

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:

- <u>Government Site Administrator</u> This is a state, municipal, township, or county employee who completes and maintains registration and has <u>full</u> access to the portal. It is the Government Administrator's responsibility to set up additional program administrators, program non-administrator users, and program view only users for access to reports provided by each program.
- 2. <u>Program Administrator</u> This is a state, municipal, township, or county employee who completes and maintains registration and has <u>full</u> access to a specific program in the portal. It is the Program Administrator's responsibility to set up additional program non-administrator users and program view only users for access to reports provided by each program.
- 3. <u>Program Non-Administrator / Consultant</u> This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and request, view, and maintain reports.
- 4. <u>**Program View Only**</u> This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and view reports.
- 5. <u>No Program Level Role</u> This can be applied to any user with multiple service role access and will eliminate the ability for that user to view/edit anything within that selected service.



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Government Portal

Government Support Portal

To gain access to the Government Support Portal

- Go to the Ameren Illinois website at www.AmerenIllinois.com
- Select "Business"



Select "Business Partners"



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Select "Government Support"



• Select the Government Portal Login (shown with a red arrow)





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

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



Government Portal

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.

Go	overnment Portal		Log Out FOCUSED ENERGY. For Life.
Government Dashboard			<u>User Profile</u> Users
Government Entit	y Info		Site Admin:
Government Entity Name: Government Type: Federal Tax ID: Count(ylies):	-	Mailing Address: Phone Number: Fax Number:	
Statuses, Dates 8 Premise Authentication Status: Premise Authentication Requested: Premise Authentication Completed: Documentation Folder URL:	Tax Areas Premise Authentication Not Started	Municipal Electric Tax: Municipal Gas Tax: Tax Area(s): Division(s): Operating Center(s):	
Services Available	e Program Adminis	strator	
ciectric Aggrégation Electric Municipal Tax Gas Municipal Tax	Add Not Available Add Not Available Add Not Available	As a government entity you are elig shown here. Enroll in one program corresponding button for the program steps.	ible to enroll in any of the program at a time by pressing the m and complete the enrollment



Downloads

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

	Government Port	al cial Services + Users		Log Out FOCUSED ENERGY. For life.
Government Dashboa	Downloads Premise Auththensication Acknowledgements and Disclosures	Downloads ←	Premise Authentication	<u>User Profile</u> Users
			Site /	Admin: <u>Test 50.Ameren</u>
Government	Entity Info			Edit
Governm Go Gov	ent Entity Name: overnment Type: Municipality Federal Tax Id: 111111111 vernment Status: Active Count(ylies):		Mailing Address: 123 Any St Any City, IL Phone Number: (111) 111-11 Fax Number:	11111 11
Statuses, Da	ites & Tax Areas			
Premis Clea Clea	e Authentication Cleanup Status: anup Requested: anup Completed:		Municipal Electric Tax: Municipal Gas Tax: Tax Area(s): Division(s): Operating Center(s):	
Tax Ex Re Ren	emption Review Review Status: view Requested: view Completed:			
Services Ava	ailable			
Electric Aggregatior Electric Municipal T Gas Municipal Tax	ax View/Edit View/Edit View/Edit		As a government entity you are eligible to entro (s) shown here. Enroll in one program at a time corresponding button for the program and com steps.	oll in any of the program e by pressing the plete the enrollment

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

	G	overnment Portal			FOL	Log Out CUSED ENERGY. For Life.
			2: 0.1.1			User Profile
Government Dashb	oard	Electric Aggregation	Primary Contact	Downloads	Premise Authentication	Users
		Request		Retrieve		
	Aggregatic Electric Ag Electric Ag Muni Tax I The New / The Muni ⁻	on Premise Authentication works geregation Summary report geregation Detail report Premise Authentication workshe Maintain Existing Muni Tax forr Tax estimate cannot be downloa porate authorities of a municipal company shall be subject to ti	sheet et n cannot be downloaded i ided until Premise Auther ity, township board, or co	until Premise Authentic tication is Complete. unty board receiving Cr e of the information des	ation is Complete. ustomer information scribed in Section 16-	
	122 of th Ameren aggrega	he Public Utilities Act and Secti Illinois recommends the GA rec ition process and which may ha	on 2HH of the Consumer quire the execution of ND/ ve access to customer-sp	Fraud and Deceptive Br As with any outside par lecific information.	usiness Practices Act. ties assisting with the	

<u>Municipalities</u> will not have the ability to request a Muni Tax Estimate or New/Maintain Existing Muni Tax form until premises authentication is complete.

