

ACCOUNT CREATION INSTRUCTIONS

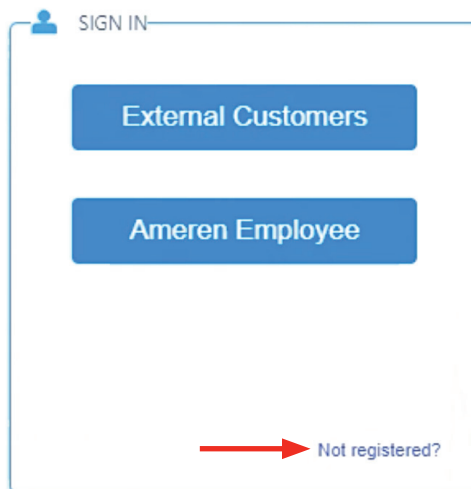


APPLICANT,

Attached are instructions detailing how to create your permit account and add any associated contacts.

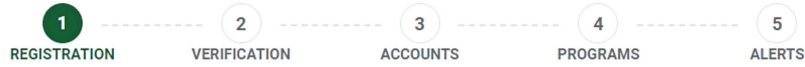
STEP 1

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



STEP 2

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



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.

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](#)

Should you receive a message indicating your email already exists in the system, return to ameren.flairdocs.com/prod/ and click on the external customer button. Enter your email address and password associated with your [Ameren.com](https://ameren.com) account and follow the instructions below beginning with step four.

[Submit Registration](#)

STEP 3

Enter your 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 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

City/Town/Village

Zip

TERMS AND USE CONDITIONS

Completed permit applications not requiring agency review may take up to 6 weeks to process. Submission of an application and 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).

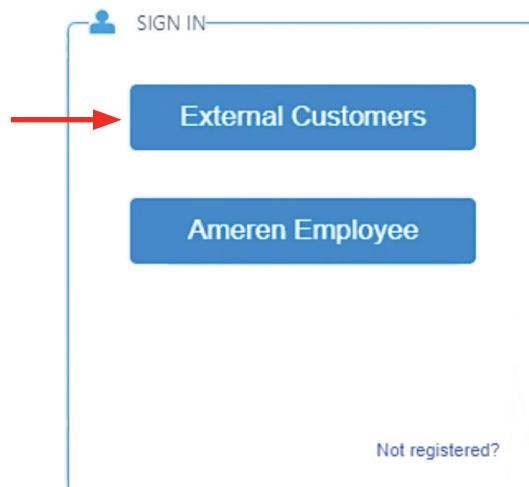
Security Agreement and Grant of Lien on the Structure(s): In further consideration of issuance of all permits applied for hereunder or prior permits referenced in Section 6 above (collectively "All Permits"), and to secure Applicant's obligations to abide by the conditions of All Permits, Applicant grants to Ameren Missouri a continuing first priority security interest in and to the Structure(s) authorized under All Permits, together with the Uniform Commercial Code as in force in Missouri under Sections 409.0-101 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, attorneys' 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 applicant represents and agrees that (a) this application and any permits issued hereunder each constitute a security agreement; (b) Applicant has consent to the Collateral; and (c) value has been given in exchange for this grant of a security interest. Applicant hereby makes for a permit(s) to authorize the structure(s) 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, (or by 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

STEP 7

At the home screen of your account, **Acknowledge** a transfer is required if existing permits are not in your name. If you want to associate a Certified Dock Builder or Realtor to your account, click the **Quick Links** drop-down list at the top of the page and select **Contact Info** from the list.

