



Illinois Shines/Adjustable Block Program Portal Help Guides: Navigation Overview

Last updated: October 10, 2022




Topics

- Logging in
- Managing your account
 - Changing your password
- Using the portal menu
 - Approved Vendor (AV) menu
 - Designee menu

Logging in to the portal

Sign in

Username

yourusername 

Password

.....

Sign in [Forgot Password](#)

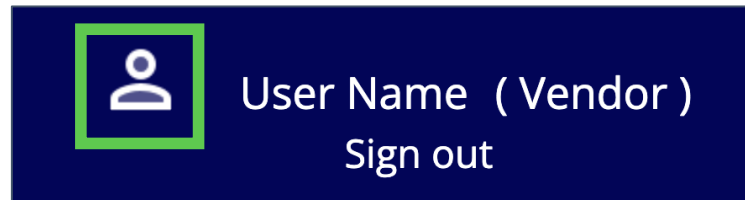
Step 1: In your browser, navigate to <https://portal.illinoisabp.com/>

Step 2: Enter your registered username and password.

- Usernames are *case-sensitive*.
- If you don't remember your password, select the "*Forgot Password*" link and follow the prompts.
- Contact Support for further help at admin@illinoisabp.com

Step 3: Select "*Sign In*" to be taken to your Dashboard.

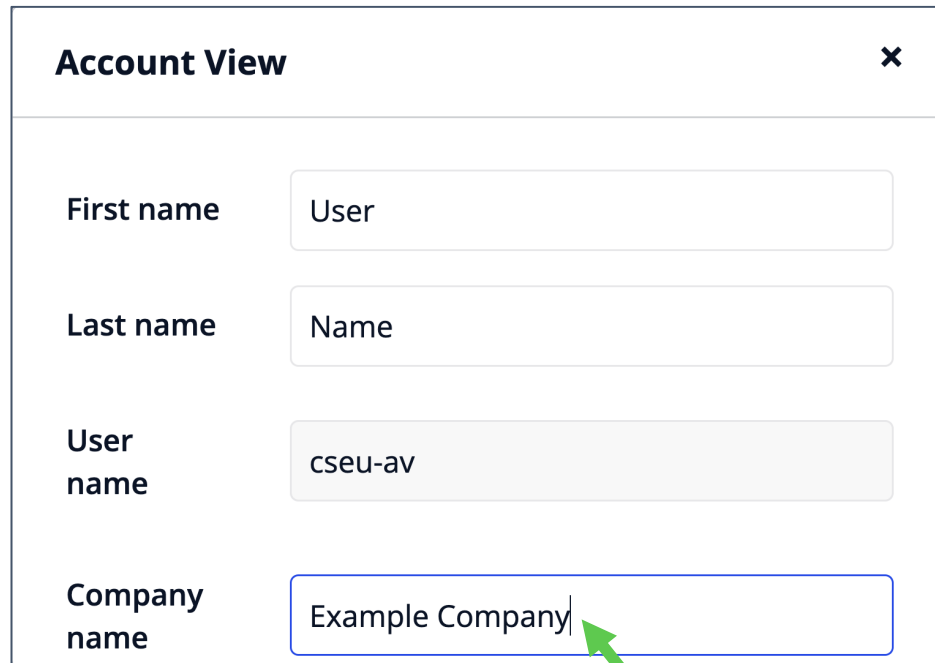
Managing your account



Step 1: From inside the portal, click on the user icon on the **top right** of any screen.

Step 2: A pop-up window appears with your information. You can edit any entry that has a white background, including:

- Your name and company name
- Your email address for the account

A screenshot of a "Account View" pop-up window. The window has a title bar with "Account View" and a close button (x). It contains four input fields: "First name" with "User", "Last name" with "Name", "User name" with "cseu-av", and "Company name" with "Example Company". A green arrow points to the "Company name" field, which has a white background, indicating it is editable.

