DOCK BUILDERS
INSTRUCTIONS

CERTIFIED DOCK BUILDER,

In response to user, feedback the functionality of the permitting system has been upgraded to simplify your user experience.

To facilitate complete applications, contact Ameren and request client permit information with an email to **Lake@Ameren.com** that includes the following:

- Client name
- Location (911 address, parcel number, lot and subdivision) where permits will be located
- List of permit(s) you plan to request
- Any additional information you think is applicable
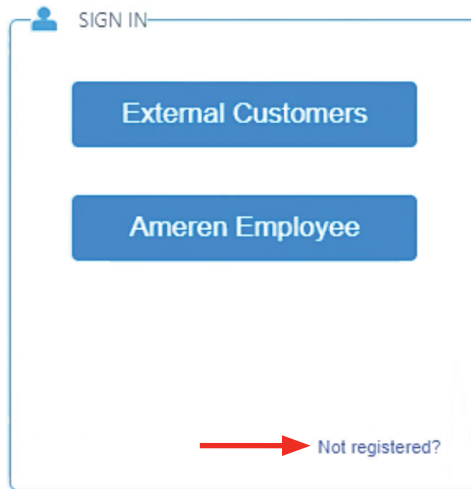- Any special questions you have regarding this client, location or permit(s)

Ameren's response will include your client's permit account status and a list of all known permits and/or known permit issues associated with the location. To prevent delays in permit processing time, you can use this information to determine what, if any, additional permits may be required before your permit submission. Clients with active permit accounts will need to add you to the associated contacts list through the Quick Links menu. Clients without an active permit account will need to have one created. If you are going to create your client's account, make sure to obtain the following information from your client:

- Name for the account
- Client's email address
- Client's mobile phone number
- Temporary password. Passwords must be at least 8 characters and include a number, a letter and a special character (@,!,#, etc.). Clients should be advised to change the password to their permit account as soon as they are notified by you that the application has been submitted on their behalf.

Attached are instructions detailing how to use this information to create your client's account and add your CDB name to the account in order to request a permit for your client.

STEP 1	Starting from the permit system at **https://ameren.flairdocs.com/prod/login.aspx**, click **Not Registered**.

SIGN IN

External Customers

Ameren Employee

Not registered?

STEP 2	You will see the registration page with input fields. Complete each field with your client's information, check **I Agree** to the terms/conditions and click **Submit Registration**.

1 REGISTRATION	2 VERIFICATION	3 ACCOUNTS	4 PROGRAMS	5 ALERTS
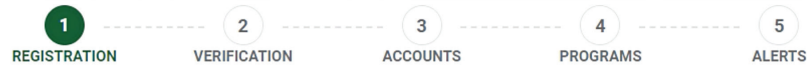
STEP 1. REGISTRATION

First Name

Last Name

Email Address

Your email will be your online UserID.

Password

Confirm Password

Phone Number(Mobile)

Your mobile phone will be used for verification only.

Should you receive a message indicating the email address already exists in the system, your client will need to log in to **ameren.flairdocs.com/prod/** and click on the "External Customer" button. They will enter their email address and password associated to their **Ameren.com** account. They will need to add your CDB group by using the quick links option at the top of the home page. Please provide your client with a copy of "Adding CDB or Realtor Instructions".

☐ I agree to the Terms & Conditions and the Privacy Statement.

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Return

Submit Registration

STEP 3	Enter your client's email address and password provided in the previous step and click **Log In**.

Login

Email

Password   SHOW

☐ Remember Me   Forgot Password?

Log In

STEP 4	Select the **Individual** icon, check **Permit Applicant**, enter your client's mailing address, **Accept** the terms/conditions and click **Register**. Click **OK** after receiving notification that the account has been successfully registered.

This is your one-time registration to use Ameren Permitting System. Please select the 'Account Type' and register.

Individual

Business

Government

Please select the type of account to setup: ○ Permit Applicant ○ Others

User Mailing Address

Mailing Address

State   Missouri

City/Town/Village

Zip

TERMS AND USE CONDITIONS

Completed permit applications not requiring agency review may take up to 6 weeks to process. Submittal of an application & fees, or the depositing of those fees, does not constitute or guarantee the issuance of a permit. If necessary information and/or appropriate fee(s) are not provided, the application cannot be processed, nor can a permit be issued. *When issued, permits will be sent via email (if an email address is provided), unless a hard copy is requested to be sent via mail. **Security Agreement and Grant of Lien on the Structure(s):** In further consideration of issuance of all permit(s) applied for hereunder or prior permits referenced in Section 6 above (collectively "All Permits"), and to secure Applicant's obligations to abide by the conditions of All Permits, Applicant grants to Ameren Missouri a continuing first priority security interest in and to the structure(s) authorized under All Permits ("the Collateral"), under the Uniform Commercial Code as in force in Missouri under Sections 400.9-101 et seq. of the Missouri Revised Statutes ("UCC"). Ameren Missouri may, at its option, execute and file a UCC-1 Statement for filing to perfect or maintain a security interest in the Collateral. Such security interest shall further secure the reasonable expenses, including, without limitation, attorney fees, taxes or other charges, incurred by Ameren Missouri with respect to the Collateral or pursuant to the exercise of Ameren Missouri's rights under this permit and the UCC. Upon any default in Applicant's obligations under All Permits, Ameren Missouri shall have all of the rights and remedies of a secured party under the UCC, including, without limitation, the right to remove, sell or otherwise dispose of the Collateral. The permittee represents and agrees that (a) this Application and any Permit(s) issued hereunder each constitute a security agreement, (b) Applicant has title to the Collateral, and (c) value has been given in exchange for this grant of a security interest. Application is hereby made for a permit(s) to authorize the structures and/or activities described in Section 3 above. I understand & hereby acknowledge that the Lake of the Ozarks is a Federal Project, subject to the jurisdiction of the United States Government and its agencies, and that this permit is subject to all requirements and restrictions that are or may be issued by the United States Government and Union Electric Company, (d/b/a Ameren Missouri) as Licensee. I further understand and acknowledge that Ameren Missouri assumes no responsibility or liability for any of the above-described activities or for any damage to the facilities which are the subject of the application that may result from the operation of the Project. I certify that I am familiar with the information contained in this

