Illinois Commerce Commission
How To Series

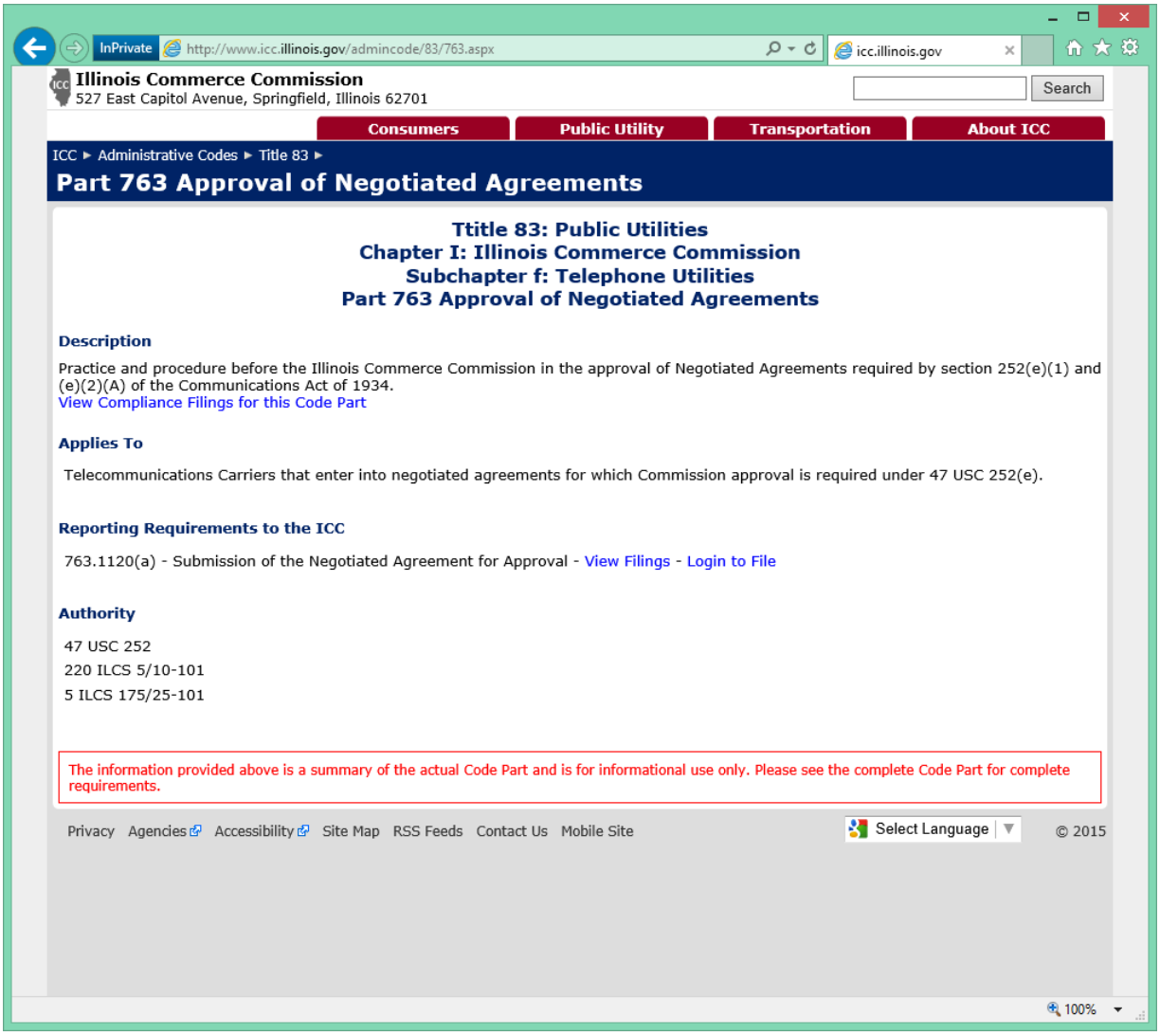
HOW TO USE ELECTRONIC FILING

How to Electronically File for Code Part 763

The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The Code Part 763 Negotiated Agreements or Amendments will be accepted using this system.

The URL for the website is the following:

http://www.icc.illinois.gov/admincode/83/763.aspx

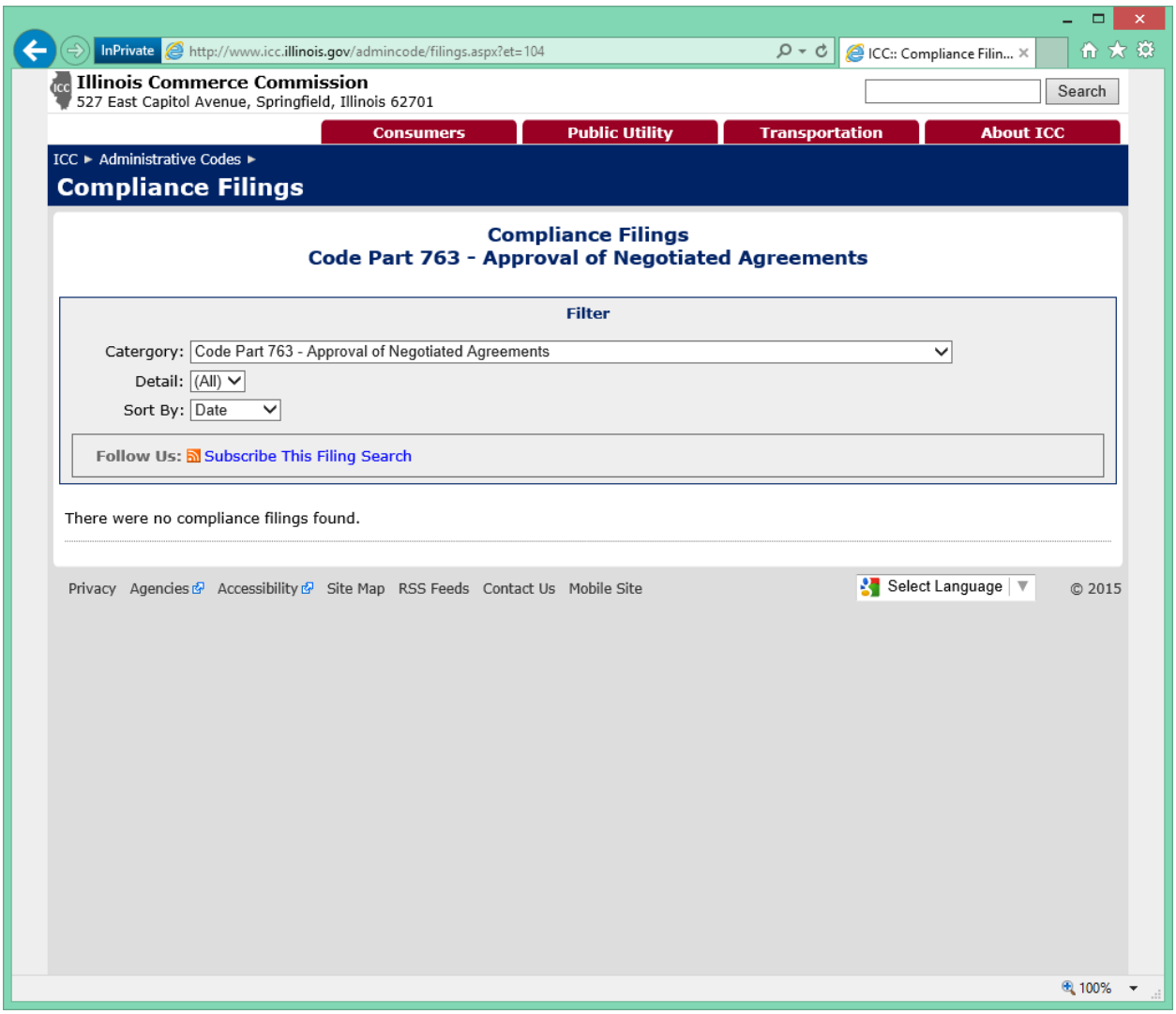


How to View Filings

To view filings, two links are given on the previous page: View Compliance Filings for this Code Part and View Filings. Both links are to the page shown below. Select the Category by clicking the drop-down arrow on list. A list of compliance filings appears. To view filings, select a compliance filing and a list will appear.

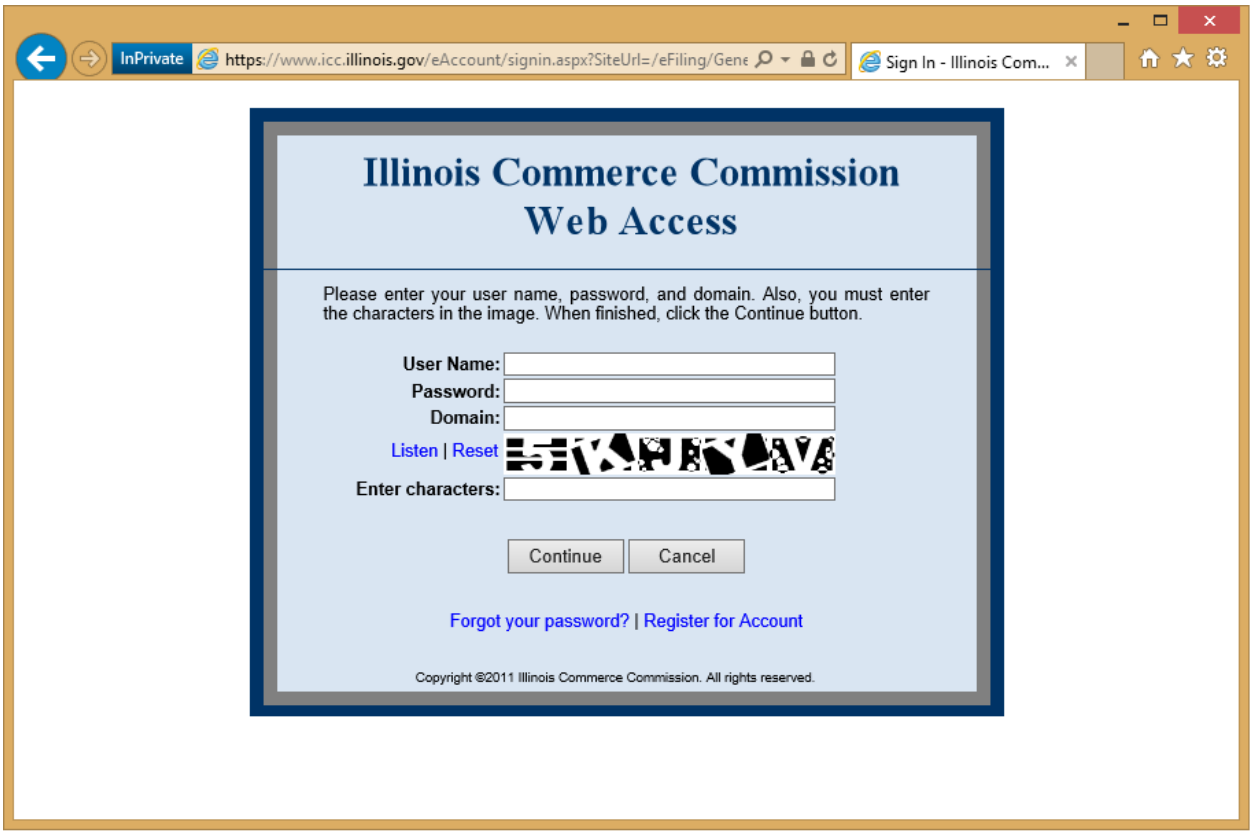
The URL for the website is the following:

