**Section 270.15 Communications or Service by Verifiable Electronic Methods**

Unless otherwise specified, the following procedures for communications and service of documents and other information by verifiable electronic methods (collectively referred to as "service") shall be followed for this Part:

a) The Department may provide service upon an individual (with the individual's consent) and its authorized or legal representative at designated email addresses. An individual's authorized or legal representative shall designate at least one email address and may designate up to 2 additional email addresses (for up to a total of 3 email addresses) at which service is accepted. The individual and the authorized or legal representatives must immediately notify the Department of a change of email address and provide an annual verification of the relevant email addresses. Service by email is effective at the time of the transmission and will be deemed confirmed if a failure to deliver message is not received.

b) If the Department receives notification that service to all designated email addresses fails, the Department will accomplish service by some other means such as First Class Mail to the last mailing address provided by the individual and the authorized or legal representative.

(Source: Added at 44 Ill. Reg. 6010, effective April 3, 2020)