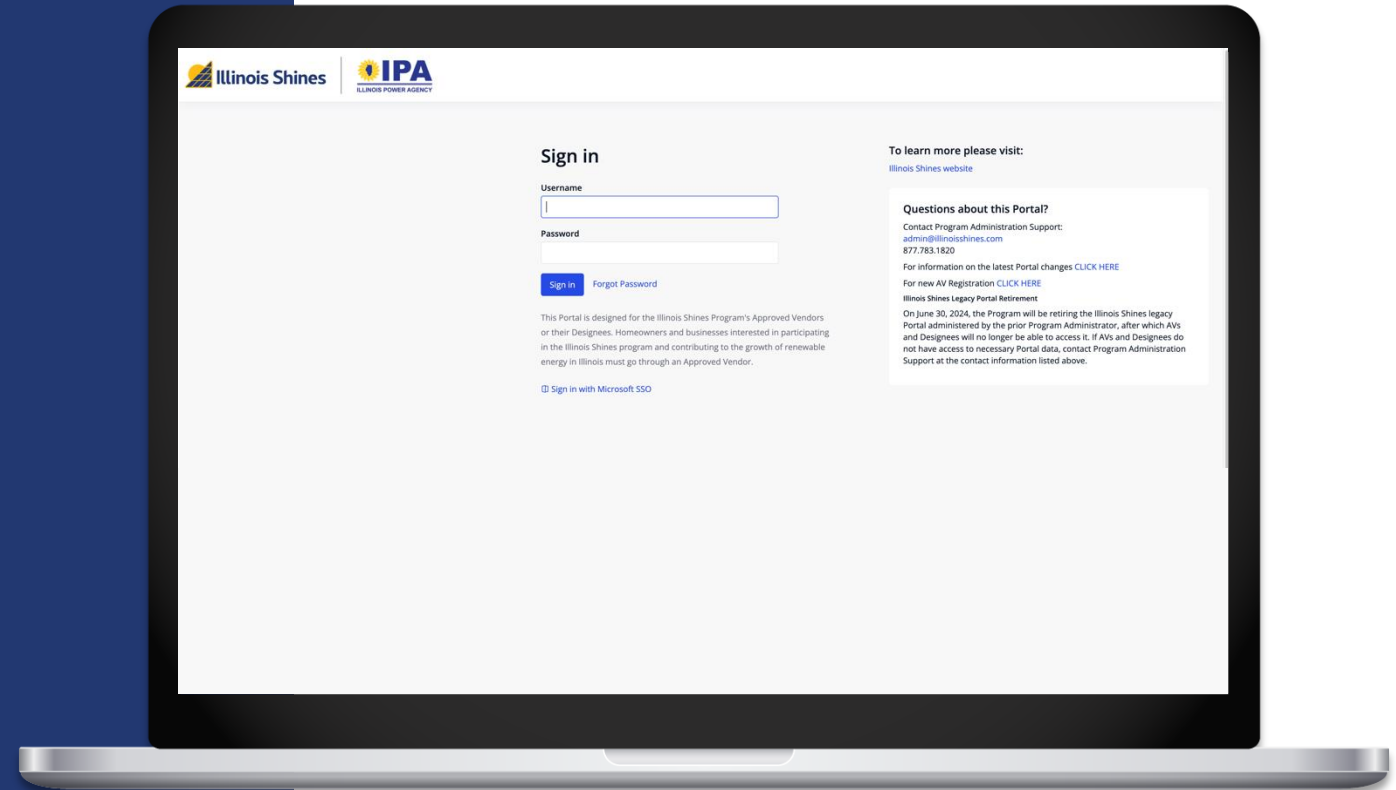




Illinois Shines Portal Help Guides: Navigation Overview

Last Updated July 1, 2025





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1. Logging In



Getting started: Logging in

1

Step 1: In your browser, navigate to portal.illinoisabp.com.