http://www.icc.illinois.gov/admincode/filings.aspx?et=104



Sign-on Page

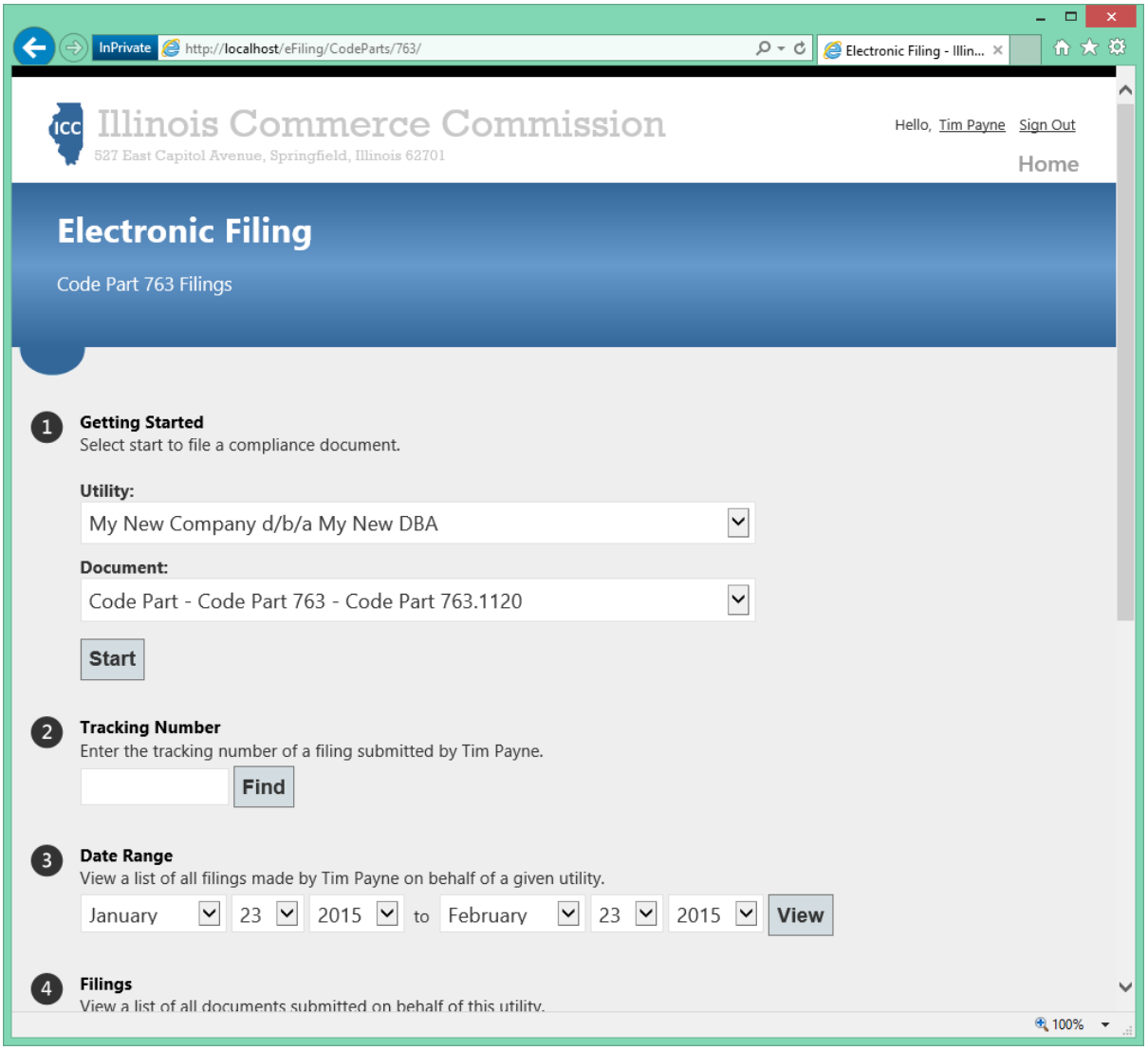
To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form http://www.icc.illinois.gov/forms and submit is to the ICC Help Desk. The ICC Help Desk may be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



Welcome Page

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

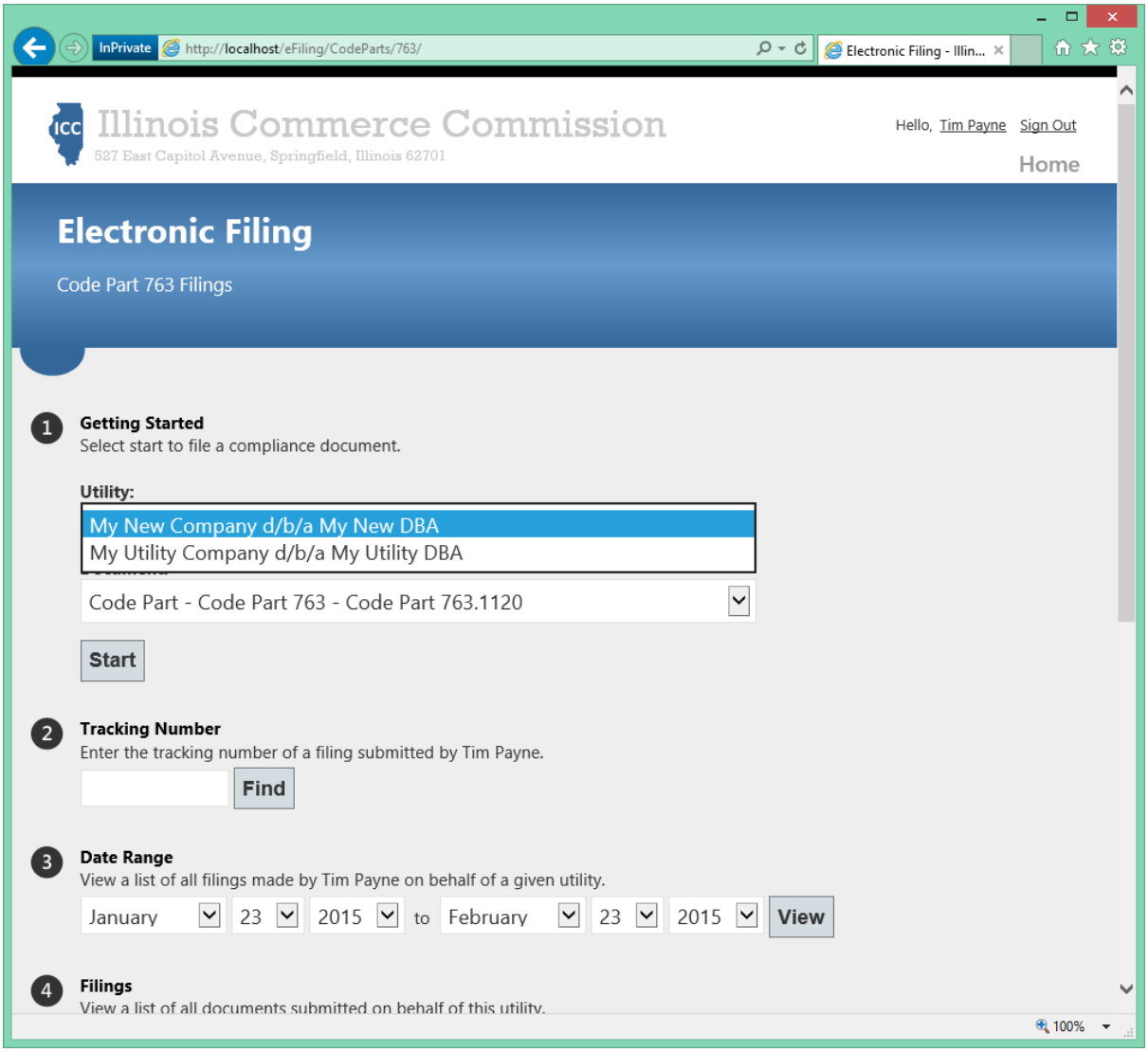
1. Select a utility name and document to start a filing session.
2. Enter the tracking number of your filing.
3. Perform a date range search for a filing.