Townships will not have the ability to request a preliminary Summary report or Detail report until premises authentication is complete.

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

- <u>(Aggregation or Muni Tax) Premises Authentication Worksheet</u> Once this report is retrieved it must be reviewed and completed by the GE and Ameren Illinois before the GE can request a new premises authentication report.
- <u>Summary Report</u> The first time the summary report is pulled, (assuming it is pulled at the same time as the premises authentication report), the data will reflect the premises prior to premises authentication. A revised summary report can be requested the Monday after receipt of the completion email for premises authentication.
- <u>Detail Report</u> Prior to completion of the premises authentication report and receipt of ordinance (opt-in) or certified referendum results (opt-out), the detailed report *will not* include the customer account numbers.
- <u>Muni Tax Estimate</u> Once the premises authentication report is reviewed and completed, this report will become available to begin the estimate process of establishing a municipal utility tax.
- Muni 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.
- <u>New / Maintain Existing Muni Tax</u> This form is available after the completion of premises authentication and is for municipalities who are looking to implement or modify an existing municipal utility tax. Once the form is completed you can either fax or mail it into Ameren Illinois' Tax Department.

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

	Government Port Home + Core Services + Spe	tal cial Services 。 Users		FOCUSEI	Log Out D ENERGY. For life.
Government Dashboa	ard	Downloads	Premise Authentication	_	User Profile
	Request	Retriev	re		
	Description Muni Tax Exemptions worksheet	Requested Wednesday, 1/21/2015 11:51 AM	Requested by	Download	
	Electric Aggregation Detail report	Tuesday, 12/9/2014 9:30	AM	Download	
	Aggregation Premise Authenticatio worksheet	on 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 rep	ort Tuesday, 12/9/2014 8:40	AM	Download	



Government Portal

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 reflect 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 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.

	Government Home • Core Services	Portal Special Services Users		FOCUSED EN	Log Out ERGY. For life.
		Municipal Tax Exemptions			
		Programs Electric Aggregation		<u>U</u>	<u>ser Profile</u>
Governments	Government Dashboard	Electric Municipal Tax Gas Municipal Tax	Premise Authentication	Audit Trail	Users

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.

	Governmei Home + Core Servi	nt Portal ces • Special Ser	vices • Users		Log Out FOCUSED ENERGY. For Life.
					User Profile
Governments	Government Dashboard	Downloads	Premise Authentication	Audit Trail Users	Municipal Tax Exemptions
Lise the links by If no exemption Government": It is the resp may affect ta information a from the use	reventication status: List Cri- elow to add, update or remove review actions are necessary possibility of the GE to update xation and/or aggregation elig nd information provided by the of this portal.	ated exemptions. , you can click thi and maintain lists ibility going forwar GE in the future.	is button to set the Exemption F of premises for taxation and/or : d. Ameren Illinois is not liable fo Ameren Illinois is also not liable	Review status to "Approved I aggregation purposes. Char r any discrepancies that ma for any tax implications an	by No Modifications Needed
Exemptio	on Authentication	Actions	Add Exemp	tion Update Exemption Ren	nove Exemption
Action	Account # Ce	tificate #	Certificate Date	Comments	WFM Status
(No Exempti	on authentication actions hav	e been specified.)			



