

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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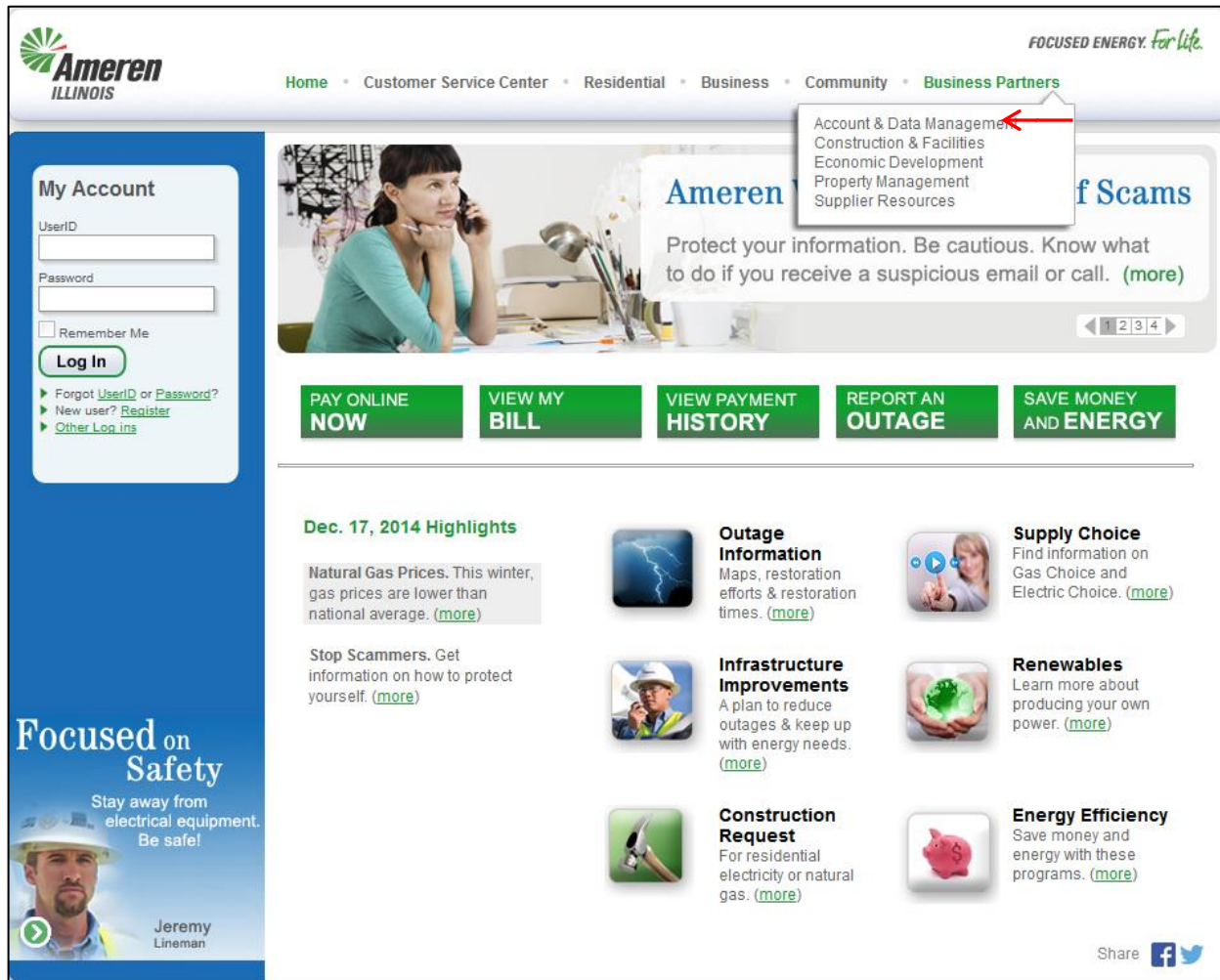
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Government Support Portal

To gain access to the Government Support Portal

- Go to the Ameren Illinois website at www.AmerenIllinois.com
- Hover, point, over the label named “Business Partners”
- Select “Account & Data Management”



The screenshot shows the Ameren Illinois website with the 'Business Partners' dropdown menu open. The menu options are: Account & Data Management, Construction & Facilities, Economic Development, Property Management, and Supplier Resources. A red arrow points to 'Account & Data Management'.

My Account

UserID
Password
☐ Remember Me
Log In

Forgot UserID or Password?
New user? [Register](#)
[Other Log ins](#)

Home * Customer Service Center * Residential * Business * Community * **Business Partners**

Ameren **f Scams**

Protect your information. Be cautious. Know what to do if you receive a suspicious email or call. [\(more\)](#)

PAY ONLINE NOW **VIEW MY BILL** **VIEW PAYMENT HISTORY** **REPORT AN OUTAGE** **SAVE MONEY AND ENERGY**

Dec. 17, 2014 Highlights

Natural Gas Prices. This winter, gas prices are lower than national average. [\(more\)](#)

Stop Scammers. Get information on how to protect yourself. [\(more\)](#)

Outage Information
Maps, restoration efforts & restoration times. [\(more\)](#)

Infrastructure Improvements
A plan to reduce outages & keep up with energy needs. [\(more\)](#)


Construction Request
For residential electricity or natural gas. [\(more\)](#)



Supply Choice
Find information on Gas Choice and Electric Choice. [\(more\)](#)

Renewables
Learn more about producing your own power. [\(more\)](#)

Energy Efficiency
Save money and energy with these programs. [\(more\)](#)

Focused on Safety
Stay away from electrical equipment. Be safe!

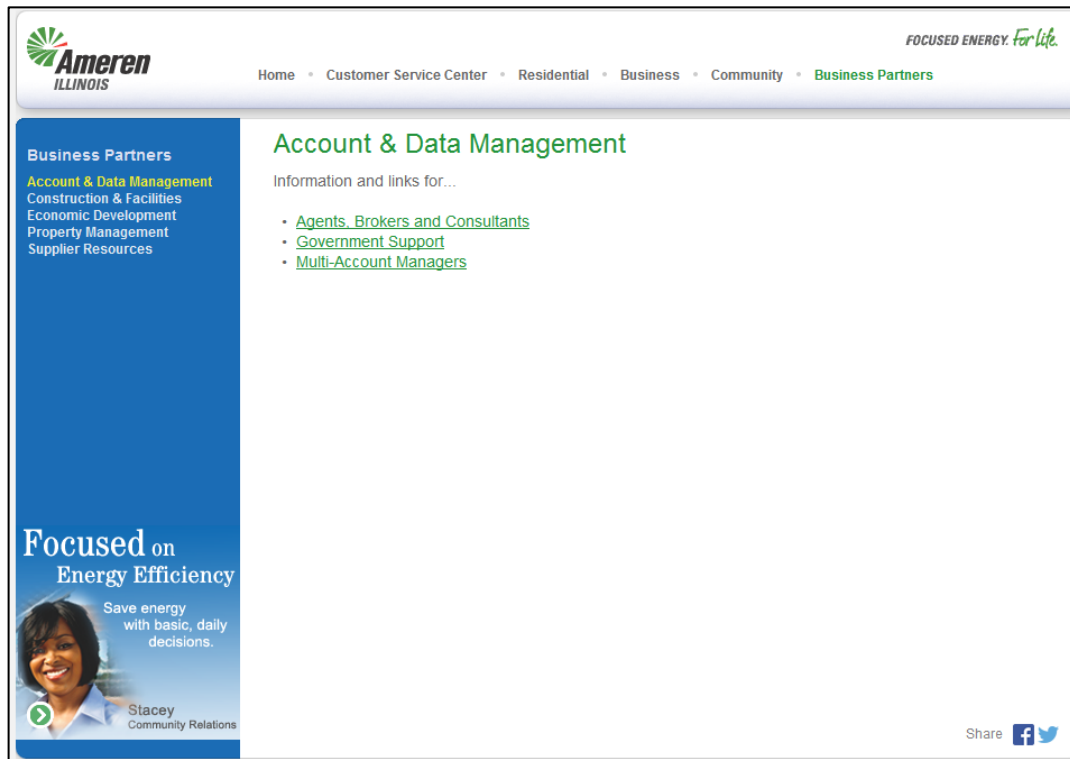
 Jeremy Lineman

Share  

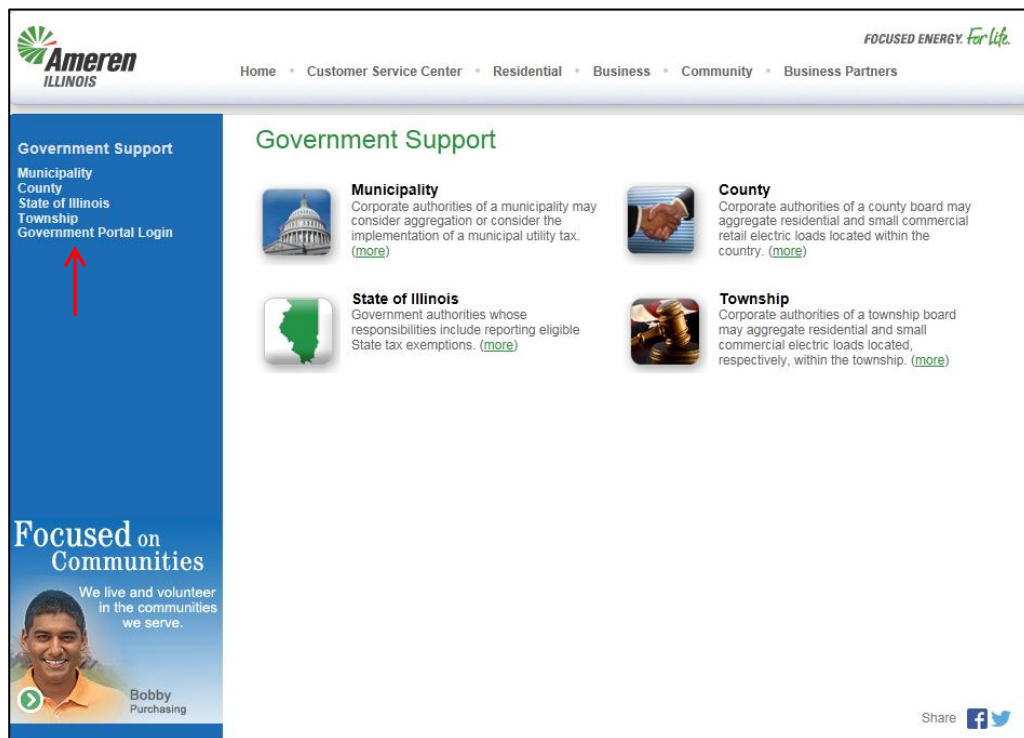
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Government Portal

- Select “Government Support” (2nd bulleted item)



- Either select the Government Portal Login (shown below with a red arrow) or the Government Type

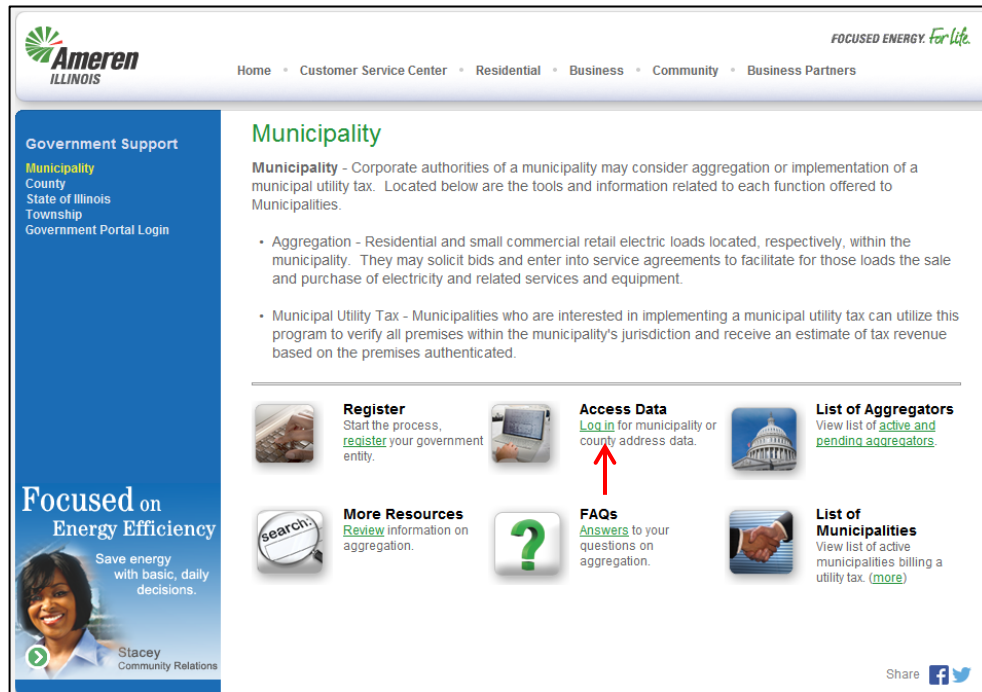


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Government Portal

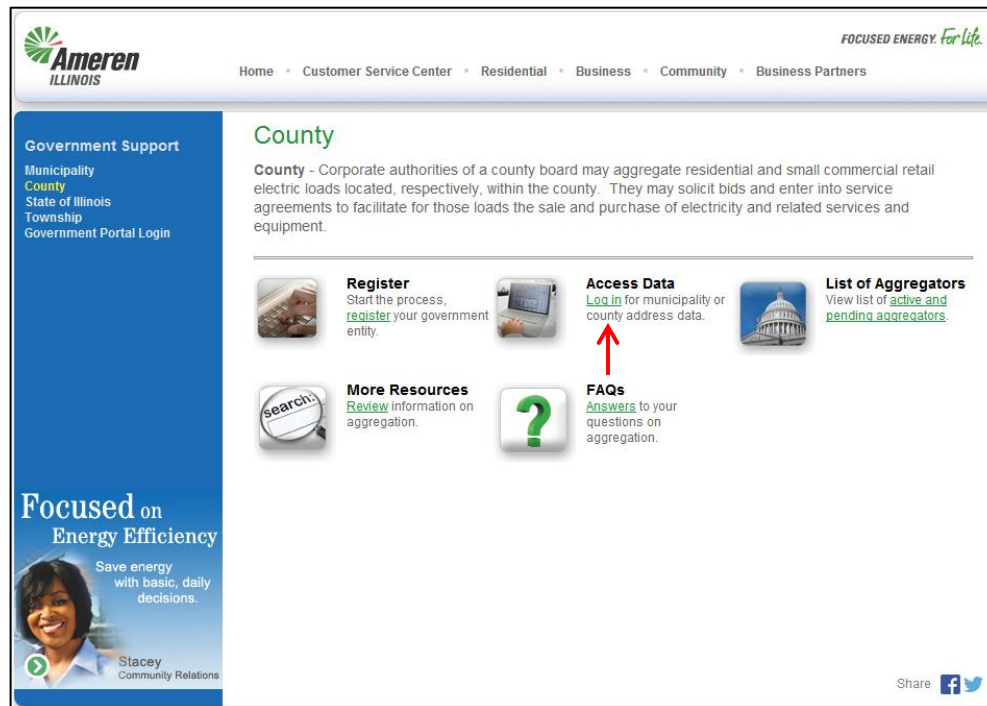
- If you select the Government Type, users will then need to select “Log-in” under Access Data.

Municipality



The screenshot shows the Ameren Illinois website with the 'Municipality' section selected in the 'Government Support' sidebar. The main content area is titled 'Municipality' and includes a description of municipal utility tax aggregation and implementation. Below this, there are several interactive links: 'Register', 'Access Data' (with a red arrow pointing to the 'Log in' link), 'List of Aggregators', 'More Resources', 'FAQs', and 'List of Municipalities'. A 'Focused on Energy Efficiency' banner is visible on the left side of the page.

County

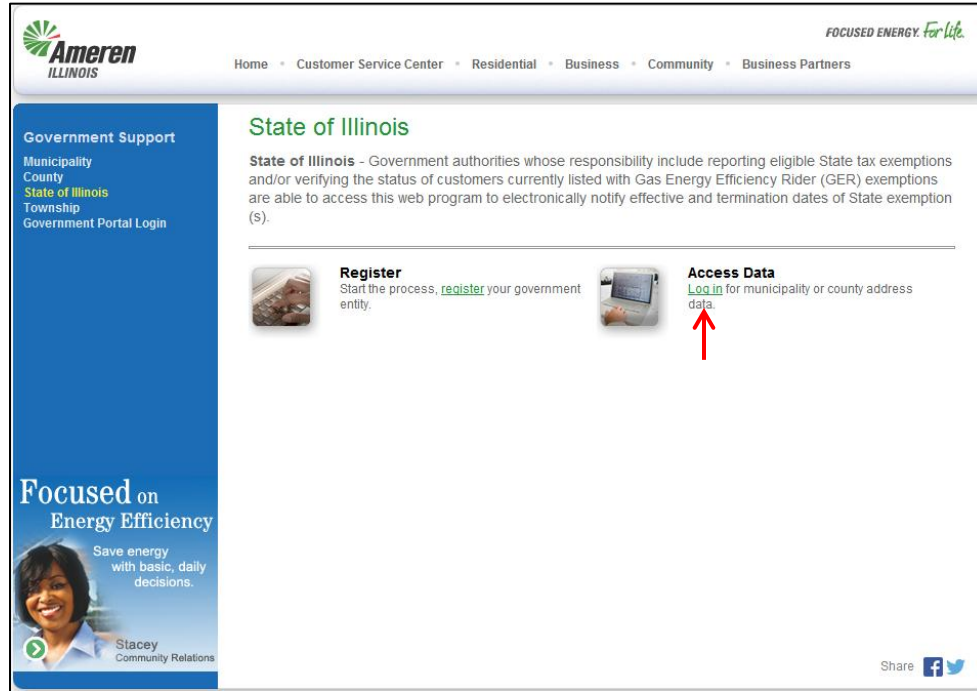


The screenshot shows the Ameren Illinois website with the 'County' section selected in the 'Government Support' sidebar. The main content area is titled 'County' and includes a description of county board aggregation and implementation. Below this, there are several interactive links: 'Register', 'Access Data' (with a red arrow pointing to the 'Log in' link), 'List of Aggregators', 'More Resources', 'FAQs', and 'List of Municipalities'. A 'Focused on Energy Efficiency' banner is visible on the left side of the page.

