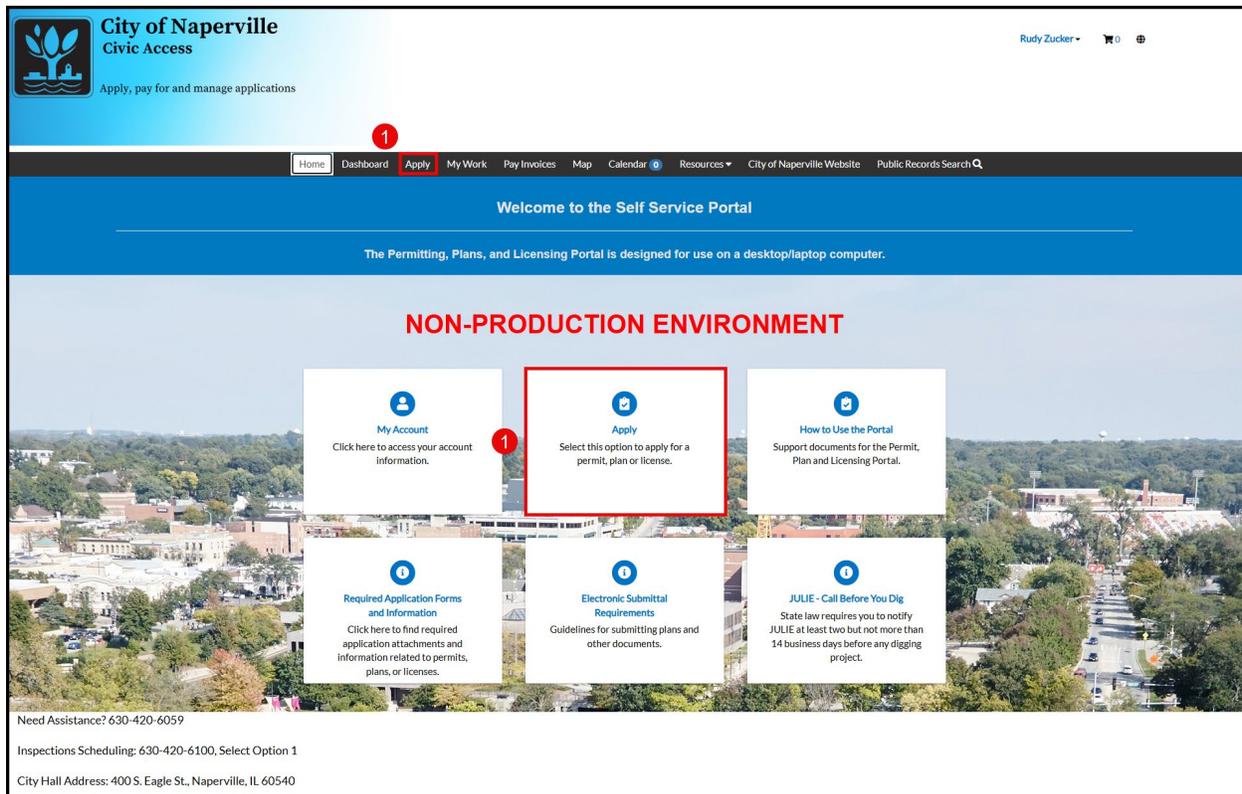


Applying to the Green Energy Certificate Program

This document will guide a user through the application process for the Green Energy Certificate Program.



1 While logged into the City of Naperville Civic Access portal, click on **Apply**, either in the black header bar or from the tile selections.

Applying to the Green Energy Certificate Program

The screenshot displays the 'Application Assistant' interface for the City of Naperville. At the top, the header includes the City of Naperville logo and 'Civic Access' with the tagline 'Apply, pay for and manage applications'. The user 'Rudy Zucker' is logged in. The navigation bar contains links for Home, Dashboard, Apply, My Work, Pay Invoices, Map, Calendar, Resources, City of Naperville Website, and Public Records Search. The main content area is titled 'Application Assistant' and features a search bar with 'Green Energy Certificate Program' entered. A search icon is visible to the right of the search bar. Below the search bar are buttons for 'All', 'Trending', 'My History', 'LICENSE', 'PERMITS', and 'PLANS'. A 'Show Categories' link is also present. The search results show the 'Green Energy Certificate Program' with a description and an 'Apply' button. The 'Apply' button is highlighted with a red circle and the number 4. The search bar and search icon are also highlighted with red circles and numbers 2 and 3 respectively.

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City Hall Address: 400 S. Eagle St., Naperville, IL 60540

- 2 Type *Green Energy Certificate Program* into the search bar.
- 3 Click on the **magnifying glass icon**, or press enter, to search for the application.
- 4 Click on the **Apply** button to start an application. This will start the application wizard with prompts asking for information relevant to the application.

