

Organization Registration Complete – What's Next? Ontario Fair Hydro Plan Program

May 2017
Market Registration

Welcome to the Markets and Programs Registration Process!

You are now ready to begin a Program participation registration for the Ontario Fair Hydro Plan (OFHP).

The individual registered as the **Applicant Representative** will initiate the registration request through Online IESO. The instructions for the participation registration for this program are as follows:

Step 1: Log in

- Go to <https://online.ieso.ca>
- Enter a login name and password

Step 2: Navigate the System

- Once logged in to Online IESO, the user will be directed to the default 'News' page showing updates of recent activities in the system
- The other pages (tabs) available in the menu bar are: Task(s), Records, Reports, and Actions

Step 3: Begin the participation registration process

- Select 'Actions' in the menu



- Select 'Manage Participation' from the list of actions that appears



- Using the drop down menu in the next screen, highlight and choose 'Enter Program Participation', then click 'Next'

A screenshot of the 'Select Participation Type' screen in the IESO portal. The screen has a header with the IESO logo and the text 'QA'. Below the header, the title 'Select Participation Type' is displayed. Underneath, the section 'Request Details' contains the following information:

- Request Number: 16210
- Organization ID:
- Organization:

The 'Action to Complete' section features a 'Select:' label followed by a dropdown menu. The dropdown menu is open, showing three options: 'Enter Market Participation', 'Enter Program Participation' (which is highlighted), and 'Enter Service Provider Participation'. Below the dropdown menu, there is a small link: <http://www.ieso.ca/registration-help%20>. At the bottom right of the screen, there are two buttons: 'Next' and 'Cancel'.

- Again on the next screen, use the drop down to select 'Program Non-Specific'

Program Participation

Please choose a program participation for which authorization will be requested

Request Details

Request Number: 16320
Organization ID:
Organization:
Request Type: Enter Program Participation

Program Information

Program *

Select a Value ---
Smart Submetering Provider
Centralized Forecasting
Smart Metering Cost Recovery
Industrial Accelerator
Energy Performance Program
Embedded Generation Facilities
Embedded Load Facilities
Program-Non-Specific

- It is very important that you provide the name of the program in the Comments area on this screen. The program you are registering for is called **Ontario Fair Hydro Plan**. See the example on next page.

The screenshot shows the IESO Program Participation form. The top navigation bar includes links for News, Tasks (40), Records, Reports, and Actions, along with a user profile for Dorothy Iye. The form is titled 'Program Participation' and includes a sub-header 'Please choose a program participation for which authorization will be requested'. The 'Request Details' section contains fields for Request Number (16325), Organization ID, Organization, and Request Type (Enter Program Participation). The 'Program Information' section features a 'Program *' dropdown menu with 'Program-Non-Specific' selected. Below this, a text area for 'Comments *' contains the text 'The organization will be participating in the Ontario Fair Hydro Plan'. A note at the bottom states 'Please provide the name of the program your organization is enrolling in. The comments are required for the program you selected.' A 'Need Help?' link is also present. A 'Next' button is located at the bottom right of the form.

- You will be presented with an information screen showing the Tasks that will require completion before authorization of this participation type. Review the information on the screen for accuracy and click 'Proceed'. If you have made a mistake in your selections the 'Cancel' button will clear all information and you will be able to restart the participation registration.

News Tasks (40) Records Reports **Actions** Dorothy Rye Apply

ieso QA

Required Tasks to Complete

Listed below are the tasks that must be completed by the requesting organization for this participation type.

Request Details

Request Number: 16326
 Organization ID:
 Organization:
 Request Type: Enter Program Participation
 Program: Program-Non-Specific

Required Tasks

Tasks

Assign Contact Role(s)
Submit Banking Information

Need Help?
<http://www.ieso.ca/registration-help/#2-4>

Proceed **Cancel**

- At this point you will be redirected to the selections under the 'Actions' tab. The registration process has been started within the system and you or the designated contact should start receiving email notifications for completion of the required tasks.

Step 4: Complete the Assigned Tasks

Tasks will vary, depending on the type of market or program participation selected. All necessary activities will be shown on the Tasks page. You or the designated contact will be notified of any new tasks via email.

News **Tasks (41)** Records Reports Actions

ieso QA

Click here to send a task. Newest ▾

Assigned to Me •

Sent by Me
 Starred ☆

Assign Contact Role(s) for Organization: Program-Non-Specific Request (16326)
 2 minutes ago ☆

The following tasks will apply to you as a Program Participant – Ontario Fair Hydro Plan.

4.1 Assign Contact Role(s)

The mandatory participation contact role for the Ontario Fair Hydro Plan program is the Invoicing and Banking Contact.

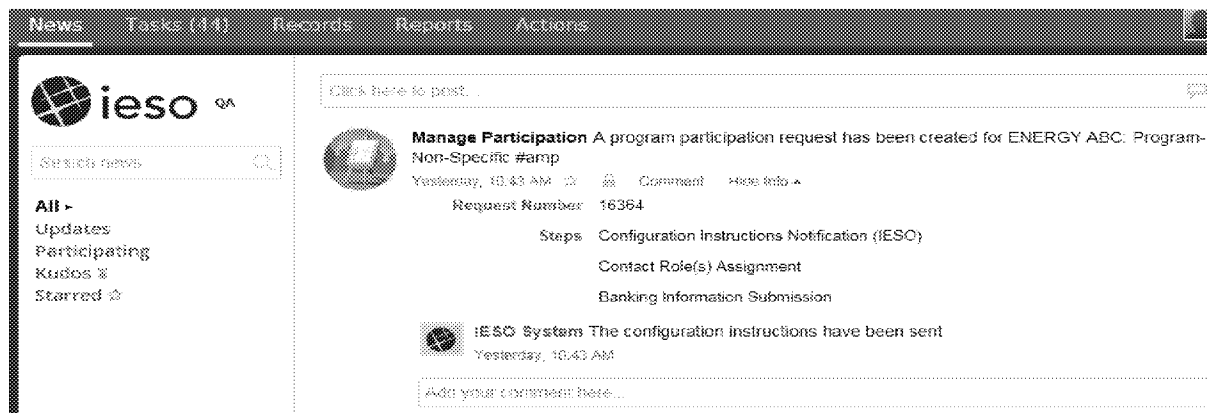
4.2 Submit and Approve Banking Information

The Invoicing and Banking Contact(s) will be required to provide banking information for this program participation.

The banking information must be reviewed and approved by another Invoicing and Banking Contact, a Primary Contact, or an Authorized Representative.

Step 5: Monitor News Page

Please monitor the News Page for posts that are generated during the registration request. These post will outline all of the tasks that are required for the selected participation type. As tasks are completed you will see that comments are added, showing the tasks that have been completed.



Participation Registration complete - Authorized to participate

A participant is considered authorized when the participant receives a Registration Approval Notification (RAN) document from the IESO. The RAN will clearly specify what organization is authorized with the IESO and the participation type.

Additional information:

Cancel a Participation Request

Only one type of Participation Request can be in progress at a time. A new request cannot be started until the entire in-progress request is completed.

If needed, the Applicant Representative can cancel an in-progress Manage Participation Request.

To Cancel, choose the Manage Participation Request Action. It will not be possible to resume a cancelled request.

Other Information

A person can have multiple registration roles. For example, you may also be a Rights Administrator and an Applicant Representative. See Registration System Roles and Responsibilities for more.

Should you have questions, or need assistance with Online IESO, please contact your Market Registration Project Manager directly, or email market.registration@ieso.ca .