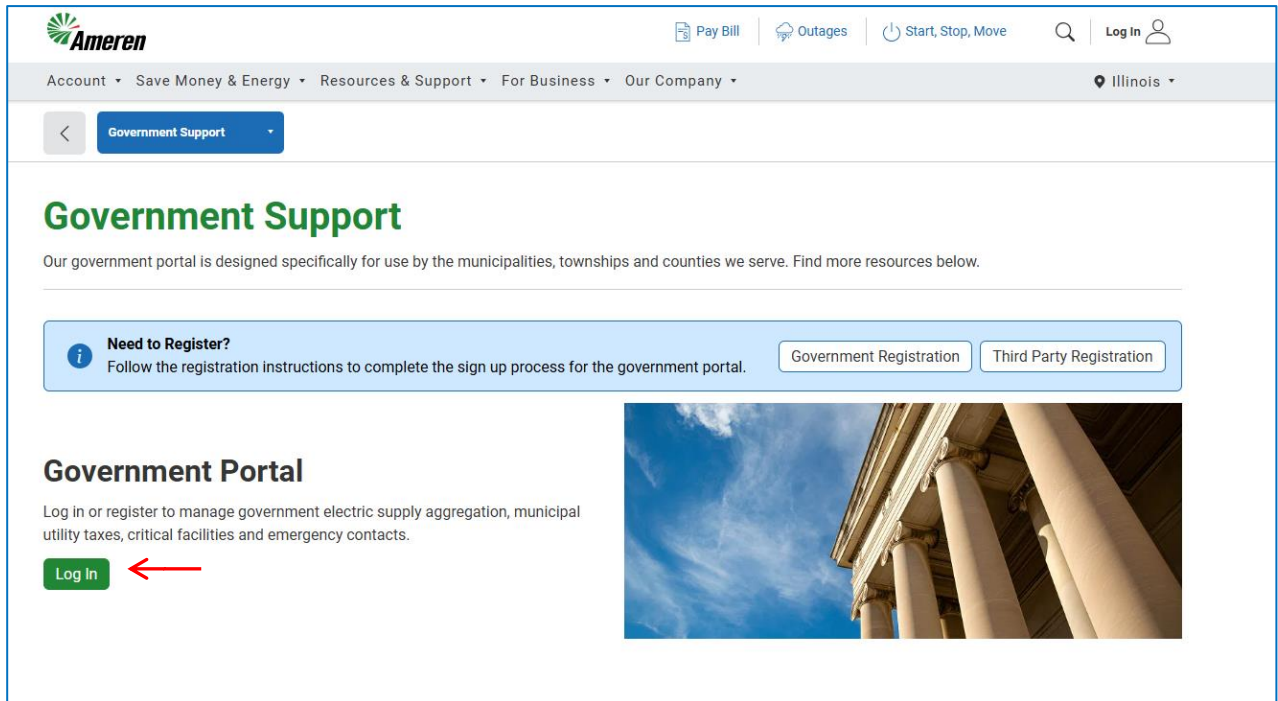
Our convenient Government Portal is designed specifically for use by the municipalities, townships, and counties we serve.

[More Information](#) 

- Select "Log In"

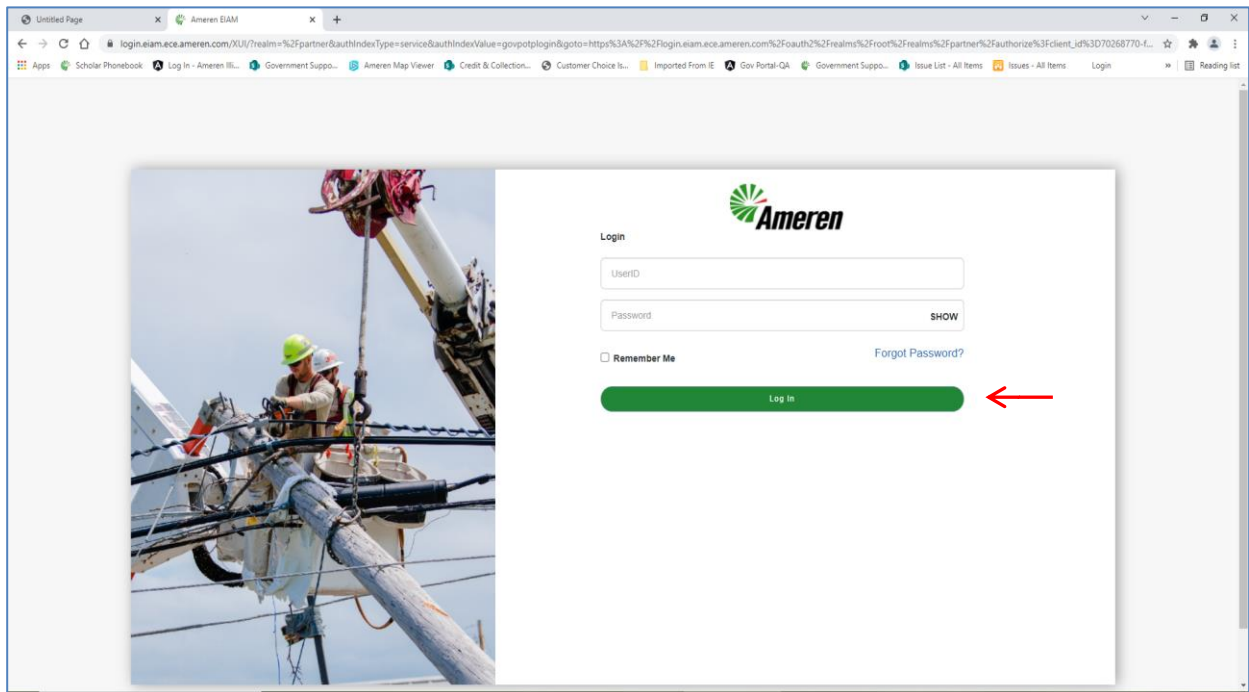
Municipal Tax Exemption Guide

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 Log In. Below the navigation bar are tabs for Account, Save Money & Energy, Resources & Support, For Business, and Our Company. The main heading is "Government Support" in green. Below it is a subheading: "Our government portal is designed specifically for use by the municipalities, townships and counties we serve. Find more resources below." There is a "Need to Register?" section with a blue box containing an information icon, the text "Follow the registration instructions to complete the sign up process for the government portal.", and two buttons: "Government Registration" and "Third Party Registration". Below this is a "Government Portal" section with the text "Log in or register to manage government electric supply aggregation, municipal utility taxes, critical facilities and emergency contacts." and a green "Log In" button. A red arrow points to the "Log In" button. To the right of the text is a photograph of a classical building with columns.

