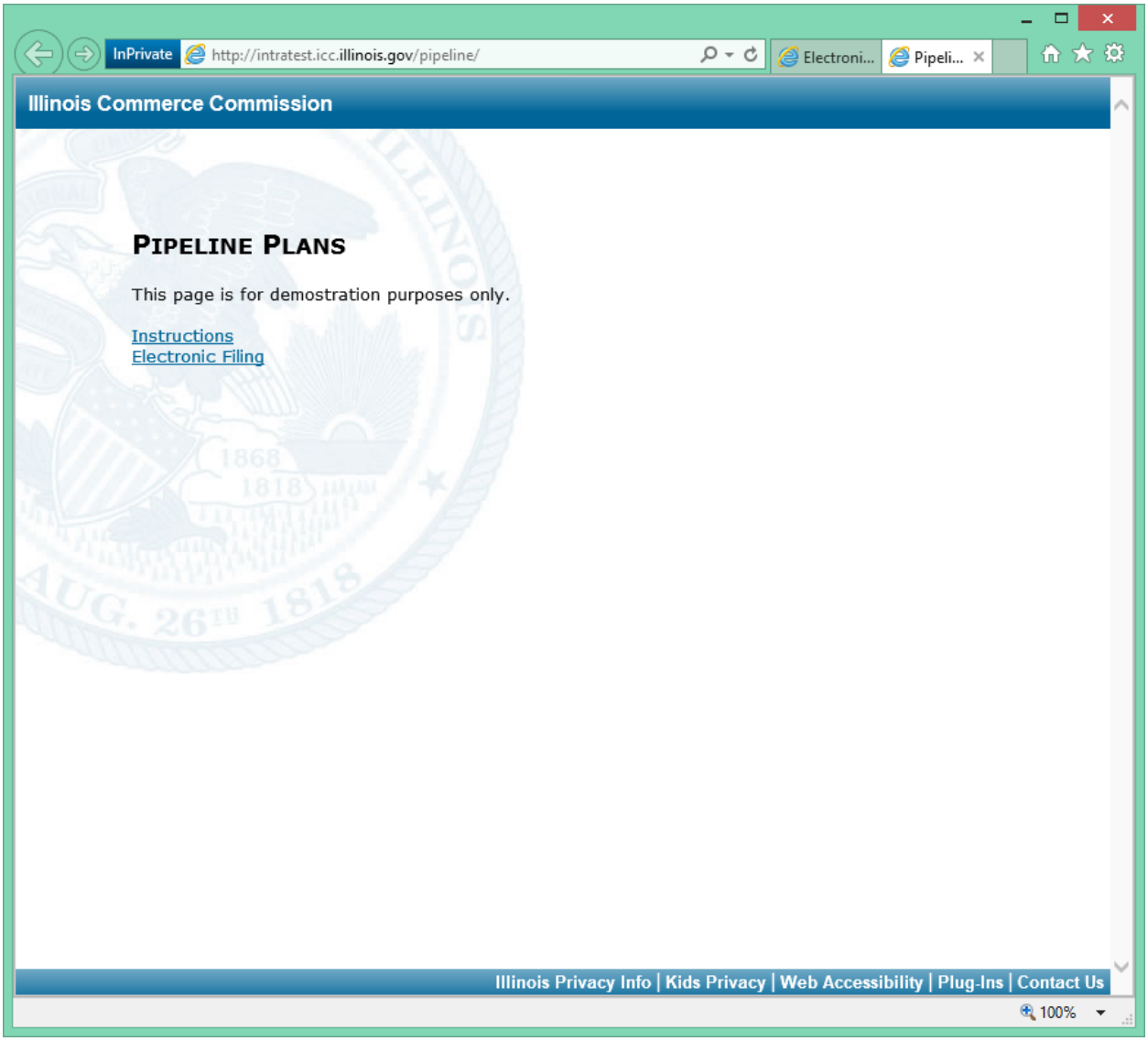
How to Electronically File for Pipeline Plan CD-ROM

The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The pipeline plan CD-ROM will be accepted using this system.

The URL for the website is the following:

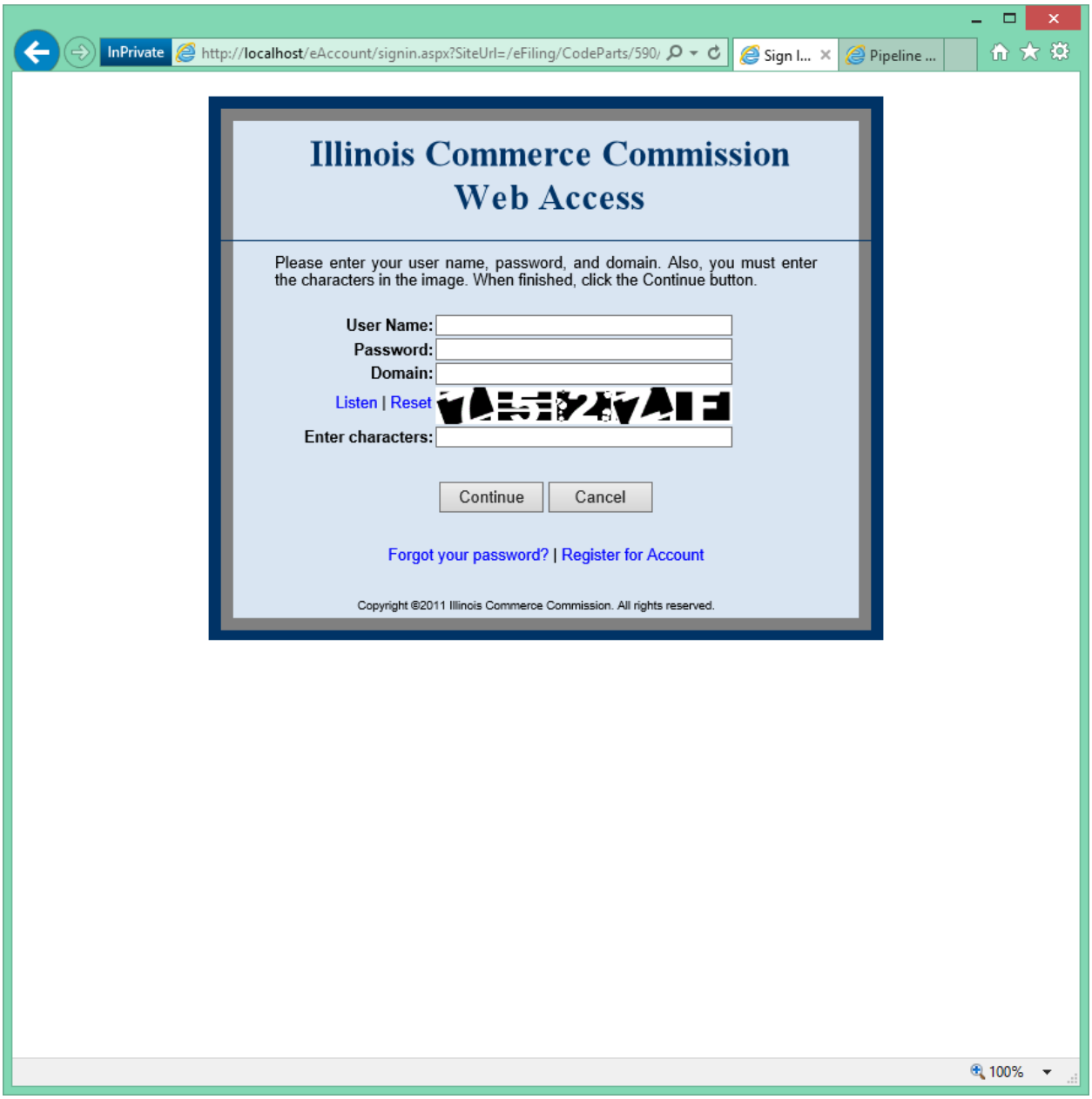
http://intratest.icc.illinois.gov/pipeline/



Notice the two links: Instructions and Electronic Filing. Instructions is a link to this document. Electronic Filing is a link to the filing website.

Sign-on Page

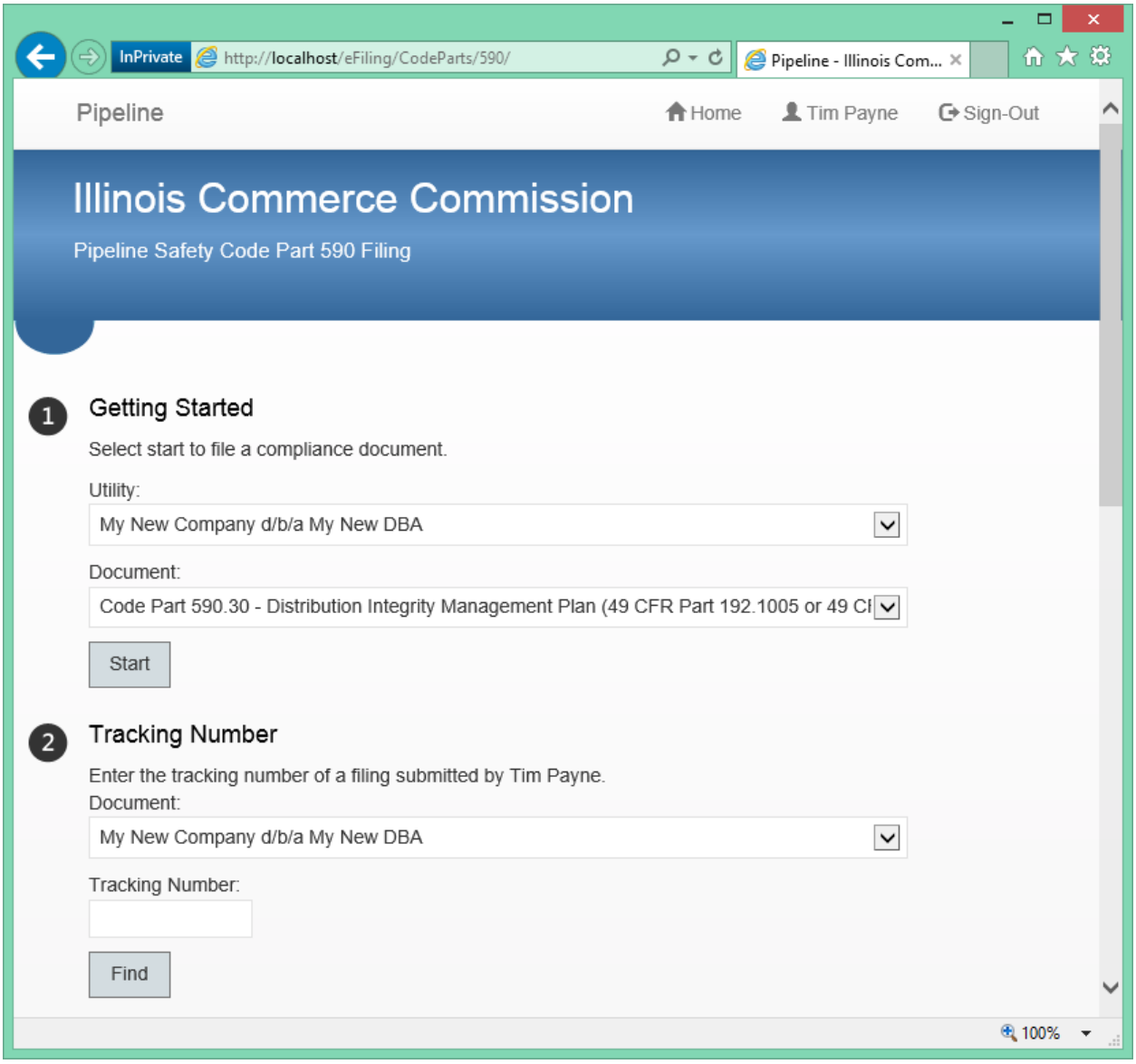
To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form http://www.icc.illinois.gov/forms and submit is to the ICC Help Desk. The ICC Help Desk may be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



