



Beacon microFIT Supplier

Digital User Guide

Contract Assignments – Assignee's Guide

Table of Contents

Getting Started	2
Registering Your Login	3
Registering a New Supplier	9
Completing a Contract Assignment Request (Assignee)	12
Execute microFIT Contract Novation and Assignment Agreement (Assignee)	16
Additional Resources	17

Getting Started

Disclaimer

This document shall be used for guidance purposes only and does not amend the microFIT Contract or microFIT Rules under any circumstances. In the event of a discrepancy between this guidance document and the microFIT Contract or microFIT Rules, the microFIT Contract or microFIT Rules, as applicable, will prevail. Nothing in this document shall be binding on the IESO.

A microFIT Contract is not automatically assigned when the real estate property containing a microFIT Facility is sold or otherwise conveyed. Further, any change or addition to the Supplier named on a microFIT Contract requires the completion of the IESO's microFIT Contract Assignment Process.

The microFIT Contract Assignment Process requires the participation of both the current Supplier (the "Assignor") and the prospective new Supplier (the "Assignee"), and must be completed through the IESO's online contract management portal, **Beacon**. The following steps will guide the Assignee in completing the Contract Assignment Request.

Before you Begin:

Before an Assignor can assign a microFIT Contract, the following must be completed by the Assignee:

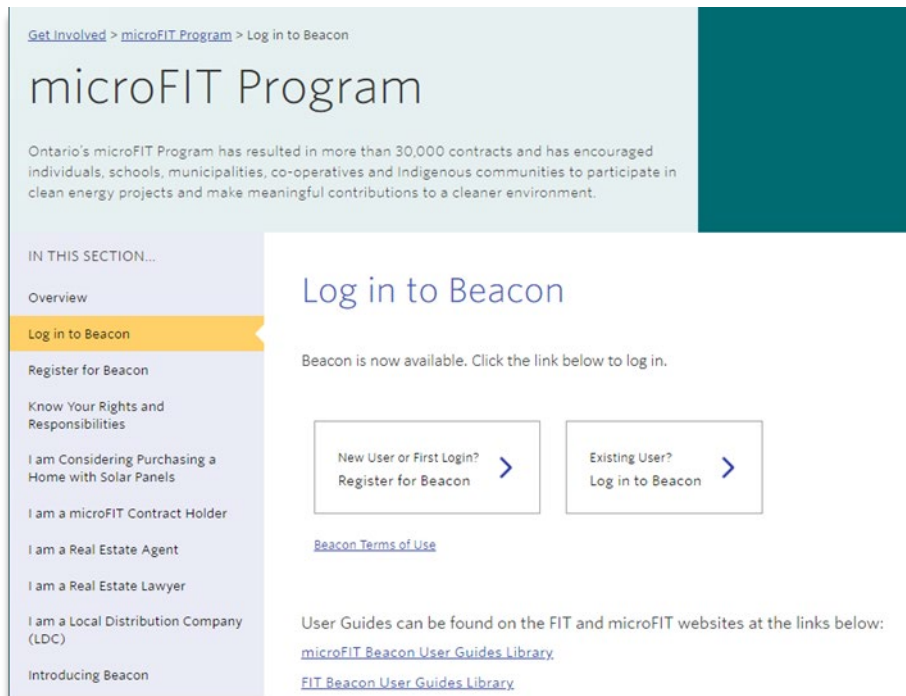
- The Assignee must register for a Beacon account and register a Supplier;
- The Assignee must provide their Supplier ID and Supplier Legal Name to the Assignor;
- The Assignee must set-up a Generator Account with their local distribution company, and
- For microFIT Contracts version 1.5 and above, the Assignee must be an Eligible Participant, as defined in the applicable Eligible Participant.

Registering Your Login

To access Beacon, you must first register your login. You will then be able to access programs offered by the IESO through a secured, cloud-based platform.

