

Revised Community Solar Disclosure Form Training

February 2021



Introduction

- On February 9th, the Illinois Adjustable Block Program released the Revised Community Solar Disclosure Form
- The Revised Form has been restructured to:
 - Provide a format that is easier for customer to read and interact with
 - Fields that are not relevant to a specific customer or project will not be displayed in order to make the form customer friendly
 - Approved Vendors and Designees can complete revised Community Solar Disclosure Forms that are not registered to a specific project. A Designee must be a *Disclosure Form Designee* of at least one Approved Vendor in order to generate Disclosure Forms
 - A Designee can complete a revised Community Solar Disclosure Form not registered to a specific Approved Vendor
 - An Approved Vendor or Designee can convert an already existing Community Solar Disclosure Form so that it's not specific to any Approved Vendor or project
 - **Cutover date to revised Community Solar Disclosure Form is February 9th, 2021**
 - Disclosure forms generated prior to the cutover date will remain valid, however any disclosure forms started in the portal but not completed (and thus generated for a subscriber signature) by the cutover date will need to be re-entered after the cutover date as a revised Community Solar Disclosure Form in order to be completed and generated.
- This training will provide an overview of the revised Community Solar Disclosure Form

Breakdown of Revised Community Solar Disclosure Form

Community Solar Disclosure Form

- Login to the [Illinois Adjustable Block Program website](#)



IPA ILLINOIS POWER AGENCY Adjustable Block Program

INFORMATION VENDORS

Sign up Log in

Account Log in

Email

Password

Log in Forgot password »

Don't have an account?

Create an account to apply to be an Approved Vendor or Approved Vendor Designee

Community Solar Disclosure Form

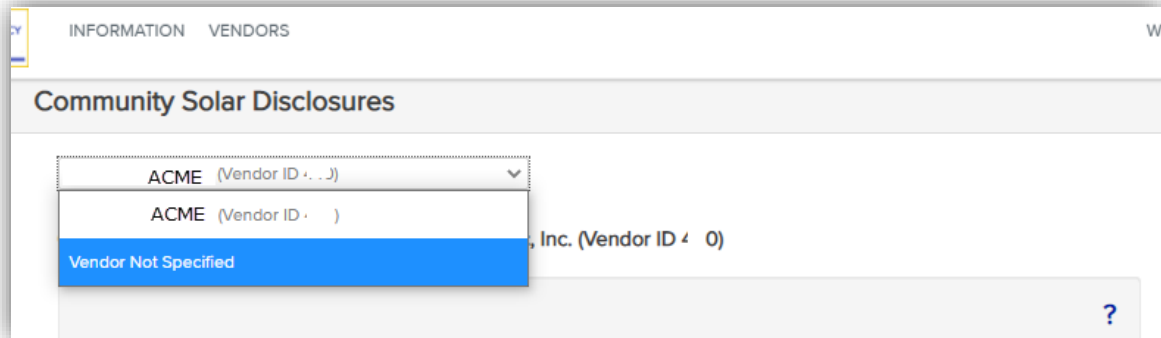
- Select the [Community Solar Disclosure Forms] button from the Consumer Disclosure Forms option under the Vendor tab

The screenshot displays the 'Your Vendor Dashboard' with a navigation bar at the top containing 'INFORMATION', 'VENDORS' (highlighted with a red box), and 'PROJECTS'. The dashboard lists four tasks:

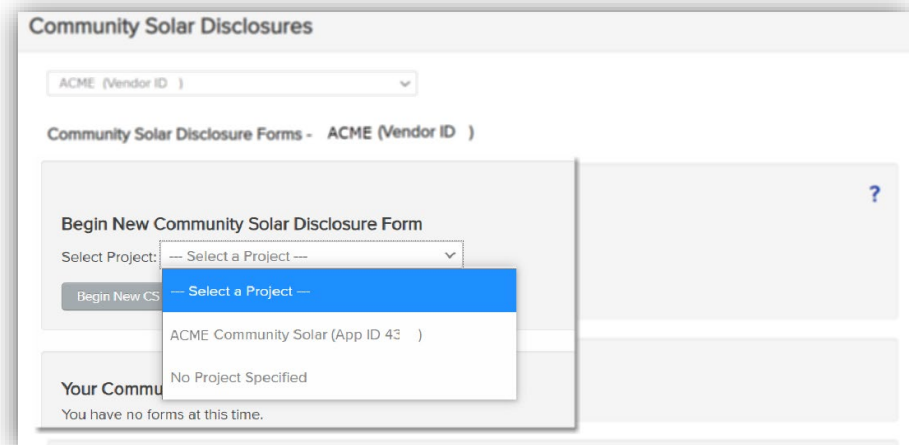
- 1 Become an Approved Vendor**
View Vendor Application
You do not need to complete this application if you are an Approved Vendor Designee. Instead, please directly contact the Approved Vendor you plan to work with to setup your account.
- 2 Upload Marketing Materials** - Not required for Single Project Approved Vendors
Upload Marketing Materials
- 3 Consumer Disclosure Forms**
Distributed Generation Disclosures Forms
Community Solar Disclosure Forms (highlighted with a red box)
- 4 Manage Approved Vendor Designees**
Manage Designee Users

Community Solar Disclosure Form

- From the Community Solar Disclosures page, select the project from the [Begin New Community Solar Disclosure Form] dropdown
 - A Designee must be a Disclosure Form Designee of at least one Approved Vendor in order to generate Disclosure Forms. Designees may designate the appropriate Approved Vendor from the Approved Vendor dropdown.
 - The Designee can choose [Vendor Not Specified] if the Disclosure Form is not ready to be assigned to an Approved Vendor
 - The Approved Vendor or Approved Vendor Designee can select a specific project ready for Disclosure Forms to be submitted.
 - If the Community Solar project is not yet ready for Disclosure Forms to be submitted, select [No Project Specified]



