

HOW TO USE THE ELECTRONIC FILING PORTAL

Table of Contents

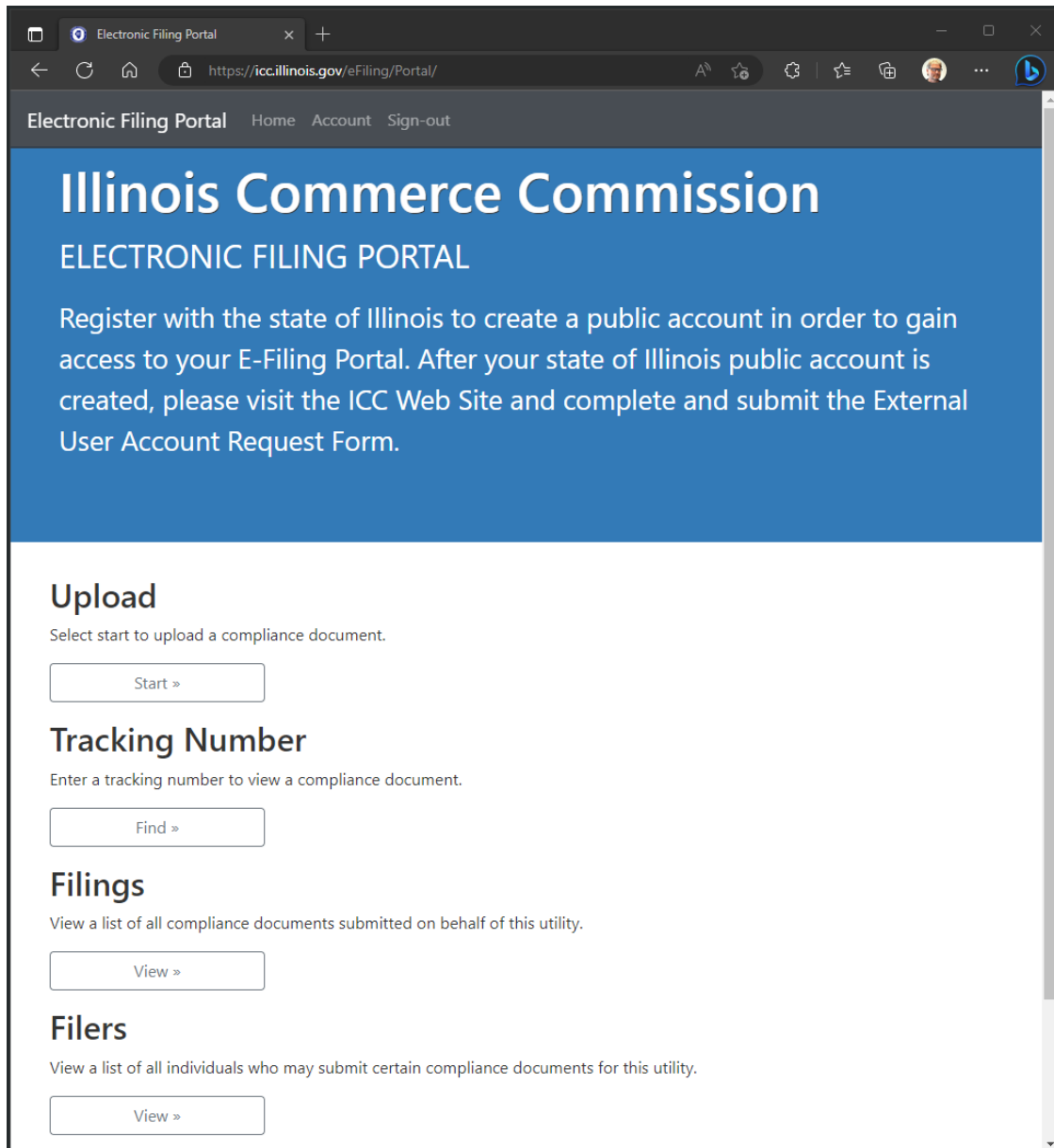
How to Electronically File a Supplier Diversity Report.....	2
Complete and Submit External User Account Request Form.....	2
Illinois Authentication Portal	2
How to Submit a Completed Supplier Diversity Report.....	3
Step 1: Select a utility from the list.....	4
Step 2: Select a document from the list.....	5
Step 3: Upload the completed Supplier Diversity Report form.....	6
Step 6: Choose a file to upload dialog box	7
Step 7: Check private information.....	8
Step 8: Finished.....	9
How to Find a Filing Using a Tracking Number.....	10
Step 1: Enter a Tracking Number.....	11
Step 2: View the Filing.....	12
How to Find a Filing Using a Date Range.....	13
Step 1: Find a Filing Using a Date Range.....	14
Step 2: Date Range Report.....	15
Step 3: View the Filing	16
View a list of all individuals who may submit certain documents type for a given utility	17
Step 1: List of individuals who may submit documents for a given utility.....	18
Step 2: Filers Report.....	19

HOW TO USE THE ELECTRONIC FILING PORTAL

How to Submit a Completed Supplier Diversity Report

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

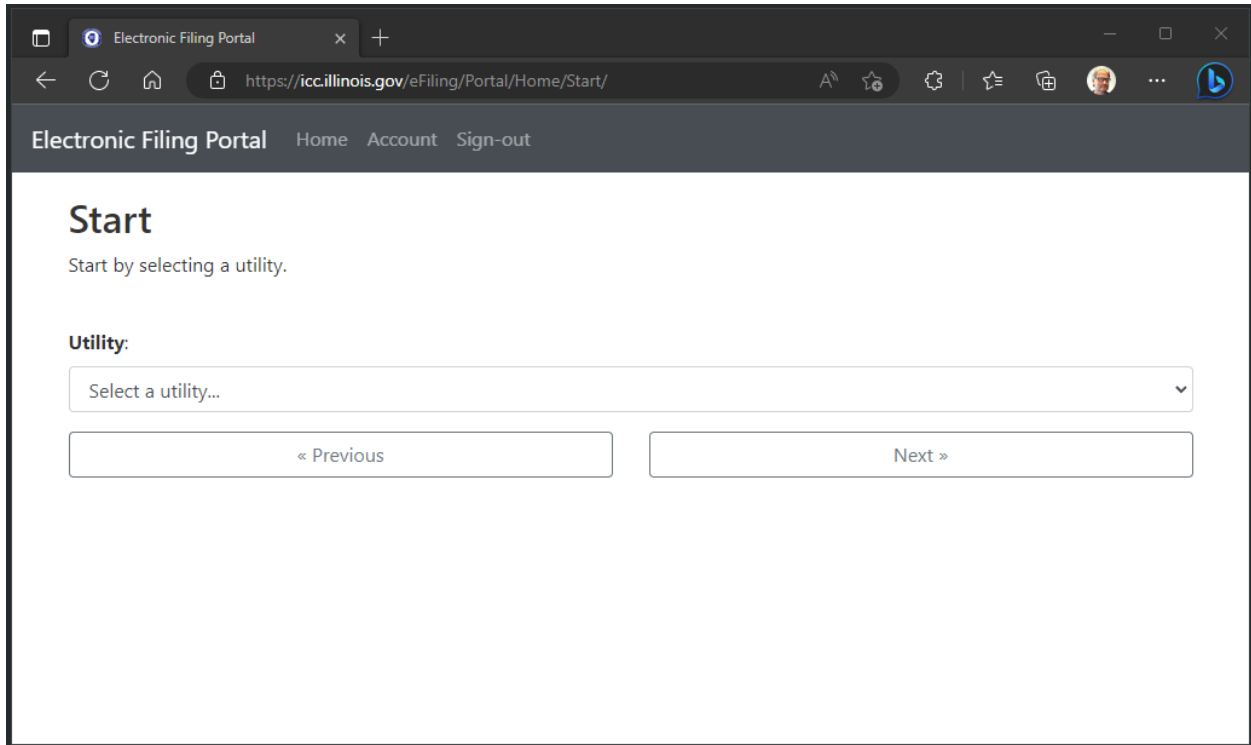
1. Start an electronic filing.
2. Enter a tracking number to search for a filing.
3. View a list of all documents submitted on behalf of this entity.
4. View a list of all individuals who may submit certain documents type for a given entity.



HOW TO USE THE ELECTRONIC FILING PORTAL

Step 1: Select a utility from the list

The next step is to select a utility. To perform a filing for a utility, you must be authorized. The utility list shows all utilities under which you may file. If the utility list is empty, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.