Premises Authentication and User Guide

Government Portal

State of Illinois



Government Support
Municipality
County
State of Illinois
Township
Government Portal Login



State of Illinois

State of Illinois - Government authorities whose responsibility include 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 State exemption (S).

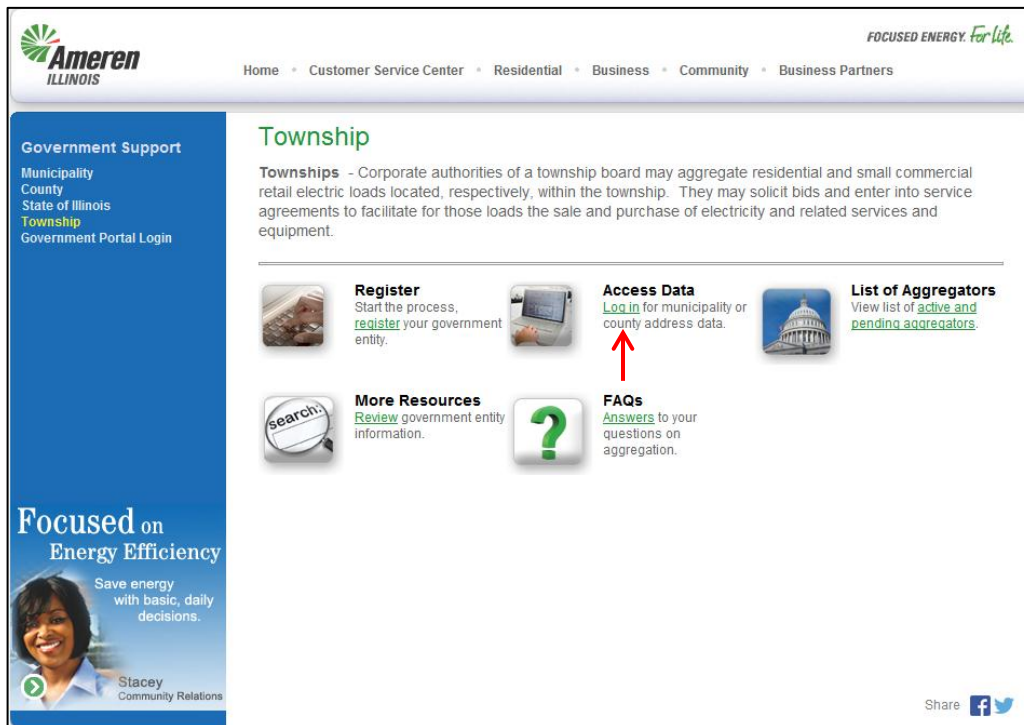
Register
Start the process, [register](#) your government entity.

Access Data
[Log in](#) for municipality or county address data.

Focused on Energy Efficiency
Save energy with basic, daily decisions.
Stacey
Community Relations

Share  

Township



Government Support
Municipality
County
State of Illinois
Township
Government Portal Login

Township

Townships - Corporate authorities of a township board may aggregate residential and small commercial retail electric loads located, respectively, within the township. They may solicit bids and enter into service agreements to facilitate for those loads the sale and purchase of electricity and related services and equipment.

Register
Start the process, [register](#) your government entity.



Access Data
[Log in](#) for municipality or county address data.

List of Aggregators
View list of [active and pending aggregators](#).

More Resources
[Review](#) government entity information.

FAQs
[Answers](#) to your questions on aggregation.

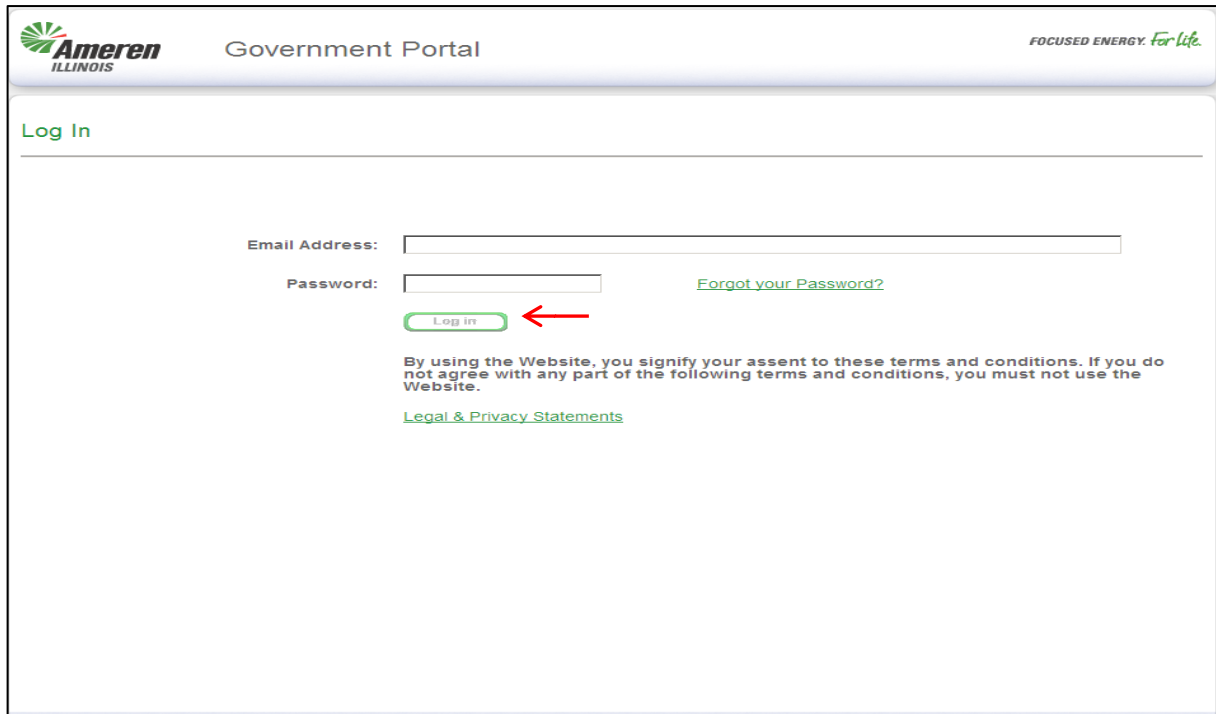
Focused on Energy Efficiency
Save energy with basic, daily decisions.
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Despite the Government Type requested the same log-in window will display. Enter your email address used during registration and the permanent password that was set after registration. Select “Log In”.



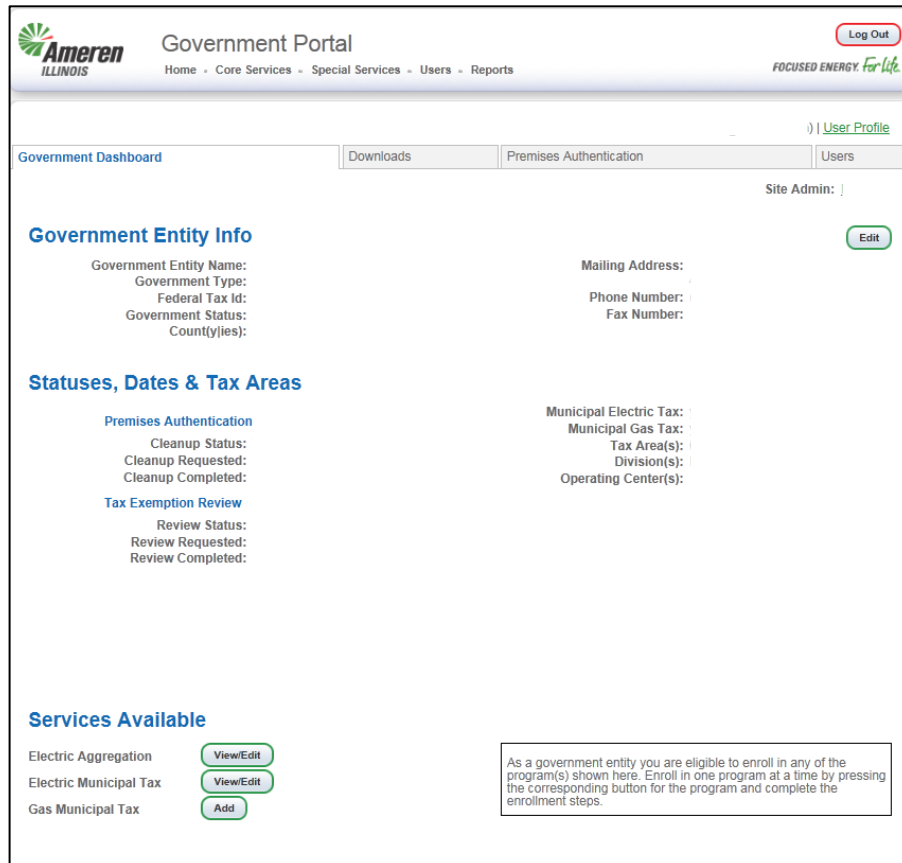
The screenshot shows the Ameren Government Portal Log In page. At the top left is the Ameren Illinois logo, and at the top right is the slogan "FOCUSED ENERGY. For life." The page title "Government Portal" is centered at the top. Below the title, the text "Log In" is displayed in green. The main content area contains a login form with two input fields: "Email Address:" and "Password:". To the right of the password field is a green link "Forgot your Password?". Below the password field is a green "Log in" button, which is highlighted with a red arrow. At the bottom of the form, there is a disclaimer: "By using the Website, you signify your assent to these terms and conditions. If you do not agree with any part of the following terms and conditions, you must not use the Website." Below the disclaimer is a green link "Legal & Privacy Statements".

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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.



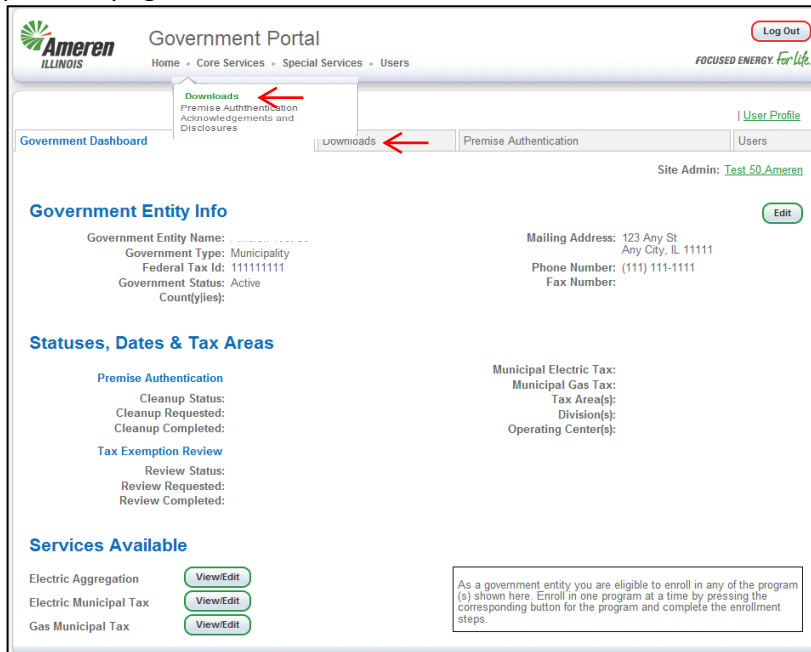
The screenshot displays the Government Portal interface. At the top, the Ameren ILLINOIS logo is on the left, and the 'Government Portal' title is in the center. A navigation bar includes links for Home, Core Services, Special Services, Users, and Reports. A 'Log Out' button is in the top right corner. Below the navigation bar, a 'User Profile' link is visible. The main content area is divided into several sections: 'Government Entity Info' with fields for Name, Type, Tax ID, Status, and Count(y)ies; 'Mailing Address' with fields for Phone and Fax numbers; 'Statuses, Dates & Tax Areas' with sections for 'Premises Authentication' (Cleanup Status, Requested, Completed) and 'Tax Exemption Review' (Review Status, Requested, Completed); and 'Services Available' with buttons for 'View/Edit' on Electric Aggregation and Electric Municipal Tax, and 'Add' on Gas Municipal Tax. A 'Site Admin' link is also present. A disclaimer box at the bottom right states: 'As a government entity you are eligible to enroll in any of the program(s) shown here. Enroll in one program at a time by pressing the corresponding button for the program and complete the enrollment steps.'

Premises Authentication and User Guide

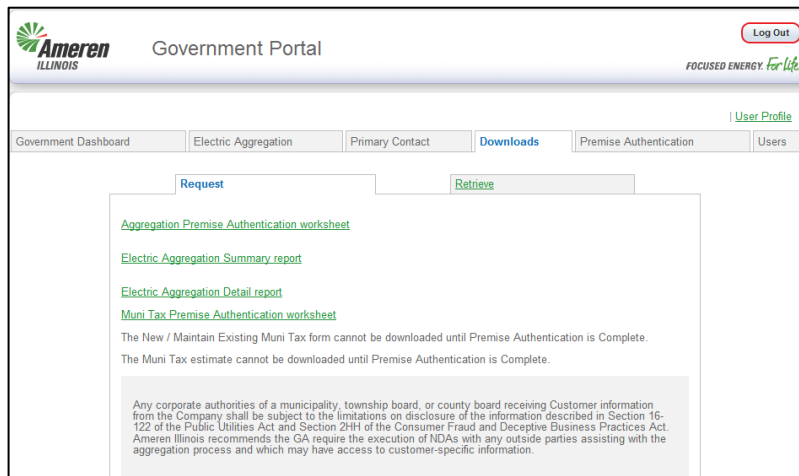
Government Portal

Downloads

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



Select “Downloads”. 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 “Request” to the left of “Retrieve”. If a Government Entity is registered for multiple programs, reports provided are dependent on the access rights of the user logged in. In the example below, the Site Administrator is logged in therefore all service reports are listed.



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.

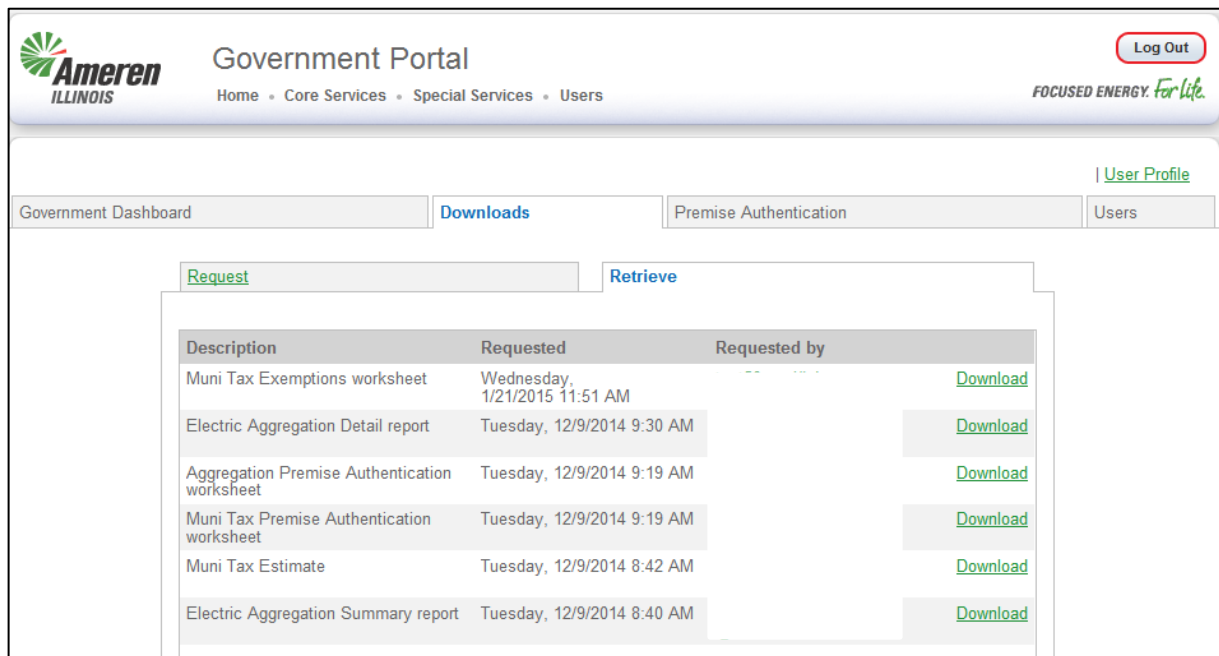
Premises Authentication and User Guide

Government Portal

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 modify an existing municipal utility tax. Once the form is completed you can either fax or mail it into Ameren Illinois' Tax Department.

The requested report will automatically move to the "Retrieve" window. To view the report(s), select the "Download" link. The report(s) can then get exported to an Excel document.



