

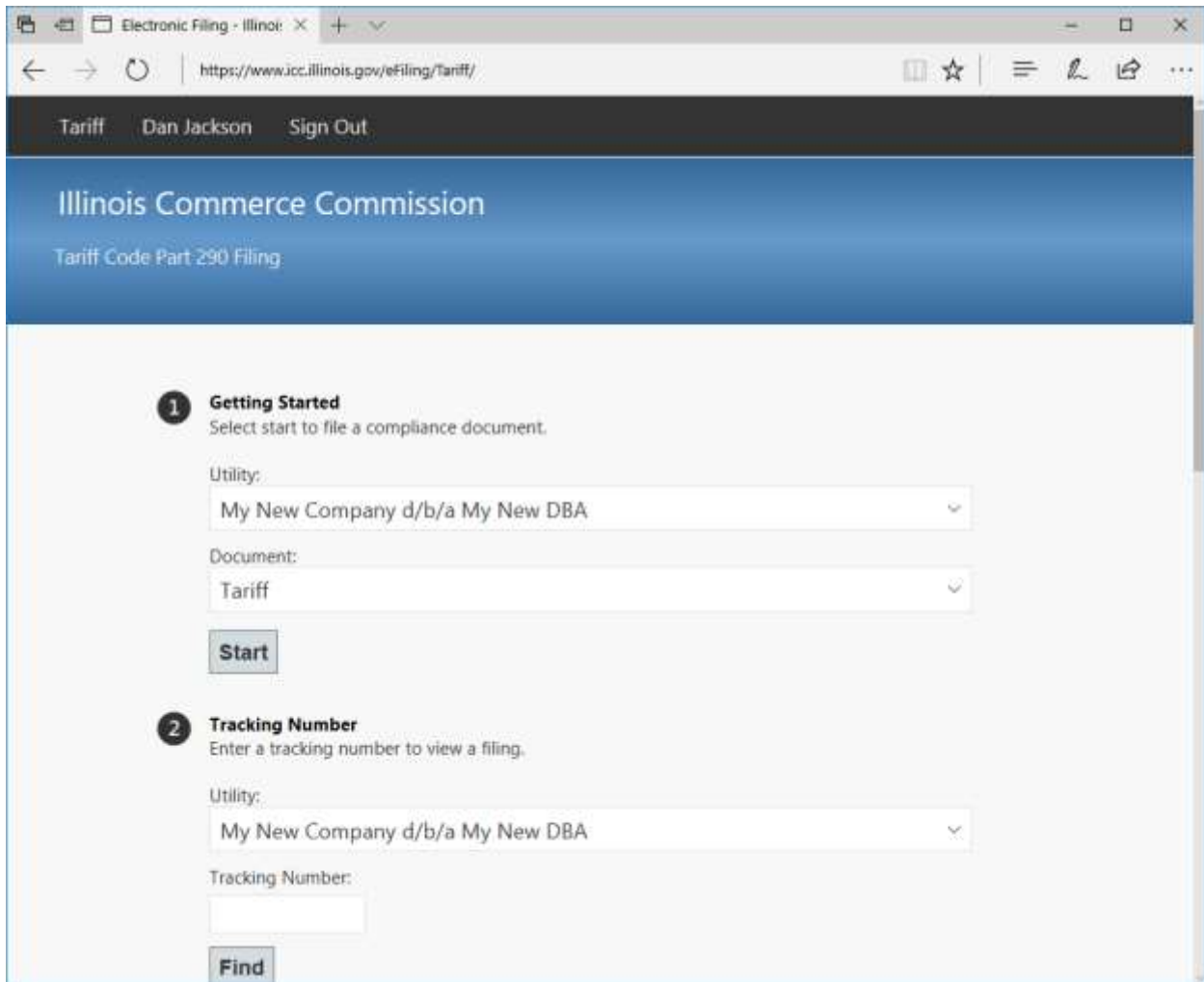
HOW TO USE ELECTRONIC FILING

How to Electronically File for Tariff Pages and Working Papers

The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The tariff pages and working papers are accepted using this system.

The URL for the website is the following:

<https://www.icc.illinois.gov/efiling/tariff/>



The screenshot shows a web browser window with the URL <https://www.icc.illinois.gov/efiling/tariff/>. The page header includes "Tariff", "Dan Jackson", and "Sign Out". Below the header is a blue banner with the "Illinois Commerce Commission" logo and the text "Tariff Code Part 290 Filing".

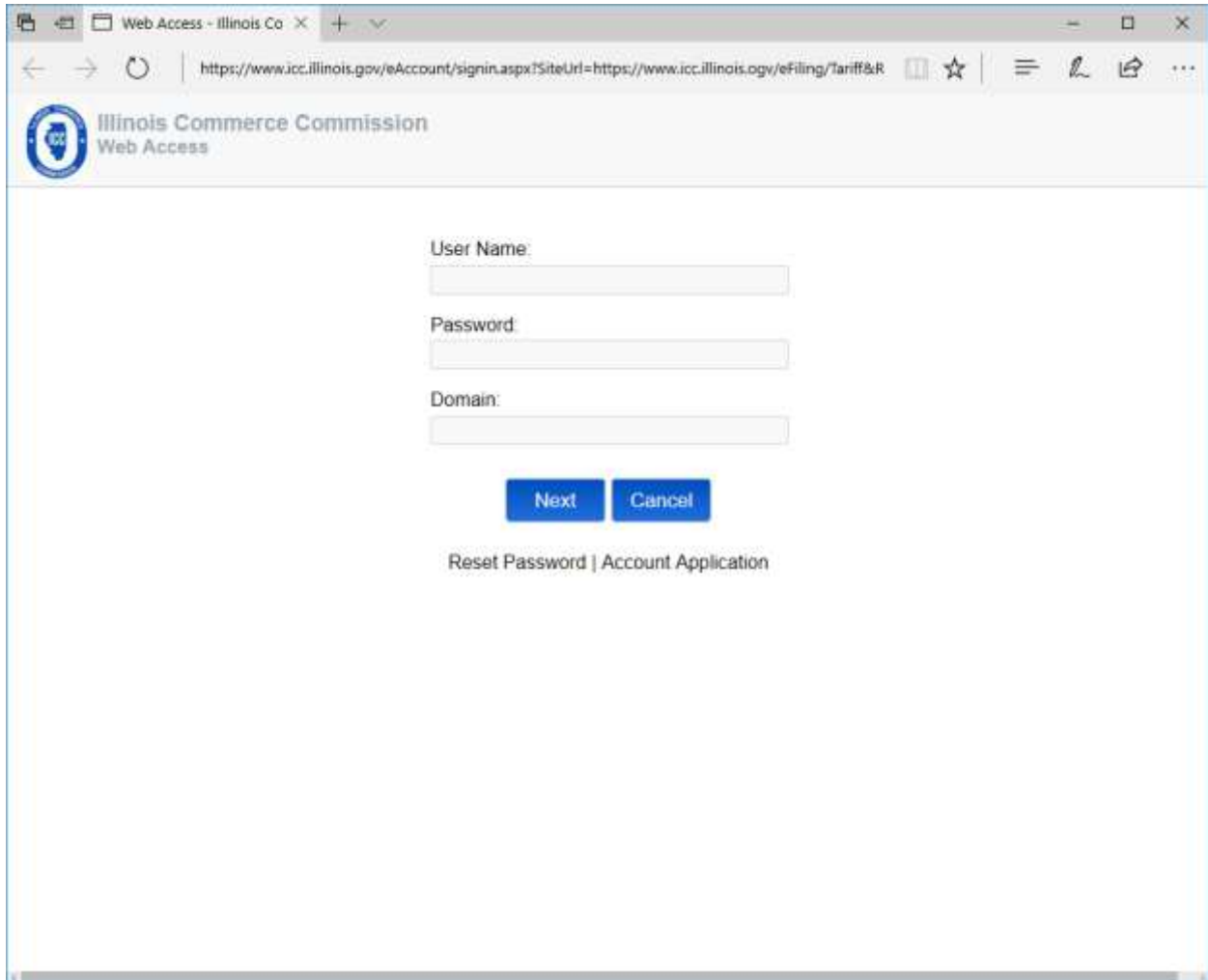
The main content area is divided into two sections:

- 1 Getting Started**
Select start to file a compliance document.
Utility:
Document:
- 2 Tracking Number**
Enter a tracking number to view a filing.
Utility:
Tracking Number:

HOW TO USE ELECTRONIC FILING

Sign-on Page

To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form <https://www.icc.illinois.gov/forms> and submit it to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.



The screenshot displays a web browser window with the following elements:

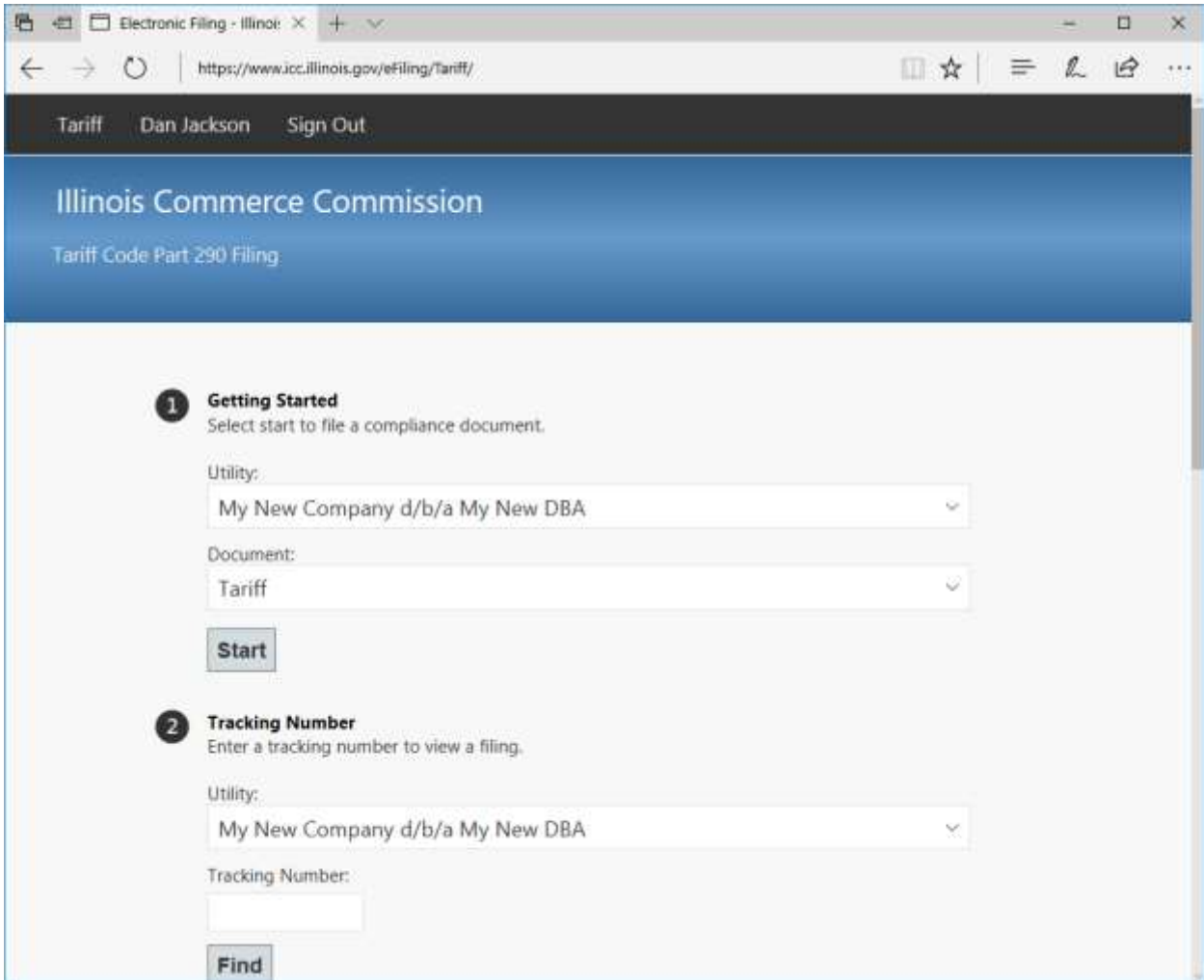
- Browser title: Web Access - Illinois Co
- Address bar: <https://www.icc.illinois.gov/eAccount/signin.aspx?SiteUrl=https://www.icc.illinois.gov/eFiling/Tariff&R>
- Page header: Illinois Commerce Commission Web Access
- Form fields:
 - User Name:
 - Password:
 - Domain:
- Buttons:
- Link: [Reset Password | Account Application](#)

HOW TO USE ELECTRONIC FILING

Welcome Page

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

1. Start a tariff filing.
2. Enter the tracking number of your filing.
3. Perform a date range search for a filing.
4. Perform a filings search.
5. Perform a filers search.



