

# Step by Step Guide to Level 1 Interconnection Applications in PowerClerk



Updated: 02/15/18

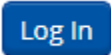


# Welcome to Ameren Illinois PowerClerk for Level 1 Interconnection Applications

- To Start:
  - You will need to Register for a new account to be able to access PowerClerk. Please see the Registering a New PowerClerk Account presentation OR click [HERE](#) for Clean Power Research's Youtube video guide.
- Supported Browsers:
  - Microsoft Internet Explorer
  - Google Chrome (Note: Pop-ups will not work in Chrome. If you are experiencing problems, please try Internet Explorer.)



## How to Enter a new Level 1 Interconnection Application

- Go to the Ameren Illinois PowerClerk log-in screen:
  - [Ameren Illinois PowerClerk Log-In](#)
- Log into your account by entering your Username (email) and Password, then clicking 



## How to Enter a new Level 1 Interconnection Application

- To create a new Level 1 interconnection application, click on the New Interconnection Application button



- Note: If you aren't sure what type of application to enter, please refer to [Ameren Illinois – Distributed Generation](#) web page for additional information

# How to Enter a new Level 1 Interconnection Application

- Important notes about PowerClerk:
  - Any parts of the application that have a **RED asterisk (\*)** are required and must be filled out if you wish to submit your application.
  - Any **blue bubbles** with a ? In them (  ) indicate help information. Click on the  to see what help information is available.
  - Your information is automatically saved. If you need to leave your application and return at a later time, your previously entered information should be there.

# How to Enter a new Level 1 Interconnection Application

- Once you click on the New Interconnection Application button, a new page will come up, looking like this:

Interconnection Application

1 Applicant Information    2 Contractor/Installer Information    3 Generator & Service Information    4 Documents    5 Payment

**Ameren Illinois - Interconnection Request Application Form**

IMPORTANT INFORMATION!

- All Information indicated with a red \* (asterisk) is REQUIRED!
- Click on each of the blue (?) dots to reveal helpful tips for guiding you through the application.
- Your information is automatically saved.

**APPLICATION INFORMATION**

Application Type: \*  
Select...

Customer Contact Information

Name \*  
First Last

Company  
Company

Address \*  
Street  
  
City Zip Code

Email \*  
Email Address

Phone \*

# How to Enter a new Level 1 Interconnection Application

- Begin by selecting your [Application Type](#):
  - Existing Customer, No Current Generation – Choose this option if this is an existing Ameren customer with an existing Ameren account with NO generation.
  - Existing Customer, Existing Generation – Choose this option if this is an existing Ameren customer with an existing Ameren account with existing generation.
  - This is a new generating facility at a new service location – Choose this option if the existing location does NOT have an Ameren account. An Ameren account will be required to continue. Please begin that process now by calling 1-888-659-4540, the Ameren Construction Hotline, to get a premise created.



# How to Enter a new Level 1 Interconnection Application

- Customer Contact Information – Enter the customer Name, Company (if applicable), Address, Email, and Phone number in these fields.
  - **Note: If this is a business, a first and last name will still be required for electronic signature purposes.**

Customer Contact Information

*Name \**

John Doe

*Company*

ABC Company

*Address \**

100 E Main St

Edwardsville IL 62026

*Email \**

jdoe@intellinet.com

*Phone \**

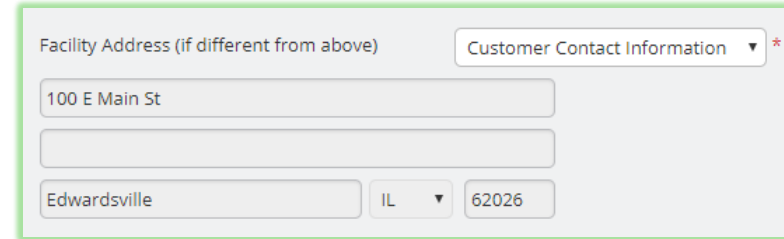
1234567890

Customer Title (If Applicable)



# How to Enter a new Level 1 Interconnection Application

- Facility Address (if different from above) – This refers to the location where the distributed generation will be installed. This location could be the same as the above Customer Contact Information or a new location.
- The default drop-down is for a New Address. If this location is the same as the Customer Contact Information, click on the drop-down box and select Customer Contact Information and the address will autopopulate



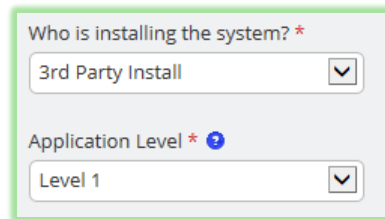
The screenshot shows a form with the following fields:

- Facility Address (if different from above) label
- Customer Contact Information dropdown menu with a red asterisk \*
- Text input field containing "100 E Main St"
- Empty text input field
- Text input field containing "Edwardsville"
- State dropdown menu showing "IL"
- Text input field containing "62026"

# How to Enter a new Level 1 Interconnection Application

- Who is installing the System?

