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# Quick Takes: Capacity Auction

August 2023

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## **AN IESO TRAINING PUBLICATION**

This quick take guide has been prepared to assist the IESO in the training of market participants and has been compiled from extracts from the Market Rules or documents posted on the web site of Ontario's Independent Electricity System Operator. Users of this guide are reminded that they remain responsible for complying with all of their obligations under the Market Rules and associated policies, standards and procedures relating to the subject matter of this guide, even if such obligations are not specifically referred to herein. While the IESO makes reasonable efforts to ensure that the provisions of this guide are accurate and up to date, users must be aware that the specific provisions of the Market Rules and applicable Market Manual(s) govern the rights and obligations of market participants and the IESO.

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This issue of Quick Takes outlines how organizations can complete key activities in order to participate in the Capacity Auction.

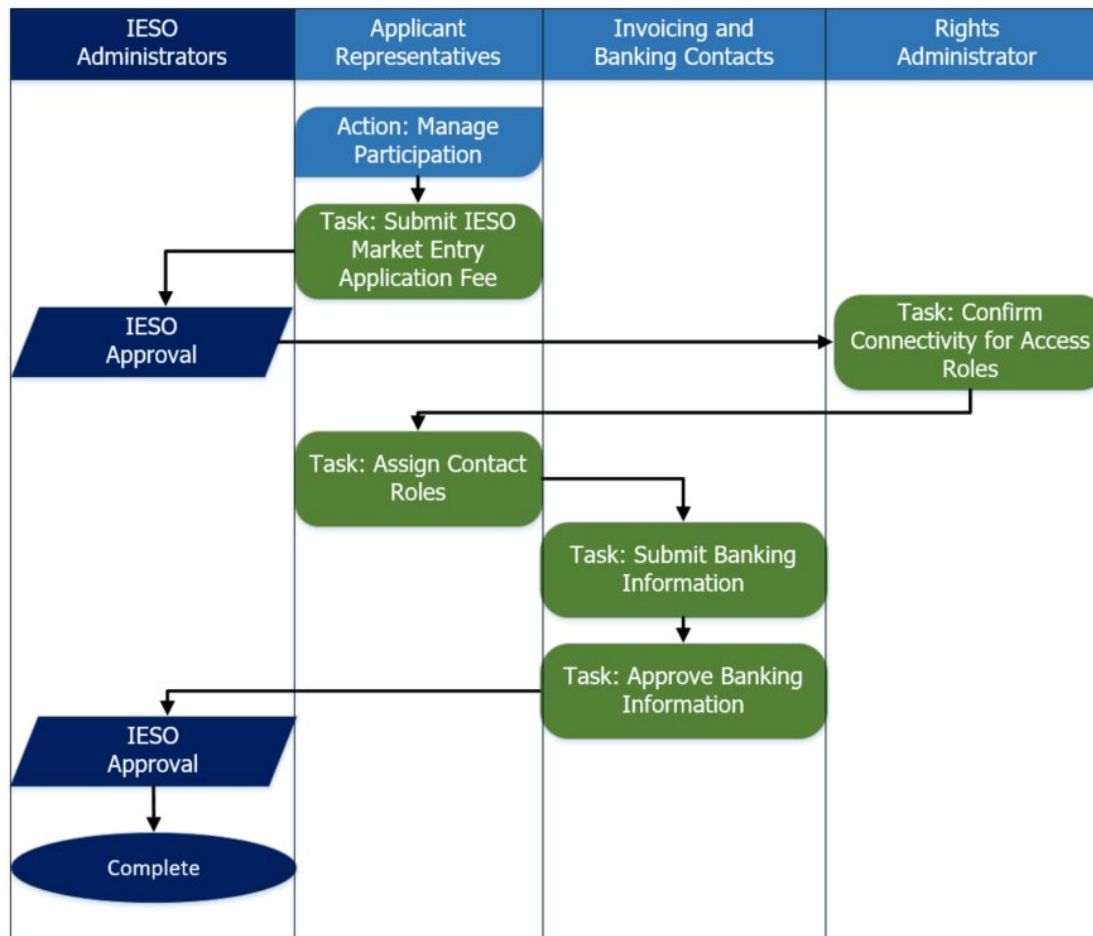
The timelines for each of the milestones that need to be completed for participating in the auction are provided in the “Capacity Auction Timelines” document posted on the [webpage](#).

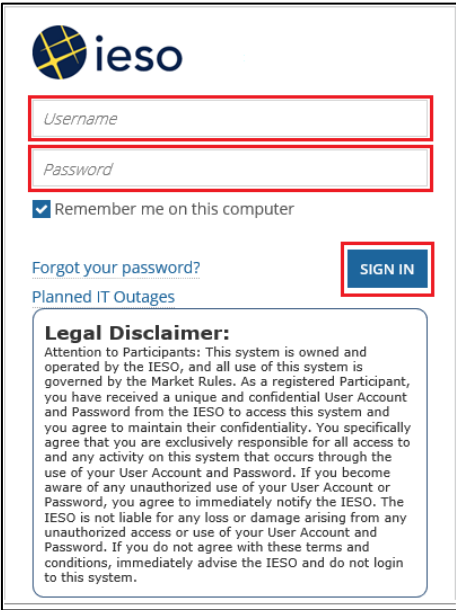
**Note:**

The Market Participant must have an active Gateway account and must be assigned to an appropriate a contact role (s) to complete these activities. Once the Market Participant is assigned to a contact role(s), it may take a day for the IESO system to process the change. Refer to the [IESO Gateway User Guide](#) if you do not have an existing active Gateway account.

# 1. How to Authorize as a Capacity Auction Participant

The following chapter provides an overview, followed by step-by-step screen captures, describing how to authorize as a capacity auction participant (CAP) using the Online IESO web-based registration system



Step	Instruction	Picture
1	<p data-bbox="310 250 709 277"><b>Action: Manage Participation</b></p> <p data-bbox="310 305 674 440">An Applicant Representative Logs in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="310 467 674 527">Enter your Username and Password and click <b>Sign In</b>.</p> <p data-bbox="310 555 674 651">A new user needs to activate their gateway account to access Online IESO.</p>	

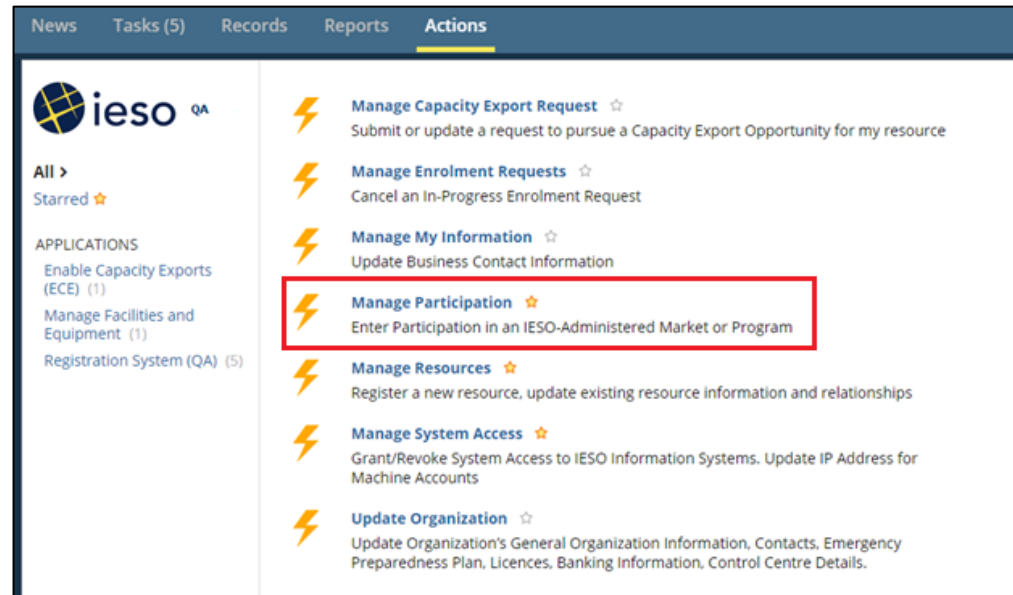
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Step	Instruction	Picture
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**2** Click **Actions** on the menu bar at the top of the screen.

Click **Manage Participation** from the list of available action items displayed on the subsequent screen.



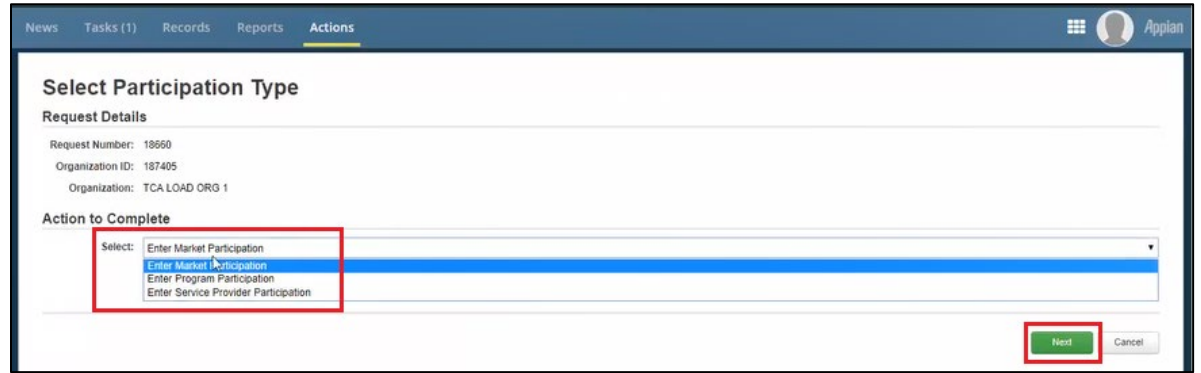
**3** The **Choose Organization** screen is displayed.

Select the check box corresponding to the organization that you wish to become authorized as a capacity auction participant (CAP), and click **Next**.

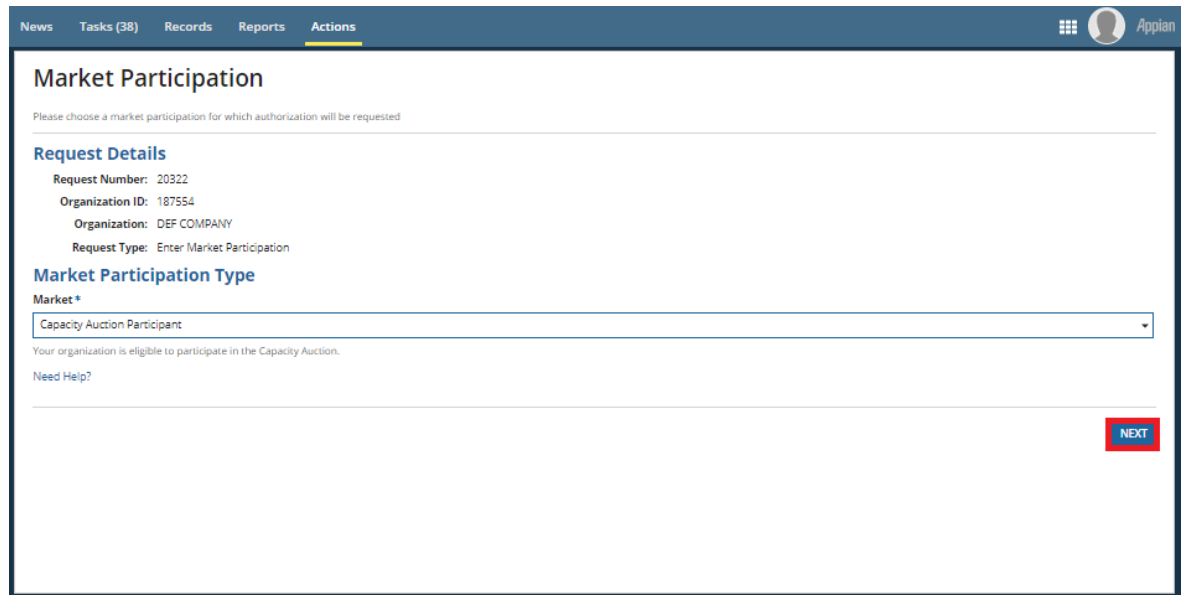


**Step Instruction Picture**

**4** The Select Participation Type screen is displayed.  
In the **Action to Complete** drop-down list, select **Enter Market Participation**, and click **Next**.



**5** The **Market Participation** screen is displayed.  
In the **Market Participation Type** drop-down list, select **Capacity Auction Participant**, and click Next.





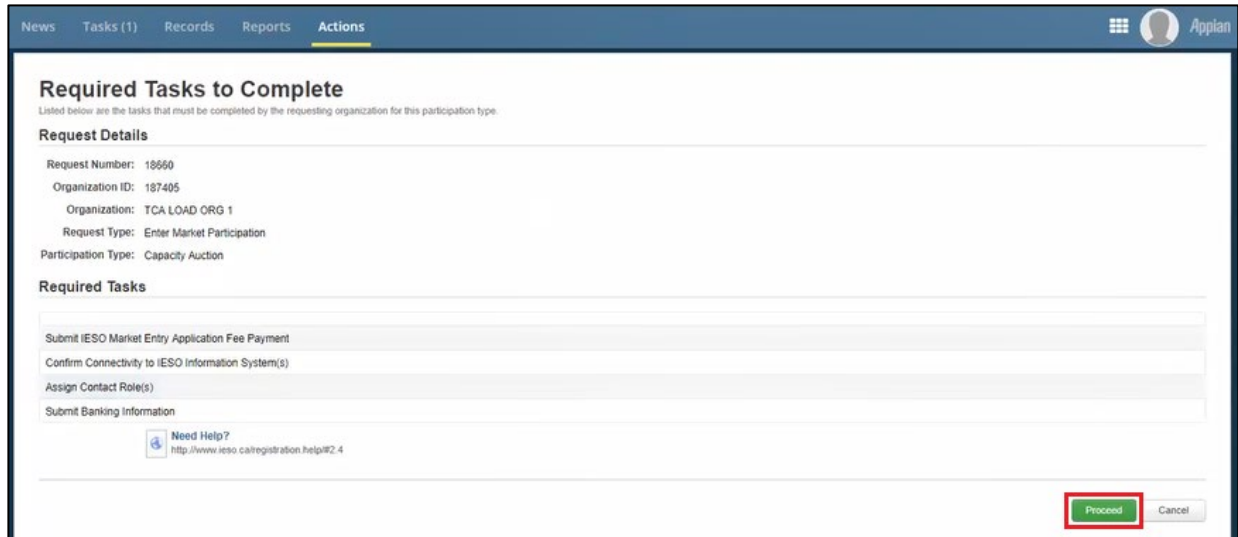
Step	Instruction	Picture
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**6** The **Required Tasks to Complete** screen is displayed for your review – click **Proceed**.

Note: The following required tasks are applicable only to organizations with new Demand Response Resources:

- Submit IESO Market Entry Application Fee Payment (Applicant Representative)
- Confirm Connectivity to IESO Information System(s) (Rights Administrator)
- Assign Contact Role(s) (Applicant Representative)
- Submit Banking Information (Invoicing and Banking)

For organizations with Capacity Generation Resources, some tasks are not required because they would have already been completed when the organization was first registered with the IESO.



