



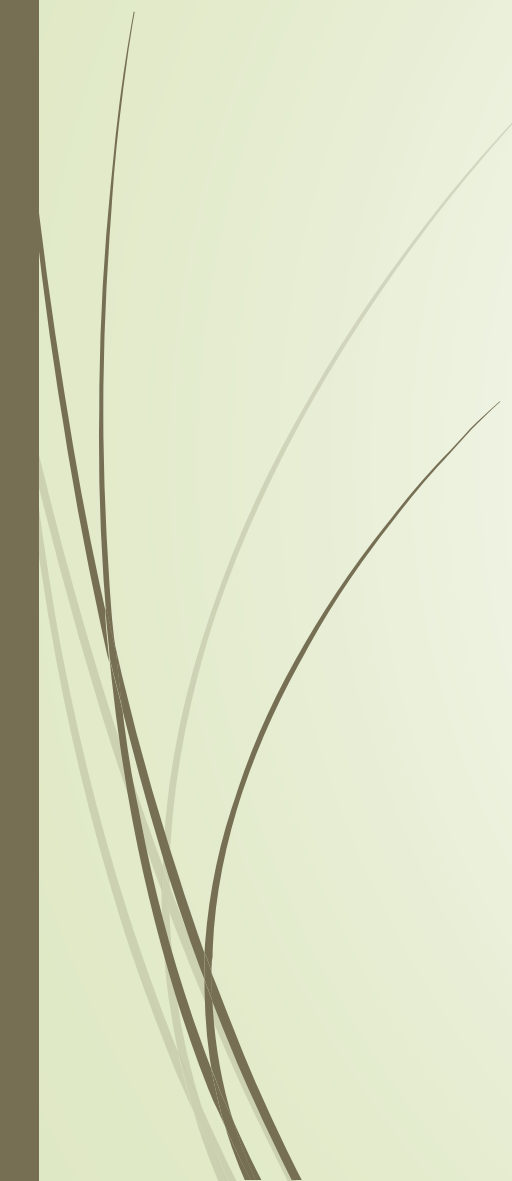
# Zone Administrators

Online Project Management and Reporting System

Illinois Department of Revenue



# Zone Administrator Online System

- ▶ Allows you to create an account for tracking projects and certificates within your zone
  - ▶ Easy creation of projects and management of Building Materials Exemption Certificates (BMEC)
  - ▶ Complete your required reporting online
  - ▶ **NEW!** Close your completed projects to comply with statutory reporting requirements
- 

# Update Your Information

- You can edit any fields that contain a blue hyperlink
- It is very important that you keep your zone information current and accurate
- Our **primary means** of communicating with Zone Administrators is through email

**Illinois eServices** **Building Materials Exemption Certificates**

⚠ Info: New! Zone Administrators and contacts for High Impact Businesses can edit projects, and close completed projects, through this online system.

### Zone Information

**Zone**

Bureau/Putnam County  
Name

**Contact**

[N/A](#) [JOHN](#) [SMITH](#)  
Title First name Last name

[JOHN.SMITH@ILLINOIS.GOV](#) [217-555-5555](#)  
Email Phone number

[101 W JEFFERSON](#) [SPRINGFIELD](#) [IL](#) [62702](#)  
Mailing address City State Zip

**Projects - [Add project](#)**

Show hidden

Click the project name to apply for exemption certificates, edit project information, or close a project.

| <u>Name</u>   | <u>Address</u>                        | <u>City</u>              | <u>Visibility</u>    |
|---|---------------------------------------|--------------------------|----------------------|
| <a href="#">L W SCHNEIDER, INC. 13 000 SE BUILDING 3 2016</a> | <a href="#">1180 NORTH 6TH STREET</a> | <a href="#">BRINCEON</a> | <a href="#">HIDE</a> |