How to File a Negotiated Agreement or Amendment

Step 1: Select a Utility Name

The next step is to select a 9-1-1 authority name to start an initial filing. To perform an initial filing for a 9-1-1 authority, you must be authorized. The 9-1-1 authority name list will show all 9-1-1 authorities under which you may file. If the 9-1-1 authority list is empty, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

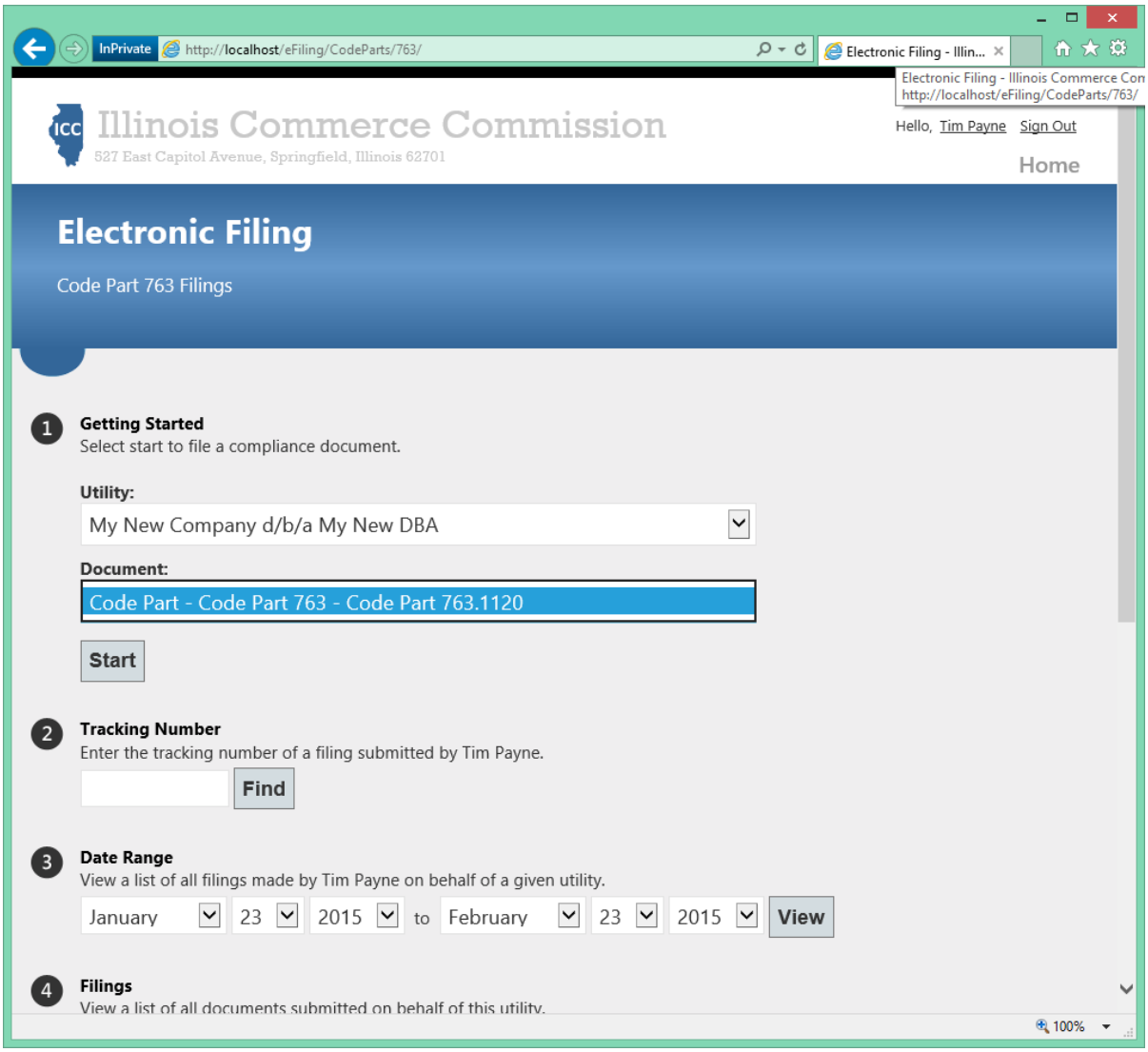


How to File a Negotiated Agreement or Amendment

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.

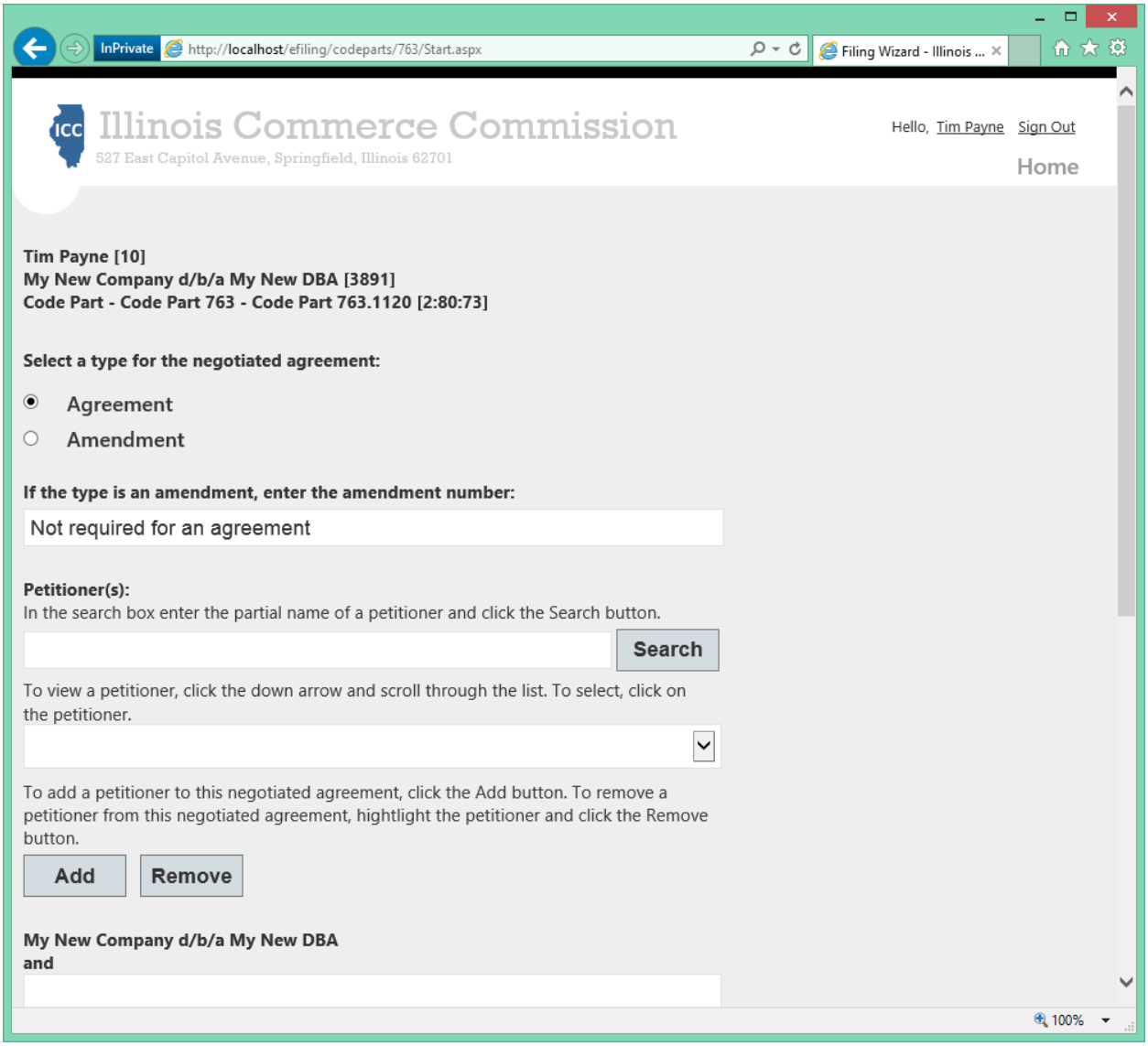
After a utility and document are selected, click the Start button to proceed to the filing wizard.



