

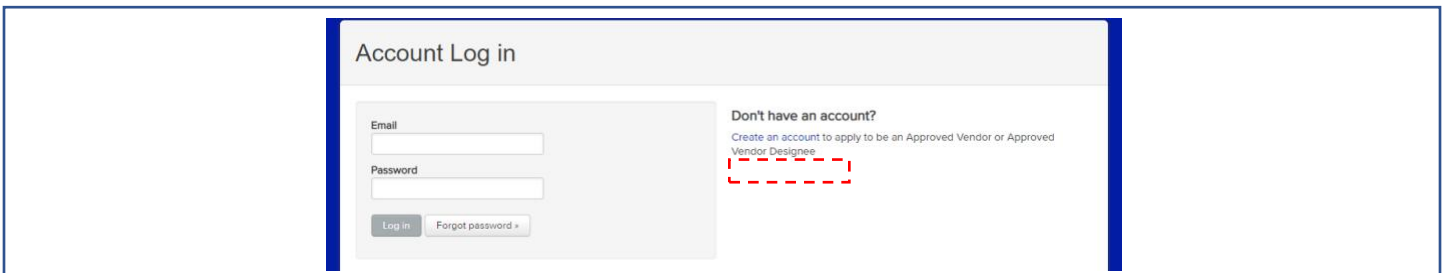
## REGISTER AS A DESIGNEE

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

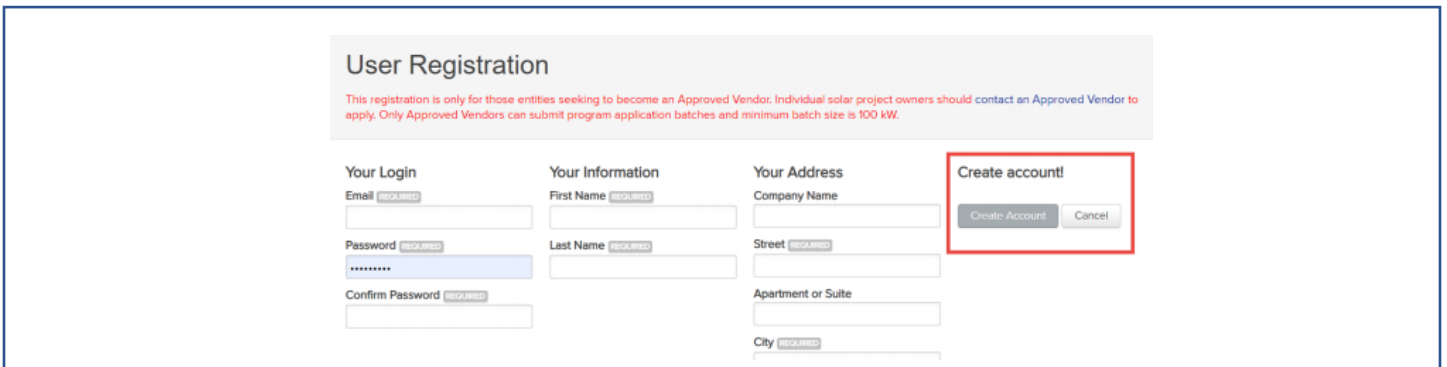
**A. Navigate to the Illinois Adjustable Block Program Portal and select Login link (white dashed box below):**