☐ Accept EULA

Register

STEP 5	You will be redirected to the permit system. Click **External Customers**.
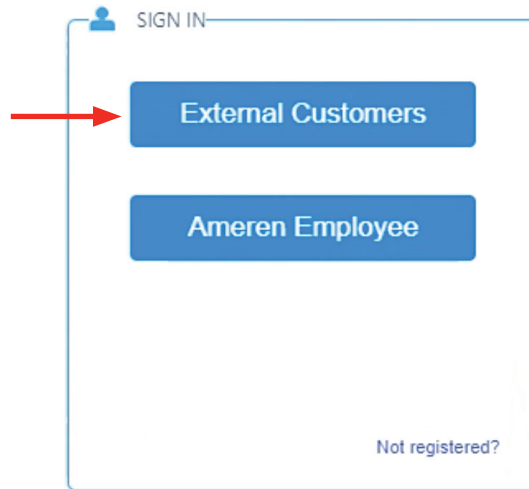
STEP 6	Check **I Do Agree** to the terms/conditions and click **Accept**.

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☐ I do agree

[Accept] [Decline]

STEP 7	At the home screen of your client's account, **Acknowledge** a transfer is required if existing permits are not in your client's name, click the **Quick Links** drop-down list at the top of the page and select **Contact Info** from the list.
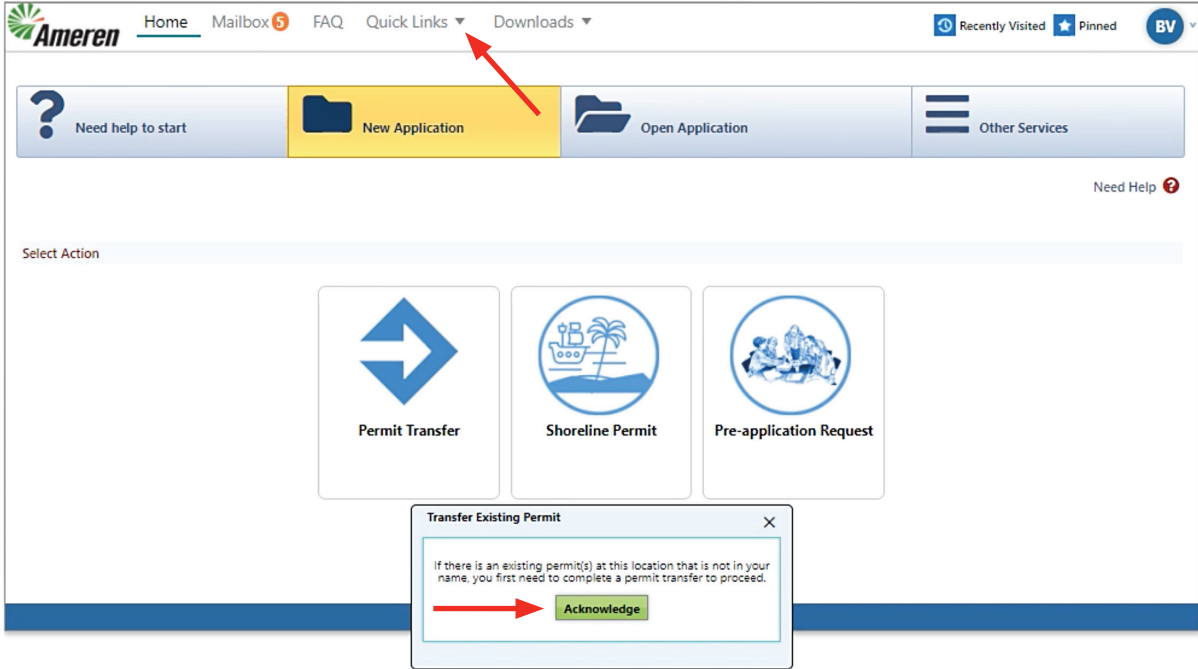
STEP 8

Pan down the account details to **Associated Contacts** under Manage Users and click **Select a contact**.

STEP 9

Within the lookup window that appears, select **Certified Dock Builder** (CDB) from the **Category** drop-down list. Click **Search**. Click to highlight your CDB name, then click **Select.**

Your CDB name should appear under your client's associated contacts.

You can return to the home screen and request permit(s) for your client or log out.

If you logout, then in the future when you want to request a permit for your client you will be required to access your client's account through your CDB account.

Things to be aware of:

- Your client will be asked to verify the account you created the first time he or she logs into the permit system.
- If your response from Ameren included a need to transfer existing permits at your client's property, request the transfer prior to submitting a separate request for additional permits.
- The permit application will not be considered complete, and the process may be delayed, if any permit issues are not addressed.

You may request the application instructions for the permit system by sending an email to **Lake@Ameren.com.**