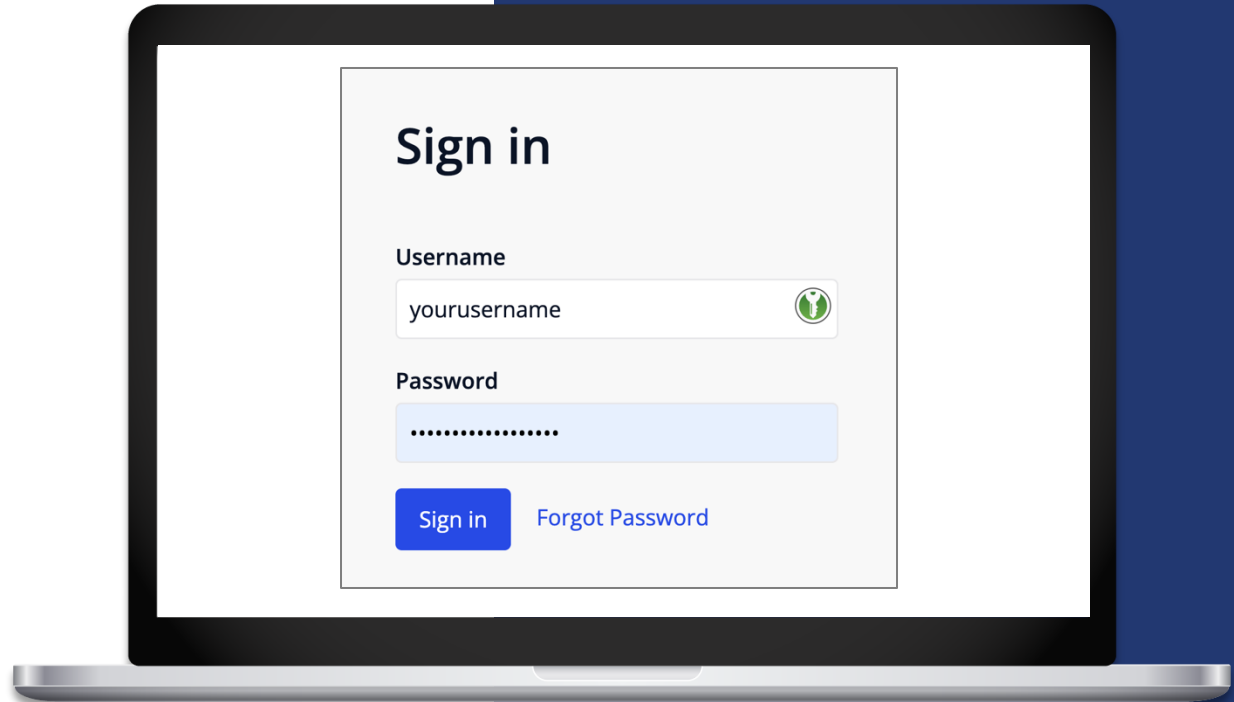
2

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@illinoisshines.com or (877) 783-1820

3

Step 3: Select “Sign In” to be taken to your Dashboard.