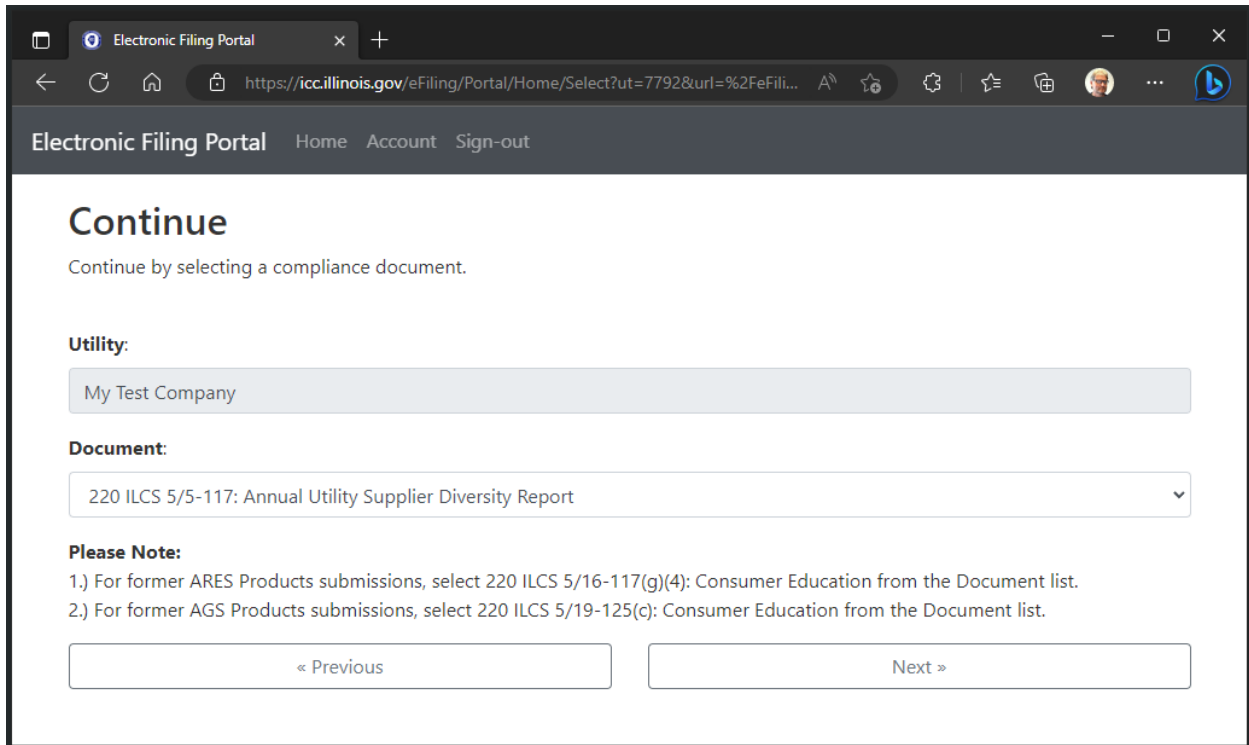
Please note: a filer may be authorized for multiple utilities.

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 2: Select a document from the list

The next step is to select a document type. To select a document, you must be authorized. The document type list will show all document types to which you may file for this utility. If the document type list is empty or incorrect, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

After a utility and document are selected, click the Start button to proceed to the filing wizard.



Electronic Filing Portal Home Account Sign-out

Continue

Continue by selecting a compliance document.

Utility:

My Test Company

Document:

220 ILCS 5/5-117: Annual Utility Supplier Diversity Report

Please Note:

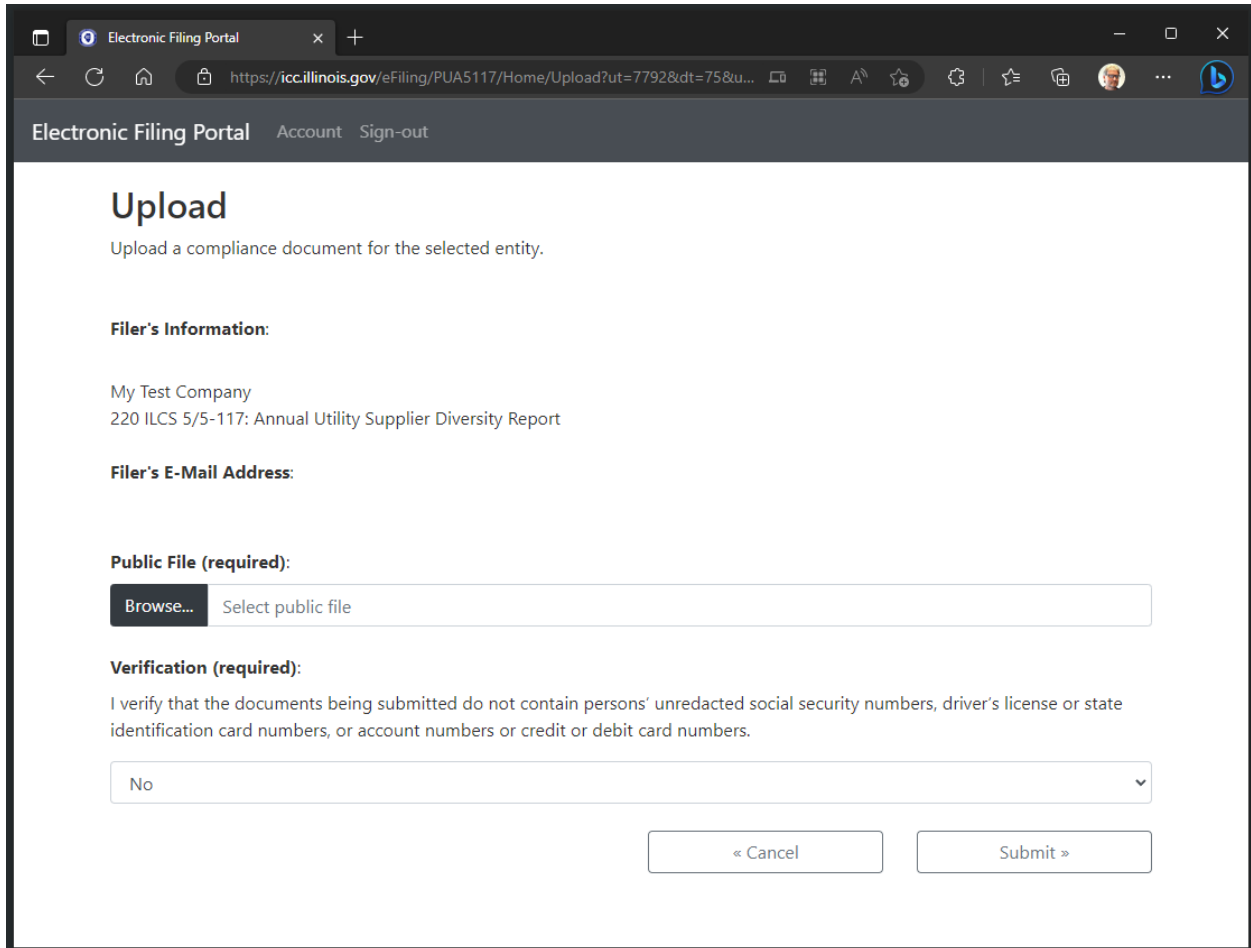
- 1.) For former ARES Products submissions, select 220 ILCS 5/16-117(g)(4): Consumer Education from the Document list.
- 2.) For former AGS Products submissions, select 220 ILCS 5/19-125(c): Consumer Education from the Document list.

« Previous Next »

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 3: Upload the completed Supplier Diversity Report form

The next step is to upload the completed Supplier Diversity Report form. This form can be found at <https://icc.illinois.gov/odca>. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it.



Electronic Filing Portal Account Sign-out

Upload

Upload a compliance document for the selected entity.

Filer's Information:

My Test Company
220 ILCS 5/5-117: Annual Utility Supplier Diversity Report

Filer's E-Mail Address:

Public File (required):

Select public file

Verification (required):