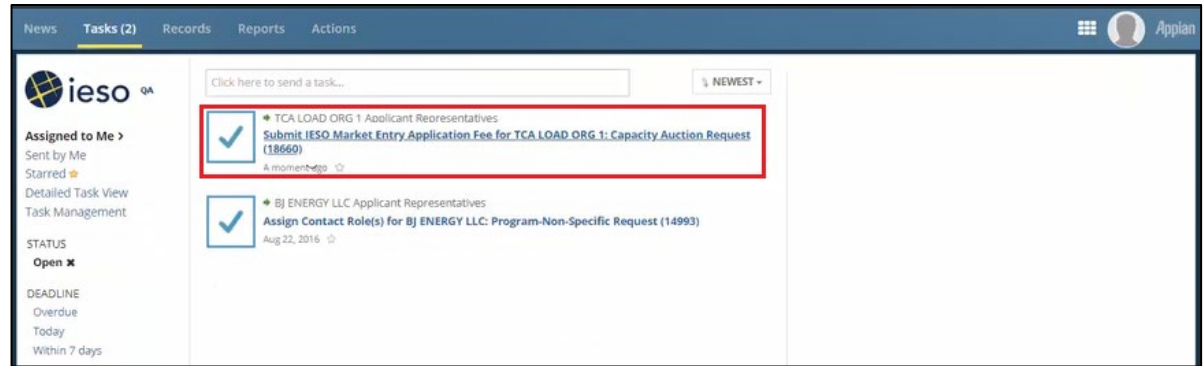
Step	Instruction	Picture
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7	<p>Task: Submit IESO Market Entry Application Fee (Applicant Representative)</p>	
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Click **Tasks** on the menu bar at the top of the screen.

Click **Submit IESO Market Entry Application Fee for <your organization>** from the list of available tasks displayed on the subsequent screen.

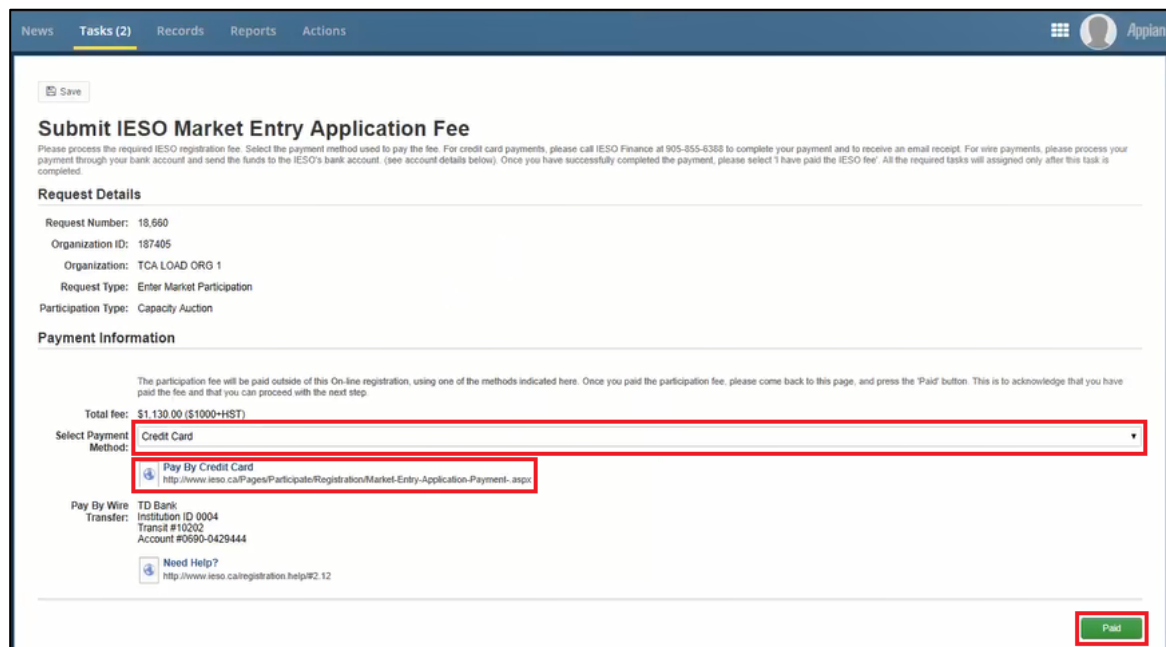
Click **Yes** to confirm that you accept the task.



8	<p>The <b>Submit IESO Market Entry Application Fee</b> screen is displayed.</p>	
---	---------------------------------------------------------------------------------	--

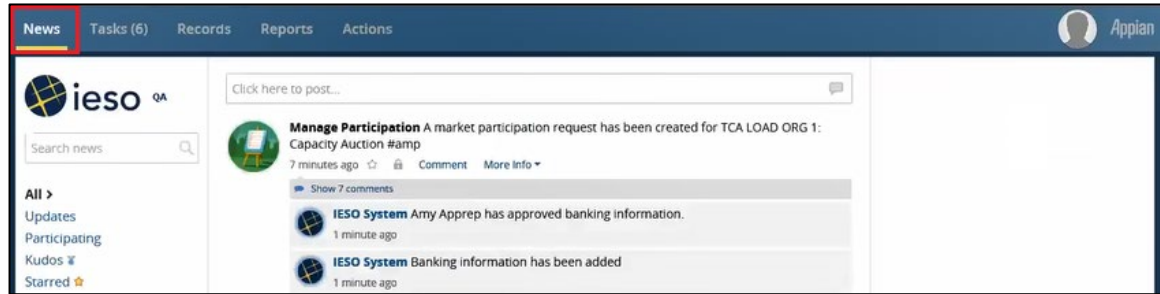
Click **Pay by Credit Card** to link to the external website where you can make the payment.

Select the payment method that you used, and click **Paid**.



Step	Instruction	Picture
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**9** Click **News** on the menu bar at the top of the screen to view the Payment Received notification.



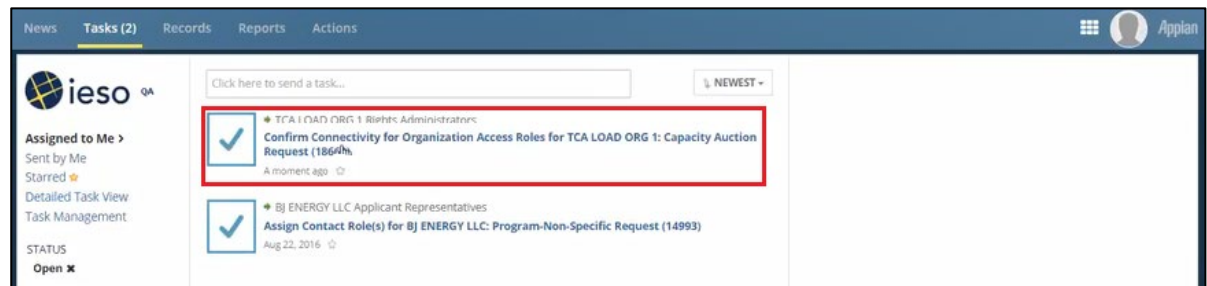
**10** You will also receive an email with the subject line **Training Info for <your organization>: Capacity Auction Participant Request**. This email provides you with valuable links to training documents and contact information at the IESO.

N/A

**11** **Task: Confirm Connectivity for Access Roles**

Click **Tasks** on the menu bar at the top of the screen.

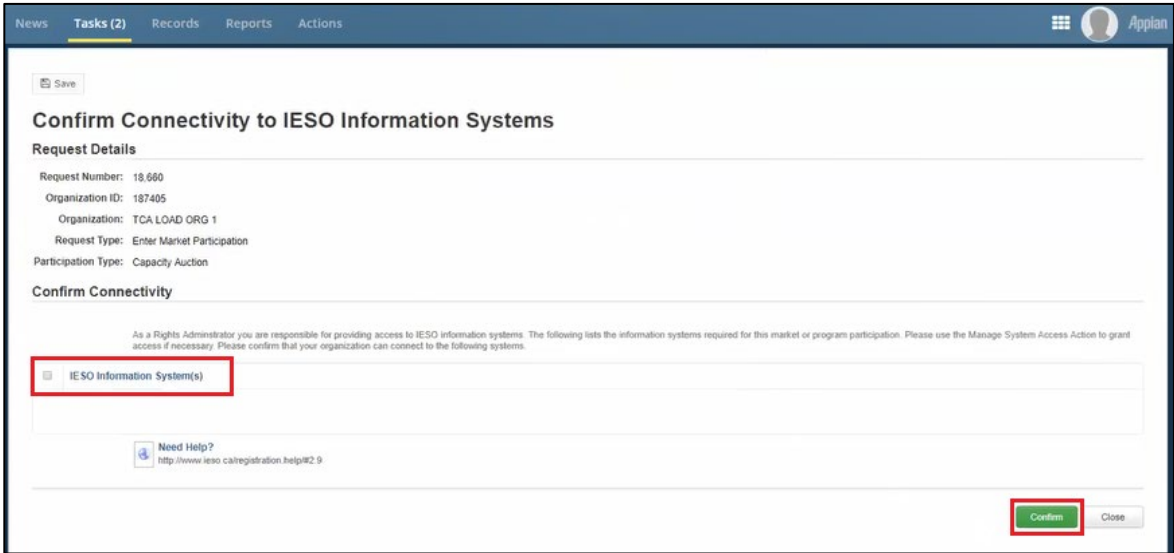
Click **Confirm Connectivity for Organization Access Roles for <your organization>: Capacity Auction Request** from the list of available tasks displayed on the subsequent screen.



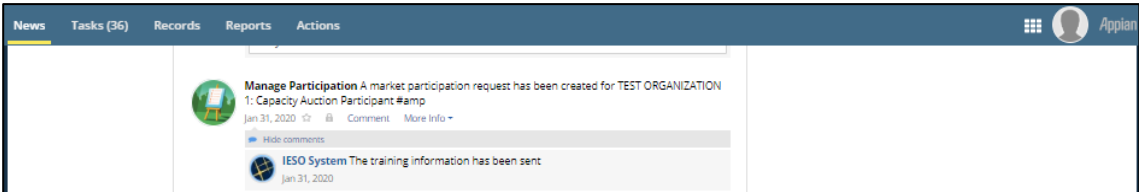
Step	Instruction	Picture
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Click **Yes** to confirm that you accept the task.

**12** After you confirm that you are able to access your participant reports (at the [this link](#)) by logging in with your credentials, select the appropriate check box via the **Confirm Connectivity to IESO Information Systems** screen, and click **Confirm**.



**13** Click **News** on the menu bar at the top of the screen to view the confirmation notification that the task has been completed.



**Step Instruction Picture**

**14 Task: Assign Contact Roles**

Click **Tasks** on the menu bar at the top of the screen.

Click **Assign Contact Roles for <your organization>** from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.



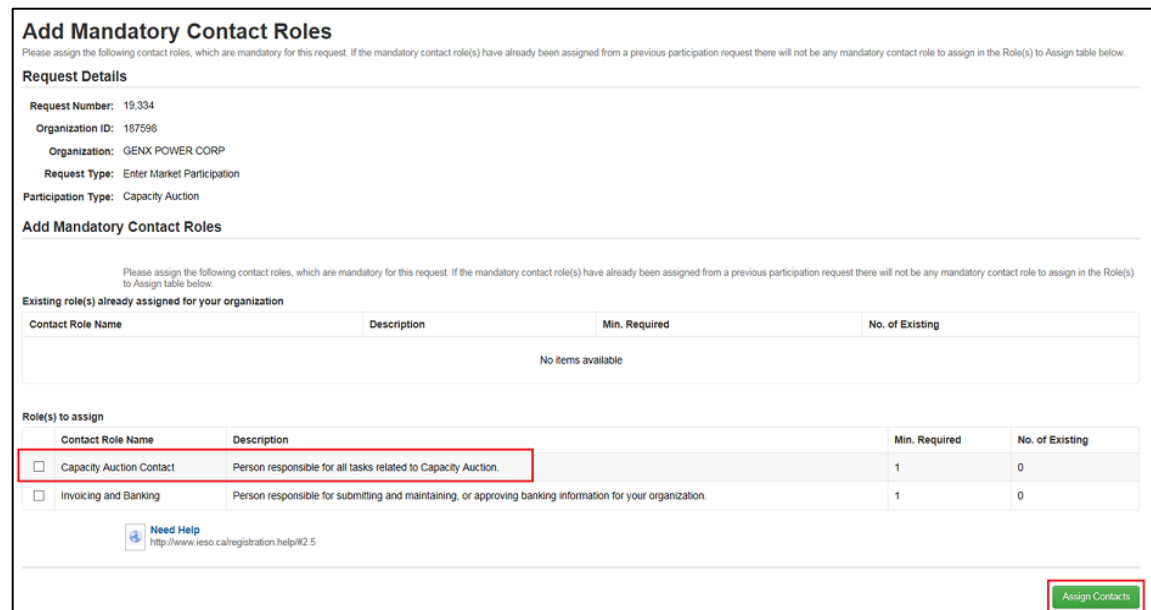
**15 The Add Mandatory Contact Roles screen is displayed.**

Select the check box corresponding to Capacity Auction Contact (listed under Contact Role Name), and click **Assign Contacts**.

**Note:** During CAP authorization, the following contacts are mandatory and are applicable to all organizations, regardless of resource type:

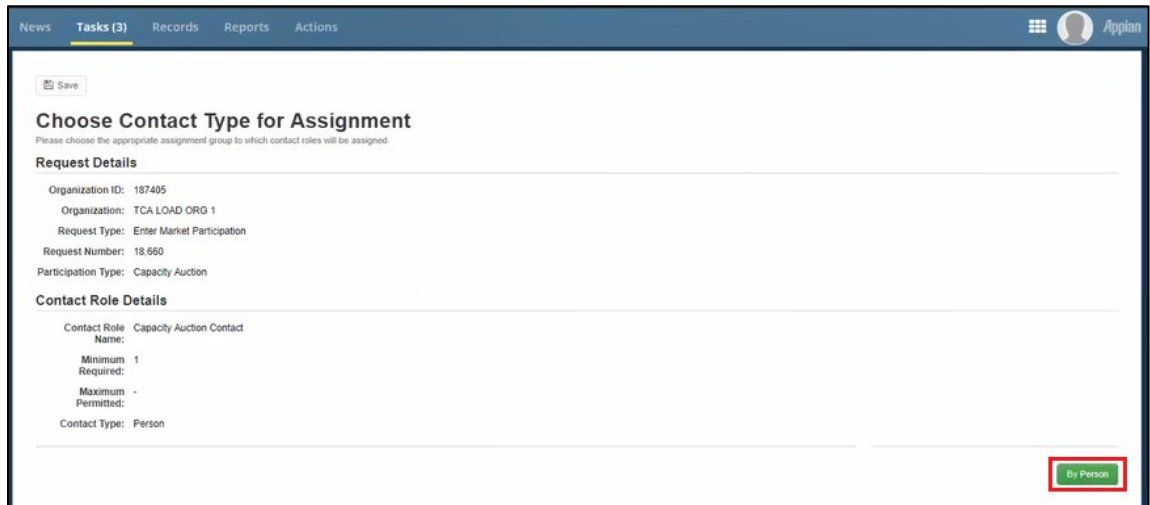
- 1) Capacity Auction Contact
- 2) Invoicing and Banking

At a minimum, one contact is required per Contact Role.