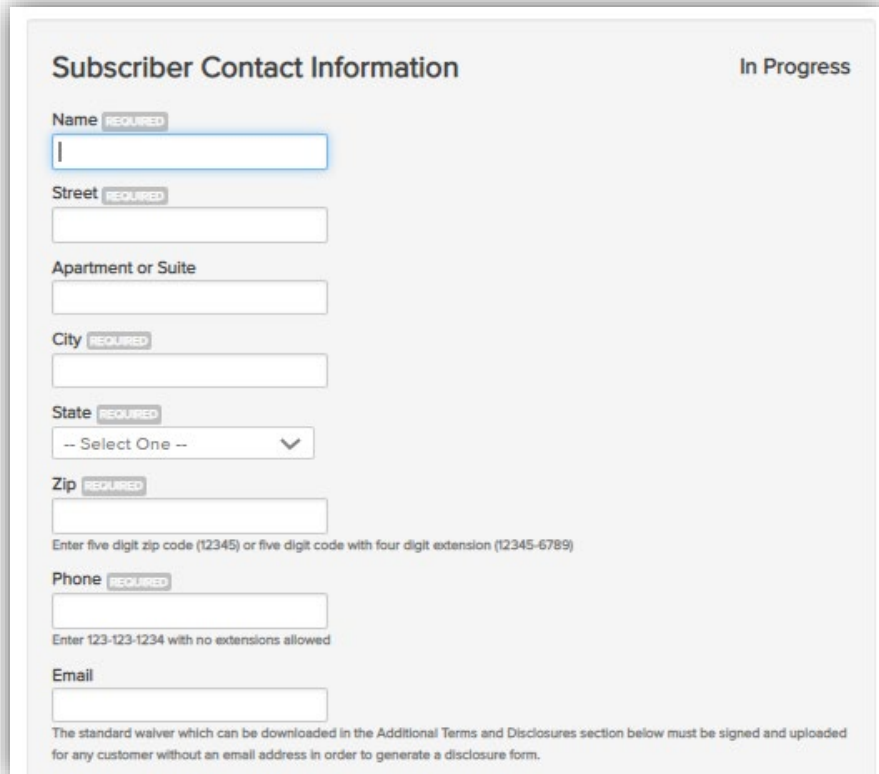
The screenshot shows the 'Community Solar Disclosures' page with a tabbed interface. The 'VENDORS' tab is active. A dropdown menu is open, showing options: 'ACME (Vendor ID 12345)', 'ACME (Vendor ID 12345)', and 'Vendor Not Specified'. The 'Vendor Not Specified' option is highlighted in blue. The page title is 'Community Solar Disclosures'.



The screenshot shows the 'Community Solar Disclosures' page with a dropdown menu open for selecting a project. The dropdown menu shows options: '--- Select a Project ---', 'ACME Community Solar (App ID 43210)', and 'No Project Specified'. The 'No Project Specified' option is highlighted in blue. The page title is 'Community Solar Disclosures'.

Community Solar Disclosure Form

Step 1: Subscriber Contact Information



The screenshot shows a web form titled "Subscriber Contact Information" with a status indicator "In Progress" in the top right corner. The form contains several input fields, each with a "REQUIRED" label in a small grey box. The fields are: Name, Street, Apartment or Suite, City, State (a dropdown menu with "-- Select One --" and a downward arrow), Zip, Phone, and Email. Below the Zip field, there is a small text instruction: "Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)". Below the Phone field, there is another small text instruction: "Enter 123-123-1234 with no extensions allowed". At the bottom of the form, there is a paragraph of text: "The standard waiver which can be downloaded in the Additional Terms and Disclosures section below must be signed and uploaded for any customer without an email address in order to generate a disclosure form."

- **Name** – Customer’s Name (Required)
- **Street** – Customer’s Street Address (Required)
- **Apartment/Suite** – Customer’s Apartment Suite number/letter
- **City** – Customer’s City (Required)
- **State** – Customer’s State (Required)
- **ZIP** – Customer’s ZIP Code. Enter five digit zip code (12345) or five digit ZIP code with four digit extension (12345-6789) (Required)
- **Phone** – Customer’s Phone Number. Enter 123-123-1234 with no extensions allowed (Required)
- **Email** - The standard waiver which can be downloaded in the Additional Terms and Disclosures section of the application must be signed and uploaded for any customer without an email address in order to generate a disclosure form

Community Solar Disclosure Form

Step 1: Subscriber Contact Information

This screenshot shows the first part of the form. It includes a dropdown menu for 'Subscriber's Electric Utility' with 'Ameren Illinois' selected. Below it is a text input field for 'Subscriber's Utility Account Number' containing '00012345'. Next is another text input field for 'Subscriber's Meter Number'. At the bottom is a dropdown for 'Is Subscriber's Energy Supplier the same as the Electric Utility' with 'Yes' selected. A 'Save and Continue' button is at the bottom left.

This screenshot shows the second part of the form, which appears after selecting 'No' for the previous question. It features a dropdown menu for 'Is Subscriber's Energy Supplier the same as the Electric Utility' with 'no' selected. Below it is a text input field for 'Subscriber's Energy Supplier'. A 'Save and Continue' button is at the bottom left.

- **Subscriber's Electric Utility** – Dropdown of all electric utilities. Contact the Adjustable Block Program Administrator if the subscriber's Utility is not listed (Required)
- **Subscriber's Utility Account Number - (Required)**
- **Subscriber's Meter Number - (Optional)**
- **Is the Subscriber's Energy Supplier the same as the Electric Utility?** – Select Yes/No from the dropdown (Required)
 - If [No] is selected, an additional field will be displayed for you to report the **Subscriber's Energy Supplier**

** Highlighted items are items that have been added or changed from the existing Community Solar Disclosure Form*

Community Solar Disclosure Form

Step 2: Community Solar Provider Contact Information

Community Solar Provider Contact Information In Progress

[Use Approved Vendor Contact Information >](#)


Legal Name REQUIRED

Name Used for Marketing (if different)

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED
-- Select One -- 

Zip REQUIRED

Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone REQUIRED

Enter 123-123-1234 with no extensions allowed

Email REQUIRED

Website REQUIRED

[Save and Continue](#)

- Select [Use Approved Vendor Contact Information] button if the Community Solar Provider is also the Approved Vendor to copy the Approved Vendor's contact information
- **Legal Name** – Name of the Community Solar Provider (Required)
- **Name Used for Marketing (if different)**
- **Street** - Community Solar Provider's Street Address (Required)
- **Apartment/Suite** – Community Solar Provider's Suite
- **City** – Community Solar Provider's City (Required)
- **State** – Community Solar Provider's State (Required)
- **ZIP** – Community Solar Provider's ZIP Code. Enter five digit ZIP code (12345) or five digit code with four digit extension (12345-6789) (Required)
- **Phone** – Community Solar Provider's Phone Number. No extensions (Required)
- **Email** – Community Solar Provider's Email (Required)
- **Website** – Community Solar Provider's Website address (Required)

** Highlighted items are items that have been added or changed from the existing Community Solar Disclosure Form*

Community Solar Disclosure Form

Step 3: Project Specifications

- *Note: The Project Specifications section is only required when a project is specified*
- **Has construction on the CS project begun?** – Yes/No (Required)
 - Selecting [Yes] – will display the following additional fields:
 - **Has the community solar project been energized and granted permission to operate by the utility?** Yes/No (Required)
 - Selecting [No] – will display the following additional fields:
 - **Expected Date of Energization** (Required)
 - **Type of refund subscriber will receive, as sum of CS payments to date, in the event the project is not completed or energized -** (Required)
 - Selecting [Full] will display the following fields:
 - **Date subscriber will receive a refund if the CS project is not completed or energized** (Required)
 - **Date or schedule for refund issuance** - Text box to enter schedule (Required)

The screenshot shows a web form titled "Project Specifications" with a status indicator "In Progress" in the top right corner. The form contains several required fields, each marked with a "REQUIRED" label in a small grey box. The fields are: 1. "Has construction on the CS project begun?" with a dropdown menu currently set to "Yes". 2. "Has the community solar project been energized and granted permission to operate by the utility?" with a dropdown menu currently set to "No". 3. "Expected Date of Energization" with an empty text input field. 4. "Type of refund subscriber will receive, as sum of CS payments to date, in the event the project is not completed or energized" with a dropdown menu currently set to "Full". 5. "Date subscriber will receive a refund if the CS project is not completed or energized" with an empty text input field. 6. "Date or schedule for refund issuance" with a large empty text area. At the bottom left of the form is a grey button labeled "Save and Continue".