The screenshot shows the Ameren Government Portal interface. At the top, there is a navigation bar with the Ameren logo, the text 'Government Portal', and a 'Log Out' button. Below this is a breadcrumb trail: 'Home • Core Services • Special Services • Users'. On the right side of the header, there is a 'FOCUSSED ENERGY. For Life.' logo. The main content area has a sidebar with 'Government Dashboard', 'Downloads', 'Premise Authentication', and 'Users'. The 'Downloads' tab is active, and within it, the 'Retrieve' sub-tab is selected. A table lists the following reports:

Description	Requested	Requested by	Action
Muni Tax Exemptions worksheet	Wednesday, 1/21/2015 11:51 AM		Download
Electric Aggregation Detail report	Tuesday, 12/9/2014 9:30 AM		Download
Aggregation Premise Authentication worksheet	Tuesday, 12/9/2014 9:19 AM		Download
Muni Tax Premise Authentication worksheet	Tuesday, 12/9/2014 9:19 AM		Download
Muni Tax Estimate	Tuesday, 12/9/2014 8:42 AM		Download
Electric Aggregation Summary report	Tuesday, 12/9/2014 8:40 AM		Download

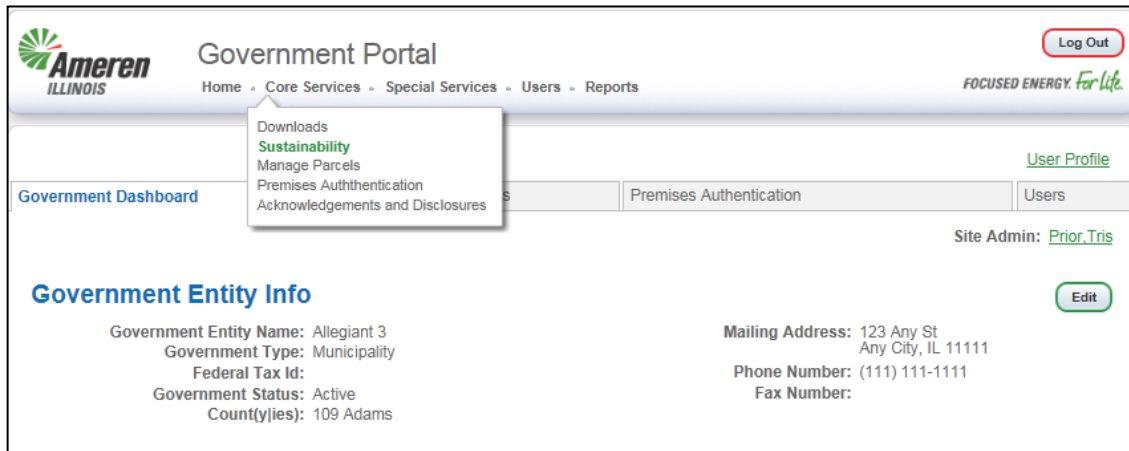
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Sustainability

Sustainability Report – This report is for municipalities and counties only who inquire about the combined usage for their jurisdictional boundaries. The usage is grouped by Revenue Class, Service Type, and Service Class (AIC Rate).

Select “Sustainability” from the Core Services menu.



Government Portal

Home • Core Services • Special Services • Users • Reports

Downloads
Sustainability
 Manage Parcels
 Premises Authentication
 Acknowledgements and Disclosures

Government Dashboard

Premises Authentication

Users

Site Admin: [Prior, Tris](#)

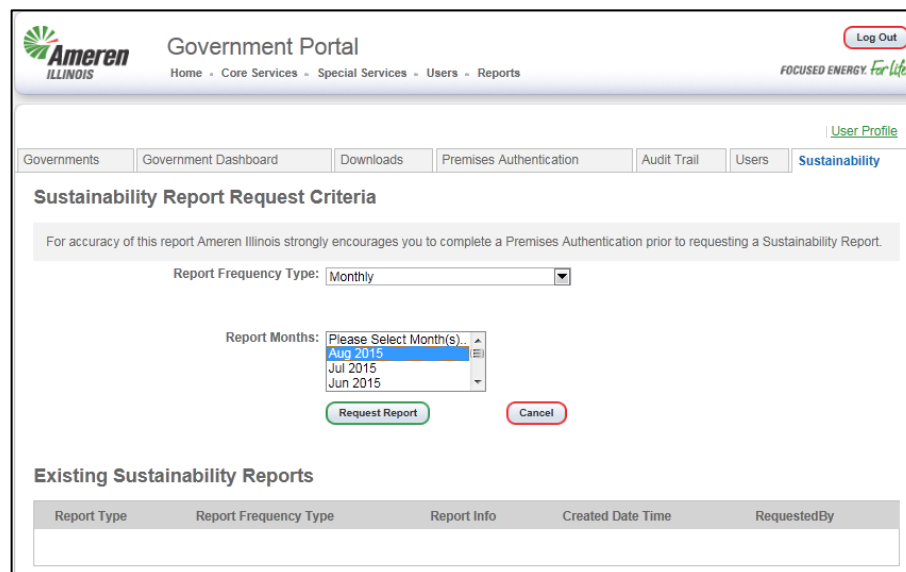
Government Entity Info

Government Entity Name: Allegiant 3
 Government Type: Municipality
 Federal Tax Id:
 Government Status: Active
 Count(y)ies: 109 Adams

Mailing Address: 123 Any St
 Any City, IL 11111
 Phone Number: (111) 111-1111
 Fax Number:

To obtain either an Annual or Monthly report, select the Report Frequency Type. Once the frequency is selected you will either need to pick a specific year or month and then select “Request Report”. You will receive an email when it is time to log back into the Government Portal to download the report.

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



Sustainability Report Request Criteria

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

Report Frequency Type:

Report Months:
 Aug 2015
 Jul 2015
 Jun 2015

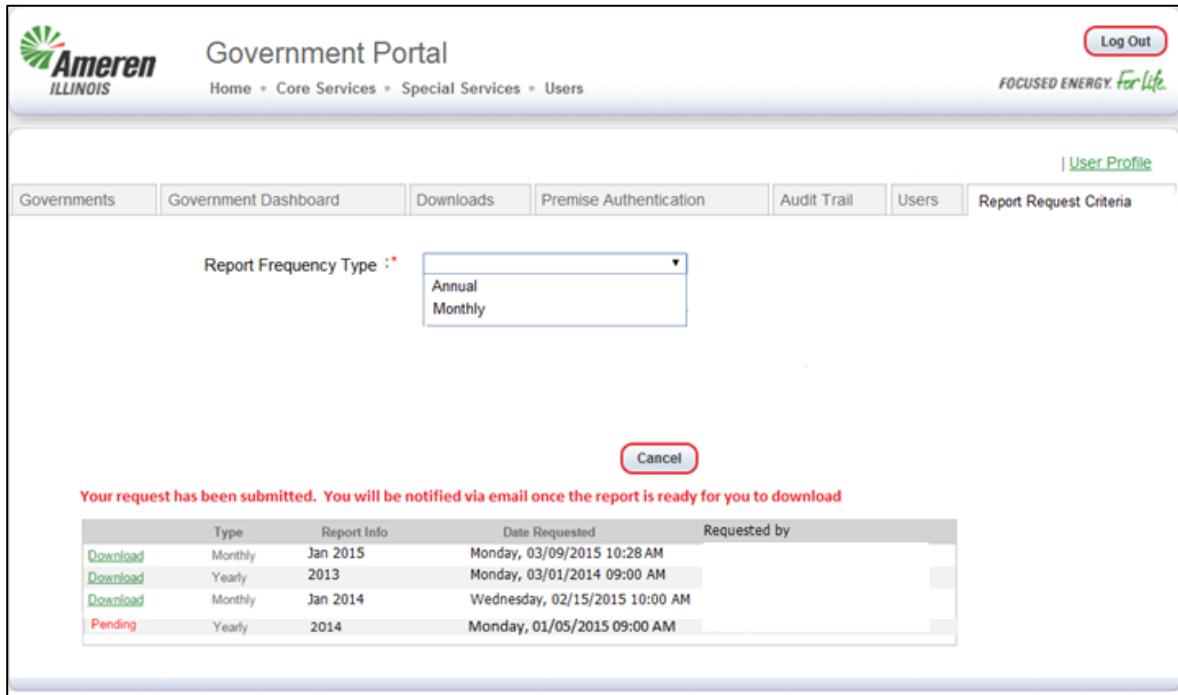
Existing Sustainability Reports

Report Type	Report Frequency Type	Report Info	Created Date Time	RequestedBy

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Government Portal

Once the email is received you will log back into the Government Portal and access the Sustainability screen. The reports available to download will display with a green **“Download”** link. Reports requested but not available will display **“Pending”** in red.



Type	Report Info	Date Requested	Requested by
Download	Monthly Jan 2015	Monday, 03/09/2015 10:28 AM	
Download	Yearly 2013	Monday, 03/01/2014 09:00 AM	
Download	Monthly Jan 2014	Wednesday, 02/15/2015 10:00 AM	
Pending	Yearly 2014	Monday, 01/05/2015 09:00 AM	

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						

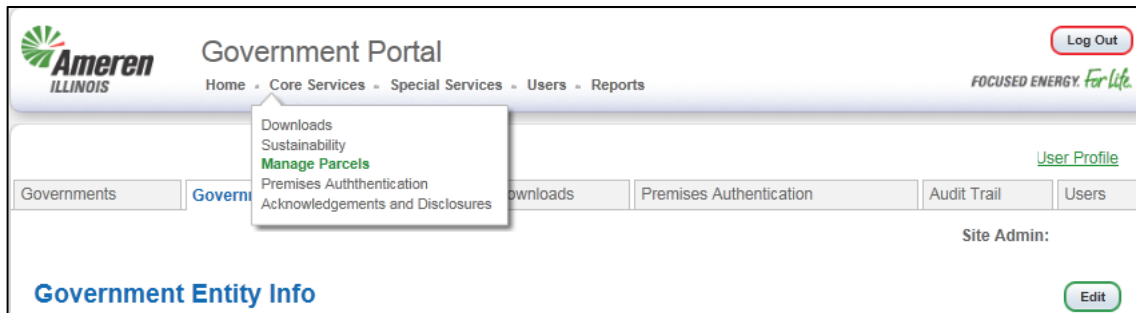
Premises Authentication and User Guide

Government Portal

Manage Parcels

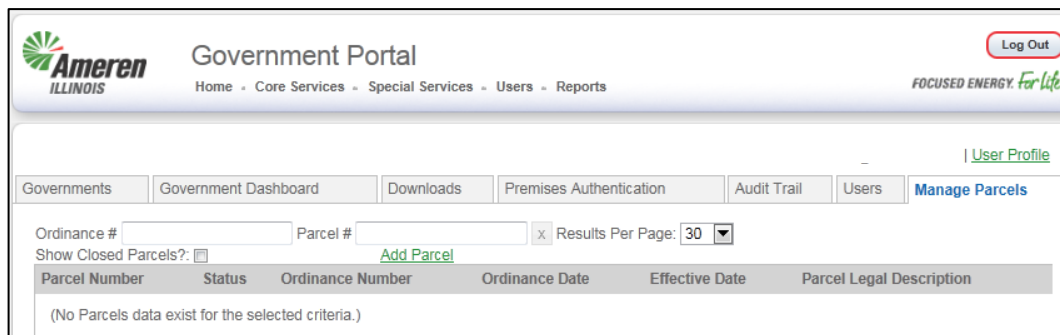
“Manage Parcels” is an easy way for Municipalities and Counties who have Annexed/De-Annexed a parcel of land or would like to associate a parcel to an Annexed premises with either a 911 address and/or actual premises address.

Select “Manage Parcels” from the Core Services menu.



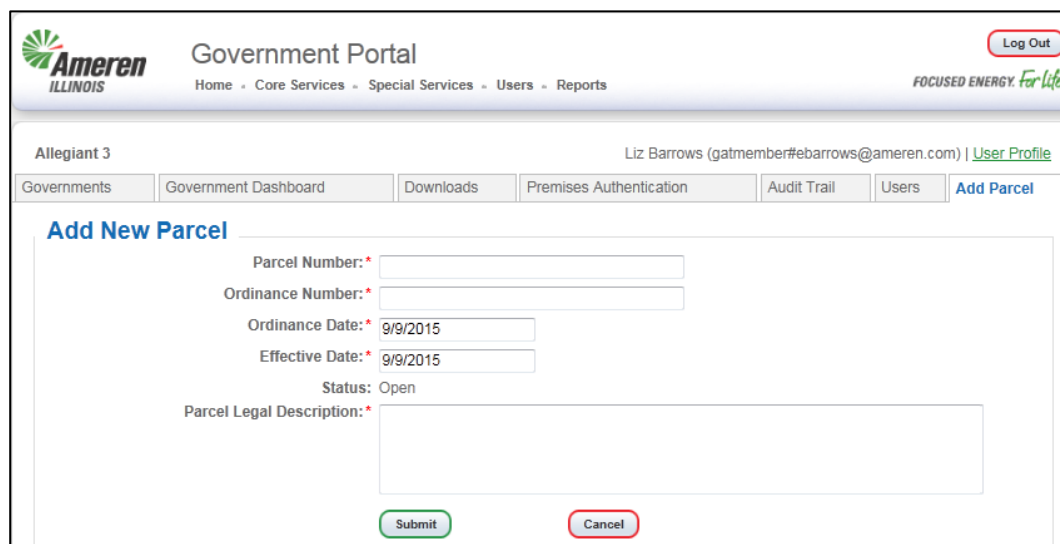
The screenshot shows the Government Portal interface. The top navigation bar includes the Ameren Illinois logo, the title 'Government Portal', and a 'Log Out' button. Below the navigation bar is a breadcrumb trail: Home > Core Services > Special Services > Users > Reports. A dropdown menu for 'Core Services' is open, showing options: Downloads, Sustainability, **Manage Parcels** (highlighted in green), Premises Authentication, and Acknowledgements and Disclosures. The main content area has a 'User Profile' link and a 'Site Admin:' section with an 'Edit' button. A 'Government Entity Info' section is also visible.

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



The screenshot shows the 'Manage Parcels' page. It features a search bar with fields for 'Ordinance #' and 'Parcel #', a 'Results Per Page' dropdown set to 30, and a 'Show Closed Parcels?' checkbox. A green 'Add Parcel' link is prominently displayed. Below the search bar is a table with columns: Parcel Number, Status, Ordinance Number, Ordinance Date, Effective Date, and Parcel Legal Description. A message below the table states: '(No Parcels data exist for the selected criteria.)'

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

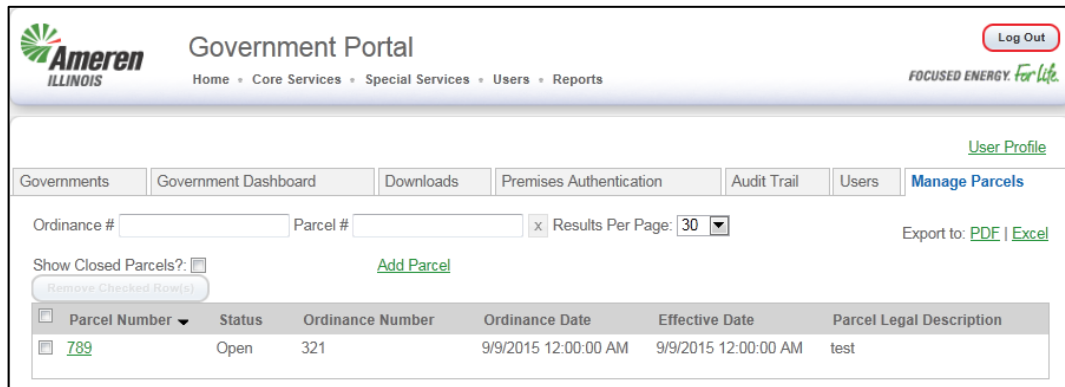


The screenshot shows the 'Add New Parcel' form. It includes fields for: Parcel Number (required), Ordinance Number (required), Ordinance Date (pre-filled with 9/9/2015), Effective Date (pre-filled with 9/9/2015), Status (pre-filled with Open), and Parcel Legal Description (required). The form has 'Submit' and 'Cancel' buttons at the bottom.

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After submitting, you will return to the previous page with the new parcel displaying in the table. To add premises to a parcel, select the Parcel Number associated to the premises.



Ameren ILLINOIS Government Portal Log Out

Home • Core Services • Special Services • Users • Reports FOCUSED ENERGY. For Life.

[User Profile](#)

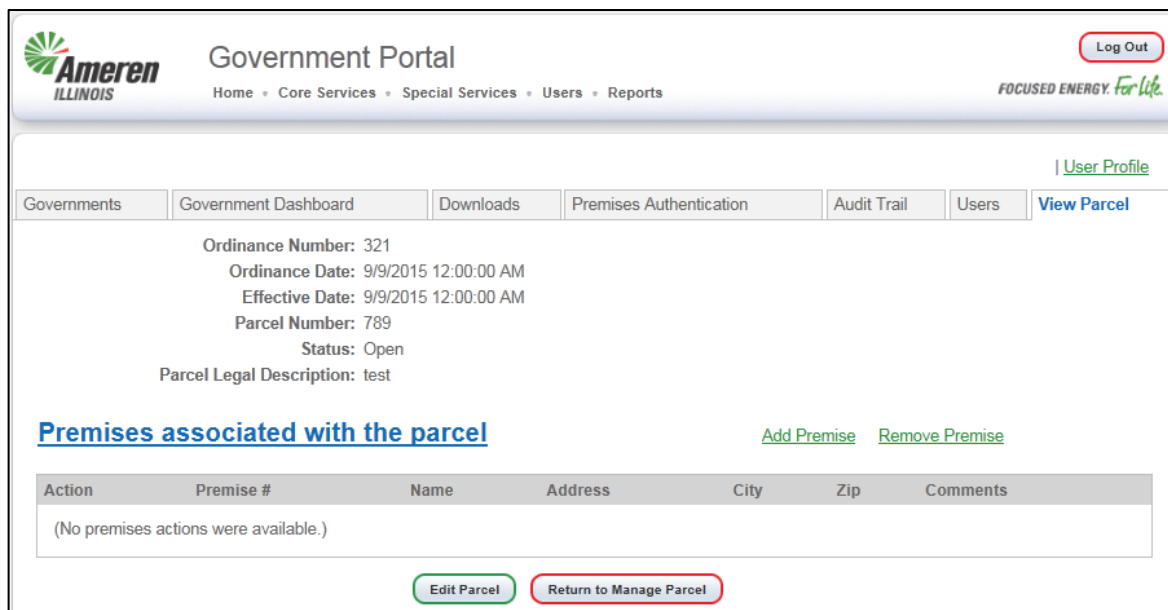
Governments | Government Dashboard | Downloads | Premises Authentication | Audit Trail | Users | **Manage Parcels**

Ordinance # Parcel # x Results Per Page: 30 Export to: [PDF](#) | [Excel](#)

Show Closed Parcels?: ☐ [Add Parcel](#)

<input type="checkbox"/> Parcel Number ▼	Status	Ordinance Number	Ordinance Date	Effective Date	Parcel Legal Description
<input checked="" type="checkbox"/> 789	Open	321	9/9/2015 12:00:00 AM	9/9/2015 12:00:00 AM	test

After the parcel is selected the screen will display the Parcel and Annexation details. To add the premises associated to the Parcel, select “Add Premise”.