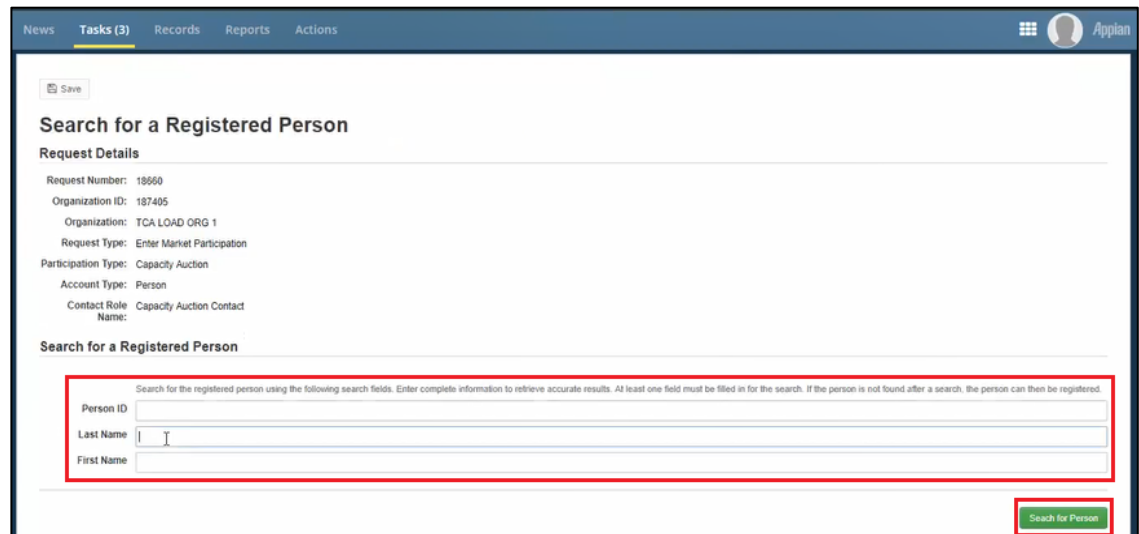
**Step Instruction Picture**

**16** The **Choose Contact Type for Assignment** screen is displayed for your review – click **By Person** to proceed.



**17** The **Search for a Registered Person** screen is displayed.

To search for a registered person, enter the name of the registered person in the search fields, and click **Search for Person**.



**Step Instruction Picture**

**18** If a person is registered in the IESO database, that name appears in the **Search Results** via the **Select Registered Person** screen – select the corresponding check box, and click **Next**.  
  
If a person is not already in the IESO database, you must register that individual by clicking **Register New Person**.

**Select Registered Person**

**Request Details**

Request Number: 18660  
 Organization ID: 187405  
 Organization: TCA LOAD ORG 1  
 Request Type: Enter Market Participation  
 Participation Type: Capacity Auction  
 Account Type: Person  
 Contact Role: Capacity Auction Contact  
 Name:

**Search Results**

Person ID	Last Name	First Name	Preferred Name	Middle Name
No items available				

If you do not see the correct person, please refine your search in the fields below:

Person ID:   
 Last Name:   
 First Name:

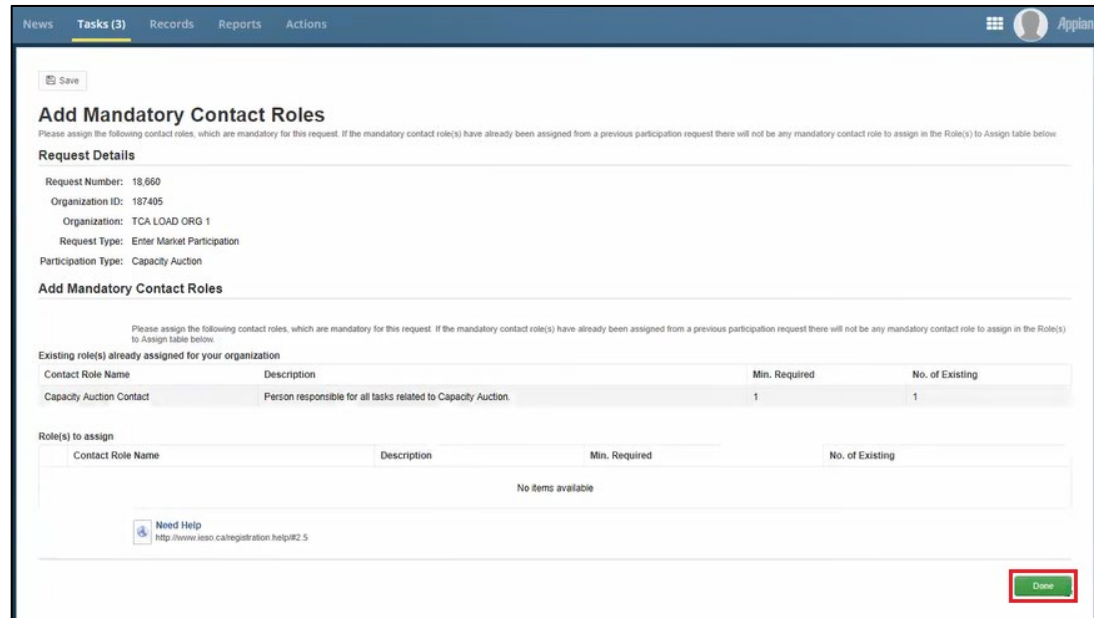
**19** Repeat Steps 18 – 21 after selecting the check box corresponding to **Invoicing and Banking** listed under **Contact Role Name**.

**Role(s) to assign**

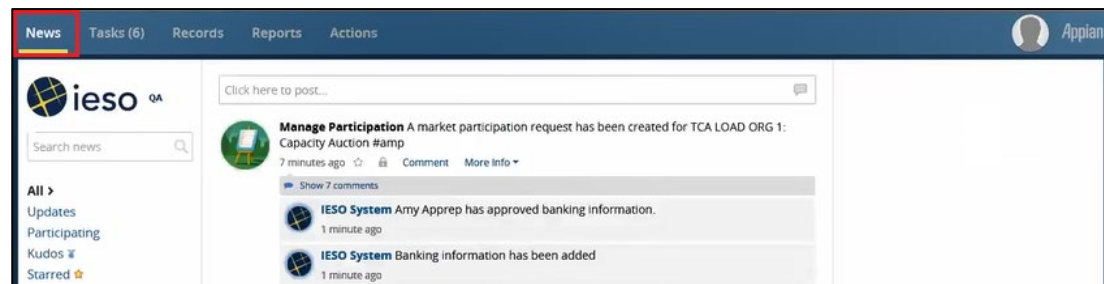
	Contact Role Name	Description	Min. Required	No. of Existing
<input checked="" type="checkbox"/>	Invoicing and Banking	Person responsible for submitting and maintaining, or approving banking information for your organization.	1	0

**Step Instruction Picture**

**20** After all mandatory contact roles have been added, click **Done**.  
The registered person will receive the IESO contact role update notification email.



**21** Click **News** on the menu bar at the top of the screen to view the notification confirming that this step has been completed.  
You will also receive an email confirmation notification with the subject line **IESO Notice – Contact Update**. This email confirms that the roles have been assigned.

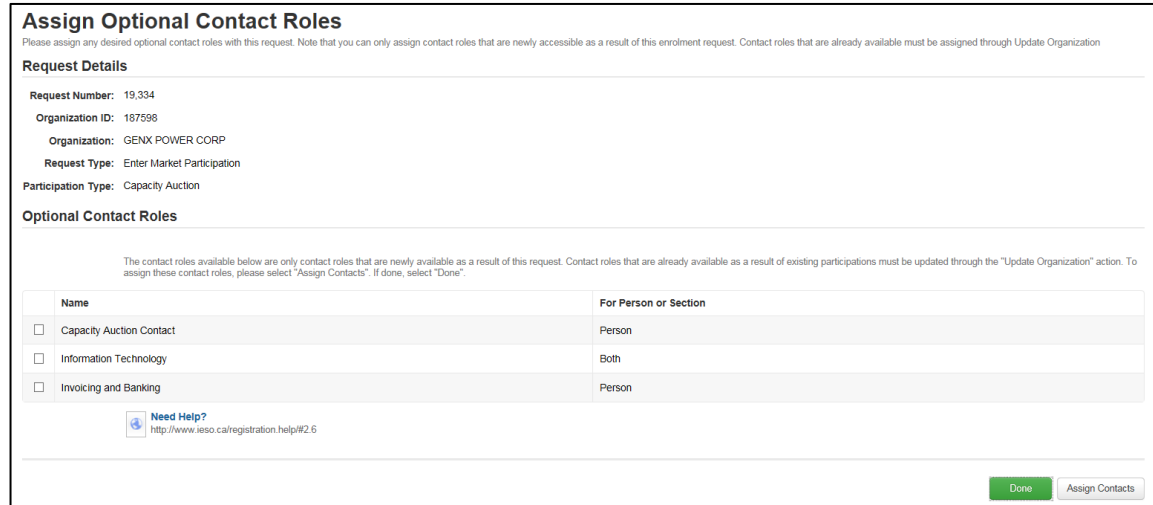




**Step Instruction Picture**

**22** Assign optional contact roles (if applicable) in a similar manner to mandatory contact roles.

Note: You can also add more than one person per contact role at this point.

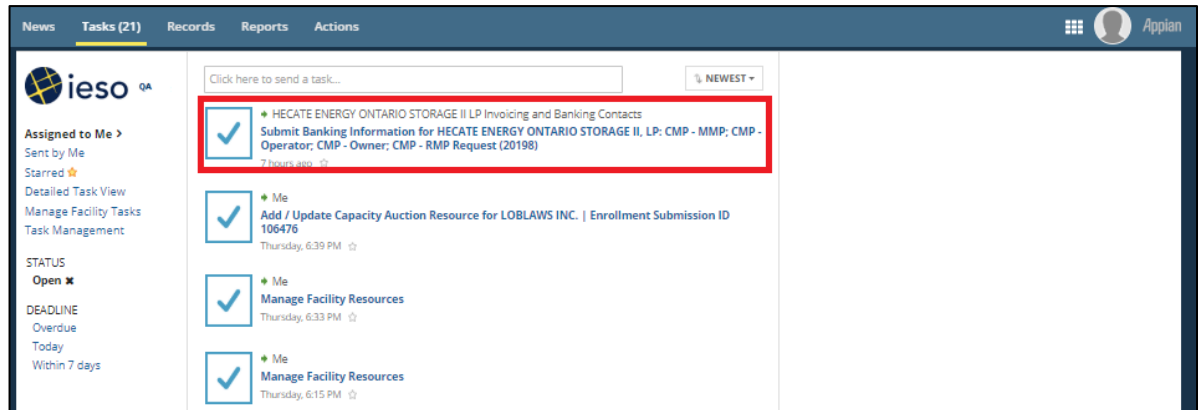


**23** Task: Submit Banking Information (Invoice and Banking contact role)

Click **Tasks** on the menu bar at the top of the screen.

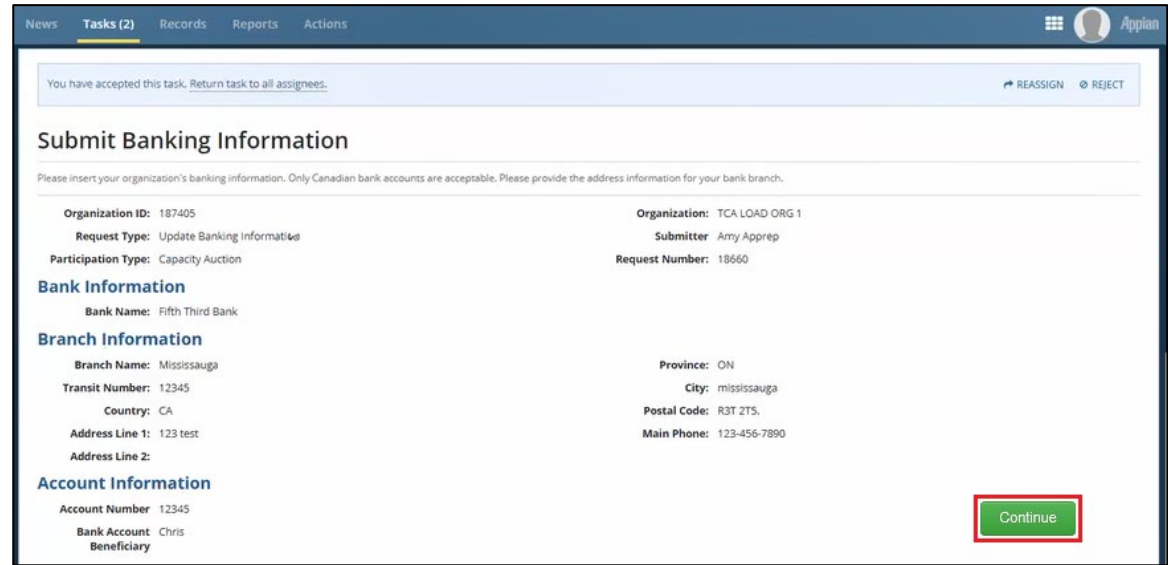
Click **Submit Banking Information for <your organization>: Capacity Auction Request** from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.



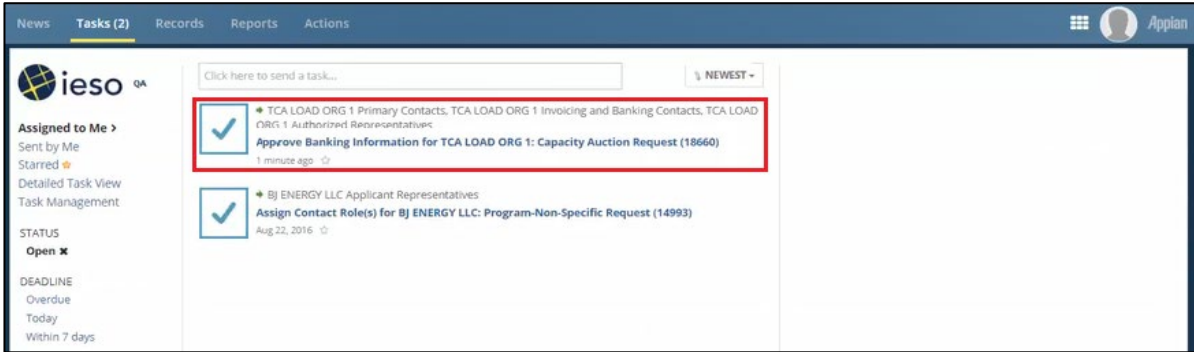
**Step Instruction Picture**

**24** The **Submit Banking Information** screen is displayed.  
All fields marked with a red star are mandatory.  
Complete the form and click **Continue**.



**25** Click **News** on the menu bar at the top of the screen to view the confirmation notification that the form has been completed.