Community Solar Disclosure Form

Step 3: Project Specifications

- **Type of refund subscriber will receive, as sum of CS payments to date, in the event the project is not completed or energized - (Required)**
 - Selecting [Partial] will display the following fields:
 - **Date subscriber will receive a refund if the CS project is not completed or energized - (Required)**
 - **Date or schedule for refund issuance - (Required)**
 - **How will the partial refund be calculated - Text box to enter calculation (Required)**
 - Selecting [None] will remove the above fields

Type of refund subscriber will receive, as sum of CS payments to date, in the event the project is not completed or energized REQUIRED

Partial

Date subscriber will receive a refund if the CS project is not completed or energized REQUIRED

Date or schedule for refund issuance REQUIRED

How will the partial refund be calculated REQUIRED

Save and Continue

Project Specifications In Progress

Has construction on the CS project begun? REQUIRED

Yes

Has the community solar project been energized and granted permission to operate by the utility? REQUIRED

No

Expected Date of Energization REQUIRED

Type of refund subscriber will receive, as sum of CS payments to date, in the event the project is not completed or energized REQUIRED

None

Save and Continue

* Highlighted items are items that have been added or changed from the existing Community Solar Disclosure Form

Community Solar Disclosure Form

Step 4: Subscription Specifications

Subscription Specifications In Progress

Subscription Size (kW AC) REQUIRED

Estimated first year annual electricity production for your subscription (kWh) REQUIRED

Is there a guaranteed minimum level of electricity production? REQUIRED

Dollar amount of bill credits guaranteed by CS provider REQUIRED

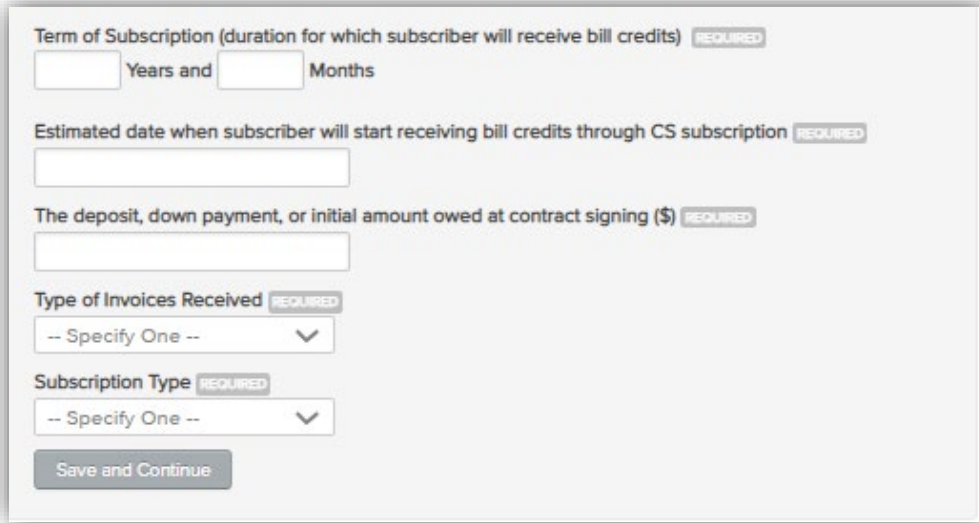
Frequency/basis of guarantee bill credits for subscription REQUIRED

For example, yearly

- **Subscription Size (kW AC)** – Subscriber’s subscription size in kW (Required)
- **Estimated first year annual electricity production for your subscription (kWh)** – (Required)
- **Is there a guaranteed minimum level of electricity production?** – Yes/No (Required)
 - Selecting [Yes] – will display the following additional fields:
 - **Dollar amount of bill credits guaranteed by CS provider** – (Required)
 - **Frequency/basis of guarantee bill credits for subscription** – For example, yearly (Required)
 - Selecting [No] will hide the additional fields

Community Solar Disclosure Form

Step 4: Subscription Specifications



The screenshot shows a web form for 'Step 4: Subscription Specifications'. It contains the following fields and controls:

- Term of Subscription (duration for which subscriber will receive bill credits)** (REQUIRED): Two input boxes for 'Years' and 'Months'.
- Estimated date when subscriber will start receiving bill credits through CS subscription** (REQUIRED): A date input field.
- The deposit, down payment, or initial amount owed at contract signing (\$)** (REQUIRED): A currency input field.
- Type of Invoices Received** (REQUIRED): A dropdown menu with the placeholder text '-- Specify One --'.
- Subscription Type** (REQUIRED): A dropdown menu with the placeholder text '-- Specify One --'.
- A **Save and Continue** button at the bottom.

- **Term of Subscription (duration for which subscriber will receive bill credits)** - Year and Months of the Subscription (Required)
- **Estimated date when subscriber will start receiving bill credits through CS subscription** - (Required)
- **The deposit, down payment, or initial amount owed at contract signing (\$)** - (Required)
- **Type of Invoices Received** – Dropdown with the following options: (Required)
 - Electronic
 - Paper
 - Customer Choice
- **Subscription Type** – Dropdown with the following options: (Required)
 - A single upfront payment
 - A series of payments over time

Community Solar Disclosure Form

Step 5: Subscription Payment Structure (1 of 2)

The screenshot shows a web form titled "Subscription Payment Structure (1 of 2)" with a status indicator "In Progress". The form asks the user to specify the subscription structure. A dropdown menu is set to "series of scheduled, pre-". Below this are four required fields: "First subscription payment (\$)", "When first subscription payment is due", "Final subscription payment (\$)", and "When final subscription payment is due". Each field has a "REQUIRED" label. Examples are provided for the due dates: "30 days after interconnection" and "20 years after the first subscription payment". At the bottom, there is a large text box for "A full schedule with each payment amount and when it is due:" and a "Save and Continue" button.