Applying to the Green Energy Certificate Program

City of Naperville
Civic Access
Apply, pay for and manage applications

Rudy Zucker

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources City of Naperville Website Public Records Search

Apply for Permit - Green Energy Certificate Program REQUIRED

1 Locations 2 Type 3 Contacts 4 More info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

LOCATION
Enter the address the applying for the Green Energy Certificate Program.

ADDRESS SEARCH:

- Do NOT enter punctuation (Enter address this way: 123 Main or 800 S Benton).
- Only enter **Street Number** and **Street Name**, do not include Street Suffix (ST, DR, AV, etc.).
- Partial address entry is allowed (i.e. 400 eag), a hit list will be displayed from which the correct address may be selected.
- If no address results return, please contact us.

PARCEL SEARCH:

- Do NOT include hyphens in parcel lookup.

Location
Add Location
+
REQUIRED

Create Template Save Draft Next

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5 Click on the **plus (+)** icon in the blue tile. This will open the address search screen to select the physical address applying to the program.

Applying to the Green Energy Certificate Program

The screenshot shows the 'City of Naperville Civic Access' interface. At the top, there is a navigation bar with links for Home, Dashboard, Apply, My Work, Pay Invoices, Map, Calendar, Resources, City of Naperville Website, and Public Records Search. The main content area is titled 'Add Location' and has two tabs: 'Address' (selected) and 'Parcel'. Below the tabs, there is a section for 'Add Address As' with a dropdown menu set to 'Location'. A search bar contains the text '400 s eagle' and a magnifying glass icon. Below the search bar, a table displays the search results. The table has two columns: 'Address' and 'Action'. The first row shows the address '400 S EAGLE ST, NAPERVILLE, IL, 60540' and an 'Add' button. At the bottom of the table, there is a pagination control showing 'Results per page 10' and '1 - 1 of 1'.

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← Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

400 s eagle

Address	Action
400 S EAGLE ST, NAPERVILLE, IL, 60540	Add

Results per page 10 1 - 1 of 1

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- 6 Enter the street number, street direction (if applicable), and street name of the physical address in the search bar.
- 7 Click on the **magnifying glass icon**, or press enter, to search for the physical address.
- 8 Review the listed addresses that the system matched to the search. Click on the **Apply** button on the row for the address that matches the physical address. This will add the address to your application. Clicking the Apply button will take you back to the application wizard.

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Apply for Permit - Green Energy Certificate Program REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

LOCATION

Enter the address the applying for the Green Energy Certificate Program.

ADDRESS SEARCH:

- Do NOT enter punctuation (Enter address this way: 123 Main or 800 S Benton).
- Only enter **Street Number** and **Street Name**, do not include Street Suffix (ST, DR, AV, etc.).
- Partial address entry is allowed (i.e. 400 eag), a hit list will be displayed from which the correct address may be selected.
- If no address results return, please contact us.

PARCEL SEARCH:

- Do NOT include hyphens in parcel lookup.

Type: Location
400 S EAGLE ST.,
NAPERVILLE, IL, 60540

Main Address

Parcel Number
07134410190000

Main Parcel

Remove

Create Template Save 9 Next

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! The address selected should be applied to the tile. Only one address can be included per application.

9 Click the **Next** button to advance to step 2: Type.

Applying to the Green Energy Certificate Program

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Apply for Permit - Green Energy Certificate Program **REQUIRED**

Locations Type Contacts More Info Attachments Signature Review and Submit

PERMIT DETAILS
Including a description of your request is optional. Click **Next** to continue.

* Permit Type Green Energy Certificate Program

Description

Back Create Template Save 10 Next

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10 No additional information needs to be entered on this step. Click on the **Next** button to advance to step 3: Contacts.

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Apply for Permit - Green Energy Certificate Program **REQUIRED**

Locations Type Contacts More Info Attachments Signature Review and Submit

CONTACTS
This application requires:
• Applicant
Click **Next** to continue.

Applicant (You) TEST ACCOUNT

Add Contact

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Applying to the Green Energy Certificate Program

11 The contact information for the account currently signed into the City of Naperville Civic Access portal will be added to the applicant tile. No additional contact information is required. Click on the **Next** button to advance to step 4: More Information.

12 Enter the Electric Utility Account Number for the location applying to the Green Energy Certificate Program. The first string of numbers should be no longer than six (6) digits. The second string of numbers should be no longer than six (6) digits. The account number should be in the format of NNNNNN-NNNNNN.