Step	Instruction	Picture
26	<p>A second user (Primary Contact, Authorized Representative or other individual in the Invoicing and Banking contact role) must log in to the Online IESO web-based registration system in order to approve the banking information.</p> <p>Note: If the original user who submitted the task tries to also complete this task, an error message is displayed.</p>	<p>You are unable to approve the banking information in this task since the approver cannot be the same person who submitted the information.</p> <p>If you have accepted the task, please click the button below to return the task to the assignee group and request for another user at your organization to approve the banking information.</p>
27	<p><b>Task: Approve Banking Information</b></p> <p>The second user (separate sign-in required) must accept the task by clicking <b>Tasks</b> on the menu bar at the top of the screen, and then clicking <b>Approve Banking Information for &lt;your organization&gt;: Capacity Auction Request</b> from the list of available tasks displayed on the subsequent screen.</p>	 <p>The screenshot shows the IESO web interface. At the top, there is a navigation bar with 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. Below this, there is a search bar and a 'NEWEST' dropdown. The main content area displays a list of tasks. The first task is 'Approve Banking Information for TCA LOAD ORG 1: Capacity Auction Request (18660)', which is highlighted with a red box. The second task is 'Assign Contact Role(s) for BJ ENERGY LLC: Program-Non-Specific Request (14993)'. On the left side, there is a sidebar with 'Assigned to Me', 'Sent by Me', 'Starred', 'Detailed Task View', 'Task Management', 'STATUS', 'Open', 'DEADLINE', 'Overdue', 'Today', and 'Within 7 days'.</p>
28	<p>Click <b>Yes</b> to confirm that you accept the task.</p>	N/A

Step	Instruction	Picture
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29	Review the information in the form, confirm or edit as required, and click <b>Approve</b> .	
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News **Tasks (2)** Records Reports Actions

You have accepted this task. [Return task to all assignees.](#) REASSIGN REJECT

### Submit Banking Information

Please insert your organization's banking information. Only Canadian bank accounts are acceptable. Please provide the address information for your bank branch.

Organization ID: 187405      Organization: TCA LOAD ORG 1  
 Request Type: Update Banking Information      Submitter: Amy Apprep  
 Participation Type: Capacity Auction      Request Number: 18660

#### Bank Information

Bank Name: Fifth Third Bank

#### Branch Information

Branch Name: Mississauga  
 Transit Number: 12345      Province: ON  
 Country: CA      City: mississauga  
 Address Line 1: 123 test      Postal Code: R3T 2T5  
 Address Line 2:      Main Phone: 123-456-7890

#### Account Information

Account Number: 12345  
 Bank Account Beneficiary: Chris

**Approve**

30	The original user can view a confirmation notification that the form has been completed by clicking <b>News</b> on the menu bar at the top of the screen.	
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News **Tasks (6)** Records Reports Actions

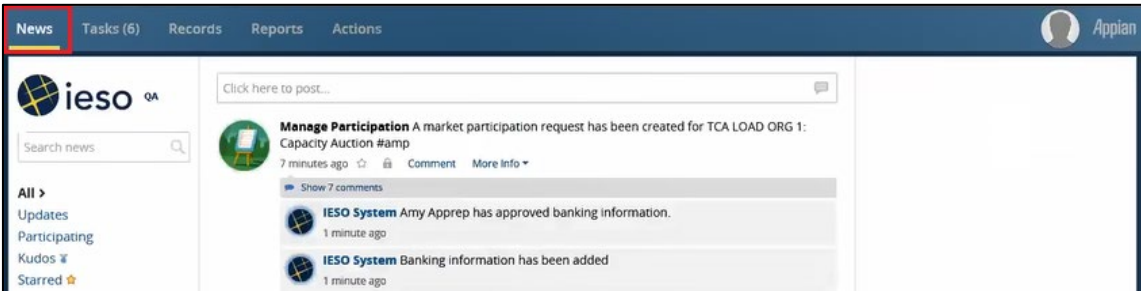
ieso QA      Click here to post...

Search news

**Manage Participation** A market participation request has been created for TCA LOAD ORG 1: Capacity Auction #amp  
 7 minutes ago      Comment      More info

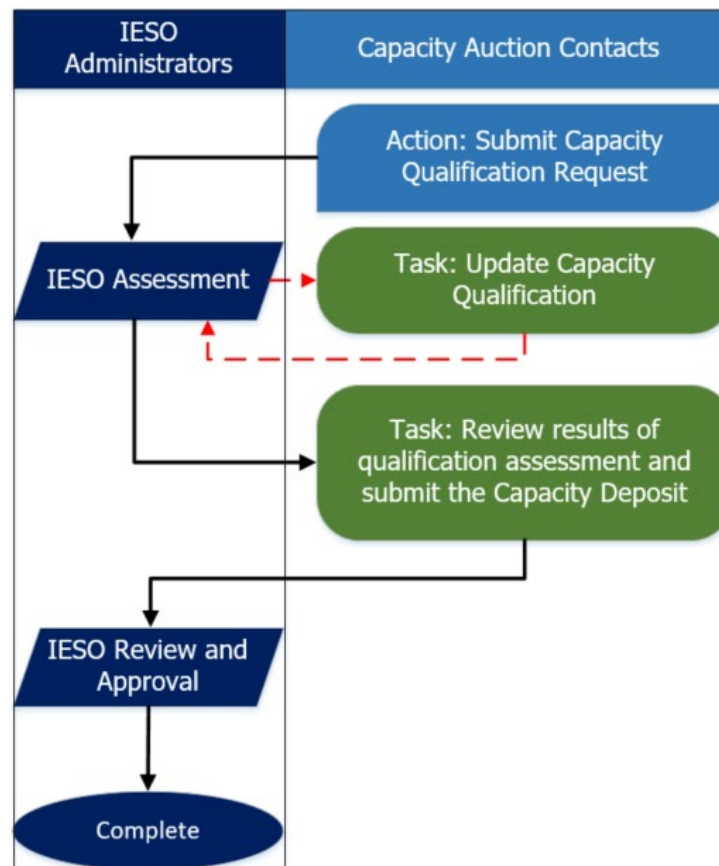
Show 7 comments

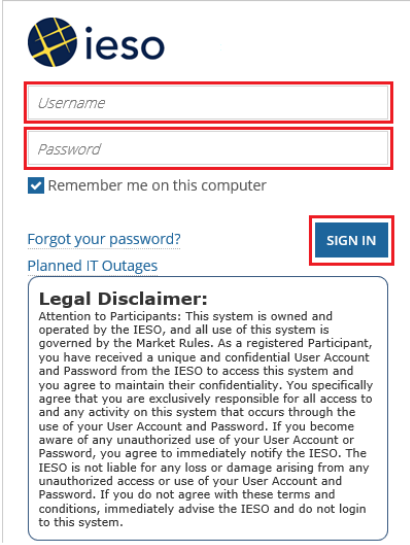
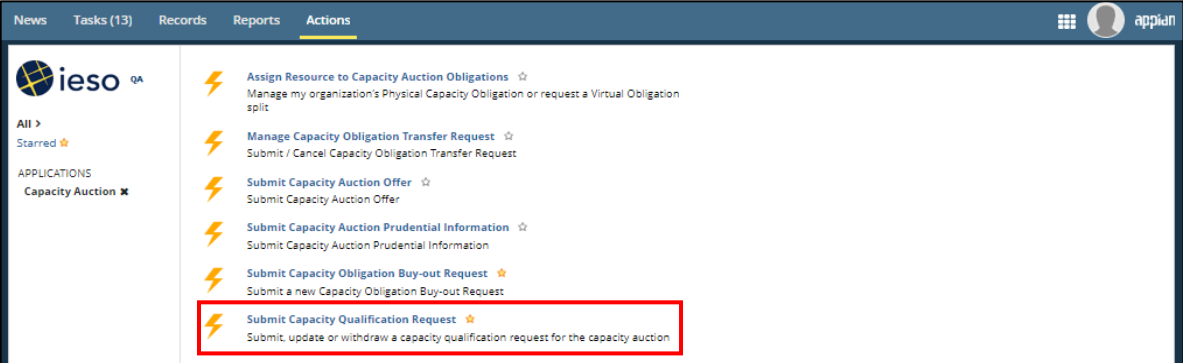
- IESO System** Amy Apprep has approved banking information. 1 minute ago
- IESO System** Banking information has been added. 1 minute ago

Step	Instruction	Picture
31	<p>After all tasks have been completed, click <b>News</b> on the menu bar at the top of the screen to view a confirmation notification.</p> <p>You will also receive a Registration Approval Notification (RAN) in your email inbox after the IESO has completed the authorization process.</p>	 <p>The screenshot shows a web interface with a top navigation bar containing 'News', 'Tasks (6)', 'Records', 'Reports', and 'Actions'. The 'News' tab is highlighted. Below the navigation bar is a search bar for news and a list of news items. The main content area displays a notification titled 'Manage Participation' with the text 'A market participation request has been created for TCA LOAD ORG 1: Capacity Auction #amp'. Below this notification are two comments from 'IESO System': 'Amy Apprep has approved banking information.' and 'Banking information has been added'. The user's name 'Appian' is visible in the top right corner.</p>

## 2. How to Submit a Capacity Qualification Request

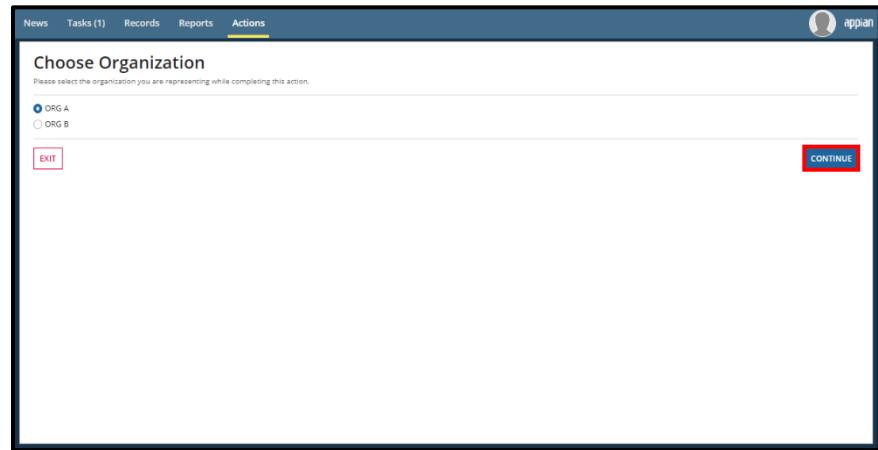
The following flowchart and table provides step-by-step instructions, with accompanying screen captures, describing how to submit a capacity qualification request using the Online IESO web-based registration system. You must receive a Registration Approval Notification (RAN) email authorizing you as a Capacity Auction Participant before you can submit a capacity qualification request using Online IESO. The Capacity Auction Contact is the contact role that can submit a capacity qualification request.



Step	Instruction	Picture
1	<p><b>Action: Submit Capacity Qualification Request.</b></p> <p>The Capacity Auction Contact is the contact role that can submit a capacity qualification request.</p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password, and click <b>Sign In</b>. You must have an active gateway account in order to access Online IESO.</p>	
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Select <b>Submit Capacity Qualification Request</b> from the list of available action items displayed on the subsequent screen.</p>	

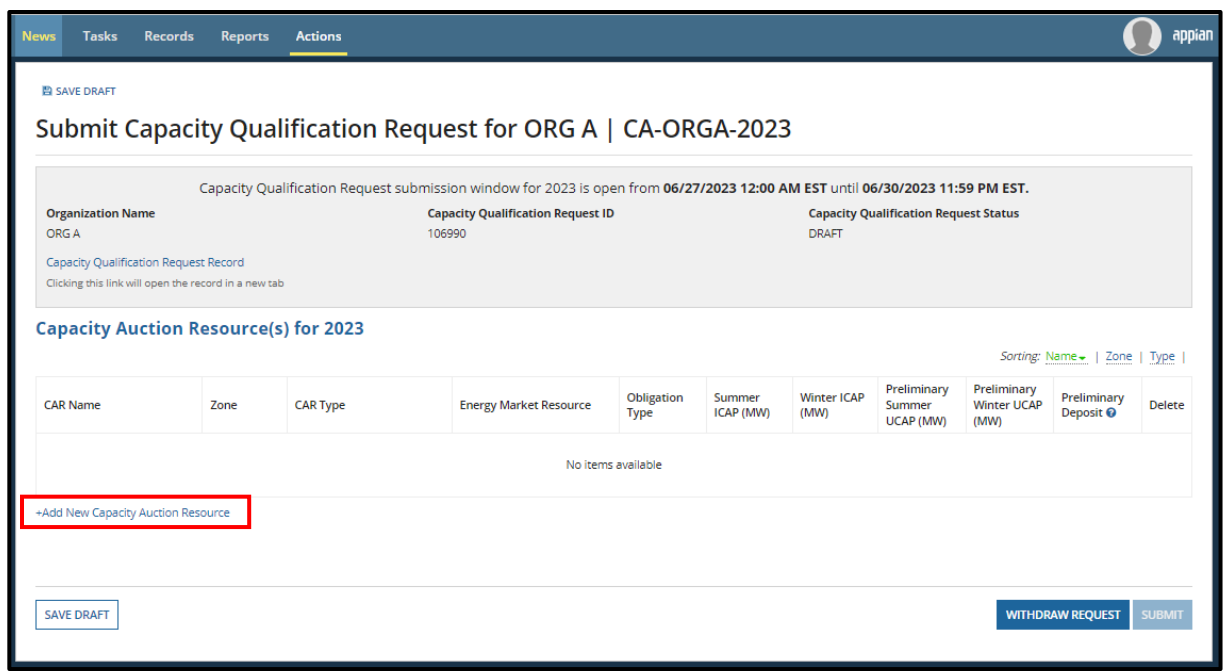
Step	Instruction	Picture
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**3** The **Choose Organization** screen will appear, select the organization for which you intend to complete a capacity qualification request, and click **Continue**.

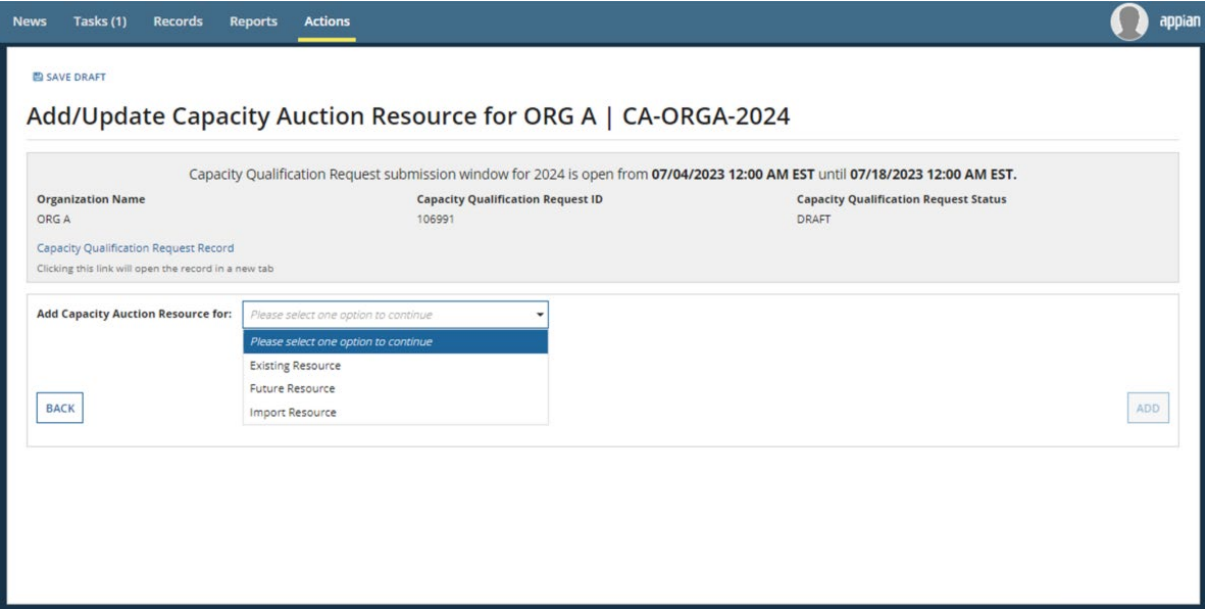


**4** You are navigated to the **Submit Capacity Qualification Request** window. As you prepare your capacity qualification request, the details of your draft submission will be displayed here.