- 3<sup>rd</sup> Party Install – A company is installing your distributed generation.
- Self Install – You will be installing your distributed generation yourself.



Who is installing the system? \*

3rd Party Install

Application Level \* ⓘ

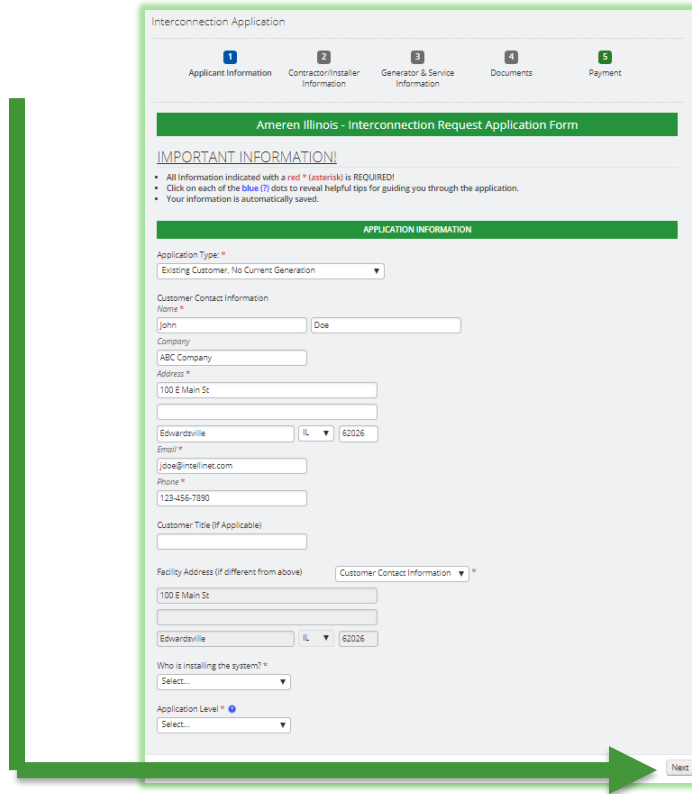
Level 1

- Application Level

- Level 1 – Distributed Generation 25kVA and less
- Level 2, 3, and 4 – Distributed Generation greater than 25kVA up to, and including, 10,000kVA
- Over 10MVA – Distributed Generation greater than 10,000kVA
- For additional information regarding the levels, please refer to [Ameren Illinois – Distributed Generation](#)

# How to Enter a new Level 1 Interconnection Application

- To move forward with your application, click the **Next** button at the bottom right hand corner