Enter your email address used during registration and the permanent password that was set after registration. Select “Log In”.



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 word "Login". There are two input fields: "UserID" and "Password". The "Password" field has a "SHOW" button to its right. Below the input fields is a checkbox labeled "Remember Me" and a link labeled "Forgot Password?". At the bottom of the form is a green "Log In" button. A red arrow points to the "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 and links for HOME, CORE SERVICES, SPECIAL SERVICES, USERS, and REPORTS. A 'SELECTED GOVERNMENT:' dropdown is visible. Below the navigation bar, the dashboard is divided into several sections:

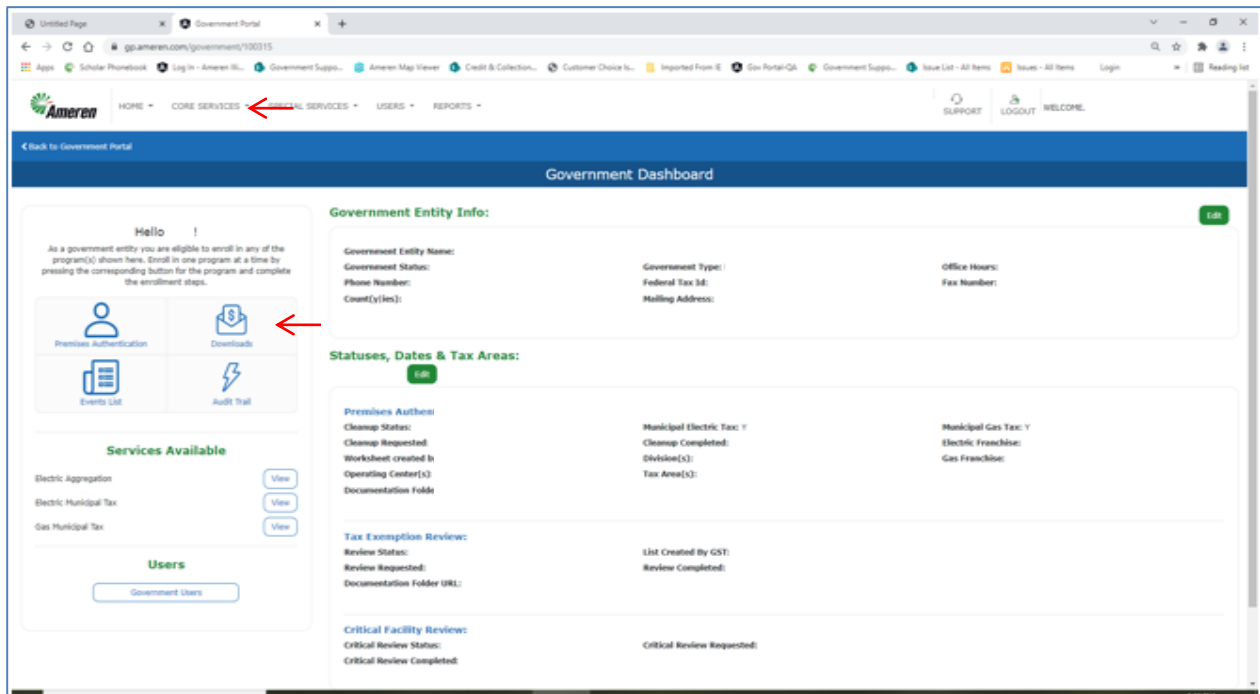
- Hello:** A welcome message stating that as a government entity, the user is eligible to enroll in any of the programs shown. It includes buttons for 'Premises Authentication', 'Downloads', 'Events List', and 'Audit Trail'.
- Government Entity Info:** A section with an 'Edit' button. It contains fields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

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.

