

Corporate Accountability Act Instructions

The following are instructions for completing the Annual Project Progress Report. All Reports must be submitted electronically on or before April 15, 2023.

Step 1: Go to the secure web site: <https://dceoapps.ildceo.net/ilcorpacct/extranet/>
(Be sure to enter this address *exactly* as indicated above.)

Step 2: Log-in

Log-in by using the company's FEIN # as the **User-ID**, and **Password** indicated in the letter.

Example:

FEIN **123456789** (Only numbers; No dash [-])

Password **12345678** (See letter)

Step 3: After you have entered the contact information for the person responsible for preparing the progress report(s) please follow the instructions within the on-line form to complete the reports. On the home page, you select the project for the report you want to enter. This brings up a separate page, where you can then select the agreement for which employee data can be entered. Note the following when entering employee data:

If this is the first reporting year, you must enter the number of jobs to be retained/created from your program agreement.

If, at any time, a red Error - Mismatch box appears, the computer is indicating that the number of jobs reported as retained/created does not exactly match the jobs required to be retained/created.

All wage/salary data must be annualized. Do not provide wage information in the form of an hourly rate.

Be sure to go to every section of the report and review or change the data. If this report was filled in last year, then the system will pre-fill this year's report with last year's data. Certain data fields are locked; if the data field is locked and you need to make a correction, please send an email to ceo.ilcorpacct@illinois.gov to request that the data be unlocked.

Step 4: After completing the Annual Project Progress Report Form, you must submit it electronically to DCEO. The report is submitted by a button that will appear on the home page next to the project. Note: “Pending” status means that the report has **not** been fully completed and so is **not** ready to submit.

Step 5: Your report will be reviewed and approved by program staff. If there are problems or issues with the report, DCEO staff will contact you. Once approved by DCEO, you will receive an email that will ask you to certify this report. You must then log back into our system using your FEIN and current password. You will notice the company home page indicates ‘Report Ready for Certification’ beside the report that needs certification. The chief officer or his or her authorized designee must certify the report electronically. Follow the instructions within the on-line application to certify your report. This certification is your electronic signature that you have completed this report, and certified that the information in the progress report contains no knowing misrepresentation of material facts upon which eligibility for development assistance is based.

You can print a copy of the report for your records by clicking the printer icon next to the agreement number.

Please direct any questions you may have to the Corporate Accountability Act Coordinator, Terver Assoh at the email address listed above. (Given the volume of contacts email is preferred.) Do not enter your questions or concerns into the Job Creation Data Explanatory Notes section of the report.

For further guidance, please review the Corporate Accountability Act (CAA) Annual Progress Report Frequently Asked Questions (FAQ).

Please note that compliance with these reporting requirements is NOT a substitute for any other regular program reporting requirements that you may have.

EDGE Tax Certificates: If you wish to claim the EDGE tax credit, there are ADDITIONAL documents that you must submit to the Department to receive a tax certificate. Those documents and the time frame for submissions are outlined in Section 6 of your EDGE Tax Credit Agreement.