Changing your company name on this screen does not update the contact information that may be used on Disclosure Forms and Applications. To update that information, contact Support (admin@illinoisabp.com).

Changing your password

Time zone
US/Central

Change password

Change Password x

New password
.....

Confirm password
.....

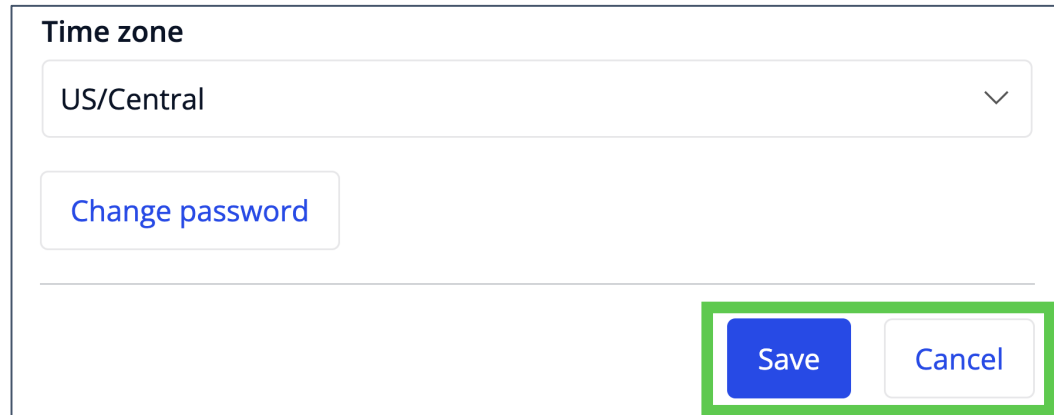
Change Cancel

Step 3: To change your password, select the “*Change Password*” button at the **bottom left** of the pop-up window. Enter your new password twice in the new window and select “*Change*”.

New password requirements:

- At least 12 characters
- Include 1 UPPERCASE, 1 lowercase, 1 number, and 1 special character (@ \$ # !)
- Entries must match

Managing your account



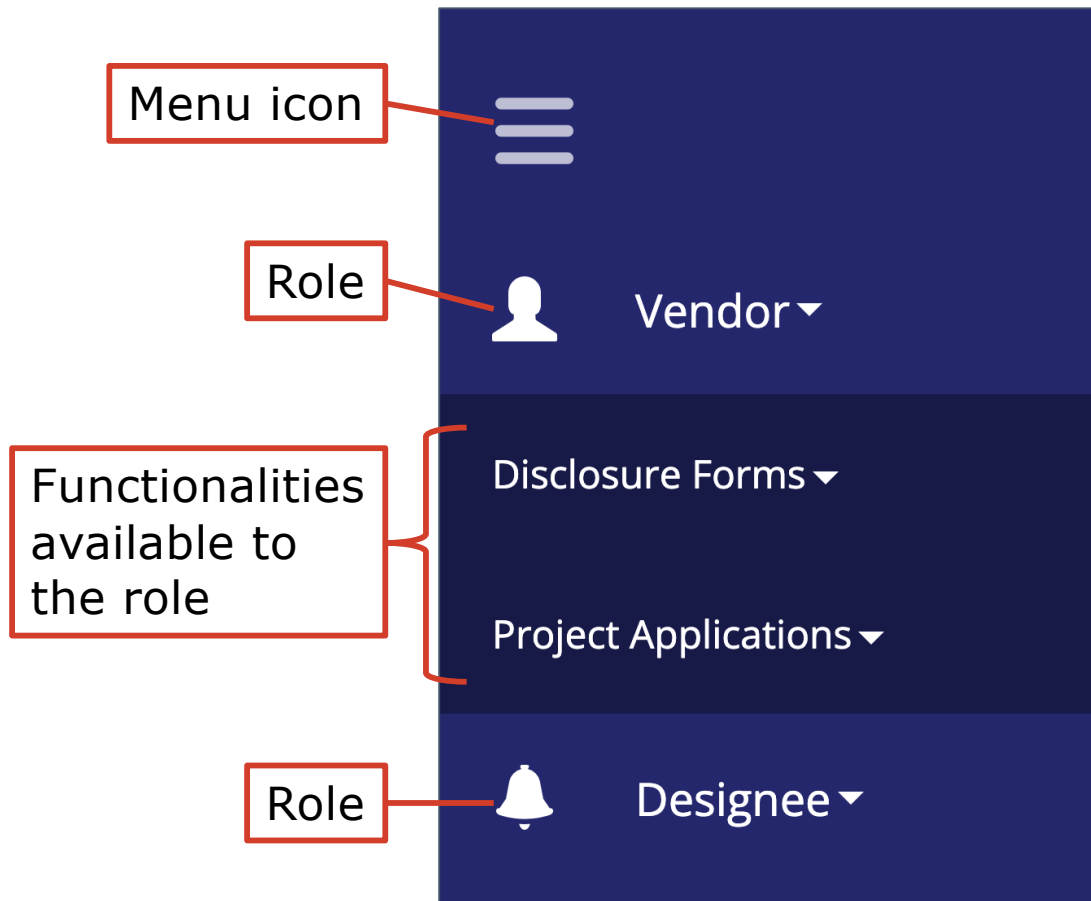
The screenshot shows a form titled "Managing your account". At the top, there is a "Time zone" dropdown menu with "US/Central" selected. Below this is a "Change password" button. At the bottom right, there are two buttons: "Save" (highlighted with a green border) and "Cancel".

