



# **Illinois Adjustable Block Program DG Consumer Disclosure Form Portal Reference Guide**

# Overview

By participating in Illinois Shines, an installer or other vendor is required to provide customers with disclosure forms so that customers have accurate information about the PV system, including its size, cost, operations, warranties, and financial benefits. At the point when the customer decides to enter into a solar contract, the customer will sign this form indicating that the information in it has been provided to them. The form will be submitted to the Illinois Shines Program Administrator as part of a system's application. The Program Administrator may contact the customer to verify that they received this form.

The installer or other vendor is also required to provide the customer with an Informational Brochure about Illinois Shines. The Brochure can be found at <http://illinoisabp.com/wp-content/uploads/2018/12/Brochure.pdf>

# Overview

The following instructions offer guidance on how to access and complete a Disclosure Form through your Approved Vendor portal. Only Approved Vendors have access to the Disclosure Forms. Please remember the following:

- Select the appropriate form type before beginning a new disclosure form. There are four form types: PPA, lease, system purchase, and system purchase of 25 kW
- Every completed disclosure form will create a Part I project application at the time the project application portal is live with all of the information from the disclosure form already prefilled, eliminating the need for duplicate data entry.
- Disclosure forms must be completed through the Illinois ABP website, without exception.

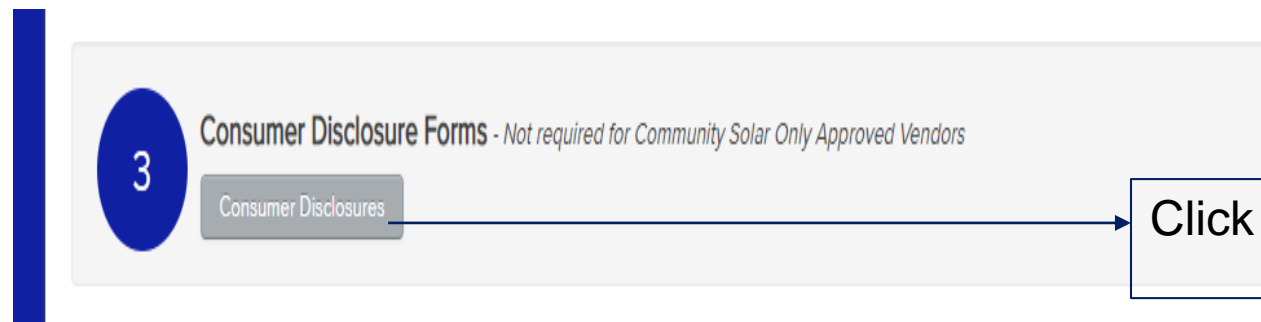
# Access Disclosure Forms

Access the IllinoisABP website at [www.illinoisabp.com](http://www.illinoisabp.com)



Login to access your Approved Vendor Portal

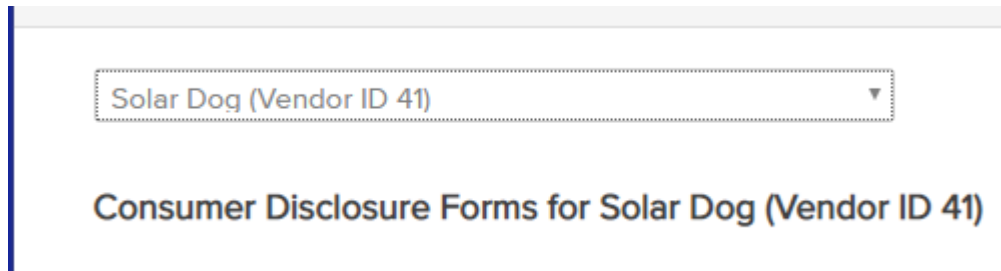
On your Vendor Dashboard, go to Item #3 Consumer Disclosure Forms