The screenshot shows the Ameren account home screen. At the top, there is a navigation bar with 'Home', 'Mailbox 5', 'FAQ', 'Quick Links', and 'Downloads'. A red arrow points to the 'Quick Links' dropdown menu. Below the navigation bar, there are four main action buttons: 'Need help to start', 'New Application', 'Open Application', and 'Other Services'. A 'Need Help' icon is also present. Below these buttons, there is a 'Select Action' section with three large buttons: 'Permit Transfer', 'Shoreline Permit', and 'Pre-application Request'. A red arrow points to the 'Permit Transfer' button. At the bottom, a pop-up window titled 'Transfer Existing Permit' is displayed, containing the text: 'If there is an existing permit(s) at this location that is not in your name, you first need to complete a permit transfer to proceed.' A red arrow points to the 'Acknowledge' button in the pop-up window.

STEP 8

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



▼ Account Details Need Help ?

Registration Type: Individual ▼ * **Billing Account #:** afa-99999

Name: * **Active:**

Website: https:// **Go** **Suspended:**

Contact Information

Phone: () - - Ext:

Fax: () - -

Email:

Address

[Add New](#)

Type: Mailing ▼ *

Same As: Select One ▼

▼

Address:

State: Missouri ▼

City/Town/Village: Osage Beach

Zip: 65065

Notes:

Save

Documents

Upload New Document **Generate Document**

Title	Description	Document Type	Version #	Date Uploaded	Actions
No records to display.					

▼ Manage Users Need Help ?

Associated Contacts

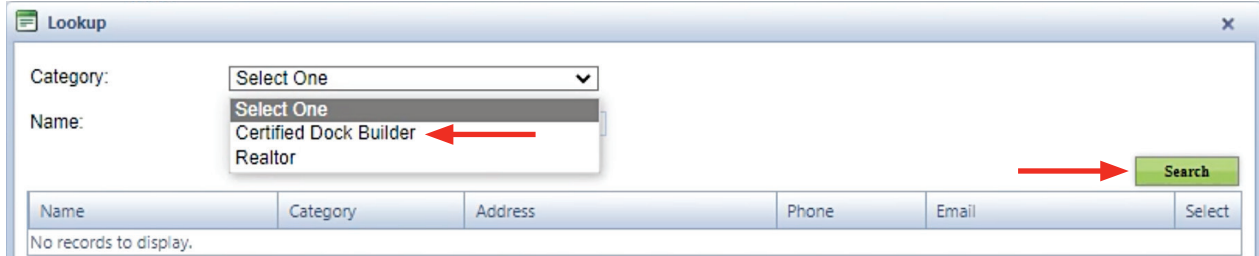
[Select a contact](#)

Name ▼	Category ▼	Address ▼	Phone ▼	Email ▼	Actions
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STEP 9

Within the lookup window that appears, select **Certified Dock Builder** or **Realtor** from the **Category** drop-down list. Click **Search**. Click to highlight your preferred associated contact name, then click **Select**.

The associated contact name should appear in the grid below associated contacts.