Welcome Page

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

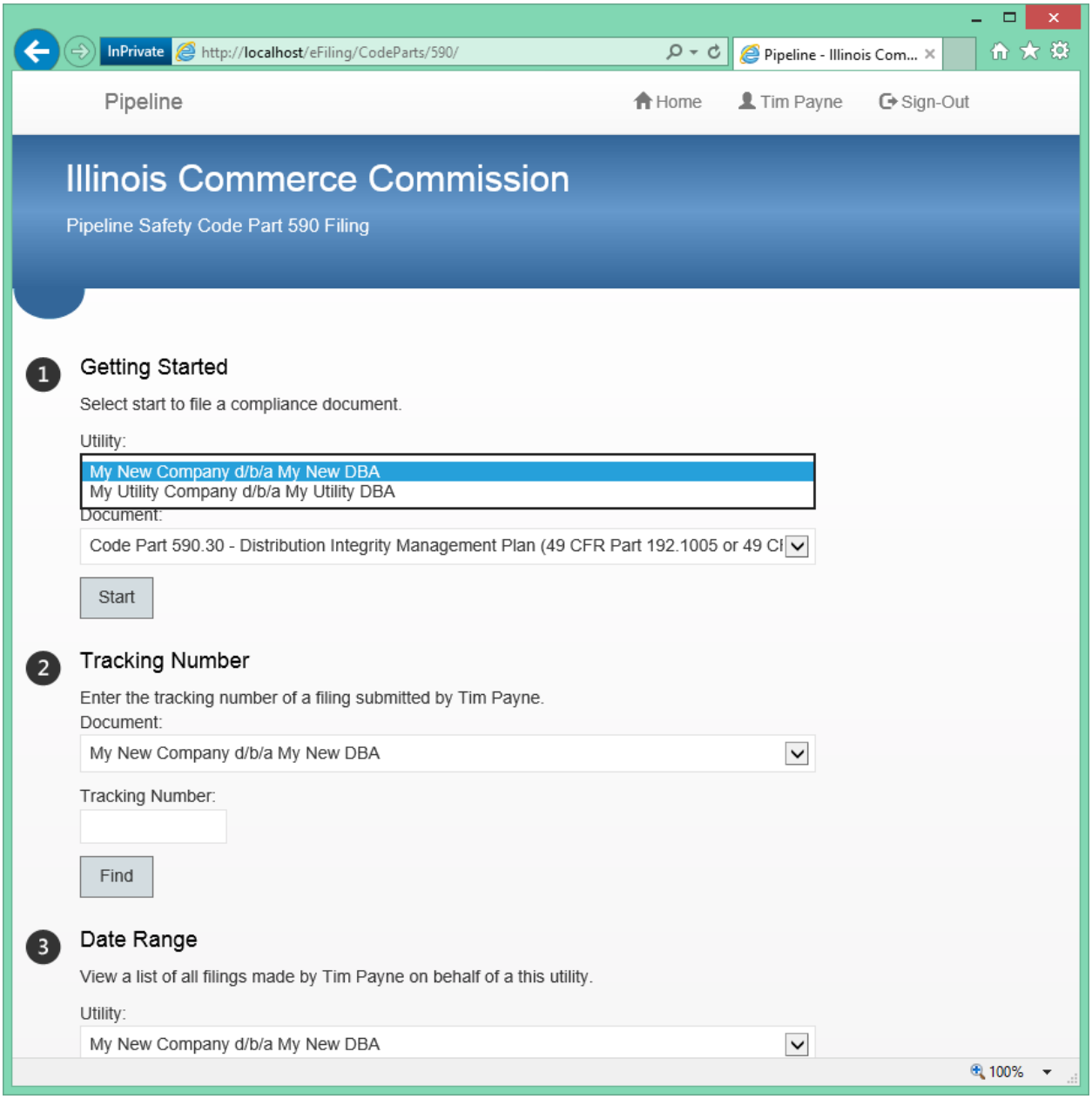
1. Start a pipeline plan filing.
2. Enter the tracking number of your filing.
3. View s list of filings made on behalf of the utility by date range.
4. View a list of all documents submitted on behalf of this utility.
5. View a list of all individuals who may submit documents for this utility.



How to Make a Filing

Step 1: Select a Utility Name

The next step is to select a utility name to start an initial filing. To perform an initial filing for a utility you must be authorized. The utility name list will show 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.

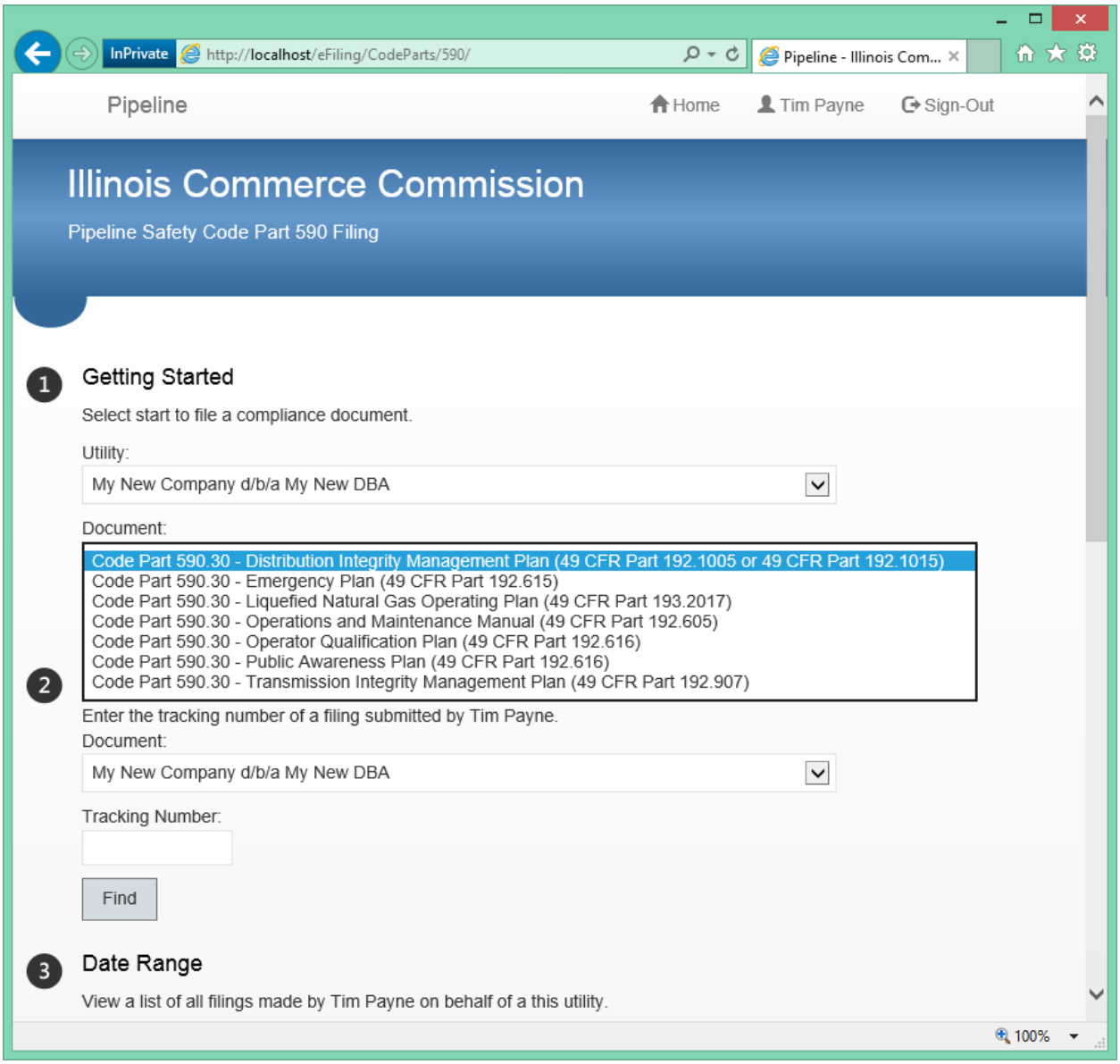


How to Make a Filing

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 to which you may file for this 9-1-1 authority. 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.