Ameren ILLINOIS Government Portal Log Out

Home • Core Services • Special Services • Users • Reports FOCUSED ENERGY. For Life.

[User Profile](#)

Governments | Government Dashboard | Downloads | Premises Authentication | Audit Trail | Users | **View Parcel**

Ordinance Number: 321
 Ordinance Date: 9/9/2015 12:00:00 AM
 Effective Date: 9/9/2015 12:00:00 AM
 Parcel Number: 789
 Status: Open
 Parcel Legal Description: test

Premises associated with the parcel [Add Premise](#) [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premises actions were available.)						

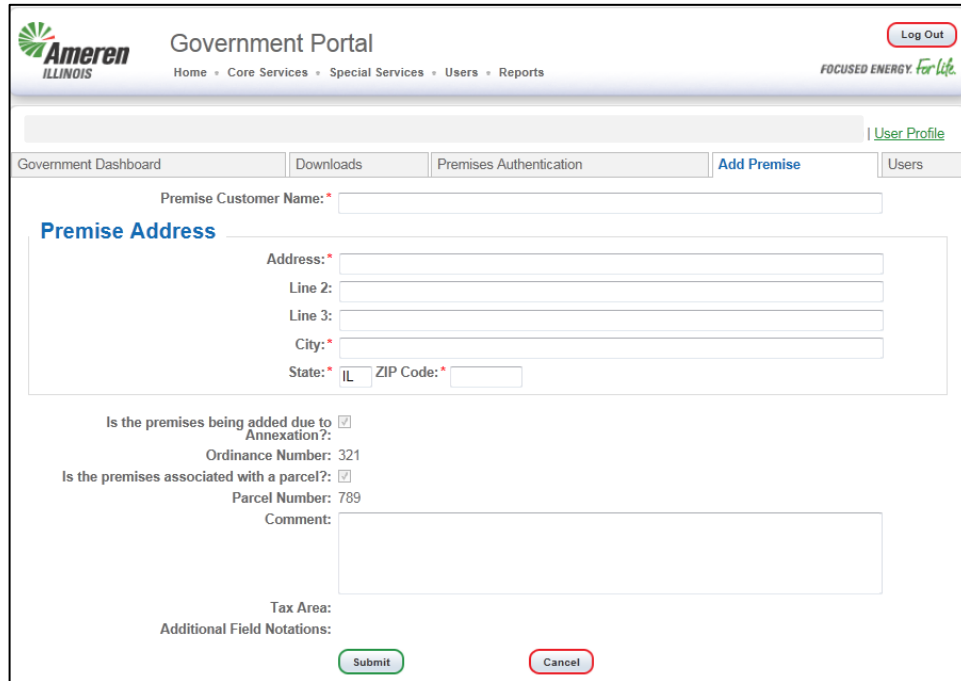
[Edit Parcel](#) [Return to Manage Parcel](#)

Note: To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.

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The “Add Premise” screen will display. Fill in all fields indicated with an asterisk, if you do not know the customer name type “unknown” in that field. The Annexation and Parcel information is automatically populated as the premises is being added through the specific parcel. Select “Submit”.



Government Portal
Home • Core Services • Special Services • Users • Reports

[Log Out](#)

[User Profile](#)

Government Dashboard | Downloads | Premises Authentication | **Add Premise** | Users

Premise Customer Name: *

Premise Address

Address: *
Line 2:
Line 3:
City: *
State: * IL ZIP Code: *

Is the premises being added due to Annexation?: ☒
Ordinance Number: 321

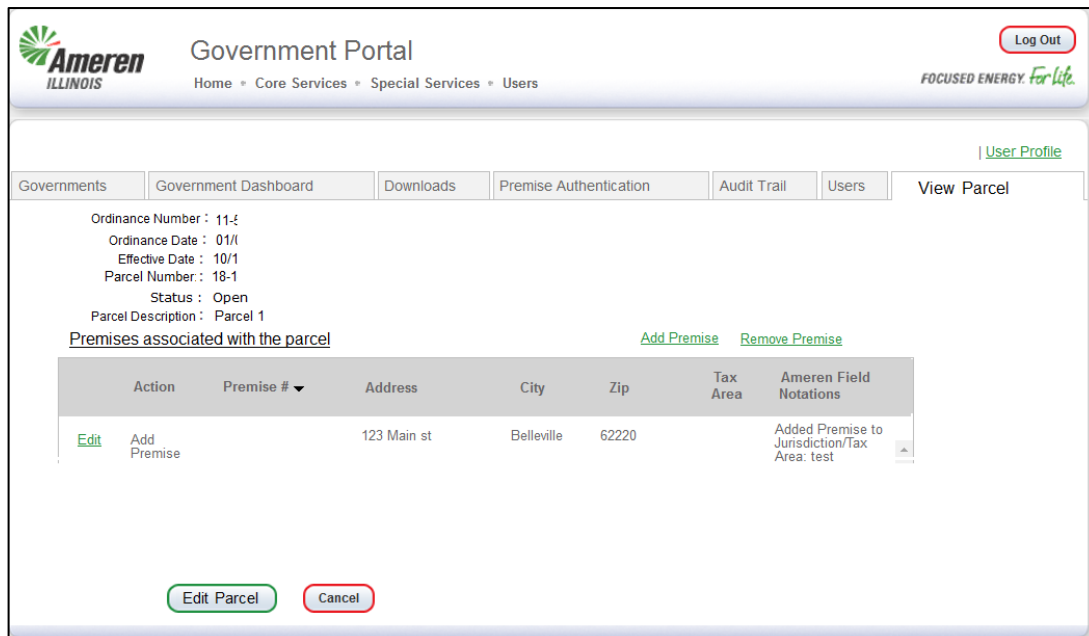
Is the premises associated with a parcel?: ☒
Parcel Number: 789

Comment:

Tax Area:
Additional Field Notations:

[Submit](#) [Cancel](#)

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



Government Portal
Home • Core Services • Special Services • Users

[Log Out](#)

[User Profile](#)

Governments | Government Dashboard | Downloads | Premise Authentication | Audit Trail | Users | **View Parcel**

Ordinance Number : 11-1
Ordinance Date : 01/1
Effective Date : 10/1
Parcel Number : 18-1
Status : Open
Parcel Description : Parcel 1

[Add Premise](#) [Remove Premise](#)

Premises associated with the parcel

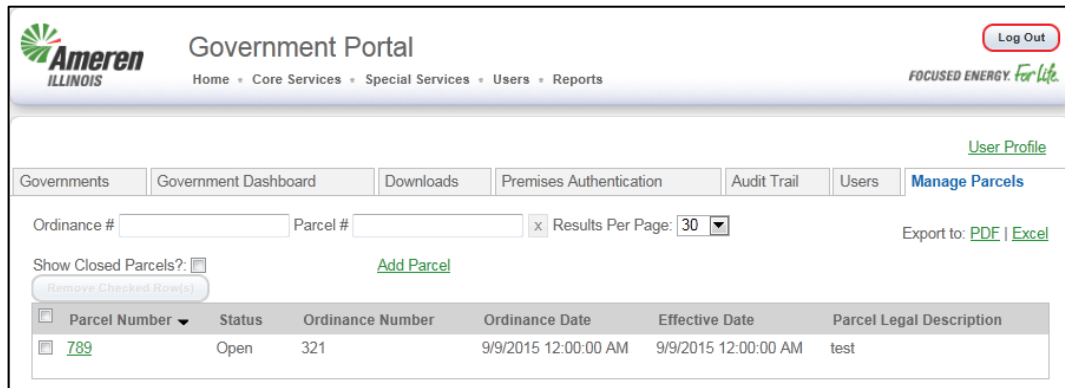
Action	Premise #	Address	City	Zip	Tax Area	Ameren Field Notations
Edit	Add Premise	123 Main st	Belleville	62220		Added Premise to Jurisdiction/Tax Area: test

[Edit Parcel](#) [Cancel](#)

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Government Portal

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



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[User Profile](#)

Governments | Government Dashboard | Downloads | Premises Authentication | Audit Trail | Users | **Manage Parcels**

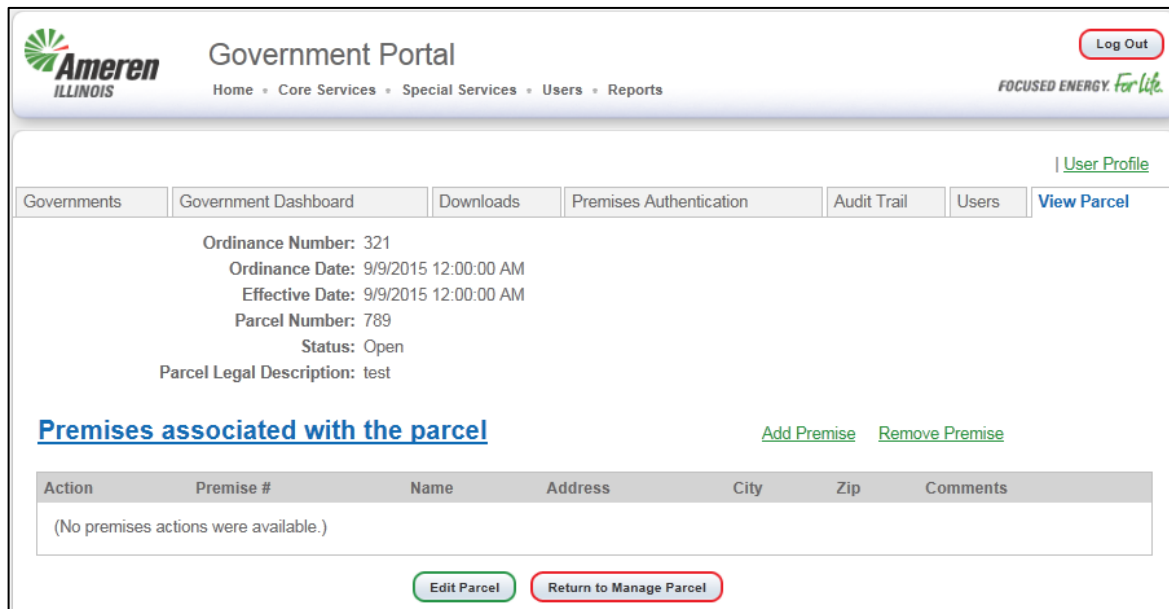
Ordinance # Parcel # x Results Per Page: 30 Export to: [PDF](#) | [Excel](#)

Show Closed Parcels?: ☐ [Add Parcel](#)

☐ Remove Checked Row(s)

Parcel Number	Status	Ordinance Number	Ordinance Date	Effective Date	Parcel Legal Description
789	Open	321	9/9/2015 12:00:00 AM	9/9/2015 12:00:00 AM	test

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



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Governments | Government Dashboard | Downloads | Premises Authentication | Audit Trail | Users | **View Parcel**

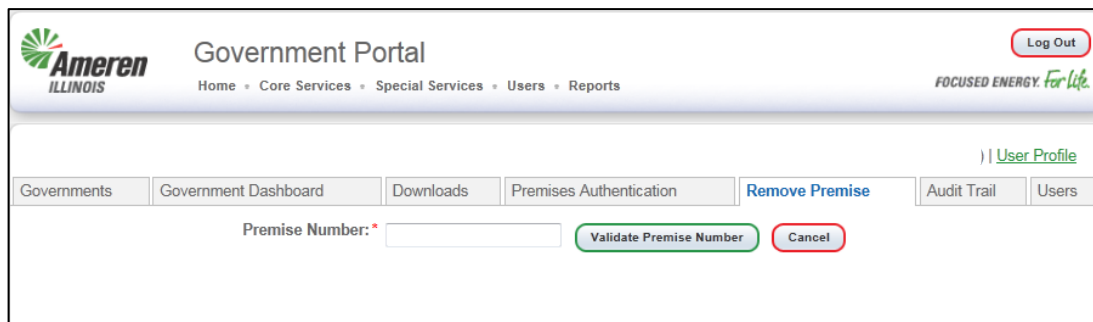
Ordinance Number: 321
Ordinance Date: 9/9/2015 12:00:00 AM
Effective Date: 9/9/2015 12:00:00 AM
Parcel Number: 789
Status: Open
Parcel Legal Description: test

Premises associated with the parcel [Add Premise](#) [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premises actions were available.)						

[Edit Parcel](#) [Return to Manage Parcel](#)

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



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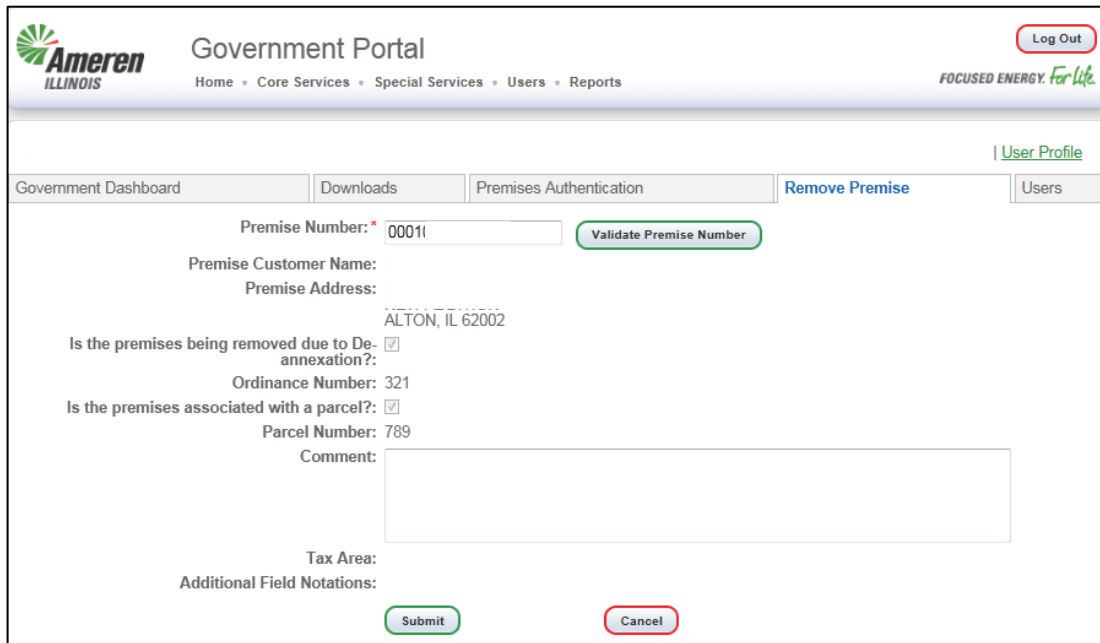
Governments | Government Dashboard | Downloads | Premises Authentication | **Remove Premise** | Audit Trail | Users

Premise Number: * [Validate Premise Number](#) [Cancel](#)

Premises Authentication and User Guide

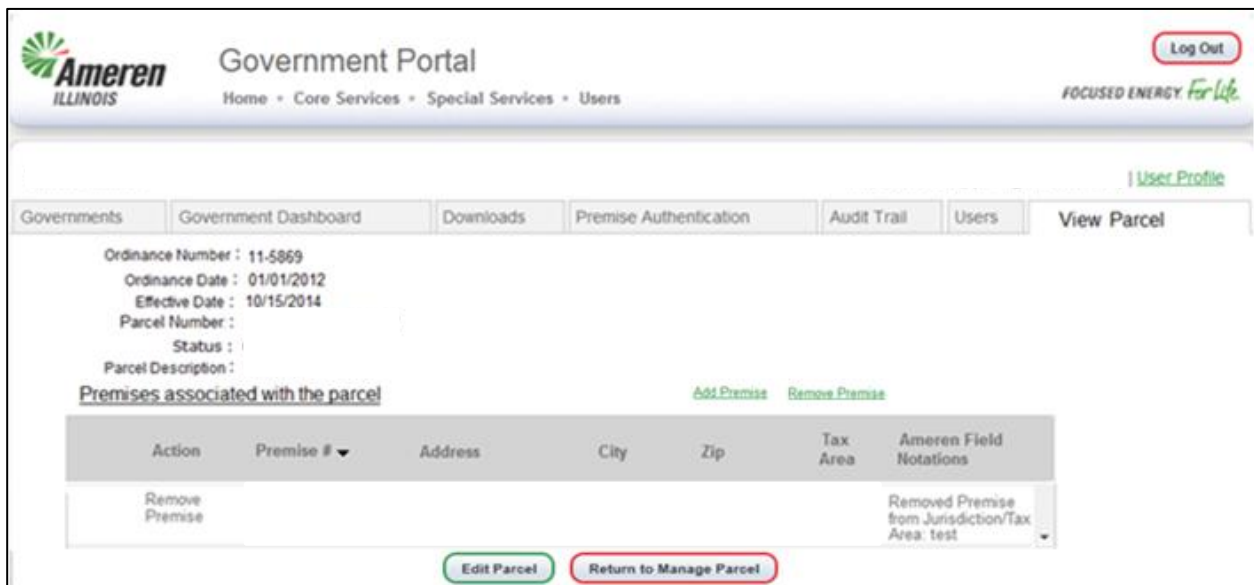
Government Portal

Premise screen will display with all fields populated. Add the reason you are removing the premises into the Comments field and select “Submit”.



The screenshot shows the 'Premises Authentication' form in the Government Portal. The form includes fields for 'Premise Number' (0001), 'Premise Customer Name', 'Premise Address' (ALTON, IL 62002), 'Is the premises being removed due to De-annexation?' (checked), 'Ordinance Number' (321), 'Is the premises associated with a parcel?' (checked), 'Parcel Number' (789), and a 'Comment' text area. There are 'Submit' and 'Cancel' buttons at the bottom. The top navigation bar includes 'Home', 'Core Services', 'Special Services', 'Users', and 'Reports'. A 'Log Out' button is in the top right corner.