Procedure

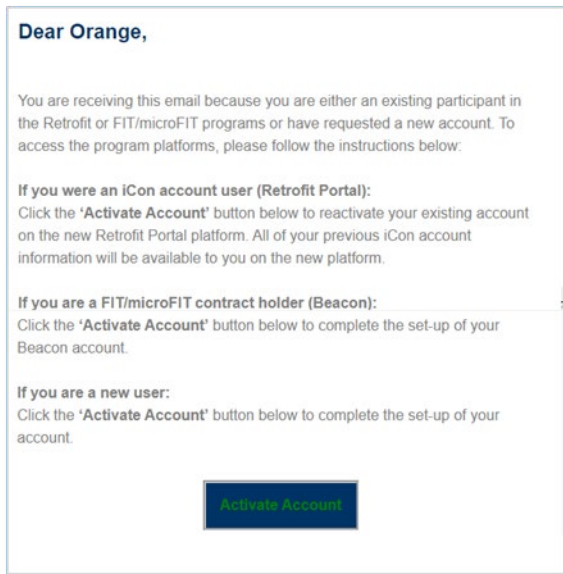
1. Navigate to <https://www.ieso.ca/Sector Participants/Feed-in Tariff Program/Register>.
2. Select **Register for Beacon**. This brings you to the **Registration page**.



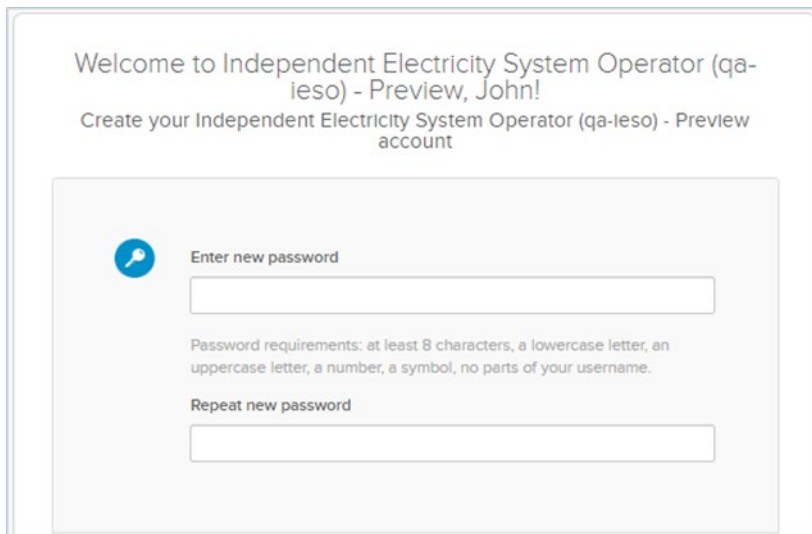
3. Enter your first name, last name and email address.
4. Select **Register**.

The screenshot shows the 'Register for Beacon' form. The title 'Register for Beacon' is at the top. Below the title are three input fields: 'First Name', 'Last Name', and 'Email'. Each field has a placeholder text matching the label. Below the input fields is a button labeled 'Sign me up'.

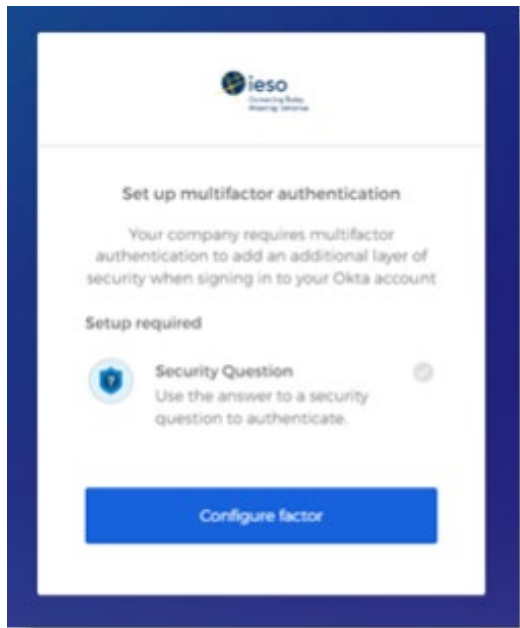
5. You will receive an account activation email shortly. Open the activation email, and then select **Activate Account**.