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

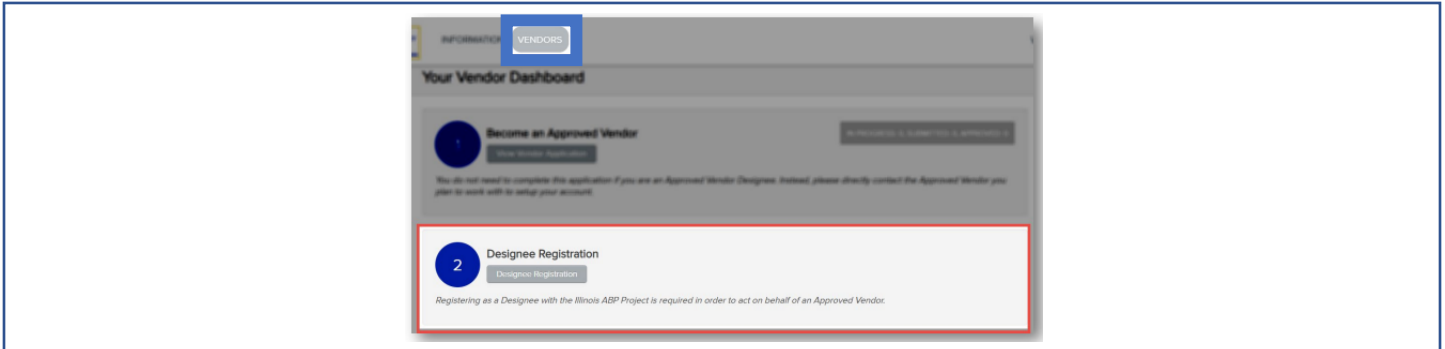


**C. Complete the User Registration and select the [Create Account] button (red box below)**

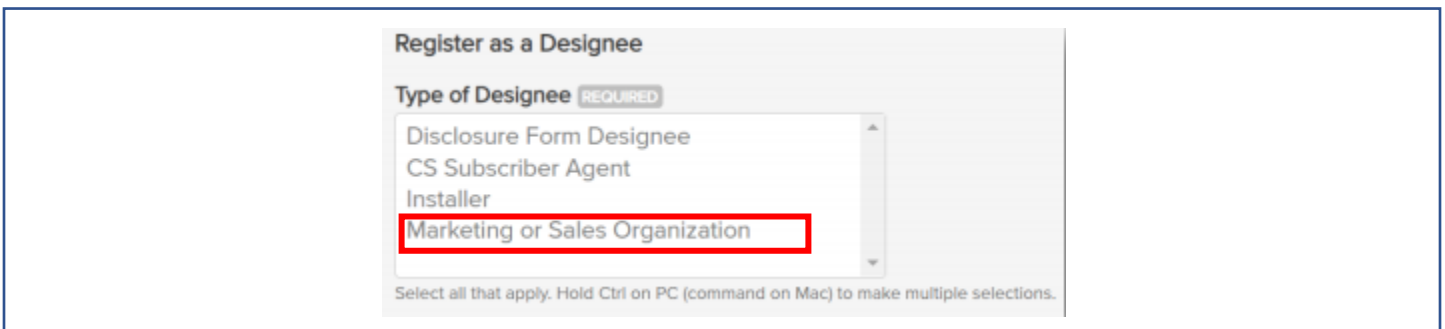


**ATTACHMENT E: REGISTRATION AS A MARKETING DESIGNEE WITH THE ILLINOIS POWER AGENCY**

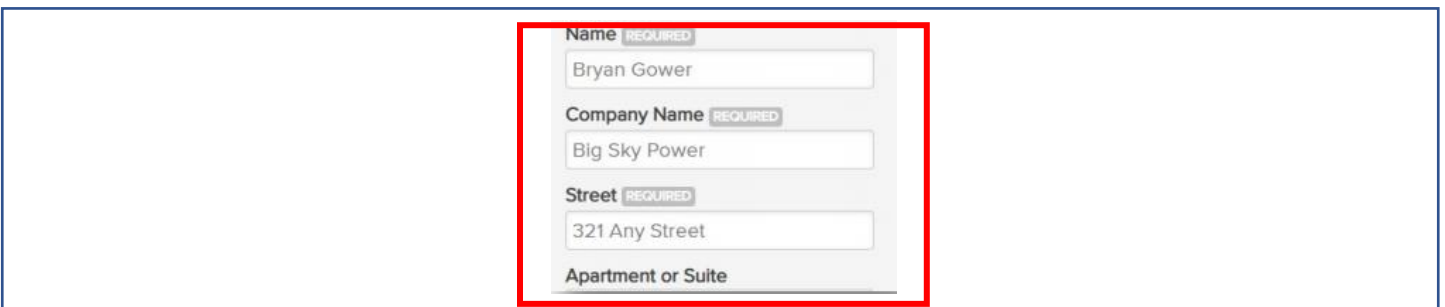
**D. You will receive an email from the Program Administrator that contains a link to activate the account. Click on the link to access the {Designee Registration} (red box below) in Vendors Dashboard (blue box below).**