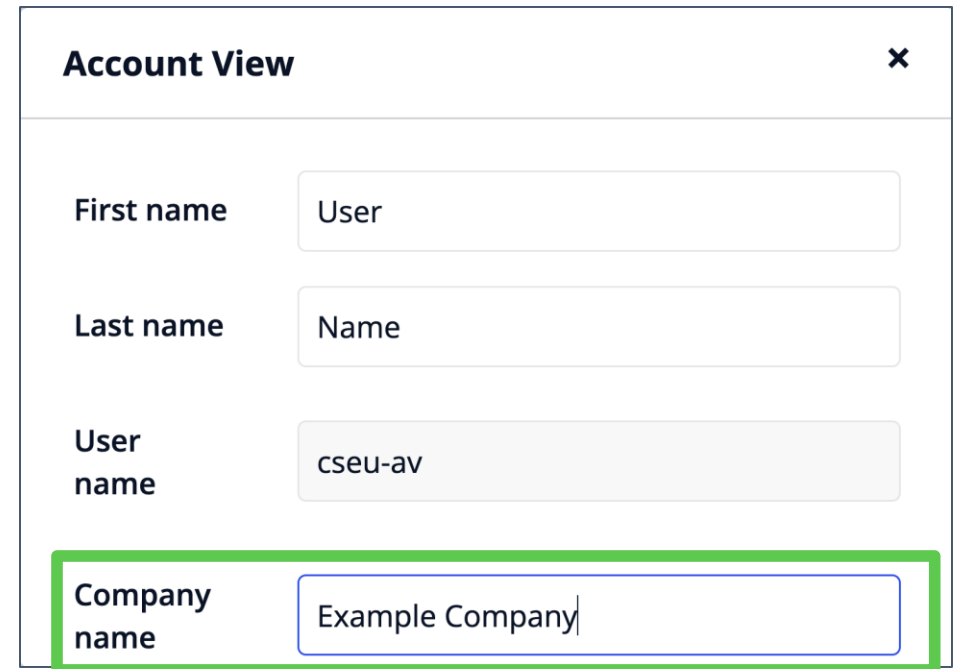


2. Managing Your Account

Managing Your Account

- 1** **Step 1:** From inside the portal, click on the user icon on the **top right** of any screen
- 2** **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

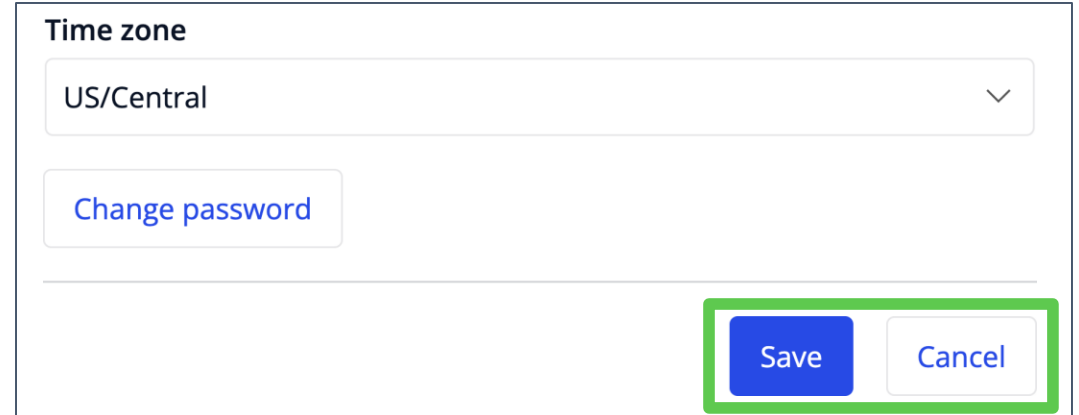
Changing your company name on this screen does *not* update the contact information that may be used on Disclosure Forms and Applications. To update that information, contact Support (admin@illinoisabp.com).

A white pop-up window titled "Account View" with a close button (X) in the top right corner. It contains four input fields. The first three fields have light gray backgrounds and are read-only: "First name" with the value "User", "Last name" with the value "Name", and "User name" with the value "cseu-av". The fourth field, "Company name", has a white background and is highlighted with a green border; it contains the text "Example Company".

First name	User
Last name	Name
User name	cseu-av
Company name	Example Company

Managing Your Account

3 **Step 3:** If you want to save any changes, select the “Save” button at the **bottom right corner** of the window. Otherwise, select the “*Cancel*” button.



The screenshot shows a form titled "Time zone" with a dropdown menu set to "US/Central". Below the dropdown is a "Change password" link. At the bottom right, there are two buttons: "Save" (blue) and "Cancel" (white with a blue border). These two buttons are enclosed in a green rectangular box, indicating they are the focus of the instruction.

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@illinoisshines.com).

