

## Restoration of Portal Access, Annual Report Deadline and Other Updates July 15, 2022

### Program News

- **Restoration of Portal Access**

The ABP Portal for AVs and Designees was reopened on Thursday, July 14, 2022. During the temporary suspension of the Portal, a security patch was installed, and Disclosure Form PDFs and e-sign functionality were added. All users are required to reset their passwords once more in order to access the Portal. Information on the new functionality and password reset is below.

- **Limited Exceptions on Disclosure Form Timing Requirement During Portal Downtime**

Because the Portal was temporarily unavailable due to technical issues, the Program is allowing a **limited exception** from the requirement that customers review and sign Disclosure Forms prior to executing their installation or subscription contract. This exception will **only apply** for contracts that were signed by the customer on June 30 through July 14, 2022. The customer must still subsequently receive and sign a Disclosure Form. **On July 15, 2022, the requirement that customers review and sign Disclosure Forms before the contract is signed will apply again in full.**

If your company has new customers who signed a contract between June 30 through July 14 and who did not sign a Disclosure Form prior to contract execution, **you must follow the below steps to qualify for this exception:**

1. By July 29, 2022, provide to the Program Administrator **EITHER** 1) a list of the affected customers (customer name and contract execution date) **OR** 2) copies of the executed contracts, which must include the customer name and execution date. These documents should be shared via an Approved Vendor's secure SharePoint and organized by Designee (if Designees were being used to conduct sales).
2. Provide completed Disclosure Forms for the affected customers within 3 weeks of the customer's contract execution date.
3. Submit the signed Disclosure Forms for the affected customers to the Portal within 6 weeks of the customer's contract execution date.

### Transition Updates

Approved Vendors and their Designees are continuing to ask excellent questions about program updates and key activities, as well as how to utilize the new Portal or key workarounds. We thank our stakeholders for your continued patience during this transition, and for your contributions to the success of the Adjustable Block Program by sharing questions, challenges, and requests.

- **Portal Updates and Workaround Processes**

As of July 14, 2022, registered AVs and Designees can log in to the ABP portal to generate new Disclosure Forms, and customers can now utilize both wet signature or e-signature features for Disclosure Form execution.

- **Login and Password Resets** - All portal users, regardless of whether they were registered prior to July, will need to complete a password reset in conjunction with the Portal's restoration.
  1. At the Sign In area, click *Forgot Password*.
  2. At the *Forgot Password* screen, enter your email address that is registered with the program.
  3. Click the unique URL contained in the password reset email sent to you.
  4. Use the *Password Reset* tool to establish a new password.
    - a. Passwords must contain a minimum of 12 characters, and include at least one uppercase letter, one lowercase letter, one number, and one special character (e.g., @ \$ # !)

5. Once your password is accepted, you will be signed into the system and brought to your landing page.
- **Disclosure Forms and E-Signatures** - The ability to create PDF Disclosure Forms for Distributed Generation and Community Solar is active. At this time, all Disclosure Forms will require the designation of an Approved Vendor, and for Community Solar, all Disclosure Forms are treated as “Project TBD” until the importing of all legacy project data into the new portal is completed.
    - Available Disclosure Form actions and capabilities now include the ability to:
      - Start a Disclosure Form with the ability to ‘resume’ entry if not completed
      - Download a Disclosure Form into a PDF, and select signature type as “wet-signature”
      - Select a Disclosure Form to be sent for e-signature
      - Download and view a PDF that was completed in the legacy Portal
      - Upload a Disclosure Form that has been signed
  - **Community Solar Subscription Changes During Application Pause Period** – A SharePoint workaround process to generate and submit Community Solar Disclosure Forms was shared on the AV Informational Webinar on July 6, 2022. An Excel-based CSV CS subscriber tracking demonstration was also provided. AVs may request Designee access to this CSV Disclosure Form workaround by emailing [admin@illinoisabp.com](mailto:admin@illinoisabp.com).
  - **Designee Request Form Process** –Beginning July 20, Designees may manually request a new designation by an AV by completing, signing, initialing, and returning a Designee Request Form to the AV, who then sends the completed request to Energy Solutions. This process will remain in place until the full portal capabilities return. Please email [admin@illinoisabp.com](mailto:admin@illinoisabp.com) if you need a Designee Request Form.
  - **Informational Webinar Resources**
    - Details and demonstrations on these processes and workarounds were shared on our AV Informational Webinar on July 6, 2022. You can [view a recording](#) and [the presentation slides](#) from the webinar, and access a summary of [Questions and Answers generated](#) from the webinar. You can also [view a recording, the presentation slides](#) and the [Q&A Summary](#) from our June 28<sup>th</sup> webinar.

**REMINDER:** During the Program Administrator transition, the IPA has placed a temporary pause on all new ABP project application submissions between July 1, 2022 through September 1, 2022. All transition updates can be found on the [ABP Transition Hub webpage](#).

**CONTACT US:** For portal, application, or Program-specific questions and inquiries, please contact [admin@illinoisabp.com](mailto:admin@illinoisabp.com) or call 877-783-1820.

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## **Requirements and Reminders**

- **Approved Vendor Annual Report Now Open and Due July 15, 2022**  
*Annual Reports opened on **July 5, 2022**, and all Approved Vendors should complete them via secure SharePoint folders. **Annual Reports are due today, July 15.** Please review the 2022 Annual Report submission process in the [2022 Approved Vendor Annual Report Guide](#). For support, **please contact** [admin@illinoisabp.com](mailto:admin@illinoisabp.com).*
- **Application Processing During Application Pause and Next ICC Submission Date**  
*The Agency has temporally paused all new ABP applications from July 1 - September 1, 2022. The Program Administrator is reviewing any applications submitted prior to July 1 and is expediting as many verifications as possible. The next project submissions to the ICC will be at the Commission's meeting on September 15, 2022.*
- **AV Renewals During Application Pause**  
*As previously shared, AV renewals are paused from July 1, 2022 – September 1, 2022. Any Approved Vendor that is due for renewal during this period will be considered in compliance with Program requirements and will be instructed to submit a renewal after the Program portal relaunches on September 1, 2022. New Approved Vendor applications will be accepted again beginning on September 1, 2022.*