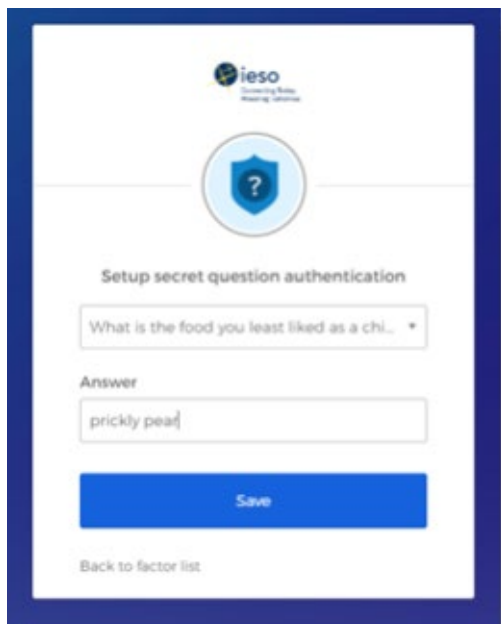
6. Enter a password, with at least 8 characters, a lower case letter, an uppercase letter, a symbol, and no parts of your username.



7. Configure your Multi-Factor Authentication (MFA) options, starting with your Security Question. Select "Configure factor" to begin.

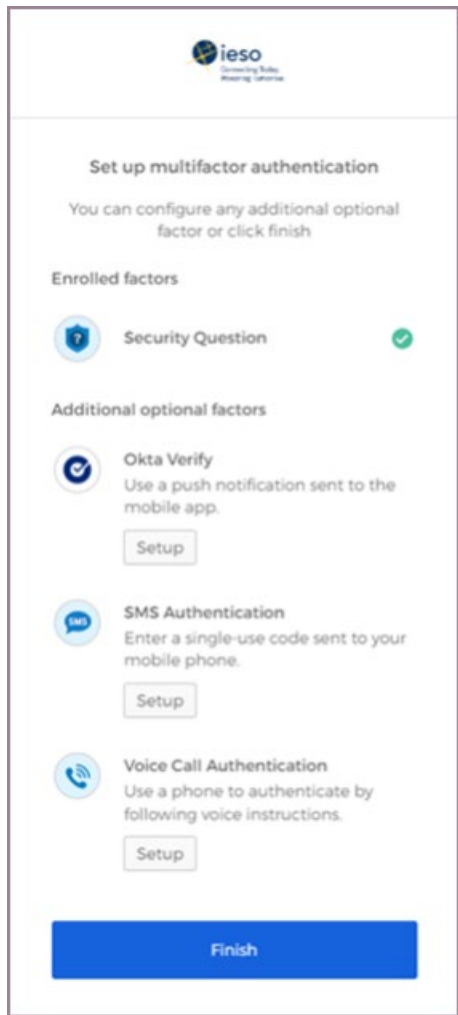


8. Select a Security Question from the drop down menu and input an answer. **Please note that your answer is case sensitive.** In the future when you log in to Beacon, or if you need to reset your password, you may be asked to provide the answer to this question.