Click Consumer Disclosures

# Begin New Disclosure Form

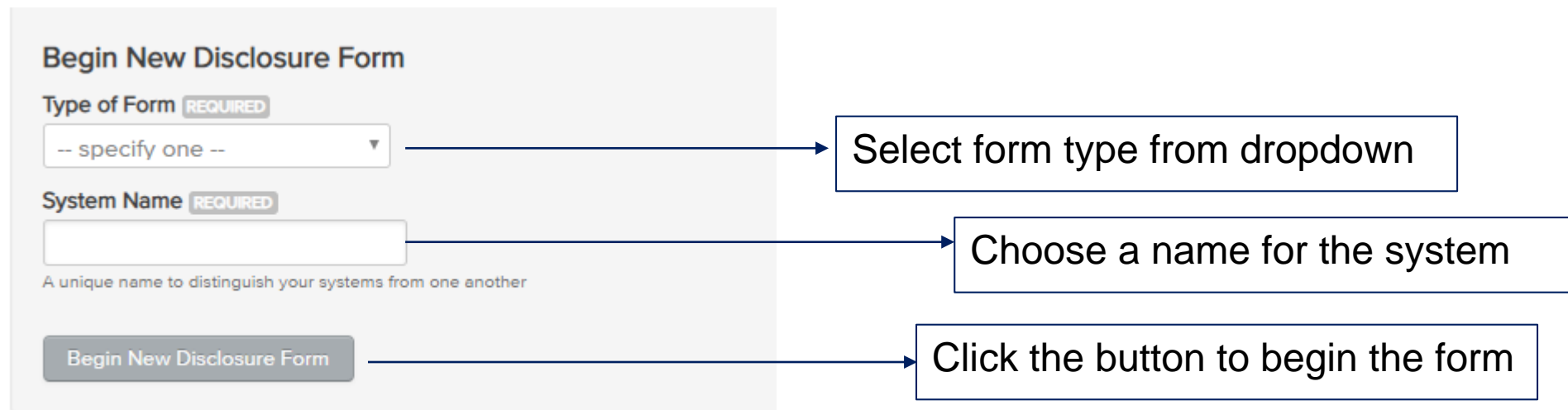
Select an Approved Vendor (if you have more than one)



Solar Dog (Vendor ID 41) ▼

[Consumer Disclosure Forms for Solar Dog \(Vendor ID 41\)](#)

## Begin New Disclosure Form



**Begin New Disclosure Form**

Type of Form **REQUIRED**

-- specify one -- ▼

System Name **REQUIRED**

A unique name to distinguish your systems from one another

Select form type from dropdown

Choose a name for the system

Click the button to begin the form

# Begin New Disclosure Form

## Disclosure Form Types

- System Purchase Form – Select this form if the customer pays for and owns the system.
- Power Purchase Agreement Form – Select this form if the customer agrees to host a system and to buy electricity generated from it at a per-kilowatt-hour rate from a company that owns the system
- Lease Form -Select this form if a customer enters into a service contract to pay scheduled, pre-determined payments to a solar leasing company, which owns the system on the customer's property
- System Purchase Over 25 kW - Select this form if the facility is over 25 kW

# Customer Contact Information

Customer Contact Information In Progress

Customer Customer, Lessee, Site Host

Name REQUIRED

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

Zip REQUIRED  
  
Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone REQUIRED  
  
Enter 123-123-1234 with no extensions allowed

Email REQUIRED

Customer's Electric Utility REQUIRED

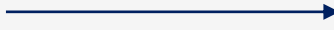
## Customer Contact Types Based on Disclosure Form:

- Customer – Customer owned systems
- Lessee – For leased systems
- Site Host – For PPA Systems

These fields must be the customer's contact information. Do not enter contact information for an Approved Vendor, Installer, Placeholder, etc.

# Other Parties' Contact Information – System Seller

**Other Parties' Contact Information**

System Seller 

[Use Approved Vendor Contact Information >](#)

Legal Name REQUIRED

Name Used for Marketing (if different)

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

Zip REQUIRED

Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone REQUIRED

Enter 123-123-1234 with no extensions allowed

Email REQUIRED

Seller, Lessor, Owner

## Other Parties' Types Based on Disclosure Form:

- System Seller – Entity that sold the customer a system
- System Lessor – For leased systems, the entity that owns the solar system
- Site Host – For PPA Systems, the entity that owns the solar system



# Other Parties' Contact Information – System Installer

Is the system installer known at this time?

Yes

**System Installer**

Is the system installer known at this time? REQUIRED

yes

[Use Approved Vendor Contact Information >](#)

[Use System Seller Contact Information >](#)

Legal Name REQUIRED

Name Used for Marketing (if different)

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

-- Select One --

Zip REQUIRED

Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone REQUIRED

Enter 123-123-1234 with no extensions allowed

Email REQUIRED

If the installer of the system is known, you may select the Approved Vendor, Seller, or enter a new entity

If the installer of the system is not known, you will need to enter the contact information for 3 potential installers. The form cannot be submitted without the 3 installer names.