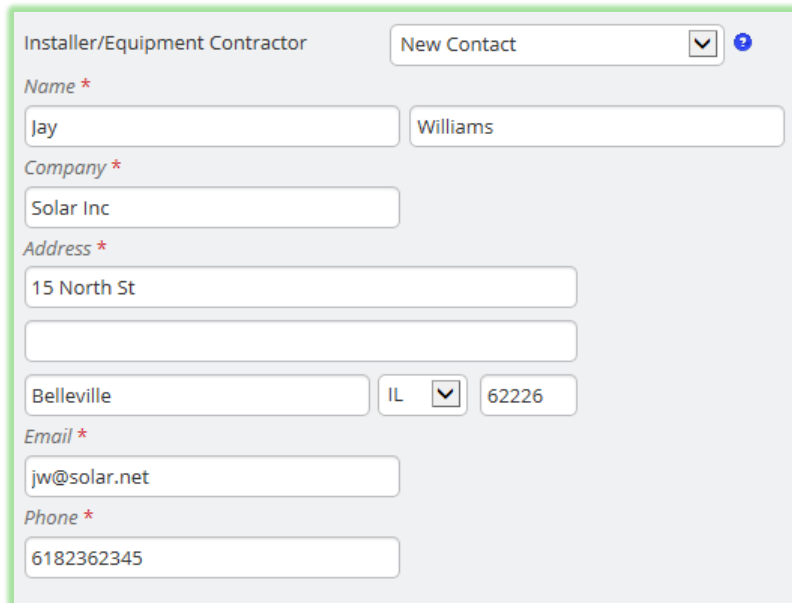


The screenshot displays the 'Interconnection Application' form for Ameren Illinois. At the top, a progress bar shows five steps: 1. Applicant Information (highlighted in blue), 2. Contractor/Installer Information, 3. Generator & Service Information, 4. Documents, and 5. Payment. The main title is 'Ameren Illinois - Interconnection Request Application Form'. Below this is a section for 'IMPORTANT INFORMATION!' with three bullet points: 'All information indicated with a red \* (asterisk) is REQUIRED!', 'Click on each of the blue (?) dots to reveal helpful tips for guiding you through the application.', and 'Your information is automatically saved.' The 'APPLICATION INFORMATION' section contains several fields: 'Application Type' (dropdown menu set to 'Existing Customer, No Current Generation'), 'Customer Contact Information' (Name: John Doe, Company: ABC Company, Address: 100 E Main St, Edwardsville, IL 62026, Email: jdoe@intellinc.com, Phone: 123-456-7890, Customer Title), 'Facility Address' (dropdown menu set to 'Customer Contact Information', Address: 100 E Main St, Edwardsville, IL 62026), 'Who is installing the system?' (dropdown menu set to 'Select...'), and 'Application Level' (dropdown menu set to 'Select...'). A green arrow points to the 'Next' button at the bottom right corner of the form.



## How to Enter a new Level 1 Interconnection Application

- Installer/Equipment Contractor – Enter the name of the installation company or individual that will be installing the solar equipment, or, if it will be self-installed, use the drop-down box to select the previous Customer Contact Information.
  - **Note: If this is a business, a first and last name will still be required for electronic signature purposes.**



Installer/Equipment Contractor New Contact

*Name \**

Jay Williams

*Company \**

Solar Inc

*Address \**

15 North St

Belleville IL 62226

*Email \**

jw@solar.net

*Phone \**

6182362345

## How to Enter a new Level 1 Interconnection Application

- Electrical Contractor (if different from Installer/Equipment Contractor) – Enter the name of the electrical contractor or electrician that will be installing the solar equipment, or, if it will be self-installed, use the drop-down box to select the previous Customer Contact Information.
  - **Note: If this is a business, a first and last name will still be required for electronic signature purposes.**

Electrical Contractor (if different from Installer/Equipment Contractor) New Contact

Name \*  
Frank Zappa

Company \*  
Zappa's Electrical

Address \*  
3 Electron Way

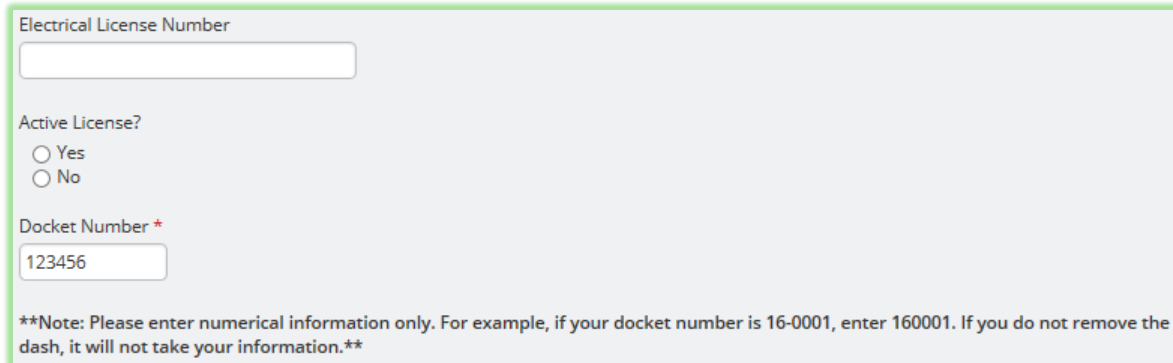
Belleville IL 62221

Email \*  
fzappa@zappa.com

Phone \*  
6182364444

# How to Enter a new Level 1 Interconnection Application

- Electrical License Number – If you have an available electrical license number, enter it here. This field is NOT required.
- Active License? – If you enter an electrical license number, please enter if the license is active or not. This field is NOT required.
- Docket Number – Please enter your Illinois Docket Number WITHOUT dashes, numbers only.
  - **Note: If you enter your docket number with dashes or any characters besides numbers, you will get an error. Please remove all special characters.**