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

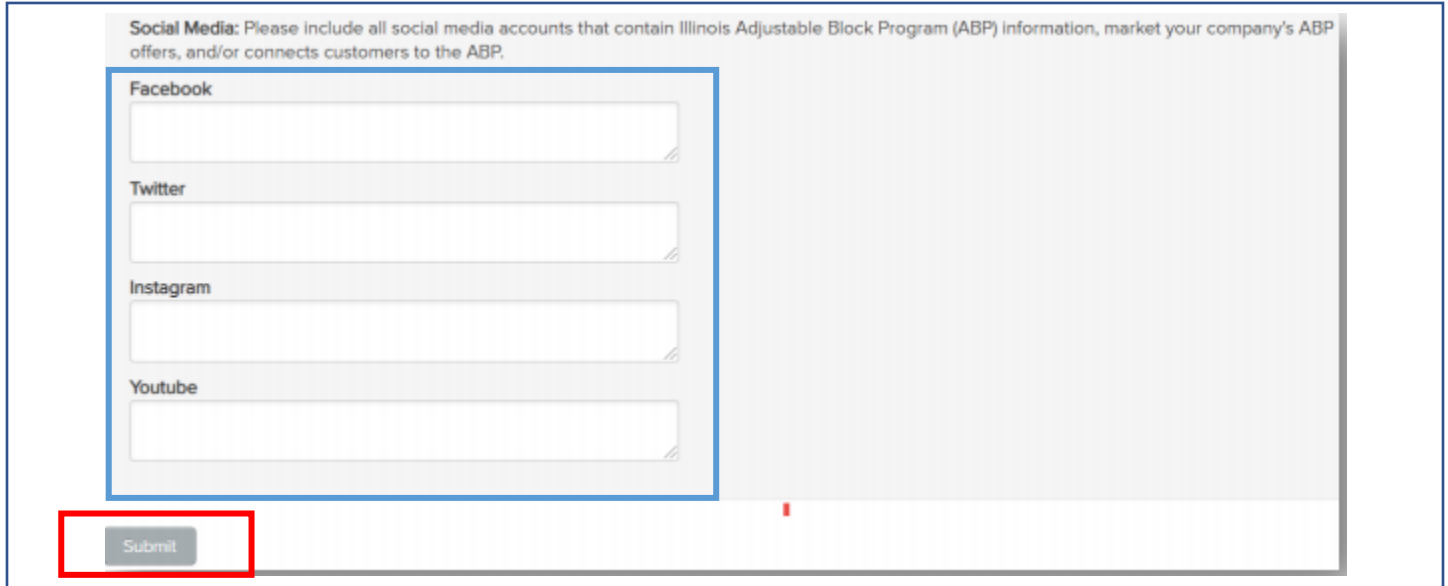


**F. Confirm Contact Information**



**ATTACHMENT E: REGISTRATION AS A MARKETING DESIGNEE WITH THE ILLINOIS POWER AGENCY**

**G. Leave social media links blank and click on [Submit] (red box below).**



**Social Media:** Please include all social media accounts that contain Illinois Adjustable Block Program (ABP) information, market your company's ABP offers, and/or connects customers to the ABP.