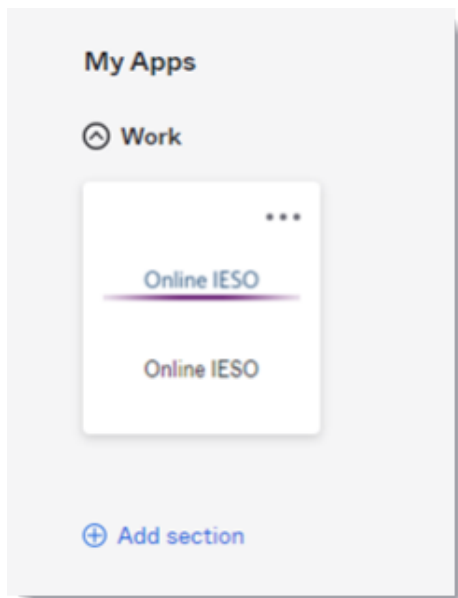
- Next, you have the option to configure additional factors. **Please be aware that the configuration of additional factors is not required.** In order to do so, select "Setup" under the desired factor and follow the prompts.

If you wish to configure an additional factor, the IESO recommends that you select SMS Authentication or Voice Call Authentication. **The IESO does not recommend that users configure the Okta Verify option as it requires downloading a second application and is more complicated to set up and use.**

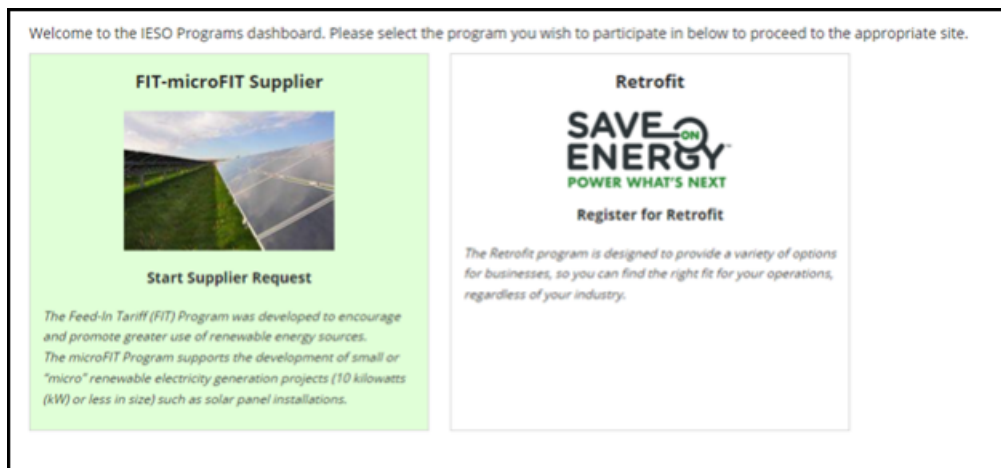


- Once you have configured your desired factors, click on the "Finish" button in order to be directed into your My Apps Dashboard.

11. On your dashboard, select the tile that says "Online IESO".



12. Next you will be brought to the Available Programs dashboard. Select the **FIT-microFIT Supplier** program tile.



13. This brings you to the Complete Contact Details page. Enter your contact details, and then select **Register Supplier Contact**.

The screenshot shows a web form titled "Complete Contact Details" within a "Register/Verify Supplier Contact" interface. The form is divided into several sections:

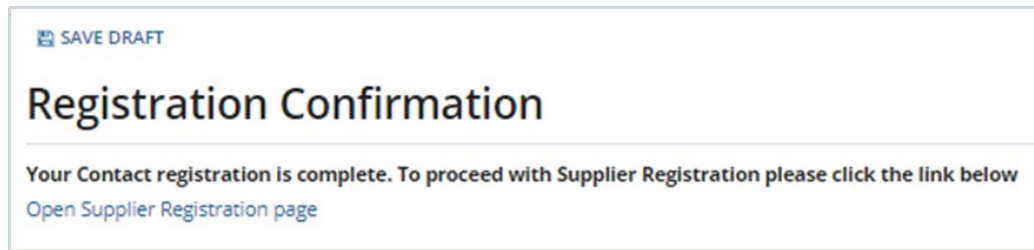
- Personal Information:** Fields for First Name (John), Last Name (Smith), and Middle Name.
- Supplier Contact Email:** Fields for Alternate Email 1 and Alternate Email 2.
- Supplier Contact Address:** Fields for Street Address (with an example: "e.g. 120 Adelaide Street West, P.O. box"), Additional Mailing Information (optional, with an example: "Apartment, suite, unit, rural route, c/o"), Country (a dropdown menu with "Select Country"), City, and Postal Code.
- Supplier Contact Phone:** Fields for Main Phone and Extension, Alternate Phone and Extension, Fax, and Fax 2. Each phone field includes a placeholder "(###) ###-####".