Click **Add New Capacity Auction Resource**. The **Add/Update Capacity Auction Resource** screen appears.





Step	Instruction	Picture
5	<p>On the <b>Add/Update Capacity Auction Resource</b> screen, choose one of the available options from the drop-down box:</p> <ol style="list-style-type: none"> <li>Select <b>Existing Resource</b> and proceed to Step <b>6A</b> if you plan to participate with a resource that is already registered in the IESO-Administered Market.</li> <li>Select <b>Future Resource</b> and proceed to Step <b>6B</b> if you plan to participate with a demand response resource that is not currently registered in the IESO-Administered Market.</li> <li>Select <b>Import Resource</b> and proceed to Step <b>6C</b> if you plan to participate with an <b>Import Resource</b>.</li> </ol>	

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**Step****Instruction****Picture**

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- 6A** If you selected **Existing Resource** from the drop-down box in step 5, additional drop down boxes will appear.
- Use the drop-down boxes for **CAR Type** and **Zone** to filter your list of available resources.
- Based on the resource that is selected, the **Primary Fuel Type** of the chosen resource will be pre-populated.
- Once you have selected a **Resource**, click **Add**. Proceed to Step 7.

News Tasks (1) Records Reports Actions

appian

SAVE DRAFT

### Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2024

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
ORG A	106991	DRAFT

[Capacity Qualification Request Record](#)  
Clicking this link will open the record in a new tab

Add Capacity Auction Resource for: Existing Resource

Please select the appropriate CAR Type, Electrical Zone and Resource for the Capacity Auction Resource and click Add

CAR Type	Zone	Resource
Capacity Generation Resource	SOUTHWEST	RES. ORGA_1

Primary Fuel Type

Steam (Thermal)

BACK ADD

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**Step****Instruction****Picture**

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**6B** If you selected **Future Resource** from the drop down box in step 5, additional drop down boxes will appear.

Use the drop down boxes to choose a **CAR Type** and **Zone** that would apply to the future resource. Since this resource has not completed the market registration process yet, these selections will need to be consistent with how the future resource will qualify for, offer into and participate in the auction, once registration is completed during the forward period.

Once you have selected the **CAR Type** and **Zone**, click **Add**. Proceed to Step 7.

The screenshot shows a web interface for adding or updating a capacity auction resource. At the top, there are navigation tabs: News, Tasks (1), Records, Reports, and Actions. A user profile icon for 'appian' is in the top right. Below the navigation is a 'SAVE DRAFT' button. The main heading is 'Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2024'. A message states: 'Capacity Qualification Request submission window for 2024 is open from 07/04/2023 12:00 AM EST until 07/18/2023 12:00 AM EST.' Below this, a table displays: Organization Name (ORG A), Capacity Qualification Request ID (106991), and Capacity Qualification Request Status (DRAFT). A link for 'Capacity Qualification Request Record' is provided. The main form area has a dropdown for 'Add Capacity Auction Resource for:' set to 'Future Resource'. A note explains that the steps are for qualifying capacity only and that IESO registration is required. Below the note, there are two dropdowns: 'CAR Type' (set to 'Virtual Hourly Demand Response - C&I') and 'Zone' (set to 'TORONTO'). At the bottom of the form are 'BACK' and 'ADD' buttons, with the 'ADD' button highlighted by a red box.

Reminder: if you are qualifying a future resource, the registered owner of that resource must be the Capacity Auction Participant.

**Step****Instruction****Picture**

**6C** If you selected **Import Resource** from the drop down box in step 5, additional drop down boxes will appear that will allow you to submit either a System-Backed Import or Generator-Backed Import Resource.

**Note:** You can only submit a System-Backed Import Resource if your resource is designated as such by the IESO.

Use the drop down boxes to choose **Capacity Import Resource** as your **CAR Type**, and the **Interface** where capacity import offers will be offered through. The **Resource**, **CAR Sub Type** and **Zone** will pre-populate based on these selections. Click Add. Proceed to Step 7.

If you are qualifying a **Generator-Backed Import Resource**, go directly to Step 8.

The screenshot shows the Appian interface for adding an import resource. The page title is "Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2024". At the top, there are navigation tabs: News, Tasks (1), Records, Reports, and Actions. A "SAVE DRAFT" button is visible in the top left. The main content area displays the following information:

- Capacity Qualification Request submission window for 2024 is open from 07/04/2023 12:00 AM EST until 07/18/2023 12:00 AM EST.
- Organization Name: ORG A
- Capacity Qualification Request ID: 106991
- Capacity Qualification Request Status: DRAFT
- Capacity Qualification Request Record: Clicking this link will open the record in a new tab.

Below this information, there is a section titled "Add Capacity Auction Resource for:" with a dropdown menu set to "Import Resource". A message states: "Please select the appropriate CAR Type and Interface for the Capacity Auction Resource and click Add".

The form contains the following fields:

- CAR Type:** Capacity Import Resource
- Interface:** NY.ROSETON
- Resource:** NY.ROSETON.SOURCE.GBACK
- CAR Sub Type:** Generator Backed Import
- Zone:** NIAGARA

At the bottom of the form, there are two buttons: "BACK" and "ADD". The "ADD" button is highlighted with a red box.

**Step****Instruction****Picture**

**7A** This step applies to all resource types excluding Generator-Backed Import resources.

On this screen, you will enter the name of your capacity auction resource and the **ICAP Capacity** (MW) for the applicable obligation periods. If you selected an existing resource, that resource name will be pre-populated as a default.

Enter a 0 value for any obligation period your resource won't participate in.

Note: The maximum value that can be input as ICAP for summer or winter cannot exceed either the **Maximum Generator Capability** of that resource (found in the Capacity Auction Resource Details table) and the zonal limits shown in the column(s) to the left of the **ICAP (MW)** column.

Capacity Qualification Request submission window for 2024 is open from 07/04/2023 12:00 AM EST until 07/18/2023 12:00 AM EST.

Organization Name: ORG A | Capacity Qualification Request ID: 106991 | Capacity Qualification Request Status: DRAFT

Summer Obligation Period: Start Date: 5/1/2024 | End Date: 10/31/2024 | Winter Obligation Period: Start Date: 11/1/2024 | End Date: 4/30/2025

Capacity Auction Resource Details

Zone: SOUTHWEST | CAR Name: RES.ORG\_A\_1 | Associated Energy Market Resource: RES.ORG\_A\_1 (189292) | Primary Fuel Type: Steam (Thermal) | Maximum Generator Capability (MW): 2

Associated Energy Market Resource: RES.ORG\_A\_1 (189292) | Preliminary CAR Deposit (CAD): \$5,033

Obligation Period	Total Zonal Capacity Limit Maximum (MW)	ICAP (MW)	Availability De-Rating Factor	Preliminary UCAP (MW)
2024 SUMMER	9999	2	0.7	1.4
2024 WINTER	9999	2	0.6	1.2

Buttons: BACK, UPDATE

---

Step	Instruction	Picture
	<p>A <b>Preliminary UCAP</b> (MW) and <b>Preliminary CAR Deposit</b> (CAD) will be calculated based on the ICAP value you input and the availability de-rating factor, if applicable.</p> <p>Note: The <b>Preliminary UCAP</b> is rounded up to one decimal place.</p> <p>Once you have filled out this information, click <b>Update</b>.</p> <p>Proceed to Step <b>11</b>.</p>	

---

**Step****Instruction****Picture**

**7B** This step applies if you are qualifying an existing **Capacity Storage Resource**.

On this screen, you will enter:

- the **Full Power Operating Mode (MW)**
- the **Energy Rating (MWh)**

Enter a 0 value for any obligation period your resource won't participate in.

Note: The maximum value that can be input as ICAP for summer or winter cannot exceed either the **Maximum Generator Capability** of that resource (found in the Capacity Auction Resource Details table) and the zonal limits shown in the column(s) to the left of the **Full Power Operating Mode (MW)** column.

An **ICAP (MW)**, **Preliminary UCAP (MW)** and **Preliminary CAR Deposit (CAD)** will be calculated based on the values you input.

News Tasks Records Reports Actions appian

SAVE DRAFT

### Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2024

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

<b>Organization Name</b> ORG A	<b>Capacity Qualification Request ID</b> 106998	<b>Capacity Qualification Request Status</b> DRAFT
-----------------------------------	----------------------------------------------------	-------------------------------------------------------

Capacity Qualification Request Record  
Clicking this link will open the record in a new tab

**Summer Obligation Period** Start Date: 5/1/2024 | End Date: 10/31/2024      **Winter Obligation Period** Start Date: 11/1/2024 | End Date: 4/30/2025

#### Capacity Auction Resource Details

<b>Zone</b> SOUTHWEST	<b>CAR Name *</b> RES.ORG_A_1	<b>Preliminary CAR Deposit (CAD)</b> \$0
<b>CAR Type</b> Capacity Storage Resource	<b>Associated Energy Market Resource</b> RES.ORG_A_1 (189292)	
<b>Obligation Type</b> PHYSICAL	<b>Maximum Generator Capability (MW)</b> 2	
<b>CAR ID</b> 200742		

#### CAR Capacity

Obligation Period	Total Zonal Capacity Limit Maximum (MW)	Full Power Operating Mode (MW)	Energy Rating (MWh)	ICAP (MW)	Availability De-Rating Factor	Preliminary UCAP (MW)
2024 SUMMER	9999				0.5	
2024 WINTER	9999				0.4	

BACK UPDATE

---

Step	Instruction	Picture
	<p>Note: The <b>ICAP</b> is truncated to one decimal place. The <b>Preliminary UCAP</b> is rounded up to one decimal place.</p> <p>Once you have filled out this information, click <b>Update</b>.</p> <p>Proceed to Step <b>11</b>.</p>	

---



**Step****Instruction****Picture**

**7C** This step applies if you are qualifying a **System-Backed Import Resource**.

On this screen, you will enter the **ICAP (MW)**.

Enter a 0 value for any obligation period your resource won't participate in.

Note: The maximum value that can be input as ICAP for summer or winter cannot exceed either the **Total Zonal Capacity Limit Maximum**, **Global Import Limit** or **Interface Limit** shown in the column(s) to the left of the **ICAP (MW)** column.

A **Preliminary UCAP (MW)** and **Preliminary CAR Deposit (CAD)** will be calculated based on the values you input.

Note: The **Preliminary UCAP** is rounded up to one decimal place.

Once you have filled out this information, click **Update**.

Proceed to Step **11**.

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
ORG B	107003	DRAFT

Capacity Qualification Request Record  
Clicking this link will open the record in a new tab

Summer Obligation Period Start Date: 5/1/2024 | End Date: 10/31/2024      Winter Obligation Period Start Date: 11/1/2024 | End Date: 4/30/2025

Capacity Auction Resource Details

Zone NORTHWEST	CAR Name * MB.WHITESHELL.SOURCE.SBACK.01	Preliminary CAR Deposit (CAD) \$77,438
CAR Type Capacity Import Resource	Boundary Entity Resource MB.WHITESHELL.SOURCE.SBACK.01 (148490)	
CAR Sub Type System Backed Import	Interface MB.WHITESHELL	
Obligation Type PHYSICAL		
CAR ID 200763		

Obligation Period	Total Zonal Capacity Limit Maximum (MW)	Global Import Limit (MW)	Interface Limit (MW)	ICAP (MW)	Preliminary UCAP (MW)
2024 SUMMER	50	500	50	20	20
2024 WINTER	150	500	50	20	20

BACK      UPDATE

**Step**

**Instruction**

**Picture**

**8A** Steps 8 only applies for a **Generator-Backed Import Resource.**

If you added a Generator-Backed Import Resource in step 6, you will be directed to this screen where you will need to add one or more generation or storage facilities that will contribute to the CAR.

Note: The maximum value that can be input as ICAP for summer or winter cannot exceed either the **Total Zonal Capacity Limit Maximum, Global Import Limit or Interface Limit** shown in the column(s) to the left of the **ICAP (MW)** column under the CAR Capacity table.