Add an Exemption

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

	Government	Portal s • Special Servi	ices • Users			Log Out FOCUSED ENERGY. For Life.
						<u>User Profile</u>
Governments	Government Dashboard	Downloads	Premise Authentication	Audit Trail	Users	Municipal Tax Exemptions
Exemption Aut Use the links be If no exemption Government": It is the respo may affect tay information ar from the use of	hentication Status: List Create low to add, update or remove ex review actions are necessary, y misibility of the GE to update an cation and/or aggregation eligibil id information provided by the G of this portal.	ed xemptions. rou can click this d maintain lists o lity going forward iE in the future. A	button to set the Exemption Re f premises for taxation and/or ac . Ameren Illinois is not liable for meren Illinois is also not liable f	ggregation purpo any discrepanc for any tax impli	Approved I oses. Char ies that ma cations an	by No Modifications Needed nges to premises designations ay exist between current d/or loss(es) of revenue resulting
Exemptio	n Authentication A	Actions	Add Exemption	on <u>Update Exer</u>	nption <u>Ren</u>	nove Exemption
Action	Account # Certif	icate #	Certificate Date	Com	nents	WFM Status
(No Exemptio	n authentication actions have b	een specified.)				

The following window will populate, fill out all required fields indicated with an asterisk. To enable the Account Number and Edit Account Number fields' users must enter a tax type and exemption type. Select "Submit".

	Government Po	rtal pecial Services 。	Users			Log Out FOCUSED ENERGY. For Life.
						User Profile
Governments	Government Dashboard	Downloads	Premise Authentication	Audit Trail	Users	Add Exemption
	Tax Type:* Exemption Type:* Account Numbers: Ordinance Number:* Ordinance Date:* Comment Type:* Termination Date: Back Bill Date: Comment:	Please select Tax 1 Please select 1/13/2015 Remove Exempt Submit	Type and Exemption Type to enable the	Account Numbers a	nd Edit Acc	ount Number



The following is a list of options for the Tax Type and Exemption Type:

- o 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. After populating the Tax Type and Exemption Type fields click on the empty box next to Account Numbers to display the window below, this allows users to enter single or multiple account numbers.

	Governm	ent Portal ervices • Special S	ervices • Users		Log Out FOCUSED ENERGY. For Life.
					User Profile
Government Dashboard		Downloads	Premise Authenticati	ion Use	ers Add Exemption
	T Exempti Account	ax Type:* Muni E on Type:* Exemp Numbers:	Elec Tax	ulate Account Number(s))	
Enter Account N	umber(s)				×
SelectedTaxType:	MuniElecTax	Selected	ExemptionType: Exempt		
Account Number	:*	Valid	date Account Number		
Remove	Name	City	Zip Tax Area	Premise #	Account #
Save Cancel)	Sabi		current	



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Enter the account number provided by the customer and select "Validate Account Number". As long as the tax type matches the service on the account the account number will populate in a list, select "Save".

	Governme Home • Core Ser	ent Portal vices • Special Servic	es 🛛 Users			FOCUSED ENERGY. FO	out Tr life.
_						<u>User Pro</u>	ofile
Government Dashboard		Downloads	Premise Authentication		Users	Add Exemption	
	Ta Exemptio Account N	Please select x Type:* Muni Elec 7 n Type:* Exempt lumbers:	Tax Type and Exemption Typ	te to enable the Accou	nt Numbers and E	dit Account Number	
Enter Account Nu	mber(s)						×
SelectedTaxType:	MuniElecTax	SelectedExem	ptionType: Exempt				
Account Number:	*	Validate A	.ccount Number				
Remove Nam	ie	City	Zip	Tax Area	Premise	# Account #	
Remove CITY	OF				93	3 09	

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

	Government	t Portal es • Special Service	es • Users			Log Ou FOCUSED ENERGY. For	t) life.
						<u>User Profil</u>	e
Government Dashboard	Do	ownloads	Premise Aut	hentication	Users	Add Exemption	
	Tax Ty Exemption Ty Account Num Ordinance Num Ordinance D Termination I Com	Please select ype:* Muni Elec 7 ype:* Exempt bers: Exempt ber:* 1/13/2015 Date: Muni Elec 7 1/13/2015	Tax Type and Ex	Populate Accou	ie the Account Numbers and	Edit Account Number	
		Submit		Cancel			



Government Portal

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)