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



The screenshot shows the 'View Parcel' page in the Government Portal. It displays details for Ordinance Number 11-5869, Ordinance Date 01/01/2012, Effective Date 10/15/2014, Parcel Number, Status, and Parcel Description. Below this is a table titled 'Premises associated with the parcel' with columns: Action, Premise #, Address, City, Zip, Tax Area, and Ameren Field Notations. The table contains one row with 'Remove Premise' as the action and 'Removed Premise from Jurisdiction/Tax Area: test' as the field notation. There are 'Add Premise' and 'Remove Premise' links above the table. At the bottom, there are 'Edit Parcel' and 'Return to Manage Parcel' buttons. The top navigation bar includes 'Home', 'Core Services', 'Special Services', and 'Users'. A 'Log Out' button is in the top right corner.

To submit the changes, added or removed premises from a parcel, you will need to begin the premises authentication process by downloading a new premises authentication worksheet as described beginning on page 10 and then following the Premises Authentication process beginning on page 19.

Note: To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.

Premises Authentication and User Guide

Government Portal

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 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

“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.


Government Portal

Log Out

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[User Profile](#)

Government Dashboard | Electric Aggregation | Primary Contact | Downloads | **Premise Authentication** | Users

Premise Authentication Status: Premise Authentication Worksheet Created

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

If no premise authentication actions are necessary, you can click this button to set the Premise Authentication status to "Approved by Government":

No Modifications Needed

It is the responsibility of the GA 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 GA 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.

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

Action	Premise #	Name	Address	City	Zip	Comments
(No premise authentication actions have been specified.)						

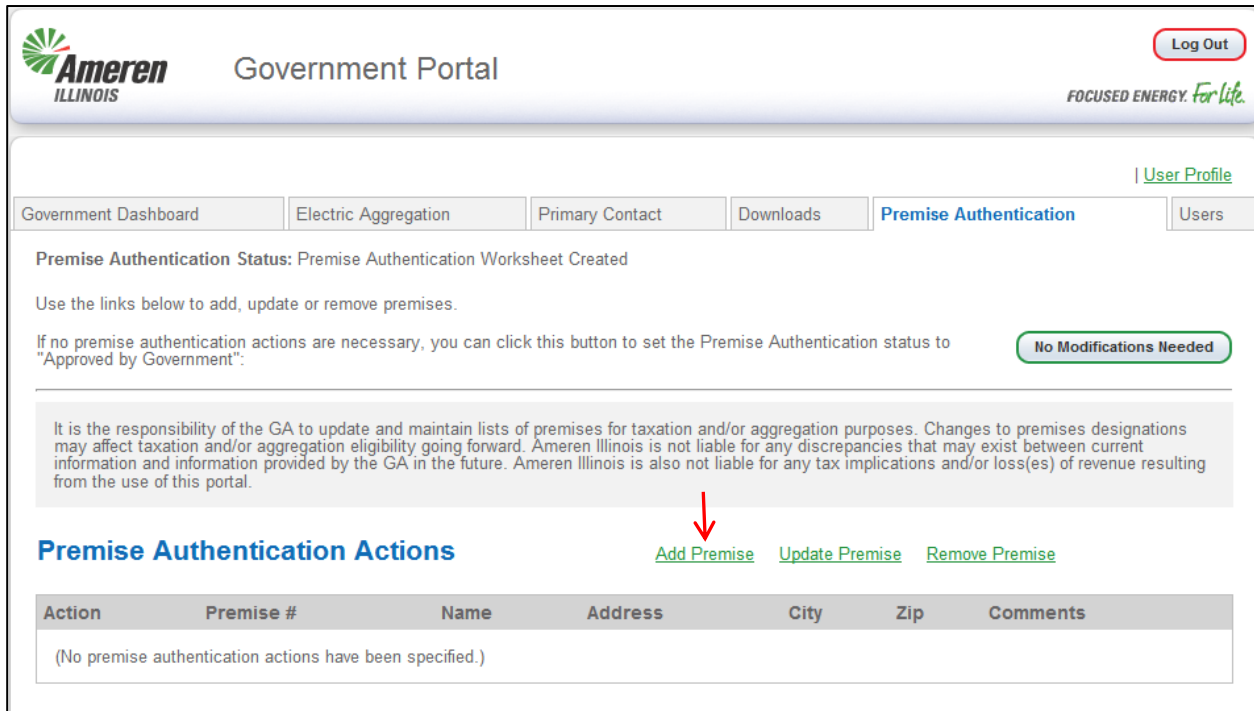
However, if there are modifications required please follow the steps mentioned on the following pages.


Premises Authentication and User Guide

Government Portal

Add a Premises

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



 Government Portal Log Out

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[User Profile](#)

Government Dashboard | Electric Aggregation | Primary Contact | Downloads | **Premise Authentication** | Users

Premise Authentication Status: Premise Authentication Worksheet Created

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

If no premise authentication actions are necessary, you can click this button to set the Premise Authentication status to "Approved by Government": No Modifications Needed

It is the responsibility of the GA 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 GA 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.

Premise Authentication Actions

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

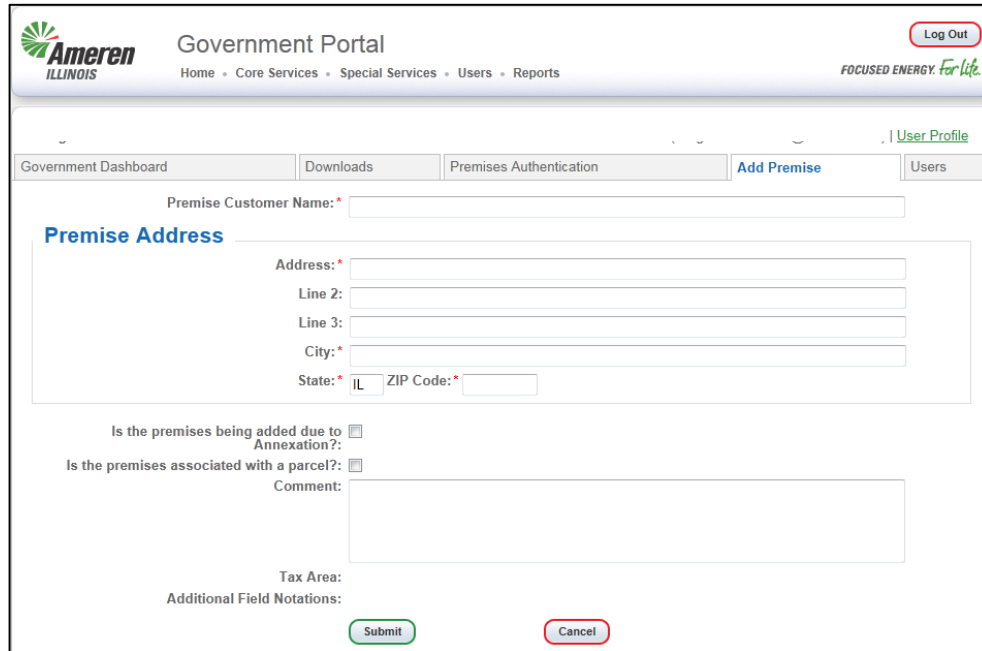
Action	Premise #	Name	Address	City	Zip	Comments
(No premise authentication actions have been specified.)						

Premises Authentication and User Guide

Government Portal

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

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



Ameren ILLINOIS Government Portal [Log Out](#)
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Government Dashboard Downloads Premises Authentication [Add Premise](#) [Users](#) [User Profile](#)

Premise Customer Name: *

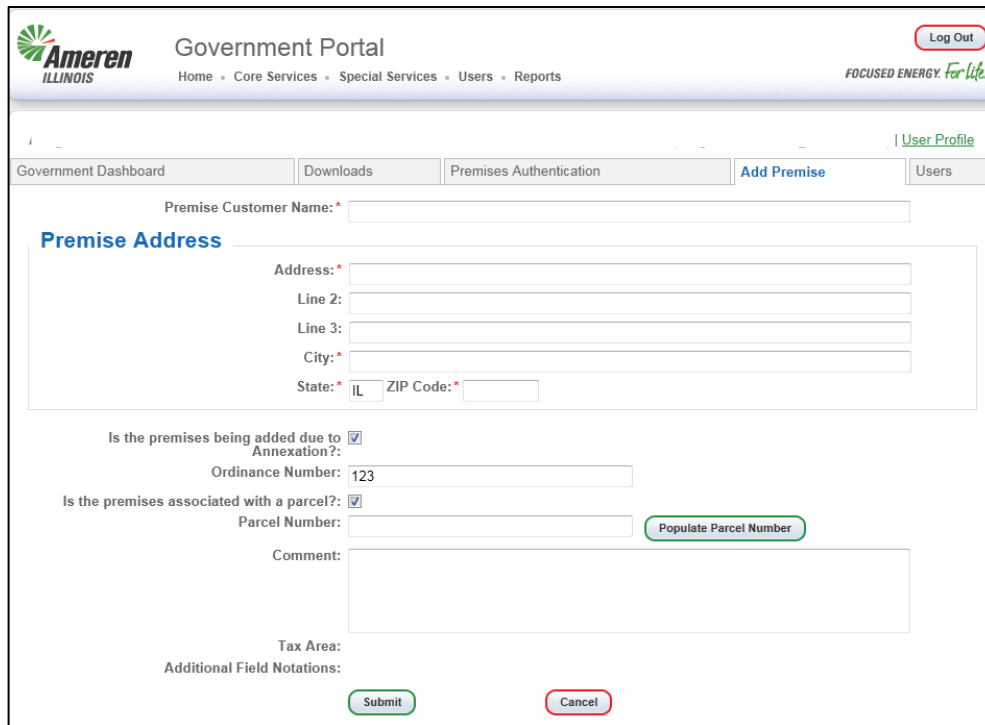
Premise Address

Address: *
Line 2:
Line 3:
City: *
State: * IL ZIP Code: *

Is the premises being added due to Annexation?: ☐
Is the premises associated with a parcel?: ☐
Comment:
Tax Area:
Additional Field Notations:

[Submit](#) [Cancel](#)

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



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Government Dashboard Downloads Premises Authentication [Add Premise](#) [Users](#) [User Profile](#)

Premise Customer Name: *

Premise Address

Address: *
Line 2:
Line 3:
City: *
State: * IL ZIP Code: *

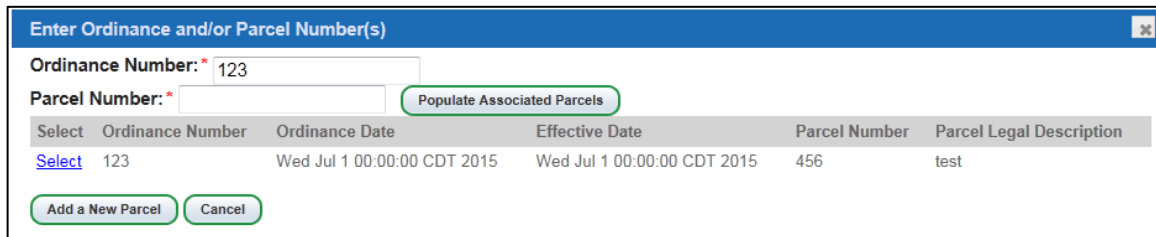
Is the premises being added due to Annexation?: ☒
Ordinance Number: 123
Is the premises associated with a parcel?: ☒
Parcel Number: [Populate Parcel Number](#)
Comment:
Tax Area:
Additional Field Notations:

[Submit](#) [Cancel](#)

Premises Authentication and User Guide

Government Portal

The following screen will display, allowing you to associate the Annexation Ordinance to the Parcel. Select the link labeled “Select” to associate the Parcel to the Ordinance.



Enter Ordinance and/or Parcel Number(s)

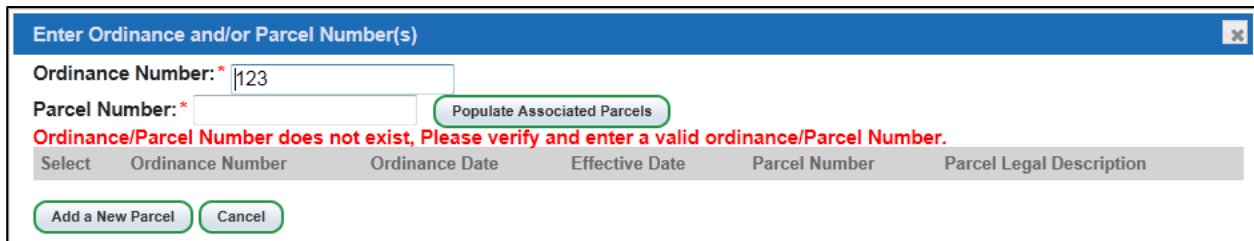
Ordinance Number: * 123

Parcel Number: * [Populate Associated Parcels](#)

Select	Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description
Select	123	Wed Jul 1 00:00:00 CDT 2015	Wed Jul 1 00:00:00 CDT 2015	456	test

[Add a New Parcel](#) [Cancel](#)

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



Enter Ordinance and/or Parcel Number(s)

Ordinance Number: * 123

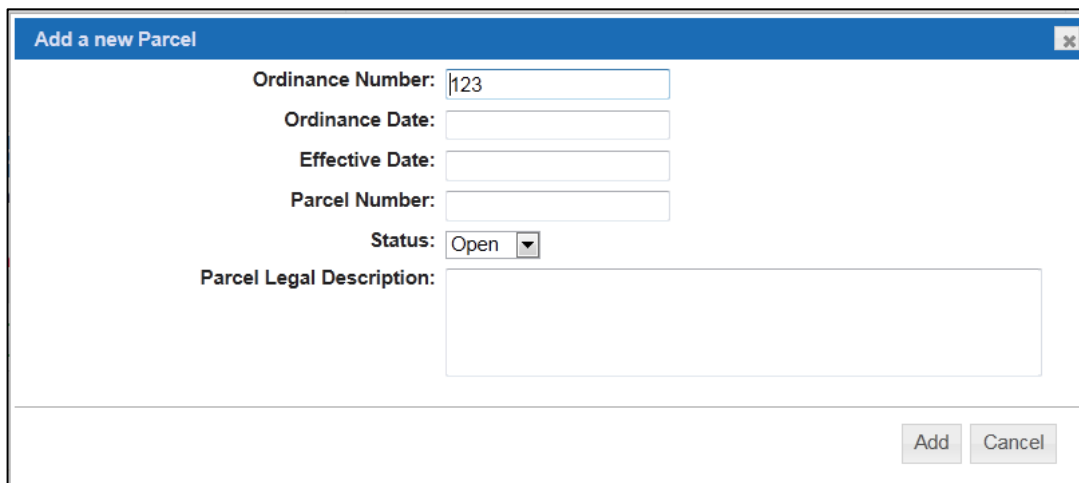
Parcel Number: * [Populate Associated Parcels](#)

Ordinance/Parcel Number does not exist, Please verify and enter a valid ordinance/Parcel Number.

Select	Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description
--------	------------------	----------------	----------------	---------------	--------------------------

[Add a New Parcel](#) [Cancel](#)

To enter a new Parcel, select “Add a New Parcel”, the screen below will display. Fill in the Ordinance number for the current Annexation, Ordinance Date, Effective Date, Parcel Legal Description and select “Add”. **NOTE: Do not change the Status.**



Add a new Parcel

Ordinance Number:

Ordinance Date:

Effective Date:

Parcel Number:

Status: Open

Parcel Legal Description:

[Add](#) [Cancel](#)

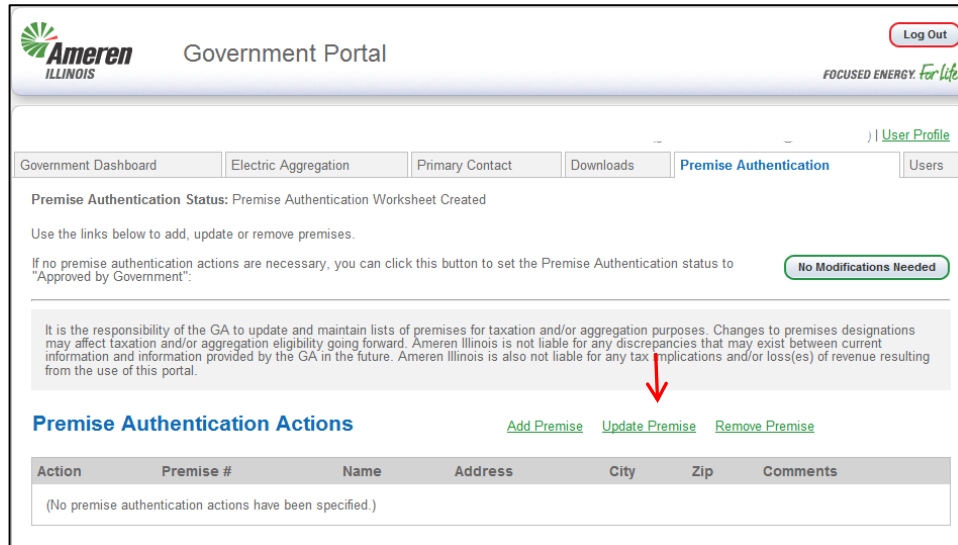
Note: To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.

Premises Authentication and User Guide

Government Portal

Update a Premises

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



Government Portal

Premise Authentication Status: Premise Authentication Worksheet Created

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

If no premise authentication actions are necessary, you can click this button to set the Premise Authentication status to "Approved by Government": [No Modifications Needed](#)

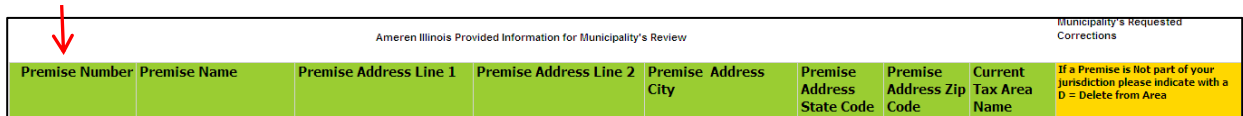
It is the responsibility of the GA to update and maintain lists of premises for taxation and/or aggregation purposes. Changes to premises designations may affect taxation and/or aggregation eligibility going forward. Ameren Illinois is not liable for any discrepancies that may exist between current information and information provided by the GA 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.