The screenshot shows a web browser window titled "Electronic Filing - Illinois" with the URL "https://www.icc.illinois.gov/eFiling/Tariff/". The browser's address bar shows navigation icons and a star icon. The page has a dark blue header with the text "Tariff Dan Jackson Sign Out". Below the header is a blue banner with the text "Illinois Commerce Commission" and "Tariff Code Part 290 Filing". The main content area is white and contains two sections:

1 Getting Started
Select start to file a compliance document.

Utility:

Document:

2 Tracking Number
Enter a tracking number to view a filing.

Utility:

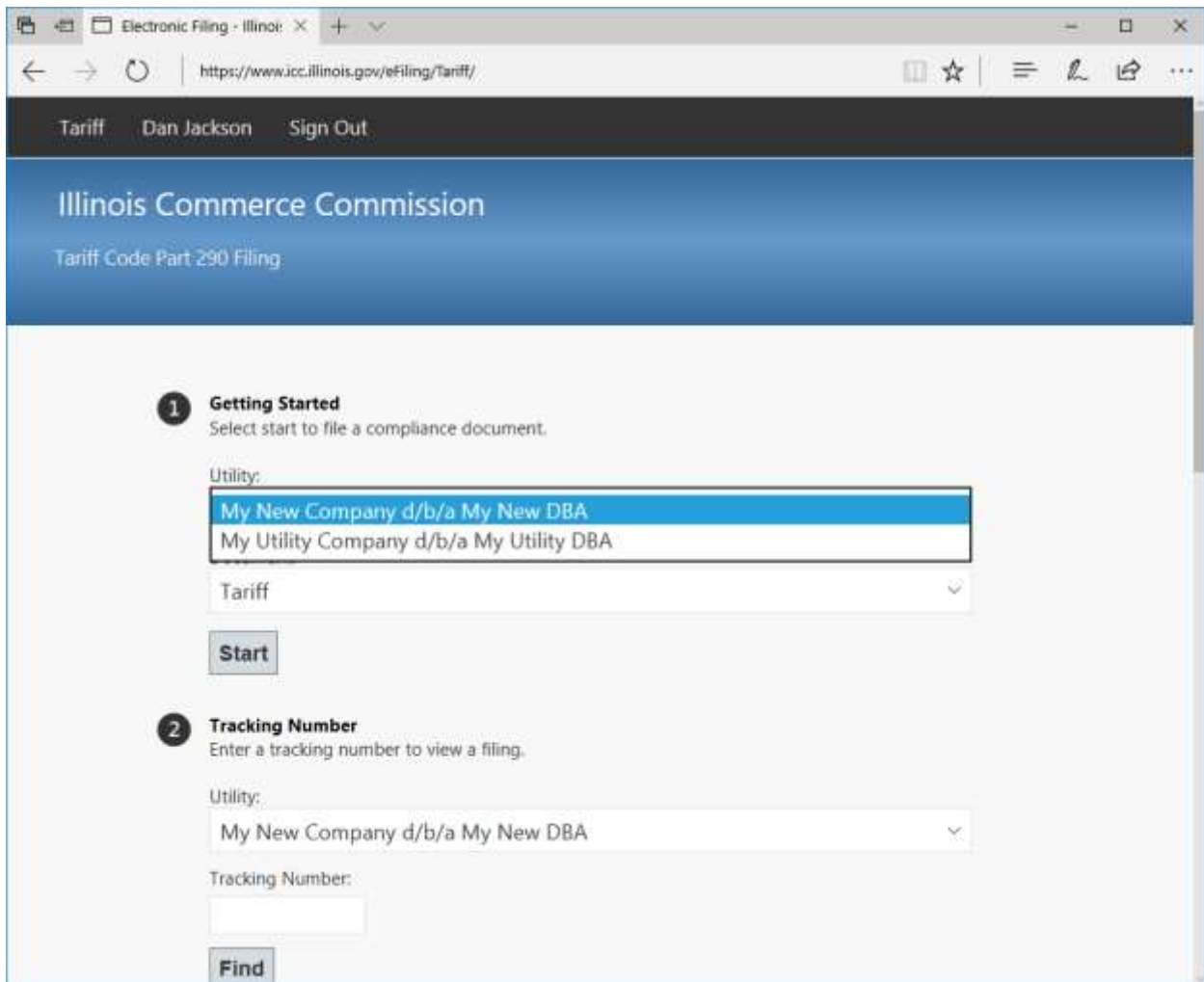
Tracking Number:

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 1: Select a Utility Name

The next step is to select a utility name to start a tariff filing. To perform a tariff filing for a utility you must be authorized. The utility name list shows all utilities under which you may file. If the utility list is empty or does not contain a specific utility name, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.



Electronic Filing - Illinois: X + -

https://www.icc.illinois.gov/eFiling/Tariff/

Tariff Dan Jackson Sign Out

Illinois Commerce Commission

Tariff Code Part 290 Filing

- 1 Getting Started**
Select start to file a compliance document.
Utility:

Tariff
- 2 Tracking Number**
Enter a tracking number to view a filing.
Utility:

Tracking Number:

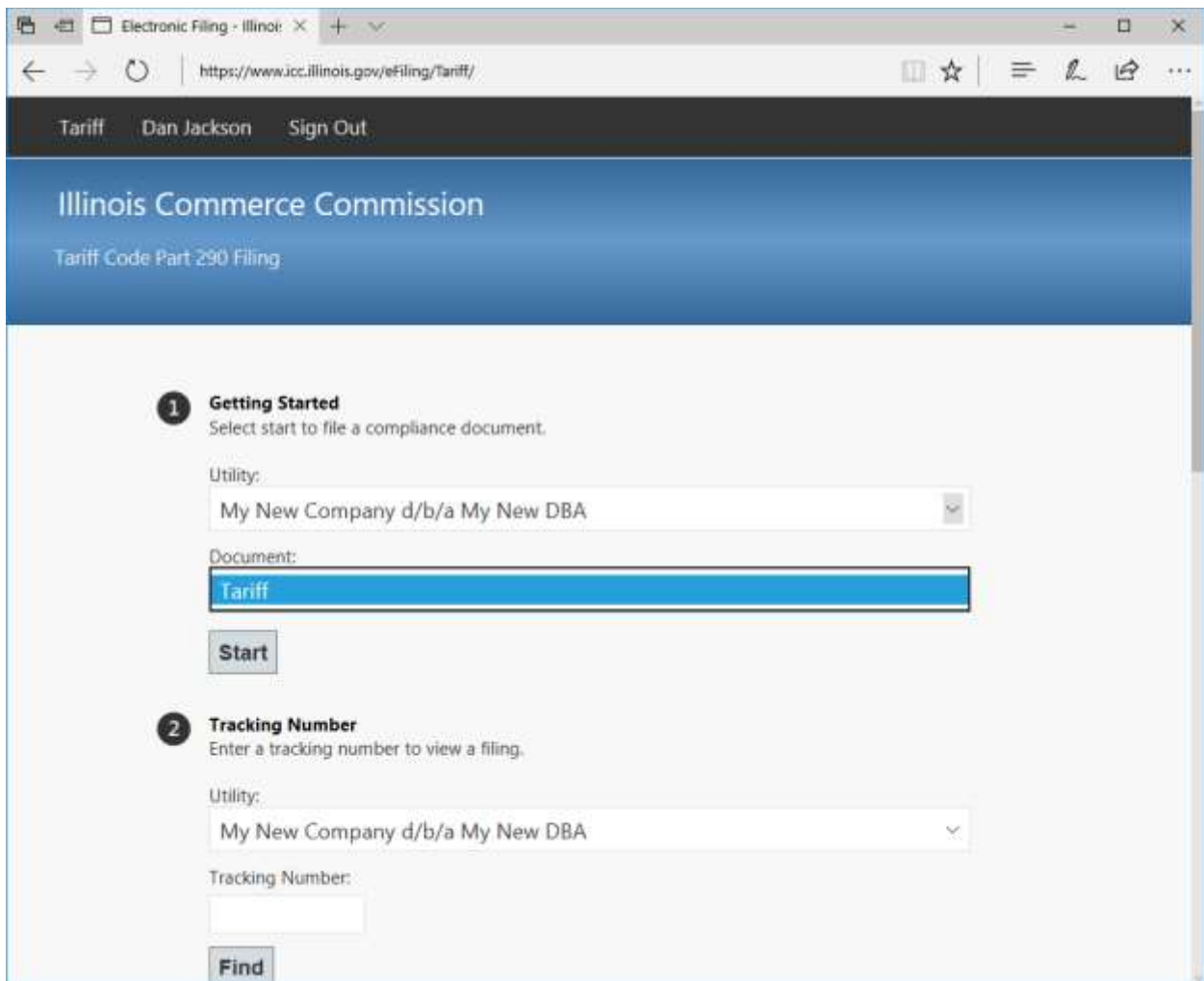
HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

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 which you may file for the selected 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 name and document are selected, click the Start button to proceed to the filing wizard.



The screenshot shows a web browser window with the URL <https://www.icc.illinois.gov/eFiling/Tariff/>. The browser's address bar shows the page title "Tariff" and the user name "Dan Jackson" with a "Sign Out" link. The page header displays "Illinois Commerce Commission" and "Tariff Code Part 290 Filing".

The main content area is divided into two sections:

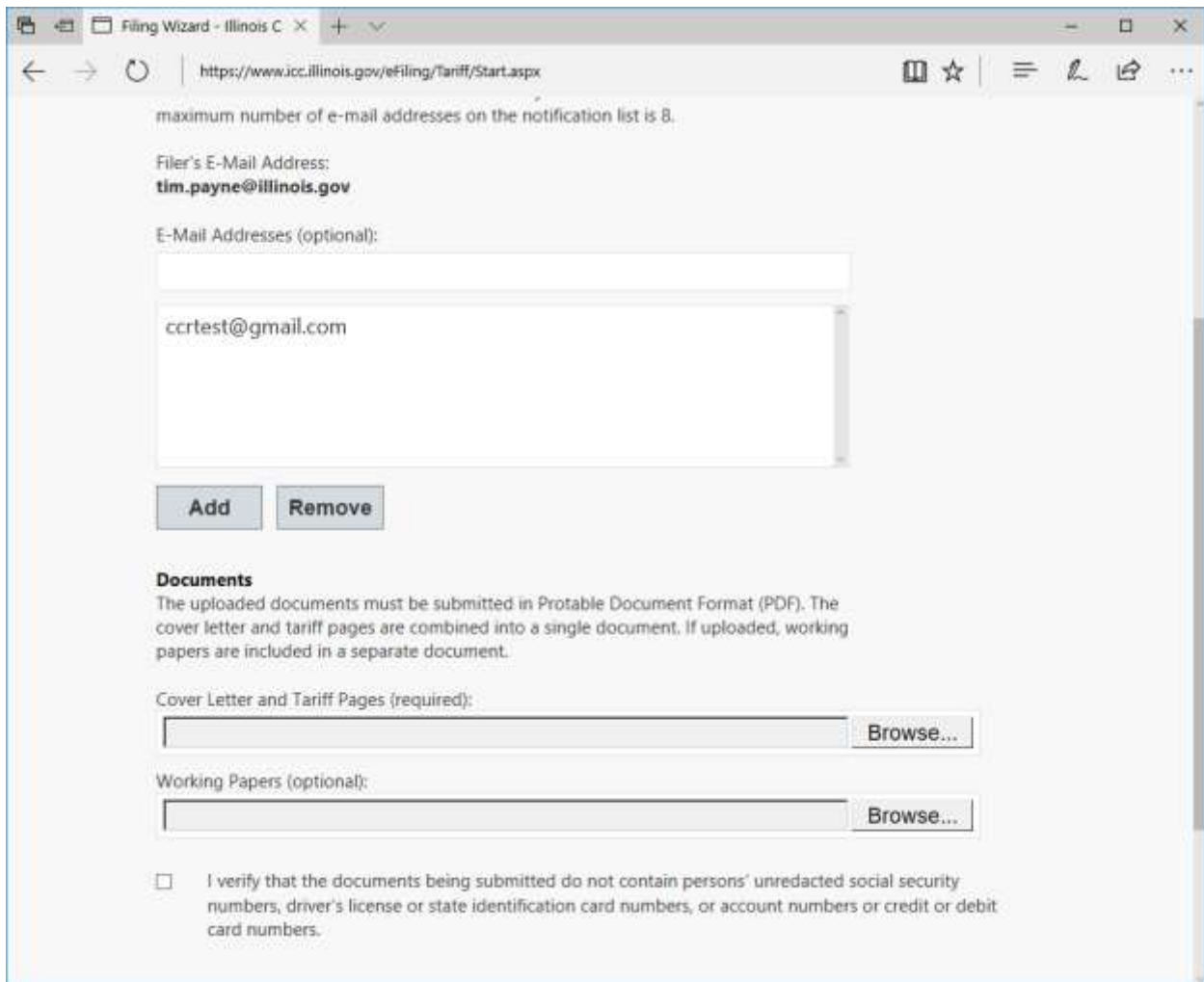
- 1 Getting Started**
Select start to file a compliance document.
Utility: My New Company d/b/a My New DBA
Document: Tariff
Start
- 2 Tracking Number**
Enter a tracking number to view a filing.
Utility: My New Company d/b/a My New DBA
Tracking Number:
Find

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 3: Add an E-Mail Address to the Notification List

When this tariff filing is accepted, an e-mail is sent to the notification list. To add a person to the notification list, enter an e-mail address and click the Add button. To remove a person from the notification list, highlight the e-mail address and click the Remove button. The filer's e-mail address is automatically added to the notification list.