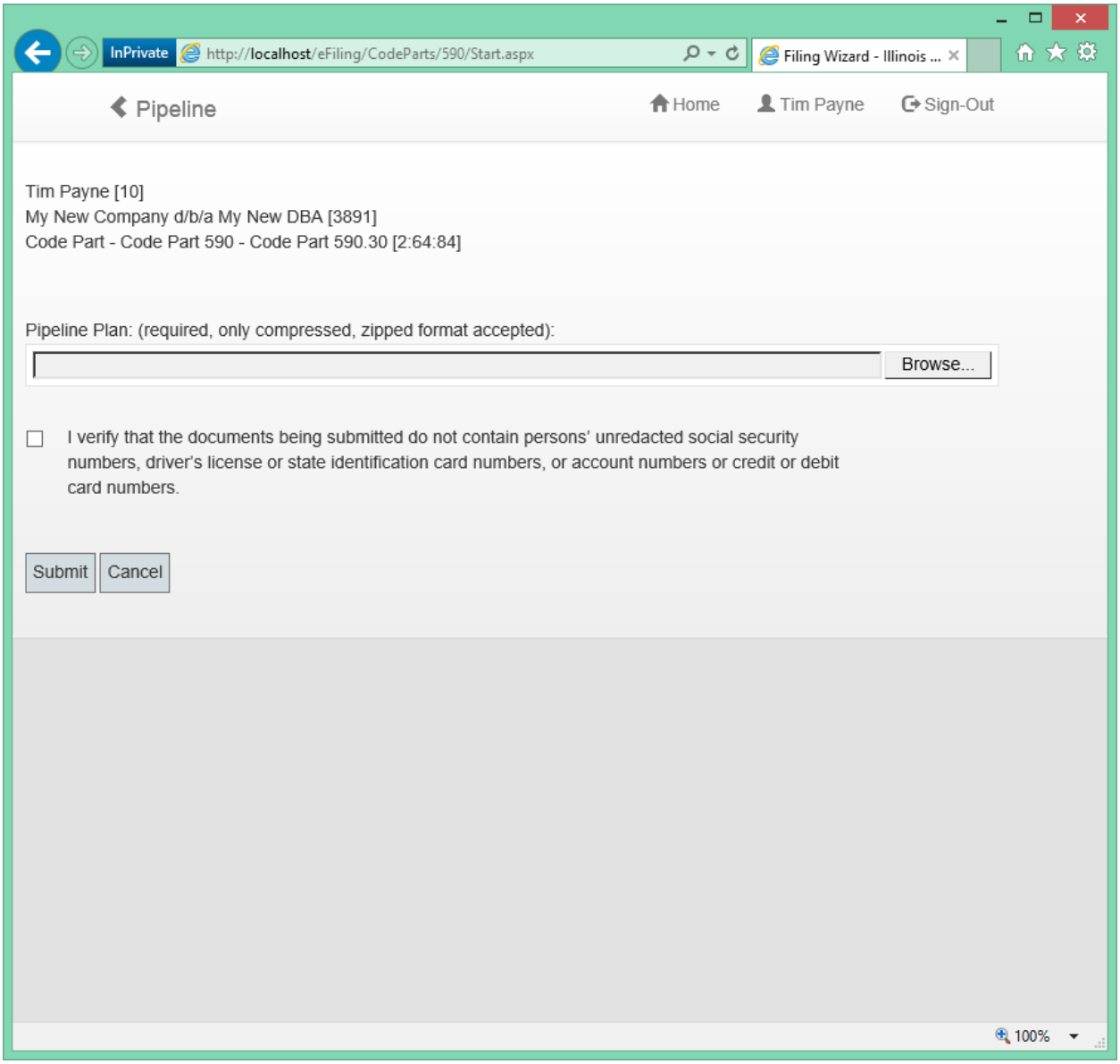
After a utility and document are selected, click the Start button to proceed to the filing wizard.



How to Make a Filing

Step 3: Select a File for Upload

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

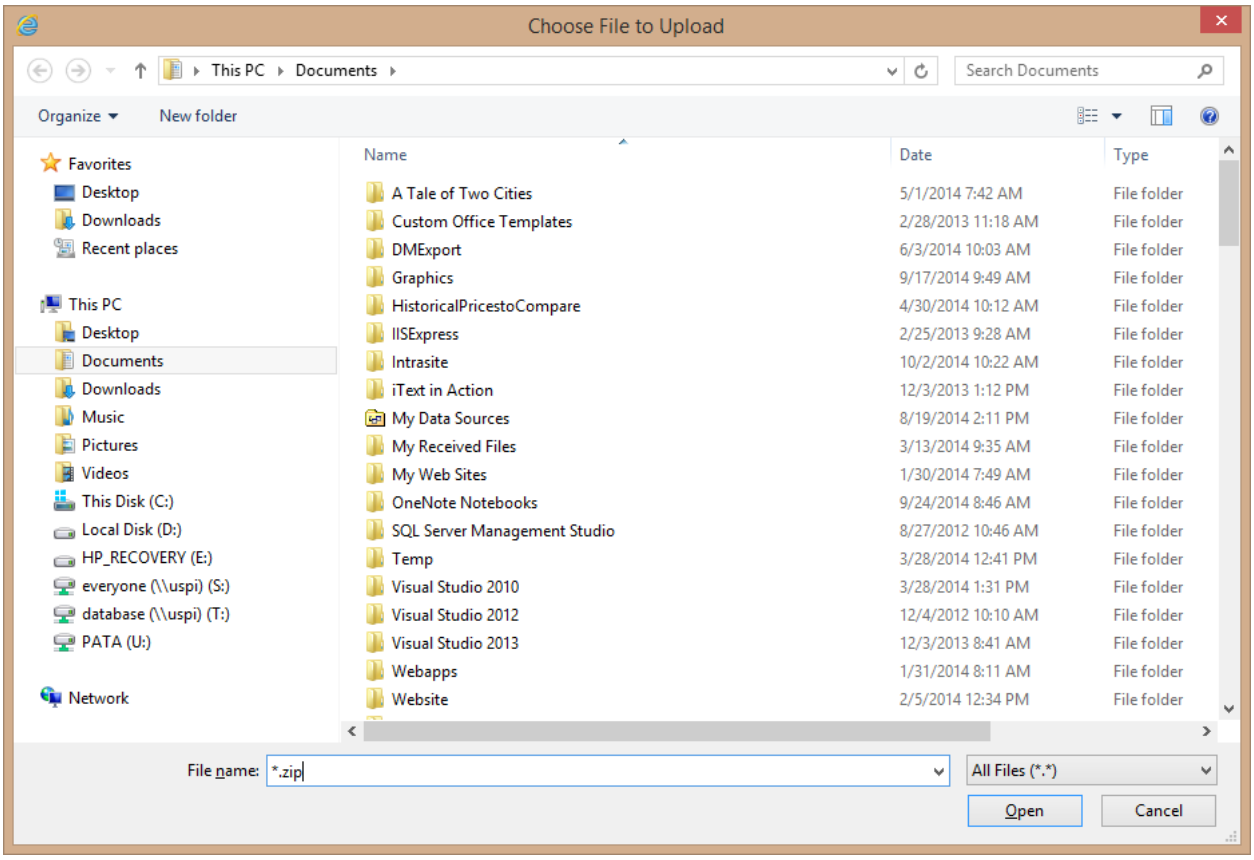


Please Note: Only compressed, zipped files (ZIP) may be uploaded. The label states which format is accepted for a particular file.

How to Make a Filing

Step 4: Choose a File to Upload Dialog Box

From the dialog box, choose the file to upload.

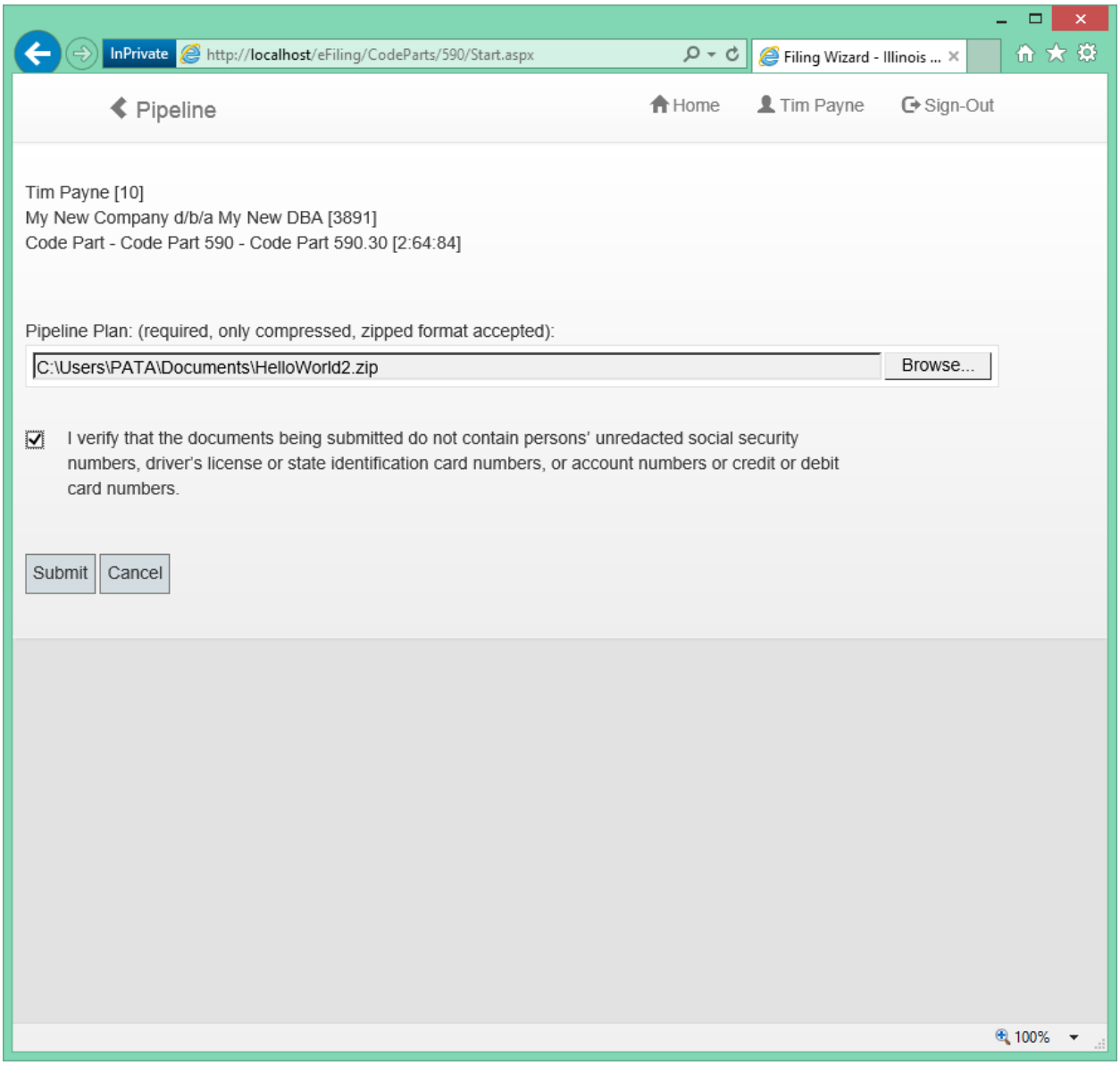


<u>Please Note: Only compressed, zipped files (ZIP) may be uploaded. The label states which format is accepted for a particular file.</u>

How to Make a Filing

Step 5: 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.