The screenshot shows a form with three main sections. The first section is labeled 'Electrical License Number' and contains an empty text input field. The second section is labeled 'Active License?' and contains two radio button options: 'Yes' and 'No'. The third section is labeled 'Docket Number \*' and contains a text input field with the value '123456'. Below the form, there is a note: '\*\*Note: Please enter numerical information only. For example, if your docket number is 16-0001, enter 160001. If you do not remove the dash, it will not take your information.\*\*'

# How to Enter a new Level 1 Interconnection Application

- To move forward with your application, click the **Next** button at the bottom right hand corner

# How to Enter a new Level 1 Interconnection Application

- **Generator & Service Information**
  - Is the Interconnection Customer requesting Net Metering in accordance with 83 Ill. Adm. Code 465? – For additional information, please refer to [Ameren Illinois – Net Metering](#)
  - Facility Address – Enter the location of the solar facility. If it is the same as one of the above addresses, please select it from the drop-down menu



# How to Enter a new Level 1 Interconnection Application

- **Generator & Service Information**

- Electric Distribution Company (EDC) serving Facility site – Not required, but should be Ameren Illinois
- Electric Supplier (if different from EDC) – Not required, but this would be the energy supply company, like Homefield Energy, etc.
- Account Number from Bill – Required, 10 digit Ameren Illinois account number from energy bill. No special characters, like dashes, allowed. Please enter numbers only.

# How to Enter a new Level 1 Interconnection Application

- **Generator & Service Information**

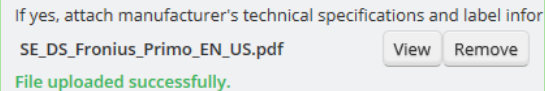
- Inverter Manufacturer – Enter the name of the manufacturer of your inverter, such as Fronius, etc.
- Inverter Model – Enter the model name/number, such as Primo 6.0, etc.
- Is the inverter lab-certified as that term is defined in the Illinois Distributed Generation Interconnection Standard? – Please refer to [Section 466.70 Lab-Certified Equipment](#) for additional information

# How to Enter a new Level 1 Interconnection Application

- Generator & Service Information

- If yes, attach manufacturer's technical specifications and label information from a nationally recognized testing laboratory – **At this time, the only type of document that can be attached is a .PDF file.** If you have another file format, you will need to convert it to a .PDF in order to attach it in PowerClerk. Click on the Browse... button to find your .PDF file and attach it.

- If your attachment is appropriately attached to your application, you will briefly see a note:



If yes, attach manufacturer's technical specifications and label information  
SE\_DS\_Fronius\_Prime\_EN\_US.pdf View Remove  
File uploaded successfully.

- Then, it will show you an upload date and time.

# How to Enter a new Level 1 Interconnection Application

- **Generator & Service Information**

- Generation Facility Nameplate Rating (kW) AC – Enter your AC (alternating current) kilowatt rating for your solar system
- Generation Facility Rating (kW) DC – Enter your DC (direct current) kilowatt rating for your solar system

# How to Enter a new Level 1 Interconnection Application

- Generator & Service Information

- Energy Converter Type

- Photovoltaic
    - Reciprocating Engine
    - Fuel Cell
    - Turbine
    - Other – Please provide additional information in the provided box on your energy converter

# How to Enter a new Level 1 Interconnection Application

- Generator & Service Information

- Energy Source

- Solar
    - Wind
    - Hydro
    - Diesel
    - Natural Gas
    - Fuel Oil
    - Other – Please provide additional information in the provided box on your energy source

# How to Enter a new Level 1 Interconnection Application

- **Generator & Service Information**
  - PV System Specification – **Not required.** If you wish to select your inverter and PV Array from the drop-down lists and add their quantity, it provides a calculation of your system.
  - Commissioning Date – Select the date you intend for your system to be connected to the Ameren Illinois system
  - Please provide copies of manufacturer brochures or technical specifications – **Not required.** If you wish to attach additional documentation, please do so.

# How to Enter a new Level 1 Interconnection Application

- **Generator & Service Information**

- Ameren Illinois requires a Manual, External Knife-Blade Type Disconnect between the customer's system and the meterbase, along with signage indicating the disconnect of no less than 5" by 7" in size. Will your system meet this requirement? – A sign is required by your external disconnect. This is a reminder, please select Yes.
- To move forward with your application, click the Next button at the bottom right hand corner



# How to Enter a new Level 1 Interconnection Application

- To move forward with your application, click the **Next** button at the bottom right hand corner

# How to Enter a new Level 1 Interconnection Application

- Documentation
  - Net Metering Information
    - Has generator already been installed? – Please select Yes or No
    - Please select the fuel source of the existing/proposed generator – Select what your energy source is/will be
    - For customers served under Delivery Service rate DS-1 or DS-2, please select your Annual Period Anniversary Month – Please select April or October
    - Additional Documents – You may attach additional documents here, but it is not required at this time.