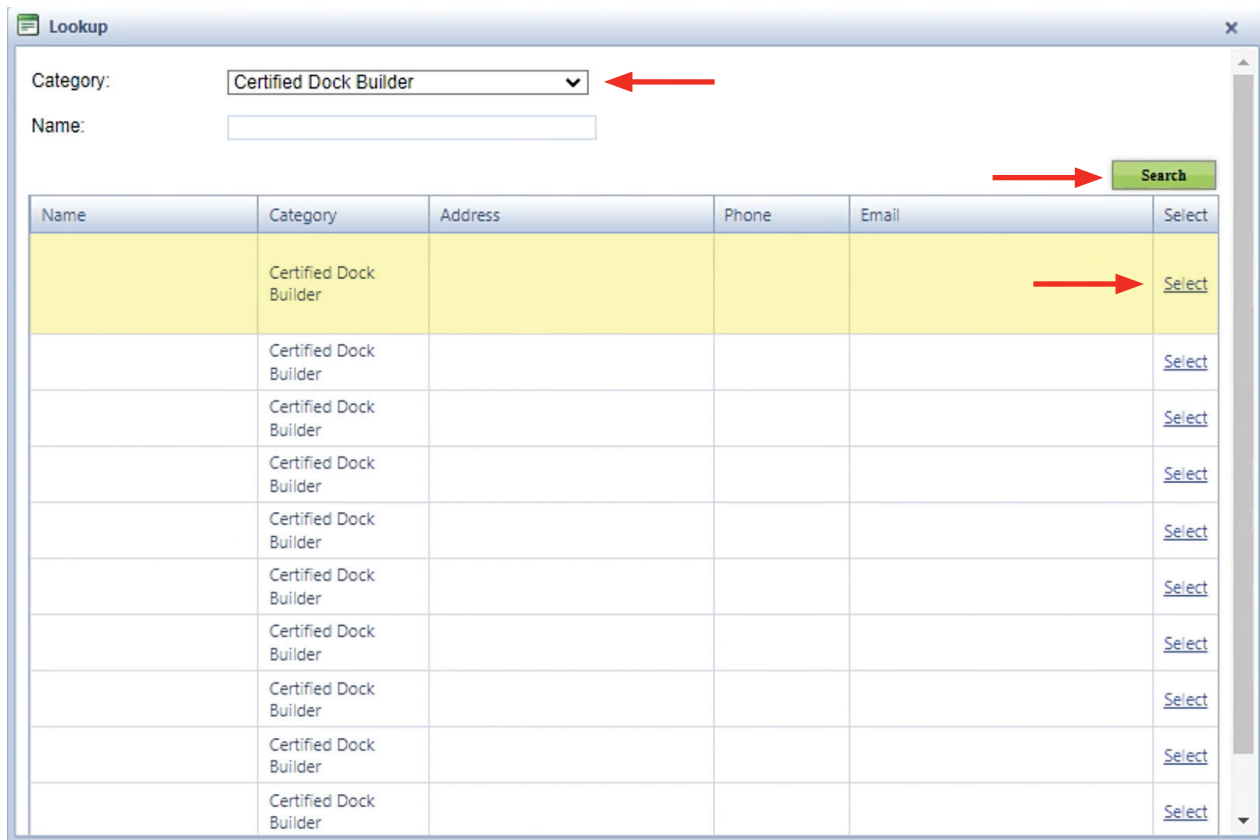


Lookup

Category:

Name:

Name	Category	Address	Phone	Email	Select
No records to display.					

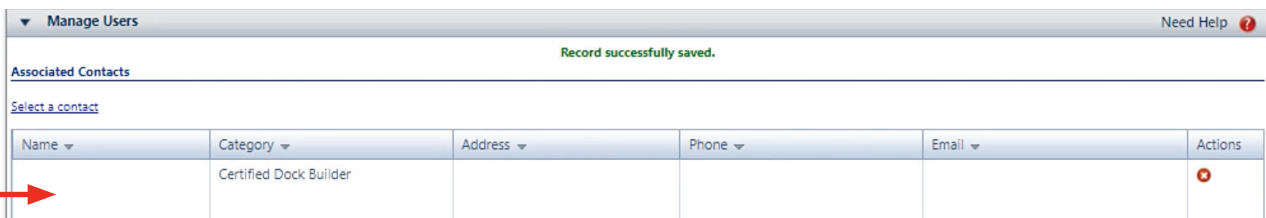


Lookup

Category:

Name:

Name	Category	Address	Phone	Email	Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select
	Certified Dock Builder				Select



Manage Users Need Help ?

Record successfully saved.

Associated Contacts

Select a contact

Name	Category	Address	Phone	Email	Actions
	Certified Dock Builder				

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

Things to be aware of:

- You are responsible for maintaining the login email and password for your account. Do not share this information with anyone.
- By adding a Certified Dock Builder or Realtor to your Associated contacts, they can view documents and information within your permit account.
- Act as your authorized agent to perform the following tasks on your behalf with your consent
 - Request permit
 - Upload documents
 - Pay fees
 - Agree to conditions and acknowledge disclaimers
- You will be asked to verify the account you created the first time you log in to the permit system.
- 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.