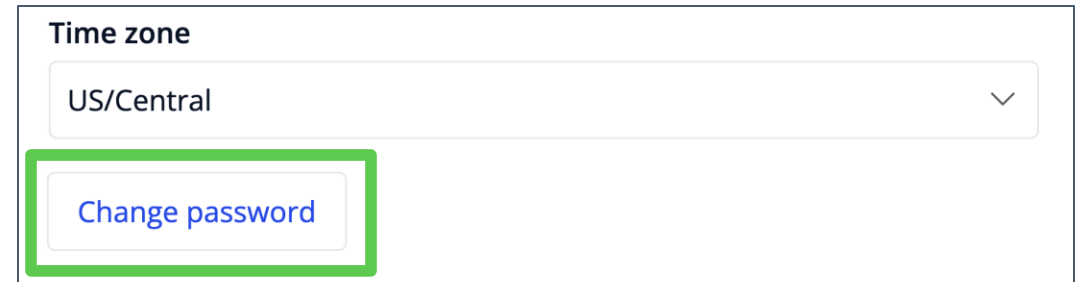
Changing Your Password

1 **Step 1:** To change your password, select the “*Change Password*” button at the **bottom left** of the pop-up window.

2 **Step 2:** Enter your new password twice in the new window and select “*Change*”.

New password requirements:

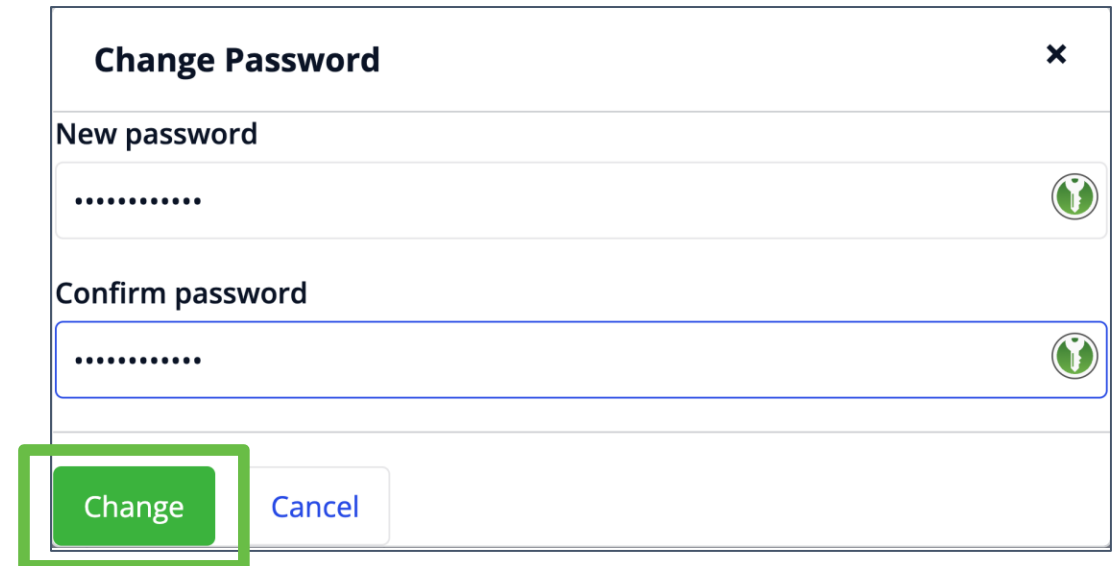
- At least 12 characters
- Include 1 UPPERCASE, 1 lowercase, 1 number, and 1 special character (@ \$ # !)
- Entries must match



