



SharePoint Overview

Presented By:

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Processing**

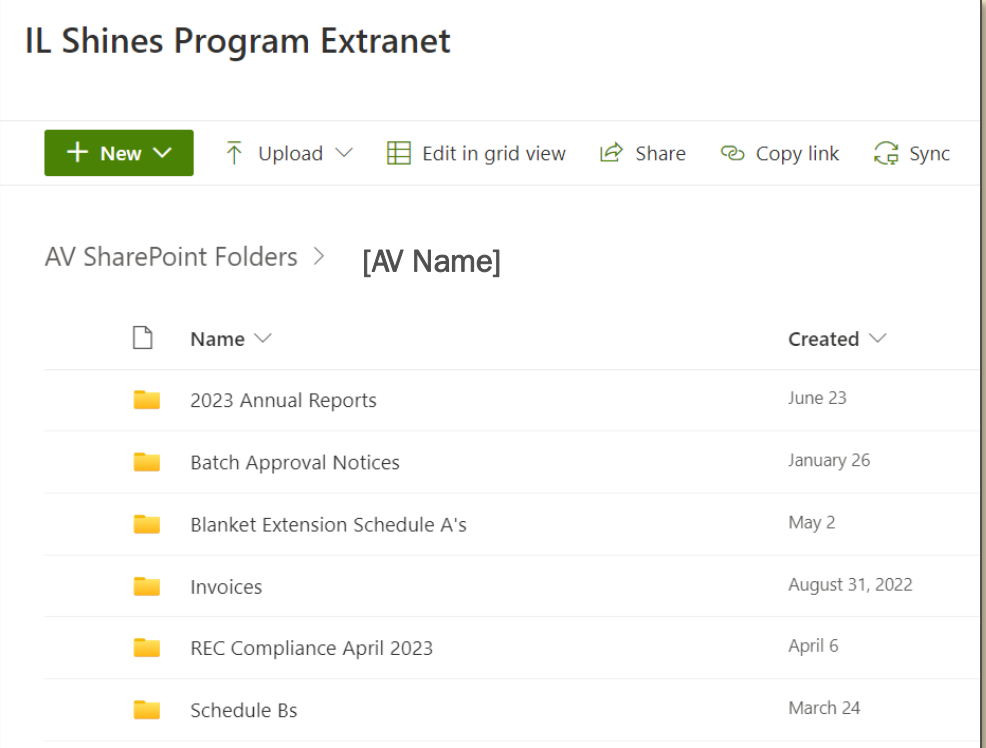
SharePoint Overview

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 reads 'AV SharePoint Folders > [AV Name]'. The main content area features a table with two columns: 'Name' and 'Created'. The table lists several folders with their respective creation dates.

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

SharePoint Access

- **Approved Vendors will receive SharePoint invitation by email from the Energy Solutions SharePoint Administrator.**
 - **The current SharePoint Administrator is Yonas Tsegaye (ytsegay@energy-solution.com)**
- **Invitations are sent when a process triggers the need for information to be provided via SharePoint.**
 - **In most cases, this will happen when an Approved Vendor has projects eligible for re-batching.**

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)

The image displays a sequence of six screenshots illustrating the steps to accept a SharePoint link invitation:

- 1** Joyce Wang shared a folder with you. The screen shows a notification with a share icon and a blue "Open" button.
- 2** The "Open" button is highlighted, indicating the user is about to click it.
- 3** Sharing Link Validation. The screen displays: "You've received a secure link to: [AV Folder Name]. Sign in to: [AV Email Address] and we'll give you access immediately." A blue "Next" button is highlighted.
- 4** Sign in. The screen displays: "[AV Email Address] Sign in. We'll send a code to [AV Email Address] sign you in. Use your password instead." A blue "Send code" button is highlighted.
- 5** Enter code. The screen displays: "We emailed a code to [AV Email Address]. Please enter the code to sign in." A text input field with "Enter code" is highlighted.
- 6** Sign in. The screen displays: "Use your password instead." A blue "Sign in" button is highlighted.

Thank you for watching!

For questions or assistance:

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