Premise Authentication Actions

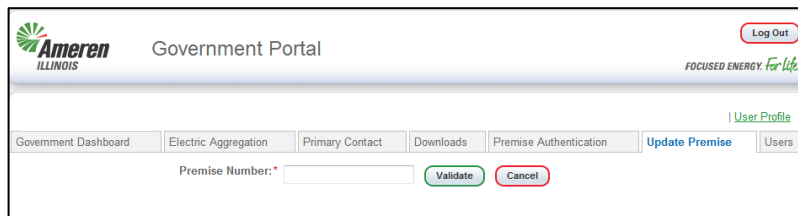
[Add Premise](#) [Update Premise](#) [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premise authentication actions have been specified.)						

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



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
								If a Premise is not part of your jurisdiction please indicate with a D - Delete from Area

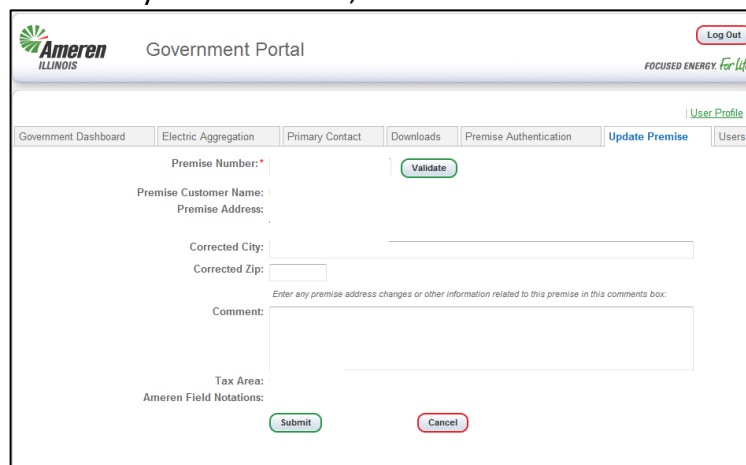


Government Portal

Update Premise

Premise Number: [Validate](#) [Cancel](#)

The premises number you entered will automatically populate in the window below, where you can correct the city and zip code. If the street address has an error, make the corrections in the comment box. When you are finished, select “Submit”.



Government Portal

Update Premise

Premise Number: [Validate](#)

Premise Customer Name:

Premise Address:

Corrected City:

Corrected Zip:

Enter any premise address changes or other information related to this premise in this comments box:

Comment:

Tax Area:

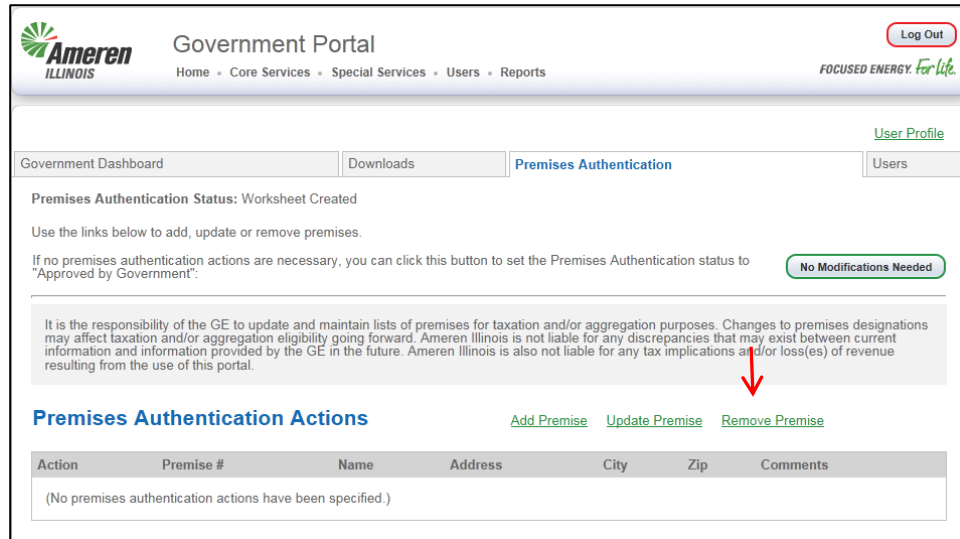
Ameren Field Notations: [Submit](#) [Cancel](#)

Premises Authentication and User Guide

Government Portal

Remove a Premises

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



Ameren ILLINOIS Government Portal Log Out

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[User Profile](#)

Government Dashboard Downloads **Premises Authentication** Users

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.

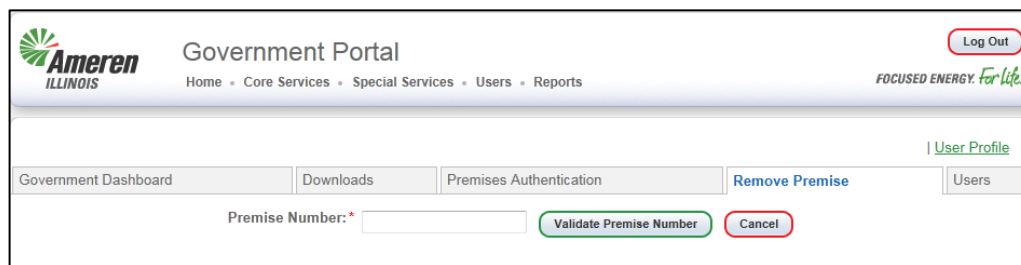
Premises Authentication Actions [Add Premise](#) [Update Premise](#) [Remove Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premises authentication actions have been specified.)						

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



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



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Government Dashboard Downloads Premises Authentication **Remove Premise** Users

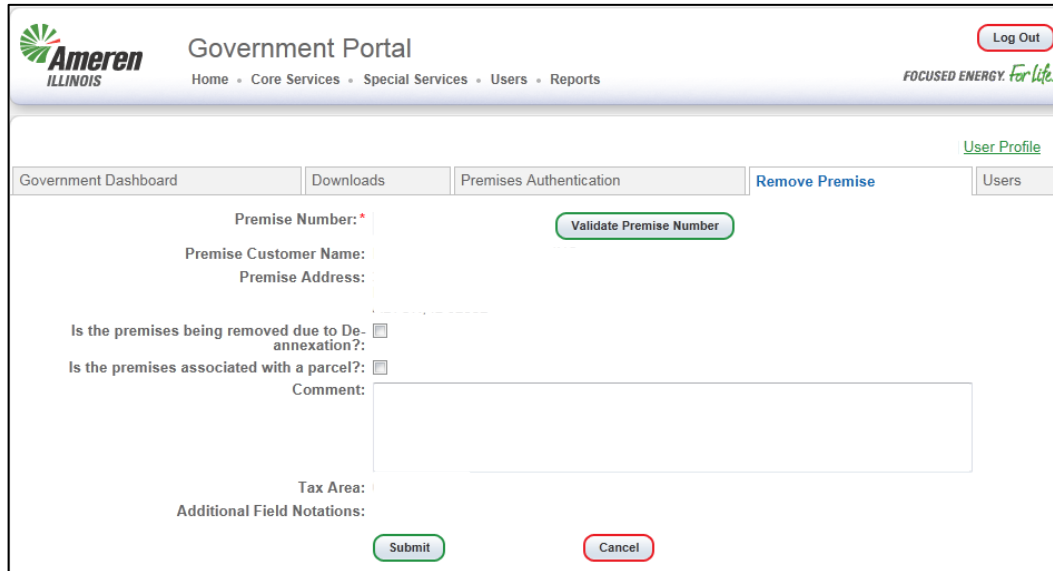
Premise Number: * Validate Premise Number Cancel

Premises Authentication and User Guide

Government Portal

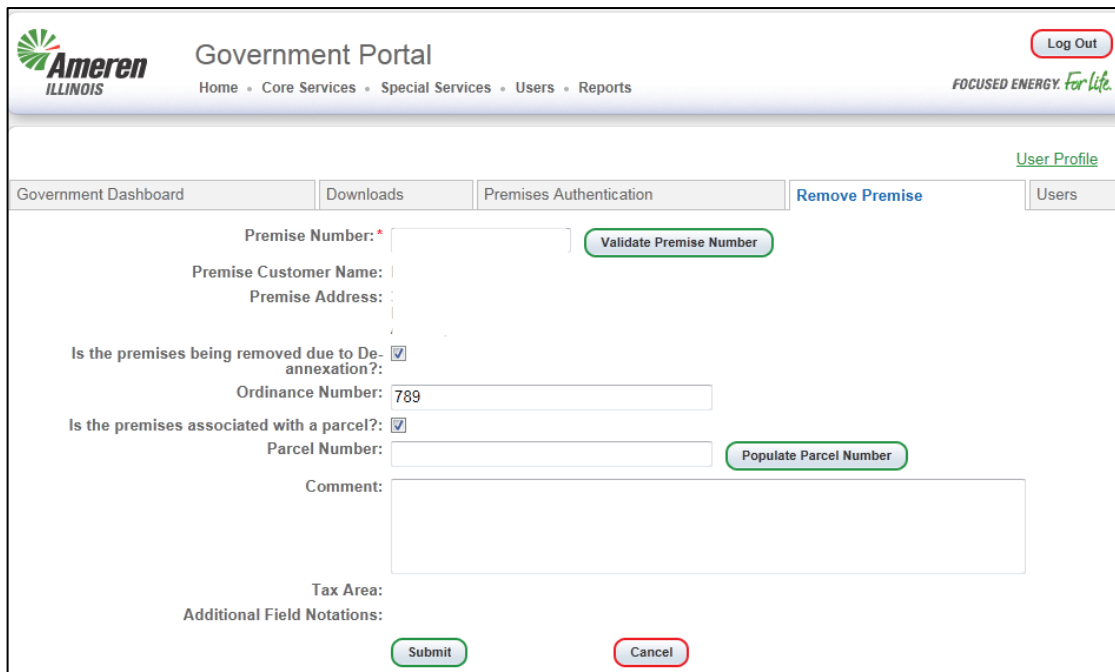
The premises number entered will automatically populate in the window below.

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



The screenshot shows the "Premises Authentication" form in the Government Portal. The form includes fields for "Premise Number:", "Premise Customer Name:", and "Premise Address:". There is a "Validate Premise Number" button. Below these fields are two checkboxes: "Is the premises being removed due to De-annexation?" and "Is the premises associated with a parcel?". A "Comment:" text area is also present. At the bottom, there are "Submit" and "Cancel" buttons. The portal header includes the Ameren logo, navigation links, and a "Log Out" button.

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



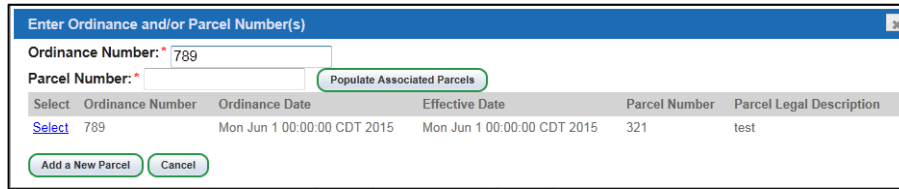
This screenshot shows the same "Premises Authentication" form, but with the checkboxes "Is the premises being removed due to De-annexation?" and "Is the premises associated with a parcel?" selected. The "Ordinance Number:" field is populated with "789". The "Parcel Number:" field is empty, and the "Populate Parcel Number" button is visible. The "Submit" and "Cancel" buttons are at the bottom. The portal header and navigation links are consistent with the previous screenshot.

Note: To complete the update for those premises added/removed due to annexation/de-annexation, please forward the ordinances and corresponding plats/maps to the Government Support Team.

Premises Authentication and User Guide

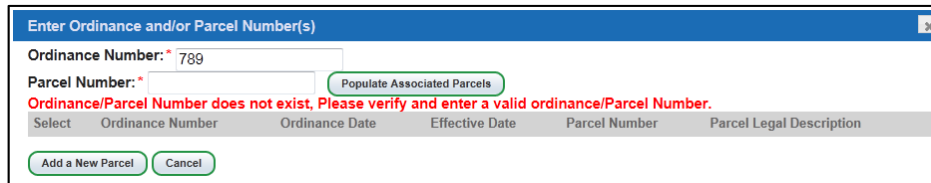
Government Portal

The following screen will display, allowing you to associate the De-Annexation Ordinance to the Parcel. Select the link labeled “Select” to associate the Parcel to the Ordinance.

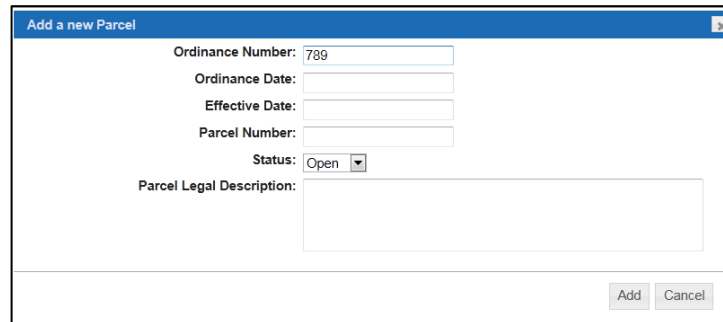


Select	Ordinance Number	Ordinance Date	Effective Date	Parcel Number	Parcel Legal Description
Select	789	Mon Jun 1 00:00:00 CDT 2015	Mon Jun 1 00:00:00 CDT 2015	321	test

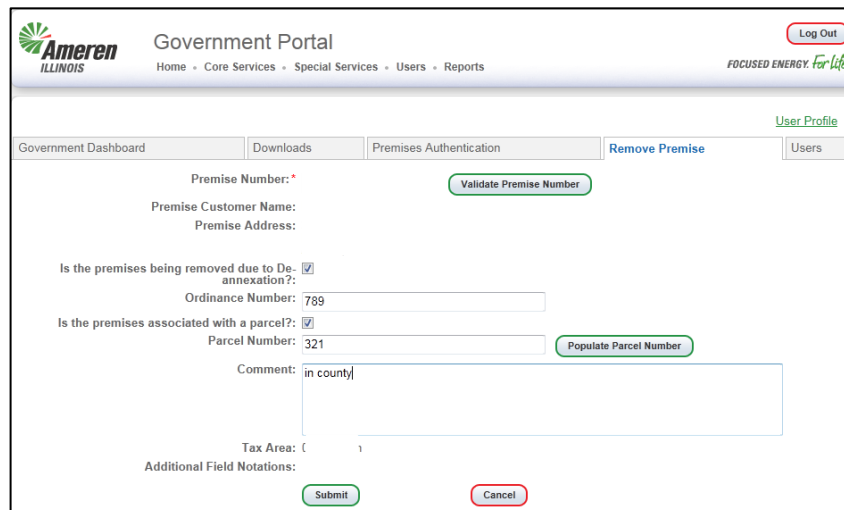
If the Ordinance number for the De-Annexation or Parcel number is new, you will receive the message below.



To enter a new Parcel, select “Add a New Parcel”, the screen below will display. Fill in the Ordinance number for the current De-Annexation, Ordinance Date, Effective Date, Parcel Legal Description and select “Add”. **NOTE: Do not change the Status.**



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



Premises Authentication and User Guide

Government Portal

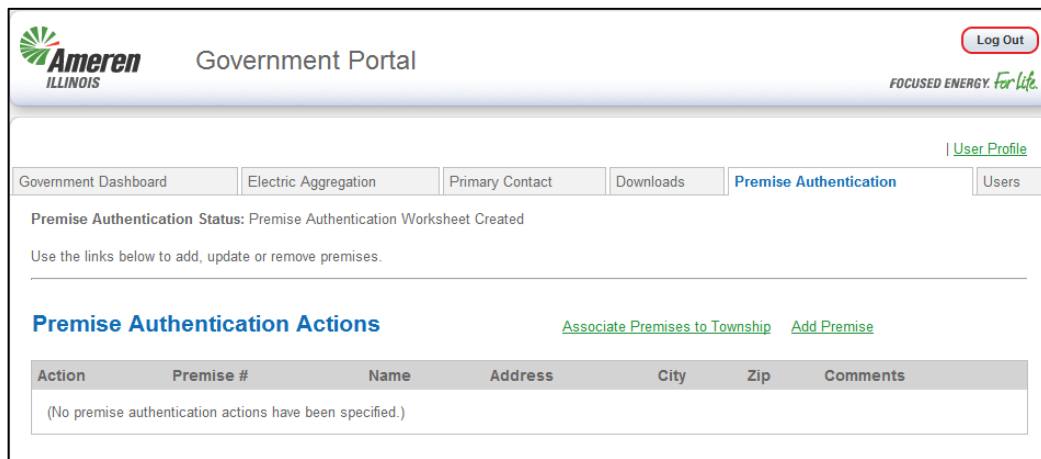
Premises Authentication

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

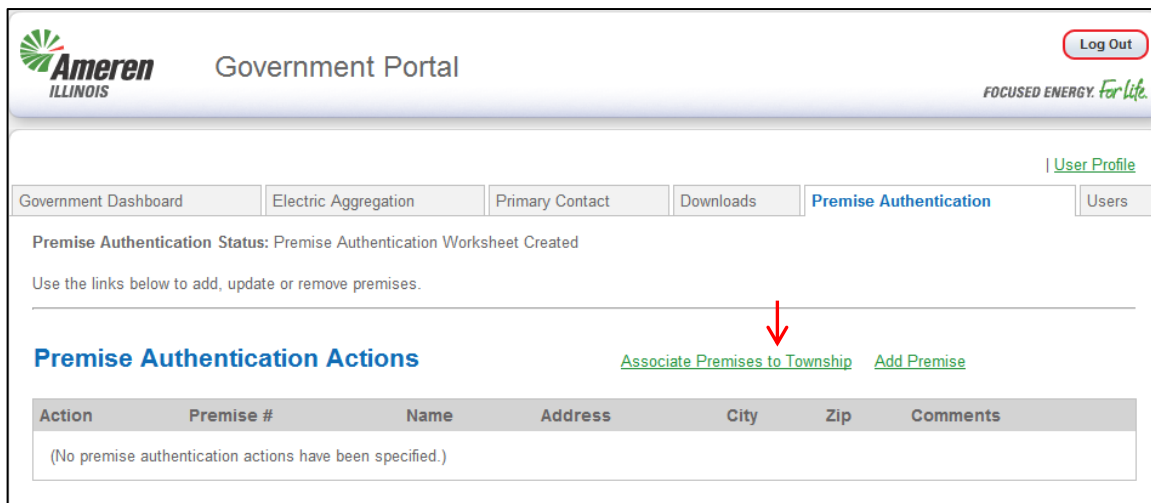
Ameren Illinois Provided Information for Municipality's Review							Municipality's Requested Corrections
Premise Number	Premise Name	Premise Address Line 1	Premise Address Line 2	Premise Address City	Premise Address State Code	Premise Address Zip Code	Current Tax Area Name
							If a Premise is not part of your jurisdiction please indicate with a D = Delete from Area

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



Associate Premises to a Township

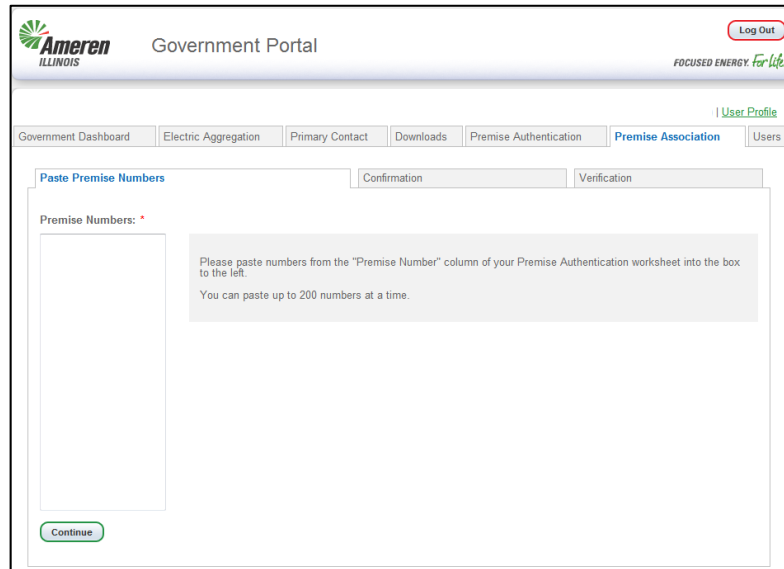
To accomplish this task select, “Associate Premises to Township”.



