**Section 2870.5 Application for Approval of Short-Time Compensation Plan**

a) In order to participate in the STC program, an employer must submit an STC plan application to the Department, and the Director must approve the plan. Employers are strongly encouraged to submit the application electronically via the Department's STC e-service portal located at WorkShare.ides.illinois.gov. Filing an application can also be accomplished by calling 217-558-8150. Assistance in filing an application is also available at that number. The application will require the employer to provide information and make the certifications set forth in Section 502(C) of the Act.

b) A third-party administrator with a proper and fully executed IDES Power of Attorney on file with the Department may file an STC plan application and conduct all STC certifications and other STC business on behalf of an employer.

c) An STC plan application will not be accepted by the Department if an employer fails to affirm the certifications as required by Section 502 of Act and contained in the application.

d) An electronic submission of the STC plan application must be signed using an electronic signature in lieu of a written signature by clicking the "I Agree" check box beneath the certification statements prior to submission of the STC application. Electronic submission of the STC plan application has the same legal effect as a signature on a paper document.

e) When the employer's STC plan application containing the required information and employer certifications is complete, signed, and submitted, the Director must either approve or disapprove the employer's STC plan application. Approval of the STC plan application establishes the terms of the employer's STC plan.