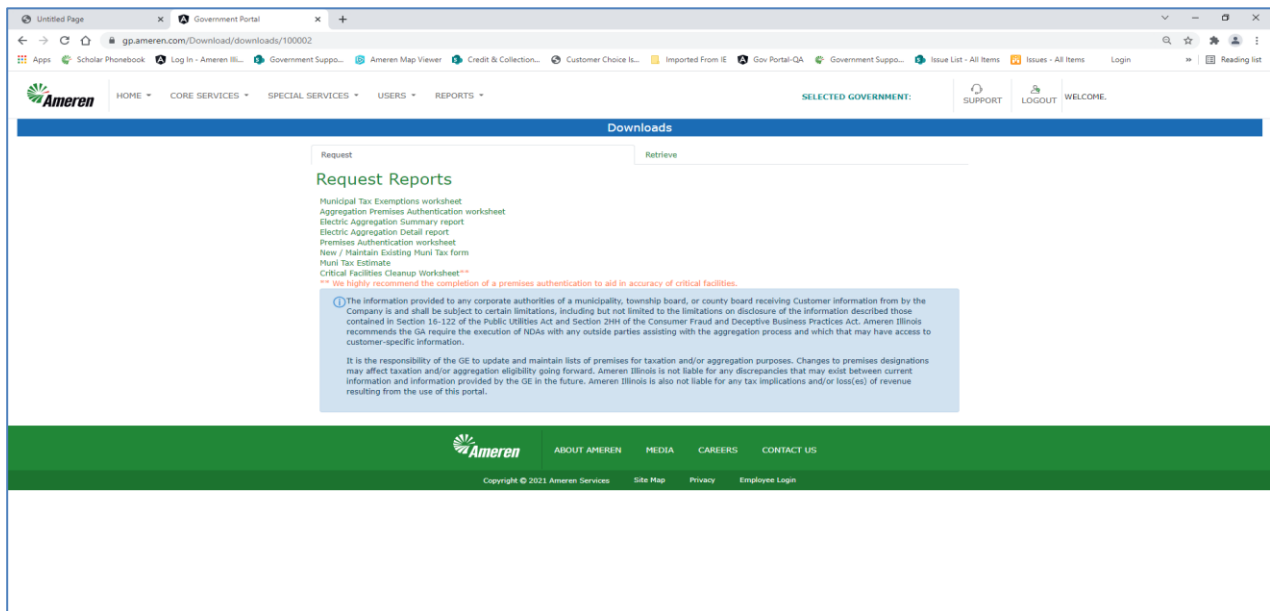
Municipal Tax Exemption Guide

Government Portal



The screenshot shows the Ameren Government Portal dashboard. The 'CORE SERVICES' menu is highlighted with a red arrow. The 'Downloads' icon in the 'Hello' section is also highlighted with a red arrow. The dashboard includes sections for Government Entity Info, Statuses, Dates & Tax Areas, and Services Available.

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.



The screenshot shows the 'Downloads' page in the Ameren Government Portal. The 'Request Reports' section is active, showing a list of reports including Municipal Tax Exemptions worksheet, Aggregation Premises Authentication worksheet, Electric Aggregation Summary report, Electric Aggregation Detail report, Premises Authentication worksheet, New / Maintain Existing Muni Tax form, Muni Tax Estimate, and Critical Facilities Cleanup Worksheet. The 'Request' tab is selected.



Municipal Tax Exemption Guide

Government Portal

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.

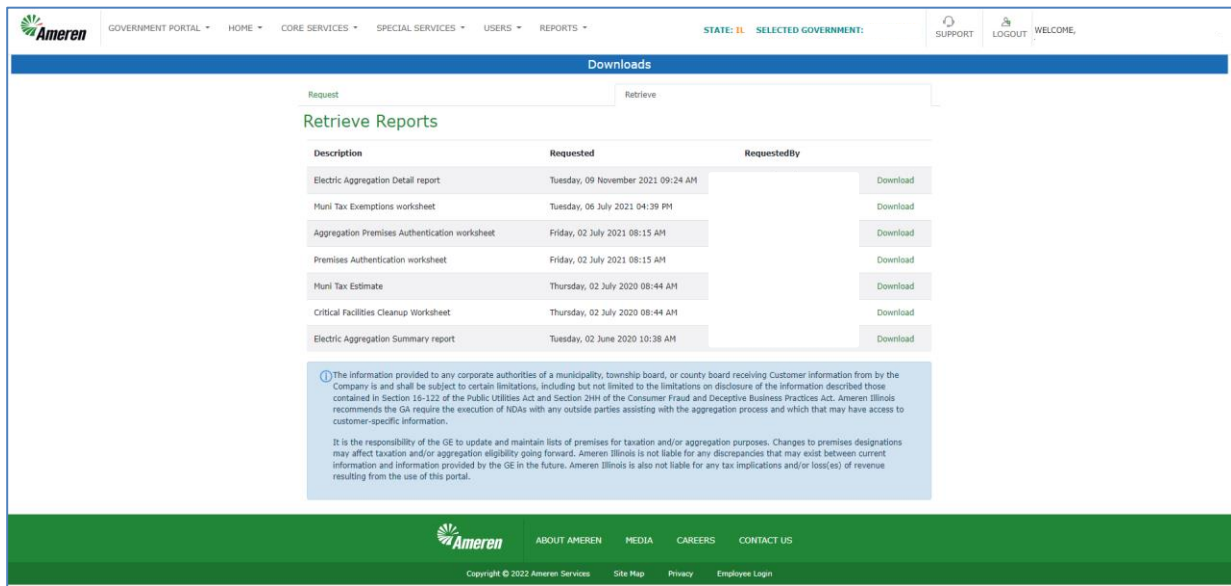
Counties and Townships will not have the ability to request a Muni Tax Estimate or New/Maintain Existing Muni Tax form.

Reports that could be available on the Retrieve tab depending on the Services that have been signed up for:

- **(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 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 (F5) 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.

Municipal Tax Exemption Guide Government Portal



Downloads

Request Retrieve

Retrieve Reports

Description	Requested	RequestedBy	
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

① 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.

Ameren ABOUT AMEREN MEDIA CAREERS CONTACT US
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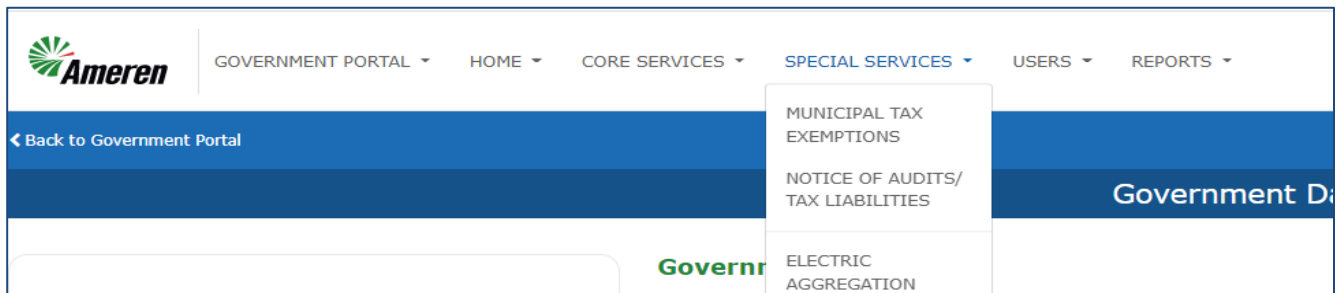
Municipal Utility Tax Exemption Review

Municipal Tax Exemption worksheet can only be requested if a Premises Authentication has been completed within the last 12 months. After Premises Authentication is complete and the user has requested and downloaded the Muni Tax Exemptions worksheet, they will need to access the Municipal Tax Exemptions window to complete the review process.