# How to Enter a new Level 1 Interconnection Application

- Documentation
  - Documents for Completion
    - Attach Installation Invoice – Not required at this time.
    - Does the customer wish to fill out a Rider QF – Qualifying Facilities Electric Service Agreement? – Not required at this time.

# How to Enter a new Level 1 Interconnection Application

- Signatures

- **\*\*Note:** Signatures are processed by DocuSign, a third party. There is a specific process that must be followed to get the documents electrically signed. If you wish to attach a printed/signed copy of a document listed, Select the No button, then Browse and attach your documents. Otherwise, please follow the below steps carefully.\*\*

# How to Enter a new Level 1 Interconnection Application

- **Signatures**
  - Enter email where you want DocuSign notification sent – For an installer entering the application information on behalf of the customer, please enter your email address. This field allows the notifications to electronically sign a document to whomever is entering the application information.
  - Level 1 Application – **Required at this time**
  - Net Metering Application – Not required at this time, but optional to fill out
  - Installer Certification – Not required at this time, but optional to fill out
  - Certificate of Completion – Not required at this time, but optional to fill out

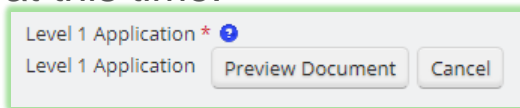
# How to Enter a new Level 1 Interconnection Application

- Signatures

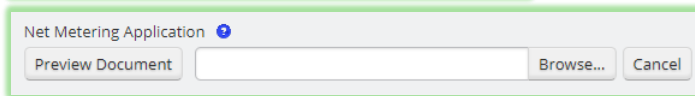
Step by Step Guide on how to electronically sign:

1. Click Yes for each document you wish to sign electronically, and click No for each document you do NOT wish to sign at this time.

i. If you click Yes, it will look like this:



ii. If you click No, it will look like this:



iii. To change your decision, click Cancel

iv. You can sign all documents, if you wish, but only the **Level 1 Application** is required at this time

# How to Enter a new Level 1 Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

- For each document that you clicked Yes on, you will see it listed under the E-Signature Status

Enter email where you want DocuSign notification sent \* ⓘ

Level 1 Application \* ⓘ  
Level 1 Application

Net Metering Application ⓘ  
Net Metering Applications

Installer Certification ⓘ

Certificate of Completion ⓘ

**\*\*Note: Refresh the page after you have completed your eSignature to update the signature status.\*\***

E-Signature Status ⓘ

Level 1 Application **Not yet previewed**  
Customer : jdoe@intellinet.com

Net Metering Applications **Not yet previewed**  
Customer : jdoe@intellinet.com

# How to Enter a new Level 1 Interconnection Application

- Signatures

## Step by Step Guide on how to electronically sign:

2. In order to sign the documents, you must click on Preview Document
  - i. Click Preview Document for each document that you clicked Yes to sign – PowerClerk will generate the document
  - ii. After you click Preview Document for all documents you clicked yes for, you will be able to Request Signatures

Enter email where you want DocuSign notification sent \* ⓘ  
jdoe@intellinet.com

Level 1 Application \* ⓘ  
Level 1 Application

Net Metering Application ⓘ  
Net Metering Applications

Installer Certification ⓘ

Certificate of Completion ⓘ

\*\*Note: Refresh the page after you have completed your eSignature to update the signature status.\*\*