The screenshot shows a web browser window titled "Filing Wizard - Illinois C" with the URL "https://www.icc.illinois.gov/eFiling/Tariff/Start.aspx". The page content includes:

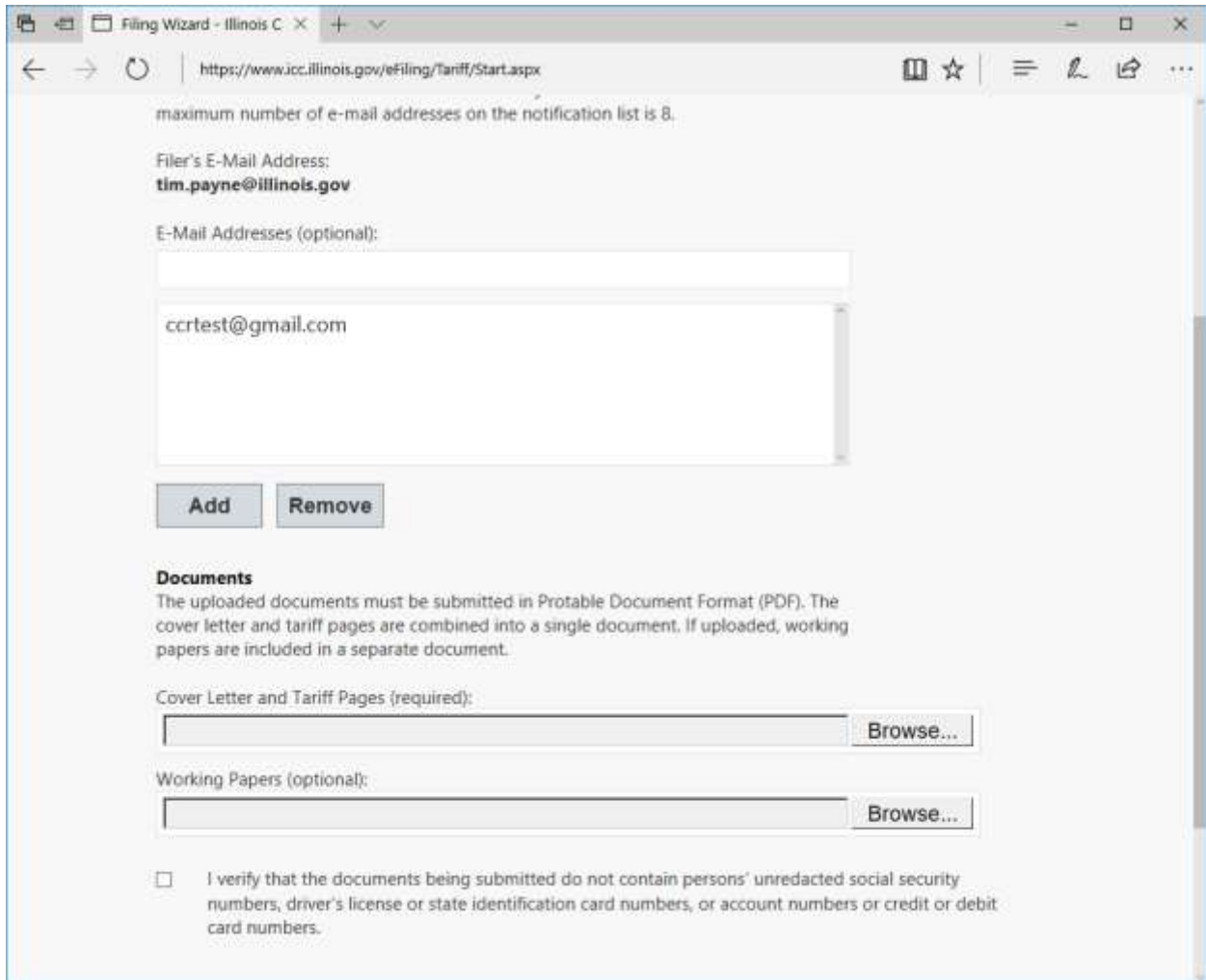
- A note: "maximum number of e-mail addresses on the notification list is 8."
- A label "Filer's E-Mail Address:" followed by the text "tim.payne@illinois.gov".
- A label "E-Mail Addresses (optional):" followed by a text input field containing "ccrtest@gmail.com".
- Two buttons: "Add" and "Remove".
- A section titled "Documents" with the text: "The uploaded documents must be submitted in Portable Document Format (PDF). The cover letter and tariff pages are combined into a single document. If uploaded, working papers are included in a separate document."
- A label "Cover Letter and Tariff Pages (required):" followed by a text input field and a "Browse..." button.
- A label "Working Papers (optional):" followed by a text input field and a "Browse..." button.
- A checkbox with the text: "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."

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 4: Select a File Containing a Cover Letter and Tariff Pages for Upload

The next step is to select a file containing a cover letter and tariff pages. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it.



The screenshot shows a web browser window titled "Filing Wizard - Illinois C" with the URL "https://www.icc.illinois.gov/eFiling/Tariff/Start.aspx". The page content includes:

- A note: "maximum number of e-mail addresses on the notification list is 8."
- A field for "Filer's E-Mail Address:" containing "tim.payne@illinois.gov".
- A field for "E-Mail Addresses (optional):" containing "ccrtest@gmail.com".
- "Add" and "Remove" buttons.
- A section titled "Documents" with the text: "The uploaded documents must be submitted in Portable Document Format (PDF). The cover letter and tariff pages are combined into a single document. If uploaded, working papers are included in a separate document."
- A field for "Cover Letter and Tariff Pages (required):" with a "Browse..." button.
- A field for "Working Papers (optional):" with a "Browse..." button.
- A checkbox with the text: "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."

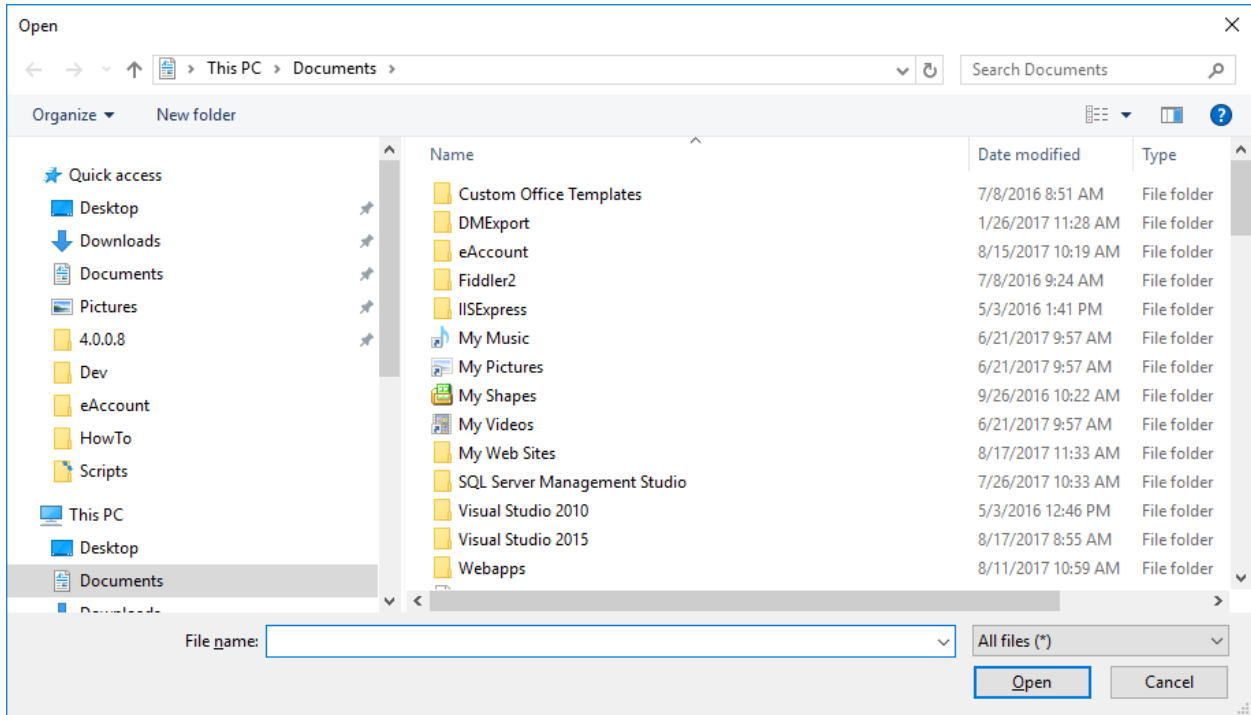
Please Note: Only PDF files may be uploaded.

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 4: Choose a File Containing a Cover Letter and Tariff Pages to Upload

From the dialog box, choose the file to upload.



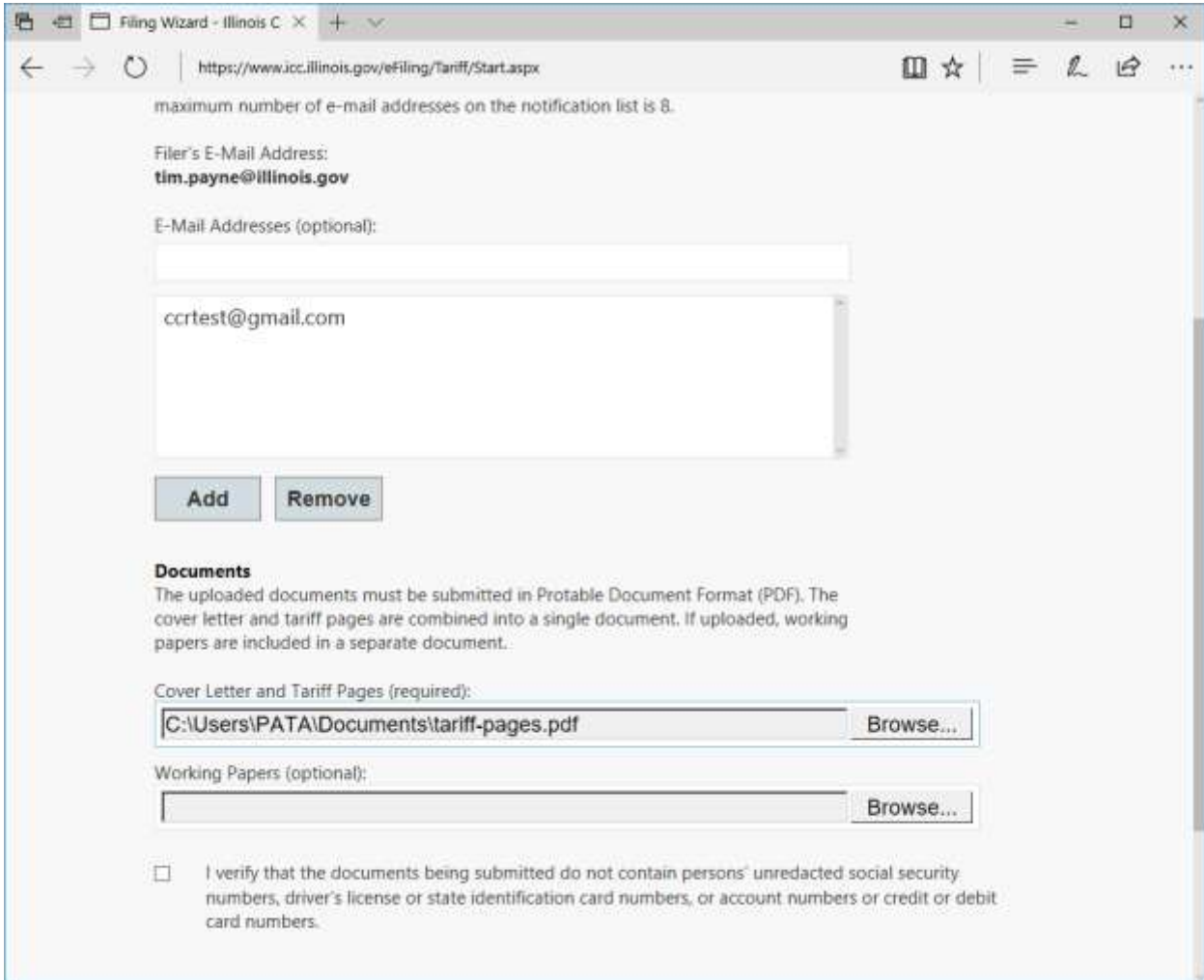
Please Note: Only PDF files may be uploaded.

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 5: Select a File Containing Working Papers for Upload

The next step is to select a file containing the working papers. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it.



The screenshot shows a web browser window titled "Filing Wizard - Illinois C" with the URL "https://www.icc.illinois.gov/eFiling/Tariff/Start.aspx". The page content includes:

- A note: "maximum number of e-mail addresses on the notification list is 8."
- A field for "Filer's E-Mail Address:" with the value "tim.payne@illinois.gov".
- A field for "E-Mail Addresses (optional):" containing "ccrtest@gmail.com".
- "Add" and "Remove" buttons.
- A section titled "Documents" with instructions: "The uploaded documents must be submitted in Portable Document Format (PDF). The cover letter and tariff pages are combined into a single document. If uploaded, working papers are included in a separate document."
- A field for "Cover Letter and Tariff Pages (required):" with the path "C:\Users\PATA\Documents\tariff-pages.pdf" and a "Browse..." button.
- A field for "Working Papers (optional):" with a "Browse..." button.
- A checkbox with the text: "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."

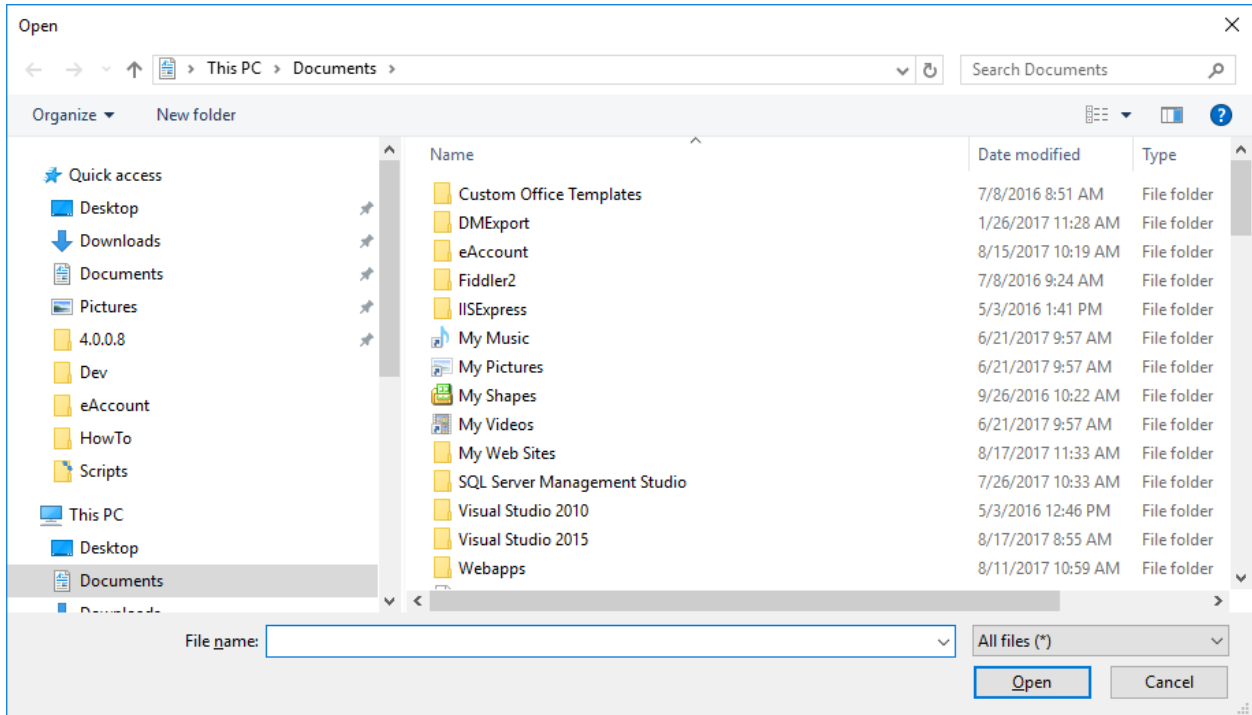
Please Note: Only PDF files may be uploaded.