The Municipal Utility Tax Ordinance must have verbiage that applies to any/all accounts listed on the Muni Tax Exemptions worksheet. If the accounts are not defined in the ordinance the Municipality has two options.

1. Amend the current ordinance verbiage to include the accounts
2. Remove all Exemptions

To access this window, click on Special Services from the top menu bar and then select Municipal Tax Exemptions.



Ameren GOVERNMENT PORTAL HOME CORE SERVICES SPECIAL SERVICES USERS REPORTS

[Back to Government Portal](#)

Government D

Government

MUNICIPAL TAX EXEMPTIONS
NOTICE OF AUDITS/ TAX LIABILITIES
ELECTRIC AGGREGATION



Municipal Tax Exemption Guide Government Portal

If the Municipal Tax Exemption 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.

Tax Exemption Status: Worksheet Created

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

When all necessary exemption review 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.

Exemption Authentication Actions Add Exemption Update Exemption Remove Exemption

Export To: Excel Pdf

☐ Select All

check	Action	Account #	Customer Name	Service Point	Ordinance #	Ordinance Date	Comments	Actions Taken	Status
-------	--------	-----------	---------------	---------------	-------------	----------------	----------	---------------	--------

Add an Exemption

“Add Exemption” allows the user to add accounts to the Muni Tax Exemptions worksheet. Select “Add Exemption”.

Tax Exemption Status: Worksheet Created

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

When all necessary exemption review 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.

Exemption Authentication Actions Add Exemption Update Exemption Remove Exemption

Export To: Excel Pdf

☐ Select All

check	Action	Account #	Customer Name	Service Point	Ordinance #	Ordinance Date	Comments	Actions Taken	Status
-------	--------	-----------	---------------	---------------	-------------	----------------	----------	---------------	--------

The following window will populate. Enter and validate the Account Number of the account you are wanting to add to your exemption list and then fill out all required fields indicated with an asterisk. Select “Submit”.

Municipal Tax Exemption Guide Government Portal

Add Exemption

Account Numbers:

[Validate Account Number\(s\)](#)

Tax Type:*

Exemption Type:*

Ordinance Number:*

Ordinance Date:*

Comment Type:*


Termination Date:

Back Bill Date:

comments:

Back

Submit

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The following is a list of options for the Tax Type and Exemption Type that you will use:

- Tax Type
 - Muni Gas Tax
 - Muni Elec Tax
 - Muni Gas Use Tax
 - Muni Gas Trans Tax
 - Muni Elec Maintenance fee
- Exemption Type
 - Exempt
 - Federal Government
 - Other Government

For the purpose of training, we will add an electric exemption. Enter and validate the account number and then select the Tax Type and Exemption Type fields.

Municipal Tax Exemption Guide

Government Portal

Enter the Ordinance number, date, and comments supporting the action taken for the account number(s) and select "Submit".

Add Exemption

Account Numbers: 1

Tax Type: *MuniElecTax

Ordinance Number: *

Exemption Type: *Exempt

Ordinance Date: *

Comment Type: *

Termination Date:

Back Bill Date:

comments:

Back
Submit

Update an Exemption

"Update Exemption" requires the account number, tax type, and exemption type provided on the Muni Tax Exemption worksheet. (An example of the worksheet header is shown below)

Bill Account	Customer Name	Premise Address Line 1	Premise Address Line 2	Premise Address Line 3	Premise Address City	Premise Address State	Premise Address Zip Code	Taxing Area	Service Type	Tax Type	Tax Exemption Type	Tax Exemption Effective Date	Tax Exemption Termination Date	If an Exemption is Not part of your Jurisdiction or corrections are necessary, please indicate in this column
--------------	---------------	------------------------	------------------------	------------------------	----------------------	-----------------------	--------------------------	-------------	--------------	----------	--------------------	------------------------------	--------------------------------	---

[HOME](#)
[CORE SERVICES](#)
[SPECIAL SERVICES](#)
[USERS](#)
[REPORTS](#)

STATE: IL
SELECTED GOVERNMENT:

[SUPPORT](#)
[LOGOUT](#)

Tax Exemption Status: Worksheet Created

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

When all necessary exemption review 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.

Exemption Authentication Actions

[Add Exemption](#)
[Update Exemption](#)
[Remove Exemption](#)

Export To: [Excel](#) [Pdf](#)

☐ Select All

check	Action	Account #	Customer Name	Service Point	Ordinance #	Ordinance Date	Comments	Actions Taken	Status
-------	--------	-----------	---------------	---------------	-------------	----------------	----------	---------------	--------



Municipal Tax Exemption Guide Government Portal

The account number allows the Government Portal to locate the tax type and tax exemption type and helps ensure that we perform maintenance on the correct account.

Update Exemption

Account Number:

Validate Cancel

Selected Tax Type: *

Selected Exemption Type: *

Selected ServicePoint:

Ordinance Number: *

Ordinance Date: *

Comment Type: *

UpdatedExemption

Termination Date:

Back Bill Date:

comments:

Back

Submit

Users must enter and validate the account number before they can enter any further information.

Update Exemption

Account Number:

Validate Cancel

Selected Tax Type: *

.GasRevTax

Selected Exemption Type: *

Selected ServicePoint: Gas

Ordinance Number: *

Ordinance Date: *

Comment Type: *

UpdatedExemption

Termination Date:

Back Bill Date:

comments:

Back

Submit

Enter the updated information (i.e. - Ordinance number and date), an explanation in the comments, and select "Submit".