Step 4: If you want to save any changes, select the "Save" button at the **bottom right** corner of the window.

Otherwise, select the "Cancel" button.

Changing your company name on this screen does not update the contact information that may be used on Disclosure Forms and Applications. To update that information, contact Support (admin@illinoisabp.com).


Using the portal menu to navigate



Detailed menu view

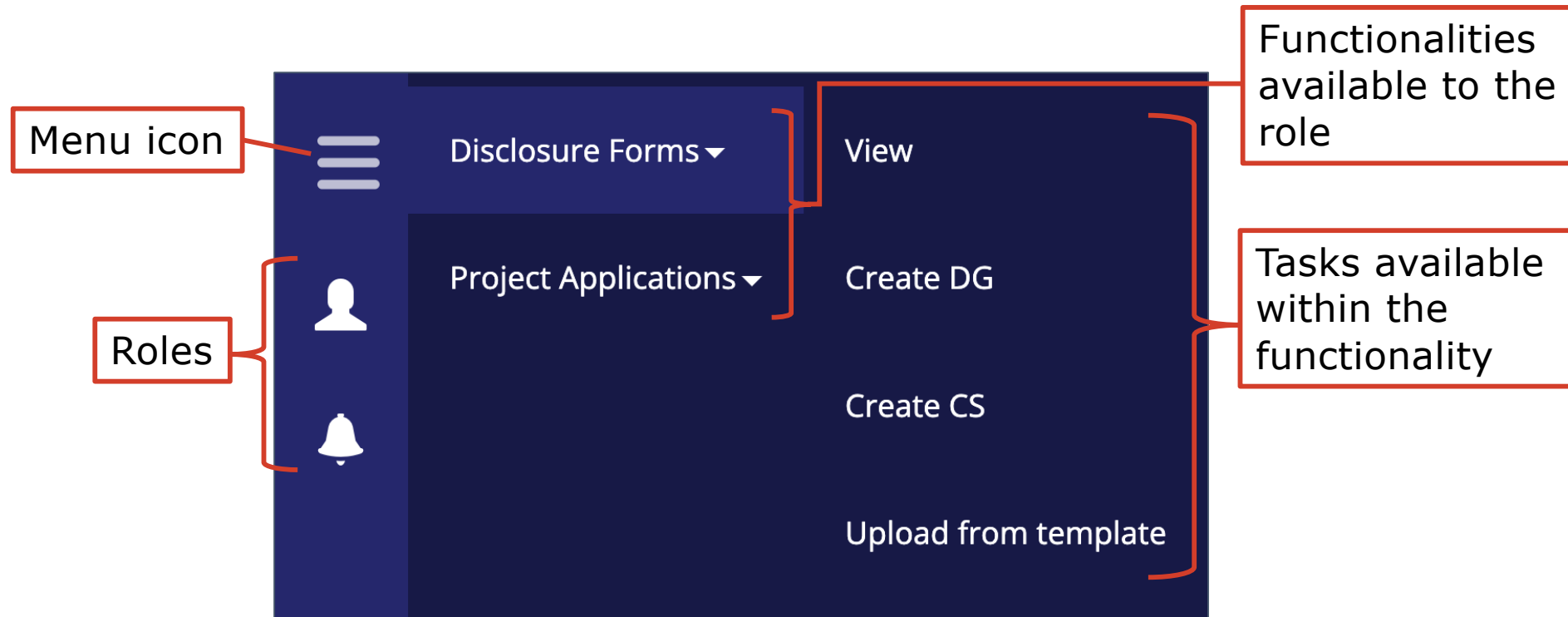
The portal menu on the **left** side of the screen shows:

- your user role(s) (e.g., Vendor and/or Designee)
- the functionalities (portal apps) you can access within each role

Click or hover over any **down arrow triangle** to expand or close the list of tasks you can accomplish within that role or functionality. 

Using the portal menu to navigate

The “Detailed” menu view is shown by default. To toggle a smaller view that expands only when you hover your mouse over it, select the **menu icon**.



Mouse-expanded menu view

Vendor menu: "*Disclosure Forms*"

Task item	Description
<i>View</i>	See a list of all Disclosure Forms (DG and CS) created by <u>you and any of your designees</u> . <ul style="list-style-type: none">• View details such as System Name and Status• Take appropriate Actions (<i>Resume, Obtain Signature, Download, View, etc.</i>)
<i>Create DG</i>	Generate a new Distributed Generation (DG) Disclosure Form
<i>Create CS</i>	Generate a new Community Solar (CS) Disclosure Form
<i>Upload from template</i>	Download a template and then upload (import) information for one or more systems in CSV format (can be prepared in Excel) instead of using the interface in " <i>Create DG</i> " and " <i>Create CS</i> "

Vendor menu: "*Project Applications*"

Task item	Description
<i>View</i>	See a list of all previously started Part I Applications
<i>Create DG</i>	Create a new Part I application for a completed Distributed Generation (DG) Disclosure Form
<i>Create CS</i>	Create a new Part I application for a Community Solar project (Disclosure Form can be created later)

Vendor menu: "*Batches*"

Task item	Description
View	<ul style="list-style-type: none">• See a list of all previously created batches• Create a new batch

Designee menu: "*Disclosure Forms*"

Task item	Description
<i>View</i>	See a list of all Disclosure Forms (DG and CS) created by <u>you</u> . <ul style="list-style-type: none">• View details such as System Name and Status• Take appropriate Actions (<i>Resume, Obtain Signature, Download, View, etc.</i>)
<i>Create DG</i>	Generate a new Distributed Generation (DG) Disclosure Form
<i>Create CS</i>	Generate a new Community Solar (CS) Disclosure Form
<i>Upload from template</i>	Download a template and then upload (import) information for one or more systems in CSV format (can be prepared in Excel) instead of using the interface in " <i>Create DG</i> " and " <i>Create CS</i> "

Closing notes

For more information about specific functionalities and tasks, refer to the Step-by-Step Guides. You can request these guides from Program Administration Support (admin@illinoisabp.com). They will eventually be posted on the portal and updated regularly.

Questions?

Contact Program Administration Support:

admin@illinoisabp.com

877.783.1820