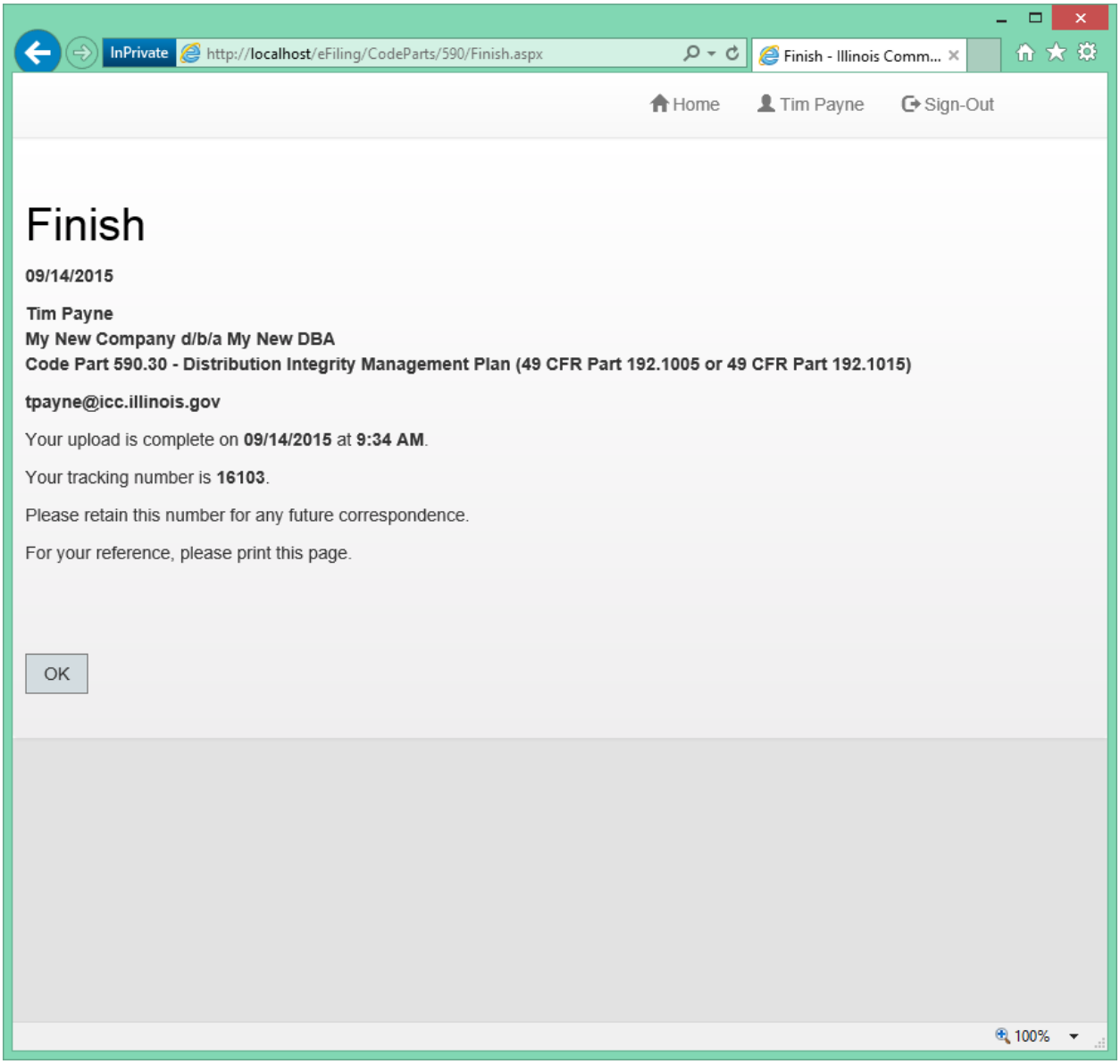


<u>Please Note: Only compressed, zipped files (ZIP) may be uploaded. The label states which format is accepted for a particular file.</u>

How to Make a Filing

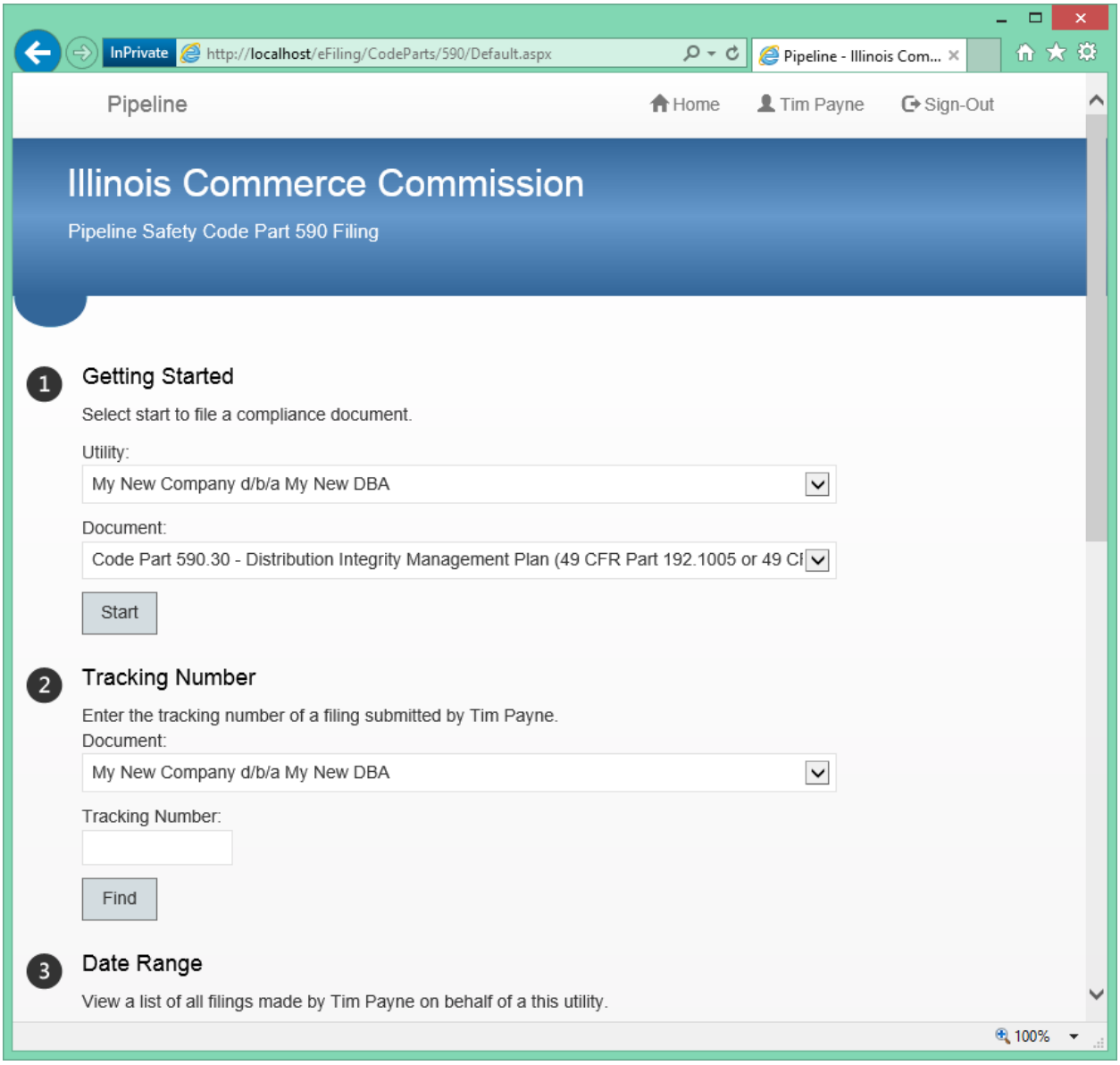
Step 6: Finished

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

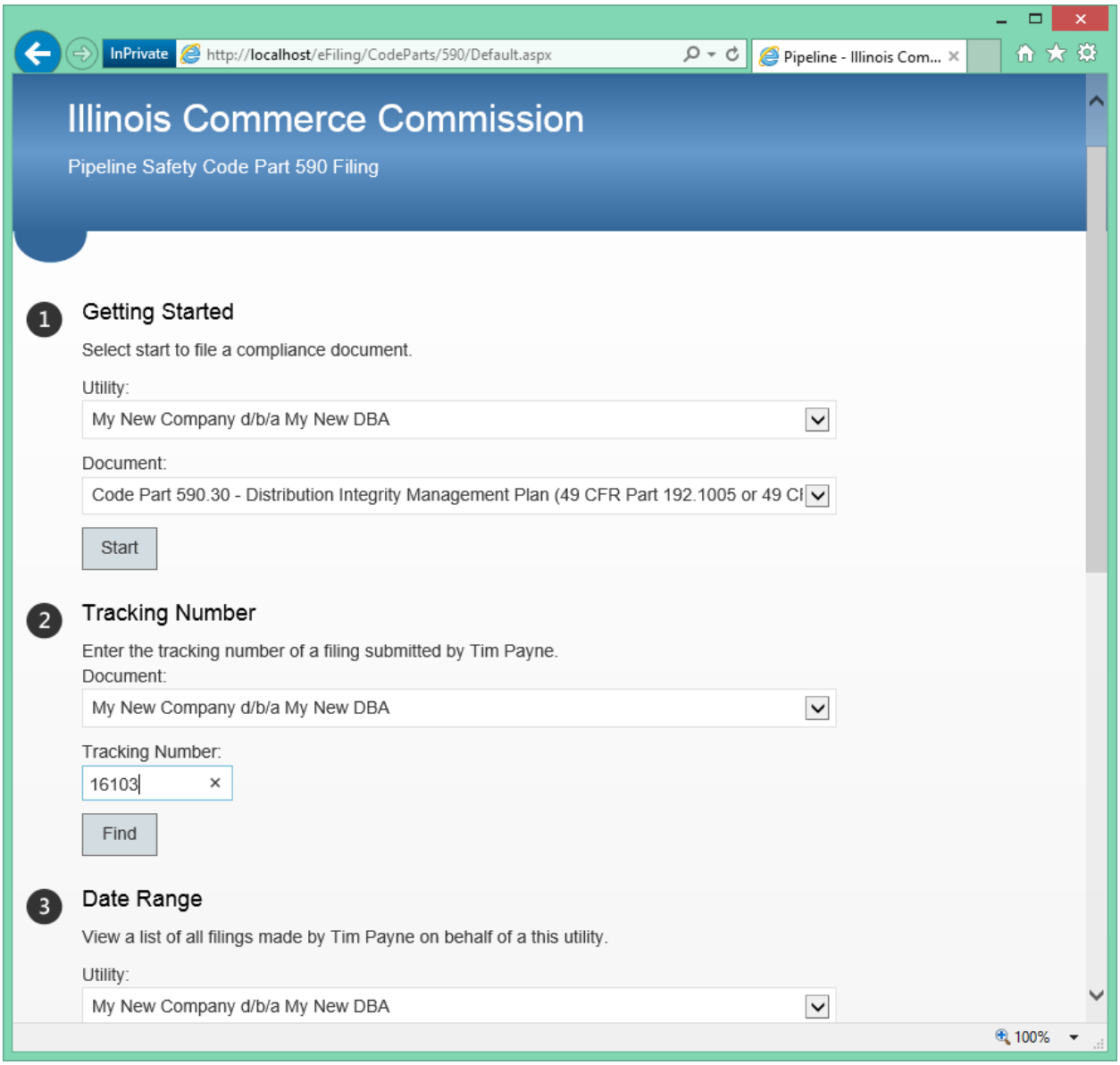
A filing is located by three methods: a tracking number, date range for an individual's submissions, and a date range for all submissions. If the tracking number is known, enter it in the appropriate text box. If the tracking number is not known, use one of the date range searches to find a filing.