Subscription Payment Structure (1 of 2) In Progress

Is the subscription structured as a series of scheduled, pre-determined payments OR a per-kW-hr rate

REQUIRED
series of scheduled, pre- ▼

First subscription payment (\$) **REQUIRED**
[Text Box]

When first subscription payment is due **REQUIRED**
[Text Box]
For example, 30 days after interconnection

Final subscription payment (\$) **REQUIRED**
[Text Box]

When final subscription payment is due **REQUIRED**
[Text Box]
For example, 20 years after the first subscription payment

A full schedule with each payment amount and when it is due: **REQUIRED**
[Text Box]

Save and Continue

- **Is the subscription structured as a series of scheduled, pre-determined payments OR a per-kW-hr rate** – Dropdown with the following options: (Required)
 - **Series of scheduled, pre-determined payments** – The following fields will be displayed
 - **First Subscription Payment (\$)** - (Required)
 - **When first subscription payment is due** - For example, 30 days after interconnection (Required)
 - **Final subscription payment (\$)** - (Required)
 - **When final subscription payment is due** - For example, 20 years after the first subscription payment (Required)
 - **A full schedule with each payment amount and when it is due** – Text box to enter in payment schedule (Required)

Community Solar Disclosure Form

Step 5: Subscription Payment Structure (1 of 2)

- **Is the subscription structured as a series of scheduled, pre-determined payments OR a per-kW-hr rate** – Dropdown with the following options: (Required)
- **A per-kW-hr rate** – The following fields will be displayed
 - **Is the per kWh rate for each payment known?** – Yes/No (Required)
 - Selecting [Yes] will display the following fields (Select yes if the per kWh rate is known):
 - **First subscription payment (\$/kWh)** - (Required)
 - **When first subscription payment is due** - For example, 30 days after interconnection (Required)
 - **Final subscription payment (\$)** (Required)
 - **When final subscription payment is due** - For example, 20 years after the first subscription payment (Required)
 - **A summary of each payment amount and when it is due:** Text box to enter in payment schedule (Required)

The screenshot shows a web form titled "Subscription Payment Structure (1 of 2)" with a status indicator "In Progress". The form contains several required fields and dropdown menus. The first question is "Is the subscription structured as a series of scheduled, pre-determined payments OR a per-kW-hr rate", with a dropdown menu currently showing "a per-kW-hour rate sched". The second question is "Is the per kWh rate for each payment known?", with a dropdown menu showing "yes". Below this, there are four more required fields: "First subscription payment (\$/kWh)", "When first subscription payment is due", "Final subscription payment (\$)", and "When final subscription payment is due". Each of these fields has a text input box. Below the "When final subscription payment is due" field, there is a note: "For example, 20 years after the first subscription payment". The final question is "A summary of each payment amount and when it is due:", followed by a large text area for input. At the bottom left of the form is a "Save and Continue" button.

Community Solar Disclosure Form

Step 6: Subscription Payment Structure (2 of 2)

Subscription Payment Structure (2 of 2) Completed

Frequency of subscription payments REQUIRED

Monthly

For example, monthly

Will there be an annual escalation rate? REQUIRED

Yes

Can the subscriber avoid annual escalation rates by pre-paying some or all of their subscription payments? REQUIRED

-- Specify One --

If a payment is made more than 30 days after due date, the charge will be \$ 100 OR

late payments accrue interest at % annually REQUIRED

Is early termination of the subscription permitted for reasons other than moving outside of your electric utility service territory? REQUIRED

No

Will the CS provider impose a fee or penalty for early termination of the subscription? REQUIRED

No

Save and Continue

- **Frequency of subscription payments** - For example, monthly (Required)
- **Will there be an annual escalation rate? – Yes/No (Required)**
 - Selecting [Yes] will display the following fields:
 - **Can the subscriber avoid annual escalation rates by pre-paying some or all of their subscription payments? Yes/No (Required)**
 - Selecting [No] will hide the above fields

Community Solar Disclosure Form

Step 6: Subscription Payment Structure (2 of 2)

Subscription Payment Structure (2 of 2) Completed

Frequency of subscription payments REQUIRED
Monthly
For example, monthly

Will there be an annual escalation rate? REQUIRED
Yes

Can the subscriber avoid annual escalation rates by pre-paying some or all of their subscription payments? REQUIRED
-- Specify One --

If a payment is made more than 30 days after due date, the charge will be \$ 100 OR late payments accrue interest at % annually REQUIRED

Is early termination of the subscription permitted for reasons other than moving outside of your electric utility service territory? REQUIRED
No

Will the CS provider impose a fee or penalty for early termination of the subscription? REQUIRED
No

Save and Continue

- If a payment is made more than [] days after due date, the charge will be \$ [] OR late payments accrue interest at []% annually (Required)
- Is early termination of the subscription permitted for reasons other than moving outside of your electric utility service territory? – Yes/No (Required)
 - Selecting [Yes] will display the following fields:
 - **What are the circumstances under which early termination of the subscription is permitted?** - Text box to enter response (Required)
 - Selecting [No] will hide the field shown above
- **Will the CS provider impose a fee or penalty for early termination of the subscription?** Yes/No (Required)
- Selecting [Yes] will display the following fields:
 - **Amount of Fee/Penalty:** \$[] OR Will be calculated as follows: [] (Required)
- Selecting [No] will hide the field shown above

Community Solar Disclosure Form

Step 7: Fees

- List all other fees associated with the CS subscription (for example, interconnection fees, maintenance fees, etc.) and the amount of each one and when it is due

Fees

In Progress

List all other fees associated with the CS subscription (for example, interconnection fees, maintenance fees, etc.) and the amount of each one and when it is due

Fee	Amount (\$)	When It's Due

Save and Continue

Community Solar Disclosure Form

Step 8: Additional Terms and Disclosures

- **Does the subscription require the subscriber to receive service from a specific Alternative Retail Electric Supplier? – Yes/No (Required)**

- Selecting [Yes] will display the following fields:

- **The energy supply rate initially charged (\$/kWh) - (Required)**
- **Is the supply rate's price fixed or variable? – Dropdown with Fixed/Variable options (Required):**
- **Does the supply rate feature an escalator? – Yes/No (Required)**

- Selecting [Yes] will display the following fields:

- **Supply rate escalator (%) (Required)**

- Selecting [No] removes the above fields

- **The method and formula that will be used to determine the energy supply rate over the full term of the CS subscription - Text box to enter response (Required)**

- Selecting [No] removes the above fields

- **Additional Details or Explanatory Information - Text box to enter response. *Note: Nothing listed shall alter, amend, repeal, or supersede the disclosure requirements contained in this form***

The screenshot shows a web form titled 'Additional Terms and Disclosures' with a status indicator 'In Progress'. The form contains several required fields marked with a 'REQUIRED' tag. The first field is a dropdown menu for 'Does the subscription require the subscriber to receive service from a specific Alternative Retail Electric Supplier?' with 'yes' selected. Below it is a text input field for 'The energy supply rate initially charged (\$/kWh)'. The next field is a dropdown for 'Is the supply rate's price fixed or variable?' with 'Variable' selected. This is followed by another dropdown for 'Does the supply rate feature an escalator?' with 'yes' selected. Below that is a text input field for 'Supply rate escalator (%)'. The next field is a large text area for 'The method and formula that will be used to determine the energy supply rate over the full term of the CS subscription'. At the bottom is another large text area for 'Additional Details or Explanatory Information'. A 'Save and Continue' button is at the bottom left. A small green circular icon with a 'C' is visible on the right side of the form.