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 6: Choose a File Containing Working Papers to Upload

From the dialog box, choose the file to upload.



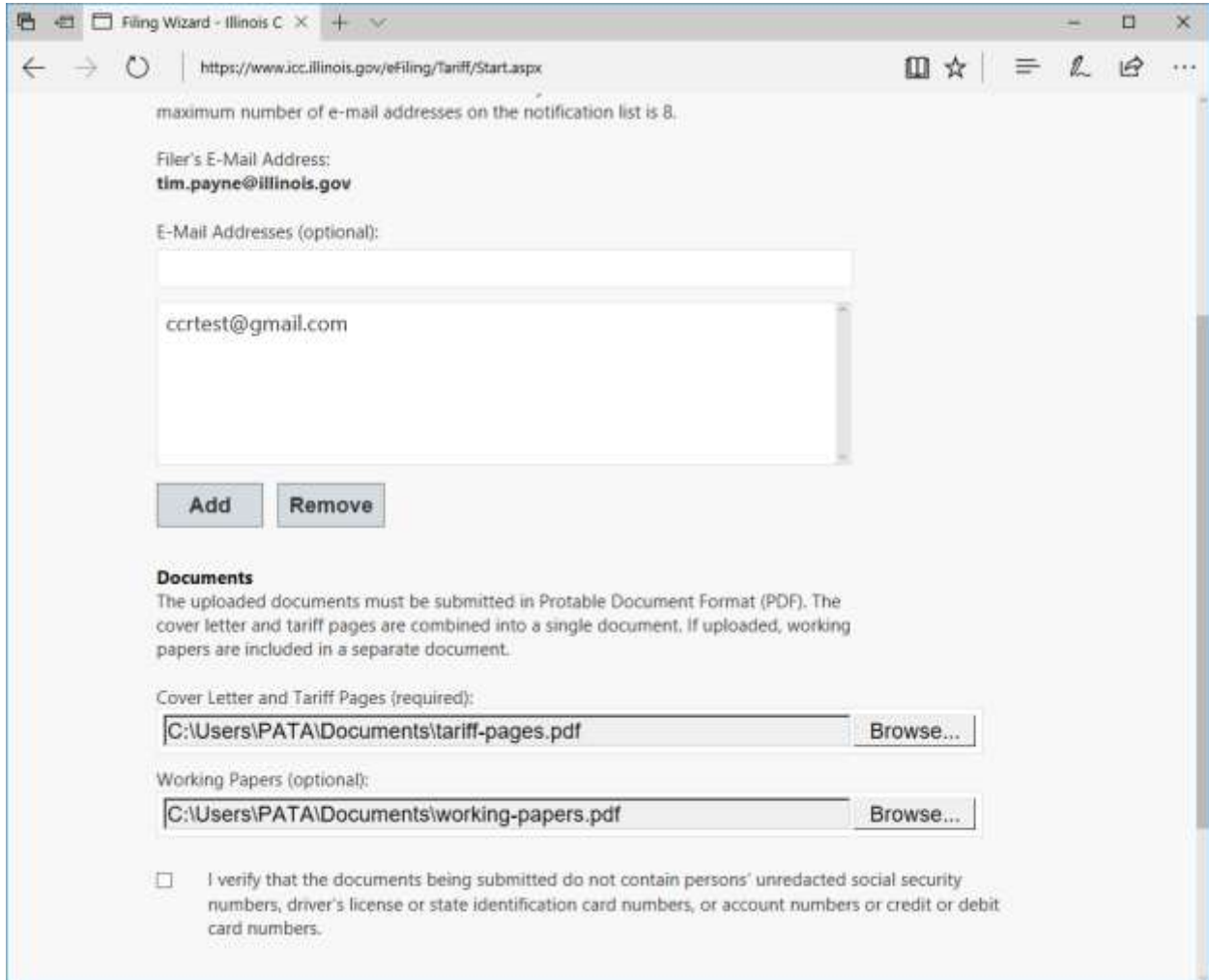
Please Note: Only PDF files may be uploaded.

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 8: Check Private Information Disclaimer

Once selected, the document field shows the local path for the document. To complete the filing, check the box next to 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.



maximum number of e-mail addresses on the notification list is 8.

Filer's E-Mail Address:
tim.payne@illinois.gov

E-Mail Addresses (optional):

ccrtest@gmail.com

Add **Remove**

Documents
The uploaded documents must be submitted in Portable Document Format (PDF). The cover letter and tariff pages are combined into a single document. If uploaded, working papers are included in a separate document.

Cover Letter and Tariff Pages (required):
C:\Users\PATA\Documents\tariff-pages.pdf **Browse...**

Working Papers (optional):
C:\Users\PATA\Documents\working-papers.pdf **Browse...**

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.

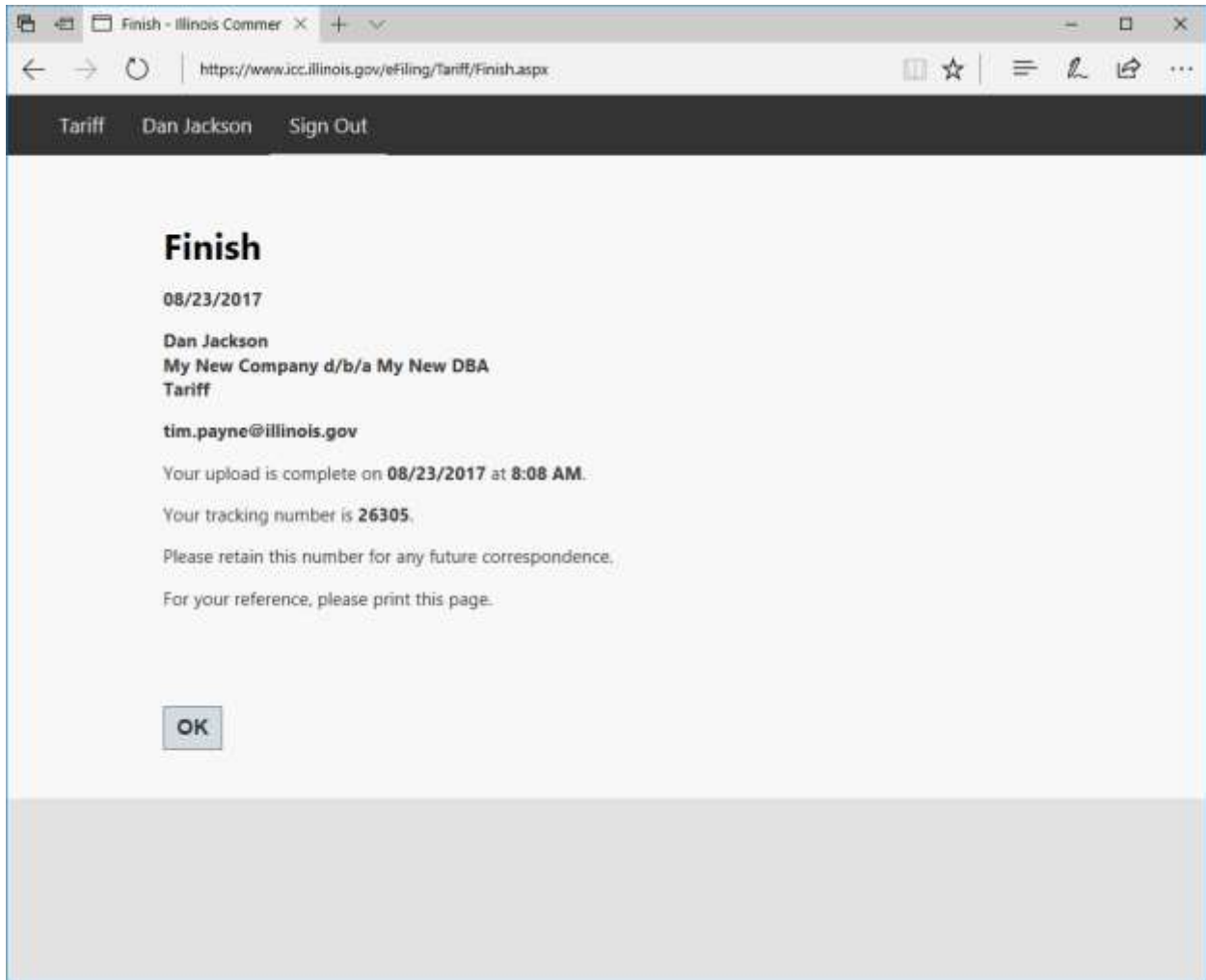
Please Note: Only PDF files may be uploaded.

HOW TO USE ELECTRONIC FILING

How to Make a Tariff Filing

Step 9: Finished

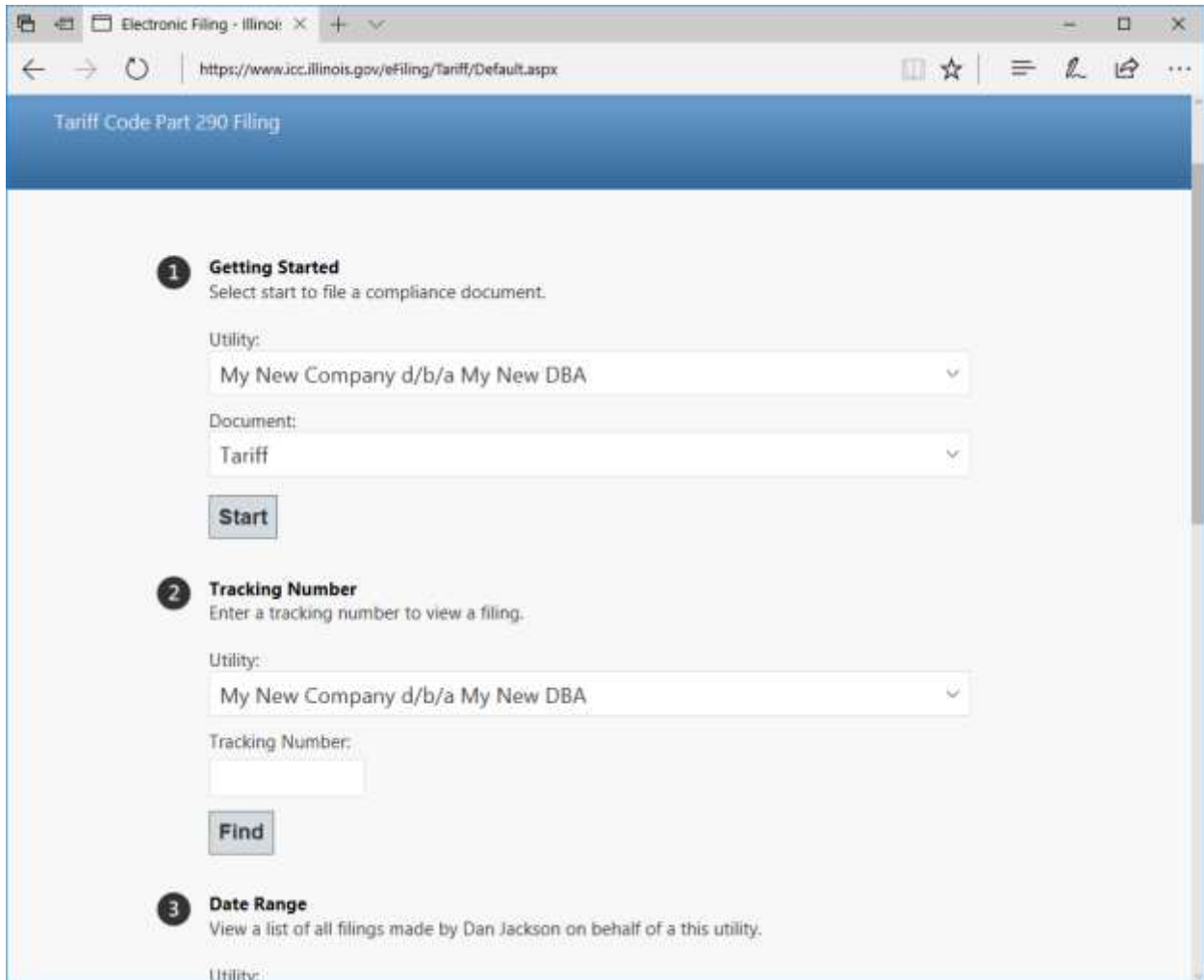
When the upload has completed, the finished page is displayed. Please print this page for your records. You may need the tracking number for any inquires related to this filing.



HOW TO USE ELECTRONIC FILING

How to Find a Filing

A filing may be located by two methods: a tracking number or a date range. If the tracking number is known, enter it in the appropriate text box. If the tracking number is not known, use the date range to find a filing.



The screenshot shows a web browser window with the URL <https://www.icc.illinois.gov/eFiling/Tariff/Default.aspx>. The page title is "Tariff Code Part 290 Filing".

