



Illinois Shines Ongoing Program Requirements *Part 2*

Presented by Energy Solutions

Navigating SharePoint



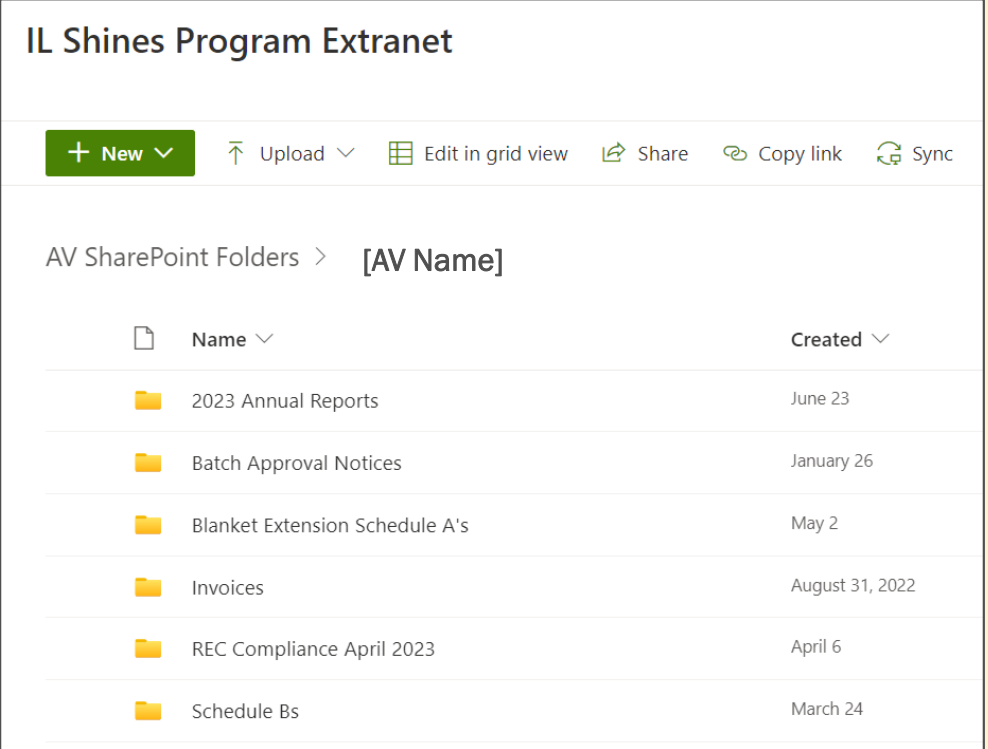
SharePoint Overview

What is SharePoint? SharePoint is a Microsoft program that Illinois Shines uses to securely share files between the Program Administrator and Approved Vendors.

Each Approved Vendor will be provided access to a SharePoint folder when necessary.

Processes and Information in SharePoint include:

- Re-batching
- Invoicing
- Batch Approval Notices
- Schedule Bs
- Annual Reports
- Subscriber Verification (Community Solar)



The screenshot displays the 'IL Shines Program Extranet' interface. At the top, there is a navigation bar with a '+ New' button and several icons for 'Upload', 'Edit in grid view', 'Share', 'Copy link', and 'Sync'. Below this, the breadcrumb path is 'AV SharePoint Folders > [AV Name]'. The main content area shows a table of folders with columns for 'Name' and 'Created'.

Name	Created
2023 Annual Reports	June 23
Batch Approval Notices	January 26
Blanket Extension Schedule A's	May 2
Invoices	August 31, 2022
REC Compliance April 2023	April 6
Schedule Bs	March 24

How to Accept a SharePoint Link

Follow these steps to accept your invitation to the SharePoint folder you've been granted access:

*Preferred browsers: Edge, Internet Explorer, Chrome (Firefox has known issues)

1 Joyce Wang shared a folder with you

By entering this site, you agree to our Energy Solutions Extranet Access Terms and Conditions, which can be found at the web address linked below: <https://energy-solution.com/terms-of-use-extranet/>

[AV Folder Name]

This link only works for the direct recipients of this message.

2 Open

[AV Email Address]

Sign in

We'll send a code to

[AV Email Address]

Use your password instead

4

Send code

Sharing Link Validation

You've received a secure link to:

[AV Folder Name]

Sign in to: [AV Email Address] and we'll give you access immediately.

3 Next

Enter code

We emailed a code to [AV Email Address]
Please enter the code to sign in.

5 Enter code

Use your password instead

6 Sign in

Thank you!

Comments or questions?

Post-Event Survey:

<https://forms.office.com/r/ppCrczp4KH>