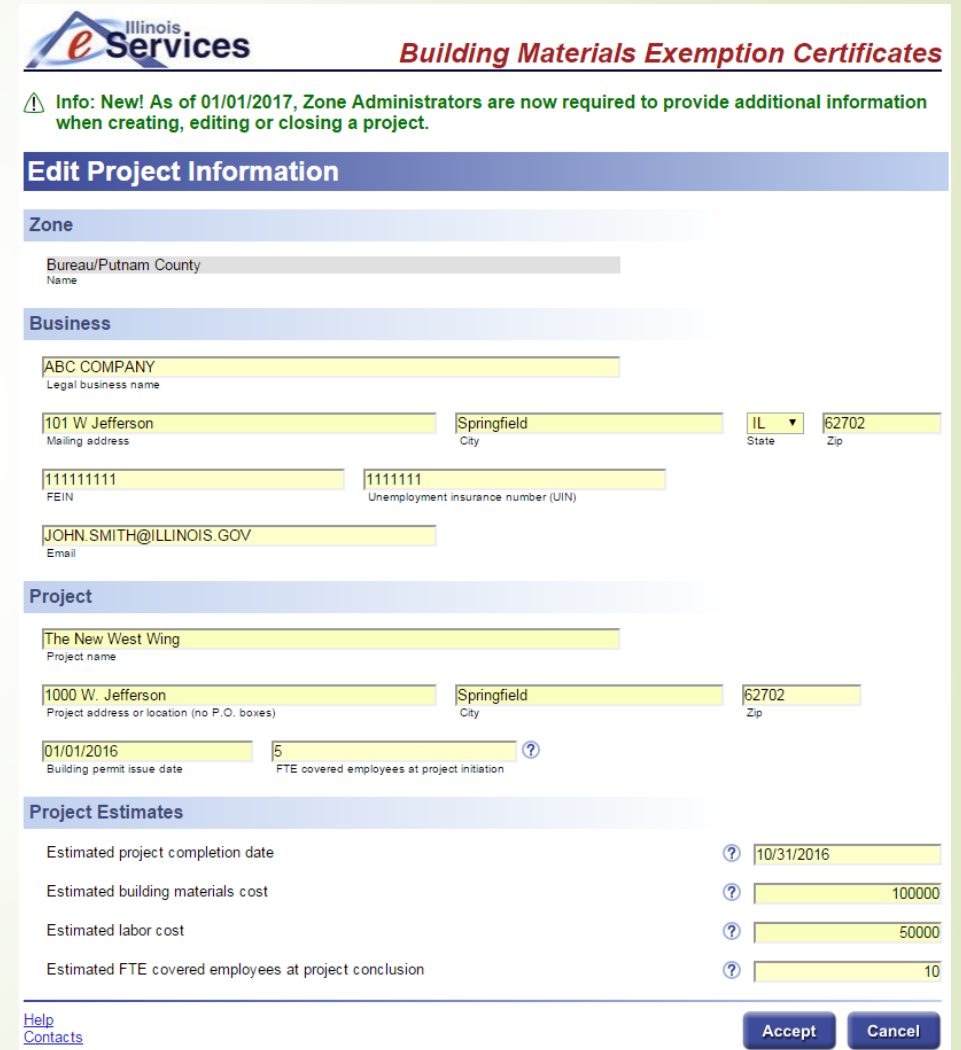
# Create a New Project



Projects [Add project](#)

Project name   20 Rows

- Click on the “Add Project” hyperlink
- All information on this screen is required
  - **New:** Project estimates are now required
  - Date field format: xx/xx/xxxx
- For accurate reporting, the business FEIN and a contact email are critical
- When all fields are complete, click “Accept”



**Illinois Services** Building Materials Exemption Certificates

Info: New! As of 01/01/2017, Zone Administrators are now required to provide additional information when creating, editing or closing a project.