1 Getting Started
Select start to file a compliance document.

Utility:
My New Company d/b/a My New DBA

Document:
Tariff

Start

2 Tracking Number
Enter a tracking number to view a filing.

Utility:
My New Company d/b/a My New DBA

Tracking Number:

Find

3 Date Range
View a list of all filings made by Dan Jackson on behalf of a this utility.

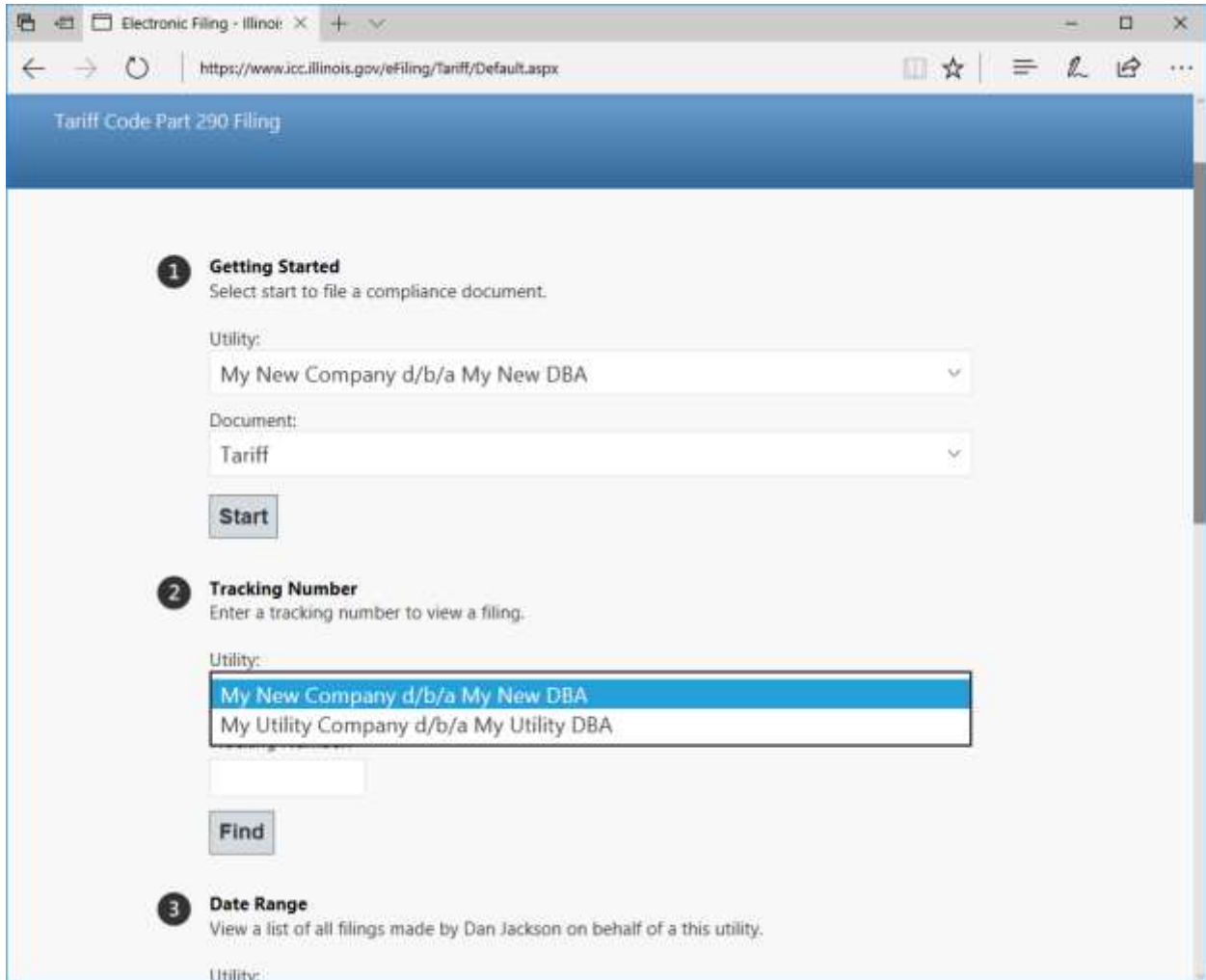
Utility:

HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Tracking Number

Step 1: Select a Utility

Select the utility for the filing in the text box.



The screenshot shows a web browser window titled "Electronic Filing - Illinois" with the URL <https://www.icc.illinois.gov/eFiling/Tariff/Default.aspx>. The page header is "Tariff Code Part 290 Filing".

1 Getting Started
Select start to file a compliance document.

Utility:
My New Company d/b/a My New DBA

Document:
Tariff

Start

2 Tracking Number
Enter a tracking number to view a filing.

Utility:
My New Company d/b/a My New DBA
My Utility Company d/b/a My Utility DBA

Find

3 Date Range
View a list of all filings made by Dan Jackson on behalf of a this utility.

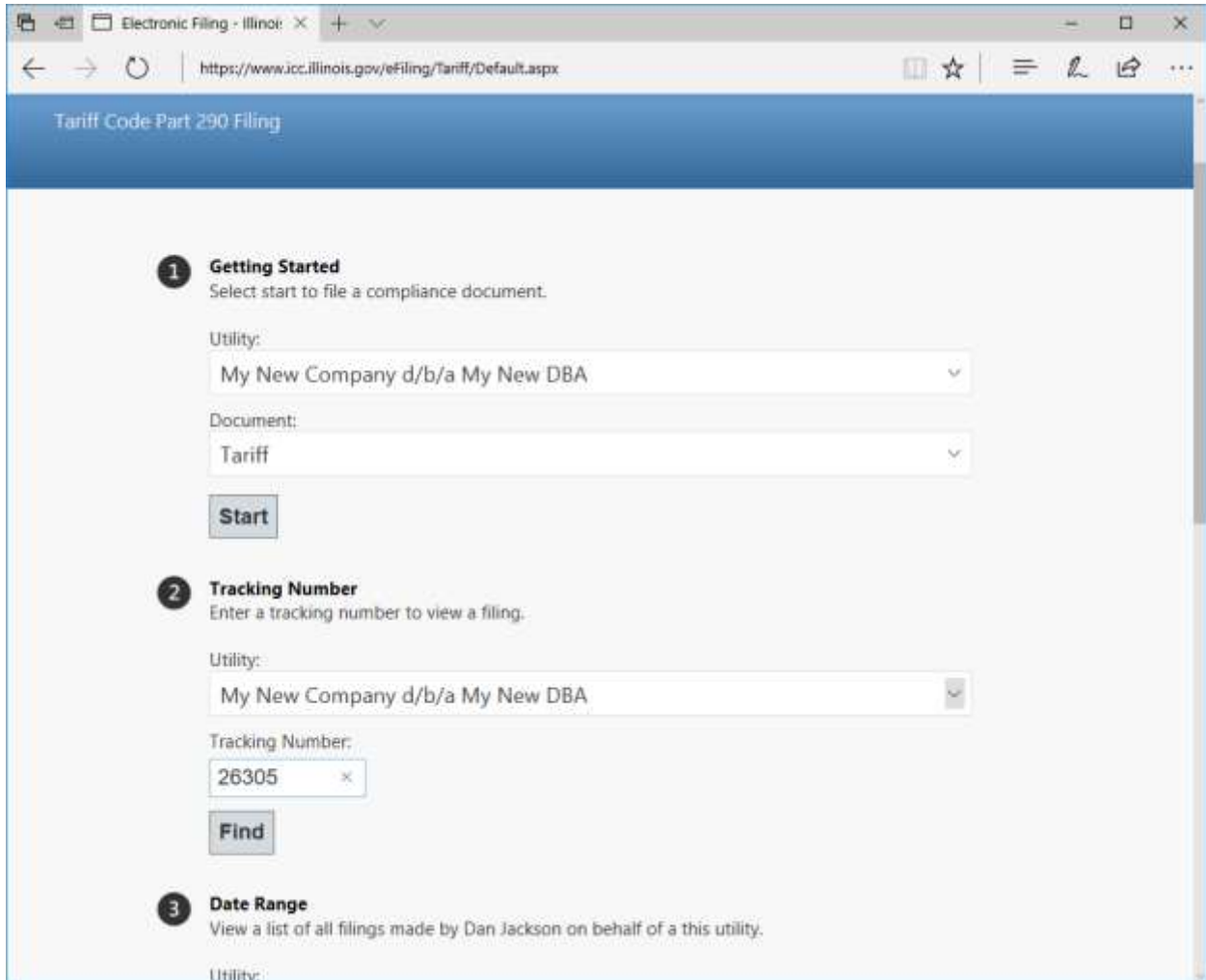
Utility:

HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Tracking Number

Step 2: Enter a Tracking Number

Enter the track number of the filing in the text box. Click the Find button to submit the request.



The screenshot shows a web browser window with the URL <https://www.icc.illinois.gov/eFiling/Tariff/Default.aspx>. The page title is "Tariff Code Part 290 Filing". The page is divided into three numbered sections:

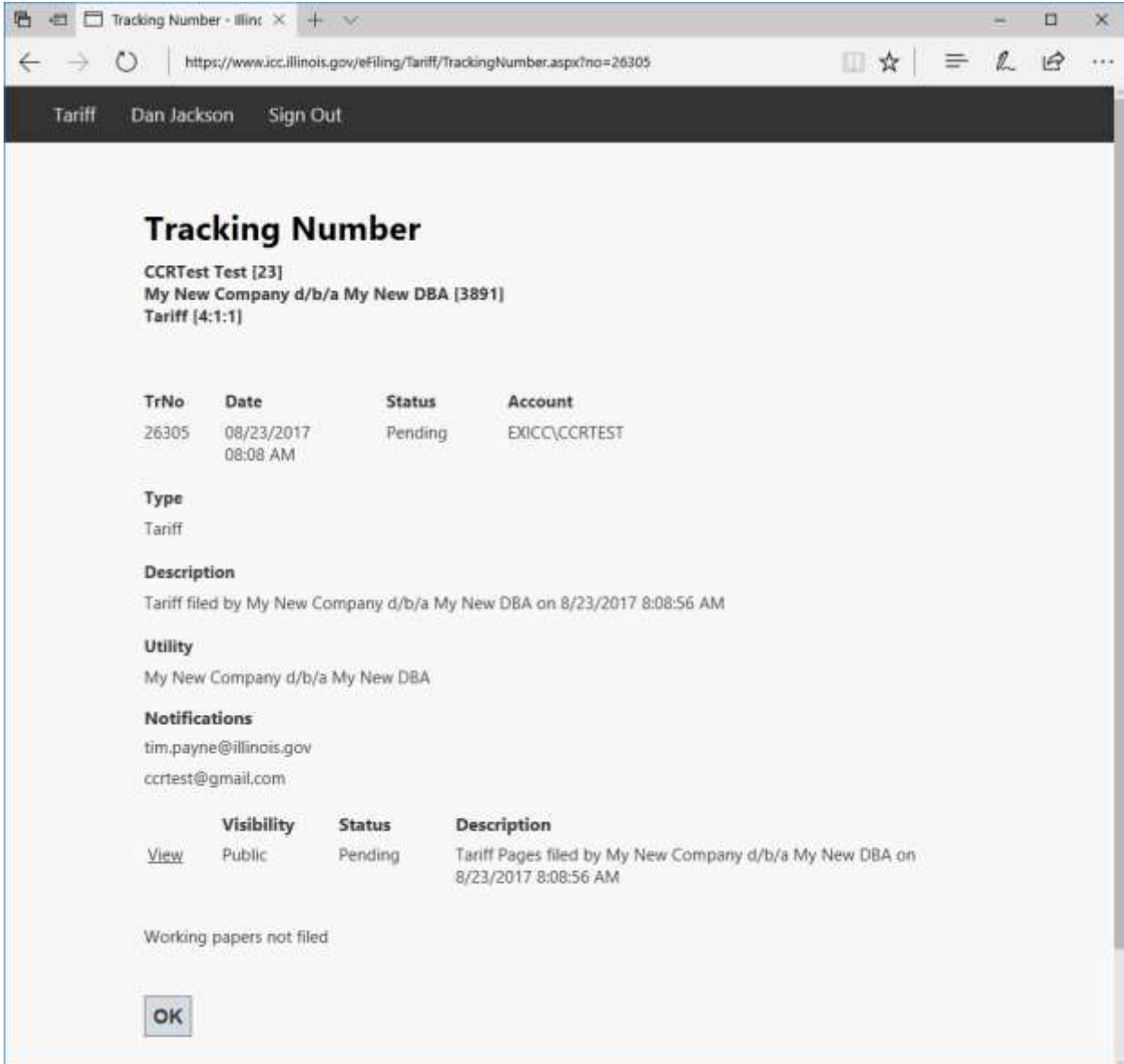
- 1 Getting Started**
Select start to file a compliance document.
Utility: My New Company d/b/a My New DBA
Document: Tariff
Start
- 2 Tracking Number**
Enter a tracking number to view a filing.
Utility: My New Company d/b/a My New DBA
Tracking Number: 26305
Find
- 3 Date Range**
View a list of all filings made by Dan Jackson on behalf of a this utility.
Utility:

HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Tracking Number

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://www.icc.illinois.gov/eFiling/Tariff/TrackingNumber.aspx?no=26305>. The page title is "Tracking Number" and the user is logged in as "Dan Jackson". The main content area displays the following information:

Tracking Number
CCRTTest Test [23]
My New Company d/b/a My New DBA [3891]
Tariff [4:1:1]

TrNo	Date	Status	Account
26305	08/23/2017 08:08 AM	Pending	EXICC\CCRTEST

Type
Tariff

Description
Tariff filed by My New Company d/b/a My New DBA on 8/23/2017 8:08:56 AM

Utility
My New Company d/b/a My New DBA

Notifications
tim.payne@illinois.gov
ccrtest@gmail.com

	Visibility	Status	Description
View	Public	Pending	Tariff Pages filed by My New Company d/b/a My New DBA on 8/23/2017 8:08:56 AM