Community Solar Disclosure Form

Step 8: Additional Terms and Disclosures

- If the subscriber's email was not provided, the **Customer Email Waiver** will be required
- The waiver must be provided to, completely filled out, and signed by the customer if the customer has no email address

Additional Terms and Disclosures

Completed

Does the subscription require the subscriber to receive service from a specific Alternative Retail Electric Supplier REQUIRED

No


Additional Details or Explanatory Information

Nothing listed shall alter, amend, repeal, or supersede the disclosure requirements contained in this form.

Customer Email Address Waiver REQUIRED

[Download Waiver](#)

No file chosen



Customer Disclosure Form E-mail Address Waiver

Customer Information

Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Disclosure Form Number: _____
(To be filled out by the Approved Vendor. This information is found on at the top of the screen when entering Disclosure Form information into the ABP portal.)

Disclosure Form Type: ☐ Community Solar ☐ Distributed Generation

Approved Vendor Name and ABP ID: _____

Approved Vendor Designee Name and ABP ID (If applicable): _____

Purpose of this Waiver

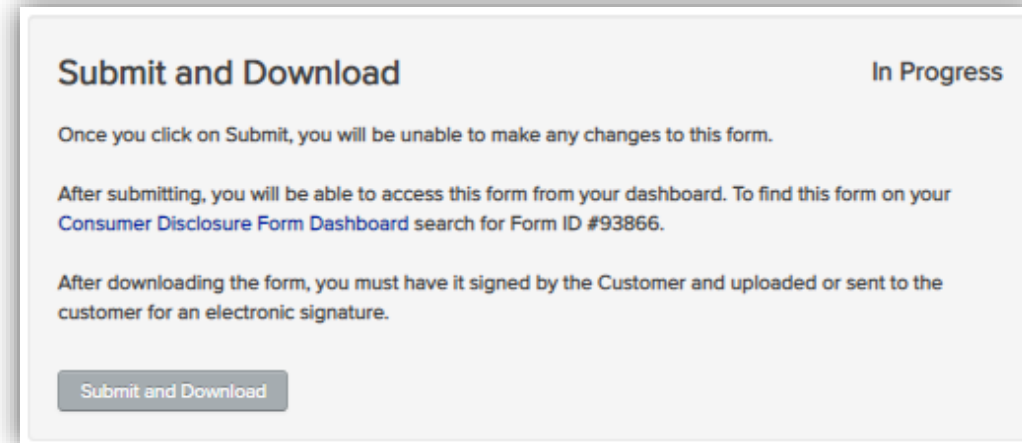
This waiver must be completed by residential customers who do not have an e-mail address and wish to participate in the Illinois Shines program either by subscribing to a community solar project or by installing solar at their own home.

Illinois Shines requires all participants to review and sign a Disclosure Form providing key information about community solar subscriptions or on-site solar projects. For the Illinois Shines Program Administrator to have the

Community Solar Disclosure Form

Step 9: Submit and Download

- Select the [Submit and Download] button
- Send the form to the Subscriber for E-signature
 - An email from Admin@illinoisabp.com will be sent to the subscriber. The Approved Vendor or Designee should notify the subscriber of the email being sent and to check spam filters for this e-mail if the subscriber reports not receiving the email



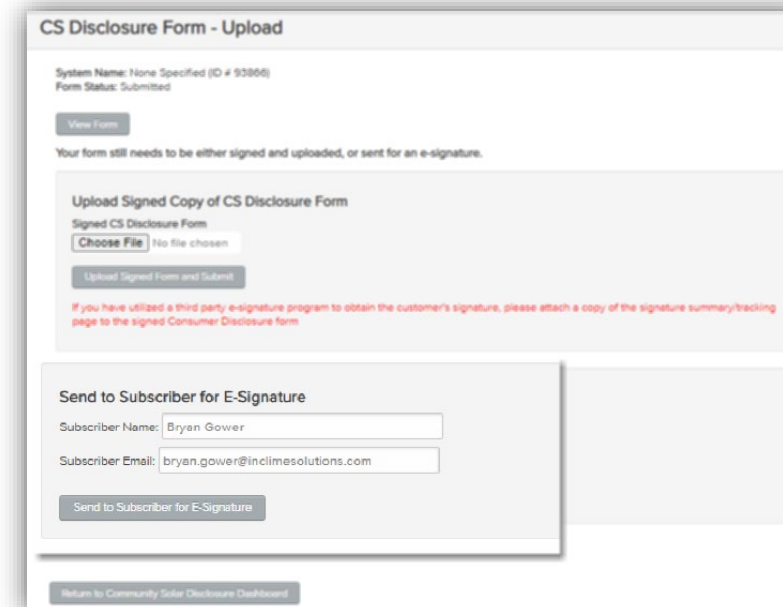
Submit and Download In Progress

Once you click on Submit, you will be unable to make any changes to this form.

After submitting, you will be able to access this form from your dashboard. To find this form on your [Consumer Disclosure Form Dashboard](#) search for Form ID #93866.

After downloading the form, you must have it signed by the Customer and uploaded or sent to the customer for an electronic signature.

[Submit and Download](#)



CS Disclosure Form - Upload

System Name: None Specified (ID # 93866)
Form Status: Submitted

[View Form](#)

Your form still needs to be either signed and uploaded, or sent for an e-signature.

Upload Signed Copy of CS Disclosure Form

Signed CS Disclosure Form
[Choose File](#) No file chosen
[Upload Signed Form and Submit](#)

If you have utilized a third party e-signature program to obtain the customer's signature, please attach a copy of the signature summary/tracking page to the signed Consumer Disclosure form

Send to Subscriber for E-Signature

Subscriber Name:
Subscriber Email:
[Send to Subscriber for E-Signature](#)

[Return to Community Solar Disclosure Dashboard](#)

Community Solar Disclosure Form

Step 9: Submit and Download

- If the Subscriber cannot e-sign the form on their device or cannot receive the automated email with the Disclosure Form, the Approved Vendor can download the Disclosure Form and provide it to the subscriber for their wet signature or to be sent to the subscriber via a third-party e-signature program
- Disclosure Forms with a wet signature or signed using a third-party e-signature program can be uploaded using the upload button. *Note: If you have utilized a third-party e-signature program to obtain the customer's signature, the uploaded Disclosure Form must include a copy of the signature summary/tracking*

CS Disclosure Form - Upload

System Name: None Specified (ID # 93866)
Form Status: Submitted

[View Form](#)

Your form still needs to be either signed and uploaded, or sent for an e-signature.

Upload Signed Copy of CS Disclosure Form

Signed CS Disclosure Form

[Choose File](#) No file chosen

[Upload Signed Form and Submit](#)

Your form still needs to be either signed and uploaded, or sent for an e-signature.