No

**System Installer**

Is the system installer known at this time? REQUIRED

no, I will enter three potenti

**1st Installer**

Legal Name REQUIRED

Name Used for Marketing (if different)

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

-- Select One --

Zip REQUIRED

Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone REQUIRED

Enter 123-123-1234 with no extensions allowed

Email REQUIRED

# Other Parties' Contact Information – System Warranty

## System Warranty and/or Maintenance Provider

System Warranty and/or Maintenance Provider is the same as installer

If the installer is also the system warranty and maintenance provider, check this box.

If the Approved Vendor is the system warranty and maintenance provider, select this button

Legal Name **REQUIRED**

Name Used for Marketing (if different)

Street **REQUIRED**

Apartment or Suite

City **REQUIRED**

State **REQUIRED**

Zip **REQUIRED**

Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone **REQUIRED**

Enter 123-123-1234 with no extensions allowed

Email **REQUIRED**

If the system warranty provider is not the installer or Approved Vendor, enter their information.

# System Purchase Information (For System Purchases)

## System Purchase Information

In Progress

System Purchase Price (\$) **REQUIRED**

Deposit or amount owed to the seller at contract signing (\$) **REQUIRED**

The amount owed to seller at the start of system installation (\$) **REQUIRED**

The amount of the final payment due to seller (\$) **REQUIRED**

Time final payment is due **REQUIRED**

For example, 30 days after system interconnection

The amount of any other intermediary payments for the system (\$) **REQUIRED**

Time any other intermediary payments are due **REQUIRED**

Is PV system sale contingent upon selection for the Adjustable Block Program incentive? **REQUIRED**

Save and Continue

For system purchases, complete each field and then click the save and continue button.

Is PV system sale contingent upon selection for the Adjustable Block Program incentive? **REQUIRED**

Will the pricing terms change if the project is not selected for the Adjustable Block Program incentive

**REQUIRED**

# System Lease Information (For Lease Systems)

## Fees

In Progress

If your payment is made more than  days after due date, the charge will be \$  OR late payments accrue interest at  % annually **REQUIRED**

Non-connection to internet fee **REQUIRED**

Estimated system removal fee (\$) **REQUIRED**

System maintenance fee (\$) **REQUIRED**

How often is system maintenance fee paid? **REQUIRED**

Document preparation fees (\$) **REQUIRED**

Returned checks fee (\$) **REQUIRED**

Automated clearinghouse fee (\$) **REQUIRED**

Does the lessor intend to file a Uniform Commercial Code-1 filing statement? **REQUIRED**

Will the lessor impose a fee or penalty for early termination of the lease by the lessee prior to the conclusion of the contract term? **REQUIRED**

Any Other Fees (description, amount and when it is due)

Fee	Amount	When It's Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

For lease systems, complete each field and then click the save and continue button.

Is PV system sale contingent upon selection for the Adjustable Block Program incentive? **REQUIRED**

Will the pricing terms change if the project is not selected for the Adjustable Block Program incentive **REQUIRED**

# System Pricing Information (For PPA Systems)

## System Pricing Information

In Progress

Total of all your estimated payments over the course of the PPA contract, including any down payment, all PPA payments, interest or escalators, service fees, and other fees: (\$) **REQUIRED**

Deposit, down payment, or initial amount owed at PPA signing (\$) **REQUIRED**

Term of PPA:  Years and  Months **REQUIRED**

Frequency of PPA payments **REQUIRED**

For example, monthly

Initial PPA price per-kilowatt hour (\$) **REQUIRED**

When the first PPA payment is due **REQUIRED**

For example, 30 days after system interconnection

Final PPA price per-kilowatt hour (\$) **REQUIRED**

The time the final PPA payment is due **REQUIRED**

For example, 20 years after the first PPA payment)

Total number of PPA payments over the term of the contract **REQUIRED**

Assumed system electricity production per year (kWh) **REQUIRED**

Annual escalation rate **REQUIRED**

Please enter as a decimal. For example, for a 1% escalation rate, enter .01.

Type of Invoices Received **REQUIRED**

-- specify one --

Is PV system sale contingent upon selection for the Adjustable Block Program incentive? **REQUIRED**

-- specify one --

Other tax incentives or rebates:

Name of Incentive/Rebate

Party Directly Realizing the Benefit of the Incentive

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Save and Continue

For PPA systems, complete each field and then click the save and continue button.