Premises Authentication and User Guide

Government Portal

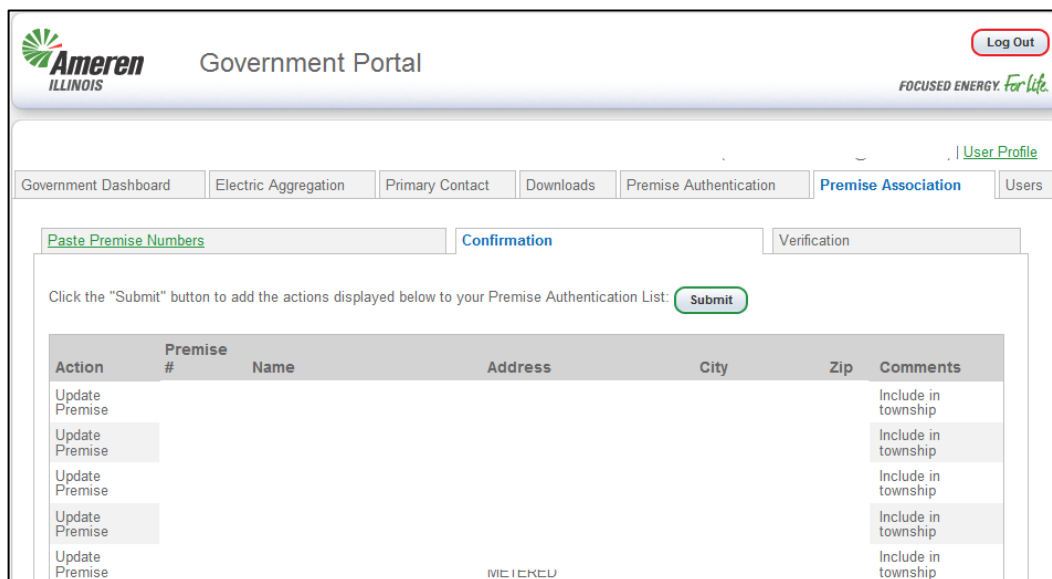
The following window will populate allowing the user to copy and paste, up to 200, premises numbers at one time from the premises authentication worksheet.



The premises number is in the first column, shown below. Once the premises number(s) are copied, paste them in the screen above, and select “Continue”.

Ameren Illinois Provided Information for Municipality's Review								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

The user will receive a confirmation page for the premises number(s) selected (shown below), if the list is accurate, select “Submit”. If an error is found, select the “Paste Premise Numbers” tab to go back to the previous window.

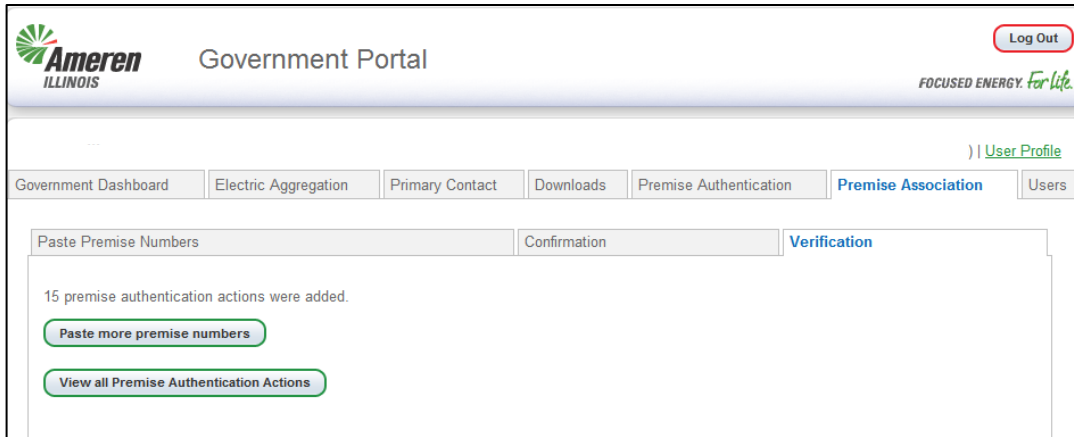


Action	Premise #	Name	Address	City	Zip	Comments
Update Premise						Include in township
Update Premise						Include in township
Update Premise						Include in township
Update Premise						Include in township
Update Premise						Include in township

Premises Authentication and User Guide

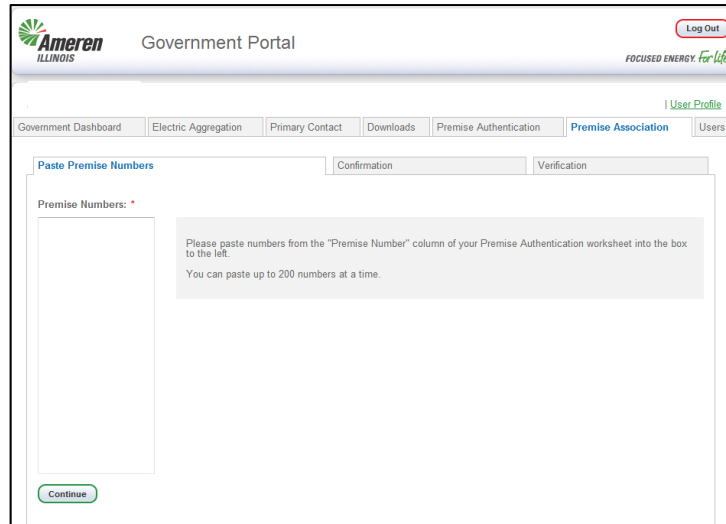
Government Portal

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



The screenshot shows the Ameren Government Portal interface. At the top left is the Ameren ILLINOIS logo. To its right is the text "Government Portal". In the top right corner, there is a "Log Out" button and the slogan "FOCUSED ENERGY. For life." Below the header is a navigation bar with tabs: "Government Dashboard", "Electric Aggregation", "Primary Contact", "Downloads", "Premise Authentication", "Premise Association" (which is highlighted in blue), and "Users". To the right of the navigation bar is a link "User Profile". Below the navigation bar, there are three tabs: "Paste Premise Numbers", "Confirmation", and "Verification". The "Paste Premise Numbers" tab is active. It displays the message "15 premise authentication actions were added." Below this message are two buttons: "Paste more premise numbers" and "View all Premise Authentication Actions".

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

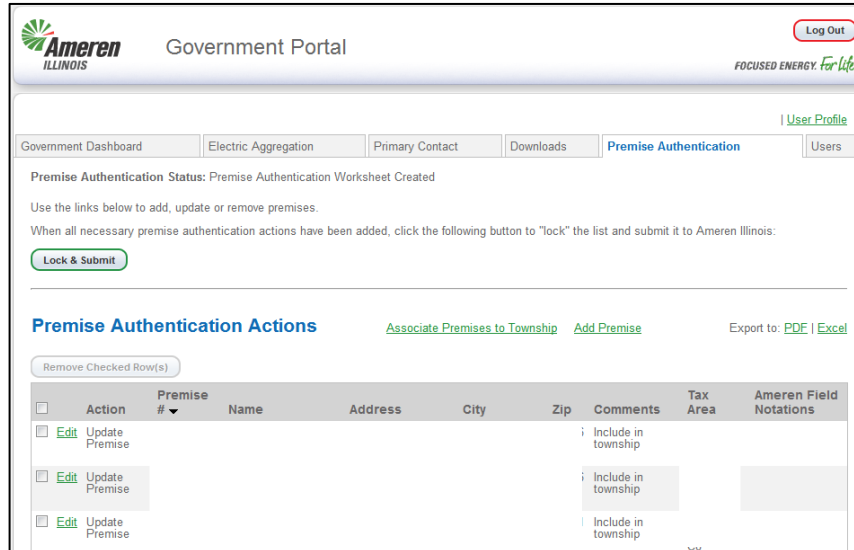


The screenshot shows the "Paste Premise Numbers" sub-window within the Ameren Government Portal. The header and navigation bar are the same as in the previous screenshot. The "Paste Premise Numbers" tab is active. It features a large text area for pasting numbers. To the right of the text area is a grey box with instructions: "Please paste numbers from the 'Premise Number' column of your Premise Authentication worksheet into the box to the left. You can paste up to 200 numbers at a time." At the bottom left of the text area is a "Continue" button.

Premises Authentication and User Guide

Government Portal

“View all Premise Authentication Actions” will take you back to the main Premises Authentication window to provide the ability to take further actions or submit the premises authentication.



Ameren ILLINOIS Government Portal Log Out

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[User Profile](#)

Government Dashboard | Electric Aggregation | Primary Contact | Downloads | **Premise Authentication** | Users

Premise Authentication Status: Premise Authentication Worksheet Created

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

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

[Lock & Submit](#)

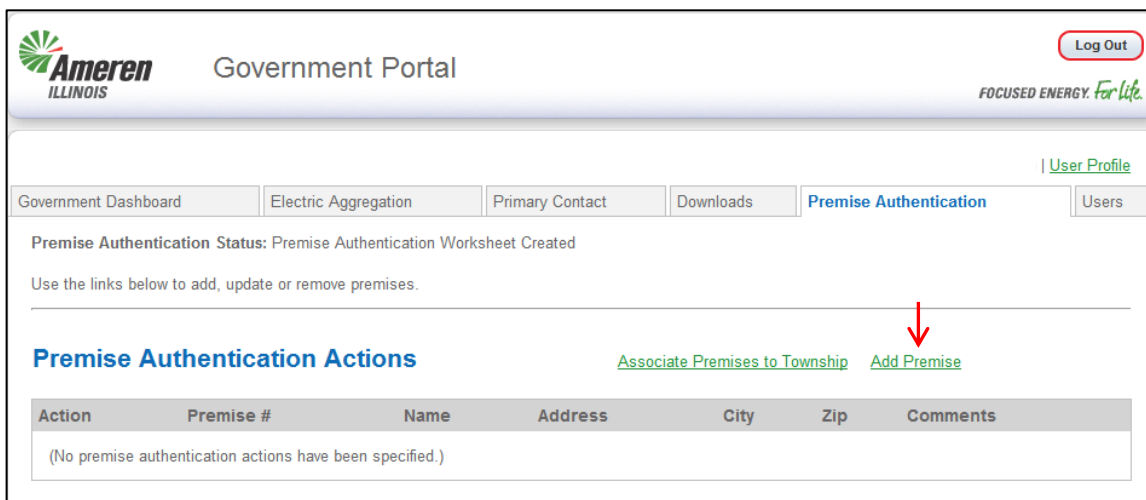
Premise Authentication Actions [Associate Premises to Township](#) [Add Premise](#) Export to: [PDF](#) | [Excel](#)

[Remove Checked Row\(s\)](#)

Action	Premise #	Name	Address	City	Zip	Comments	Tax Area	Ameren Field Notations
<input type="checkbox"/> Edit Update Premise						Include in township		
<input type="checkbox"/> Edit Update Premise						Include in township		
<input type="checkbox"/> Edit Update Premise						Include in township		

Add a Premise

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



Ameren ILLINOIS Government Portal Log Out

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[User Profile](#)

Government Dashboard | Electric Aggregation | Primary Contact | Downloads | **Premise Authentication** | Users

Premise Authentication Status: Premise Authentication Worksheet Created

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

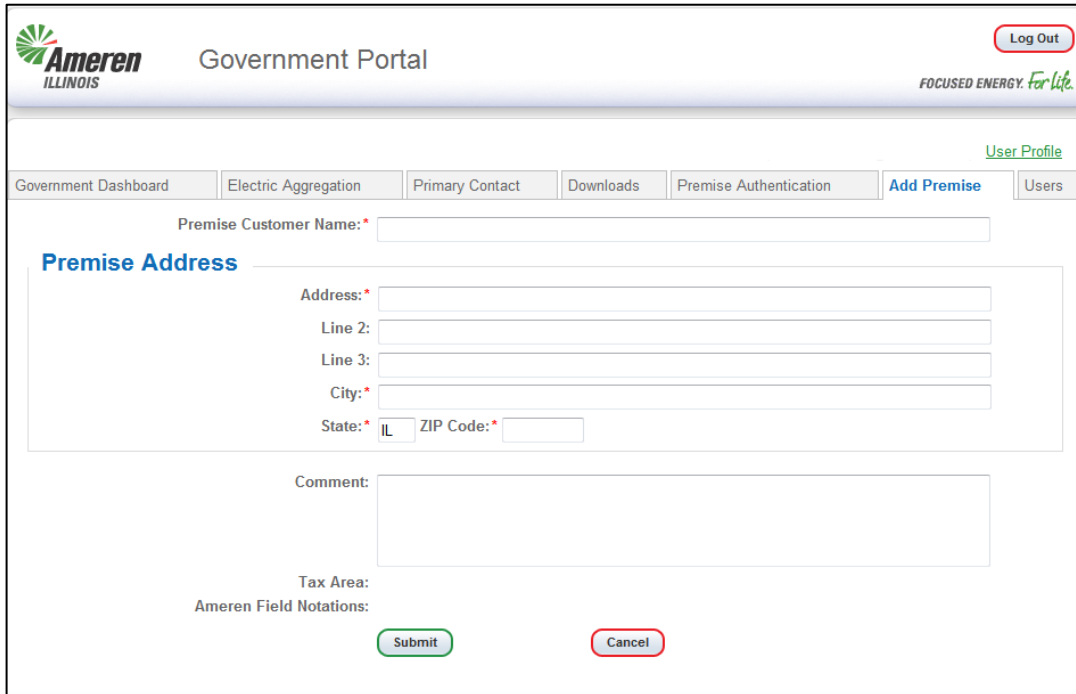
Premise Authentication Actions [Associate Premises to Township](#) [Add Premise](#)

Action	Premise #	Name	Address	City	Zip	Comments
(No premise authentication actions have been specified.)						

Premises Authentication and User Guide

Government Portal

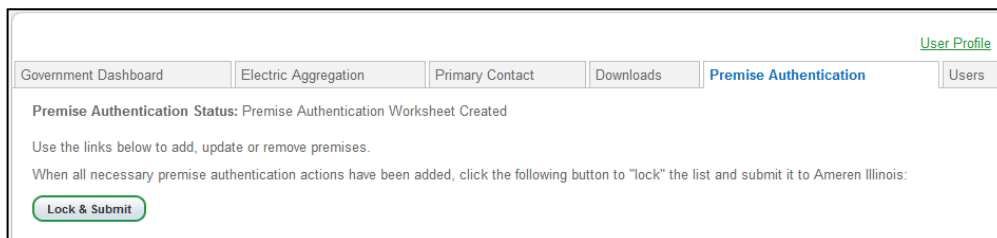
The following window will populate, fill out all required fields, indicated with an asterisk, and select “Submit”.



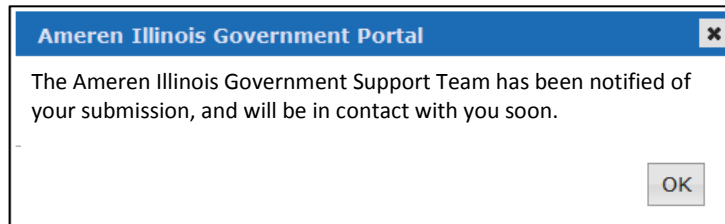
The screenshot shows the Ameren Illinois Government Portal interface. At the top left is the Ameren Illinois logo. To its right is the text "Government Portal". In the top right corner, there is a "Log Out" button and the slogan "FOCUSED ENERGY. For life." Below the header is a navigation bar with tabs: "Government Dashboard", "Electric Aggregation", "Primary Contact", "Downloads", "Premise Authentication", "Add Premise", and "Users". A "User Profile" link is also visible. The "Premise Authentication" tab is active. The form contains the following fields: "Premise Customer Name:" with an asterisk and a text input field; "Premise Address" section with "Address:" (asterisk), "Line 2:", "Line 3:", "City:" (asterisk), "State:" (dropdown menu showing "IL"), and "ZIP Code:" (asterisk) with corresponding input fields; a "Comment:" text area; and "Tax Area:" and "Ameren Field Notations:" labels. At the bottom are "Submit" and "Cancel" buttons.