	Line 1	Address Line 2	Address Line 3	Address City	State	Address Zip Code	Area	Service Type	Type	Exemp Type	otion El	ax Exemption ffective Date	Tax Exemption Termination Date
	neren ^{ois} H		nent Po Services	ortal _{Special Ser}	vices • Users	-			-	1	,	FOCUSED EN	Log Out ERGY. For Life.
Governme	ent Dashboard	C)ownloads	Pre	emise Authentic	ation		Users	Mur	iicipal Tax	Exemp	U ptions	lser Profile
Use the When a Lock	links below to add Il necessary exemption & Submit he responsibility of affect taxation and/	l, update or re ption review a the GE to up for aggregatio	move exemp ctions have date and ma n eligibility g	ptions. been addeo aintain lists going forwar	d, click the follow of premises for d. Ameren Illino	wing butto taxation a is is not li	n to "lock Ind/or agg	c" the list gregation	t and submi	t it to Amer Changes to at may exis	en Illinoi premise	is: es designat	tions
Use the When a Lock It is t inforr from	links below to add Il necessary exem & Submit he responsibility of affect taxation and/ hation and informat the use of this port: motion Aut	I, update or re ption review a the GE to up or aggregatio ion provided b al. hentical	date and man n eligibility g by the GE in	ptions. been added aintain lists joing forwar the future.	d, click the follow of premises for d. Ameren Illino Ameren Illinois	taxation a is is not li is also not	n to "lock und/or agg able for a t liable for	gregation iny discre r any tax	purposes. epancies the implication	t it to Amer Changes to at may exis is and/or los	en Illinoi premise st betwee ss(es) of	is: es designat en current f revenue re	tions esulting DE L Excel
Use the When a Lock It is t may inforr from	links below to add Il necessary exemption & Submit he responsibility of affect taxation and/ informat the use of this port: mption Aut we Checked Row(s) Action	I, update or re ption review a the GE to up for aggregatio ion provided b al. henticat	move exempt ctions have date and man n eligibility g yy the GE in tion Act	ptions. been added aintain lists joing forwar the future. tions	d, click the follow of premises for d. Ameren Illino Ameren Illinois <u>Add Exem</u> Ordinan	taxation a is is not lis is also not ption Upda	n to "lock und/or agg able for a t liable for d ate Exem	gregation iny discre r any tax pption Re	t and submi	t it to Amer Changes to at may exis is and/or los	en Illinoi premise it betwee ss(es) of E	is: es designal en current f revenue re Export to: P WFM Stat	tions esulting DF Excel

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.

	Governme Home + Core Serv	nt Portal rices • Special Ser	vices . Users				FOCUSED	Log Out ENERGY. For Life.
								User Profile
Government Dashboard	D	ownloads	Premise Authe	ntication		Users	Update Exemption	
	Account Nu SelectedTax SelectedExemption Ordinance Nu Ordinance Terminatic Co	umber: *		Validate	Cancel)		
		Submit)	Cancel)			



Users must enter and validate the account number before they can enter any further information. Click on the "Account number" field to view the window below.

	Gove	Core Services	Ortal Special Servic	ces • Users				FOCUSED	Log Out ENERGY. For life.
_									User Profile
Government Dashboard		Downloa	ds	Premise Authent	tication		Users	Update Exemption	
	L Se Selected Orc	Account Number: HectedTaxType: ExemptionType: Innance Number:	*		Validate	Cancel)		
Enter Account N	umber(s)								×
Account Numbe	r:*		Validate /	Account Number					
Remove	Тах	Exemption	Name	City	Zip	Tax Area	Premis	e # Accou	nt #
Cancel					_				
			Submit		Car	cel			

Enter the account number and select "Validate Account Number".

	Governn Home • Core	nent Portal Services • Special S	ervices • User	rs				FOC	Log Out CUSED ENERGY. For life.
									User Profile
Government Dashboa	ırd	Downloads	Premise A	uthenticati	on		Users	Update Exemp	otion
Enter Account	Accour Selected SelectedExemp Ordinanc Ordina	It Number:*			alidate	Cancel			
Enter Account	Nullibel(s)			_					<u>^</u>
Account Numb	er:*	Valid	ate Account Nur	nber					
Remove	Тах	Exemption	Name	City	Zip	Tax Area	Prem	ise # Ad	ccount #
Cancel	MuniElecTax	Exempt				Alton	0	0	

Click "Select" to return the user to the Update Exemption window.