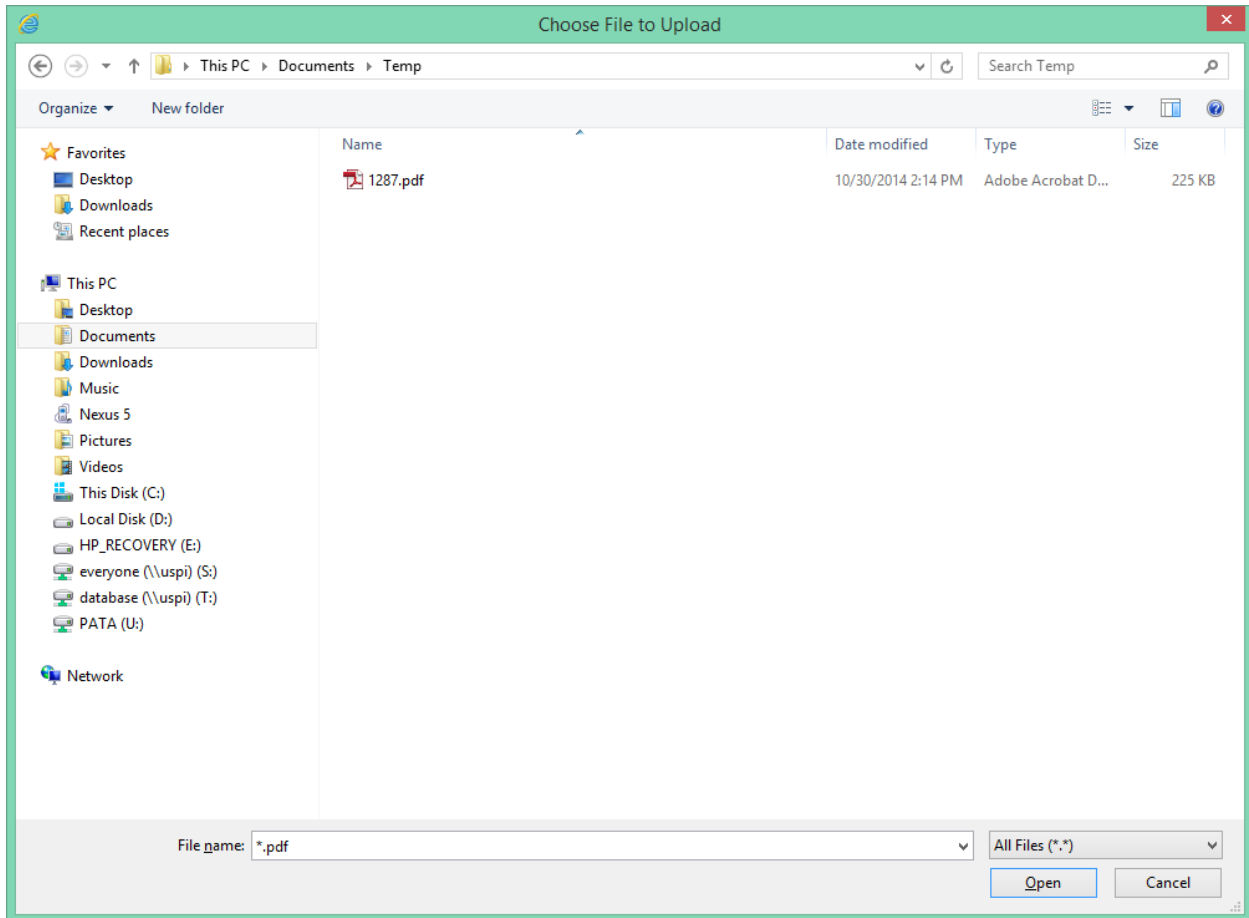
I verify that the documents being submitted do not contain persons' unredacted social security numbers, driver's license or state identification card numbers, or account numbers or credit or debit card numbers.

Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 6: Choose a file to upload dialog box

From the dialog box, choose the file to upload.

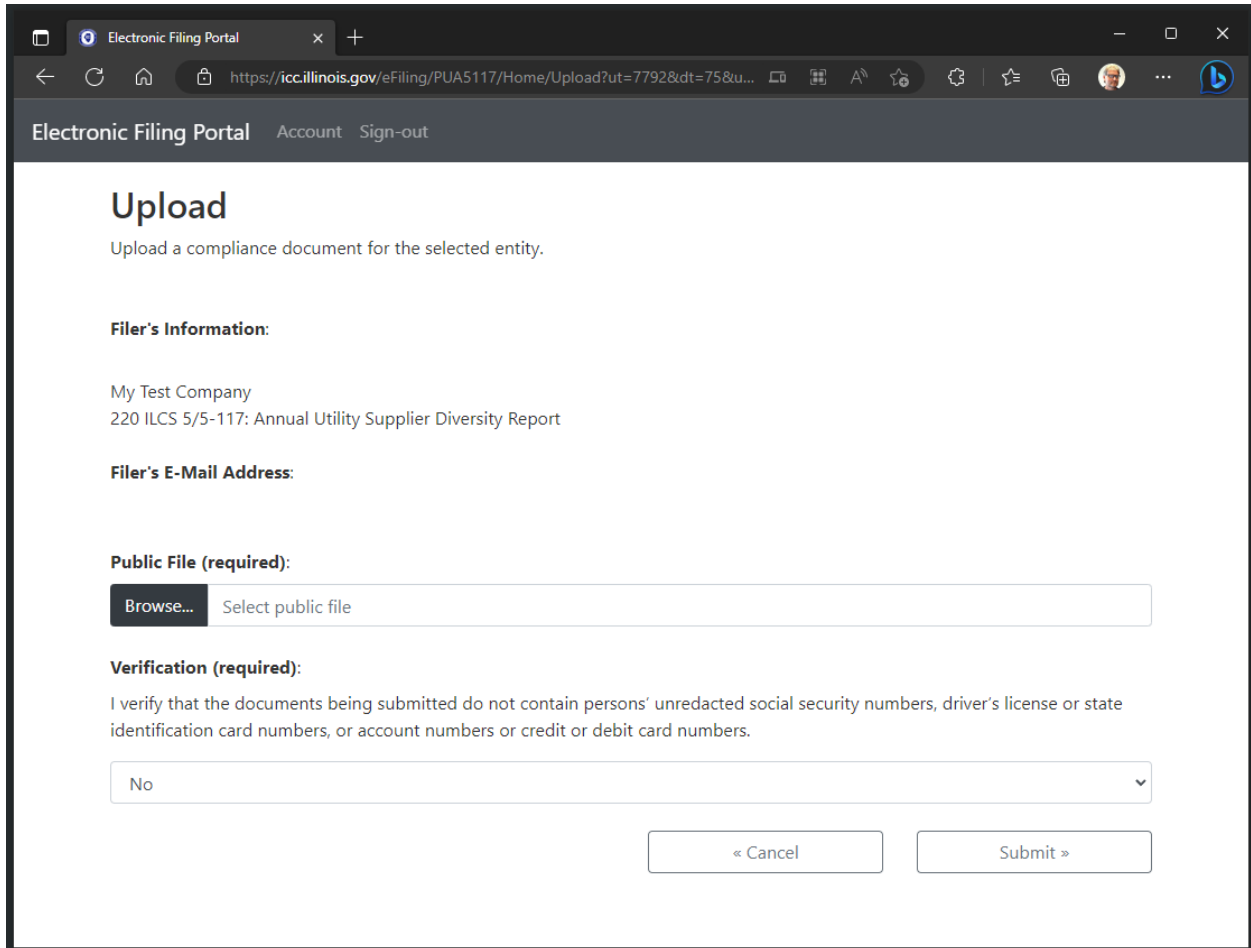


Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 7: Check private information

Once selected, the document field shows the local path for the document. To complete the filing, select an option in the drop-down list under the private information disclaimer. To proceed, click the submit button to upload the document. The cancel button will end the upload and return to the welcome page.



Electronic Filing Portal Account Sign-out

Upload

Upload a compliance document for the selected entity.

Filer's Information:

My Test Company
220 ILCS 5/5-117: Annual Utility Supplier Diversity Report

Filer's E-Mail Address:

Public File (required):

Select public file

Verification (required):

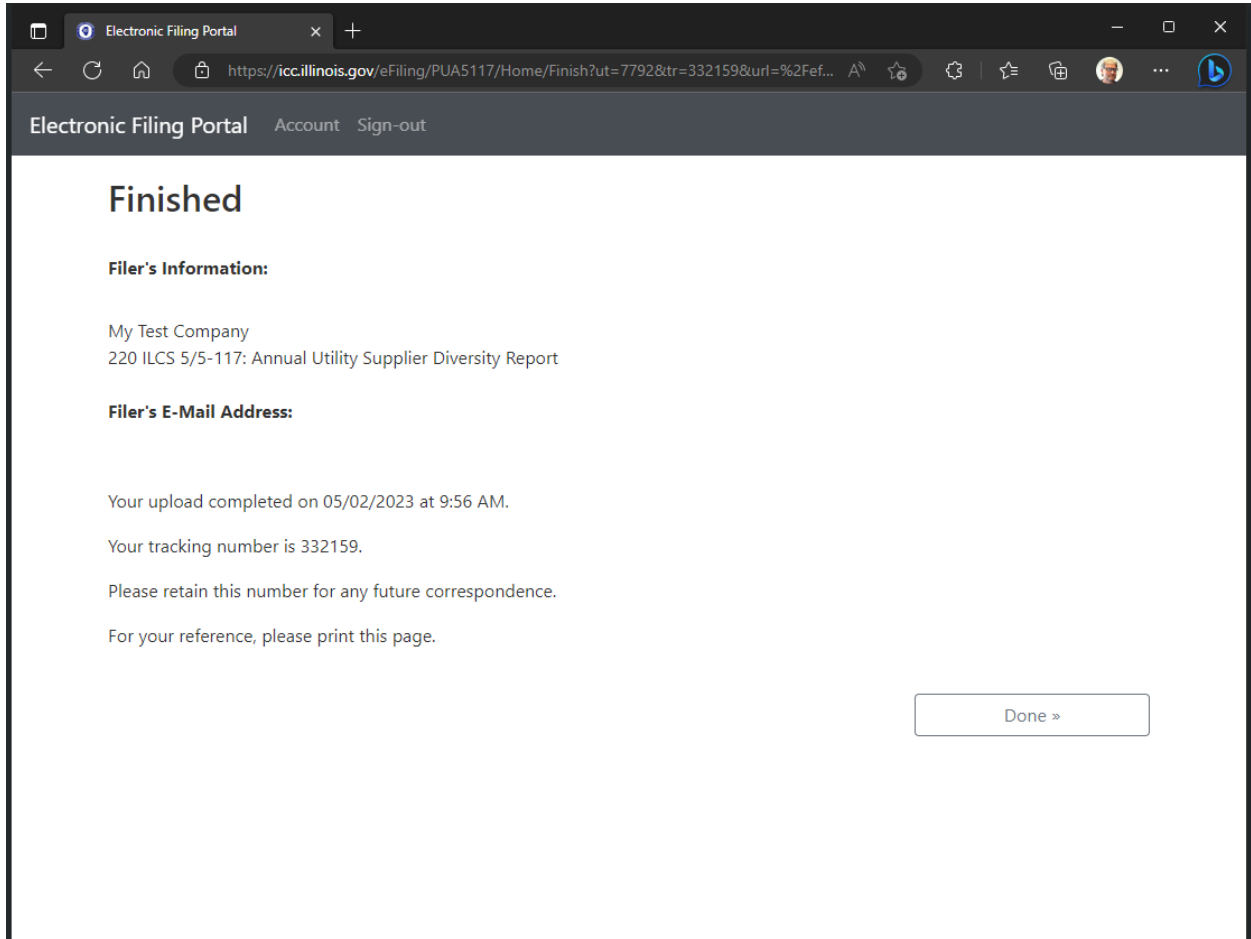
I verify that the documents being submitted do not contain persons' unredacted social security numbers, driver's license or state identification card numbers, or account numbers or credit or debit card numbers.

Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 8: Finished

When the upload is complete, the finish page appears. Please print this page for your records. You may need the tracking number for any inquires related to this filing.

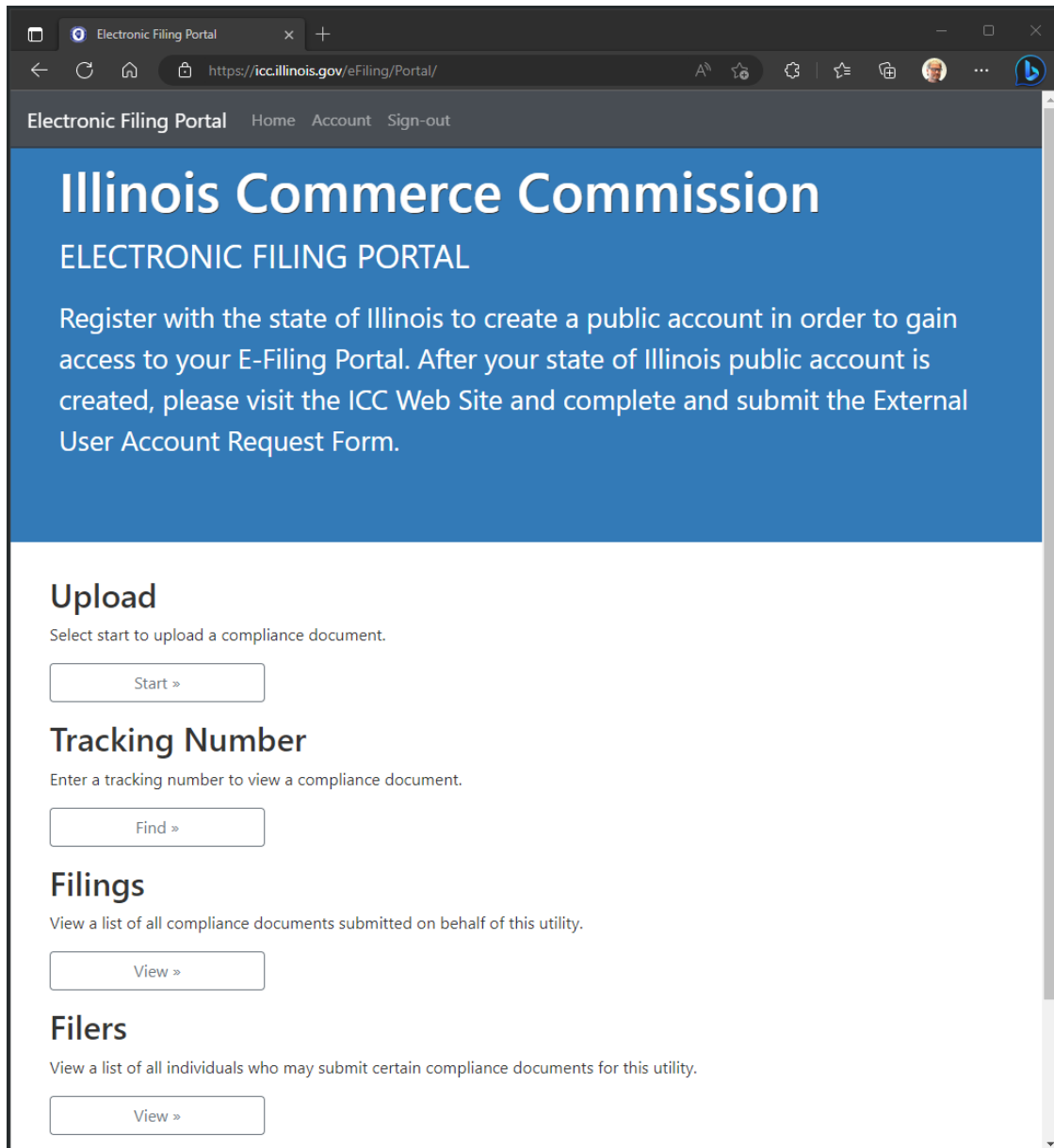


HOW TO USE THE ELECTRONIC FILING PORTAL

How to Find a Filing Using a Tracking Number

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

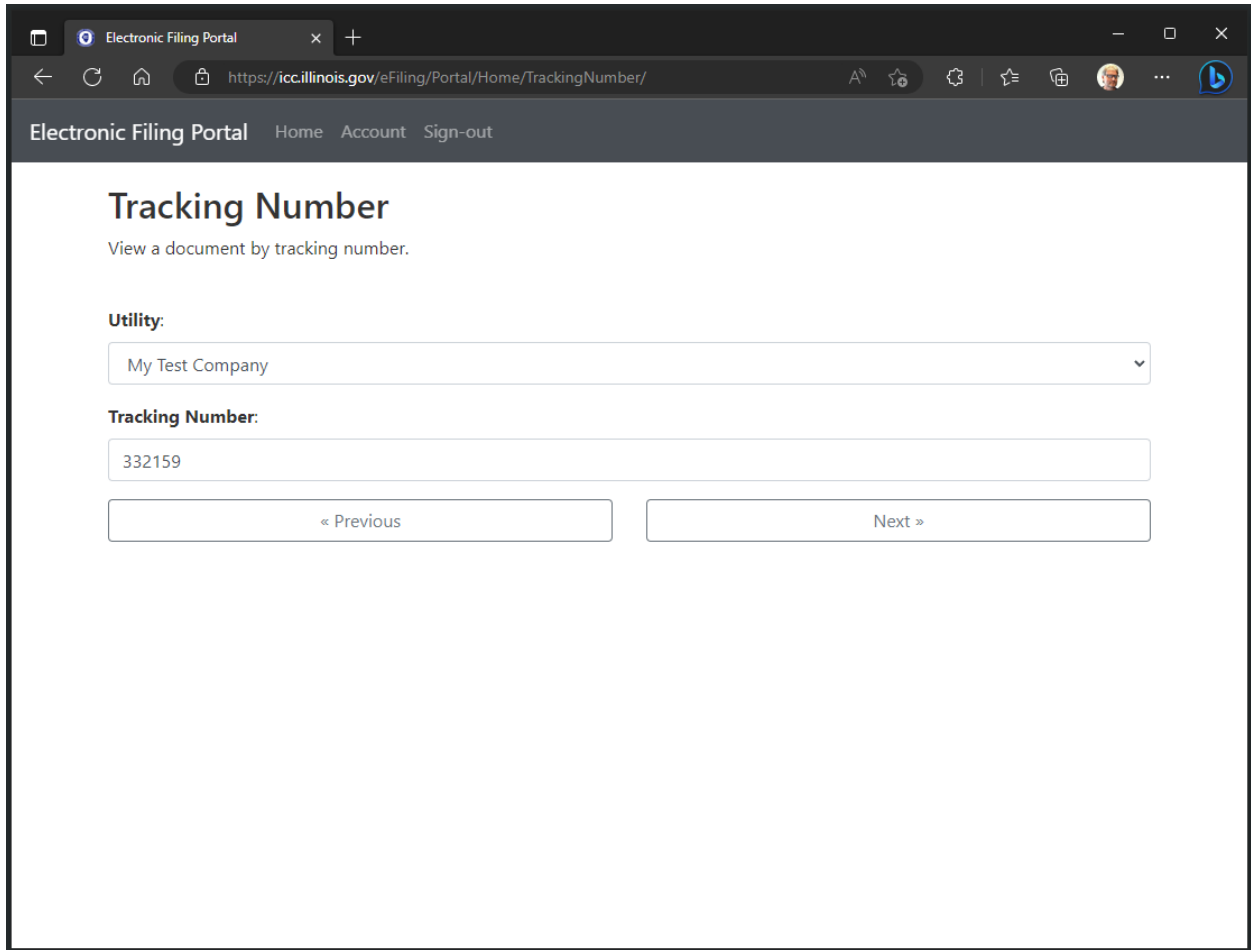
1. Start an electronic filing.
2. Enter a tracking number to search for a filing.
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4. View a list of all individuals who may submit certain documents type for a given entity.