How to Find a Filing Using a Tracking Number

Step 1: Enter a Tracking Number

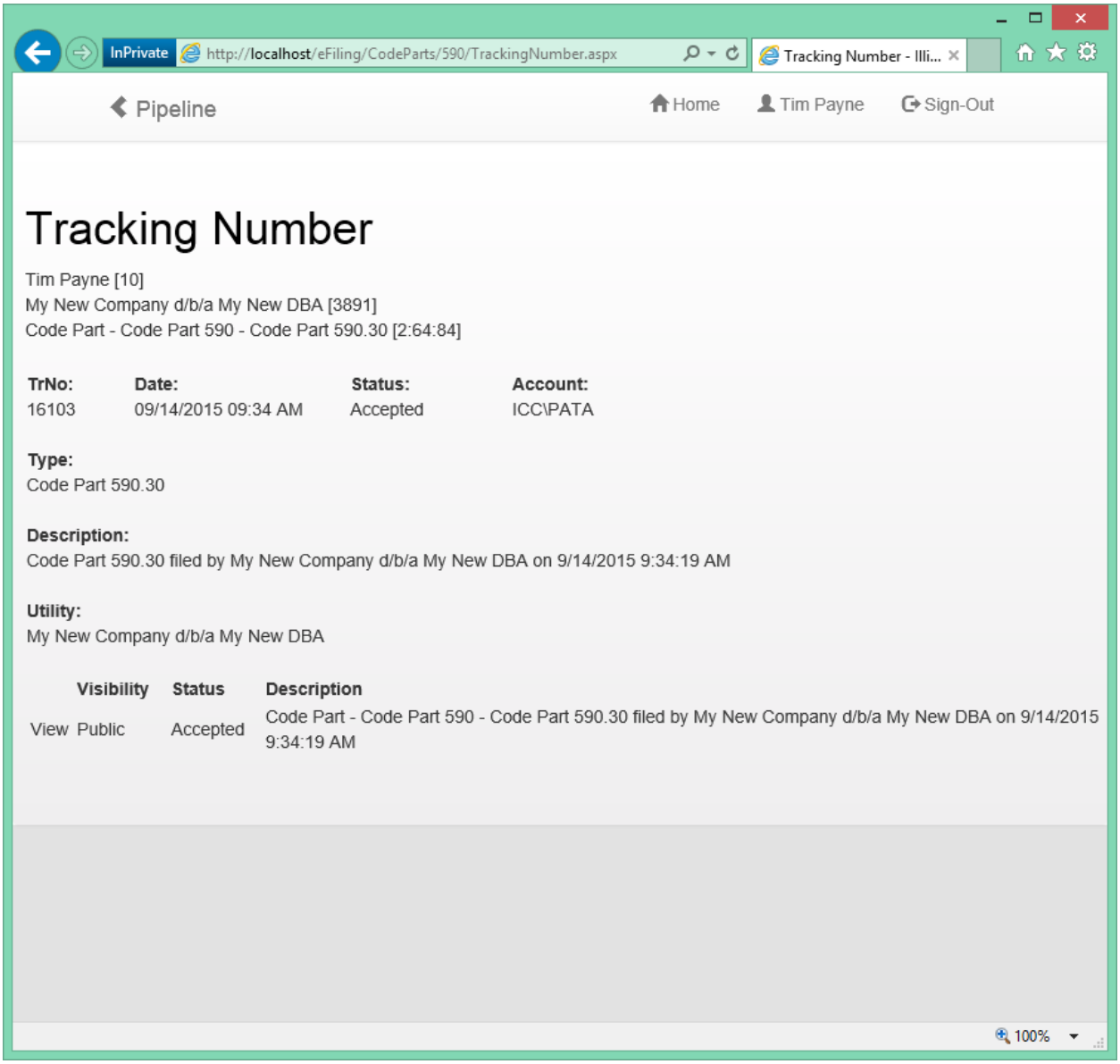
Enter the track number of the filing in the text box. Click the Find button to submit the request.



How to Find a Filing Using a Tracking Number

Step 2: View the Filing

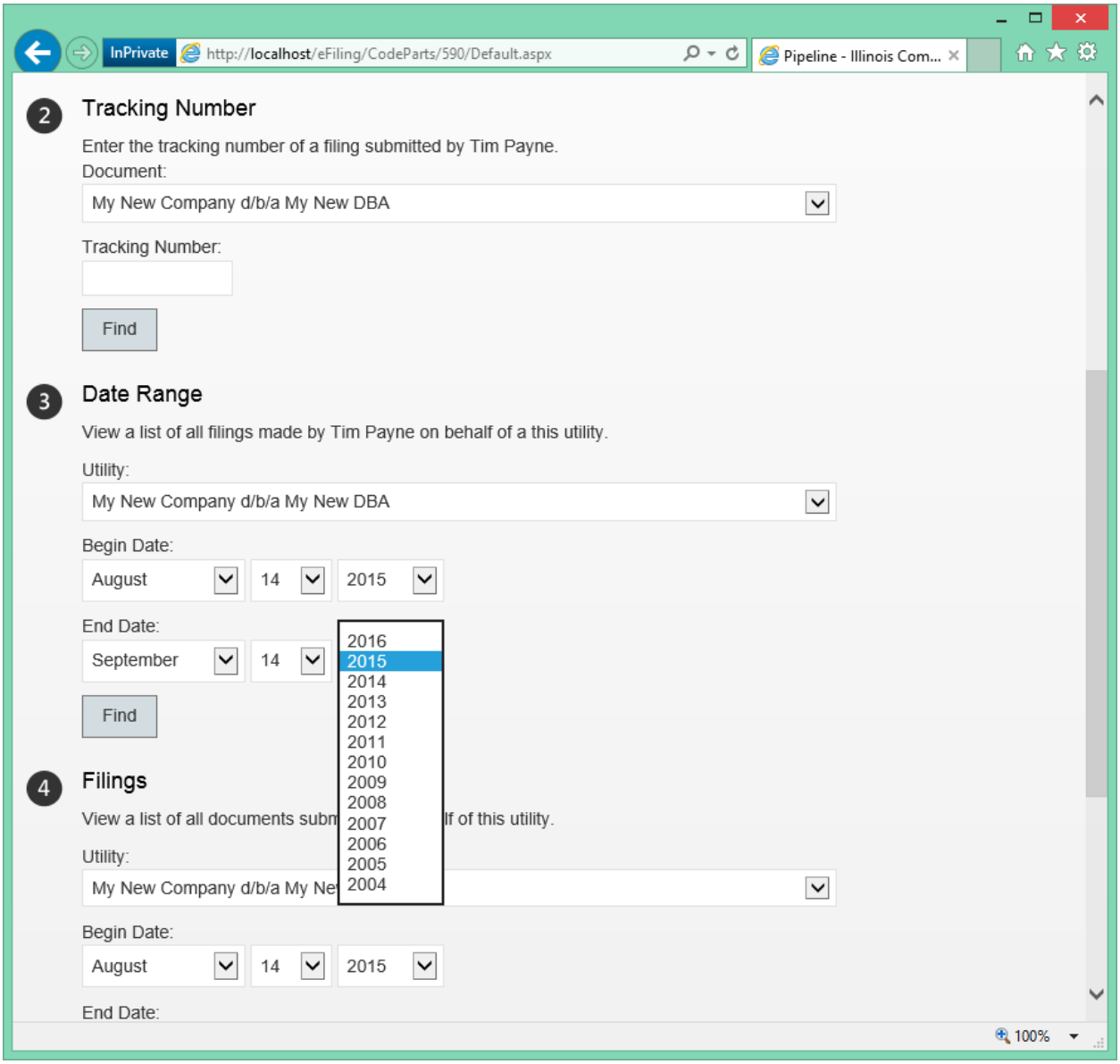
On the tracking number page, all information related to this filing is available.