How to File a Negotiated Agreement or Amendment

Step 3: Select a Negotiated Agreement Type and Petitioners

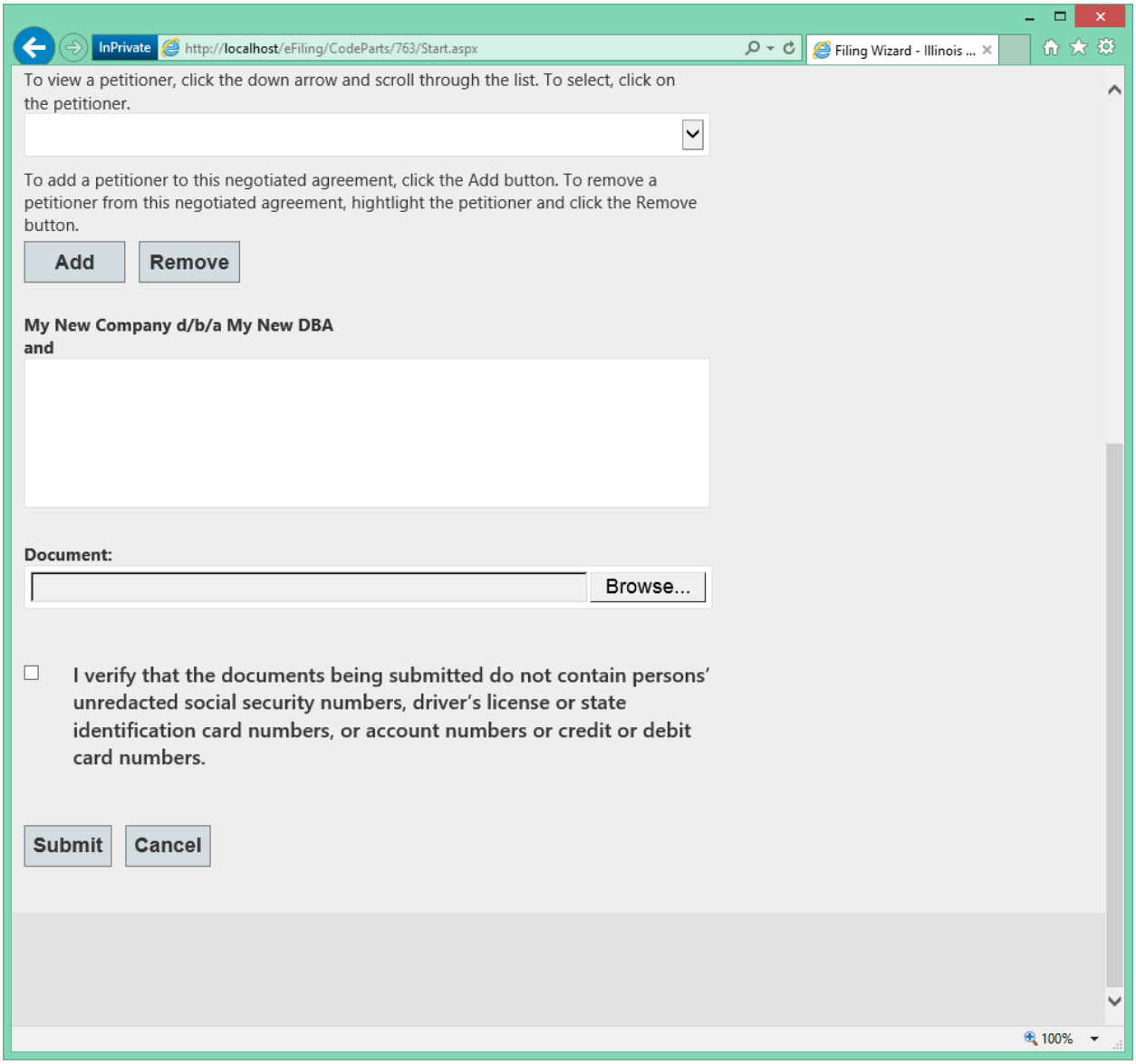
The next step is to select a negotiated agreement type: agreement or amendment. If amendment is selected, an amendment number is required. To add the petitioners, enter a partial utility name is the search box and click the button. If any utilities are found, the drop-down list will be populated. Click the drop-down arrow to see the list. Select a utility from the drop-down list and click the Add button. The utility will be added to this list of petitioners. To remove a petitioner, select the utility in the list box and click the Remove button.



How to File a Negotiated Agreement or Amendment

Step 5: Upload a Document and Check Private Information Disclaimer

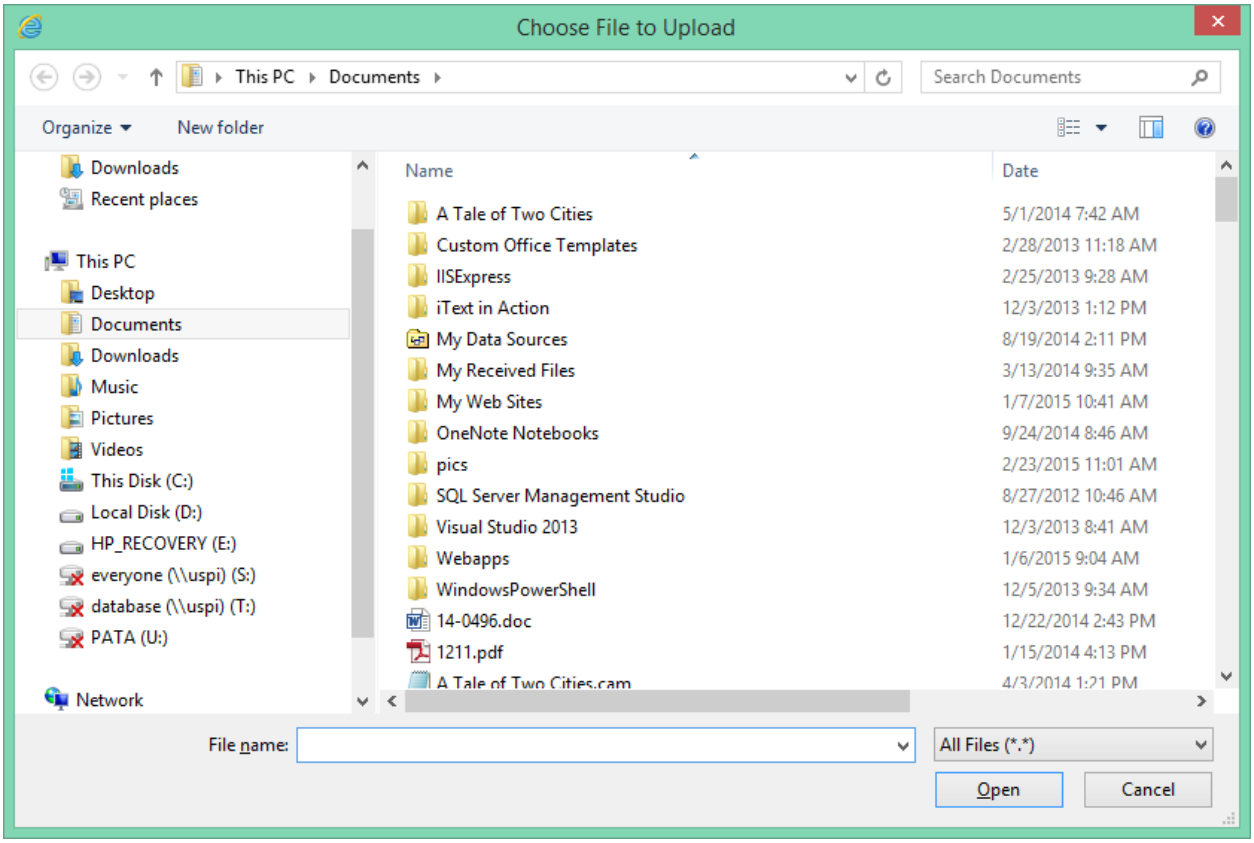
Click the Browse button to select a file to upload. Once selected, the document field shows the local path for the document. To complete the filing, check the box next to the private information disclaimer. To proceed, click the submit button to upload the document. The cancel button will end the upload and return to the welcome page.



<u>Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.</u>

Step 4: Choose a File to Upload Dialog Box

From the dialog box, choose the file to upload.