Click **Add New Facility to Capacity Auction Resource.** Proceed to Step **8B**

News Tasks Records Reports Actions appian

SAVE DRAFT

### Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2024

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

<b>Organization Name</b> ORG A	<b>Capacity Qualification Request ID</b> 106998	<b>Capacity Qualification Request Status</b> DRAFT
-----------------------------------	----------------------------------------------------	-------------------------------------------------------

[Capacity Qualification Request Record](#)  
Clicking this link will open the record in a new tab

**Summer Obligation Period** Start Date: 5/1/2024 | End Date: 10/31/2024      **Winter Obligation Period** Start Date: 11/1/2024 | End Date: 4/30/2025

#### Capacity Auction Resource Details

<b>Zone</b> NIAGARA	<b>CAR Name *</b> NY.ROSETON.SOURCE.GBACK	<b>Preliminary CAR Deposit (CAD) \$0</b>
<b>CAR Type</b> Capacity Import Resource	<b>Boundary Entity Resource</b> NY.ROSETON.SOURCE.GBACK (189051)	
<b>CAR Sub Type</b> Generator Backed Import	<b>Interface</b> NY.ROSETON	
<b>Obligation Type</b> PHYSICAL		
<b>CAR ID</b> 200743		

#### CAR Capacity

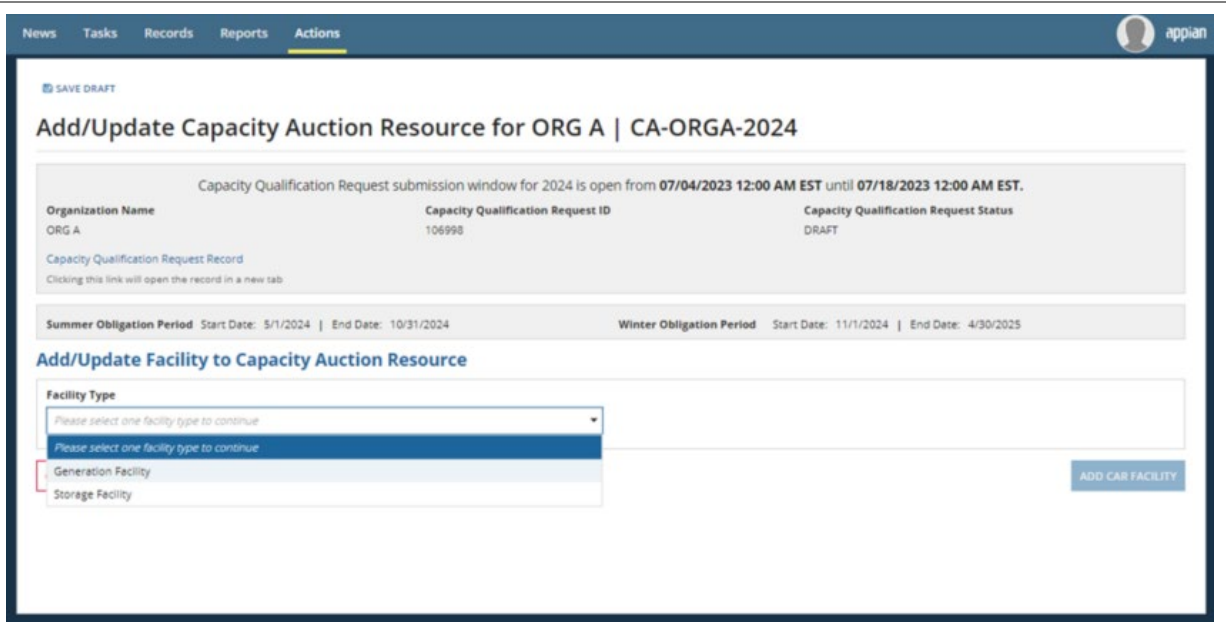
Obligation Period	Total Zonal Capacity Limit Maximum (MW)	Global Import Limit (MW)	Interface Limit (MW)	ICAP (MW)	Preliminary UCAP (MW)
2024 SUMMER	900	500	500		
2024 WINTER	750	500	500		

#### CAR Facility(ies)

Facility ID	Facility Name	Facility Type	Summer ICAP (MW)	Winter ICAP (MW)	Preliminary Summer UCAP (MW)	Preliminary Winter UCAP (MW)	Delete
No items available							

**+ Add New Facility to Capacity Auction Resource**

BACK

Step	Instruction	Picture
8B	<p>Use the drop down box to choose a <b>Facility Type</b>:</p> <p>A. If you select <b>Generation Facility</b>, go to Step 9A.</p> <p>B. If you select <b>Storage Facility</b>, go to Step 9B.</p> <p>Upon selecting a <b>Facility Type</b>, the screen will expand.</p>	 <p>The screenshot shows a web application interface for managing capacity auction resources. At the top, there is a navigation bar with 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. Below this, a 'SAVE DRAFT' button is present. The main heading is 'Add/Update Capacity Auction Resource for ORG A   CA-ORGA-2024'. A message states: 'Capacity Qualification Request submission window for 2024 is open from 07/04/2023 12:00 AM EST until 07/18/2023 12:00 AM EST.' Below this, a table lists details: Organization Name (ORG A), Capacity Qualification Request ID (106998), and Capacity Qualification Request Status (DRAFT). There is also a link for 'Capacity Qualification Request Record'. Further down, 'Summer Obligation Period' (Start Date: 5/1/2024, End Date: 10/31/2024) and 'Winter Obligation Period' (Start Date: 11/1/2024, End Date: 4/30/2025) are shown. The main section is titled 'Add/Update Facility to Capacity Auction Resource' and contains a 'Facility Type' dropdown menu. The dropdown is open, showing 'Generation Facility' and 'Storage Facility'. A red box highlights the 'Generation Facility' option. An 'ADD CAR FACILITY' button is located at the bottom right of the form area.</p>

**Step**

**Instruction**

**Picture**

**9A** This step only applies to **Generation Facilities** for a Generator-Backed Import Resource.

On the screen, you will enter:

- Facility ID
- Facility Name
- Facility Fuel Type
- Elapsed Time to Dispatch
- Minimum Loading Point
- Facility ICAP (MW)
- External System Accredited UCAP (MW)

Enter a 0 value for any obligation period your resource won't participate in.

A **Preliminary Facility UCAP** (MW) will be equal to the External System Accredited UCAP value you input.

Note: The **Preliminary UCAP** is rounded up to one decimal place.

News Tasks Records Reports Actions appian

SAVE DRAFT

### Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2024

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
ORG A	106998	DRAFT

[Capacity Qualification Request Record](#)  
Clicking this link will open the record in a new tab

Summer Obligation Period Start Date: 5/1/2024 | End Date: 10/31/2024 Winter Obligation Period Start Date: 11/1/2024 | End Date: 4/30/2025

#### Add/Update Facility to Capacity Auction Resource

**Facility Type**  
Generation Facility

**Facility ID**

**Facility Name**

**Facility Fuel Type**  
Select Facility Fuel Type

**Elapsed Time To Dispatch (min)**

**Minimum Loading Point**

**Upload Demonstration of Deliverability Document\***

UPLOAD

Facility Capacity	Facility ICAP (MW)	External System Accredited UCAP (MW)	Availability De-Rating Factor	Preliminary Facility UCAP (MW)
2024 SUMMER	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>
2024 WINTER	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>

Step	Instruction	Picture
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You will also be required to upload a **Demonstration of Deliverability Document** for this facility.

Once you have filled out this information, click **Add CAR Facility**.

Proceed to Step **10**.

**9B** This step only applies to **Storage Facilities** for a Generator-Backed Import Resource.

On the following screen, you will enter:

- Facility ID
- Facility Name
- Full Power Operating Mode (MW)
- Energy Rating (MWh)

Enter a 0 value for any obligation period your resource won't participate in.

A **Facility ICAP (MW)** and **Preliminary UCAP (MW)** will be calculated based on the values you input.

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
ORG A	106998	DRAFT

Capacity Qualification Request Record  
Clicking this link will open the record in a new tab

Summer Obligation Period Start Date: 5/1/2024 | End Date: 10/31/2024 Winter Obligation Period Start Date: 11/1/2024 | End Date: 4/30/2025

**Add/Update Facility to Capacity Auction Resource**

Facility Type: Storage Facility

Facility ID: [ ] Facility Name: [ ]

Upload Demonstration of Deliverability Document\*

UPLOAD Drop file here

Obligation Period	Full Power Operating Mode (MW)	Energy Rating (MWh)	Facility ICAP (MW)	Availability De-Rating Factor	Preliminary Facility UCAP (MW)
2024 SUMMER	[ ]	[ ]	[ ]	0.4	[ ]
2024 WINTER	[ ]	[ ]	[ ]	0.3	[ ]

CANCEL ADD CAR FACILITY

Step	Instruction	Picture
	<p>Note: The <b>Facility ICAP</b> is truncated to one decimal place. The <b>Preliminary UCAP</b> is rounded up to one decimal place.</p> <p>You will also be required to upload a <b>Demonstration of Deliverability Document</b> for this facility.</p> <p>Once you have filled out this information, click <b>Add CAR Facility</b>.</p> <p>Proceed to Step <b>10</b>.</p>	

**Step****Instruction****Picture****10** This step only applies for a **Generator-Backed Import Resource**.

Once you have added the generation/storage facilities that will make up the CAR, you will be directed back to the **Add/Update Capacity Auction Resource** screen where the facilities you created will be summarized in the table under **CAR Facility(ies)**.

The total **ICAP (MW)** and total **Preliminary UCAP (MW)** for the CAR will be aggregated and summarized in the table under **CAR Capacity**. The **Preliminary CAR Deposit (CAD)** will also be displayed.

Note: The maximum value that can be input as ICAP for summer or winter cannot exceed either the **Total Zonal Capacity Limit Maximum**, **Global Import Limit** or **Interface Limit** shown in the column(s) to the left of the **ICAP (MW)** column under the CAR Capacity table.

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
ORG A	106998	DRAFT

Capacity Qualification Request Record  
Clicking this link will open the record in a new tab

Summer Obligation Period Start Date: 5/1/2024 | End Date: 10/31/2024 Winter Obligation Period Start Date: 11/1/2024 | End Date: 4/30/2025

Capacity Auction Resource Details

Zone	NIAGARA	CAR Name *	NY.ROSETON.SOURCE.GBACK
CAR Type	Capacity Import Resource	Boundary Entity Resource	NY.ROSETON.SOURCE.GBACK (189051)
CAR Sub Type	Generator Backed Import	Interface	NY.ROSETON
Obligation Type	PHYSICAL	Preliminary CAR Deposit (CAD)	\$89,054
CAR ID	200743		

Obligation Period	Total Zonal Capacity Limit Maximum (MW)	Global Import Limit (MW)	Interface Limit (MW)	ICAP (MW)	Preliminary UCAP (MW)
2024 SUMMER	900	500	500	30	23.5
2024 WINTER	750	500	500	30	22.5

Facility ID	Facility Name	Facility Type	Summer ICAP (MW)	Winter ICAP (MW)	Preliminary Summer UCAP (MW)	Preliminary Winter UCAP (MW)	Delete
FACILITY10	FACILITY10	Generation Facility	20	20	19.5	19.5	X
FACILITY20	FACILITY20	Storage Facility	10	10	4	3	X

+ Add New Facility to Capacity Auction Resource

UPDATE

**Step**

**Instruction**

**Picture**

Repeat steps 8 to 9 to add additional facilities.

Once complete, click **Update**. Proceed to Step **11**.

**11** You are navigated back to the **Submit Capacity Qualification Request** screen which now displays the completed capacity auction resource information, including the preliminary deposit balance. Here, you will be prompted to submit an **Attestation** for each Capacity Generation Resource, Capacity Storage Resource, Generator-Backed Import Resource, System-backed Import Resource you are qualifying.

Press **Click Here** within the blue box to navigate to the Review Capacity Qualification Attestation page.

If you are not qualifying a resource type that requires an attestation, skip to Step **13**.

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

CAR Name	Zone	CAR Type	Energy Market Resource	Obligation Type	Summer ICAP (MW)	Winter ICAP (MW)	Preliminary Summer UCAP (MW)	Preliminary Winter UCAP (MW)	Preliminary Deposit	Delete
<a href="#">RES. ORGA_1 (200744)</a>	SOUTHWEST	Capacity Generation Resource	RES. ORGA_1 (189292)	PHYSICAL	2	2	1.4	1.2	\$5,033	
<a href="#">NY.ROSETON.SOURCE.GBACK (200743)</a>	NIAGARA	Capacity Import Resource	NY.ROSETON.SOURCE.GBACK (189051)	PHYSICAL	30	30	23.5	22.5	\$89,054	
<b>Total</b>					<b>32</b>	<b>32</b>	<b>24.9</b>	<b>23.7</b>	<b>\$94,087</b>	

Participants in the **Capacity Auction** intending to participate with one of generation resource, storage resource, system-backed import resource or generator-backed import resource, are required to confirm an attestation with respect to the eligibility of their resource(s). To confirm and submit the attestation, [click here](#).



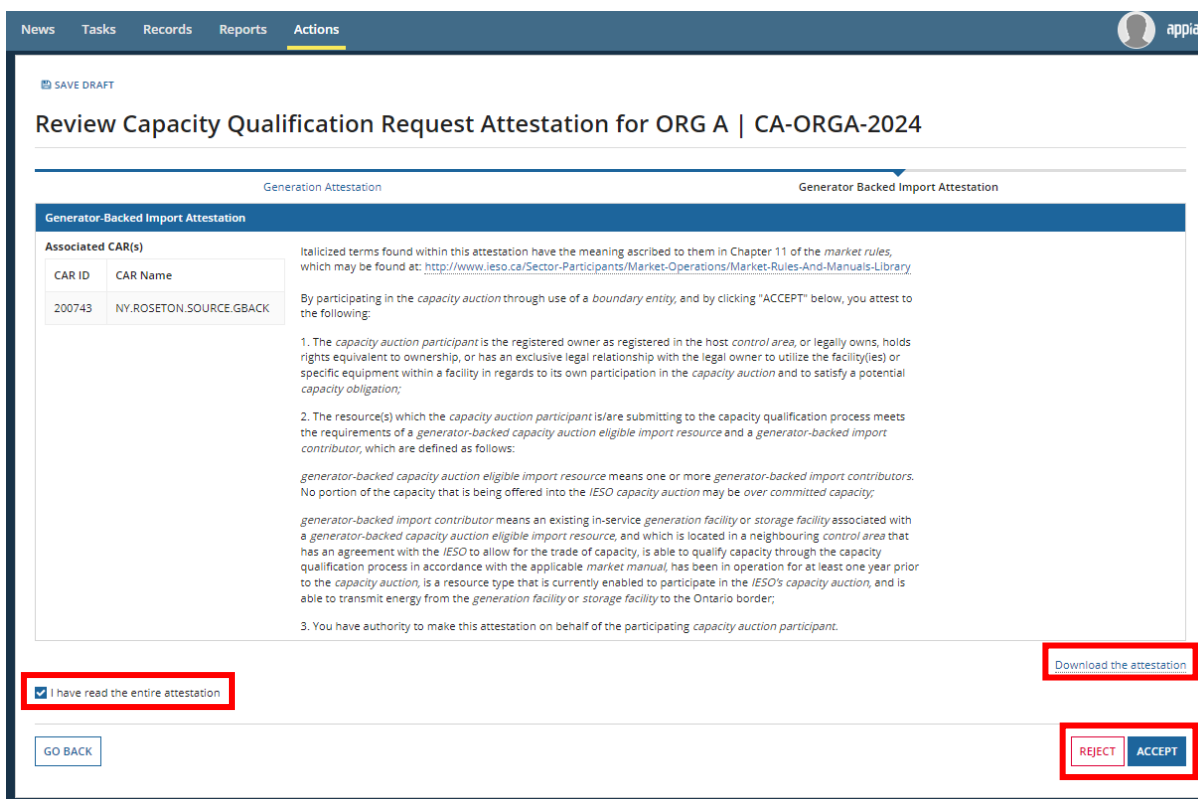
**Step****Instruction****Picture****12** The **Review Capacity Qualification Request Attestation** screen is displayed.

You may download a copy of the attestation by clicking the **Download the attestation** link found towards the bottom right of the screen.

After completing your review, select the **I have read the entire attestation** checkbox.

If your capacity qualification request includes multiple capacity auction resource types, you will be required to accept multiple attestations. Click **Next** to view and accept each attestation.

Once all attestations have been read, click either **Accept** or **Reject**. If you reject an attestation, the qualification request will be cancelled.



**Step****Instruction****Picture****13**

You are returned to the **Submit Capacity Qualification Request** screen.

If applicable, a message will show "Attestation has been accepted."

If you wish to qualify additional resources, click the **Add New Capacity Auction Resource** button again and repeat Steps 4-12. You may also modify the CARs you added by clicking on the **CAR Name** within the table. You may also delete CARs by clicking on the red X icon under the **Delete** column.

Click **Submit** to proceed with submitting your capacity qualification request. A dialog box will display **Are you sure you want to submit?** Click **Yes**.

**Note:** Once the qualification request submission window closes, no further modifications of the request can be made by the participant.