How to Find a Filing Using a Date Range

Step 1: Find a Filing Using a Date Range

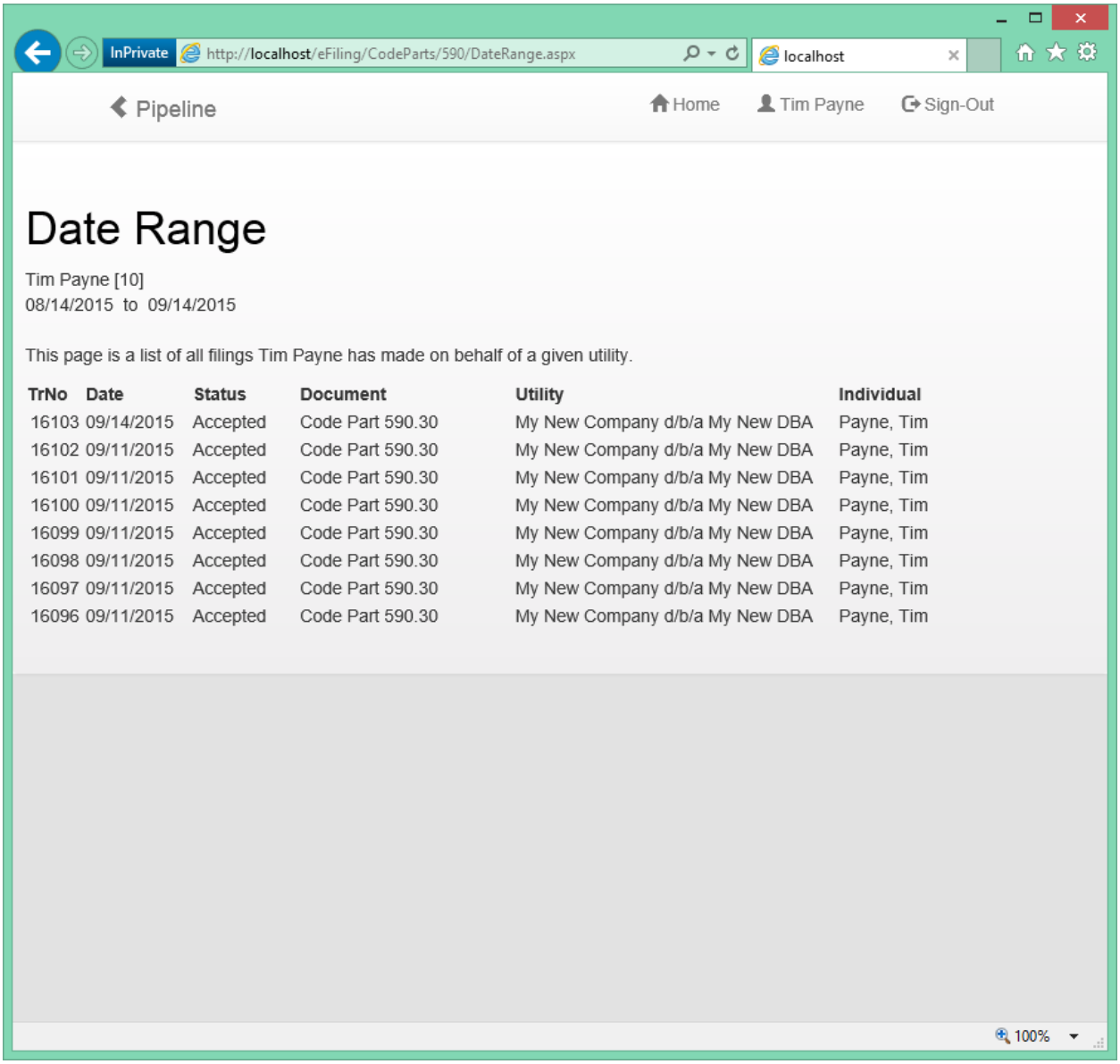
Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.



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.

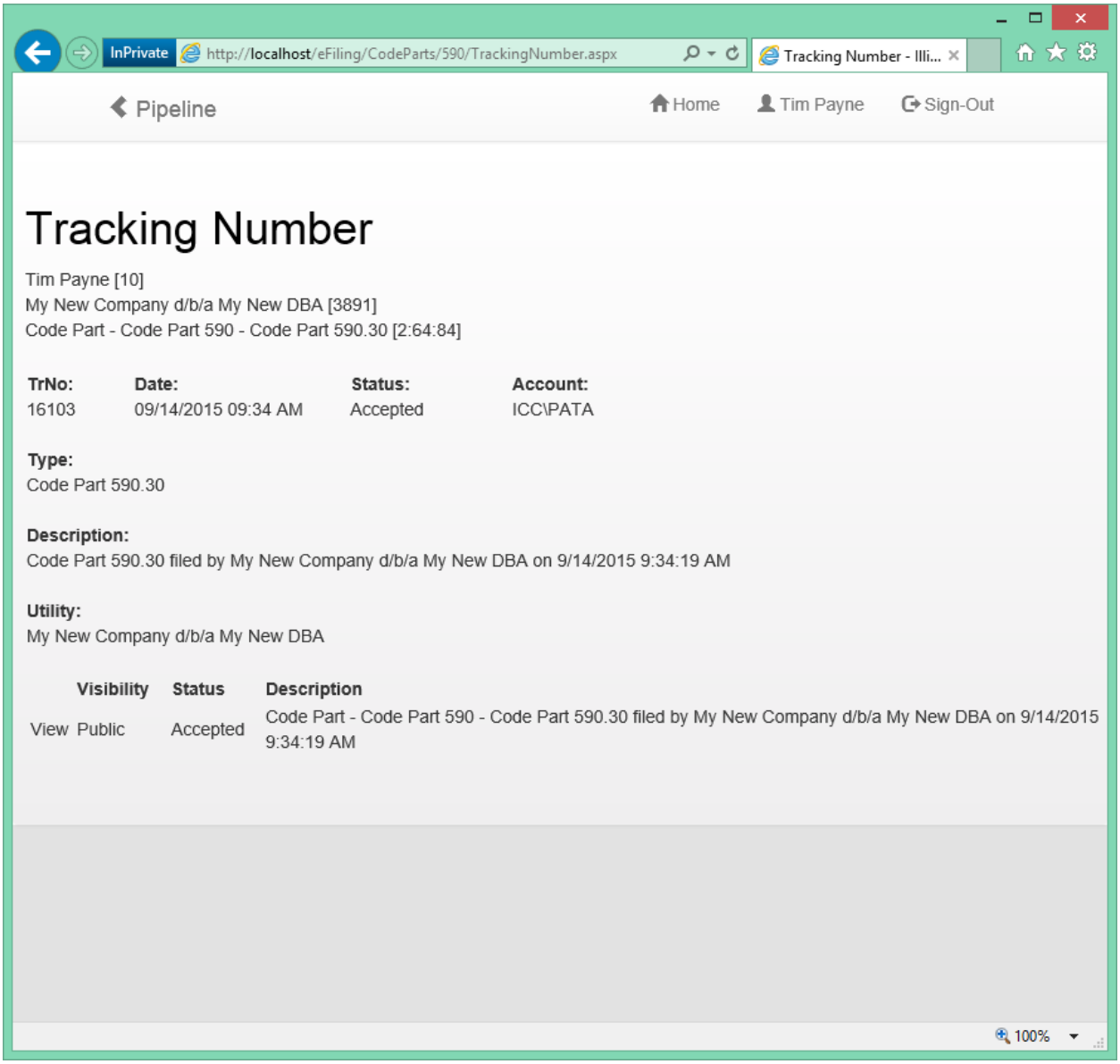


TrNo	Date	Status	Document	Utility	Individual
16103	09/14/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16102	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16101	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16100	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16099	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16098	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16097	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16096	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim

How to Find a Filing Using a Date Range

Step 3: View the Filing

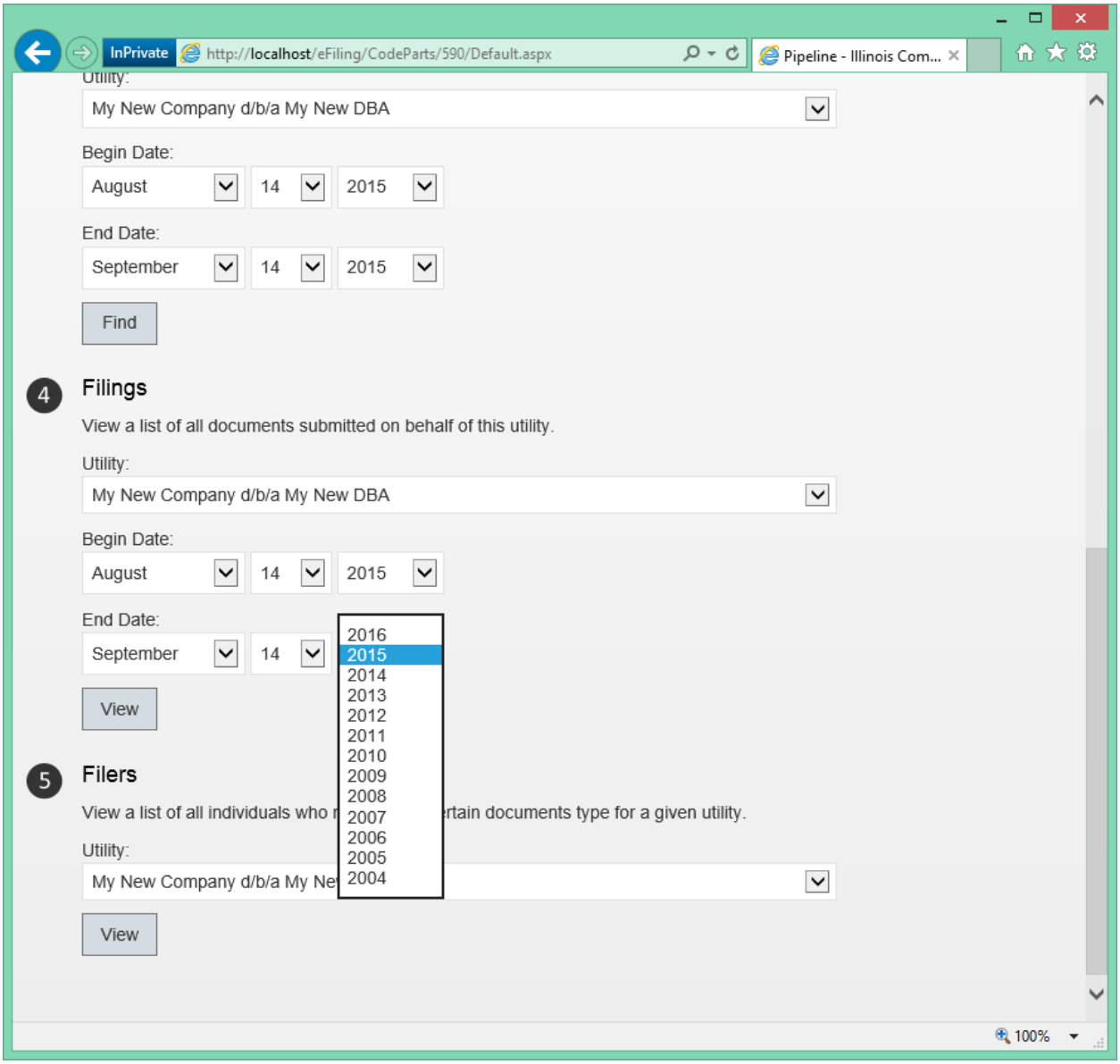
On the tracking number page, all information related to this filing is available.