Is PV system sale contingent upon selection for the Adjustable Block Program incentive? **REQUIRED**

no

Will the pricing terms change if the project is not selected for the Adjustable Block Program incentive

**REQUIRED**

-- specify one --

# Fees (For System Purchases)

## Fees

In Progress

If your payment is made more than  days after due date, the charge will be \$  OR late payments accrue interest at  % annually **REQUIRED**

Non-connection to internet fee **REQUIRED**

Will the system be financed (for example, through a loan)? **REQUIRED**

The total cost to be paid to seller, including any interest, installation fees, document preparation fees, service fees, or other fees: **REQUIRED**

List all fees associated with the PV system (for example, interconnection fees, maintenance fees, etc.) and the amount of each one and when it is due:

Fee	Amount	When It's Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save and Continue

For system purchases, complete each field and then click the save and continue button.

Will the system be financed (for example, through a loan)? **REQUIRED**

Will the seller assist in financing the system? **REQUIRED**

# Fees (For Lease Systems)

**Fees** In Progress

If your payment is made more than  days after due date, the charge will be \$  OR late payments accrue interest at  % annually **REQUIRED**

Non-connection to internet fee **REQUIRED**

Estimated system removal fee (\$) **REQUIRED**

System maintenance fee (\$) **REQUIRED**

How often is system maintenance fee paid? **REQUIRED**

Document preparation fees (\$) **REQUIRED**

Returned checks fee (\$) **REQUIRED**

Automated clearinghouse fee (\$) **REQUIRED**

Does the lessor intend to file a Uniform Commercial Code-1 filing statement? **REQUIRED**

Will the lessor impose a fee or penalty for early termination of the lease by the lessee prior to the conclusion of the contract term? **REQUIRED**

Any Other Fees (description, amount and when it is due)

Fee	Amount	When It's Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

For lease systems, complete each field and then click the save and continue button.

Does the lessor intend to file a Uniform Commercial Code-1 filing statement? **REQUIRED**

The Uniform Commercial Code Notice Removal and Re-filing fee **REQUIRED**

Will the lessor impose a fee or penalty for early termination of the lease by the lessee prior to the conclusion of the contract term? **REQUIRED**

Amount of Fee/Penalty: \$  OR Will be calculated as follows:   
**REQUIRED**

# Fees (For PPA Systems)

**Fees** In Progress

If your payment is made more than  days after due date, the charge will be \$  OR late payments accrue interest at  % annually **REQUIRED**

Non-connection to internet fee **REQUIRED**

Estimated system removal fee (\$) **REQUIRED**

System maintenance fee (\$) **REQUIRED**

How often is system maintenance fee paid? **REQUIRED**

Document preparation fees (\$) **REQUIRED**

Returned checks fee (\$) **REQUIRED**

Automated clearinghouse fee (\$) **REQUIRED**

Does the lessor intend to file a Uniform Commercial Code-1 filing statement? **REQUIRED**

Will the lessor impose a fee or penalty for early termination of the lease by the lessee prior to the conclusion of the contract term? **REQUIRED**

Any Other Fees (description, amount and when it is due)

Fee	Amount	When It's Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

For PPA systems, complete each field and then click the save and continue button.

Does the system owner intend to file a Uniform Commercial Code-1 filing statement? **REQUIRED**

The Uniform Commercial Code Notice Removal and Re-filing fee **REQUIRED**

Will the PV system owner impose a fee or penalty for early termination of the PPA by the customer prior to the conclusion of the contract term? **REQUIRED**

Amount of Fee/Penalty: \$  OR Will be calculated as follows:   
**REQUIRED**



# System Installation Timing

## System Installation Timing

In Progress

The estimated start date of system installation will be  from the date the contract is signed OR  [date]

The estimated completion date of system installation will be  from the date the contract is signed OR  [date]

Does seller plan to furnish a mechanic's lien waiver to the customer upon final payment? **REQUIRED**

-- specify one --

Party responsible for submitting a system interconnection application to the utility? **REQUIRED**

-- specify one --

Save and Continue

For system purchases, lease systems, and PPAs, complete each field and then click the Save and Continue button.

Does seller plan to furnish a mechanic's lien waiver to the customer upon final payment? **REQUIRED**

yes

Approximate date when the installer is expected to furnish a mechanic's lien waiver to the customer

**REQUIRED**

# System Design Specifications

## System Design Specifications

In Progress

For system purchases, lease systems, and PPAs, complete each field and then click the Save and Continue button.

System Size (DC kW) **REQUIRED**

System Size (AC kW) **REQUIRED**

Estimated annual system production decrease **REQUIRED**

Please enter as a decimal. For example, for a 1% production decrease, enter .01.