Upload Signed Copy of CS Disclosure Form

Signed CS Disclosure Form

[Choose File](#) No file chosen

[Upload Signed Form and Submit](#)

If you have utilized a third party e-signature program to obtain the customer's signature, please attach a copy of the signature summary/tracking page to the signed Consumer Disclosure form

Adding Subscribers to a Project

Community Solar Disclosure Form

Adding Subscribers to Project



- Approved Vendors and Designees that have been designated by an Approved Vendor as a Community Solar Subscriber can add subscribers to a project
- After the subscriber signs a Disclosure Form that is not assigned to a project, the form can be added to a Project
- From the Vendor Tab, select the Community Solar Subscribers Dashboard

Community Solar Disclosure Form

Adding Subscribers to Project

Community Solar Subscriber Information

Acme (Vendor ID 1)

Subscriber Information for Acme (Vendor ID 1)

Add Subscribers to Project

Select Project: -- Select a Project --

Acme Community Solar (App ID 187)

Community Solar Subscriber Information

Acme (Vendor ID 1)

Subscriber Information for Acme (Vendor ID 1)

Add Subscribers to Project

Select Project: Acme Community Solar (App ID 87)

Add Subscribers

Subscriber Details for Acme Community Solar

Project Size: 300 kW AC

	Small Subscribers	Total Project
Number of Subscribers	0	0
Capacity Subscribed (kW)	0	0
Percent Subscribed (kW)	0.00 %	0.00 %

View Current Subscribers

View Subscribers Download Subscribers Report

- Designate the Approved Vendor from the dropdown
- Select the Project from the [Add Subscribers to Project] Dropdown. *Note: Only Disclosure Forms with a Utility matching the Community Solar Project Application will be displayed*
- The Community Solar Project's subscription details are displayed in the Subscriber Details table
- Select the [Add Subscribers] button

Community Solar Disclosure Form

Adding Subscribers to Project

- Review the list of Subscribers that are not assigned to a Community Solar project
- Select the [Create New Subscriber]

Community Solar Subscribers [Return to Subscriber Dashboard](#)

Community Solar - Application ID 87 [Only Include Forms Attached to this Project](#)

Subscribers from Completed Disclosure Forms Not Yet Entered

Show 10 ▾

Form ID ▾	Subscriber Name from Disclosure Form ▾	Subscription Size (kW AC) ▾	Enter New Subscriber ▾
93866	Bryan Gower	10.00	Create New Subscriber

Search Search Subscriber Name Search Subscription Size (kW AC) Search

Showing 1 to 1 of 1 entries Previous 1

Community Solar Subscribers [Return to Subscriber Dashboard](#)

Community Solar - Application ID 87 [Only Include Forms Attached to this Project](#)

Subscribers from Completed Disclosure Forms Not Yet Entered

Show 10 ▾

Form ID ▾	Subscriber Name from Disclosure Form ▾	Subscription Size (kW AC) ▾	Enter New Subscriber ▾
93866	Bryan Gower	10.00	Create New Subscriber

Search Search Subscriber Name Search Subscription Size (kW AC) Search

Showing 1 to 1 of 1 entries Previous 1

Community Solar Disclosure Form

Adding Subscribers to Project

Create New Community Solar Subscriber [Return to Subscriber Dashboard](#)

Project: Acme Community Solar -
Application ID: 87
Add Subscribers to Project

Form ID: # 93866

Subscriber Name REQUIRED
Bryan Gower

Subscription Size (kW AC) REQUIRED
10.00

Subscriber Utility REQUIRED
Ameren Illinois

Last 5 Digits of Unique ID Number REQUIRED

Date Subscriber was Submitted to Utility REQUIRED

Date Subscription Terminated (if applicable)

Subscriber Type
-- specify one --
-- specify one --

Residential

Small Commercial

Large Commercial/Industrial

Government

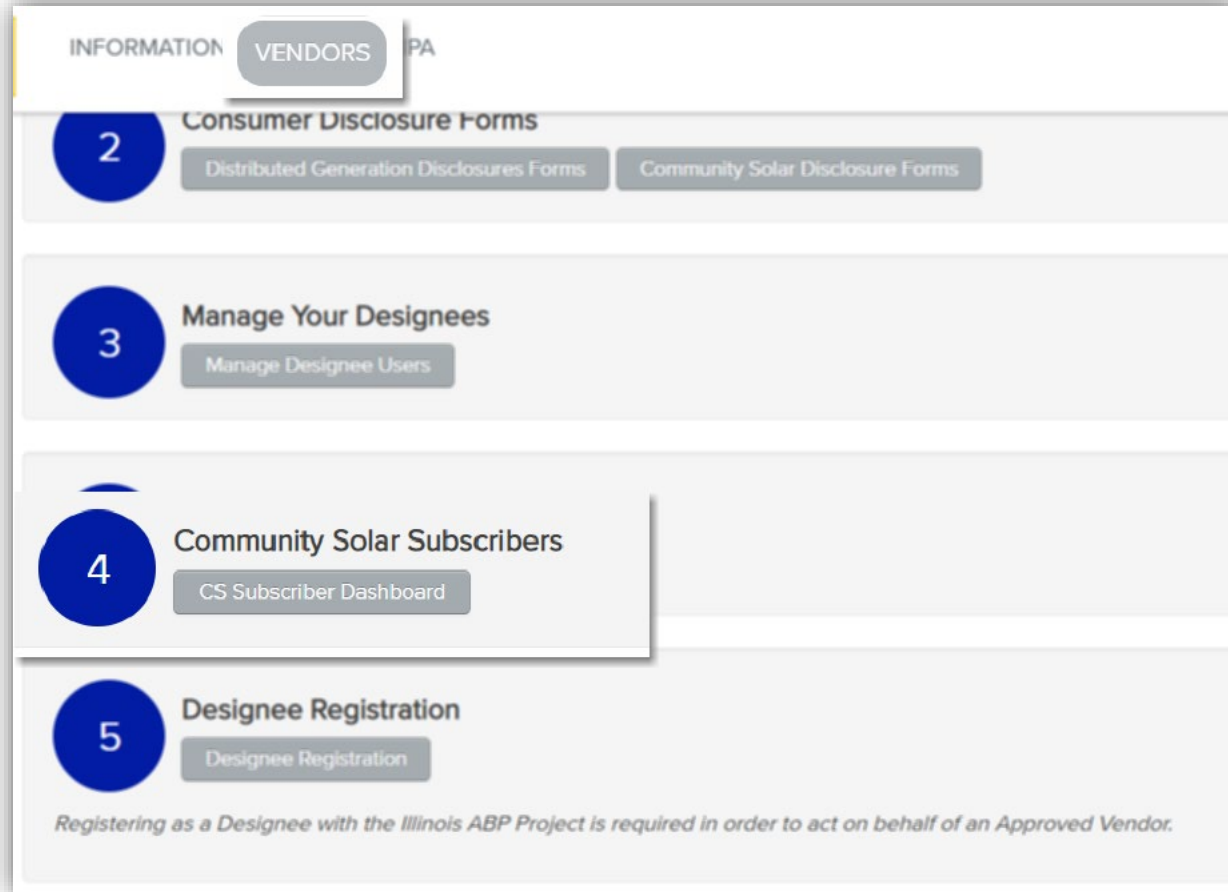
Non-Profit

- Complete the Create New Community Solar Subscriber form
 - **Last 5 Digits of Unique ID Number** (Assigned by Ameren) or **Last 5 Digits of Utility Account Number** (Assigned by ComEd and MidAmerican) - Unique Identification Number or Account Number assigned by the Utility (Required)
 - **Date Subscriber was Subscribed to the Utility** – (Required)
 - **Date Subscription Terminated (if applicable)**
 - **Subscriber Type** – (Required)
 - Residential
 - Small Commercial
 - Large Commercial/Industrial
 - Government
 - Non-Profit