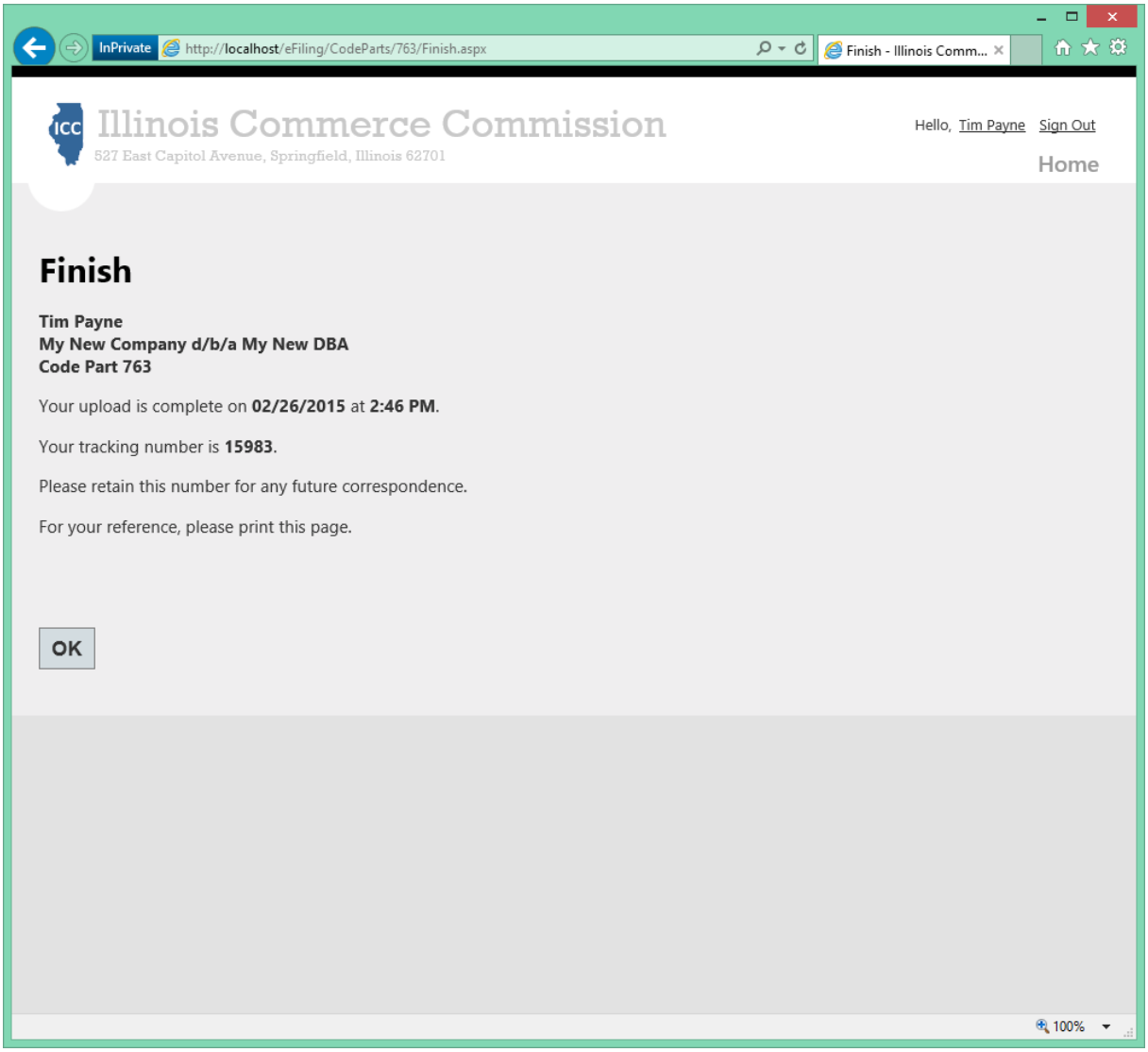


<u>Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.</u>

How to File a Negotiated Agreement or Amendment

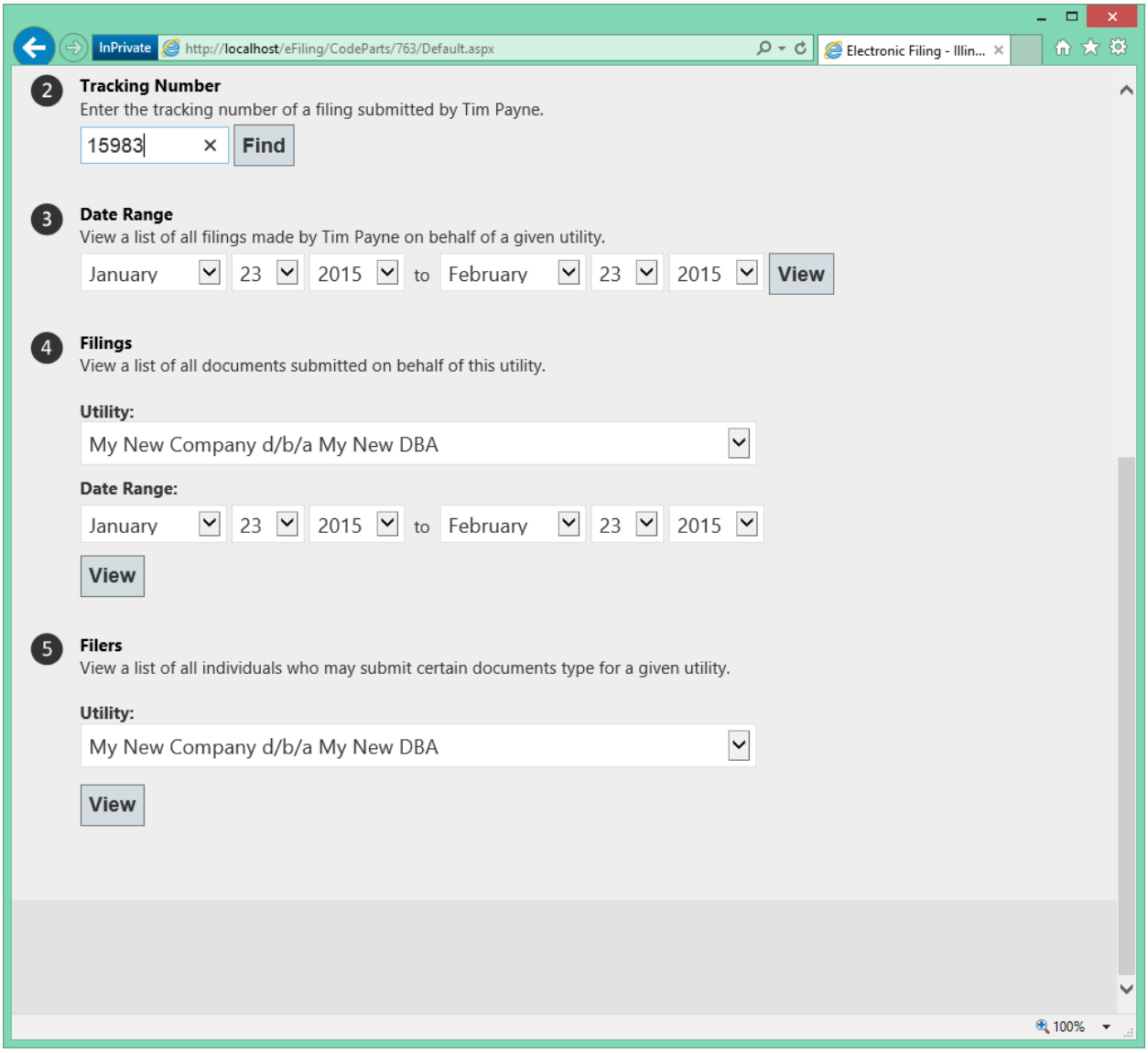
Step 6: Finished

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 Find a Filing

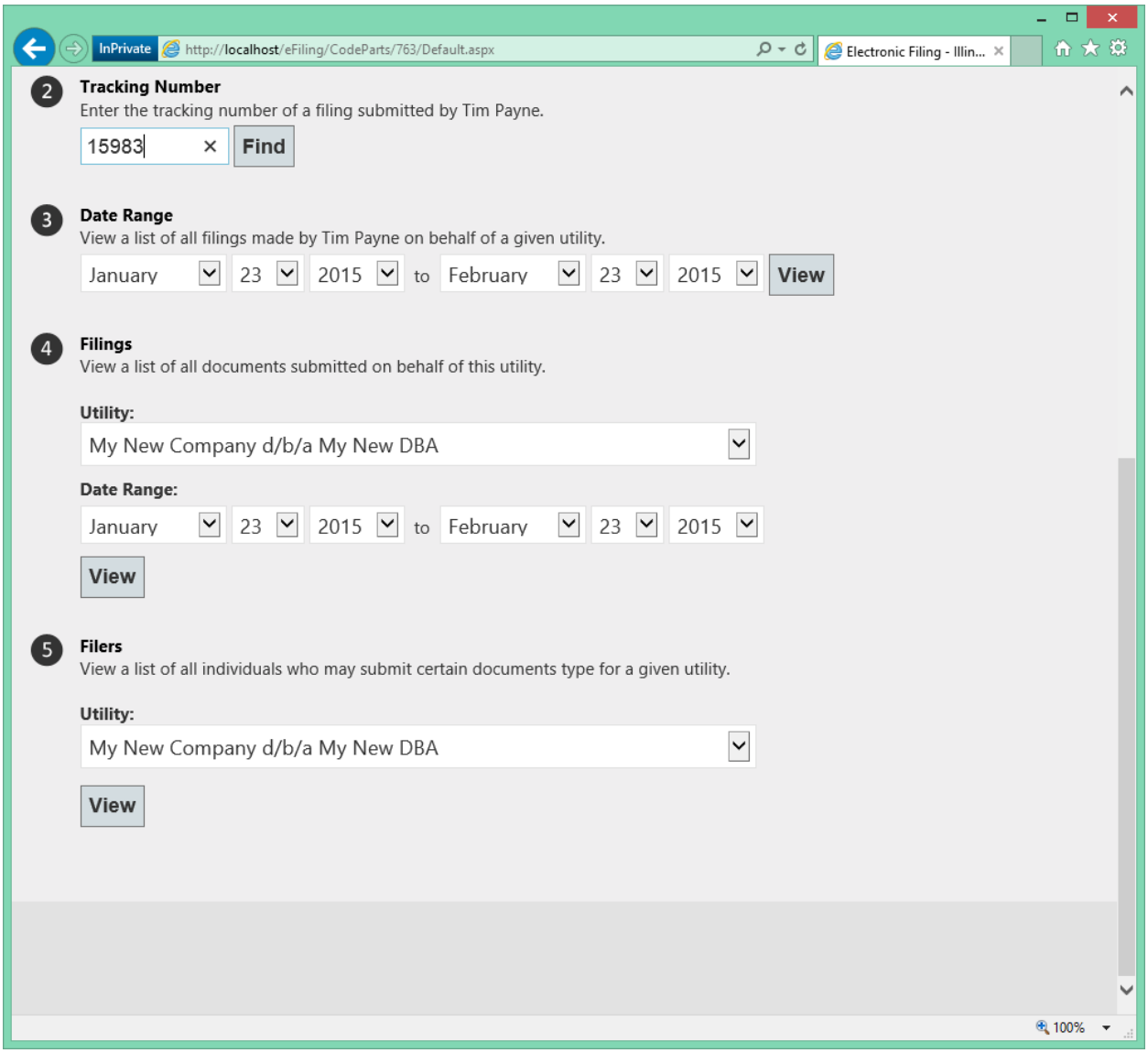
A filing may be located by two methods: a tracking number or a date range. If the tracking number is known, enter it in the appropriate text box. If the tracking number is not known, use the date range to find a filing.



How to Find a Filing Using a Tracking Number

Step 1: Enter a Tracking Number

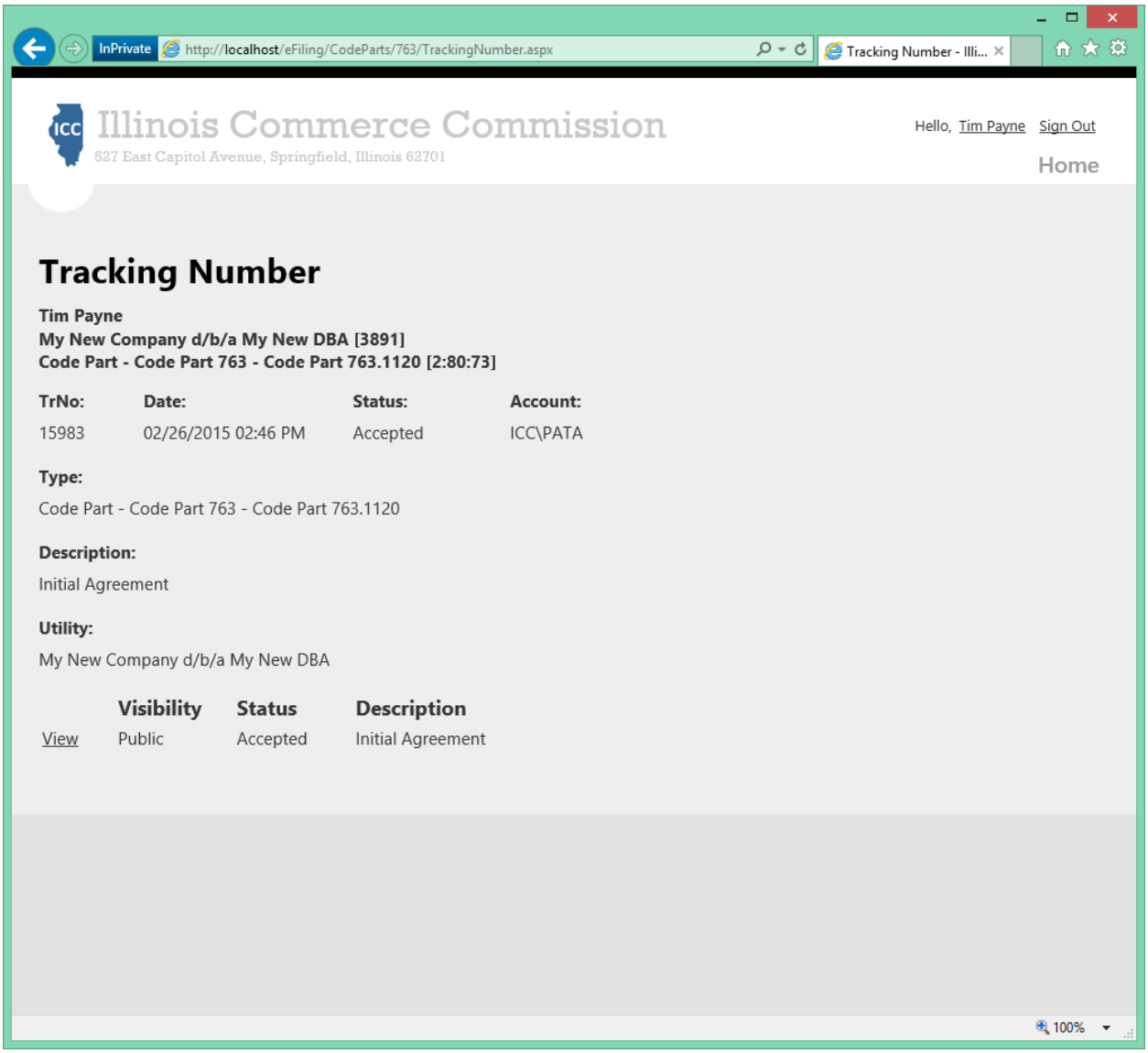
Enter the track number of the filing in the text box. Click the Find button to submit the request.