Capacity Qualification Request submission window for 2024 is open from **07/04/2023 12:00 AM EST** until **07/18/2023 12:00 AM EST**.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
ORG A	106998	DRAFT

Capacity Qualification Request Record  
Clicking this link will open the record in a new tab

**Capacity Auction Resource(s) for 2024**

Sorting: Name | Zone | Type |

CAR Name	Zone	CAR Type	Energy Market Resource	Obligation Type	Summer ICAP (MW)	Winter ICAP (MW)	Preliminary Summer UCAP (MW)	Preliminary Winter UCAP (MW)	Preliminary Deposit	Delete
<a href="#">RES_ORGA_1 (200744)</a>	SOUTHWEST	Capacity Generation Resource	RES_ORGA_1 (189292)	PHYSICAL	2	2	1.4	1.2	\$5,033	X
<a href="#">NY_ROSETON_SOURCE.GBACK (200743)</a>	NIAGARA	Capacity Import Resource	NY_ROSETON_SOURCE.GBACK (189051)	PHYSICAL	30	30	23.5	22.5	\$89,054	X
<b>Total</b>					<b>32</b>	<b>32</b>	<b>24.9</b>	<b>23.7</b>	<b>\$94,087</b>	

+Add New Capacity Auction Resource

Attestation has been accepted.

SAVE DRAFT WITHDRAW REQUEST SUBMIT

**Step**

**Instruction**

**Picture**

**14** After the qualification request submission window has closed, the IESO will assess the request.

During the assessment, if the IESO requires additional information or modifications to a request, you will receive a task titled **Capacity Qualification Request – Participant Update Required**. The participant should enter this task to provide the additional information requested by the IESO or to make the requested modifications to the request.

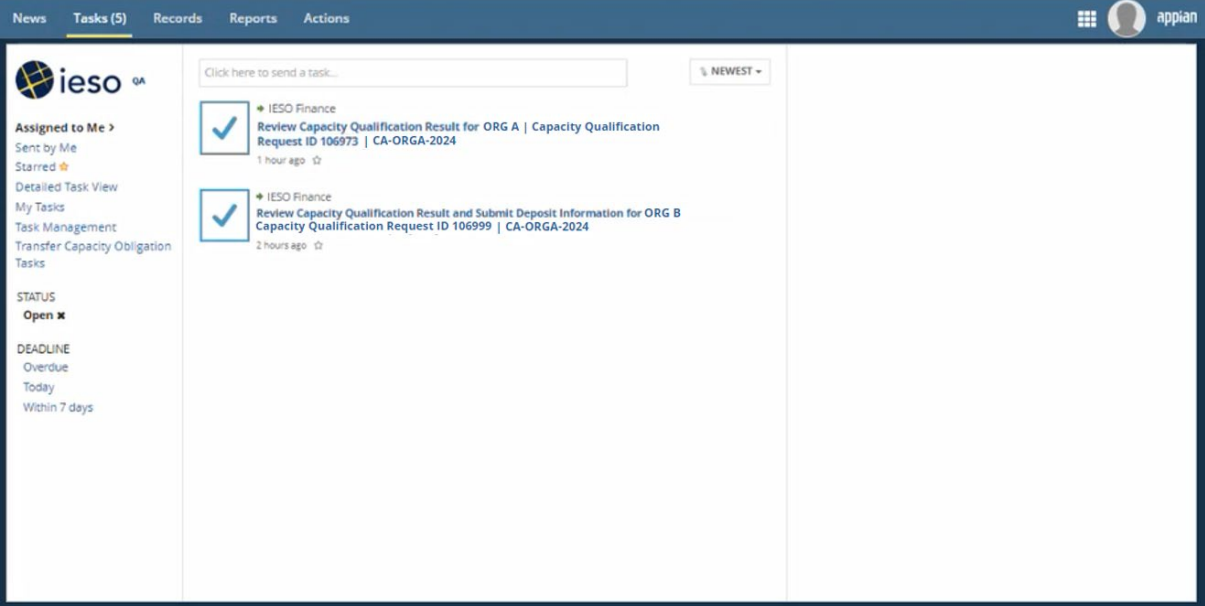
Refer to the Comment section at the bottom of this task screen for any instructions provided by the IESO.

The screenshot shows the IESO Appian interface. The top navigation bar includes 'News', 'Tasks (28)', 'Records', 'Reports', and 'Actions'. The user profile 'appian' is visible in the top right. A task notification is highlighted with a red box, containing a checkmark icon and the text: 'NOVELIS INC Capacity Auction Contacts Capacity Qualification Request - Participant Update Required for ORG A | Capacity Qualification Request ID 106920 | CA-ORGA-2024 1 minute ago'. Below this, the detailed task page is shown. It features a message: 'You must accept this task before completing it' with 'ACCEPT', 'GO BACK', and 'REASSIGN' buttons. The main heading is 'Submit Capacity Qualification Request for ORG A | CA-ORGA-2024'. A message states: 'Capacity Qualification Request submission window for 2024 is closed.' Below this is a table with columns: Organization Name, Capacity Qualification Request ID, and Capacity Qualification Request Status. The table shows 'Capacity Qualification Request Record' with ID '106920' and status 'UNDER IESO REVIEW'. A section titled 'Capacity Auction Resource(s) for' includes a table with columns: CAR Name, Zone, CAR Type, Energy Market Resource, Obligation Type, Summer ICAP (MW), Winter ICAP (MW), Preliminary Summer UCAP (MW), Preliminary Winter UCAP (MW), Preliminary Deposit, and Status. The table lists 'NY.ROSETON.SOURCE.GBACK (200645)' in the NIAGARA zone as a Capacity Import Resource, with a status of 'Pending Participant Update'. A 'Total' row shows values for Summer ICAP (50), Winter ICAP (40), Preliminary Summer UCAP (47.5), Preliminary Winter UCAP (38), and Preliminary Deposit (\$91,957). A green message states 'Attestation has been accepted.' At the bottom, a 'Comment' section is highlighted with a red box, containing the text: 'Please update the request as per instruction'. Buttons for 'SAVE DRAFT', 'WITHDRAW REQUEST', and 'SUBMIT' are also visible.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
Capacity Qualification Request Record	106920	UNDER IESO REVIEW

CAR Name	Zone	CAR Type	Energy Market Resource	Obligation Type	Summer ICAP (MW)	Winter ICAP (MW)	Preliminary Summer UCAP (MW)	Preliminary Winter UCAP (MW)	Preliminary Deposit	Status
NY.ROSETON.SOURCE.GBACK (200645)	NIAGARA	Capacity Import Resource	NY.ROSETON.SOURCE.GBACK (189051)	PHYSICAL	50	40	47.5	38	\$165,523	Pending Participant Update
<b>Total</b>					50	40	47.5	38	\$91,957	

Step	Instruction	Picture
15	<p>Once the assessment window has closed, you will receive a task as follows:</p> <ul style="list-style-type: none"> <li>If you receive a task to <b>Review Capacity Qualification Result and Submit Deposit Information</b>, go to Step <b>16A</b>.</li> <li>If you receive a task to <b>Review Capacity Qualification Result</b>, go to Step <b>16B</b>.</li> </ul>	 <p>The screenshot shows the IESO Finance tasks interface. At the top, there are navigation tabs for News, Tasks (5), Records, Reports, and Actions. The user's profile is identified as 'appian'. The main content area displays two tasks, each with a blue checkmark icon in a box:</p> <ul style="list-style-type: none"> <li><b>Task 1:</b> IESO Finance - Review Capacity Qualification Result for ORG A   Capacity Qualification Request ID 106973   CA-ORGA-2024 (1 hour ago)</li> <li><b>Task 2:</b> IESO Finance - Review Capacity Qualification Result and Submit Deposit Information for ORG B Capacity Qualification Request ID 106999   CA-ORGA-2024 (2 hours ago)</li> </ul> <p>On the left sidebar, there are sections for 'Assigned to Me', 'Sent by Me', 'Starred', 'Detailed Task View', 'My Tasks', 'Task Management', 'Transfer Capacity Obligation', and 'Tasks'. Below these are filters for 'STATUS' (Open), 'DEADLINE' (Overdue, Today, Within 7 days), and a search bar at the top with the text 'Click here to send a task...' and a 'NEWEST' dropdown menu.</p>

**Step**

**Instruction**

**Picture**

**16A** Task: Review Capacity Qualification Result and Submit Deposit Information

You may review the assessment results here, including the assessed summer UCAP, winter UCAP and assessment status. The deposit required will also be displayed.

You are now required to submit the deposit payment information.

Select the option button corresponding to either **Cash**, **Letter of Credit** or **Cash and Letter of Credit** to indicate the payment method for your deposit. Additional instructions are displayed for the chosen payment method.

If you choose **Letter of Credit**, you must also provide the name of the bank that you wish to use.

News Tasks (39) Records Reports Actions

You have accepted this task. Return task to all assignees. SAVE DRAFT REASSIGN REJECT

### Review Capacity Qualification Result and Submit Deposit for ORG A | CA-ORGA 2024

Capacity Qualification Request Deposit window for : open from 06/11/2023 12:00 AM EST until 06/12/2023 11:59 PM EST.

Organization Name	Capacity Qualification Request ID	Capacity Qualification Request Status
	106943	REQUEST FOR DEPOSIT INFO

Capacity Qualification Request Record  
Clicking this link will open the record in a new tab

**Auction Deposit Balance is \$487,856.00**

Sorting: Name | Zone | Type |

CAR Name	Zone	CAR Type	Energy Market Resource	Obligation Type	Summer ICAP (MW)	Winter ICAP (MW)	Summer UCAP (MW)	Winter UCAP (MW)	Deposit	Status
THU6 (200675)	NORTHEAST	Capacity Dispatchable Load Resource	New Energy Resource	PHYSICAL	280	280	140	112	\$487,856	Accepted
<b>Total</b>					280	280	140	112	<b>\$487,856</b>	
<b>Deposit Paid</b>									<b>\$0</b>	
<b>Deposit Balance</b>									<b>\$487,856</b>	

#### Deposit Information

The following information should be submitted back to the IESO to confirm the payment method, and amount, to which the deposit balance has been paid.

Payment Method: \*

Cash

Letter of Credit

Cash and Letter of Credit

\* Cash Deposit Amount

You must provide an actual cash deposit value greater than \$0.00

Letter of Credit Deposit Amount \$0.00

Total Deposit Amount \$0.00

Total Deposit Value can not be less than the required Deposit Balance

#### Payment Details

##### Cash Deposit Instructions

TD Bank  
Bank Address: 55 King Street West, Toronto, ON, M5K 1A2  
Bank Number: 0004  
Transit: 10202  
Swift: TD0MCATTOR  
Account: 0690-0458762  
Beneficiary: Independent Electricity System Operator (IESO)  
Beneficiary Address: 1600-120 Adelaide Street West, Toronto, ON M5H 1T1  
Payment Details Note: CA-BRANTFORD-2029

comment

WITHDRAW

---

Step	Instruction	Picture
	<p>If you choose <b>Cash</b>, you must use the details provided under the cash deposit instructions when completing the payment. A new item has been added under the list of instructions – Payment Details Note. This unique identifier ties the payment to the qualification submission and should be added within the Payment Details field generally found in banking institutions payment forms.</p> <p>If you choose <b>Cash</b> and <b>Letter of Credit</b>, you will be required to submit the identified amount for each.</p> <p>The <b>Comments</b> field is available if you choose to enter additional information concerning the deposit payment.</p> <p>Once you have completed your deposit task, click <b>Submit</b>. Proceed to Step <b>17</b>.</p>	

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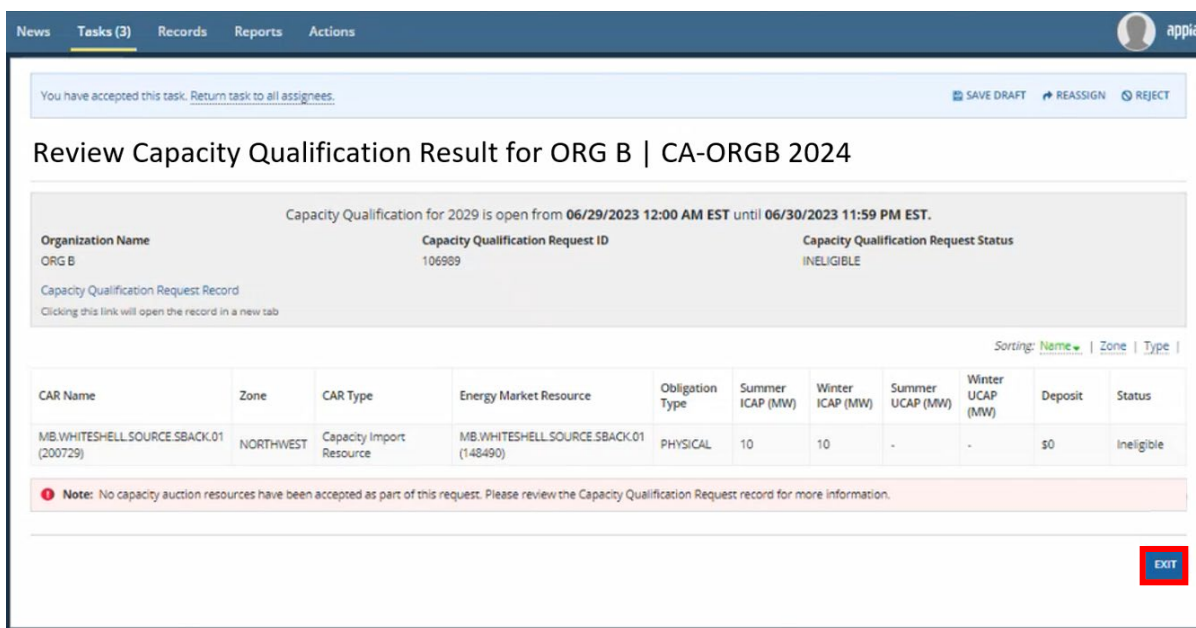
**Step**

**Instruction**

**Picture**

**16B** Task: Review Capacity Qualification Result

You may click into the task to review the assessment results. No capacity auction resource(s) have been accepted as part of this request. No additional action is required. Click **Exit**.



**17** The IESO will review and confirm the submitted deposit. If additional information is required, you will receive a task to resubmit your deposit, with instructions.

Once the IESO confirms that the deposit has been accepted, you will receive a confirmation email reflecting the qualification results. You can also view your Capacity Qualification Request details

To ORG A,

This is confirmation that the IESO has accepted your capacity qualification information as summarized in the table below:

CAR NAME	ZONE	CAR TYPE	OBLIGATION TYPE	Summer Obligation Period (May 01,2025 - Oct 31,2025)	Winter Obligation Period (Nov 01,2025 - Apr 30,2026)	STATUS
				UCAP (MW)	UCAP (MW)	
THU6 (200675)	NORTHEAST	Capacity Dispatchable Load Resource	PHYSICAL	140	112	Accepted
<b>TOTAL</b>				<b>140</b>	<b>112</b>	

Additional Capacity Qualification Request details can also be viewed in the 'Capacity Qualification Requests' record found [here](#).