Reviewing Community Solar Subscribers

Community Solar Disclosure Form

Reviewing Community Solar Subscribers



- Community Solar Subscribers assigned to projects can be reviewed by selecting the [CS Subscriber Dashboard] from the Vendor Dashboard

Community Solar Disclosure Form

Reviewing Community Solar Subscribers

INFORMATION VENDORS IPA

Community Solar Subscriber Information

Services, LLC (Vendor ID 10)

Subscriber Information for ' Services, LLC (Vendor ID 10)

Add Subscribers to Project

Select Project: Solar Plant (App ID 1)

Remove Vendor and Project from Disclosure Forms

- Select the Project from the dropdown to review the Subscriber details. This table will display Small Subscribers and Total Project data on:
 - Number of Subscribers
 - Capacity Subscribed
 - Percent Subscribed

- Select the [View Subscribers] button to review report of the subscribers associated with the designated Community Solar project
- Select [Download Subscribers Report] to view a CSV version

Add Subscribers to Project

Select Project: Solar Plant (App ID 1)

Add Subscribers

Subscriber Details for Solar Plant

Project Size: 900 kW AC

	Small Subscribers	Total Project
Number of Subscribers	64	67
Capacity Subscribed (kW)	631.38	763.87
Percent Subscribed (kW)	70.15 %	84.87 %

View Current Subscribers

View Subscribers Download Subscribers Report

Community Solar Disclosure Form

Reviewing Community Solar Subscribers

Community Solar Subscribers

Return to Subscriber Dashboard

Solar Plant - Application ID 3

View Terminated Subscribers

Current Active Subscribers

Show 10

Form ID	Subscriber Name	Subscription Size (kW AC)	View Subscriber
32...		25.0000	View Subscriber

Search Search Subscriber Name Search Subscription Size (kW A) Search

Showing 1 to 1 of 1 entries

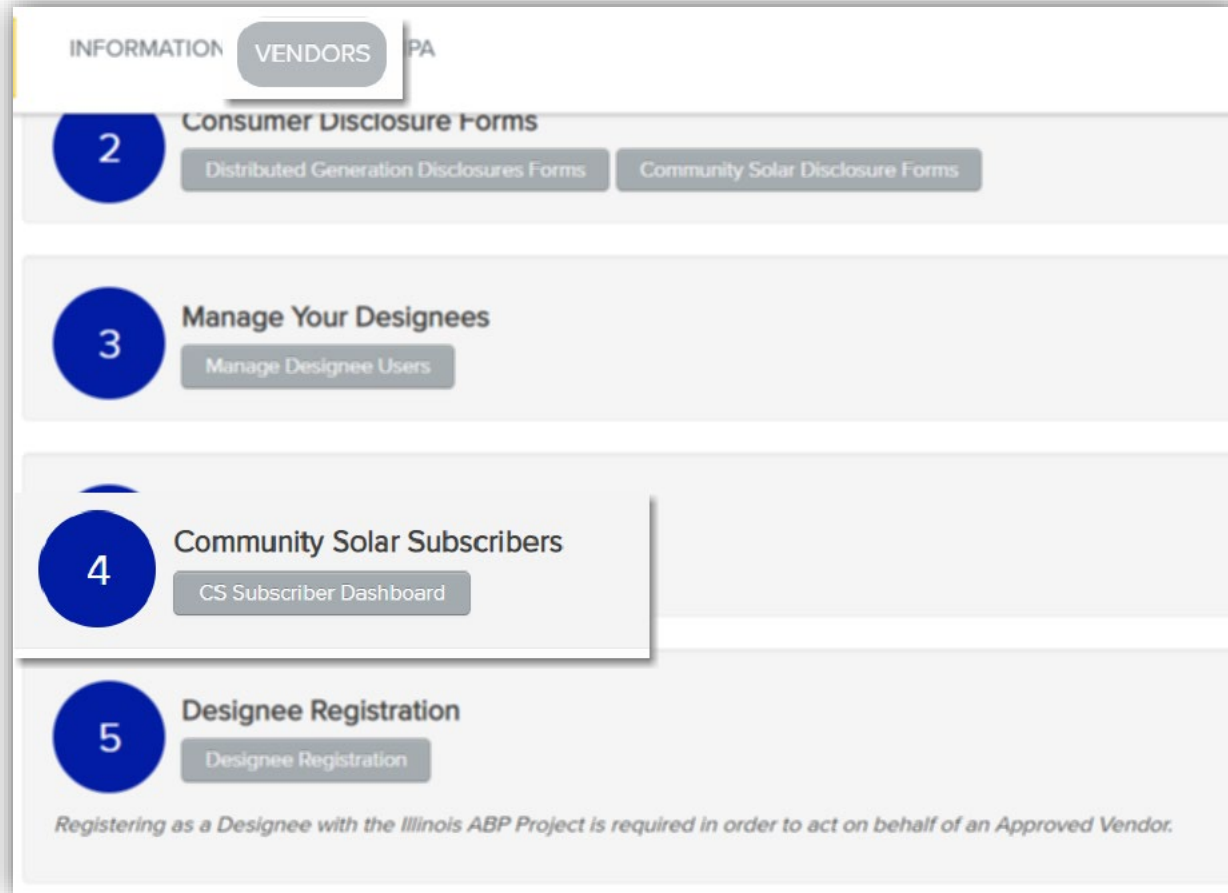
Previous 1 Next

- The Community Solar Subscriber page will display all active subscribers, their Subscription Size and a link to view the subscriber details
- If the project has terminated subscriptions, select the [View Terminated Subscribers] to view the subscribers that have been terminated

Removing Specified Approved Vendor and/or
Project from *Already Existing* Community
Solar Disclosure Forms

Community Solar Disclosure Form

Removing Specified Approved Vendor and/or Project from Existing Community Solar Disclosure Forms



The screenshot shows a web interface for a Vendor Dashboard. At the top, there are three tabs: 'INFORMATION', 'VENDORS' (which is highlighted), and 'PA'. Below the tabs, there are five numbered sections, each with a blue circle containing a white number and a title. Section 2, 'Consumer Disclosure Forms', has two sub-buttons: 'Distributed Generation Disclosures Forms' and 'Community Solar Disclosure Forms'. Section 3, 'Manage Your Designees', has one sub-button: 'Manage Designee Users'. Section 4, 'Community Solar Subscribers', has one sub-button: 'CS Subscriber Dashboard'. Section 5, 'Designee Registration', has one sub-button: 'Designee Registration'. At the bottom of the dashboard, there is a note: 'Registering as a Designee with the Illinois ABP Project is required in order to act on behalf of an Approved Vendor.'