How to Find a Filing Using a Tracking Number

Step 2: View the Filing

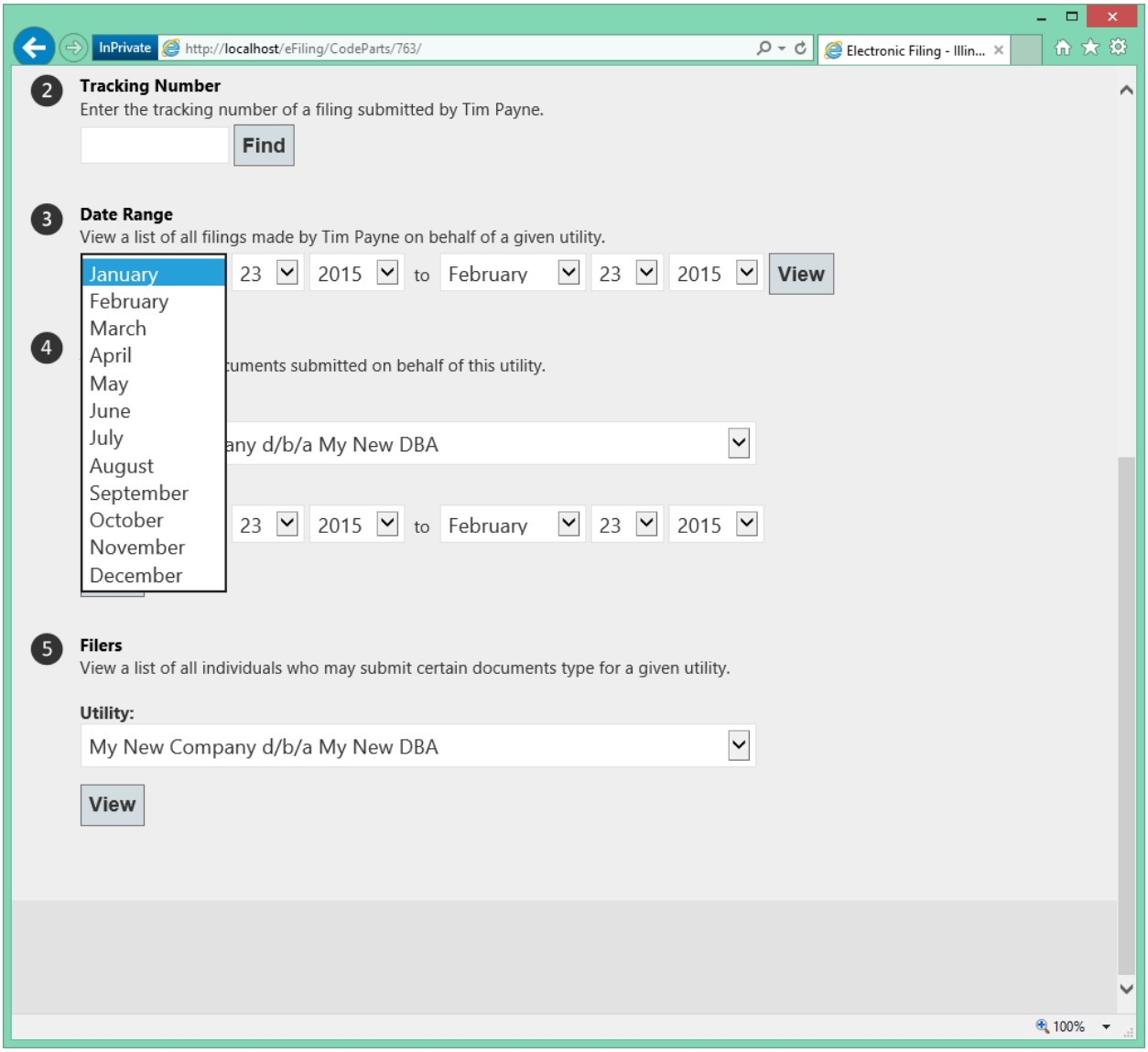
On the tracking number page, all information related to this filing is available.



How to Find a Filing Using a Date Range

Step 1: Find a Filing Using a Date Range

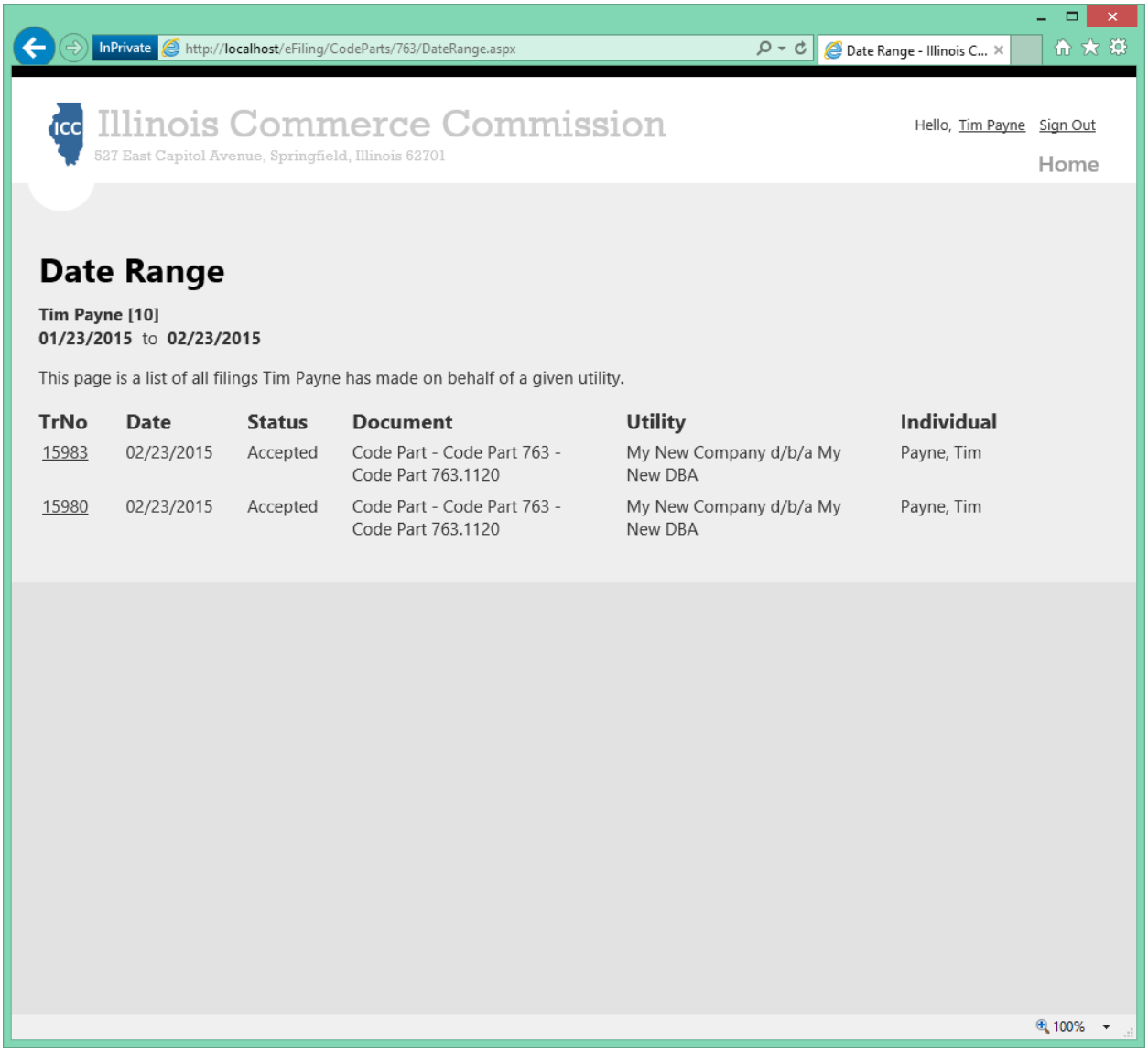
Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.