Lock and Submit Premises Authentication

Once the premises authentication list has been thoroughly reviewed and premises have been removed, updated, or added, new wording will appear in the Premises authentication window. Select “Lock and Submit”. A message will appear confirming the status of the premises authentication and that the Government Support Team (GST) has been notified.



The screenshot shows the "Premise Authentication" tab in the Government Portal. The status message reads: "Premise Authentication Status: Premise Authentication Worksheet Created". Below this, it says: "Use the links below to add, update or remove premises." and "When all necessary premise authentication actions have been added, click the following button to 'lock' the list and submit it to Ameren Illinois:". A "Lock & Submit" button is highlighted.



The screenshot shows a confirmation message dialog box titled "Ameren Illinois Government Portal". The message text is: "The Ameren Illinois Government Support Team has been notified of your submission, and will be in contact with you soon." There is an "OK" button at the bottom right.

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/ais/BusPartners/GovtAgg/Pages/Government.aspx>

THANK YOU FOR USING THE PORTAL

If you have any questions, please email 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.

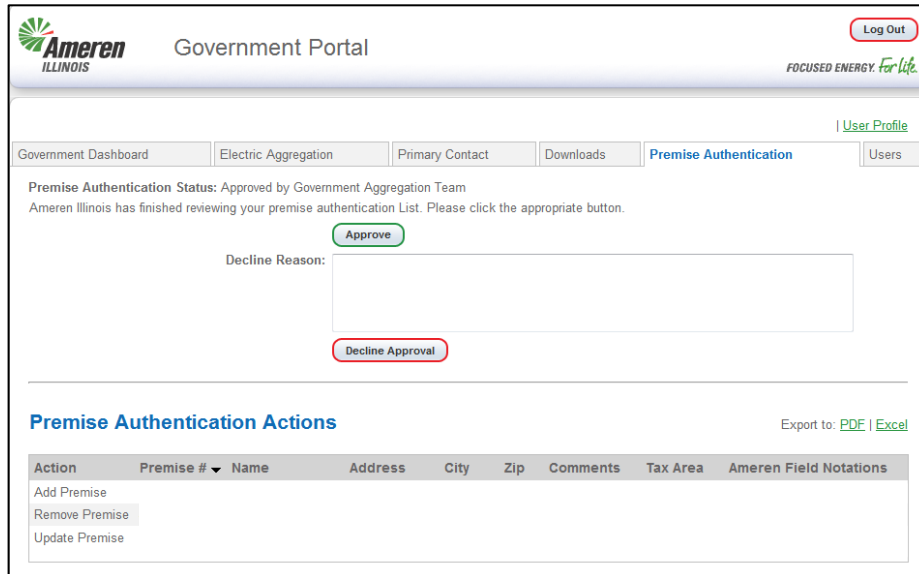


Premises Authentication and User Guide

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".



Ameren ILLINOIS Government Portal Log Out

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| User Profile

Government Dashboard | Electric Aggregation | Primary Contact | Downloads | **Premise Authentication** | Users

Premise Authentication Status: Approved by Government Aggregation Team
Ameren Illinois has finished reviewing your premise authentication List. Please click the appropriate button.

Decline Reason:

Premise Authentication Actions Export to: PDF | Excel

Action	Premise #	Name	Address	City	Zip	Comments	Tax Area	Ameren Field Notations
Add Premise								
Remove Premise								
Update Premise								


This will automatically notify GST that further review and modifications are required. Once Ameren Illinois completes the additional review and/or modifications the GE will receive an email advising to log into the portal, review and approve or decline the modifications completed by Ameren Illinois.

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.

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

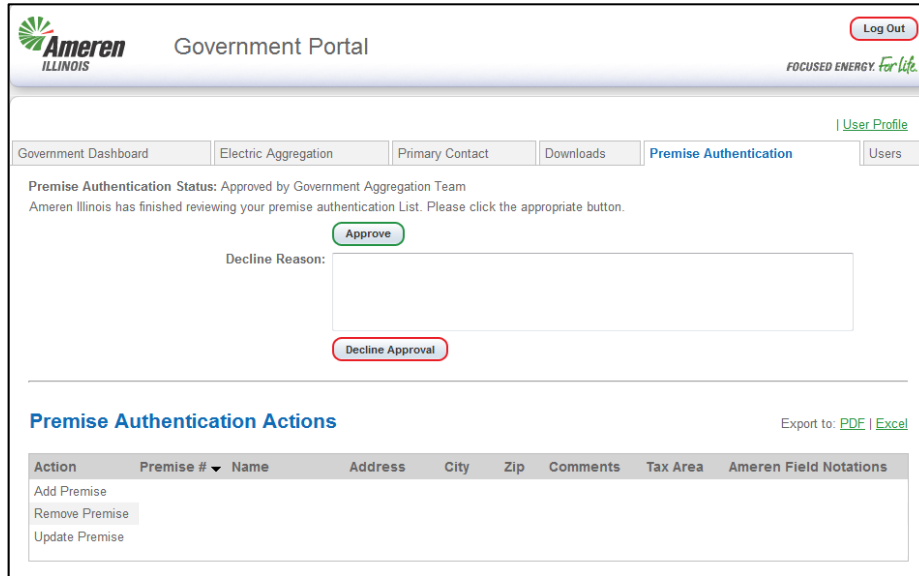
If the GE agrees with the additional modifications, continue with the instructions below to approve.

Premises Authentication and User Guide

Government Portal

Approve Modifications

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



Government Portal [Log Out](#) *FOCUSED ENERGY. For Life.*

[Government Dashboard](#) [Electric Aggregation](#) [Primary Contact](#) [Downloads](#) [Premise Authentication](#) [Users](#) [User Profile](#)

Premise Authentication Status: Approved by Government Aggregation Team
Ameren Illinois has finished reviewing your premise authentication List. Please click the appropriate button.

[Approve](#)

Decline Reason:

[Decline Approval](#)

Premise Authentication Actions [Export to PDF | Excel](#)

Action	Premise #	Name	Address	City	Zip	Comments	Tax Area	Ameren Field Notations
Add Premise								
Remove Premise								
Update Premise								

This will automatically notify GST to change the premises authentication status to "Premise Authentication Complete". The GE will receive an email advising the premises authentication is complete.



The premise authentication process has been completed for



THIS MESSAGE WAS SENT FROM THE AMEREN ILLINOIS GOVERNMENT PORTAL

Our website address is [http://www.amerenillinois.com](#)

THANK YOU FOR USING THE PORTAL

If you have any questions, please email 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.

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.

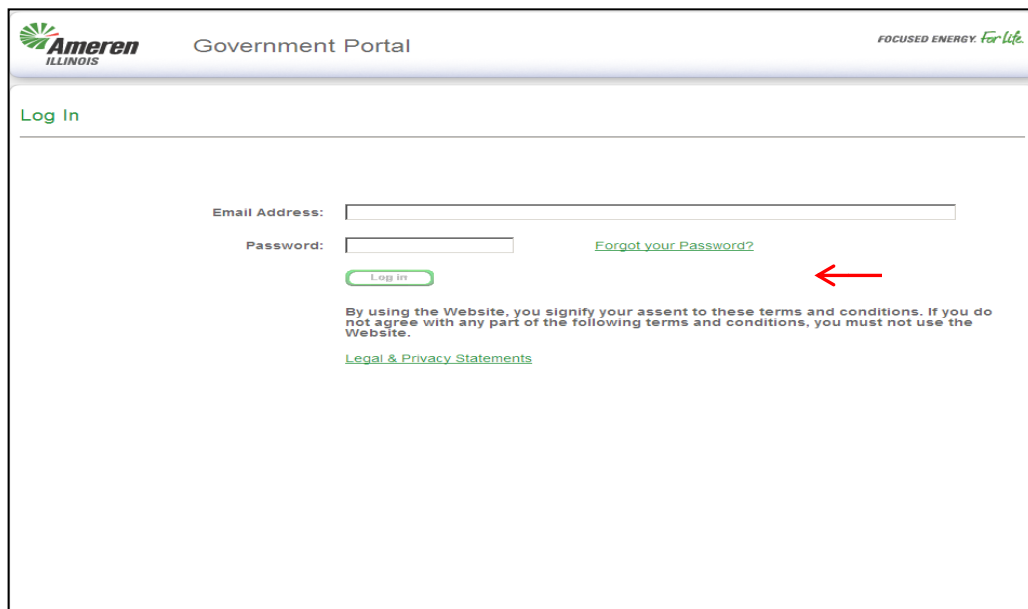
Appendix

Forgot Password

Once you have selected the Government Support page (steps begin on page 3), users can select the Government Portal Login page by selecting the link on the left navigation bar. (shown below with a red arrow)



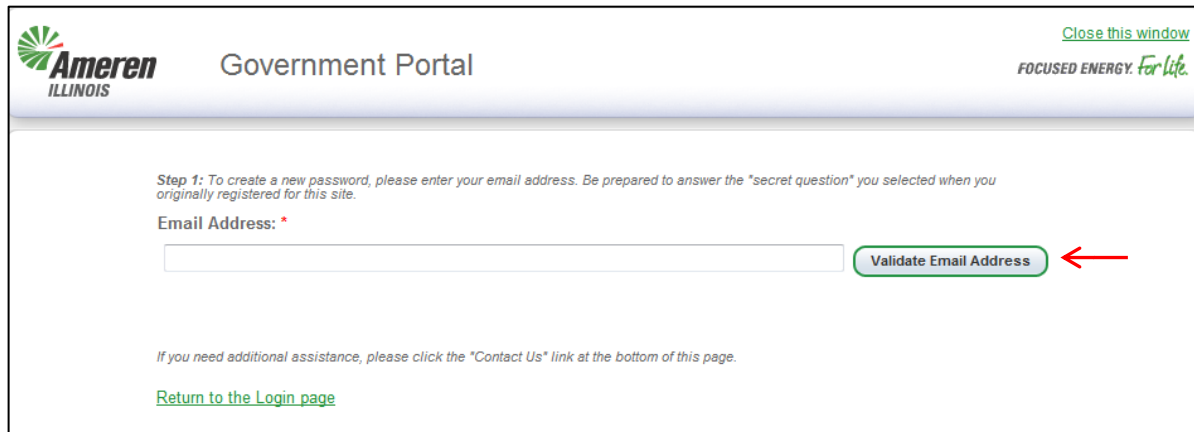
Select the “Forgot your Password?”



Premises Authentication and User Guide

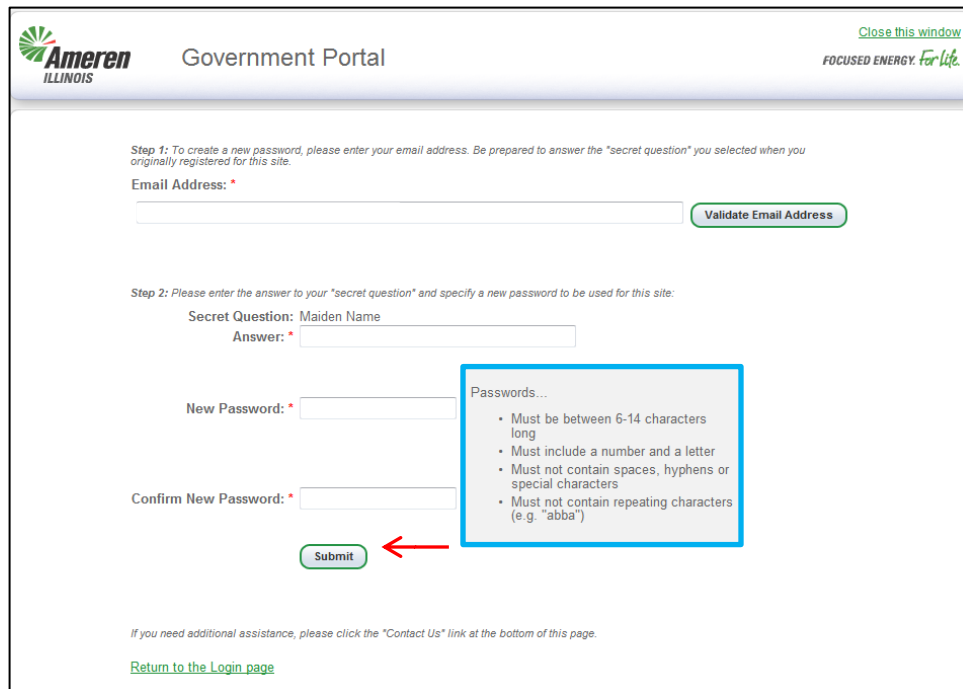
Government Portal

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



The screenshot shows the Ameren Government Portal interface. At the top left is the Ameren ILLINOIS logo. At the top right is a "Close this window" link and the slogan "FOCUSED ENERGY. For Life." The main heading is "Government Portal". Below this, a message states: "Step 1: To create a new password, please enter your email address. Be prepared to answer the 'secret question' you selected when you originally registered for this site." There is a text input field for "Email Address: *" and a green "Validate Email Address" button to its right, which is pointed to by a red arrow. At the bottom, there is a "Return to the Login page" link and a note: "If you need additional assistance, please click the 'Contact Us' link at the bottom of this page."

As long as the address is valid, the following page will display. You will need to provide the correct answer to the Secret Question. ***Your password is case sensitive.*** Follow the guidelines provided, highlighted below, and set a new password. Select “Submit”.



The screenshot shows the Ameren Government Portal interface for Step 2. At the top left is the Ameren ILLINOIS logo. At the top right is a "Close this window" link and the slogan "FOCUSED ENERGY. For Life." The main heading is "Government Portal". Below this, a message states: "Step 2: Please enter the answer to your 'secret question' and specify a new password to be used for this site:". There are three input fields: "Secret Question: Maiden Name", "Answer: *" (with a text input field), "New Password: *" (with a text input field), and "Confirm New Password: *" (with a text input field). To the right of the password fields is a blue box titled "Passwords..." containing the following guidelines:

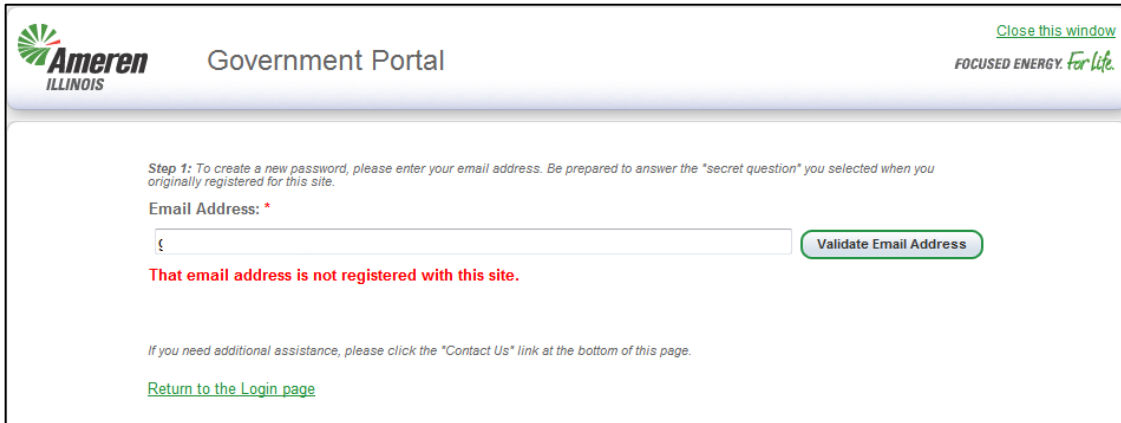
- Must be between 6-14 characters long
- Must include a number and a letter
- Must not contain spaces, hyphens or special characters
- Must not contain repeating characters (e.g. "abba")

A red arrow points to the green "Submit" button at the bottom. At the bottom of the page, there is a "Return to the Login page" link and a note: "If you need additional assistance, please click the 'Contact Us' link at the bottom of this page."

Premises Authentication and User Guide

Government Portal

If the email address is not valid the following error message will display. You can correct the email address and select “Validate Email Address”.



The screenshot shows the Ameren Illinois Government Portal. At the top left is the Ameren Illinois logo. To its right is the text "Government Portal". At the top right is a link "Close this window" and the slogan "FOCUSED ENERGY. For life." Below the header, the main content area contains the following text:

Step 1: To create a new password, please enter your email address. Be prepared to answer the "secret question" you selected when you originally registered for this site.

Email Address: *

[Email address input field]

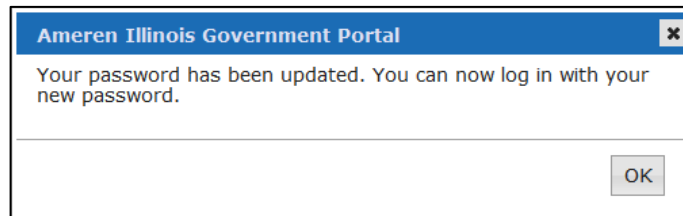
That email address is not registered with this site.

[Validate Email Address](#)

If you need additional assistance, please click the "Contact Us" link at the bottom of this page.

[Return to the Login page](#)

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



The screenshot shows a confirmation message dialog box titled "Ameren Illinois Government Portal". The message inside reads: "Your password has been updated. You can now log in with your new password." At the bottom right of the dialog box is an "OK" button.

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 – 5:00 pm

Send your general inquiries to us by email.

Email:

GovernmentSupportTeam@amerenillinois.com

Phone:

217.424.6968

Fax:

217.424.6964