HOW TO USE THE ELECTRONIC FILING PORTAL

Step 1: Enter a Tracking Number

On the welcome page, click the Find button under the Tracking Number heading. On the Tracking Number page, select a utility from the drop-down list and enter the track number of the filing in the text box. Click the Next button to submit the request.

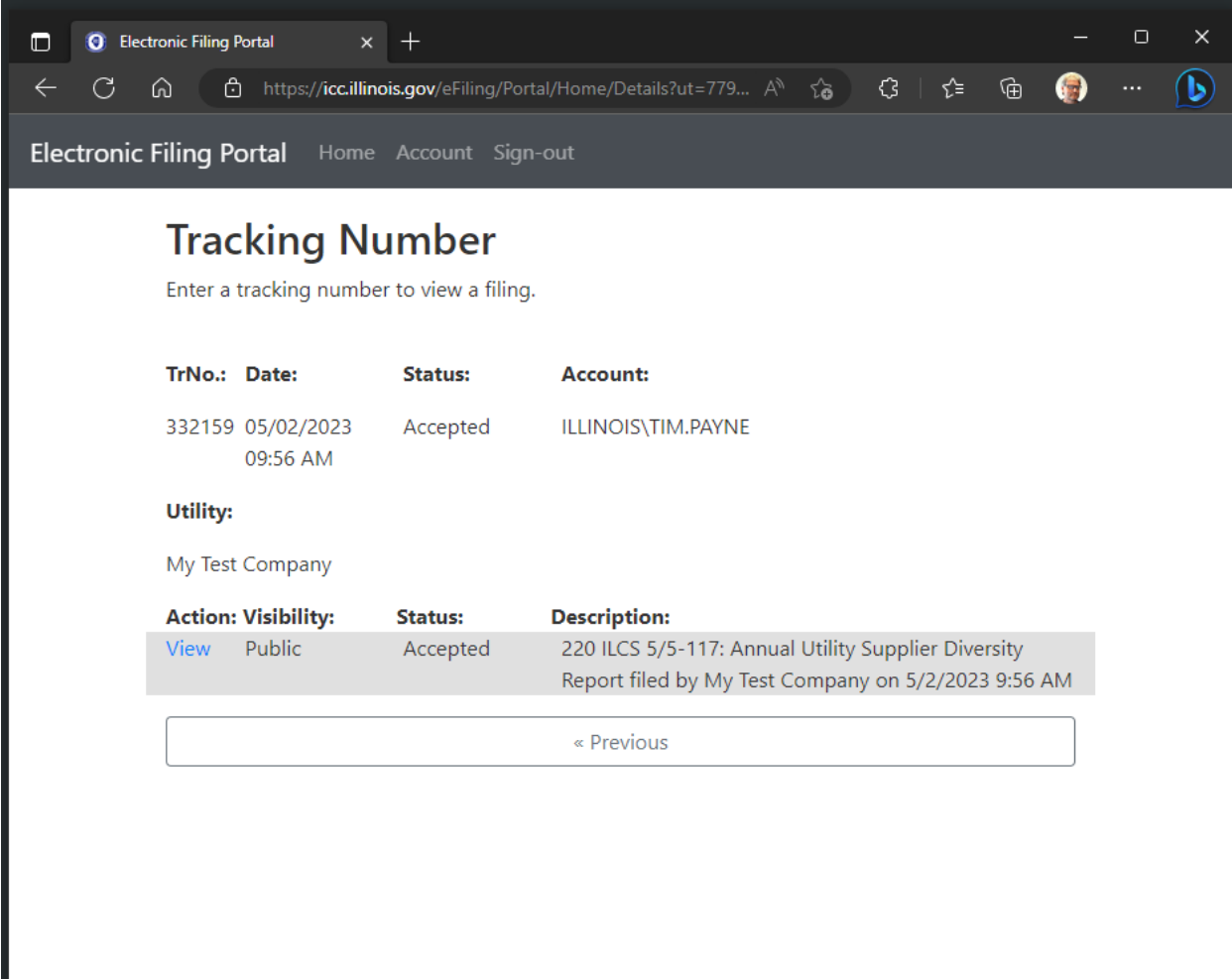


The screenshot shows a web browser window with the URL <https://icc.illinois.gov/eFiling/Portal/Home/TrackingNumber/>. The page title is "Electronic Filing Portal" and the navigation menu includes "Home", "Account", and "Sign-out". The main heading is "Tracking Number" with the subtext "View a document by tracking number." Below this, there is a "Utility:" label followed by a dropdown menu currently showing "My Test Company". Underneath is a "Tracking Number:" label followed by a text input field containing "332159". At the bottom of the form are two buttons: "« Previous" and "Next »".

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 2: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window with the URL <https://icc.illinois.gov/eFiling/Portal/Home/Details?ut=779...>. The page title is "Electronic Filing Portal" and the navigation menu includes "Home", "Account", and "Sign-out".

Tracking Number

Enter a tracking number to view a filing.

TrNo.:	Date:	Status:	Account:
332159	05/02/2023 09:56 AM	Accepted	ILLINOIS\TIM.PAYNE

Utility:
My Test Company

Action:	Visibility:	Status:	Description:
View	Public	Accepted	220 ILCS 5/5-117: Annual Utility Supplier Diversity Report filed by My Test Company on 5/2/2023 9:56 AM