How to Find a Filing Using a Date Range

Step 2: Date Range Report

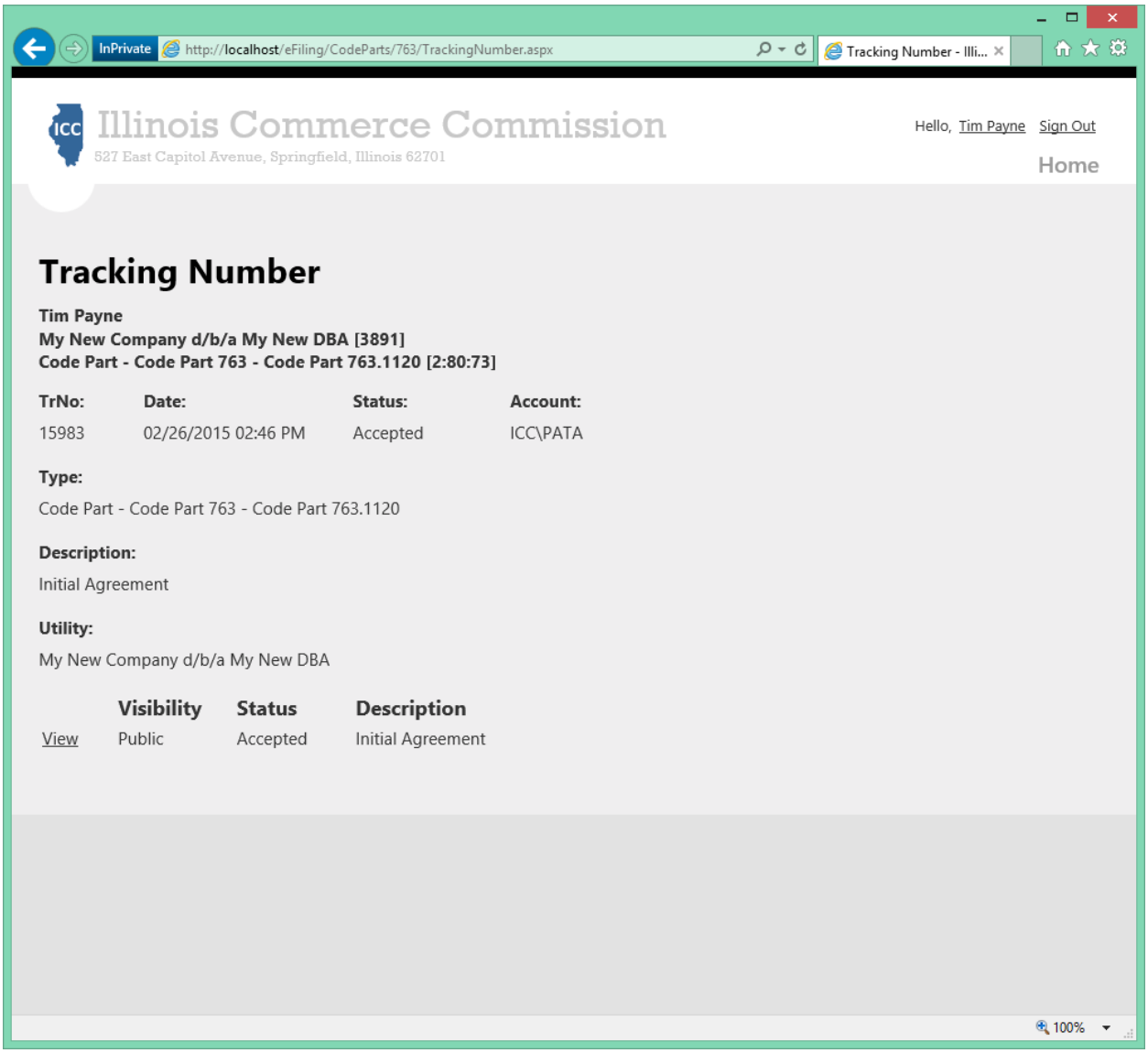
A list of all filings submitted in the given date range is displayed. Click the tracking number of the filing that you want to view.



How to Find a Filing Using a Date Range

Step 3: View the Filing

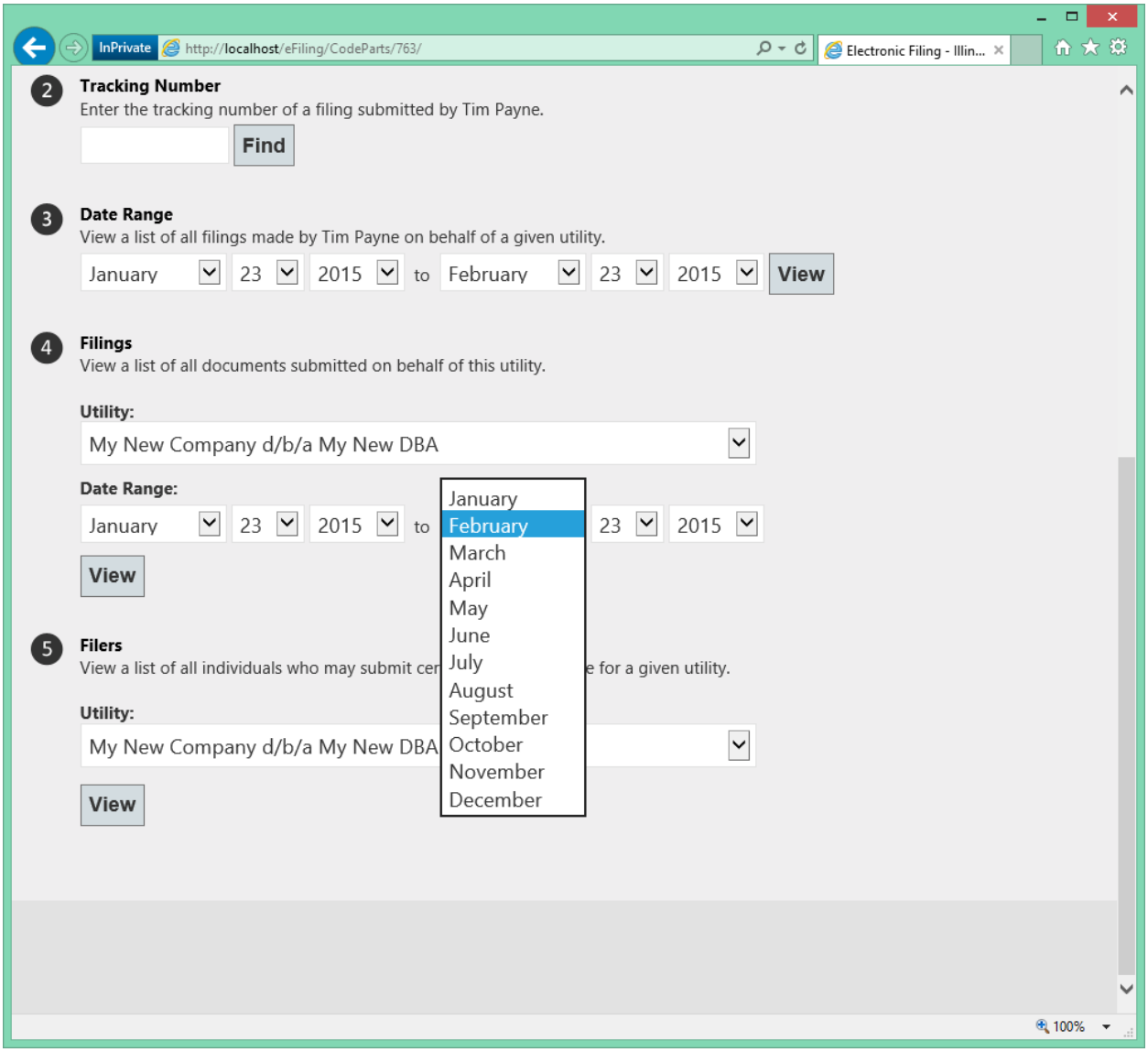
On the tracking number page, all information related to this filing is available.



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

Step 1: Select a utility and date range.

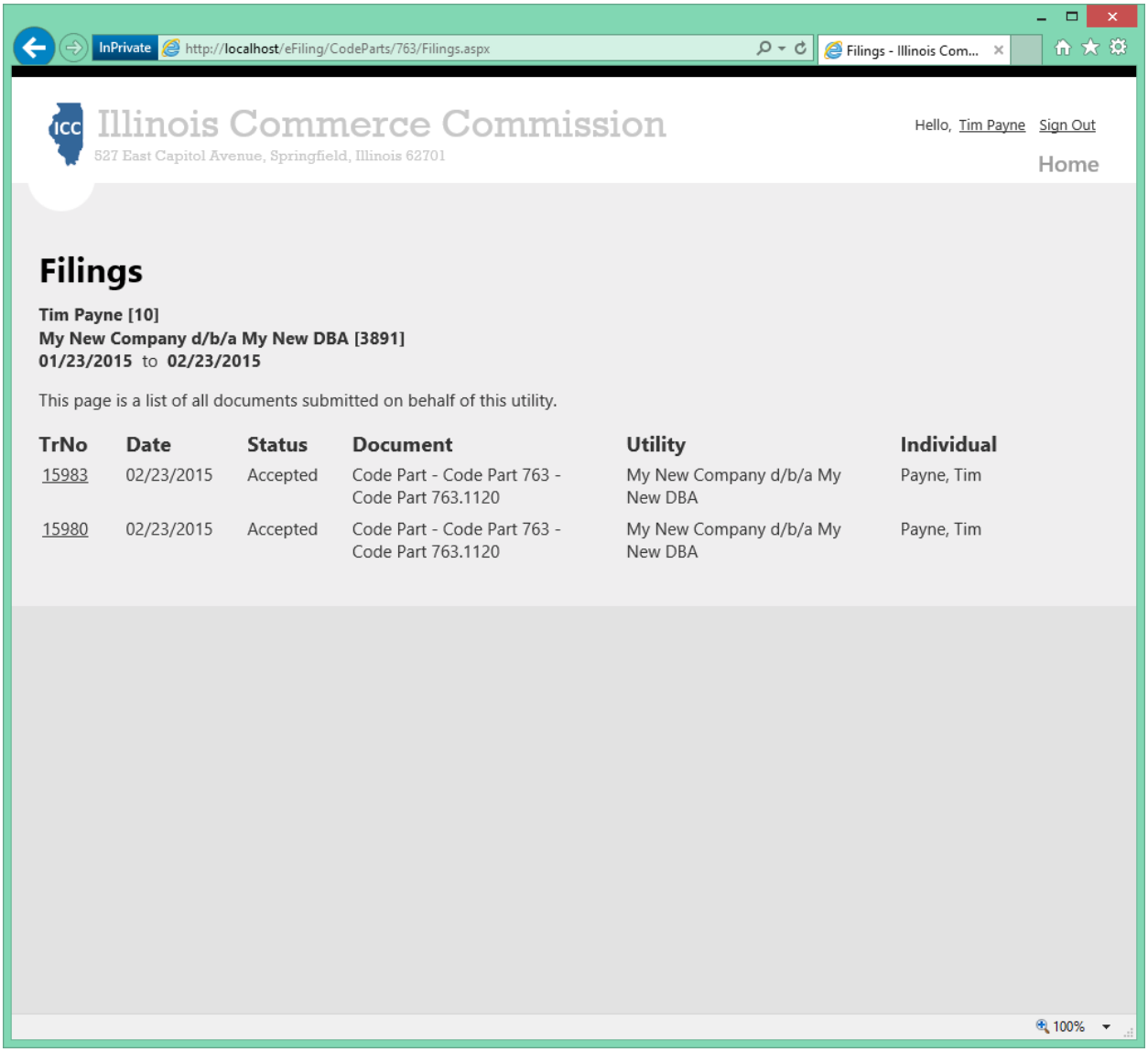
Use the drop-down lists to select the utility and date range. Click the View button to create a list of documents submitted on behalf of this utility.