A blue button labeled "REGISTER SUPPLIER CONTACT" is located at the bottom right of the form.

14. A dialog box is opened, select **Yes**.

The dialog box contains the text: "All the contact information you have submitted is correct and register as a Supplier Contact?". Below the text are two buttons: "NO" and "YES".

15. Select **Open Supplier Registration page**. You now have access to Beacon.

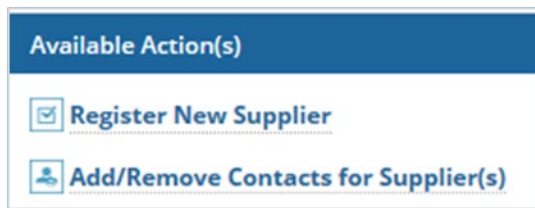


Registering a New Supplier

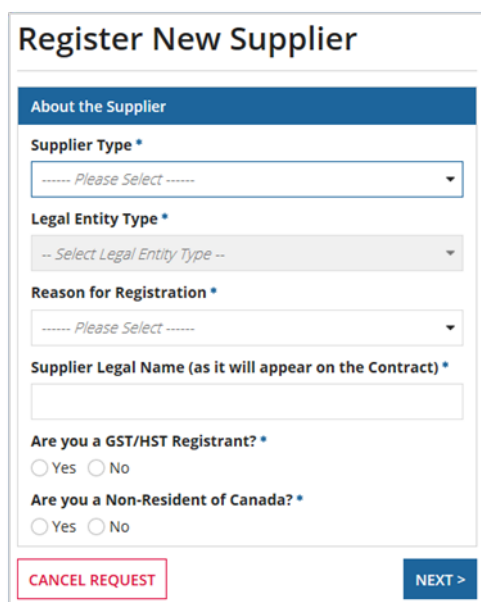
To register a new Supplier, you can submit a **Supplier Registration Request**. Once a Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete Supplier Registration Request in Beacon.

Procedure

1. Select the **MANAGE SUPPLIERS** tab and select **Register New Supplier**.



2. Choose from the Supplier Type, Legal Entity Type, and Reason for Registration menus.



A screenshot of the 'Register New Supplier' form. The form is titled 'Register New Supplier' and has a section header 'About the Supplier'. It contains the following fields and options:

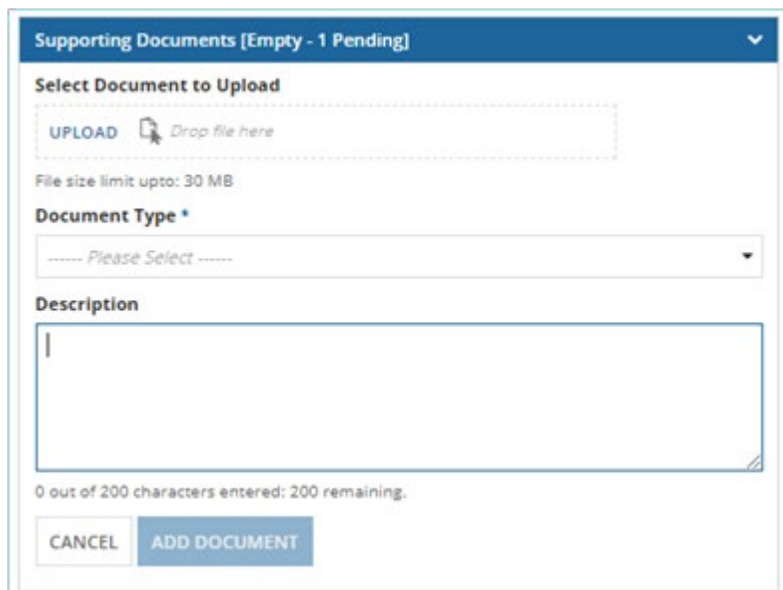
- Supplier Type ***: A dropdown menu with the text '----- Please Select -----'.
- Legal Entity Type ***: A dropdown menu with the text '-- Select Legal Entity Type --'.
- Reason for Registration ***: A dropdown menu with the text '----- Please Select -----'.
- Supplier Legal Name (as it will appear on the Contract) ***: A text input field.
- Are you a GST/HST Registrant? ***: Radio buttons for 'Yes' and 'No'.
- Are you a Non-Resident of Canada? ***: Radio buttons for 'Yes' and 'No'.