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



	Governm Home + Core S	ent Po	Ortal Special Ser	vices • Users				FOCUSED E	Log Out WERGY. For Life.
									User Profile
Government Dashboard		Download	s	Premise Auth	entication		Users	Update Exemption	
	Account	Number:*	0		Validate	Cancel			
	Selected	FaxType: *	MuniElec	Tax					
	SelectedExempt	ionType: *	Exempt						
	Ordinance	Number:*	11111						
	Ordina	nce Date:*	1/30/2015	5					
	Termina	ation Date:							
		Comment:	Updated (ordinance numb	er and date				7
			Submit		Cancel)			

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)

^		a second second	Annress	Address	State	Address	Area	Type	Type	F	venntion	Effective Date	Termination Date	jurisdiction or corrections are necessary,
		Line 2	Line 3	City		Zip Code			1	ī	ype			please indicate in this column
•						-					1			
		ren		ent Portal	iervices • User	rs					FOCUSED ENER	Log Out 16Y. For life.		
	-										<u>Us</u>	er Profile		
	Governments	Govern	nment Dashboard	Downloads	Premise A	Authentication	Audit	Trail	Users	Municipal T	ax Exempti	ons		
	Exemptio	n Authentica	ation Status: List (Created										
	Use the lin	ks below to a	add, update or remo	ove exemptions.										
	When all n	ecessary exe	emption review acti	ons have been ad	led, click the fol	llowing button to	"lock" the	list and s	ubmit it to	o Ameren Illinoi	is:			
	Lock & S	ubmit												
	It is the may affe informati from the	responsibility oct taxation and ion and inform use of this p	of the GE to updated nd/or aggregation e nation provided by t ortal.	te and maintain lis eligibility going for the GE in the futur	ts of premises f vard. Ameren Illi e. Ameren Illino	or taxation and/o nois is not liable is is also not liab	r aggregat for any dis le for any	ion purpo screpancie tax implie	ses. Char es that ma ations an	nges to premise ay exist betwee id/or loss(es) o	es designatio en current f revenue res	ons ulting		
	Exem	ption Au	uthenticatio	on Actions	Add Exe	emption Update E	xemption	Remove E	Exemption	<u>n</u> E	export to: PD	E <u>Excel</u>		
	Remove	Checked Row	(s)											
		Action	Account # 👻	Ordinance #	Ordinan	ce Date	Commen	its			WFM State	us		
	Edit	Update	0000	11111	01/30/201	15	Updated o	rdinance	number a	nd date	Open			
	Edit	Add	5009	1111	01/13/201	15	Add tax e	xemption	to accour	nts	Open			



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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.

	Government F Home • Core Services •	Portal Special Service	s • Users		Log Out FOCUSED ENERGY. For Life.
-					User Profile
Governments	Government Dashboard	Downloads	Premise Authentication	Audit Trail Users	Remove Exemption
	Account Number: *	nove Exemption e: t: Submit	From Account Cancel	ber Cancel	

Users must enter and validate the account number before they can enter any further information. Click on the "Account number" field to view the window below.

	GO Hom	vernment F	Portal • Special Service	s • Users					Log Out FOCUSED ENERGY. For Life.
									<u>User Profile</u>
Governments	Governmen	it Dashboard	Downloads	Premise A	uthentication	1	Audit Trail	Users	Remove Exemption
:	Acco Select SelectedExe Ordin Or	ount Number: *		Val	idate Accoun	t Number	Cancel		
Enter Accou	int Number	(s)							*
Account Nu	mber:*		Validate Ac	count Number	\mathbf{D}				
Remove	Tax	Exemption	Name	City	Zip	Tax Area	Pre	mise #	Account #
Cancel									
			Submit		Canc	el			



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Enter the account number and select "Validate Account Number".