INFORMATION VENDORS PA

2 Consumer Disclosure Forms
Distributed Generation Disclosures Forms Community Solar Disclosure Forms

3 Manage Your Designees
Manage Designee Users

4 Community Solar Subscribers
CS Subscriber Dashboard

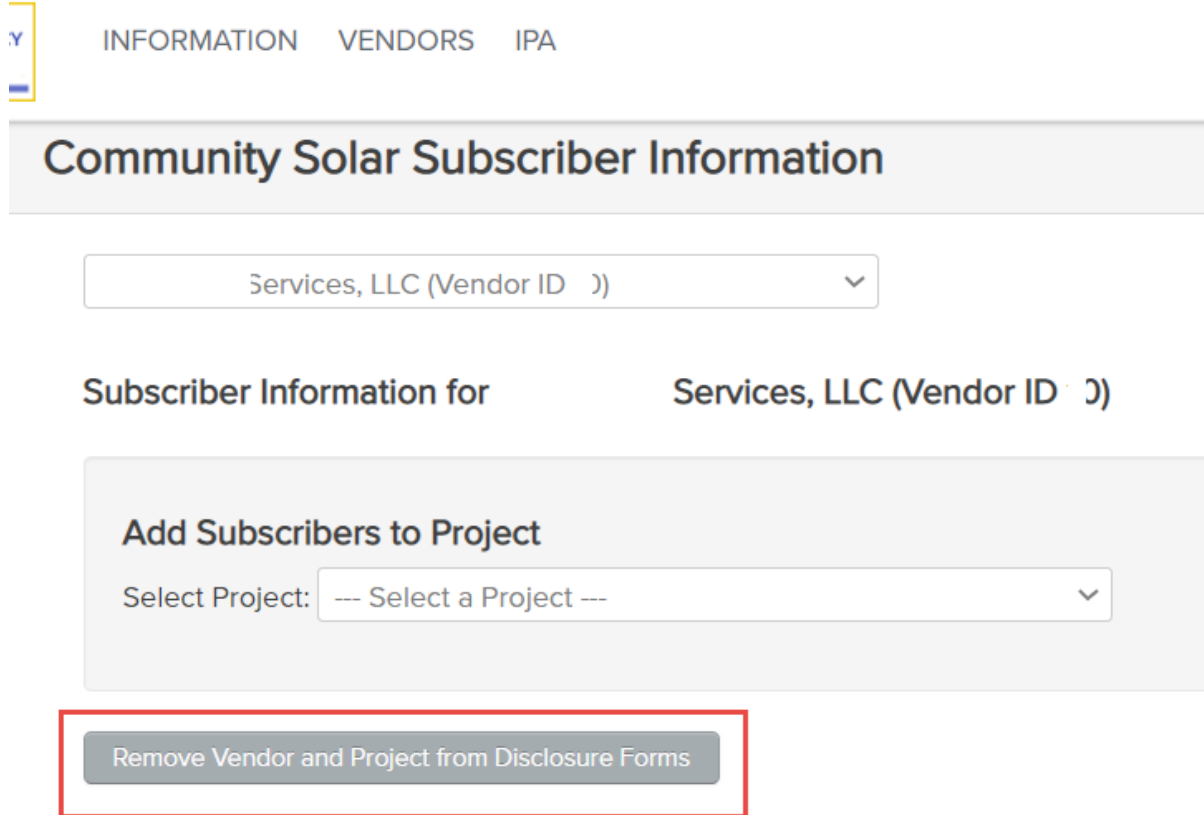
5 Designee Registration
Designee Registration

Registering as a Designee with the Illinois ABP Project is required in order to act on behalf of an Approved Vendor.

- Approved Vendors and Designees can remove an assigned Approved Vendor and Project from an already existing Community Solar Disclosure Form
- Select the [CS Subscriber Dashboard] from the Vendor Dashboard

Community Solar Disclosure Form

Removing Specified Approved Vendor and/or Project from Existing Community Solar Disclosure Forms



The screenshot shows a web interface for the 'Community Solar Disclosure Form'. At the top, there are navigation tabs: 'INFORMATION', 'VENDORS', and 'IPA'. Below these is a section titled 'Community Solar Subscriber Information'. A dropdown menu is set to 'Services, LLC (Vendor ID 0)'. Below this, it says 'Subscriber Information for Services, LLC (Vendor ID 0)'. There is a section titled 'Add Subscribers to Project' with a 'Select Project:' label and a dropdown menu showing '--- Select a Project ---'. At the bottom, a button labeled 'Remove Vendor and Project from Disclosure Forms' is highlighted with a red rectangular box.

- Select the [Remove Vendor and Project Disclosure Forms] button to across the Remove Approved Vendor and Project from Older CS Disclosure Forms Dashboard

Community Solar Disclosure Form

Removing Specified Approved Vendor and/or Project from Existing Community Solar Disclosure Forms

INFORMATION VENDORS IPA

Community Solar Subscribers [Return to Subscriber Dashboard](#)

Remove Approved Vendor and Project from Older CS Disclosure Forms

Show 10

Form ID	Subscriber Name	Application ID	Approved Vendor ID	Subscription Size (kW AC)	Remove AV and Project
30289	ACME 1		10	14.36	<input type="checkbox"/>
30201	ACME 2		10	25.00	<input type="checkbox"/>
30199	Acme 3		10	25.00	<input checked="" type="checkbox"/>

Search Search Subscriber Name Search App Search Vendor Search Subscription Size Search

Showing 11 to 13 of 13 entries Previous 1 2 Next

[Remove Vendor and Project from Selected Forms](#)

INFORMATION VENDORS IPA

Community Solar Subscribers [Return to Subscriber Dashboard](#)

The Vendor and Project have been successfully removed from the following Disclosure Forms: 30199

Remove Approved Vendor and Project from Older CS Disclosure Forms

Show 10

Form ID	Subscriber Name	Application ID	Approved Vendor ID	Subscription Size (kW AC)	Remove AV and Project
---------	-----------------	----------------	--------------------	---------------------------	-----------------------

- A list of Disclosure Forms that are eligible to be removed from the Vendor and Project is displayed in the table. *Note: The only Disclosure Forms that are displayed in this table are older forms. Newly created Community Solar Disclosure Forms will not be displayed*
- Select the check box from the [Remove AV and Project] column
- Select the [Remove Vendor and Project from Selected Forms] button
- A successful removal will return a confirmation: **The Vendor and Project have been successfully removed from the following Disclosure Forms: #**

Adjustable Block Program Administrator

illinoisabp.com/contact/

admin@illinoisabp.com
(877) 783-1820