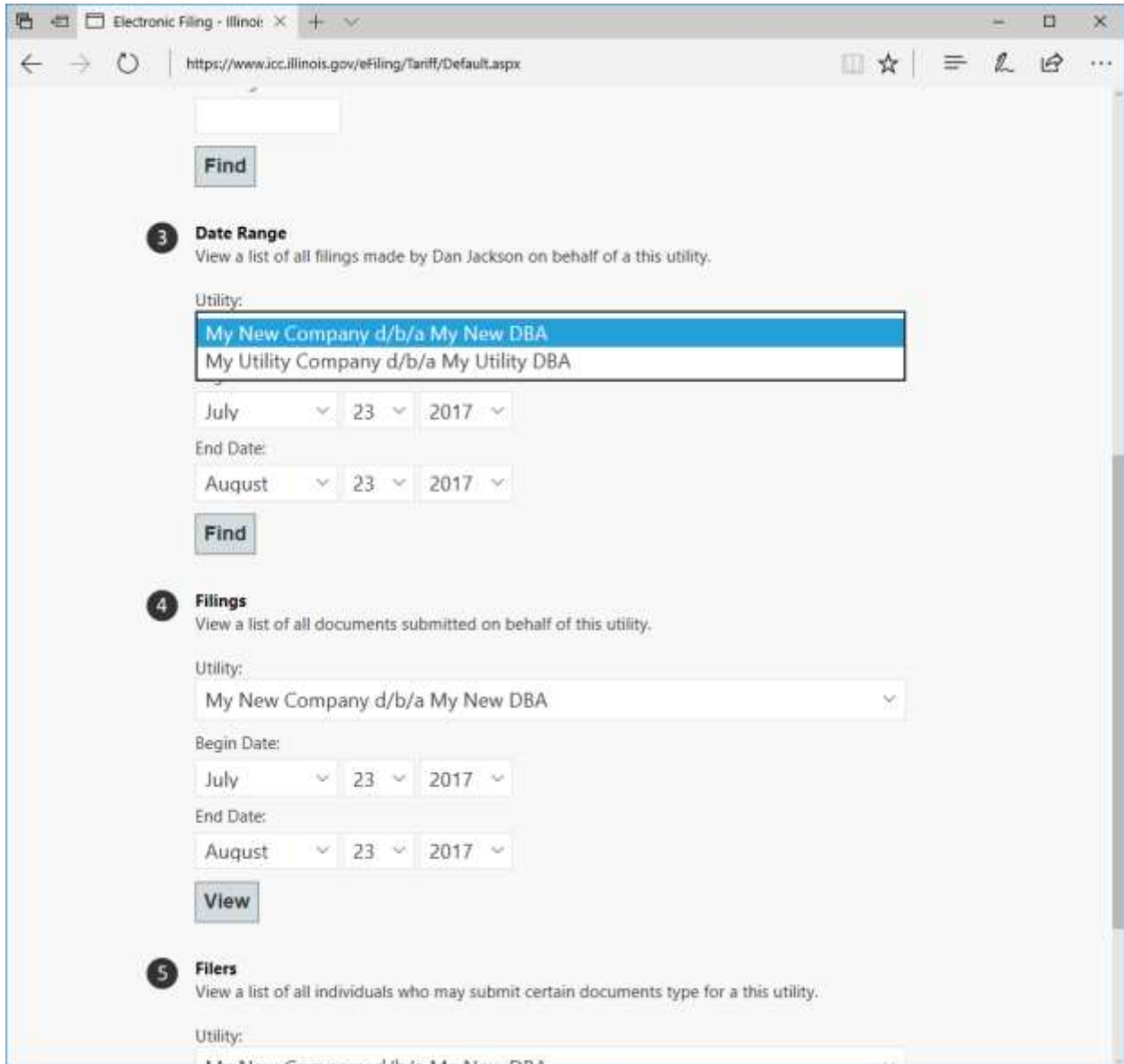
Working papers not filed

HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Date Range

Step 1: Select a Utility

Select the utility for the filing in the text box.

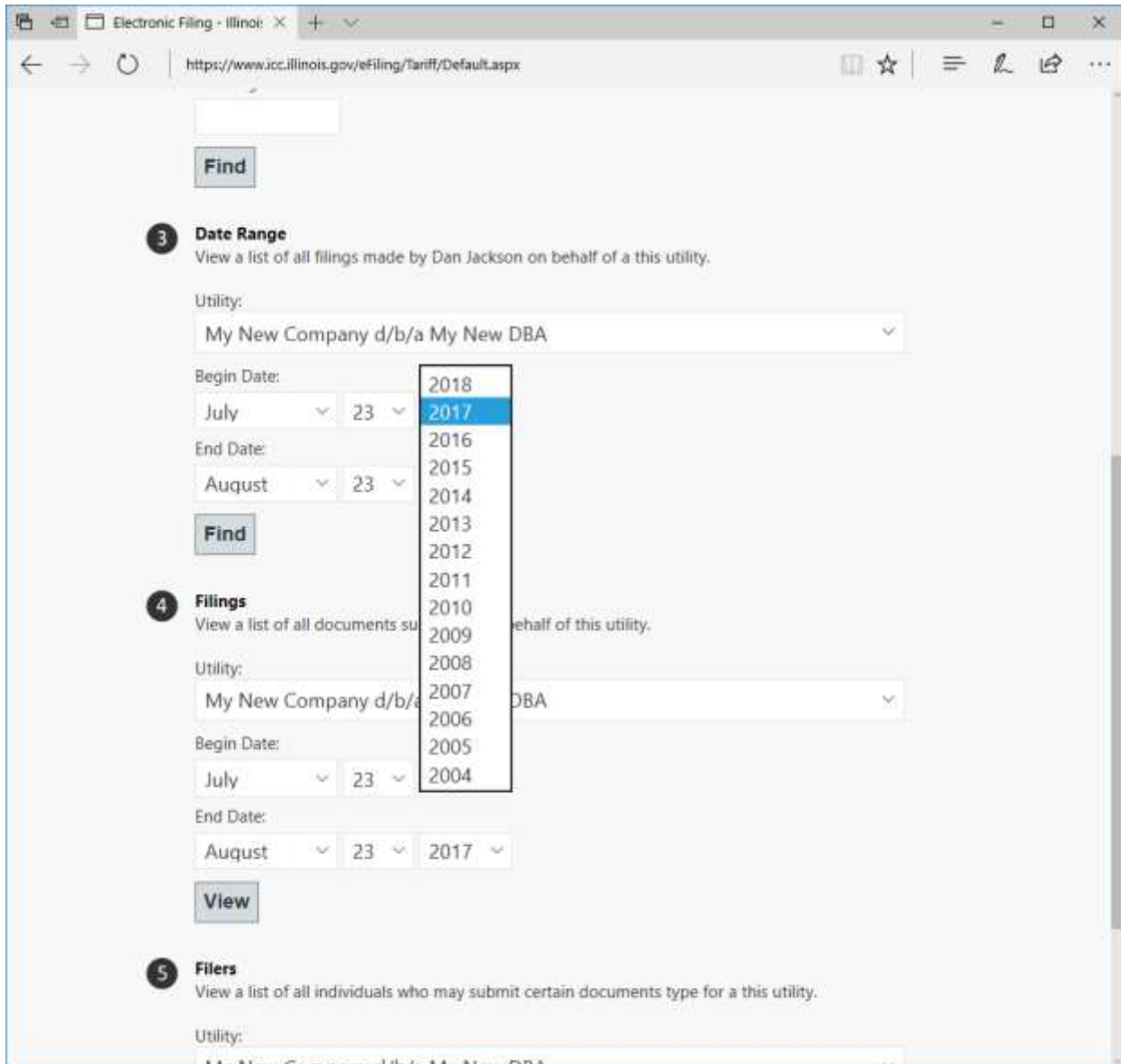


HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Date Range

Step 2: Select a Date Range

Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.

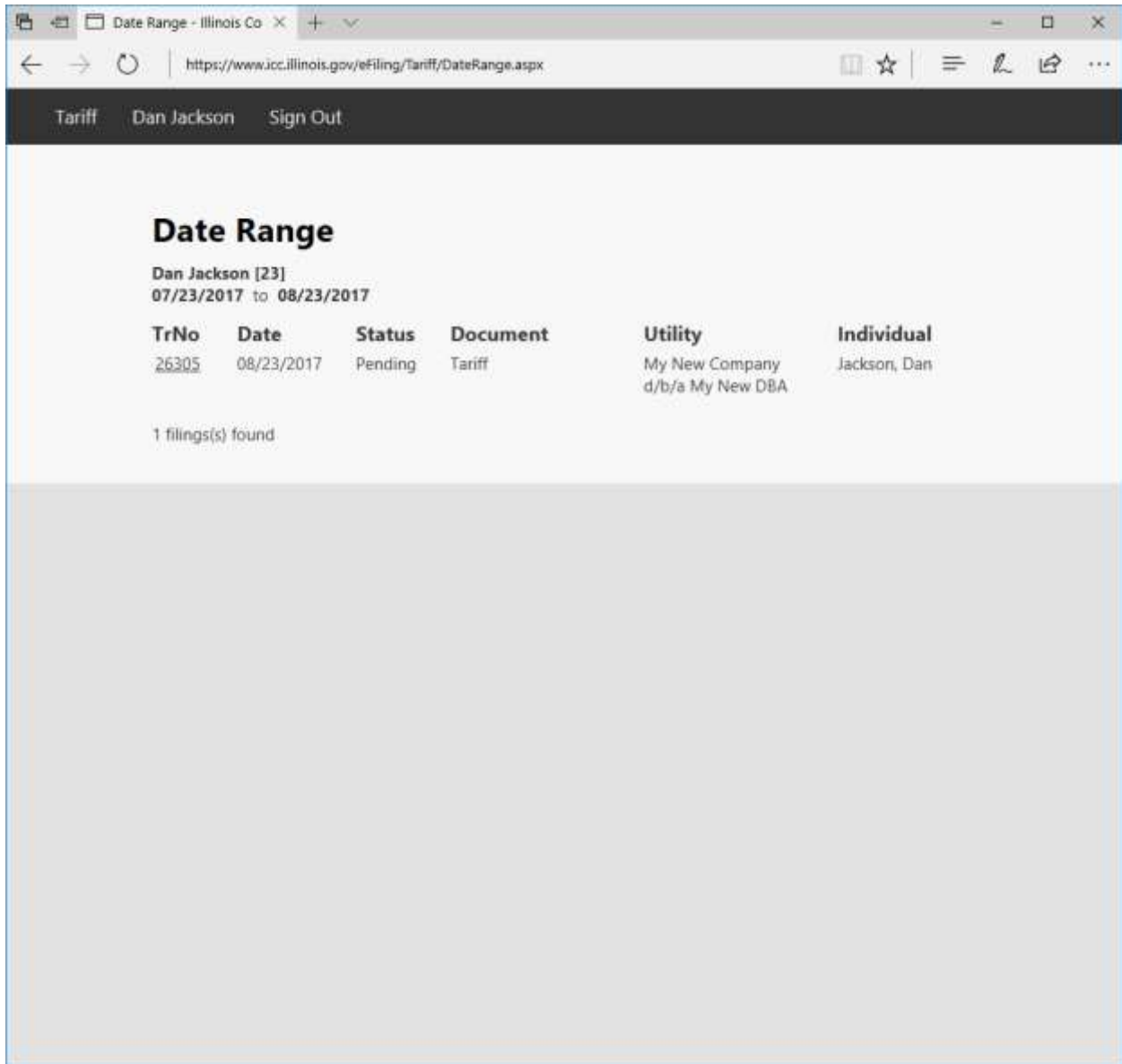


HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Date Range

Step 3: 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://www.icc.illinois.gov/eFiling/Tariff/DateRange.aspx>. The page header includes the user name "Dan Jackson" and a "Sign Out" link. The main content area is titled "Date Range" and displays the following information:

Dan Jackson [23]
07/23/2017 to 08/23/2017

TrNo	Date	Status	Document	Utility	Individual
26305	08/23/2017	Pending	Tariff	My New Company d/b/a My New DBA	Jackson, Dan

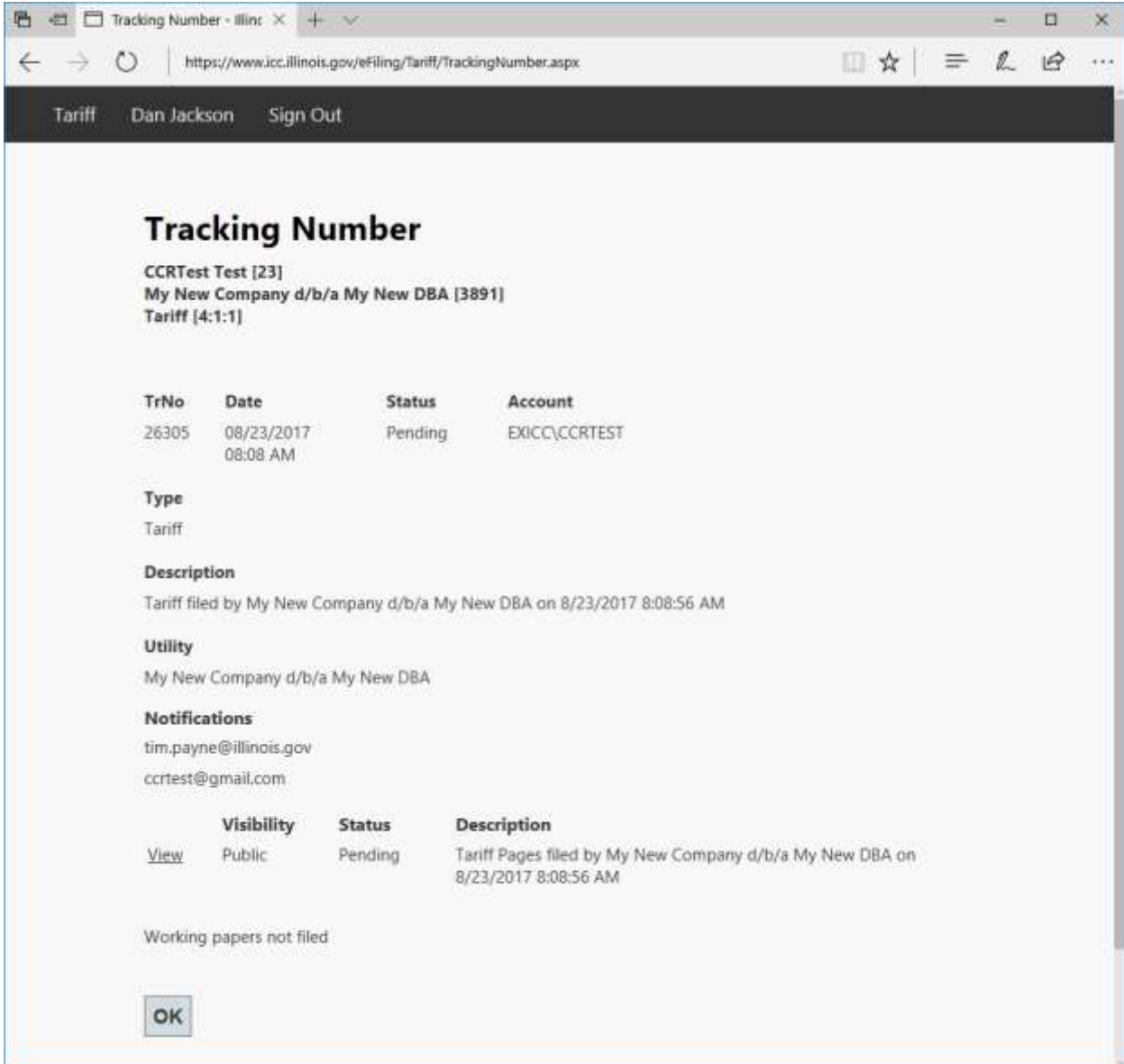
1 filings(s) found

HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Date Range

Step 4: 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://www.icc.illinois.gov/eFiling/Tariff/TrackingNumber.aspx>. The page title is "Tracking Number" and the user is logged in as "Dan Jackson". The main content area displays the following information:

Tracking Number
CCRTTest Test [23]
My New Company d/b/a My New DBA [3891]
Tariff [4:1:1]

TrNo	Date	Status	Account
26305	08/23/2017 08:08 AM	Pending	EXICC\CCRTEST

Type
Tariff

Description
Tariff filed by My New Company d/b/a My New DBA on 8/23/2017 8:08:56 AM

Utility
My New Company d/b/a My New DBA

Notifications
tim.payne@illinois.gov
ccrtest@gmail.com

View	Visibility	Status	Description
View	Public	Pending	Tariff Pages filed by My New Company d/b/a My New DBA on 8/23/2017 8:08:56 AM

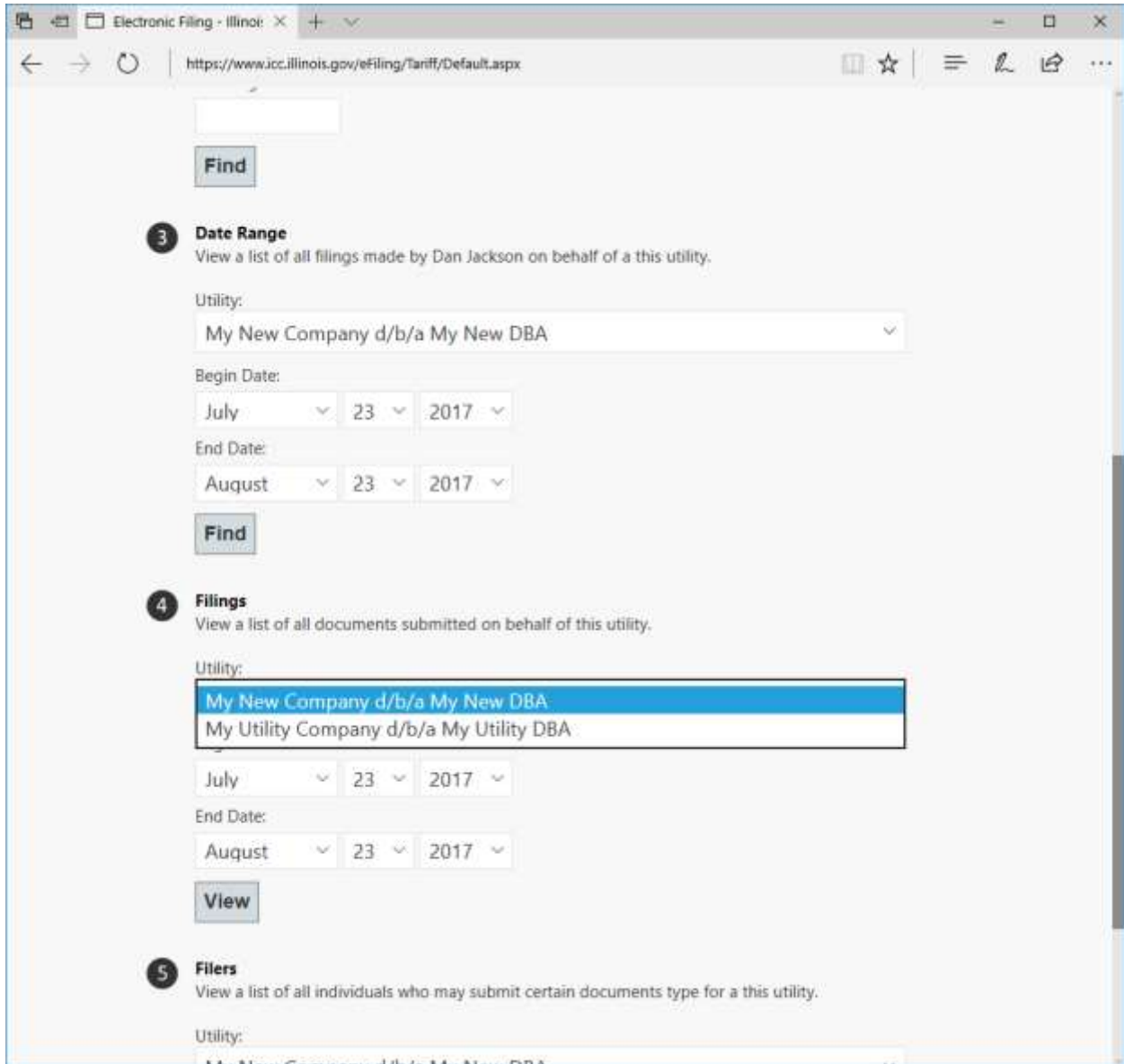
Working papers not filed

HOW TO USE ELECTRONIC FILING

How to view a list of documents submitted on behalf of this utility

Step 1: Select a Utility

Select the utility for the filing in the text box.

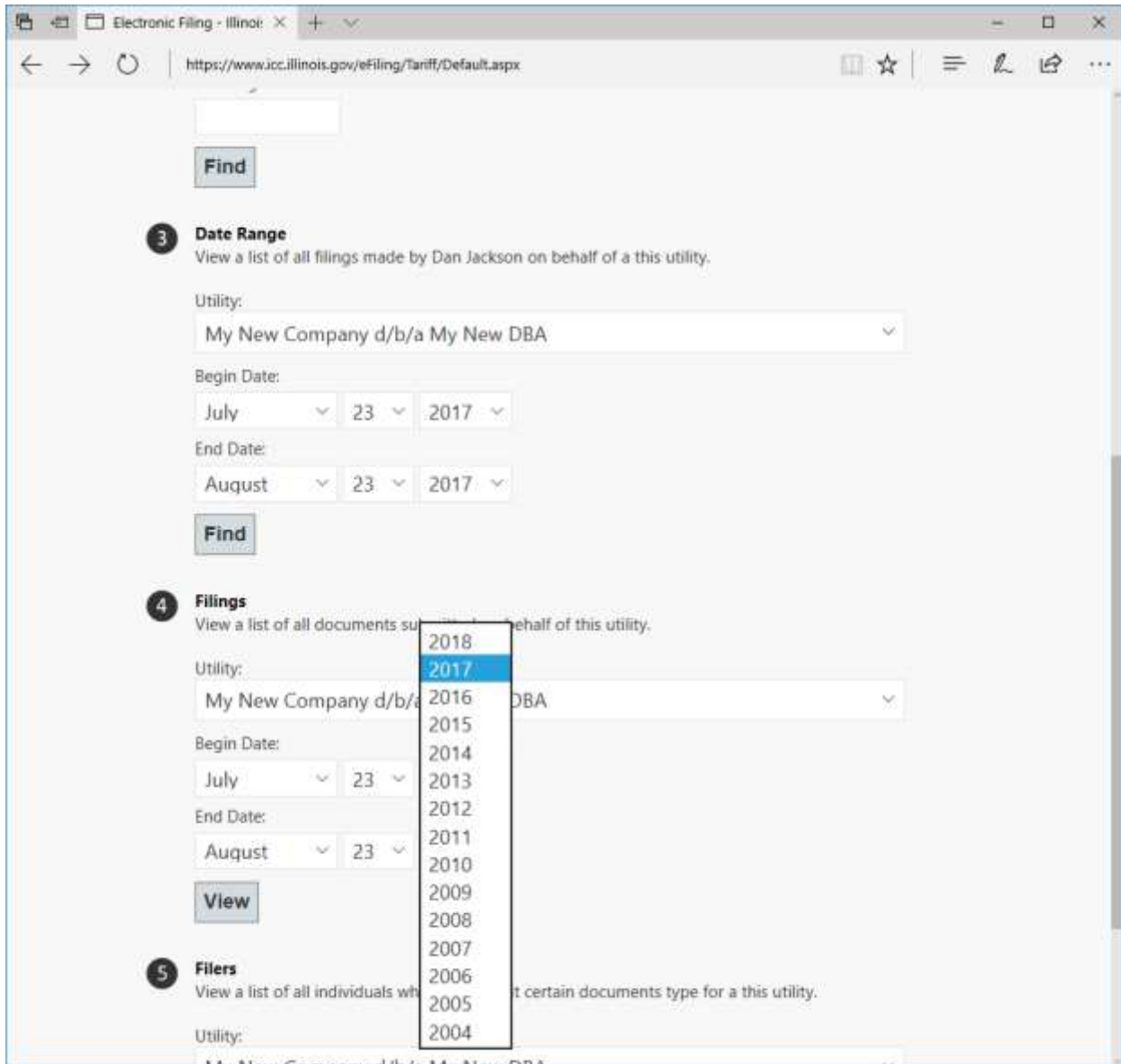


HOW TO USE ELECTRONIC FILING

How to view a list of documents submitted on behalf of this utility

Step 2: Select a Date Range

Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.

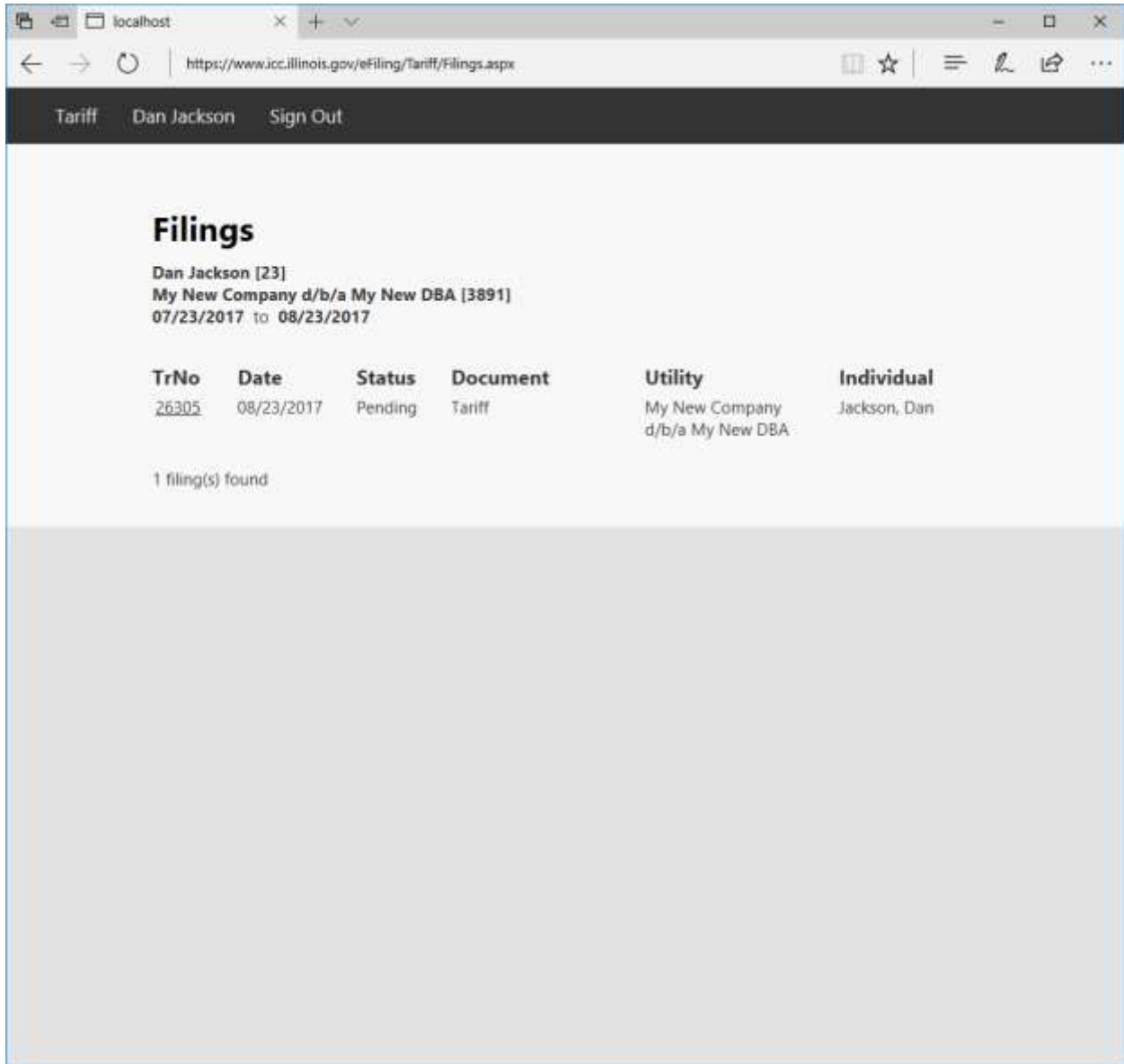


HOW TO USE ELECTRONIC FILING

How to view a list of documents submitted on behalf of this utility

Step 3: Filings Report

Click the tracking number of the filing that you want to view.