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

Step 1: Select a utility and date range.

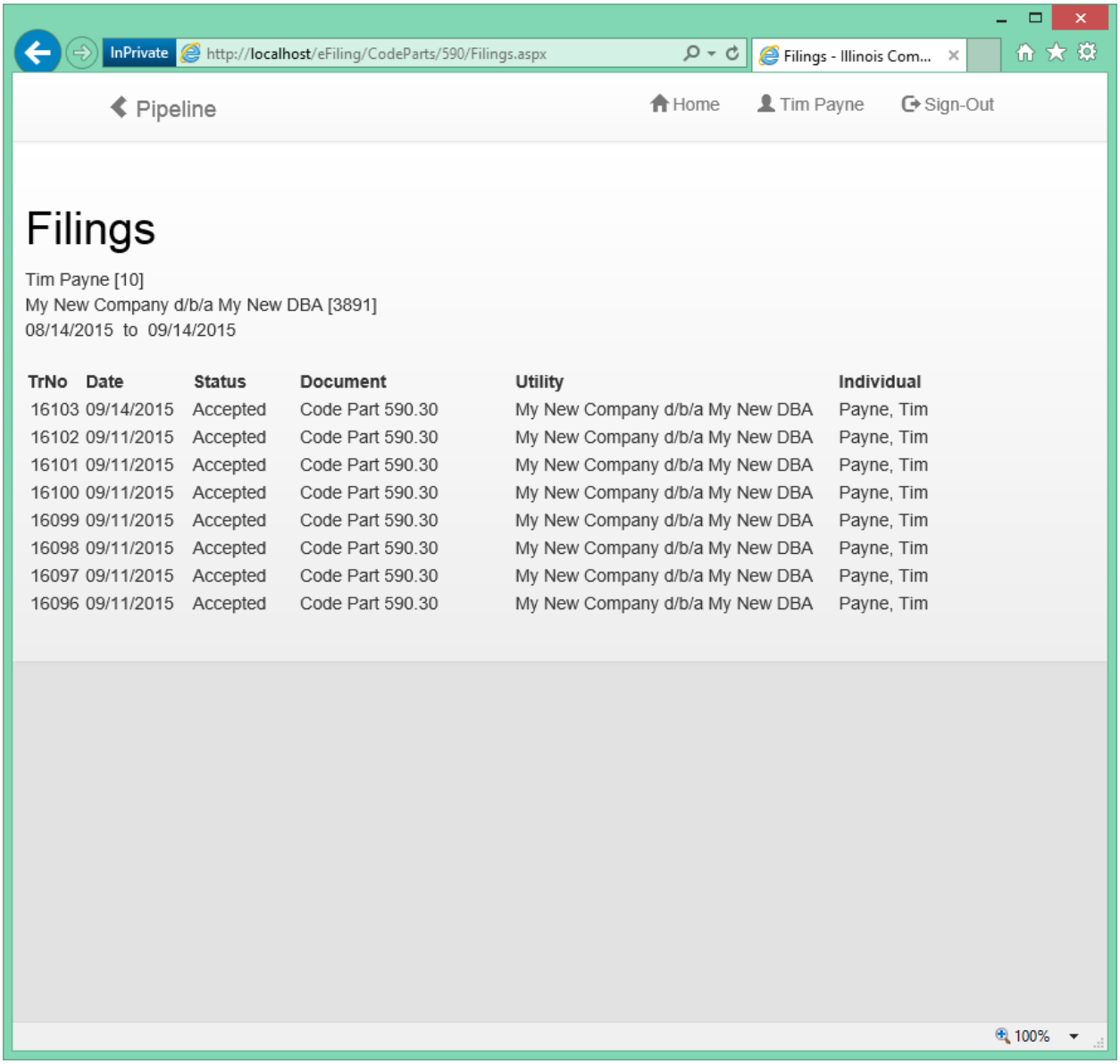
Use the drop-down lists to select the utility and date range. Click the View button to create a list of documents submitted on behalf of this utility.



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

Step 2: Filings Report.

When the list is complete, the finish page containing a list of documents submitted on behalf of this utility is displayed. Click the tracking number of the filing that you want to view.

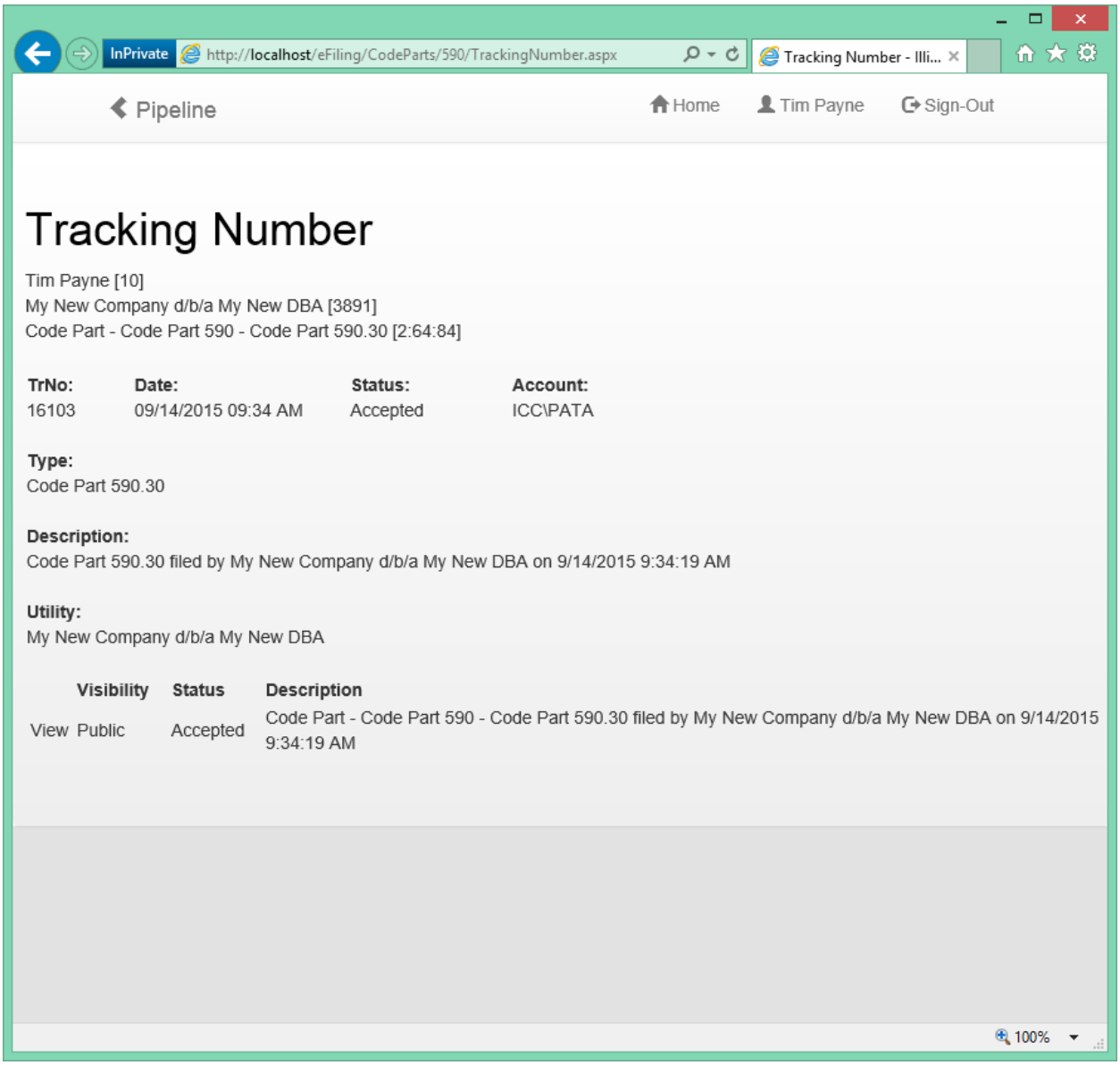


TrNo	Date	Status	Document	Utility	Individual
16103	09/14/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16102	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16101	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16100	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16099	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16098	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16097	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim
16096	09/11/2015	Accepted	Code Part 590.30	My New Company d/b/a My New DBA	Payne, Tim

