REGISTER AS A DESIGNEE

All municipalities must register as a Designee with the Illinois Power Agency at:  https://illinoisabp.com/

A.  Navigate to the Illinois Adjustable Block Program Portal and select Login link (white dashed box below):

B.  Create a new account by selecting the [Create an Account link] from the login page (red dashed box below)

C.  Complete the User Registration and select the [Create Account] button (red box below)
D. You will receive an email from the Program Administrator that contains a link to activate the account. Click on the link to access the {Designee Registration} (red box below) in Vendors Dashboard (blue box below).

E. The Approved Vendor Designee Registration screen provides a disclosure about the purpose of the Designee registration and the Designee’s responsibility to comply with all program requirements. Select [Marketing or Sales Organization] (red box below).

F. Confirm Contact Information
G. Leave social media links blank and click on [Submit] (red box below).

H. Download Marketing Guidelines and Program Guidebook (Red box below) and enter initials for each attestation. Highlight the marketing manual elements that matter.
I. Submit Electronic Signature (red box below)

![Submit Designee Attestation](image)

J. Copy and Send your Designee Registration through the Metropolitan Mayors Caucus Submittable website, where you had initially filled out the Expression of Interest form.


![Designee Registration](image)