At the bottom of the form, there are two buttons: 'CANCEL REQUEST' (in a red box) and 'NEXT >' (in a blue box).

Note: For Contracts version 1.5 or higher, all Supplier Legal Name(s) associated with the Supplier Registration Request must be EXACTLY the same as the names(s) of the property as listed on the Land Transfer document or Parcel Register.

3. On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

Note: For Contracts version 1.5 or higher, you must upload either the **Land Transfer** document or **Parcel Register** into the New Supplier Registration Request in Beacon.



The screenshot shows a web form titled "Supporting Documents [Empty - 1 Pending]". The form is divided into several sections:

- Select Document to Upload:** A dashed box containing an "UPLOAD" button with a paper plane icon and the text "Drop file here".
- File size limit upto: 30 MB**
- Document Type *:** A dropdown menu with the text "----- Please Select -----".
- Description:** A large text input area with a vertical cursor at the beginning.
- Character count:** Below the description field, it says "0 out of 200 characters entered: 200 remaining."
- Buttons:** At the bottom, there are two buttons: "CANCEL" and "ADD DOCUMENT".

- On the Review page, confirm your information, and then select **SUBMIT REQUEST**. If you didn't make any changes, select **VERIFY NO CHANGES**.

Register New Supplier

Supplier Information Supplier Partners Supporting Documents **Review**

Registration Summary

Request Type: New Supplier Registration
Requested By: John Smith
Submission Reason: Registering Supplier for a Contract Assignment

Supplier Information

Supplier Legal Name: 123 Joint Venture
Supplier Type: microFIT
Legal Entity Type: Joint Venture - No Legal Personality
GST/HST Registrant? Yes No
Non-Resident of Canada? Yes No

Supplier Partners [1]

Are there any partners?
 Y N

Partner A

Partner Type	Parents?
Partnership	No

Uploaded Attachment(s)

Document	Document Description	Document Type
New-attachment.jpg	Supporting documents for supplier registration	New Supplier Registration Supporting Document
African_Lion.jpg	Supporting documents 2	Other

CANCEL REQUEST **< BACK** **SUBMIT REQUEST**

- A dialog box is opened, select **YES**.

Submit Changes?

NO **YES**

- Once the Request is submitted, a confirmation page is displayed. The Request is now under IESO review. Please wait for further instructions from the IESO.

Supplier Registration Submitted

Thank you! Your request has been submitted

Request S3387

Complete Supplier Registration - Submit

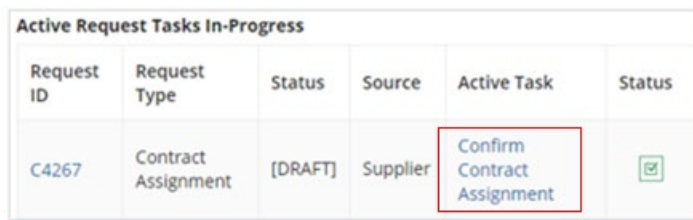
Note: The Request now has a **Request ID** that you can use to track its progress.