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08/15/2025

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Municipal Tax Exemption Guide Government Portal

Remove an Exemption

“Remove Exemption” also requires the account number provided on the Muni Tax Exemption worksheet. (An example of the worksheet header is shown below)

Bill Account	Customer Name	Premise Address Line 1	Premise Address Line 2	Premise Address Line 3	Premise Address City	Premise Address State	Premise Address Zip Code	Taxing Area	Service Type	Tax Type	Tax Exemption Type	Tax Exemption Effective Date	Tax Exemption Termination Date	If an exemption is not part of your jurisdiction or corrections are necessary, please indicate in this column
--------------	---------------	------------------------	------------------------	------------------------	----------------------	-----------------------	--------------------------	-------------	--------------	----------	--------------------	------------------------------	--------------------------------	---

Tax Exemption Status: Worksheet Created

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

When all necessary exemption review 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.

Exemption Authentication Actions Add Exemption Update Exemption Remove Exemption

Export To: Excel Pdf

☐ Select All

check	Action	A	#	Customer Name	Service Point	Ordinance #	Ordinance Date	Comments	Actions Taken	Status
-------	--------	---	---	---------------	---------------	-------------	----------------	----------	---------------	--------

The account number allows the Government Portal to locate the tax type and tax exemption type and helps ensure that we perform maintenance on the correct account.

Remove Exemption

Account Number: *

0

Validate **Cancel**

Selected Tax Type: *

Selected Exemption Type:

Selected ServicePoint:

Ordinance Number:

0

Ordinance Date:

01/01/0001

Comment Type:

RemoveExemptionFromAccount

Termination Date:

01/01/0001

Back Bill Date:

mm/dd/yyyy

comments: *

Back **Next**



Municipal Tax Exemption Guide Government Portal

Users must enter and validate the account number before they can enter any further information.

Remove Exemption

Account Number: *

643

Validate

Cancel

Selected Tax Type: *S

LGasRevTax

Selected Exemption Type:FederalGovernment

Selected ServicePoint: Gas

Ordinance Number:

0

✓

Ordinance Date:

01/01/0001

📅 ✓

Comment Type:

RemoveExemptionFromAccount

✓

Termination Date:

01/01/0001

📅

Back Bill Date:

mm/dd/yyyy

📅

comments: *

Back

Next

Enter an explanation of actions requested in the comments and select “Next”.

Municipal Tax Exemption Guide Government Portal

Lock and Submit Municipal Tax Exemption

Once the Municipal Tax Exemption worksheet has been thoroughly reviewed and accounts have been removed, updated, or added select “Lock and Submit”. The first message users will receive is a verification of the action, select “Yes” as long as you are ready to submit the modifications. The final message will appear notifying the Government Support Team (GST) of the submission.

HOME ▾CORE SERVICES ▾SPECIAL SERVICES ▾USERS ▾REPORTS ▾STATE: ILSELECTED GOVERNMENT: SUPPORTLOGOUT

Tax Exemption Status: Worksheet Created

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

When all necessary exemption review 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.

Do you really want to perform or approved this action?

YesNo

Ameren Illinois Government Portal

The Ameren Illinois Government Support Team has been notified of your submission, and will be in contact with you soon.

OK



Municipal Tax Exemption Guide Government Portal

Government Review of completed Municipal Tax Exemption

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 Tax Exemptions List that you provided and revised the list to accurately reflect the customers in your area.

Please log in to the portal to review the revised Tax Exemption 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.



THIS MESSAGE WAS SENT FROM THE AMEREN ILLINOIS GOVERNMENT PORTAL

Our website address is <http://sc.uat.ameren.com/illinois/government-support/aggregation>

THANK YOU FOR USING THE PORTAL

If you have any questions, please email GovernmentSupportTeam@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.



Municipal Tax Exemption Guide Government Portal

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".

[HOME](#) [CORE SERVICES](#) [SPECIAL SERVICES](#) [USERS](#) [REPORTS](#) STATE: IL SELECTED GOVERNMENT [SUPPORT](#)

Tax Exemption Status: Approved By GST
Ameren Illinois has finished reviewing your municipal tax exemption List. Please click the appropriate button.

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.

Exemption Authentication Actions

Export To: [Excel](#) [Pdf](#)

check	Action	Account #	Customer Name	Service Point	Ordinance #	Ordinance Date	Comments	Actions Taken	Status
	Add								Open
	Add								Open
	Add								Open

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 another email advising to log into the portal, review and approve or decline the modifications completed by Ameren Illinois.

Ameren Illinois has completed its internal review of the Tax Exemptions List that you provided and revised the list to accurately reflect the customers in your area.

Please log in to the portal to review the revised Tax Exemption 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.



THIS MESSAGE WAS SENT FROM THE AMEREN ILLINOIS GOVERNMENT PORTAL

Our website address is <http://sc.uat.ameren.com/illinois/government-support/aggregation>

THANK YOU FOR USING THE PORTAL

If you have any questions, please email GovernmentSupportTeam@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.



Municipal Tax Exemption Guide

Government Portal

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".

HOME CORE SERVICES SPECIAL SERVICES USERS REPORTS

STATE: IL SELECTED GOVERNMENT:

SUPPORT

Tax Exemption Status: Approved By GST

Ameren Illinois has finished reviewing your municipal tax exemption 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.

Exemption Authentication Actions

Export To: Excel Pdf

check	Action	Account #	Customer Name	Service Point	Ordinance #	Ordinance Date	Comments	Actions Taken	Status
	Add								Open
	Add								Open
	Add								Open

Ameren

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This will automatically notify GST to change the Municipal Tax Exemption status to "Exemption Review Complete". The GE will receive an email advising the premises authentication is complete.