	Govern Home + Cor	ment Porta re Services • Specia	 I Services 。	Users					Log Out FOCUSED ENERGY. For Life.
									User Profile
Governments	Government Dashb	oard Down	loads F	Premise Auth	nenticatio	on	Audit Trail	Users	Remove Exemption
	SelectedTax SelectedExemption Ordinance N Ordinanc	Type: * Type: * umber: e Date:						,	
Enter Accou	unt Number(s)								<u>ж</u>
Account Nu	mber:*	V	alidate Accou	nt Number					
Remove	Тах	Exemption	Name	City	Zip	Tax Area	a	Premise #	Account #
Select Cancel	MuniElecTax	Exempt	le eres i de					0	0

Click "Select" to return the user to the Remove Exemption window.

Enter an explanation of actions requested in the comments, and select "Submit".

	Governm Home • Core S	nent Portal Services • Special S	Services • Users		FOCUSED EI	Log Out NERGY. For life.
					!	<u>User Profile</u>
Government Dashboard		Downloads	Premise Authentication	Users	Remove Exemption	
	Account Numl SelectedTaxTy	per:* 0	Validate Account Numbe	cancel		
Select	edExemptionTy	pe: * Exempt				
	Ordinance Num Ordinance I Comment T	iber: Date: Type: Remove Exen	nption From Account			
	Termination [Date: Comment:				
		Subr	nit Cancel			



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.

					User Profile
Government Dashboard	Downloads	Premise Authentication	Users	Municipal Tax Exemptions	
Exemption Authentication Status:	List Created				
Use the links below to add, update or	remove exemptions				
When all necessary exemption review	v actions have been a	added, click the following button to "lock"	the list and	submit it to Ameren Illinois:	
Lock & Submit					
				-	
	Do you re	ally want to perform or appro	oved this		
		action?			
		Yes No			





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.	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 <u>GovernmentSupportTeam@AmerenIllinois.com</u> .	

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



Decline Modifications

After the user has reviewed and they disagree with Ameren Illinois' modifications, enter comments in the decline reason box and select "Decline Approval".

Ameren ILLINOIS	Govern Home • Cor	IMent Porta re Services • Speci	치 al Services 。 Users		Log Out FOCUSED ENERGY. For Life.
					User Profile
Government Dashboard	d	Downloads	Premise Authentication	Users	Municipal Tax Exemptions
Exemption Authent	tication Status: inished reviewing Dr	Approved by Govern your premise authe ecline Reason:	ment Support Team ntication List. Please click t Approve	he appropriate button.	
It is the responsibi may affect taxation information and inf from the use of this	ility of the GE to n and/or aggrega formation provide is portal.	update and maintair tion eligibility going ' d by the GE in the fi	I lists of premises for taxatio forward. Ameren Illinois is no iture. Ameren Illinois is also	n and/or aggregation pur ot liable for any discrepan not liable for any tax imp	poses. Changes to premises designations icies that may exist between current plications and/or loss(es) of revenue resulting
Exemption /		ation Action	IS		Export to: PDF Excel
Action 🗌 A	ccount # 👻	Ordinance #	Ordinance Date	Comments	WFM Status
Update Remove Add					

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



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



Government Portal

Approve Modifications

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

Ameren ILLINOIS	Goverr Home • Co	re Services • Spec	al ial Services + Users			FOCUSED ENERGY.	g Out For life
						<u>User F</u>	Profile
Government Dashboa	rd	Downloads	Premise Authentication	L	Jsers	Municipal Tax Exemptions	
Exemption Auther Ameren Illinois has It is the responsit may affect taxatio information and ir from the use of th	ntication Status: finished reviewing D bility of the GE to on and/or aggrega formation provide is portal.	Approved by Govern g your premise authors decline Reason: update and maintai tion eligibility going d by the GE in the f	Iment Support Team Intication List. Please click Approve Decline Approval Ists of premises for taxal forward. Ameren Illinois is als	the appropriate b tion and/or aggreg not liable for any o not liable for an	ation purpo discrepanci y tax implic	ses. Changes to premises designations es that may exist between current ations and/or loss(es) of revenue resulti	ng
Exemption Remove Checked	Authentic	ation Actior	าร			Export to: PDF	<u>Excel</u>
Action	Account # 👻	Ordinance #	Ordinance Date	Comments		WFM Status	
Update Remove Add							

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 <u>GovernmentSupportTeam@AmerenIllinois.com</u> .	
Ameren Illinois will never contact you by email asking you to validate your password. If you receive such a request, please notify us.	



