

## Updates on Portal Functionality & Disclosure Form Requirements During Portal Downtime

July 8, 2022

### Program News

- **Disclosure Form Timing Requirement During Portal Downtime**

In light of the technical issues surrounding the launch of the new Portal, the Program will allow 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, and the customer must still subsequently receive and sign a Disclosure Form. **The requirement that customers review and sign Disclosure Forms before the contract will apply again in full starting July 15.**

If your company has new customers who signed a contract on 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 **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 filled-out Disclosure Forms to 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

With the transition to Energy Solutions as the Program Administrator of the Adjustable Block Program finalized, we will continue to see rapid progress across key operational, software, support, and communications areas. A continued thank you to all stakeholders for your patience, adaptation to updated protocols, and sharing feedback and challenges that will allow us to continue addressing stakeholder needs. With your help, we are enthusiastic about delivering strong, longer-term solutions and Program enhancements to stakeholders and citizens, and request your continued participation.

- **Informational Webinar Resources**

On Wednesday, 7/6/22, Energy Solutions hosted the second of an initial series of two informational webinars for Approved Vendors. More than 150 attendees joined this session, and Energy Solutions is sharing answers to the approximately 75 questions submitted by stakeholders. We anticipate that additional webinars and other stakeholder forums will be introduced in the near future, as we strive to be fully responsive to stakeholder questions and needs.

- You can [view a recording](#) and [the presentation slides](#) from the **July 6<sup>th</sup> webinar**, and access [a summary of Questions and Answers generated](#) from the webinar.
- You can [view a recording](#) and [the presentation slides](#) from the **June 28<sup>th</sup> webinar**, and access [a summary of Questions and Answers generated](#) from the webinar.

- **Portal Updates and Workaround Processes**

Beginning July 14, 2022 registered AVs and Designees will be able to login to the new ABP portal to generate new disclosure forms; the ability to e-sign a disclosure form will be available shortly, with additional

functionality for disclosure form uploads coming soon. Soon, DFs with status Submitted, Awaiting Signature, or Complete from the legacy portal will be available to view in the new ABP portal.

- As noted, the ABP portal administered by the former Program Administrator is no longer available; read-only access to the legacy portal, granted on an as-needed basis and at the discretion of the IPA, can be requested by emailing IPA at [IPA.Solar@illinois.gov](mailto:IPA.Solar@illinois.gov).
- **Community Solar Subscription Changes During Application Pause Period**  
This week, a SharePoint workaround process to request and fulfill Community Solar Disclosure Forms was shared on the AV Informational Webinar, as well as an Excel-based CS subscriber tracking demonstration. This will be made available to Community Solar Approved Vendors. If a CS AV wants a Designee to have access to this CSV Disclosure Form workaround, please send a request to [admin@illinoisabp.com](mailto:admin@illinoisabp.com).
- **Designee Request Form Process**  
Until full portal capabilities return on September 1, an option allowing Designees to manually request a new designation by an Approved Vendor via a Designee Request Form that they complete, sign and initial, and return to the AV, who then sends the completed request to Energy Solutions, will be available beginning July 20<sup>th</sup>, 2022. Please contact the Program Administrator at [admin@illinoisabp.com](mailto:admin@illinoisabp.com) or by calling the Program phone line at 877-783-1820 for support.

**REMINDER:** As part of the Program Administrator transition, please keep in mind that the IPA is placing a temporary pause on all ABP applications beginning 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 Approved Vendors should complete them via secure SharePoint folders. AVs should have received two emails from Energy Solutions: 1) An invitation to a SharePoint folder sent to the **email address on file for each AV in their Approved Vendor application on or before July 5th**. 2) A second email with instructions and a link to the Annual Report sent on July 5<sup>th</sup>. **If you are missing one or both emails, please contact [admin@illinoisabp.com](mailto:admin@illinoisabp.com)**. Annual Reports are due on **July 15<sup>th</sup>**. Please review the 2022 Annual Report submission process in the [2022 Approved Vendor Annual Report Guide](#).*
- **July Invoicing Period Coming to a Close on July 10<sup>th</sup>**  
*From July 1, 2022 – July 10, 2022, Approved Vendors will be able to access and download their invoices by accessing a specific link emailed out on June 30, 2022. This link was only provided to Approved Vendors that have projects eligible for REC invoicing in July. Please reach out with any questions if you have not been able to access your invoices for July as the invoicing link will expire after July 10<sup>th</sup>.*
- **Application Processing During Application Pause and Next ICC Submission Date**  
*As part of the Program Administrator transition, IPA has placed a temporary pause on all ABP application submissions beginning July 1, 2022 through September 1, 2022. To allow time for data migrations to occur, Part I and II verifications will resume August 1, although the Program Administrator will review as many applications as possible before this date to support expedited verifications. The next ICC meeting that the Program Administrator will submit projects to the Commission will be September 15, 2022.*
- **AV Renewals During Application Pause**  
*From July 1, 2022 – September 1, 2022, AV renewals will be paused. Any Approved Vendor that is due for renewal during the 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.*