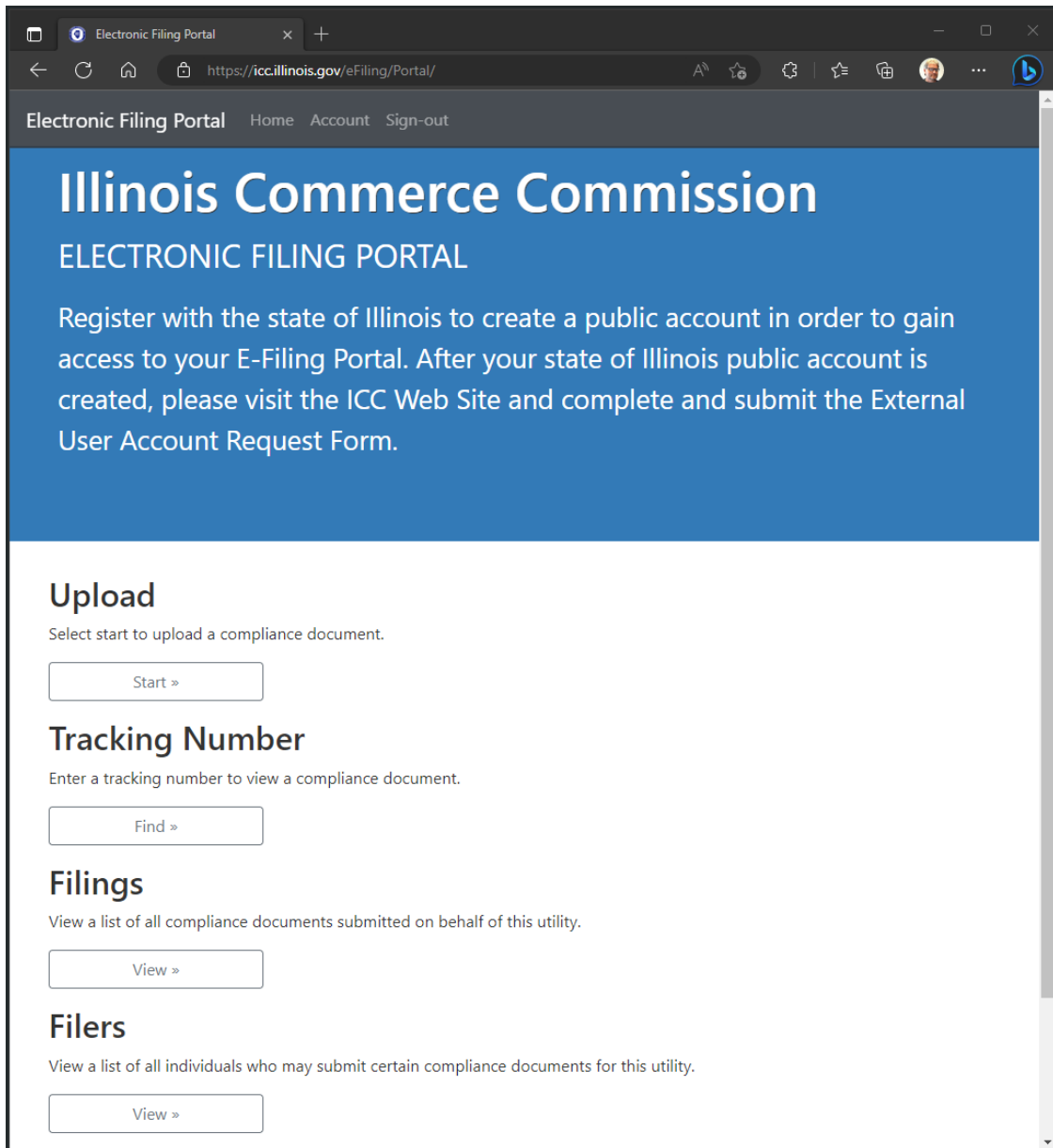
« Previous

HOW TO USE THE ELECTRONIC FILING PORTAL

How to Find a Filing Using a Date Range

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

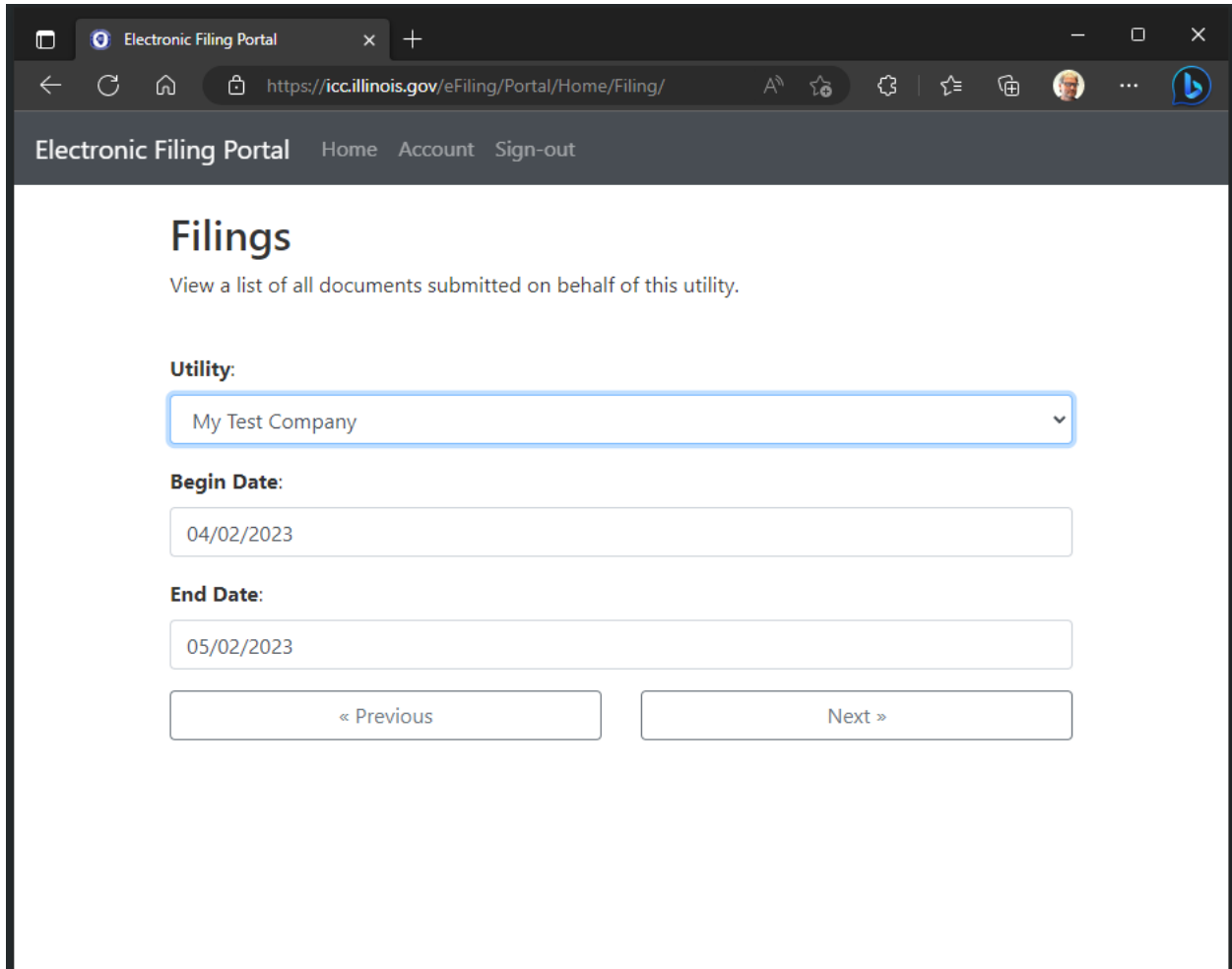
1. Start an electronic filing.
2. Enter a tracking number to search for a filing.
3. View a list of all documents submitted on behalf of this entity.
4. View a list of all individuals who may submit certain documents type for a given entity.



HOW TO USE THE ELECTRONIC FILING PORTAL

Step 1: Find a Filing Using a Date Range

On the welcome page, click the View button under the Filings heading. On the Filings page, select a utility and select the date range of the filing using the drop-down lists. Click the Next button to submit the request.

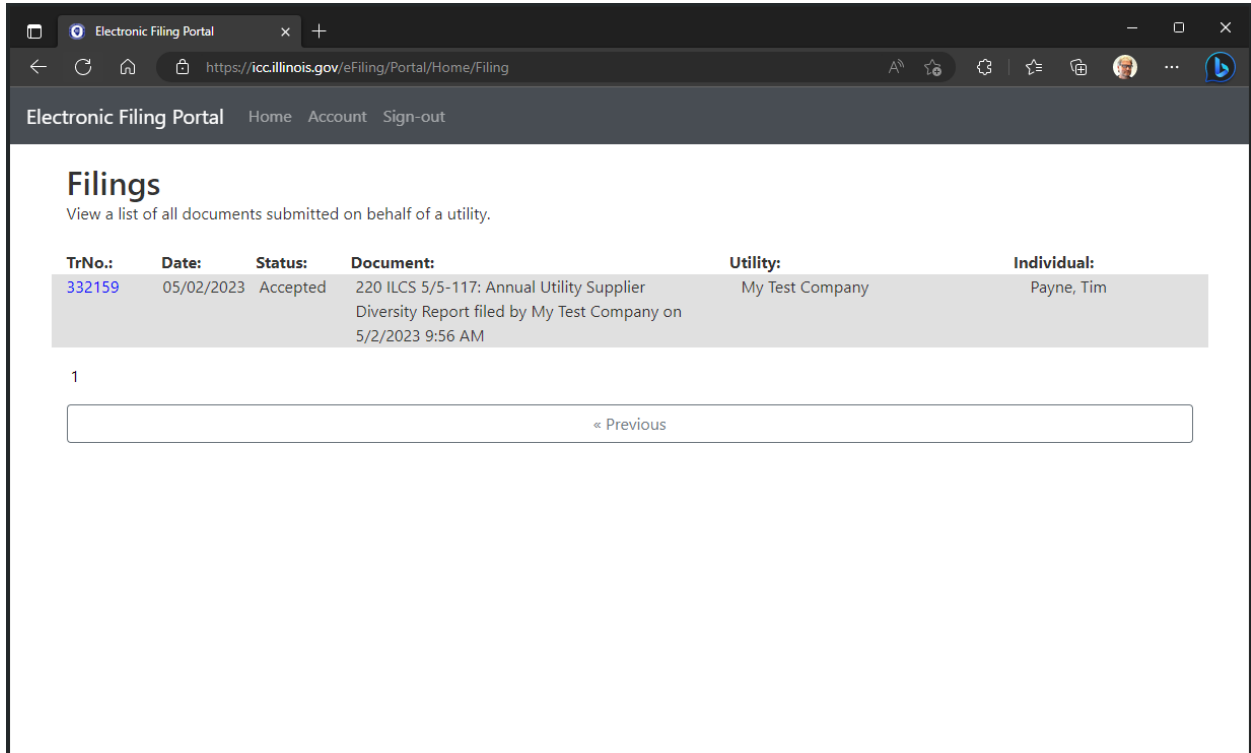


The screenshot shows a web browser window with the URL <https://icc.illinois.gov/eFiling/Portal/Home/Filing/>. The page title is "Electronic Filing Portal" and the navigation menu includes "Home", "Account", and "Sign-out". The main heading is "Filings" with the subtext "View a list of all documents submitted on behalf of this utility." Below this, there are three input fields: "Utility:" with a dropdown menu showing "My Test Company", "Begin Date:" with a text input containing "04/02/2023", and "End Date:" with a text input containing "05/02/2023". At the bottom, there are two buttons: "« Previous" and "Next »".

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 2: Date Range Report

A list of all filings submitted in the given date range is displayed. Click the tracking number of the filing that you want to view.