Government Portal

Appendix

Forgot Password

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



Select the "Forgot your Password?"

FOCUSED ENERGY. For Life.	Government P	
		Log In
Eorgot your Password?	Email Address: Password: By We	



Government Portal

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

Government Portal	Close this window FOCUSED ENERGY. For Life.
Step 1: To create a new password, please enter your email address. Be prepared to answer the "secret question" you selected when you originally registered for this site. Email Address: * Validate Email Address	ess) <
If you need additional assistance, please click the "Contact Us" link at the bottom of this page. Return to the Login 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".

Government Portal	<u>Close this window</u> FOCUSED ENERGY. For Life.
Step 1: To create a new password, please enter your email address. Be prepared to answer the "secret question" you selected when you orginally registered for this site. Email Address: Validate Email Address:	ess
Step 2: Please enter the answer to your "secret question" and specify a new password to be used for this site: Secret Question: Maiden Name Answer: *	
New Password: * Passwords Nust be between 6-14 characters long Nust include a number and a letter	
Confirm New Password: * Submit Submit Confirm New Password: * Submit	
If you need additional assistance, please click the "Contact Us" link at the bottom of this page.	
Return to the Login page	

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



Government Portal

Close this window Government Portal Focused Energy: For Life.
Step 1: To create a new password, please enter your email address. Be prepared to answer the "secret question" you selected when you originally registered for this site. Email Address: *
Validate Email Address That email address is not registered with this site.
If you need additional assistance, please click the "Contact Us" link at the bottom of this page.
Return to the Login page

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

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



Glossary

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

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

<u>Government Site Administrator</u> – This is a municipal, township, or county employee who completes and maintains registration and has <u>full</u> access to the portal. It is the Government Administrator's responsibility to set up additional program administrators, program non-administrator users, and program view only users for access to reports provided by each program.

<u>Municipal Utility Tax</u> – Ameren Illinois will work with the municipality to make an additional charge (tax) to its customers receiving service in municipalities pursuant to 65 ILCS 5/8-11-2.

<u>Muni Tax Estimate</u> – Once the premises authentication report is reviewed and completed, this report will become available to begin the estimate process of establishing a municipal utility tax.

<u>New / Maintain Existing Muni Tax</u> – This form is for municipalities who are looking to implement or modify an existing municipal utility tax. Once the form is completed you can either fax or mail it into Ameren Illinois' Tax Department.

<u>No Program Level Role</u> – This can be applied to any user with multiple service role access and will eliminate the ability for that user to view/edit anything within that selected service.

<u>Premises Authentication Report</u> – Once this report is retrieved it must be reviewed and updated by the GE and Ameren Illinois before the GE can request a new premises authentication report.

<u>Program Administrator</u> – This is a municipal, township, or county employee who completes and maintains registration and has <u>full</u> access to a specific program in the portal. It is the Program Administrator's responsibility to set up additional program administrators, program non-administrator users, and program view only users for access to reports provided by each program.

<u>Program Non-Administrator / Consultant</u> – This can be multiple employees, agents, or a consultant with the GE who has access to view the government dashboard and request, view, and maintains reports.

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

<u>Summary Report</u> – The first time the summary report is pulled, (assuming it is pulled at the same time as the premises authentication report), the data will reflect the premises prior to premises authentication. A revised summary report can be requested the Monday after receipt of the completion email for premises authentication.

<u>Tax Exemption</u> – 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 – 5:00 pm

Send your general inquires to us by email.

Email:

GovernmentSupportTeam@amerenillinois.com

Phone:

217.424.6968

Fax:

217.424.6964