E-Signature Status ⓘ

Level 1 Application Ready for signature  
Customer : jdoe@intellinet.com

Net Metering Applications Ready for signature  
Customer : jdoe@intellinet.com

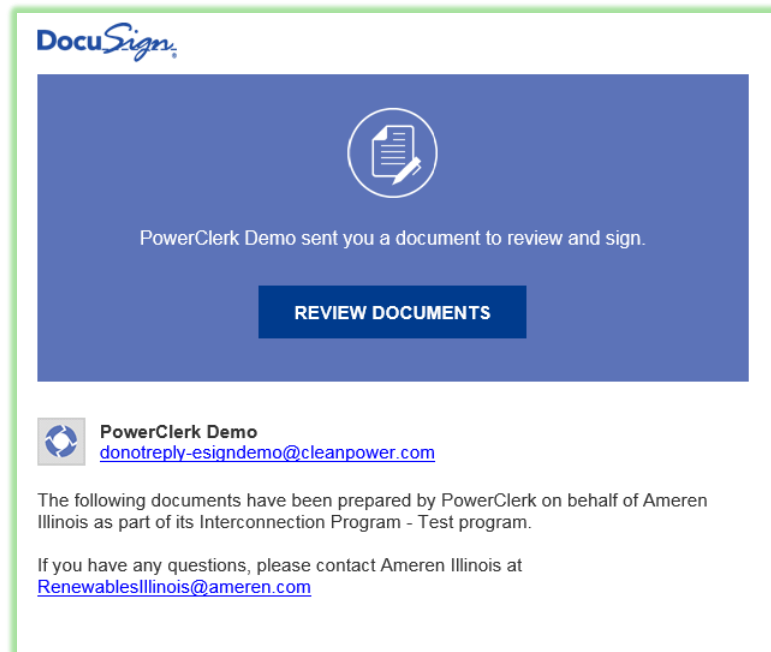


# How to Enter a new Level 1 Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

3. You will be sent an email at the email address you entered above, where you wanted Docusign notification sent. Go to your email and find an email with the subject: Ameren Illinois has requested your signature on PowerClerk documents.
4. In the body of the email, click on Review Documents to go to DocuSign's web page.

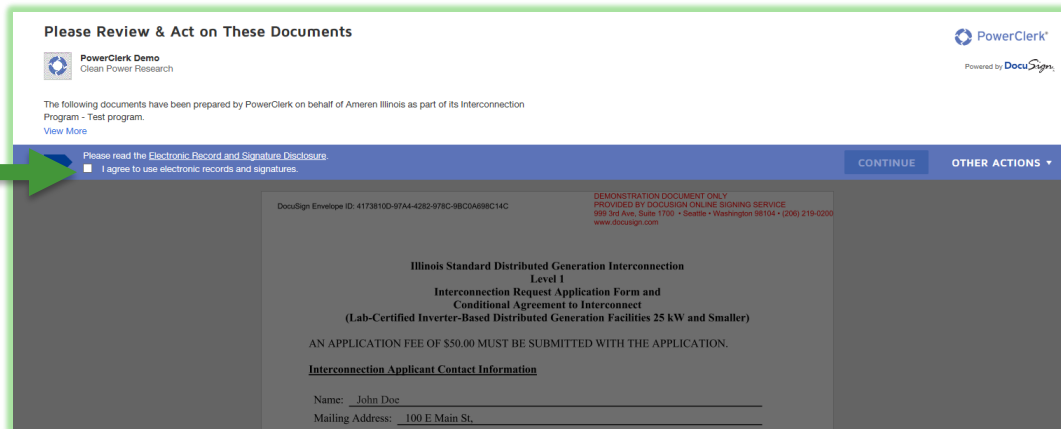


# How to Enter a new Level 1 Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

5. The web page will look like the picture below. To begin electronically signing the documents, first click on the checkbox next to I agree to use electronic records and signatures.
6. Next, click Continue



The screenshot shows a web interface for document review. At the top, it says "Please Review & Act on These Documents" with the PowerClerk logo and "Powered by DocuSign". Below this, it identifies the user as "PowerClerk Demo" and "Clean Power Research". A message states: "The following documents have been prepared by PowerClerk on behalf of Ameren Illinois as part of its Interconnection Program - Test program." There is a "View More" link. A blue banner contains the text "Please read the Electronic Record and Signature Disclosure:" followed by a checkbox labeled "I agree to use electronic records and signatures." A green arrow points to this checkbox. To the right of the banner are "CONTINUE" and "OTHER ACTIONS" buttons. The main content area shows a document titled "Illinois Standard Distributed Generation Interconnection Level 1 Interconnection Request Application Form and Conditional Agreement to Interconnect (Lab-Certified Inverter-Based Distributed Generation Facilities 25 kW and Smaller)". It includes the text "AN APPLICATION FEE OF \$50.00 MUST BE SUBMITTED WITH THE APPLICATION." and a section for "Interconnection Applicant Contact Information" with fields for Name (John Doe) and Mailing Address (100 E Main St.).