Time zone

US/Central

Change password



Change Password

New password

Confirm password

Change Cancel



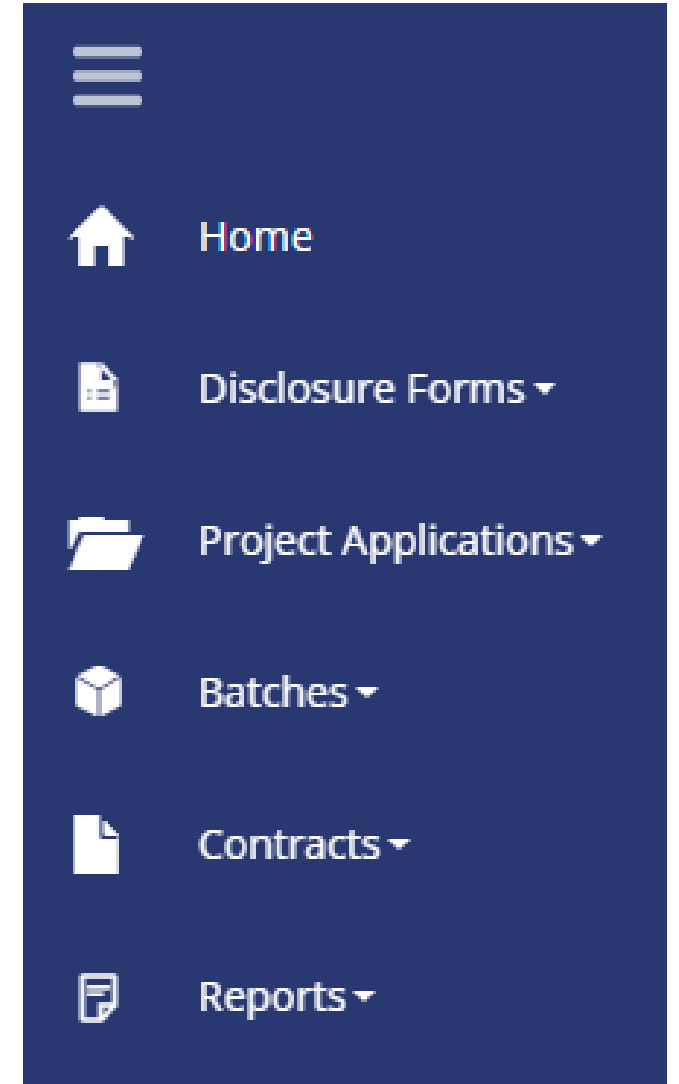
3. Using the Portal Menu




Portal Menu

The portal menu on the **left side** of the screen shows the functionalities (portal apps) you can access.

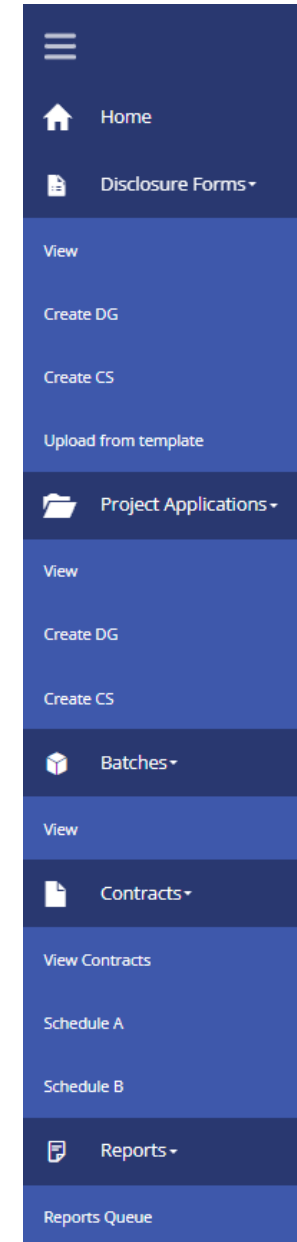
Click or hover over any down arrow triangle to expand or close the list of tasks you can accomplish within that role or functionality.