The exemption authentication process has been completed

Ameren ILLINOIS

THIS MESSAGE WAS SENT FROM THE AMEREN ILLINOIS GOVERNMENT PORTAL

Our website address is <http://sc.uat.ameren.com/illinois/government-support/aggregation>

THANK YOU FOR USING THE PORTAL

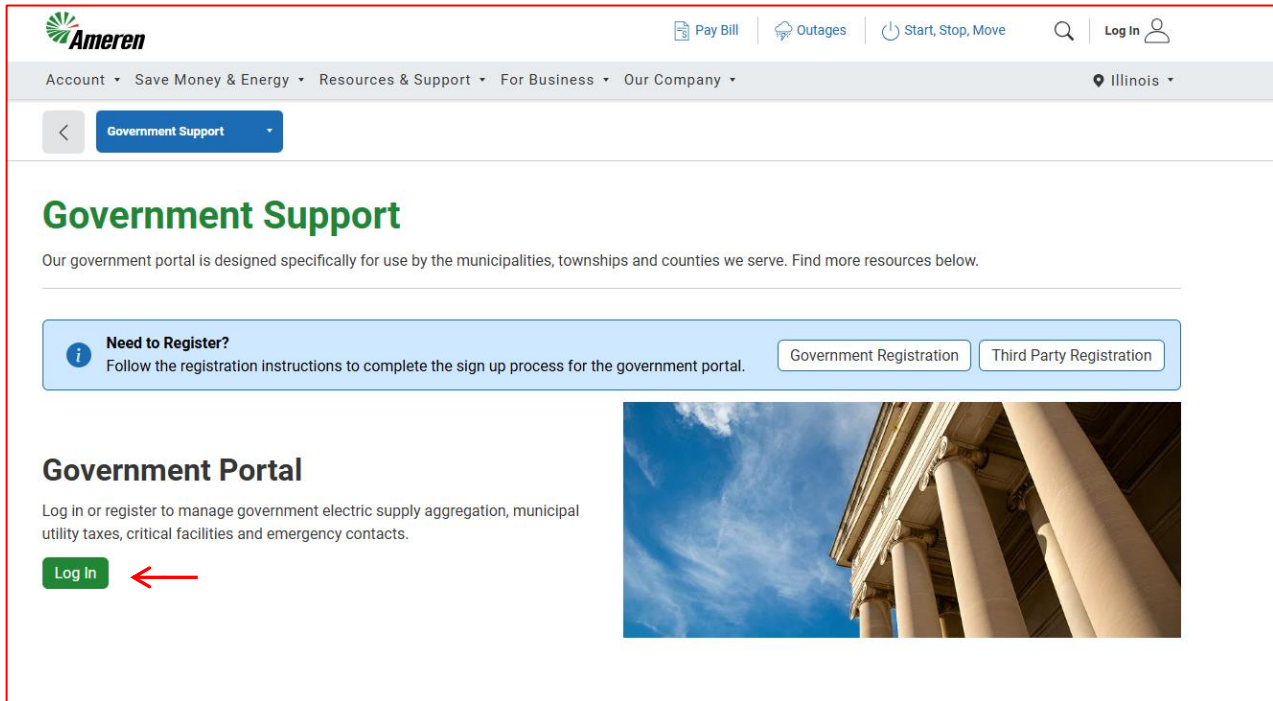
If you have any questions, please email GovernmentSupportTeam@AmerenIllinois.com.