Expected life of the system (years) **REQUIRED**

Expected overall degradation over the life of the system **REQUIRED**

Please enter as a decimal. For example, for a 1% degradation, enter .01.

System Mounting **REQUIRED**

System Tracking **REQUIRED**

Estimated gross annual electricity production in kilowatt-hours from the syst

Is the PV Panel Manufacturer known at this time? **REQUIRED**

Are the Inverter Make and Model known at this time? **REQUIRED**

Save and Continue

If the PV manufacturer is known, select yes and enter the name of the manufacturer.  
If the PV manufacturer is not known, enter three potential manufacturers.

Is the PV Panel Manufacturer known at this time? **REQUIRED**

PV Panel Manufacturer **REQUIRED**

Is the PV Panel Manufacturer known at this time? **REQUIRED**

Manufacturer 1:

Manufacturer 2:

Manufacturer 3:

If the inverter manufacturer is known, select yes and enter the name of the manufacturer and model.  
If the inverter manufacturer is not known, enter three potential manufacturers and models.

Are the Inverter Make and Model known at this time? **REQUIRED**

Make of Inverter **REQUIRED**

Model of Inverter **REQUIRED**

Are the Inverter Make and Model known at this time? **REQUIRED**

Make 1:  Model 1:

Make 2:  Model 2:

Make 3:  Model 3:

# System Operations, Maintenance, Warranties & Guarantees (System Purchase)

For system purchases, complete each field and then click the Save and Continue button.

## System Operations, Maintenance, Warranties, and Guarantees

In Progress

Is system maintenance (operational upkeep) included as part of the system purchase contract? **REQUIRED**

-- specify one --

Are system repairs (actions required to fix a malfunctioning system) included as part of the system purchase contract? **REQUIRED**

-- specify one --

Is the system warrantied against issues related to improper installation? **REQUIRED**

-- specify one --

Do the solar panels come with a manufacturer's warranty? **REQUIRED**

-- specify one --

Does the inverter come with a manufacturer's warranty? **REQUIRED**

-- specify one --

Is the roof warrantied against leaks from the system installation? **REQUIRED**

-- specify one --

What type of guarantee is the Seller is providing the customer? **REQUIRED**

-- Specify One --

Save and Continue

For how many years is it included? **REQUIRED**

Who is responsible for system maintenance? **REQUIRED**

For example, seller, installer, or approved vendor

For how many years is it included? **REQUIRED**

Who is responsible for repairs? **REQUIRED**

For example, seller, installer, or approved vendor

For how many years is it included? **REQUIRED**

Who is the responsible party? **REQUIRED**

For example, seller or installer.

For how many years is it included? **REQUIRED**

Who is the responsible party? **REQUIRED**

For example, seller, installer, or approved vendor

Please Specify the Terms of the Guarantee **REQUIRED**

# System Operations, Maintenance, Warranties & Guarantees (Lease)

## System Operations, Maintenance, Warranties, and Guarantees

In Progress

Is system maintenance (operational upkeep) included as part of the system lease? **REQUIRED**

-- specify one --

Are system repairs (actions required to fix a malfunctioning system) included as part of the system lease? **REQUIRED**

-- specify one --

Is the system warranted against issues related to improper installation? **REQUIRED**

-- specify one --

Do the solar panels come with a manufacturer's warranty? **REQUIRED**

-- specify one --

Does the inverter come with a manufacturer's warranty? **REQUIRED**

-- specify one --

Is the roof warranted against leaks from the system installation? **REQUIRED**

-- specify one --

Will the Lessor remove the PV system at the conclusion of the term of the system lease? **REQUIRED**

-- specify one --

Will the Lessor return the system's site to its original condition upon the removal of the system? **REQUIRED**

-- specify one --

Will the Lessor offer the customer the option to own and retain the system at the conclusion of the term of the system lease? **REQUIRED**

-- specify one --

Will the Lessor offer the customer the option to renew after the initial term of the system lease? **REQUIRED**

-- specify one --

Will the Lessor insure for loss or damage to the system? **REQUIRED**

-- specify one --

What type of guarantee is the Lessor providing the customer? **REQUIRED**

-- Specify One --

Save and Continue

For how many years is it included? **REQUIRED**

Who is responsible for system maintenance? **REQUIRED**

For example, seller, installer, or approved vendor

For how many years is it included? **REQUIRED**

Who is responsible for repairs? **REQUIRED**

For example, seller, installer, or approved vendor

For how many years is it included? **REQUIRED**

Who is the responsible party? **REQUIRED**

For example, seller or installer.