The screenshot shows a web browser window with the URL <https://www.icc.illinois.gov/eFiling/Tariff/Filings.aspx>. The page header includes "Tariff", "Dan Jackson", and "Sign Out". The main content area is titled "Filings" and displays the following information:

Dan Jackson [23]
My New Company d/b/a My New DBA [3891]
07/23/2017 to 08/23/2017

TrNo	Date	Status	Document	Utility	Individual
26305	08/23/2017	Pending	Tariff	My New Company d/b/a My New DBA	Jackson, Dan

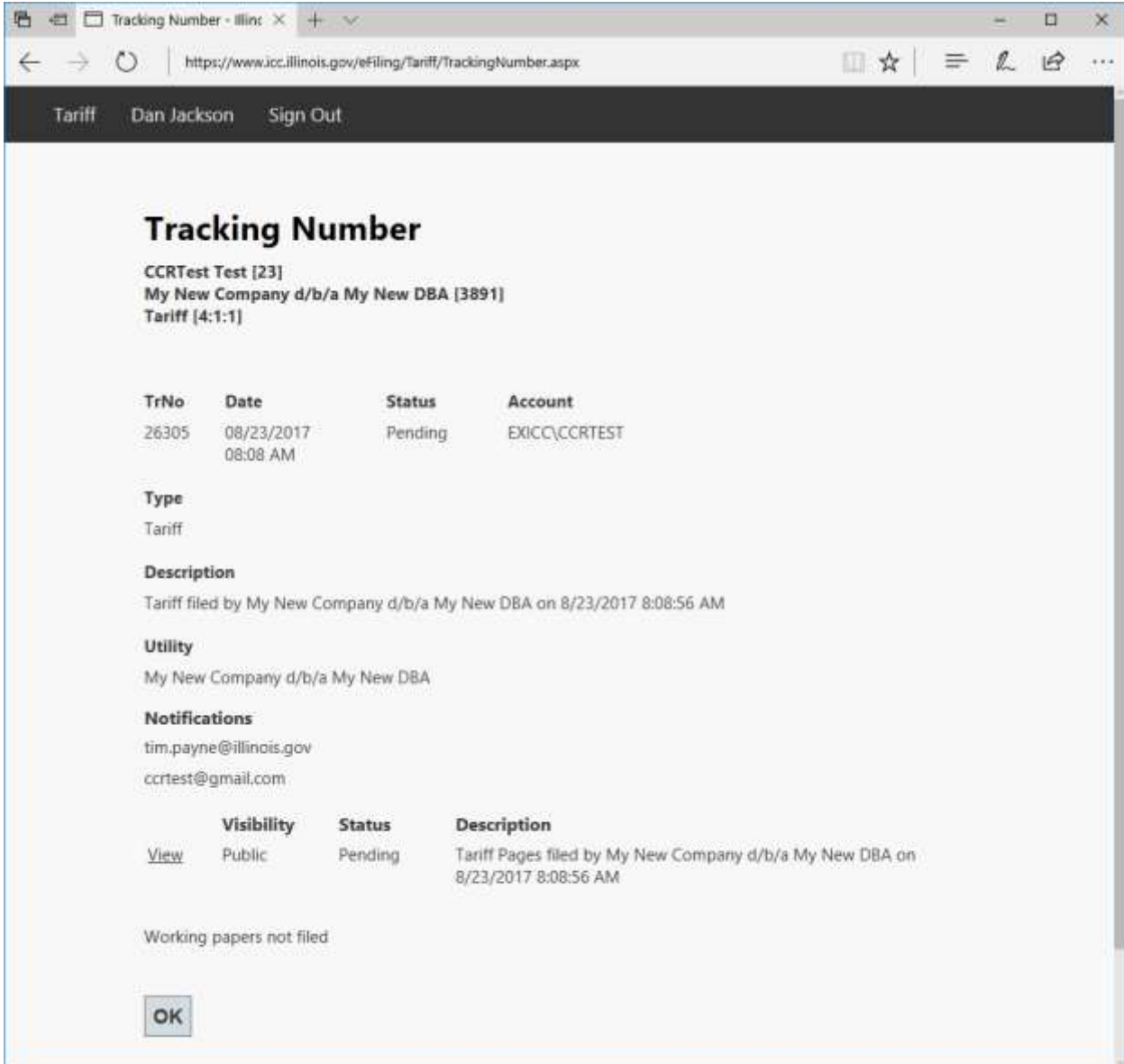
1 filing(s) found

HOW TO USE ELECTRONIC FILING

How to view a list of documents submitted on behalf of this utility

Step 4: View the Filing

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



Tariff Dan Jackson Sign Out

Tracking Number

CCRTest Test [23]
My New Company d/b/a My New DBA [3891]
Tariff [4:1:1]

TrNo	Date	Status	Account
26305	08/23/2017 08:08 AM	Pending	EXICC\CCRTEST

Type
Tariff

Description
Tariff filed by My New Company d/b/a My New DBA on 8/23/2017 8:08:56 AM

Utility
My New Company d/b/a My New DBA

Notifications
tim.payne@illinois.gov
ccrtest@gmail.com

	Visibility	Status	Description
View	Public	Pending	Tariff Pages filed by My New Company d/b/a My New DBA on 8/23/2017 8:08:56 AM

Working papers not filed

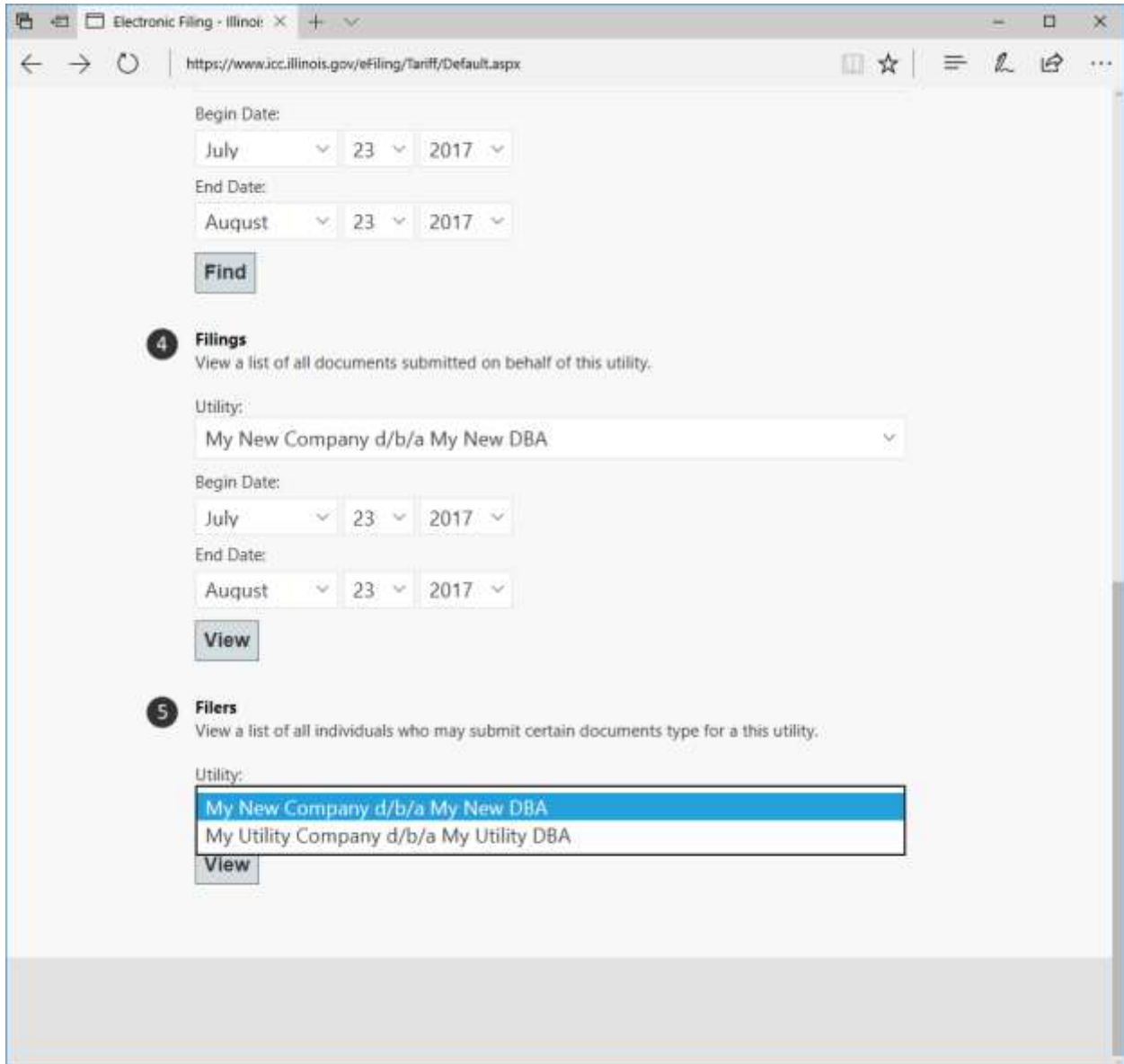
OK

HOW TO USE ELECTRONIC FILING

View a list of all individuals who may submit certain documents type behalf of this utility

Step 1: Select a Utility

Select the utility in the drop-down box and click the Find button.



The screenshot shows a web browser window titled "Electronic Filing - Illinois" with the URL <https://www.icc.illinois.gov/eFiling/Tariff/Default.aspx>. The page contains two main sections for utility selection:

4 Filings
View a list of all documents submitted on behalf of this utility.

Utility:

Begin Date:

End Date:

5 Filers
View a list of all individuals who may submit certain documents type for a this utility.

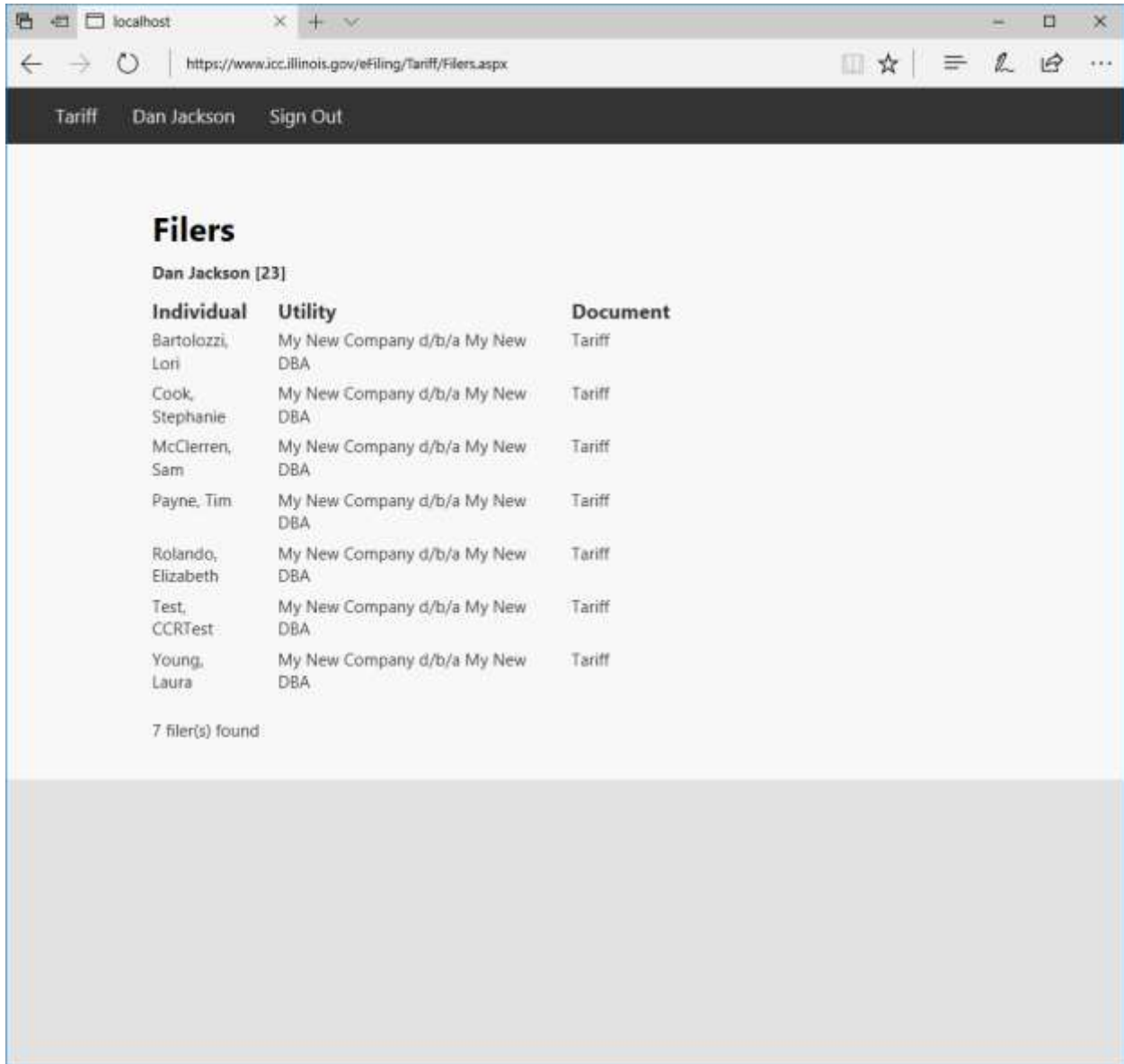
Utility:

HOW TO USE ELECTRONIC FILING

View a list of all individuals who may submit certain documents type behalf of this utility

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://www.icc.illinois.gov/eFiling/Tariff/Filers.aspx>. The page title is 'Filers' and it shows a report for 'Dan Jackson [23]'. The report contains a table with three columns: 'Individual', 'Utility', and 'Document'. The table lists seven filers, all associated with 'My New Company d/b/a My New DBA' and 'Tariff' documents. Below the table, it states '7 filer(s) found'.

Individual	Utility	Document
Bartolozzi, Lori	My New Company d/b/a My New DBA	Tariff
Cook, Stephanie	My New Company d/b/a My New DBA	Tariff
McClerren, Sam	My New Company d/b/a My New DBA	Tariff
Payne, Tim	My New Company d/b/a My New DBA	Tariff
Rolando, Elizabeth	My New Company d/b/a My New DBA	Tariff
Test, CCRTTest	My New Company d/b/a My New DBA	Tariff
Young, Laura	My New Company d/b/a My New DBA	Tariff

7 filer(s) found