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

Step 3: View the Filing

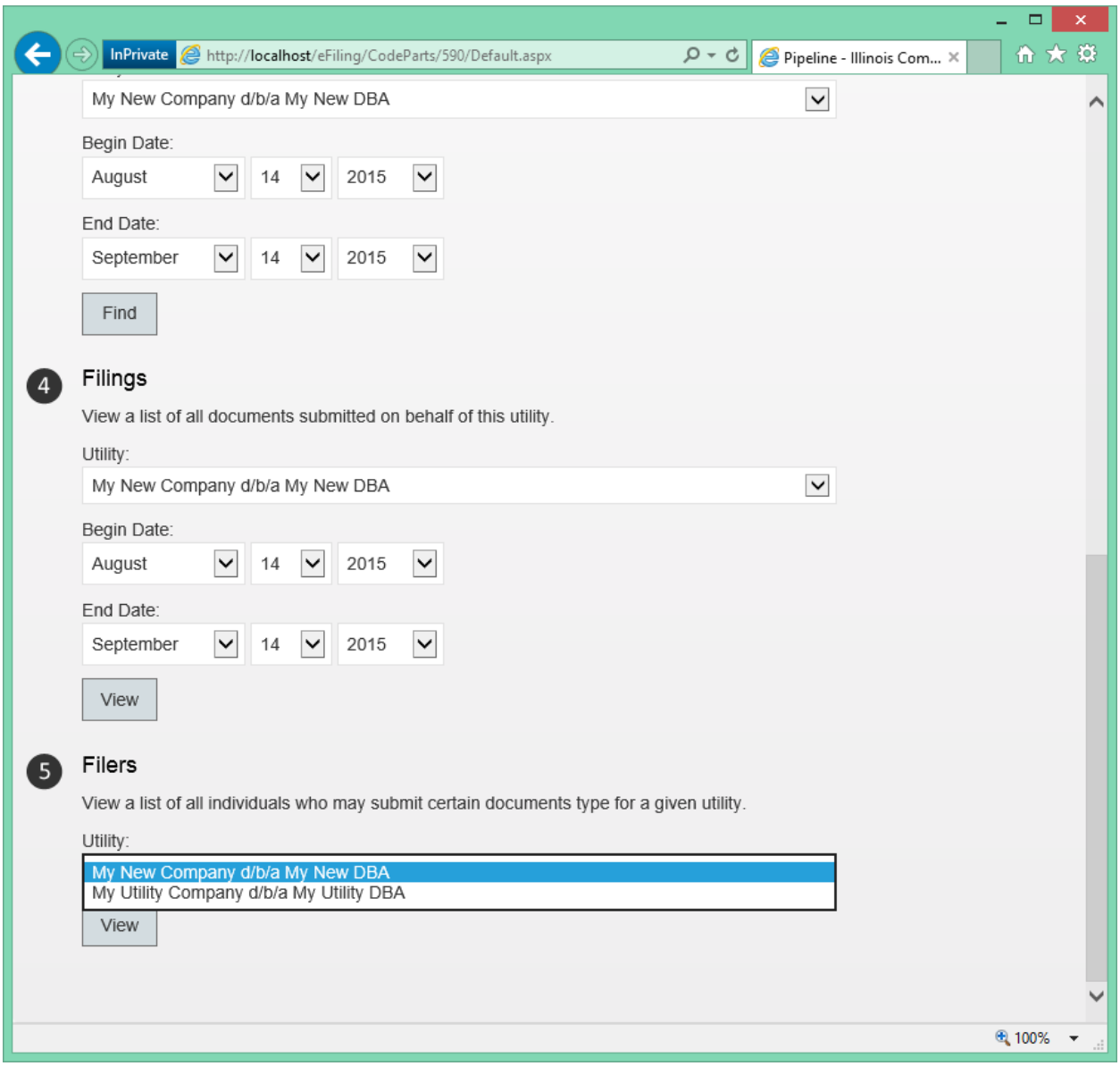
On the tracking number page, all information related to this filing is available.



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

Step 1: Select a utility.

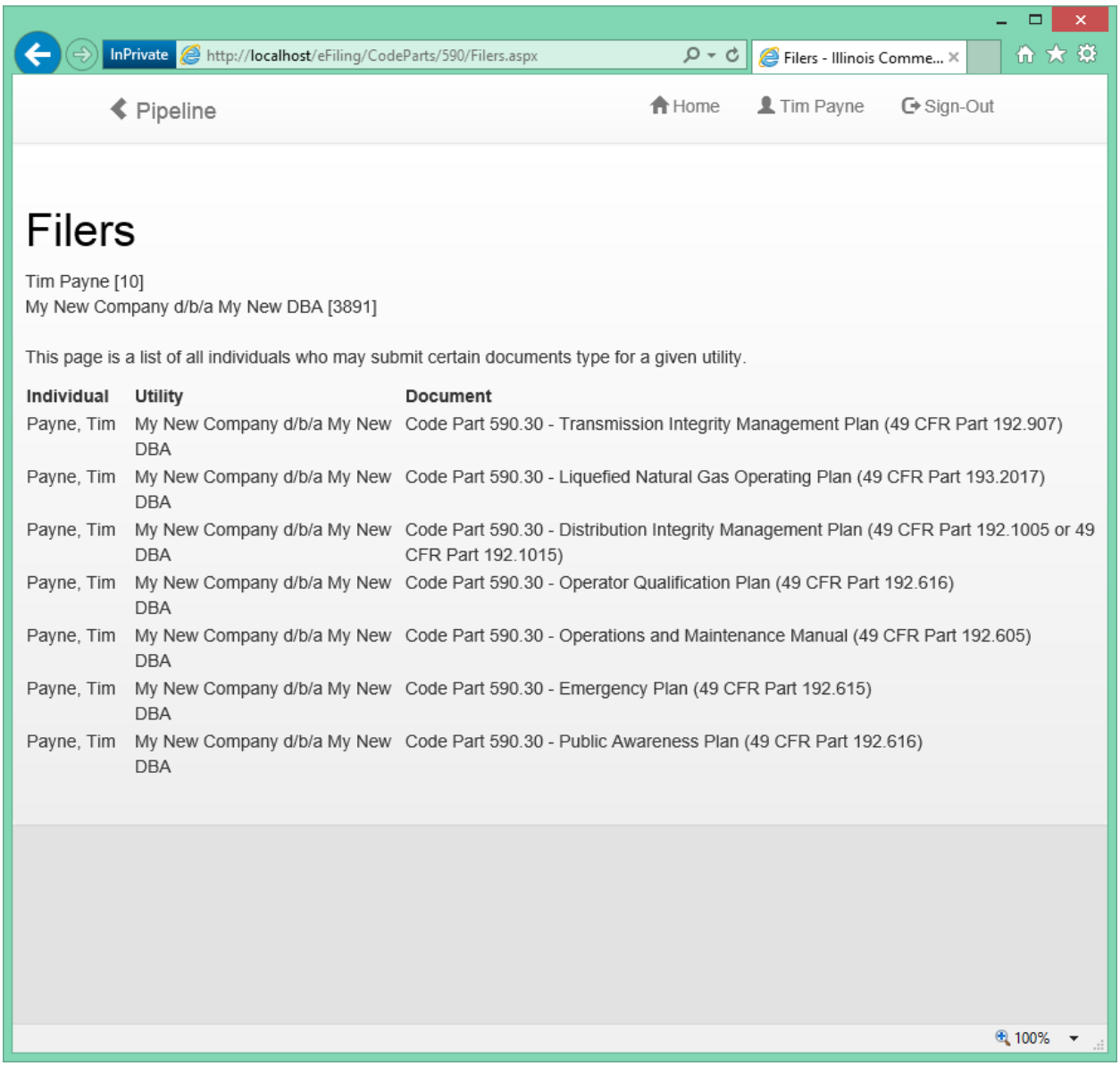
Use the drop-down list to select the utility. Click the View button to create a list of individuals who may submit certain document types for a given utility.



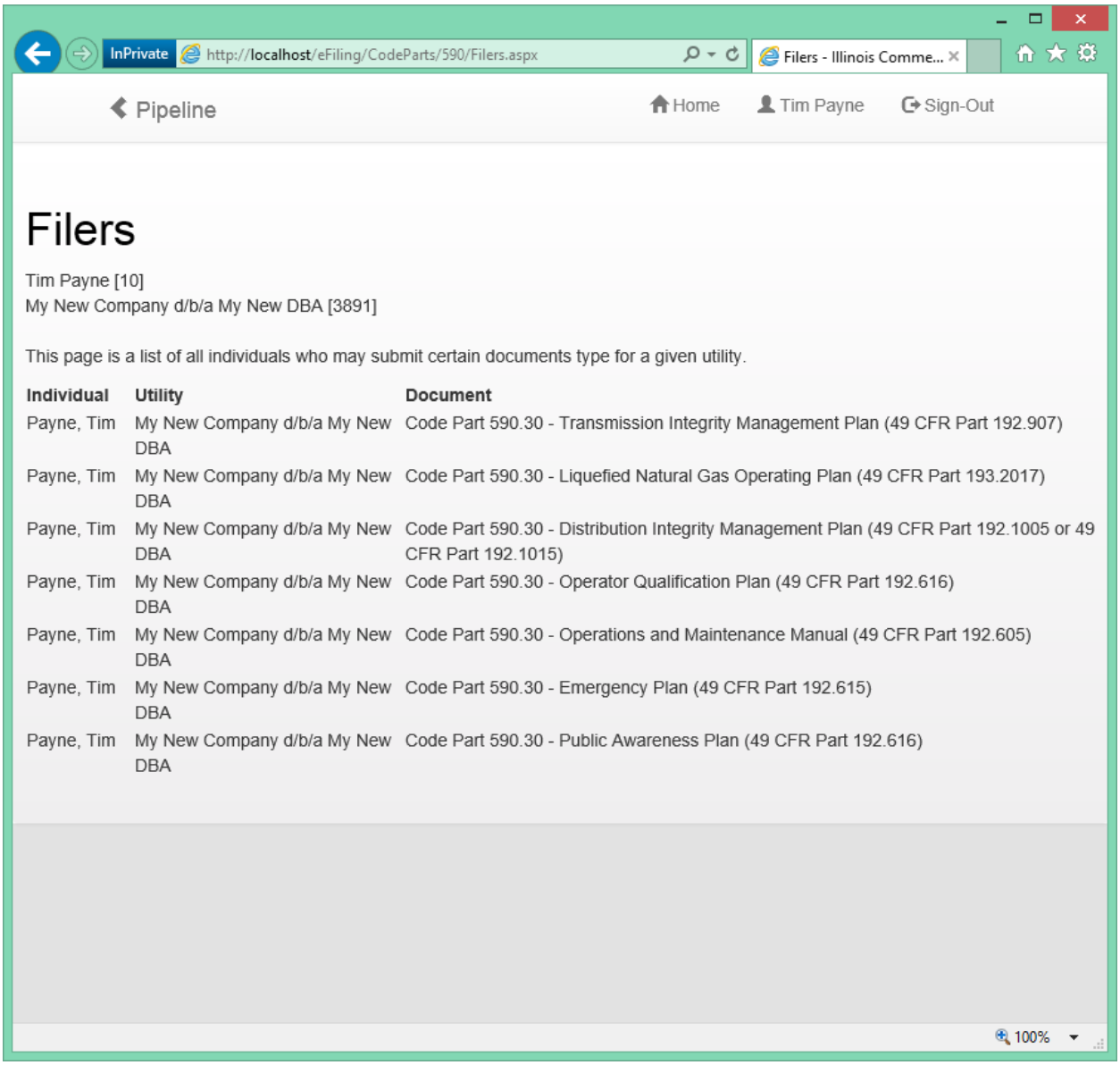
How to view a list of all individuals who may submit certain document types for a given utility

Step 2: Filers Report.

When the list is complete, the finish page containing a list of all 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 3: Finished.

When the list is complete, return to the home page by clicking Pipeline or Home.