The screenshot shows a web browser window with the URL <https://icc.illinois.gov/eFiling/Portal/Home/Filing>. The page title is "Electronic Filing Portal" and the navigation menu includes "Home", "Account", and "Sign-out". The main content area is titled "Filings" and contains the instruction "View a list of all documents submitted on behalf of a utility." Below this is a table with the following data:

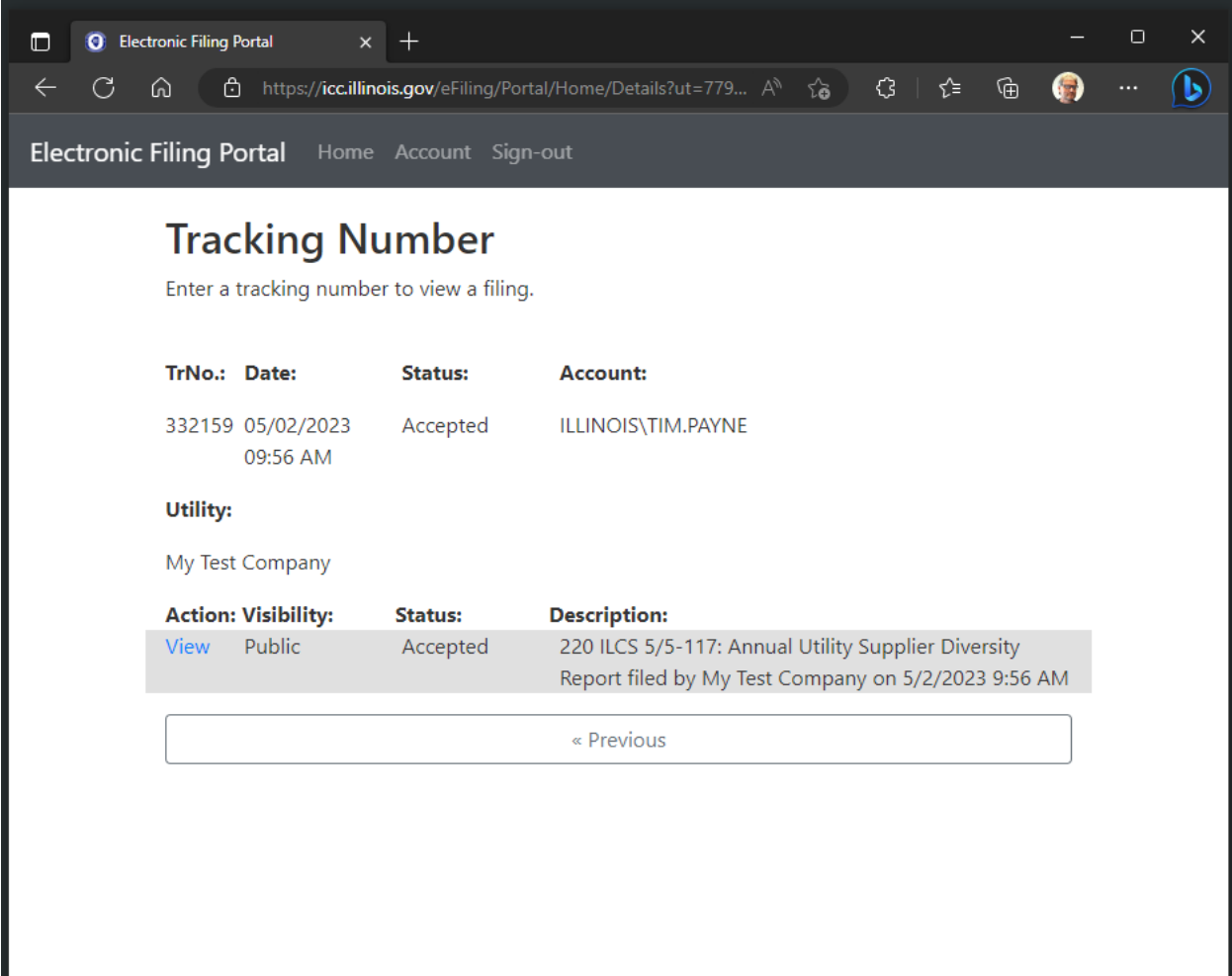
TrNo.:	Date:	Status:	Document:	Utility:	Individual:
332159	05/02/2023	Accepted	220 ILCS 5/5-117: Annual Utility Supplier Diversity Report filed by My Test Company on 5/2/2023 9:56 AM	My Test Company	Payne, Tim

Below the table, there is a page number "1" and a navigation button labeled "« Previous".

HOW TO USE THE ELECTRONIC FILING PORTAL

Step 3: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window with the URL <https://icc.illinois.gov/eFiling/Portal/Home/Details?ut=779...>. The page title is "Electronic Filing Portal" and the navigation menu includes "Home", "Account", and "Sign-out".

Tracking Number

Enter a tracking number to view a filing.

TrNo.:	Date:	Status:	Account:
332159	05/02/2023 09:56 AM	Accepted	ILLINOIS\TIM.PAYNE

Utility:
My Test Company

Action:	Visibility:	Status:	Description:
View	Public	Accepted	220 ILCS 5/5-117: Annual Utility Supplier Diversity Report filed by My Test Company on 5/2/2023 9:56 AM

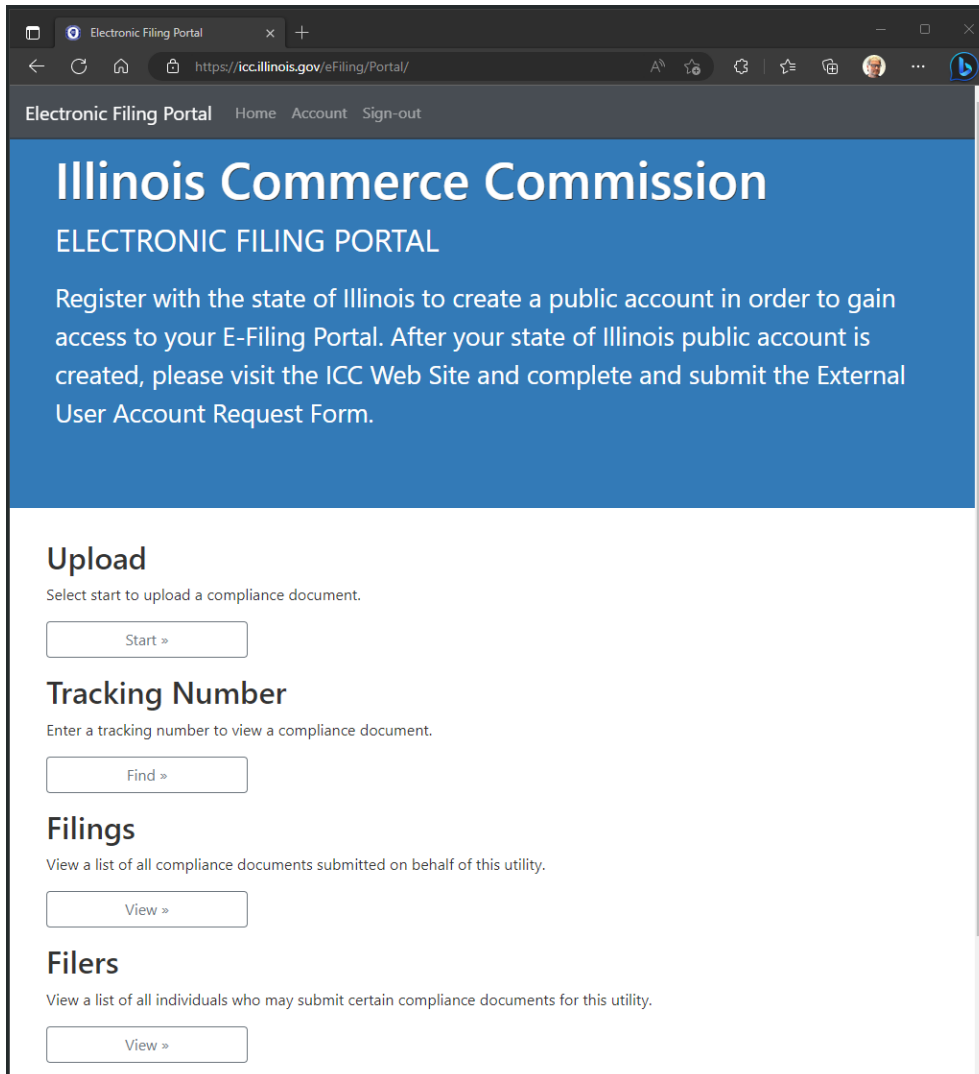
« Previous

HOW TO USE THE ELECTRONIC FILING PORTAL

View a list of all individuals who may submit certain documents type for a given utility