Navigating the Portal Menu

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

Disclosure Forms ▾

View


Create DG

Create CS

Upload from template

Task Item	Description
View	<p>See a list of all Disclosure Forms (DG and CS) created by you and any of your designees.</p> <ul style="list-style-type: none">• View details such as System Name and Status• Take appropriate Actions (Resume, Obtain Signature, Download, View, etc.)
Create DG	<p>Generate a new Distributed Generation (DG) Disclosure Form</p>
Create CS	<p>Generate a new Community Solar (CS) Disclosure Form</p>
Upload from template	<p>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 “Create DG” and “Create CS”</p>

Vendor Menu: Project Applications

 Project Applications ▾

View

Create DG

Create CS

Task Item	Description
View	See a list of all existing project applications and continue applications that are in progress
Create DG	Create a new Part I application for a completed Distributed Generation (DG) Disclosure Form
Create CS	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• Resume action on a batch in progress• Create a new batch

Vendor Menu: Contracts

Contracts ▾

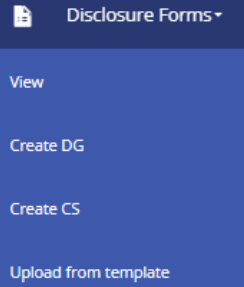
View Contracts

Schedule A

Schedule B

Task Item	Description
View Contracts	View existing REC Contract details <ul style="list-style-type: none">Download non-executed PDF of REC Contracts
Schedule A	View the REC Contract Schedule A details
Schedule B	View the REC Contract Schedule B details

Designee Menu: Disclosure Forms



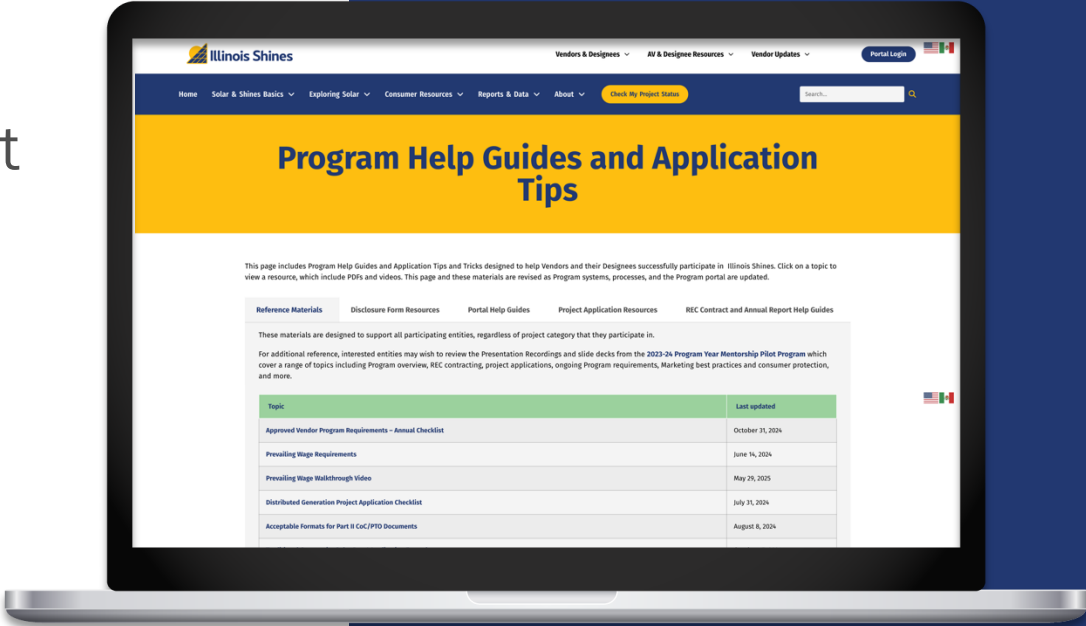
Task Item	Description
View	See a list of all Disclosure Forms (DG and CS) created by you. <ul style="list-style-type: none">• View details such as System Name and Status• Take appropriate Actions (Resume, Obtain Signature, Download, View, etc.)
Create DG	Generate a new Distributed Generation (DG) Disclosure Form
Create CS	Generate a new Community Solar (CS) Disclosure Form
Upload from template	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 “Create DG” and “Create CS”

Vendor and Designee Menu: Reports

Task Item	Description
Reports Queue	View exported Disclosure Form and Project data

Resources

For more information about specific functionalities and tasks, refer to the Step-by-Step Guides found at illinoisshines.com/help-guides-and-application-tips



Thank you!

Program Administrator

admin@IllinoisShines.com