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

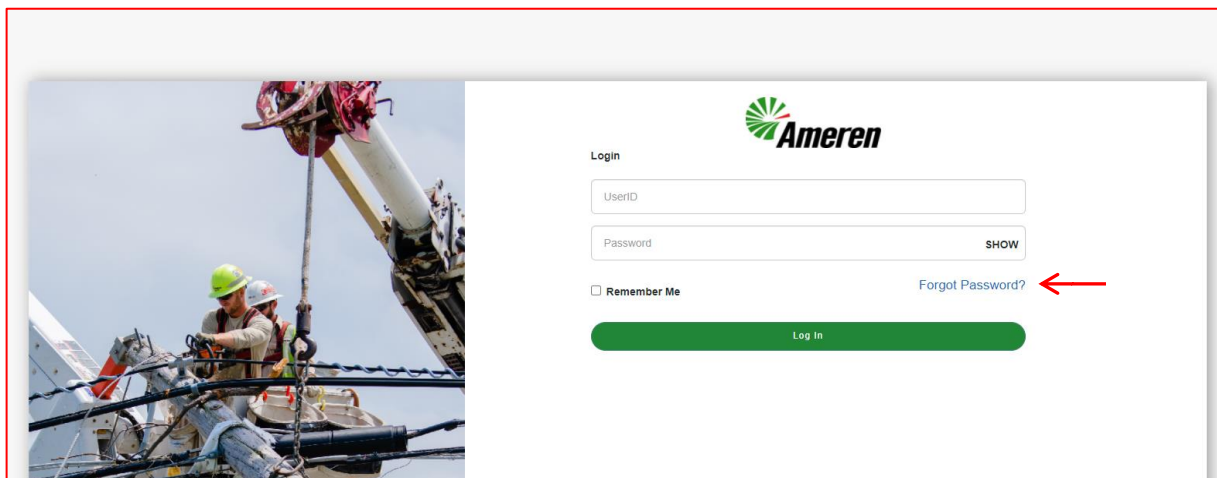
Appendix

Forgot Password

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

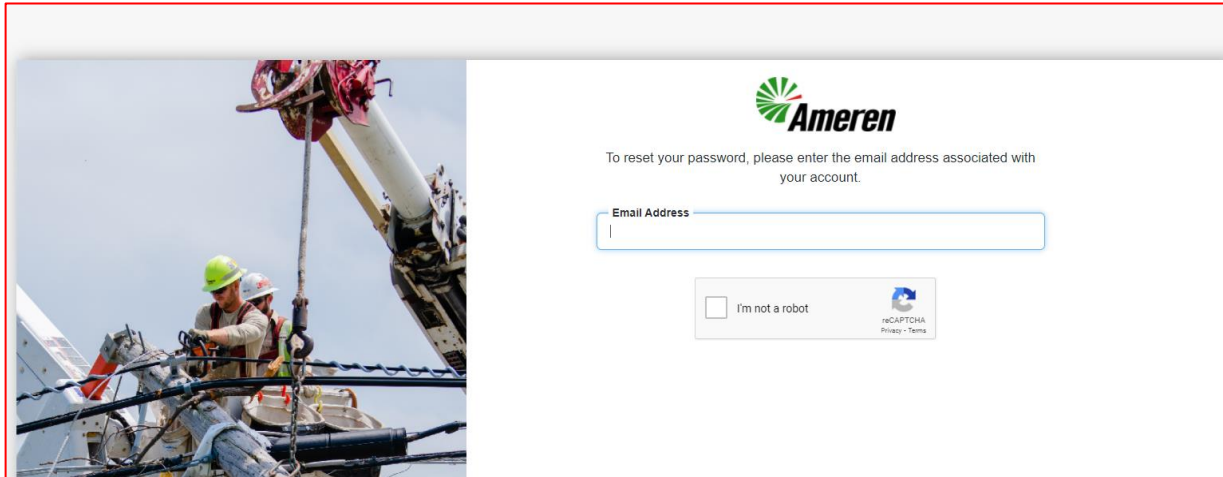


Select the "Forgot Password?"



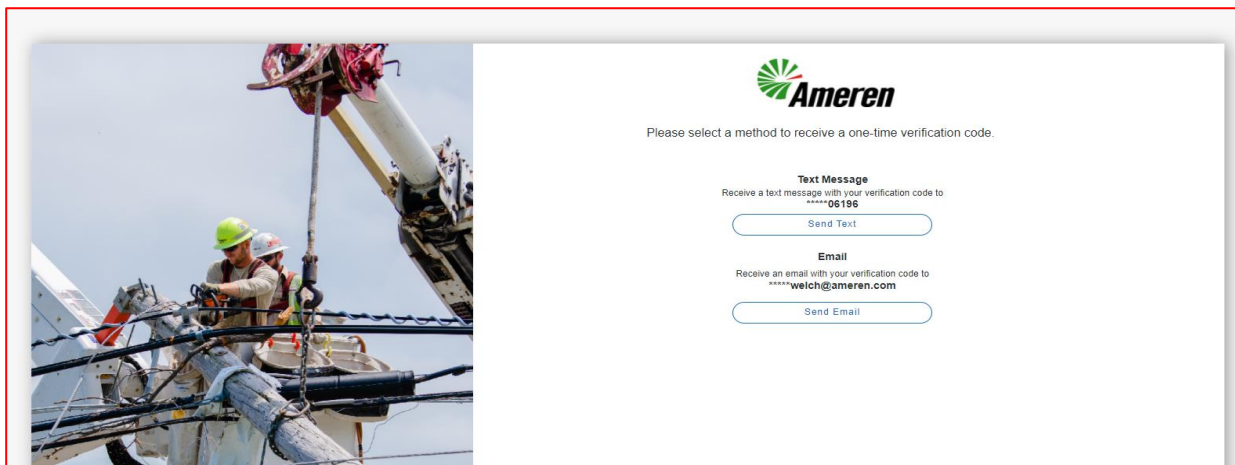
Municipal Tax Exemption Guide Government Portal

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 field is a checkbox labeled "I'm not a robot" and a reCAPTCHA icon. To the left of the form is a vertical image of a utility worker on a power line.

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

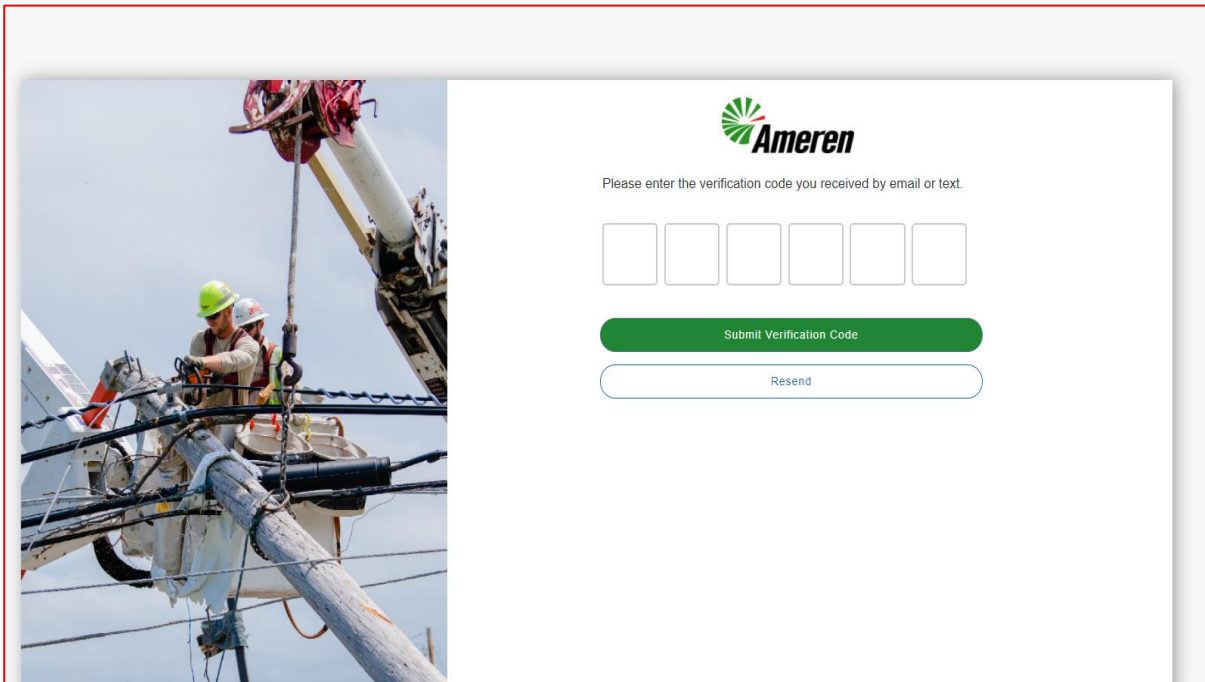


The screenshot shows a web page with the Ameren logo at the top. Below the logo, it says "Please select a method to receive a one-time verification code." There are two options: "Text Message" and "Email". Under "Text Message", it says "Receive a text message with your verification code to *****06196" 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. To the left of the form is a vertical image of a utility worker on a power line.