### Edit Project Information

**Zone**  
Bureau/Putnam County

**Business**  
ABC COMPANY  
101 W Jefferson Springfield IL 62702  
1111111111 1111111  
JOHN.SMITH@ILLINOIS.GOV

**Project**  
The New West Wing  
1000 W. Jefferson Springfield 62702  
01/01/2016 5

**Project Estimates**  
Estimated project completion date: 10/31/2016  
Estimated building materials cost: 100000  
Estimated labor cost: 50000  
Estimated FTE covered employees at project conclusion: 10

[Help](#) [Contacts](#)

# Project Created

- Your project has been created
- The yellow fields have turned grey
  - **Note:** you can update or edit certain fields of your open projects by clicking on the blue hyperlink in the field
- Now you can issue certificates for the project

### Project Information

**Zone**  
Bureau/Putnam County  
Name

**Business**  
[ABC COMPANY](#)  
Legal business name  
101 W. JEFFERSON  
Mailing address  
SPRINGFIELD  
City  
IL  
State  
62702  
Zip  
11-1111111  
FEIN  
1111111  
Unemployment insurance number (UIN)  
[JOHN.SMITH@ILLINOIS.GOV](#)  
Email

**Project**  
[THE NEW WEST WING](#)  
Project name  
1000 W. JEFFERSON  
Project address or location (no P.O. boxes)  
SPRINGFIELD  
City  
62702  
Zip  
01/01/2016  
Building permit issue date  
5  
FTE covered employees at project initiation

**Project Estimates**  
Estimated project completion date [10/31/2018](#)  
Estimated building materials cost [100,000.00](#)  
Estimated labor cost [50,000.00](#)  
Estimated FTE covered employees at project conclusion [10](#)

**Certificates - [Apply for certificate](#)**  
Applicant name   20 Rows [Previous results](#) [Next results](#)  
Certificate ID Applicant name Applicant ID Expiration date Status  
**No certificates available**

[Help](#)  
[Contacts](#)



# Close a Project

- **New** feature to the online system
- **Note:** You can close existing projects, but you will be required to provide:
  - Business Information
  - Building permit issue date
  - FTE covered employees at the project initiation
  - Estimate information
  - Actual information
- Once the project is closed, it cannot be reopened

*\*You are not required to close projects older than 1/1/16*

# Close a Previously Created Project

- On the project screen the fields under the “Business” section and “Project Estimates” are not completed
- This information was not required when you created the project
- Click on the “Close” button



**Project Information**

**Zone**  
Bloomington/Normal/McLean County  
Name

**Business**

N/A  
Legal business name

N/A Mailing address N/A City N/A State N/A Zip

N/A FEIN N/A Unemployment insurance number (UIN)

N/A Email

**Project**

PROJECTS  
Project name

Project address or location (no P.O. boxes) BLOOMINGTON City 61701 Zip

N/A Building permit issue date 0 FTE covered employees at project initiation

**Project Estimates**

Estimated project completion date N/A

Estimated building materials cost 0.00

Estimated labor cost 0.00

Estimated FTE covered employees at project conclusion 0

**Certificates - Apply for certificate**

Applicant name Search 20 Rows Previous results Next results

Click the certificate ID to view or download a PDF version of the certificate.

# Close a Previously Created Project

**Close Project**

**Zone**  
Bloomington/Normal/McLean County  
Name

**Business**  
Legal business name  
Mailing address City State Zip  
FEIN Unemployment insurance number (UIN)  
Email

**Project**  
ARTMENTS  
Project name  
BLOOMINGTON 61701  
Project address or location (no P.O. boxes) City Zip  
Building permit issue date FTE covered employees at project initiation

**Project Estimates**  
Estimated project completion date ?  
Estimated building materials cost ? 0.00  
Estimated labor cost ? 0.00  
Estimated FTE covered employees at project conclusion ? 0

**Project Actual**  
Actual project completion date ?  
Actual building materials cost ? 0.00  
Actual labor cost ? 0.00  
Actual FTE covered employees at project conclusion ? 0

Click "Submit" to file your report.

Warning! By clicking the "Submit" button, you are permanently closing this project and will not be able to make any further edits to any field.