Facebook

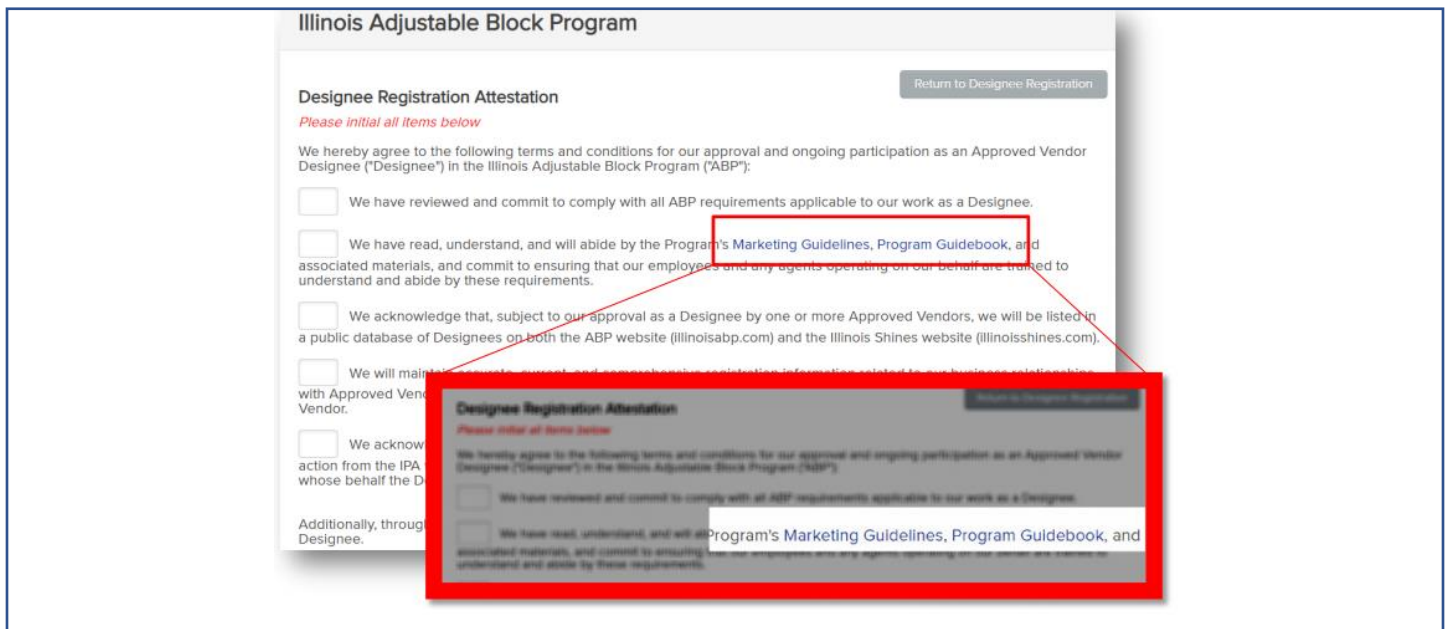
Twitter

Instagram

Youtube

Submit

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



**Illinois Adjustable Block Program**

Designee Registration Attestation Return to Designee Registration

*Please initial all items below*

We hereby agree to the following terms and conditions for our approval and ongoing participation as an Approved Vendor Designee ("Designee") in the Illinois Adjustable Block Program ("ABP"):

- We have reviewed and commit to comply with all ABP requirements applicable to our work as a Designee.
- We have read, understand, and will abide by the Program's Marketing Guidelines, Program Guidebook, and associated materials, and commit to ensuring that our employees and any agents operating on our behalf are trained to understand and abide by these requirements.
- We acknowledge that, subject to our approval as a Designee by one or more Approved Vendors, we will be listed in a public database of Designees on both the ABP website (illinoisabp.com) and the Illinois Shines website (illinoisshines.com).
- We will maintain accurate, current, and complete registration information related to our business relationships with Approved Vendor.
- We acknowledge and accept the action from the IPA on behalf of the Designee.

Additionally, through Designee.

**Designee Registration Attestation**

*Please initial all items below*

We hereby agree to the following terms and conditions for our approval and ongoing participation as an Approved Vendor Designee ("Designee") in the Illinois Adjustable Block Program ("ABP"):

- We have reviewed and commit to comply with all ABP requirements applicable to our work as a Designee.
- We have read, understand, and will abide by the Program's Marketing Guidelines, Program Guidebook, and associated materials, and commit to ensuring that our employees and any agents operating on our behalf are trained to understand and abide by these requirements.

**I. Submit Electronic Signature (red box below)**

Additionally, through my execution below, I assert that I have the authority to enter into binding agreements on behalf of this Designee.

Electronic Signature:

Print Name:

Title:

Company:

Date:

**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.**

<https://metropolitanmayorscaucus.submittable.com/submit/181541/residential-community-solar-clearinghouse-solutions-program-cs2-expression-of>

**Designee Registration**

Thank you for submitting your Designee registration with the Illinois Adjustable Block Program.

Your registration was received on Oct 19, 2020. You are currently registered to act as a Designee in the following role(s):  
**Disclosure Form Designee**

Your Designee ID is **D3016**. Provide this ID to Approved Vendors so that they can register you to act on their behalf.