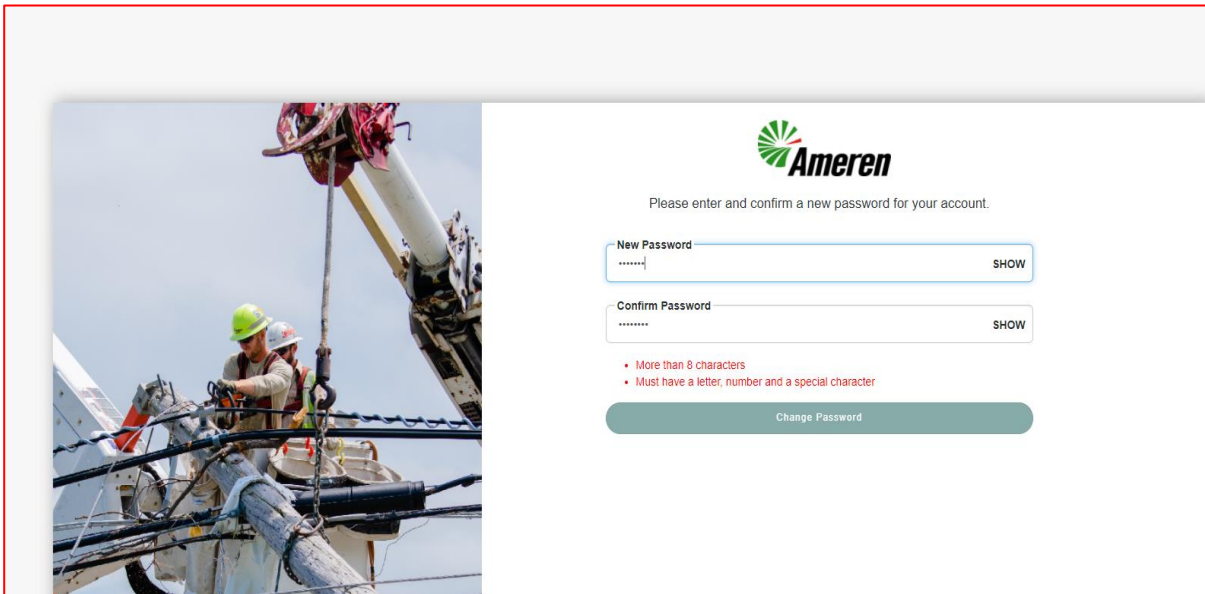
You will need to select to have either a code sent to you via text or email.

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



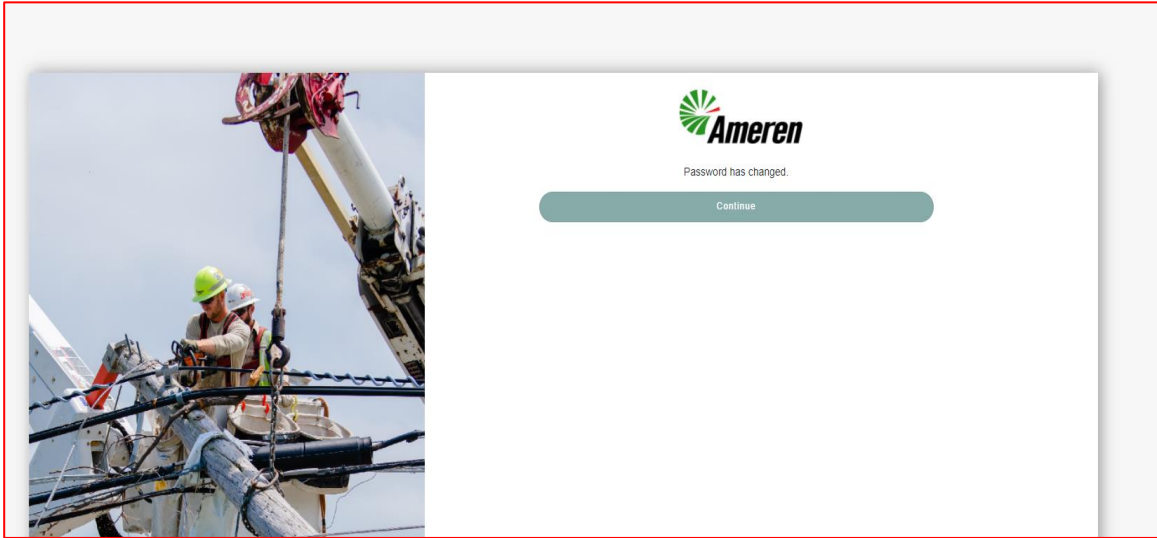
You will then be prompted to enter a new password and to confirm that password.



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

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



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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.



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Tax Exemption – This is the exclusion of a utility tax to an active customer’s account. To allow a customer tax exemption status proper documentation (i.e. – ordinance) must be on file with the utility.

Contact Information

Staffing Hours:

Monday – Friday 7:00 am – 4:00 pm

Send your general inquiries to us by email.

Email:

GovernmentSupportTeam@amerenillinois.com

Phone:

217.424.6968

Fax:

217.424.6964