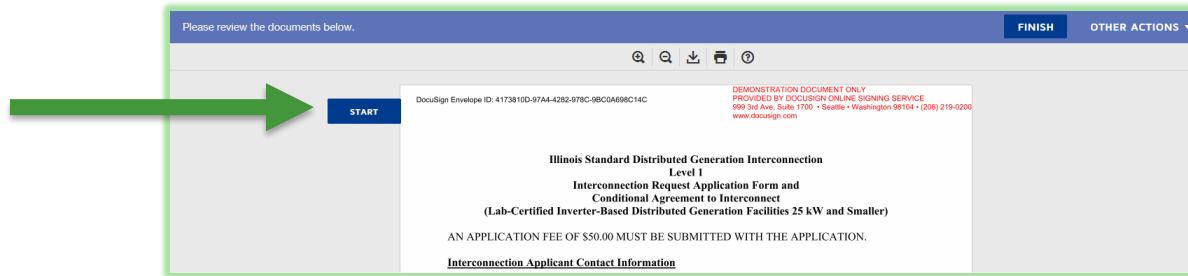


# How to Enter a new Level 1 Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

7. The web page will look like the picture below. Click Start to begin electronically signing



# How to Enter a new Level 1 Interconnection Application

- Signatures

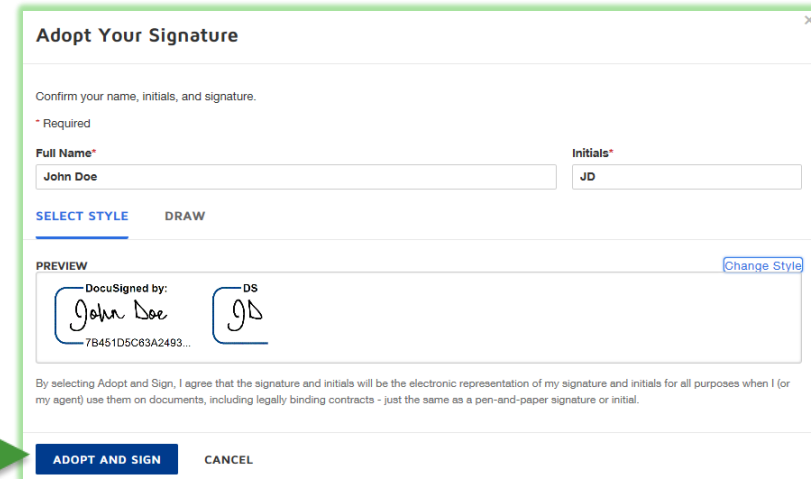
Step by Step Guide on how to electronically sign:

8. Clicking Start will take you to the first signature, which will be marked with the following:



9. Click on either Sign

10. A screen will pop up where you can adjust your Full Name, Initials, Change the Style in which it is electronically signed, or Draw in your electronic signature. When you are satisfied with the Preview, click Adopt and Sign

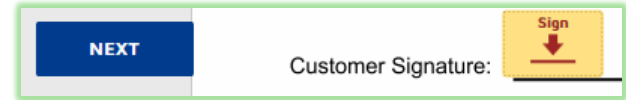
A screenshot of a dialog box titled "Adopt Your Signature". The dialog has a close button (X) in the top right corner. The main text says "Confirm your name, initials, and signature." Below this, there are two input fields: "Full Name\*" with the value "John Doe" and "Initials\*" with the value "JD". There are two tabs: "SELECT STYLE" (which is active) and "DRAW". Below the tabs is a "PREVIEW" section showing a sample signature "John Doe" and initials "JD" with a "Change Style" link. At the bottom, there is a disclaimer: "By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial." At the very bottom, there are two buttons: "ADOPT AND SIGN" and "CANCEL". A large green arrow points from the bottom of the slide towards the "ADOPT AND SIGN" button.

# How to Enter a new Level 1 Interconnection Application

- Signatures

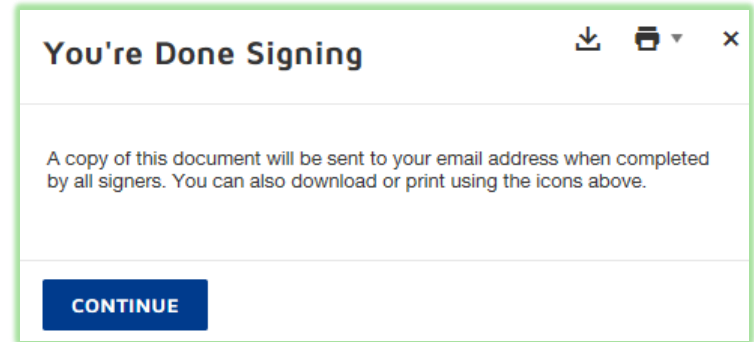
Step by Step Guide on how to electronically sign:

11. Click Next or Sign for each additional signature



12. When there are no additional signatures needed, either scroll to the bottom and click Finish, or click on Finish at the top of the screen

13. A screen will pop up that tells you “You’re Done Signing”. Click Continue to proceed.



# How to Enter a new Level 1 Interconnection Application

- Signatures

Step by Step Guide on how to electronically sign:

8. Now, return to PowerClerk and your application. You will need to Refresh your web browser to update the E-Signature Status. When it is updated, each signature that you have signed will be marked as Completed with a date and time
9. You will also be sent an email copy of the documents you signed

Completed: 1/29/2018 8:26:18 PM  
Completed

# How to Enter a new Level 1 Interconnection Application

- There are multiple options to attach documents. None of these are required at this time.
- To move forward with your application, click the **Next** button at the bottom right hand corner

**\*\*Attachment must be a PDF. Other file formats are not accepted at this time.\*\***

Attach Signed Electric Inspection Form  
 Browse...

Attach Meter/Signage Pictures  
 Browse...

Attach As Built Documents  
 Browse...

Attach One-Line  
 Browse...

Attach Proof of Insurance  
 Browse...

# How to Enter a new Level 1 Interconnection Application

- There are multiple options to attach documents. None of these are required at this time.
- To move forward with your application, click the **Next** button at the bottom right hand corner



# How to Enter a new Level 1 Interconnection Application

- Ameren Illinois does not currently accept any form of online payment. In order to complete your application and move forward, you are required to mail in your payment of \$50 to the following address within 15 Business Days:

Ameren Illinois Net Metering Coordinator

607 East Adams

MC Springfield, 10<sup>th</sup> Floor

Springfield, IL 62701

- Please include your Name, Account Number, and your Project number for reference
- Make checks payable to: Ameren Illinois Net Metering Coordinator



# How to Enter a new Level 1 Interconnection Application

- Your application will not be processed/reviewed until payment has been received.
- To complete your online application, click Submit
  - If there are any fields you have missed, you will received notification of which fields need to be completed before you can submit your application

Unable to Submit Form

Missing Required Fields:

# How to Enter a new Level 1 Interconnection Application

- When your application has been submitted, you will receive your DER-number, or your Project Number.
- If you run into problems, please contact:
  - Ameren Illinois Distribution Design
  - Email: [RenewablesIllinois@Ameren.com](mailto:RenewablesIllinois@Ameren.com)

# How to Enter a new Level 1 Interconnection Application

- Common problems:
  - I click on something, but nothing happens – If what you clicked on should cause a new window to pop-up, please try changing your browser. We have found pop-ups to be blocked in Google Chrome, even with the web address added to the pop-up list. Microsoft Internet Explorer appeared to have better results.
  - I can't submit my application – All items with a **RED asterisk (\*)** must be filled out, and you must electronically sign the Level 1 Application, at least. If you attempt to submit your application, it should provide you with a list of required items that you missed.
  - I'm having trouble with the electronic signature process – Please refer to Clean Power Research's available YouTube videos for a visual walk-through of the process. <https://www.youtube.com/watch?v=uOeEJBjOVbdo>

# How to Enter a new Level 1 Interconnection Application

- Links:
  - Ameren Illinois PowerClerk Log-In Page: <https://amerenillinoisinterconnect.powerclerk.com/MvcAccount/Login>
  - Ameren Illinois – Distributed Generation: <https://www.ameren.com/illinois/electric-choice/distributed-generation>
  - Ameren Illinois – Net Metering: <https://www.ameren.com/illinois/electric-choice/net-metering>
  - Clean Power Research – Auto Documents and eSignatures with PowerClerk: <https://www.youtube.com/watch?v=uOeEBJOVbdo>
  - Clean Power Research – PowerClerk Interconnect New User Video: [https://www.youtube.com/watch?v=vkKafh\\_SR-E&feature=youtu.be](https://www.youtube.com/watch?v=vkKafh_SR-E&feature=youtu.be)
  - ICC Administrative Code – Section 466.70 Lab-Certified Equipment: <ftp://www.ilga.gov/jcar/admincode/083/083004660000700R.html>





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***ILLINOIS***

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