13 Enter the date that starts the period you would like to apply for. This should be in the format of MM/DD/YYYY.

14 Enter the date that ends the period you would like to apply for. This should be in the format of MM/DD/YYYY.

! The start and end dates selected will be used by the City of Naperville Sustainability team to calculate the cost of the Green Energy Certificate.

Applying to the Green Energy Certificate Program

15 Click on the **Next** button to advance to step 5: Attachments.

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Apply for Permit - Green Energy Certificate Program *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments
No attachments are required for this application. Click **Next** to continue.

click or drag files
Add Attachment
Supported: pdf, jpg, png, jpeg, doc, docx, xl

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16 No additional documents are required for this application. Click the **Next** button to advance to step 6: Signature.

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Apply for Permit - Green Energy Certificate Program *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE
All costs are in addition to your current Electric Utility charges.
* Please type your name as consent to electronically sign this application.

Enable Type Signatures

March, 25 2025

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- 17 After reading the text under signature, type your name into the field.
- 18 Click the toggle to enable the text field.
- 19 Enter your name into the text field. This will digitally sign your application.
- 20 Click the **Next** button to advance to step 7: Review and Submit.

Applying to the Green Energy Certificate Program

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Apply for Permit - Green Energy Certificate Program REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

Locations

Location	400 S EAGLE ST, NAPERVILLE, IL, 60540
Parcel Number	07134410190000

Basic Info

Type	Green Energy Certificate Program
Description	
Applied Date	03/25/2025

Contacts

Applicant	
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More Info

Additional Information

Electric Utility Account #	999999-999999	Top Main Menu
Offset Start Date	02/01/2025	
Offset End Date	02/28/2025	

Attachments

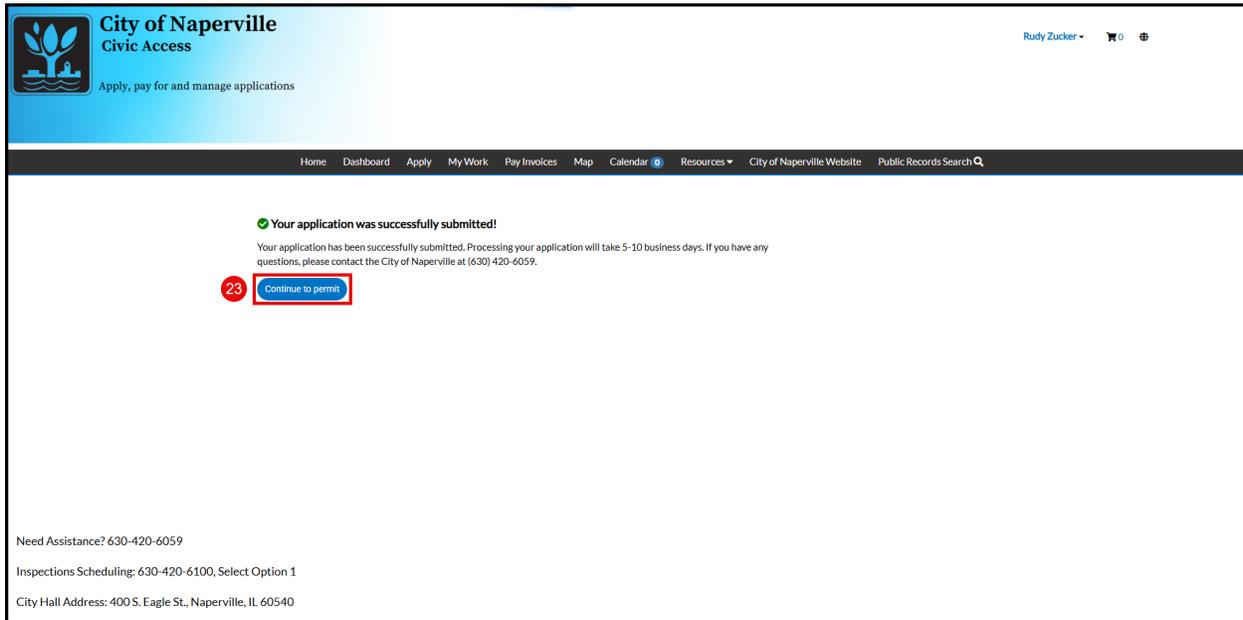
Back Create Template Save Submit

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21 Review the information to verify everything provided is correct. If something is incorrect, you can update it by using the **Back** button to move backwards through the application wizard to the step and then update the information.

22 Click on the **Submit** button. Clicking this button will submit your application to the City of Naperville Sustainability team for review. After clicking the button, you will be redirected to a splash page indicating your permit has been submitted.

Applying to the Green Energy Certificate Program



23 You have successfully submitted your application. Click on the **Continue to permit** button to view your record.