[Help](#)  
[Contacts](#)

- Per statutory requirements for reporting, you must complete all of the yellow colored fields on this screen
- Once all fields are complete, click "Submit"
- **Remember:** once you submit and close this project, it cannot be reopened
- All certificates issued under this project will be ceased



# Closing Projects Going Forward

- Click on the “Close” button
- On the Close Project screen you’ll notice that you only need to complete the “Project Actual” fields
- The other fields were completed when you created the project
- Click “Submit”

**Close Project**

**Zone**  
Bureau/Putnam County  
Name

**Business**  
ABC COMPANY  
Legal business name  
101 W JEFFERSON Mailing address SPRINGFIELD City IL State 62702 Zip  
11-1111111 FEIN 1111111 Unemployment insurance number (UIN)  
JOHN.SMITH@ILLINOIS.GOV Email

**Project**  
THE NEW WEST WING  
Project name  
1000 W. JEFFERSON Project address or location (no P.O. boxes) SPRINGFIELD City 62702 Zip  
01/01/2016 Building permit issue date 5 FTE covered employees at project initiation

**Project Estimates**  
Estimated project completion date 10/31/2018  
Estimated building materials cost 100,000.00  
Estimated labor cost 50,000.00  
Estimated FTE covered employees at project conclusion 10

**Project Actual**  
Actual project completion date  
Actual building materials cost 0.00  
Actual labor cost 0.00  
Actual FTE covered employees at project conclusion 0

● Click “Submit” to file your report.

Warning! By clicking the “Submit” button, you are permanently closing this project and will not be able to make any further edits to any field.

[Help](#)  
[Contacts](#)

Submit Cancel

# Project is Closed

- All of the fields are now grey
- There are no blue hyperlinks
- Information cannot be changed

## Project Information

### Zone

Bureau/Putnam County  
Name

### Business

ABC COMPANY  
Legal business name

101 W JEFFERSON  
Mailing address

SPRINGFIELD  
City

IL  
State

62702  
Zip

11-1111111  
FEIN

1111111  
Unemployment insurance number (UIN)

JOHN.SMITH@ILLINOIS.GOV  
Email

### Project

THE NEW WEST WING  
Project name

1000 W. JEFFERSON  
Project address or location (no P.O. boxes)

SPRINGFIELD  
City

62702  
Zip

01/01/2016  
Building permit issue date

5  
FTE covered employees at project initiation

### Project Estimates

Estimated project completion date

10/31/2018

Estimated building materials cost

100,000.00

Estimated labor cost

50,000.00

Estimated FTE covered employees at project conclusion

10

### Project Actual

Actual project completion date

02/08/2017

Actual building materials cost

110,000.00

Actual labor cost

80,000.00

Actual FTE covered employees at project conclusion

15

# Closed Projects

**Certificates**

Applicant name Rows

Click the certificate ID to view or download a PDF version of the certificate.

| <u>Certificate ID</u> | <u>Applicant name</u> | <u>Applicant ID</u> | <u>Expiration date</u> | <u>Status</u> |
|-----------------------|-----------------------|---------------------|------------------------|---------------|
| <a href="#">012</a>   | JAMES CONTRACTING     |                     | 09/28/2016             | Expired       |

[Help](#)    
[Contacts](#)

- Once the project is closed, the certificate information will “grey” out
- You can still view the certificate by clicking on the “Certificate ID” hyperlink, but it cannot be changed

# Viewing Closed Projects

- Closed projects are hidden from your main screen
- To see closed projects, check the “Show Hidden” box
- Under the visibility column, closed projects have the word “SHOW”
- You can click on the project name to see the project information, but it cannot be changed

### Zone Information

**Zone**

Bureau/Putnam County  
Name

**Contact**

[N/A](#) [JOHN](#) [SMITH](#)  
Title First name Last name

[JOHN.SMITH@ILLINOIS.GOV](#) [217-555-5555](#)  
Email Phone number

[101 W. JEFFERSON](#) [SPRINGFIELD](#) [IL](#) [62702](#)  
Mailing address City State Zip

**Projects - [Add project](#)**

20   Show hidden

Click the project name to apply for exemption certificates, edit project information, or close a project.

| Name  | Address               | City        | Visibility           |
|---|-----------------------|-------------|----------------------|
| <a href="#">THE NEW WEST WING</a>                               | 1000 W. JEFFERSON     | SPRINGFIELD | <a href="#">SHOW</a> |
| <a href="#">J. W. SCHNEIDER, INC. 12 000 SE BUILDING 3-2016</a> | 1180 NORTH 6TH STREET | PRINCETON   | <a href="#">HIDE</a> |