For how many years is it included? **REQUIRED**

Who is the responsible party? **REQUIRED**

For example, seller or installer.

Circumstances/exceptions under which the Lessor will not insure the system for loss or damage

**REQUIRED**

What type of guarantee is the Seller providing the customer? **REQUIRED**

System performance or else

Please Specify the Terms of the Guarantee **REQUIRED**

For lease systems, complete each field and then click the Save and Continue button.

# System Operations, Maintenance, Warranties & Guarantees (PPA)

For PPAs, complete each field and then click the Save and Continue button

**System Operations, Maintenance, Warranties, and Guarantees** In Progre:

Is system maintenance (operational upkeep) included as part of the PPA? **REQUIRED**  
-- specify one --

Are system repairs (actions required to fix a malfunctioning system) included as part of the PPA? **REQUIRED**  
-- specify one --

Is the system warranted against issues related to improper installation? **REQUIRED**  
-- specify one --

Do the solar panels come with a manufacturer's warranty? **REQUIRED**  
-- specify one --

Does the inverter come with a manufacturer's warranty? **REQUIRED**  
-- specify one --

Is the roof warranted against leaks from the system installation? **REQUIRED**  
-- specify one --

Will the Owner remove the PV system at the conclusion of the term of the PPA? **REQUIRED**  
-- specify one --

Will the Owner return the system's site to its original condition upon the removal of the system? **REQUIRED**  
-- specify one --

Will the Owner offer the customer the option to own and retain the system at the conclusion of the term of the PPA? **REQUIRED**  
-- specify one --

Will the Owner offer the customer the option to renew after the initial term of the PPA? **REQUIRED**  
-- specify one --

Will the Owner insure for loss or damage to the system? **REQUIRED**  
-- specify one --

What type of guarantee is the Owner is providing the customer? **REQUIRED**  
-- Specify One --

**Save and Continue**

**For how many years is it included? REQUIRED**  
[input field]

**Who is responsible for system maintenance? REQUIRED**  
[input field]  
For example, seller, installer, or approved vendor

**For how many years is it included? REQUIRED**  
[input field]

**Who is responsible for repairs? REQUIRED**  
[input field]  
For example, seller, installer, or approved vendor

**For how many years is it included? REQUIRED**  
[input field]

**Who is the responsible party? REQUIRED**  
[input field]  
For example, seller or installer.

**For how many years is it included? REQUIRED**  
[input field]

**Who is the responsible party? REQUIRED**  
[input field]  
For example, seller, installer, or approved vendor

**Circumstances/exceptions under which the Owner will not insure the system for loss or damage REQUIRED**  
[text area]

**Please Specify the Terms of the Guarantee REQUIRED**  
[text area]

# Additional Terms and Disclosures

For system purchases, complete the following information:

## Additional Terms and Disclosures

In Progress

If the home or business where the PV system is located is sold, what is required to transfer the system to the new owner? **REQUIRED**

Conditions required for the transfer of your PV system as part of a real estate transaction

Additional Details or Explanatory Information

Nothing listed shall alter, amend, repeal, or supersede the disclosure requirements contained in this form.

Save and Continue

For lease & PPA Systems, complete the following information:

## Additional Terms and Disclosures

In Progress

If the home or business where the PV system is located is sold, can the customer transfer the PPA obligations to the purchaser(s) of the home or business? **REQUIRED**

yes

The transfer will be subject to the following conditions:

- Credit check of the home purchaser(s)
- Minimum FICO score requirement:  (dependent upon lessor's credit criteria at the time of system transfer)
- Transfer fee: \$
- Assumption of the PPA contract by the home purchaser(s)
- Other:

If the customer sells their home or business where the PV system is located, are they required to purchase the system prior to the sale? **REQUIRED**

yes

How will the purchase price be calculated? **REQUIRED**

Additional Details or Explanatory Information

Nothing listed shall alter, amend, repeal, or supersede the disclosure requirements contained in this form.

Save and Continue

# Submit and Download

Please review the form for accuracy as once the form is submitted, changes cannot be made. When ready to submit the form, click the Submit and Download button.

## Submit and Download

In Progress

Please review all information you've entered before hitting submit. Once you click on Submit, you will be unable to make any changes to this form.

After submitting, you will be able to access this form from your dashboard. To find this form on your [Consumer Disclosure Form Dashboard](#) search for **Form ID #161**.