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

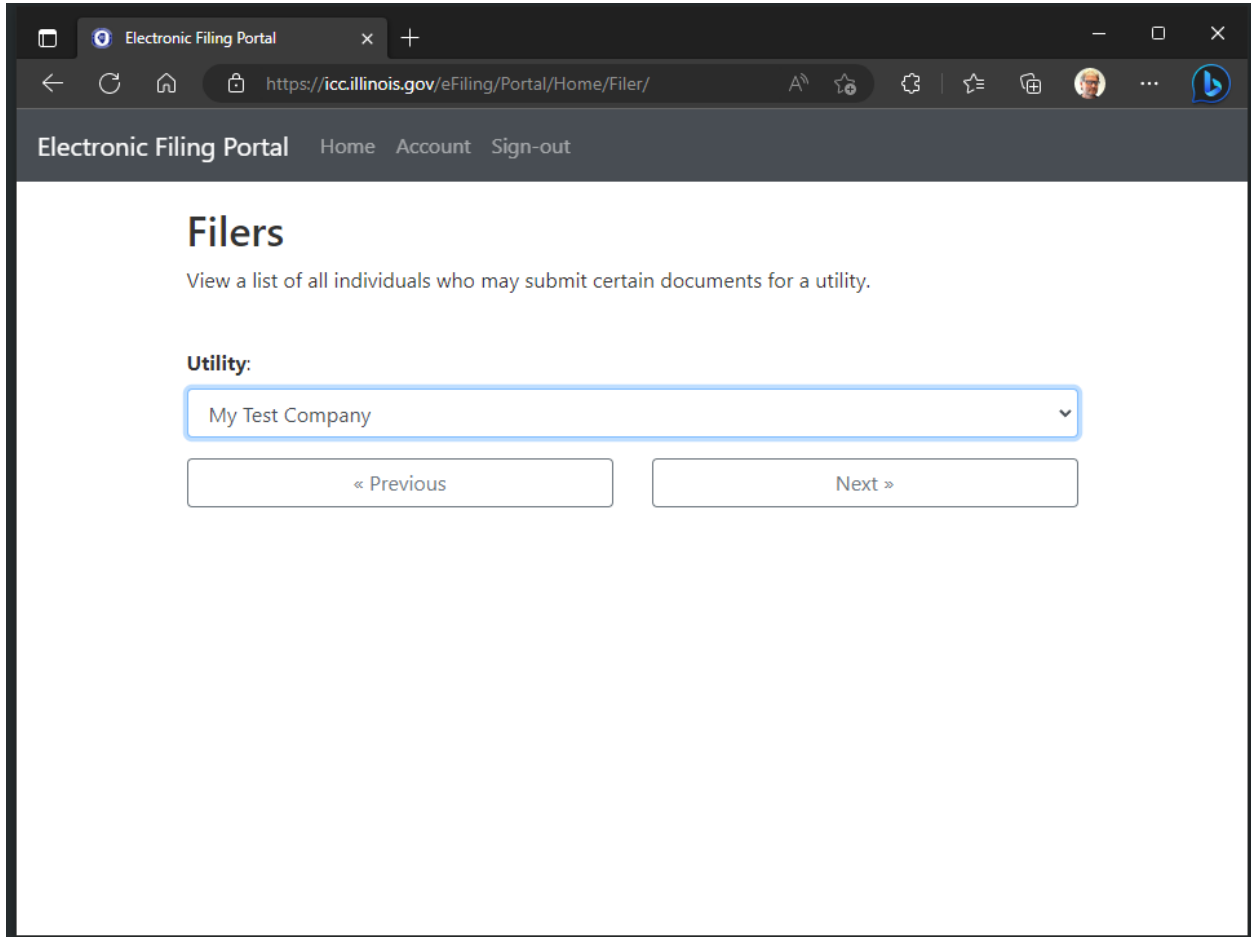
1. Start an electronic filing.
2. Enter a tracking number to search for a filing.
3. View a list of all documents submitted on behalf of this entity.
4. View a list of all individuals who may submit certain documents type for a given entity.



HOW TO USE THE ELECTRONIC FILING PORTAL

Step 1: List of individuals who may submit documents for a given utility

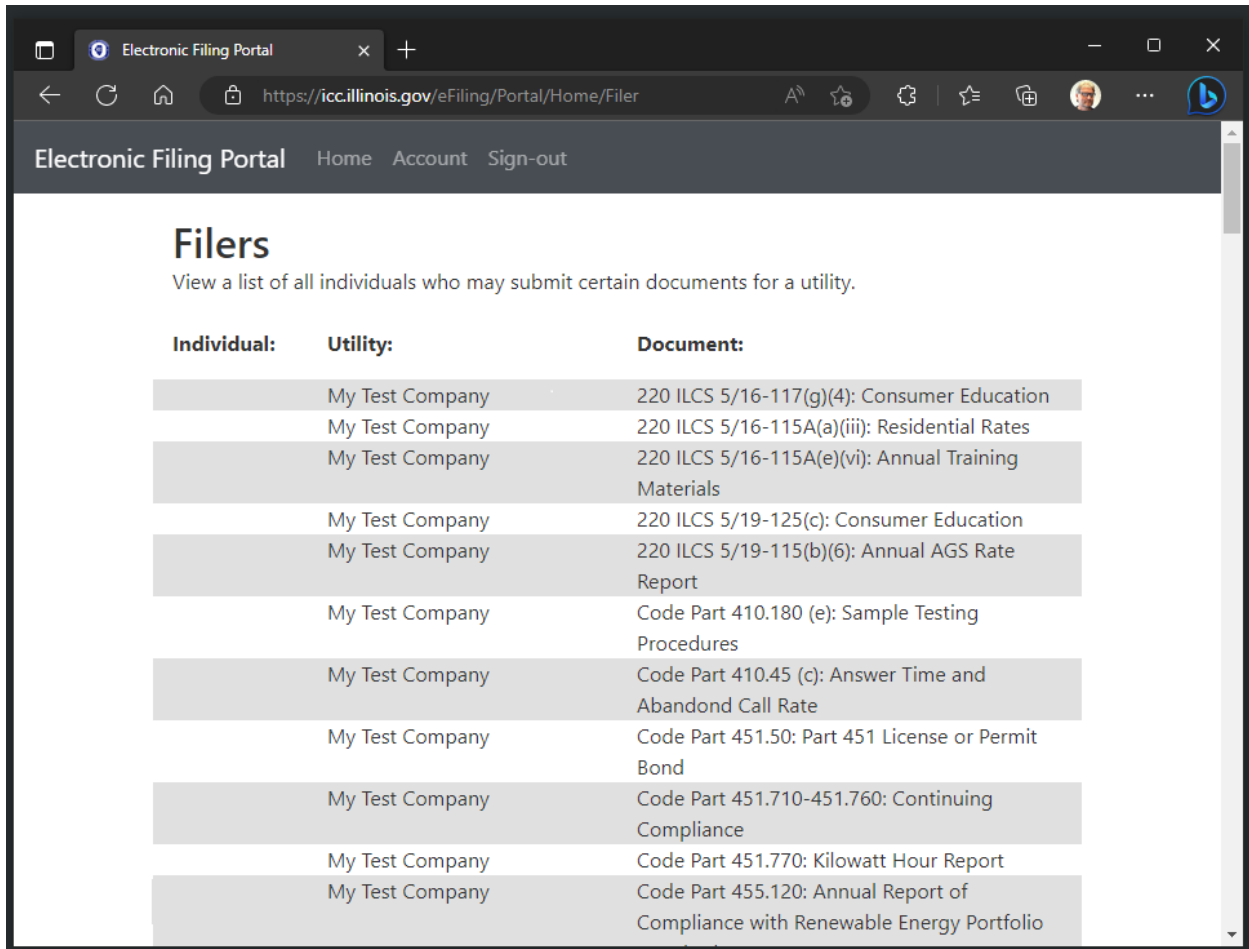
On the welcome page, click the View button under the Filers heading. On the Filers page, select a utility from the drop-down list.



HOW TO USE THE ELECTRONIC FILING PORTAL

Step 2: Filers Report

A list of all filers by document for a given utility.



The screenshot shows a web browser window with the URL <https://icc.illinois.gov/eFiling/Portal/Home/Filer>. The page title is "Electronic Filing Portal" and the navigation menu includes "Home", "Account", and "Sign-out". The main heading is "Filers" with a sub-heading "View a list of all individuals who may submit certain documents for a utility." Below this is a table with three columns: "Individual:", "Utility:", and "Document:". The table lists 12 entries, all for "My Test Company".

Individual:	Utility:	Document:
	My Test Company	220 ILCS 5/16-117(g)(4): Consumer Education
	My Test Company	220 ILCS 5/16-115A(a)(iii): Residential Rates
	My Test Company	220 ILCS 5/16-115A(e)(vi): Annual Training Materials
	My Test Company	220 ILCS 5/19-125(c): Consumer Education
	My Test Company	220 ILCS 5/19-115(b)(6): Annual AGS Rate Report
	My Test Company	Code Part 410.180 (e): Sample Testing Procedures
	My Test Company	Code Part 410.45 (c): Answer Time and Abandoned Call Rate
	My Test Company	Code Part 451.50: Part 451 License or Permit Bond
	My Test Company	Code Part 451.710-451.760: Continuing Compliance
	My Test Company	Code Part 451.770: Kilowatt Hour Report
	My Test Company	Code Part 455.120: Annual Report of Compliance with Renewable Energy Portfolio

The End.