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

Step 2: Finished.

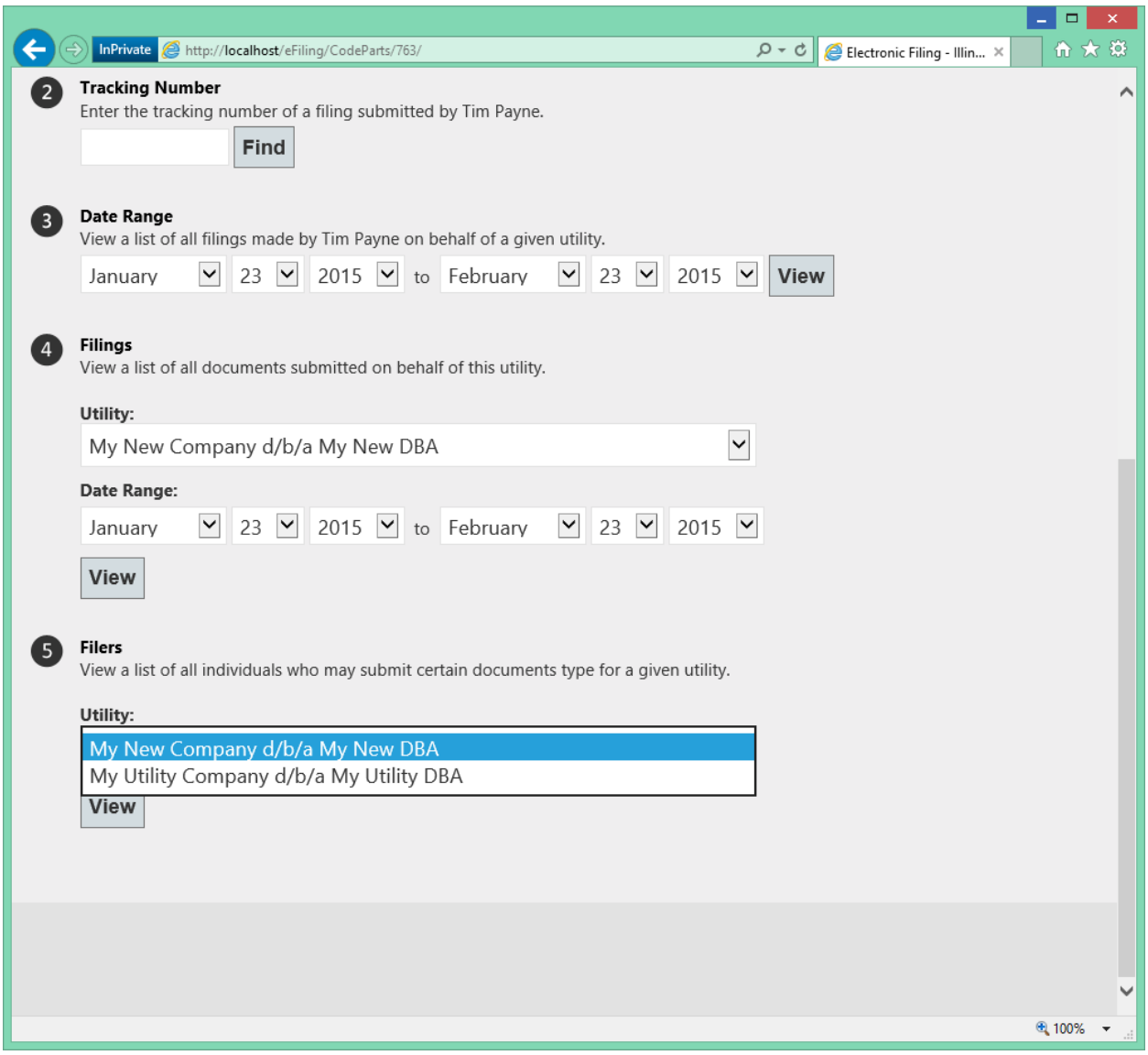
When the list is complete, the finish page containing a list of documents submitted on behalf of this utility is displayed.



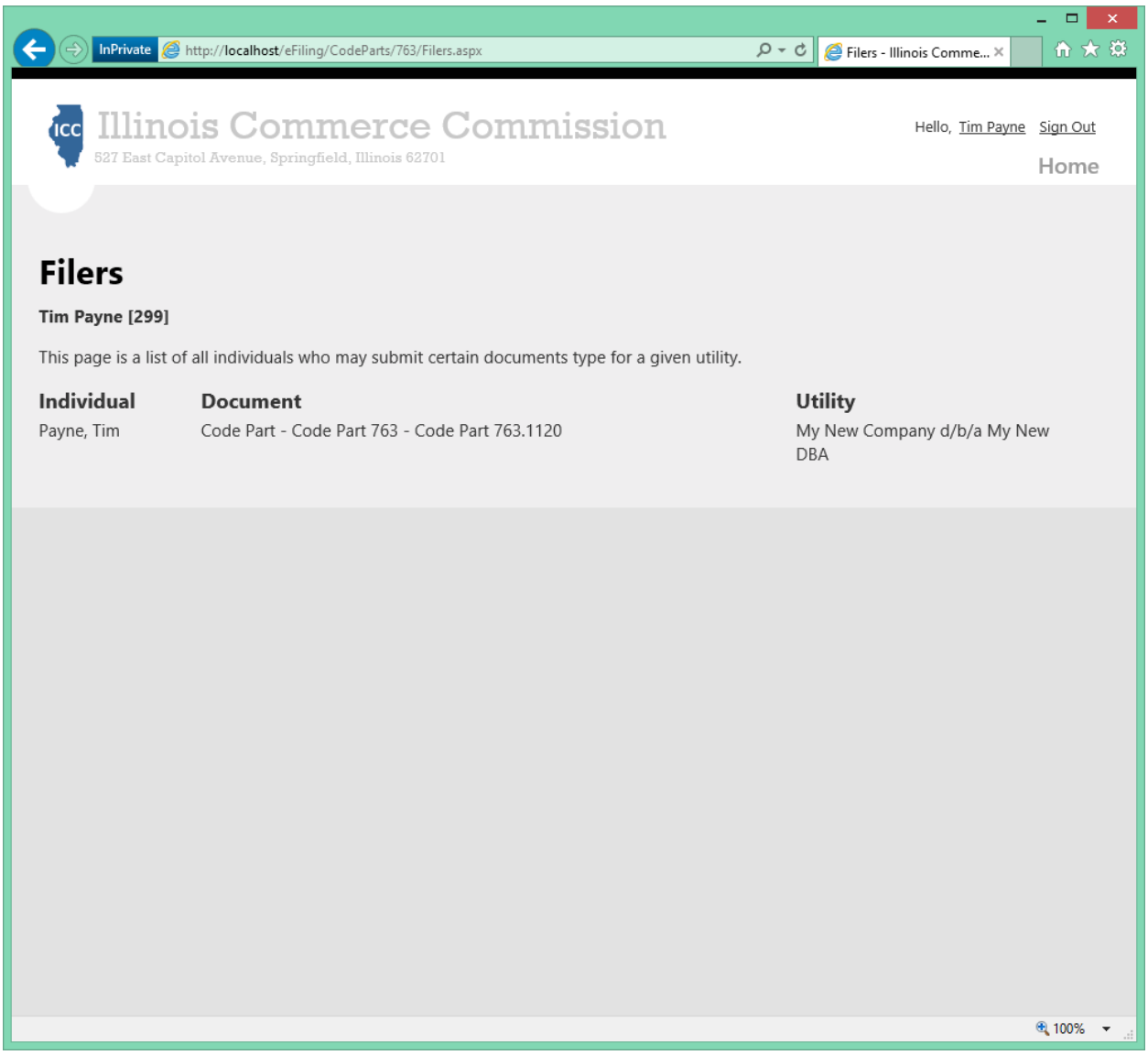
How to view a list of all individuals who may submit certain document types for a given utility

Step 1: Select a utility.

Use the drop-down list to select the utility. Click the View button to create a list of individuals who may submit certain document types for a given utility.



How to view a list of all individuals who may submit certain document types for a given utility

Step 2: Finished.

When the list is complete, the finish page containing a list of all individuals who may submit certain document types for a given utility.