

STATE OF ILLINOIS
ILLINOIS COMMERCE COMMISSION



TRANSPORTATION DIVISION

ATTENTION
ALL RELOCATORS LICENSED BY THE ILLINOIS COMMERCE COMMISSION

PLEASE READ – NEW INSTRUCTIONS FOR 2016

Each relocator must complete and file with the Commission, not later than May 15 of each calendar year, the Relocator Annual Report for the preceding calendar year in accordance with 92 Ill. Adm. Code 1710.100. Failure to file a properly completed annual report by May 15, 2016 may result in Commission action to revoke your Relocator License and may subject the relocator to fines and penalties.

The Commission is pleased to announce that the 2015 Annual Report will be filed online. In order to file your 2015 Annual Report online, please follow these steps:

1.) Complete and submit to the Commission's Information Technology Department an ICC External User Account Request Form.

You may download the ICC External User Account Request Form from the Commission's website at the following link:
<http://www.icc.illinois.gov/downloads/public/rl/externaluserform.pdf>

Anyone accessing the Commission's online Relocator Annual Report portal must have an active account and password.

If you already have an account and password for the e-Relocator

- you must still download the form, complete the form by typing in the necessary information (please do not use hand writing), print the completed form out, have it notarized and mail it to:

Illinois Commerce Commission
Attention: ITS Help Desk
527 East Capitol Avenue
Springfield, IL 62701

- Upon receipt of the form and successful verification, you will be sent an e-mail notifying you that you have been given access to file the Relocator Annual Reports through the Commission's online Relocator Annual Report portal. You will not be assigned a different account and password.
- This is a one-time process and you will not be required to obtain another account.

If you do not already have an account and password for the e-Relocator

- you must download the form, complete the form by typing in the necessary information (please do not use hand writing), print the completed form out, have it notarized and mail it to:

Illinois Commerce Commission
Attention: ITS Help Desk
527 East Capitol Avenue
Springfield, IL 62701

- Upon receipt of the form and successful verification, a Commission Information Technology staff member will assign you an account and temporary password. You will be sent an e-mail with this information.
- This is a one-time process and you will not be required to obtain another account each year.

If you have any questions about the external account process, please call the Commission's Information Technology Help Desk at (217) 782-9230 between 8:00 am - 5:00 pm, Monday-Friday.

2.) File the 2015 Relocator Annual Report online

After you receive your Commission External User Account information, you may file the 2015 Relocator Annual Report by visiting the following Commission website link: <https://www.icc.illinois.gov/relocationtowing/>

Please note that every Relocator License holder MUST file the 2015 Annual Report online NO LATER THAN MAY 15, 2016.

FAXED, E-MAILED OR MAILED PAPER REPORTS WILL NO LONGER BE ACCEPTED.