**Section 200.1020 e-Docket Accounts**

a) Each person seeking to file electronic documents must have an active e-Docket account.

b) The application for an e-Docket account is available on e-Docket on the Commission's Web site or can be obtained by calling or e-mailing the e-Docket help desk.

c) The e-Docket application requires the following information:

1) First name and last name;

2) Primary mailing address and phone number;

3) Preferred user name;

4) Password;

5) Challenge question and answer; and

6) Notarized signature.

d) Applications must be hand-delivered or mailed to the e-Docket help desk.

e) The user is responsible for keeping confidential the user I.D. and password. A user I.D. must be at least four characters in length and must be unique. Passwords must be at least five characters in length. Periodically passwords will expire and users will be given advance notice and requested to enter a new password. The challenge question and answer will enable e-Docket to recover a password for a user who has forgotten his or her password.

f) Because of the unique user I.D. and password, an electronic document can be traced to a specific individual as if it were signed. This shall serve as an electronic signature on such filings.

(Source: Added at 24 Ill. Reg. 16019, effective October 15, 2000)