Completing a Contract Assignment Request (Assignee)

To begin managing your microFIT Contracts, sign in to Beacon. You can sign in to Beacon on your computer, mobile, or tablet device.

Procedure

1. Go to Beacon: <https://gateway.ieso.ca/>.
2. Enter your account username and password. Select **Sign In**.
3. Once signed in, you will be brought to the **Available Programs** dashboard. Select the **FIT-microFIT Supplier** program tile. This will then bring you to the **MY TASKS** page in Beacon.



Request ID	Request Type	Status	Source	Active Task	Status
C4267	Contract Assignment	[DRAFT]	Supplier	Confirm Contract Assignment	<input checked="" type="checkbox"/>

4. Select the **MY TASKS** tab. Select **Confirm Contract Assignment**.
5. Review the information, write down the **Contract ID#**, and then select **NEXT**.
6. Verify the Supplier and Person information on the Verify Assignee Information page. If the information is correct, select **Y** and **NEXT** to proceed. If the information is **not correct**, select **DECLINE ASSIGNMENT**, initiate a Change Request to correct the information. (Please see Registration, Overview & Account Maintenance User Guide for instructions). Once the Change Request is completed, the Assignor can reinstate the Contract Assignment Request.

Note: You must confirm that the information is correct to continue.

7. On the **Enter Assignee Contract Information** page, enter your generator account information, facility name, and Contract notice mailing address. Select **NEXT** to proceed.

The screenshot shows a web form titled "Enter Assignee Contract Information" with a navigation bar at the top containing: Request Information, Verify Assignee Information, Enter Assignee Contract Information (active), Verify Requirements, Upload Supporting Documents, and Review. The form fields are as follows:

- Bluewater Power Distribution Corporation Generator Account Name ***: Text input field with placeholder "Enter your Supplier Legal Name". Below it, a note states: "This should be the Supplier Legal Name - 'John Smith'".
- Bluewater Power Distribution Corporation Generator Account No ***: Text input field.
- Facility Name ***: Text input field.
- Contract Notice Mailing Address** (Section Header):
 - Street Address ***: Text input field with placeholder "e.g. 120 Adelaide Street West, P.O. box".
 - Additional Mailing Information (optional)**: Text input field with placeholder "Apartment, suite, unit, rural route, c/o".
 - Country ***: Dropdown menu with placeholder "Select Country".
 - City ***: Text input field.
 - Postal Code ***: Text input field.

At the bottom right of the form, there are two buttons: "< BACK" and "NEXT >".

Note: You must contact your Local Distribution Company and request to set up a new generator account, which is different from a consumption (load) account.

- On the **Verify Requirements** page, confirm that the Assignee requirements have been met. Select **NEXT** to proceed.

The screenshot shows the 'Verify Requirements' step in a multi-step process. The navigation tabs are: Request Information, Verify Assignee Information, Enter Assignee Contract Information, **Verify Requirements**, Upload Supporting Documents, and Review. The 'Assignee Requirements' section contains the following table:

	Requirement Met?	
Assignee is an Eligible Participant	<input type="radio"/> Yes <input type="radio"/> No	OPTIONAL
Assignee's Declaration	<input type="radio"/> Yes <input type="radio"/> No	REQUIRED
Documents evidencing possession of land pursuant to the Indian Act (Canada) (including, where appropriate, a band council resolution)	<input type="radio"/> Yes <input type="radio"/> No	OPTIONAL
Parcel Register or Land Transfer Document	<input type="radio"/> Yes <input type="radio"/> No	REQUIRED
Set-up Generator Account with LDC	<input type="radio"/> Yes <input type="radio"/> No	REQUIRED
		5 items

At the bottom right, there are buttons for '< BACK' and 'NEXT >'.

- Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

The screenshot shows the 'Supporting Documents' upload modal. It has a title bar 'Supporting Documents [Empty - 1 Pending]'. The main content area is titled 'Select Document to Upload' and includes an 'UPLOAD' button with a 'Drop file here' instruction. Below this, it states 'File size limit upto: 30 MB'. There is a 'Document Type *' dropdown menu with the text '----- Please Select -----'. A 'Description' text area is present with a character count: '0 out of 200 characters entered: 200 remaining.'. At the bottom, there are 'CANCEL' and 'ADD DOCUMENT' buttons.

Note: When you submit a Contract Assignment Request, you might be required to submit certain documentation as evidence of certain information (e.g. prescribed forms, parcel register, land transfer documents, etc.).

10. On the **Review** page, choose either **Approve** or **Decline**.

- a. If you select **Approve**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **SUBMIT REQUEST**.
- b. If you select **Decline**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **DECLINE**.

The screenshot shows a web form titled "Decision" with a blue header. Below the header, there is a "Decision" section with two radio buttons: "Approve" and "Decline". Below that is a "Comment" section with a large text area. At the bottom left of the text area, it says "0 out of 4000 characters entered: 4000 remaining." At the bottom right, there is a button labeled "< BACK".

Once the Request is submitted, a confirmation page is displayed. The Request is now under IESO review. Please wait for further instructions from the IESO.

Execute microFIT Contract Novation and Assignment Agreement (Assignee)

Once the Assignee's portion of the microFIT Contract Assignment has been verified by the IESO, a Contract Novation and Assignment Agreement is generated for the Assignor and Assignee to review and accept. The following instructions will guide the Assignee through the steps.

Procedure

1. After logging in to Beacon, select the **MY TASKS** tab. Select **Execute Agreement [Assignee]** for the Request that you want to review. This brings you to the Execute Assignee Agreement for Contract Assignment page.

Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
C6057	Contract Assignment	IESO Review	Supplier	Execute Agreement [Assignee]	<input checked="" type="checkbox"/>

2. To begin working on the task, select **ACCEPT**. Click **View Novation Agreement** to download and view the pdf version of the Contract Novation and Assignment Agreement.
3. Once you have reviewed the Novation Agreement and have chosen to accept the Contract Assignment, select **Execute Agreement – Assignee**. Please carefully review and check off all of the acknowledgement statements in order to proceed.

Decision

Decision

Execute Agreement - Assignee

Decline Agreement

[View Novation Agreement](#)

Please Acknowledge: *

I have read and understood the terms and conditions of the microFIT Contract Assignment.

I attest that all the information in this microFIT Contract Assignment Agreement is true and accurate.

I understand my obligations as an Assignor/Assignee.

I accept the terms and conditions of the microFIT Contract.

I have read and understood the IESO's privacy policy (found at www.ieso.ca), and I consent to the collection, use and disclosure of my personal information as set out in the privacy policy.

I represent and warrant to the IESO that, if I have disclosed a third party's personal information, including the personal information of the Assignor or Assignee, as applicable, I have the consent of the third party to disclose the personal information to the IESO.

Note: Be sure to complete all acknowledgments in order to continue.

4. Select **Execute Agreement – Assignee**.

I, Thomas Russell, have reviewed the agreement and provided all relevant documentation

EXECUTE AGREEMENT - ASSIGNEE

5. Once both the Assignor and Assignee have individually completed the Execute Agreement task, it is returned to the IESO for a final review. If no further action is required, you will receive a notification from the IESO that provides the final outcome of the Request.

Additional Resources

Additional resources can be found at the following links:

microFIT Homepage: <http://www.ieso.ca/Get-Involved/microfit/news-overview>

**Independent Electricity
System Operator**


1600-120 Adelaide Street West
Toronto, Ontario M5H 1T1

E-mail: microFIT.Contract@ieso.ca

ieso.ca

 [@IESO_Tweets](https://twitter.com/IESO_Tweets)

 facebook.com/OntarioIESO

 linkedin.com/company/IESO