After downloading the form, you must have it signed by the Customer and uploaded or sent to the customer for an electronic signature.

Submit and Download



# Consumer Disclosure Form - Upload

## Consumer Disclosure Form - Upload

System Name: My Solar System (ID # 161)

Form Status: Submitted

View Form

Click the view form button to view the form or download a copy of the form for the customer to sign

Your form still needs to be either signed and uploaded, or sent for an e-signature.

### Upload Signed Copy of Disclosure Form

Signed Consumer Disclosure Form

Choose File No file chosen

If the customer has signed the form, upload a complete copy here. Simply Click the choose file button, upload the file and then click the upload button

Upload Signed Form and Submit

### Send to Customer for E-Signature

Customer Name: Joe Smith

Customer Email: admin@illinoisabp.com

You may send a copy of the form directly to your customer by providing their name and email address. The next slide covers this process in detail.

Send to Customer for E-Signature

Return to Consumer Disclosure Form Dashboard



# Consumer Disclosure Form – Upload – E-Signature

If you choose to have your customer e-sign a form and provide their name and email address, this is the email that they will receive to complete the disclosure.

## E-Signature Needed For Illinois Adjustable Block Program Consumer Disclosure Form Customer Service Responded x

admin@illinoisabp.com

to me ▾

Thu, Dec 27, 12:16 PM (23 hours ago) ☆

Dear Homeowner Jim,

As the customer considering contracting for a solar photovoltaic ("PV") system from Solar Dog, your electronic signature is requested as part of the Adjustable Block Program requirements. Please click on the link below to access the Consumer Disclosure Form, download and read through the entirety of the form, and then submit your e-signature.

[Consumer Disclosure Form](#)

If you have any questions, please contact the Illinois Adjustable Block Program administration team.

Kind Regards,

Illinois ABP Administration Team

Email: [admin@illinoisabp.com](mailto:admin@illinoisabp.com)

Telephone: (587) 287-1903

# Consumer Disclosure Form – Upload – E-Signature

If you choose to have your customer e-sign a form and provide their name and email address, they will be able to view and sign the disclosure form electronically. Your dashboard will reflect the disclosure form has been completed.

## Adjustable Block Program: Consumer Disclosure Form

**System Name:** My Solar System  
**Customer Name:** Homeowner Jim

### Consumer Disclosure Form

As the customer considering contracting for a solar photovoltaic ("PV") system, your electronic signature is requested as part of the Adjustable Block Program requirements. Please click on the button below, read through the entirety of the Consumer Disclosure Form, and submit your e-signature.

[View Consumer Disclosure Form](#)

### Electronic Signature

Type Name to Sign:

[Submit Signature](#)

By signing this form, you attest that you are the customer and have read the Consumer Disclosure Form above.

# Consumer Disclosure Forms Dashboard

Click the view form button to view the form or download a copy of the form for the customer to sign.

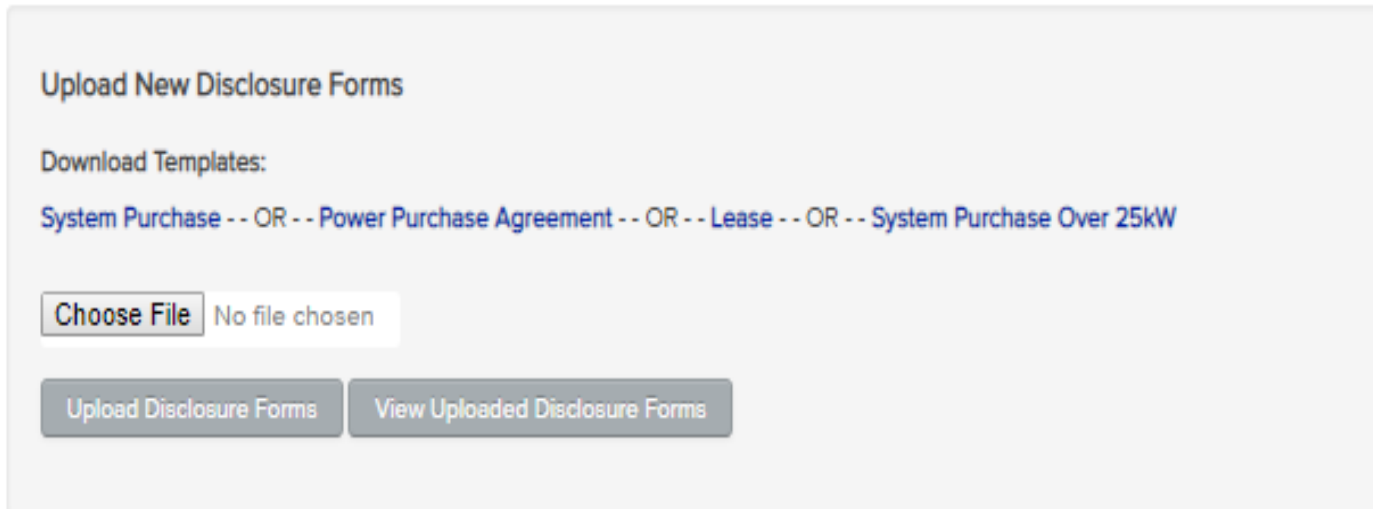
Your Consumer Disclosure Forms

Show 10 ▼

Form ID	System Name	Form Type	Status	Action	Download Form
176	Again Lease!!!!	Lease	In Progress	<a href="#">Resume Form</a>	
175	Again!	PPA	In Progress	<a href="#">Resume Form</a>	
174	My Solar Again!	System Purchase	In Progress	<a href="#">Resume Form</a>	
170	My Big System	Over 25 kW Purchase	In Progress	<a href="#">Resume Form</a>	
169	My Lease Solar System	Lease	Submitted	<a href="#">Upload/E-Sign Form</a>	<a href="#">Download</a>
168	My PPA Solar System	PPA	Submitted	<a href="#">Upload/E-Sign Form</a>	<a href="#">Download</a>
161	My Solar System	System Purchase	Completed	<a href="#">View Forms</a>	<a href="#">Download</a>

# Upload New Disclosure Forms

Approved Vendors may upload data to complete disclosure forms for customers to complete. From your Consumer Disclosure Forms dashboard, download the type of consumer disclosure form you would like to upload. The template contains detailed instructions on how to complete the form. Once you upload the form, you will see the form on your dashboard and can either have your customer sign the form for you to upload or e-sign the form.



The screenshot shows a web interface for uploading disclosure forms. At the top, it says "Upload New Disclosure Forms". Below that, there is a section for "Download Templates:" with a list of options: "System Purchase -- OR -- Power Purchase Agreement -- OR -- Lease -- OR -- System Purchase Over 25kW". Underneath the list is a file selection area with a "Choose File" button and the text "No file chosen". At the bottom, there are two buttons: "Upload Disclosure Forms" and "View Uploaded Disclosure Forms".

# Manage Approved Vendor Designees

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## Manage Approved Vendor Designees

You may specify users to have a Designee role, whereby they may upload marketing materials and disclosure forms on your behalf

Manage Designee Users

Approved Vendor designees must register for their own account on the Illinois ABP website before they can be added to your account.

1.

2.

3.

### Manage Approved Vendor Designees

Solar Dog (Vendor ID 41)

The following Designees are allowed to upload Marketing Materials and Disclosure Forms for Solar Dog (Vendor ID 41):  
You currently have no Approved Vendor Designees at this time.

#### Add New User to Designee Role

Look up user by email address

Enter the email address for your designee

### Manage Approved Vendor Designees

Solar Dog (Vendor ID 41)

The following Designees are allowed to upload Marketing Materials and Disclosure Forms for Solar Dog (Vendor ID 41):  
You currently have no Approved Vendor Designees at this time.

#### Add New User to Designee Role

User Found: Lauren Siler

Give Lauren Siler Designee role?  Yes

Choose to select the designee. The Designee will receive an email confirming they are a designee for you.

### Manage Approved Vendor Designees

Solar Dog (Vendor ID 41)

The following Designees are allowed to upload Marketing Materials and Disclosure Forms for Solar Dog (Vendor ID 41):

Name	Company	Email Address	Remove
Lauren Siler		lauren.siler@inclimesolutions.com	<input type="button" value="Remove Role"/>
Lisa Wadsworth		lisa.wadsworth@inclimesolutions.com	<input type="button" value="Remove Role"/>

#### Add New User to Designee Role

Look up user by email address

You may remove a designee at anytime by clicking the remove role button. A designee may be affiliated with multiple Approved Vendors.

**Adjustable Block  
Program Administrator**

***[illinoisabp.com/contact/](http://illinoisabp.com/contact/)  
[admin@illinoisabp.com](mailto:admin@illinoisabp.com)  
(877) 783-1820***