For general inquiries on this notice, please contact [IESOcustomerrelations@ieso.ca](mailto:IESOcustomerrelations@ieso.ca)

Regards,  
Online IESO

**To**  
ORG A Capacity Auction Contacts

---

**CC**  
IESO Capacity Auction Specialist

---

Step	Instruction	Picture
	<p>under the <b>Capacity Qualification Requests</b> record found in the Records tab in Online IESO.</p> <p>You are now qualified to submit offers into the Capacity Auction.</p>	

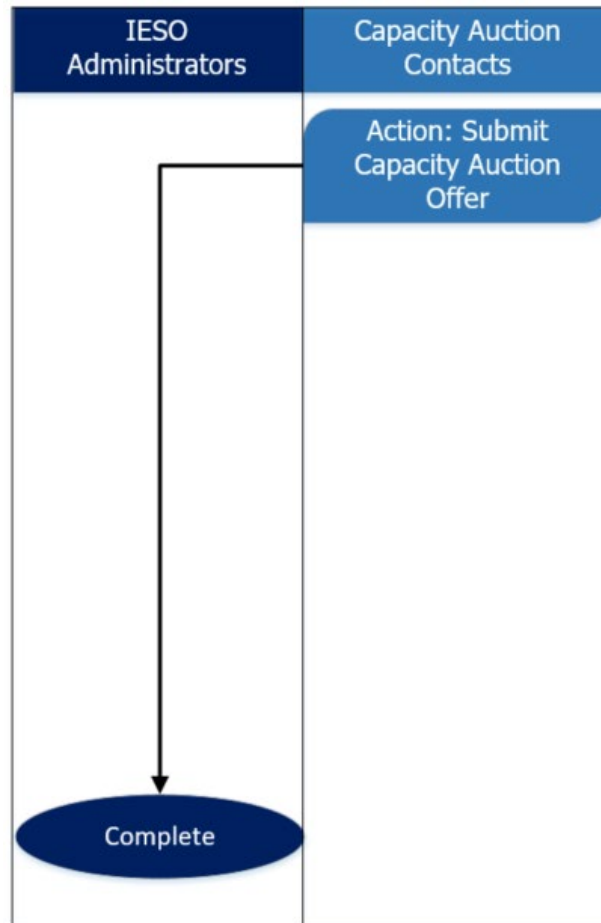
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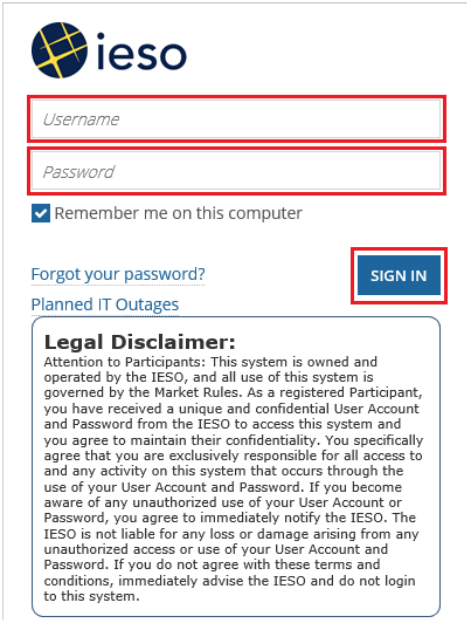
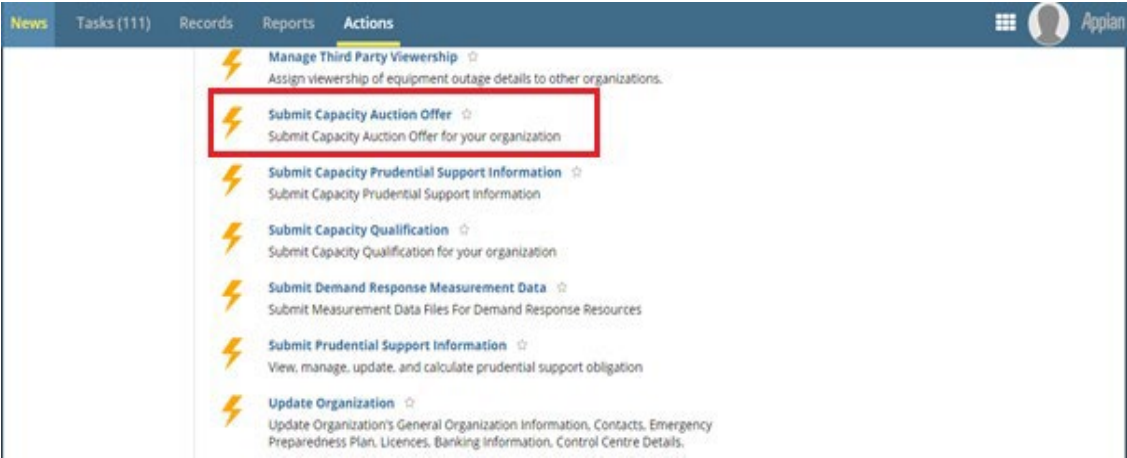


---

### 3. How to Offer Capacity

The following table provides step-by-step instructions, with accompanying screen captures, describing how to offer capacity into the auction using the Online IESO web-based registration system.



Step	Instruction	Picture
1	<p data-bbox="296 256 615 321"><b>Action: Submit Capacity Auction Offer</b></p> <p data-bbox="296 345 684 553">The person in your organization registered as the Capacity Auction Contact should log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="296 573 663 643">Enter your Username and Password and click <b>Sign In</b>.</p>	
2	<p data-bbox="296 911 663 980">Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p data-bbox="296 1008 674 1195">Click <b>Submit Capacity Auction Offer</b> from the list of available action items displayed on the subsequent screen.</p>	

Step	Instruction	Picture
------	-------------	---------

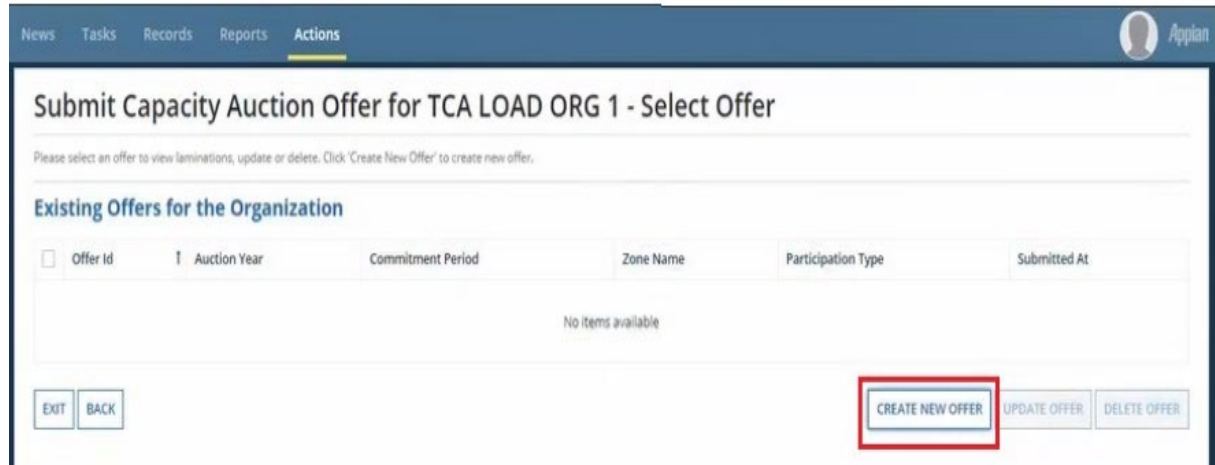
**3** The **Submit Capacity Auction Offer – Select Organization** screen is displayed.

Select the option button corresponding to the desired organization, and click **Continue**.



**4** A list of existing offers for your organization, if any, is displayed. You have the option to either update any of these existing offers, or create a new offer.

To create a new offer, click **Create New Offer**.



Step	Instruction	Picture
------	-------------	---------

5 Select the desired Obligation Period (i.e., Summer or Winter), from the **Obligation Period** drop down list.

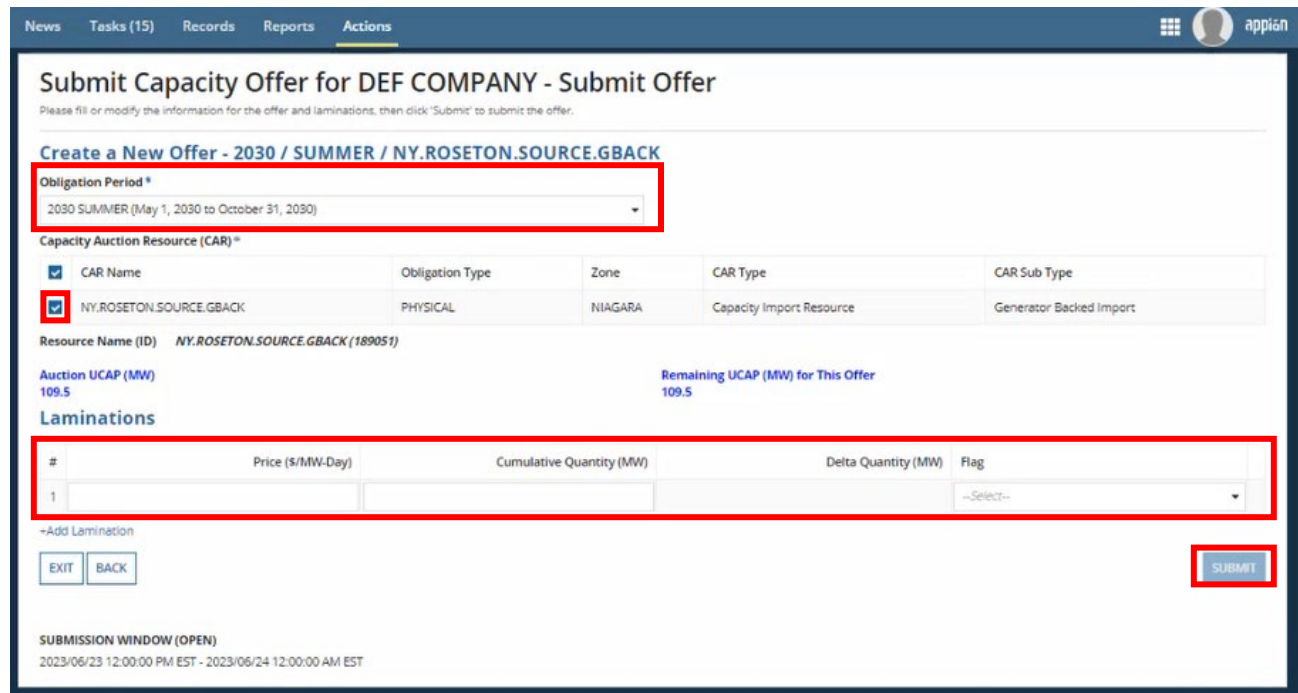
Only Obligation Periods that a resource has capacity qualified for will appear in the drop down list.

Select the **Capacity Auction Resource** for which you wish to submit an offer. The UCAP amount that was qualified for the CAR will be displayed. As capacity is added to an offer, the Remaining UCAP field will be updated.

Submit your offer by first entering the price and cumulative quantity for each lamination.

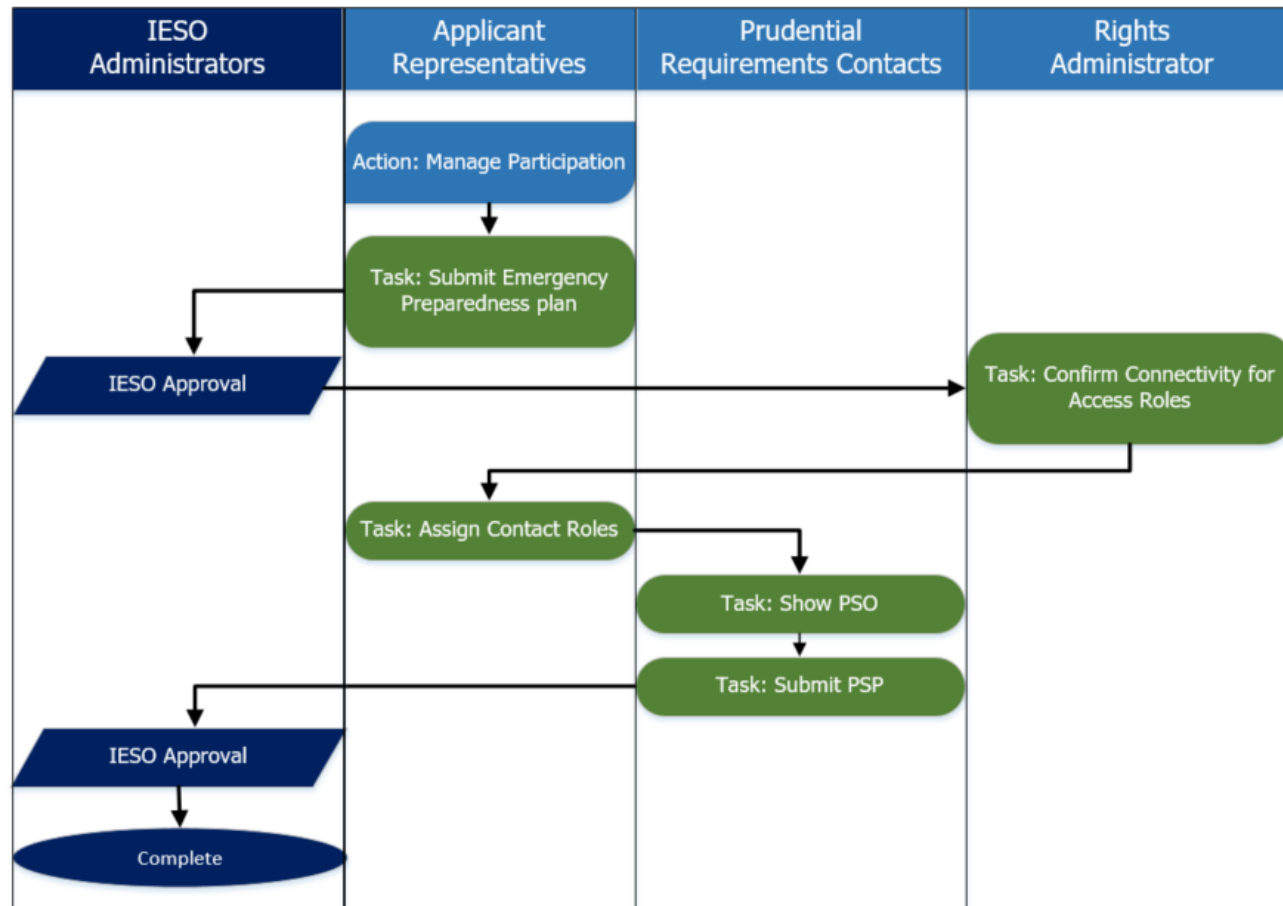
The flag field allows you to indicate whether any quantity associated with the lamination will be offered and subsequently cleared in full or as partial for each lamination. You can submit up to 20 laminations for each resource.

Click **Submit** to complete the offer.



## 4. How to Authorize as a Capacity Market Participant

The following flow chart and table provides step-by-step instructions, with accompanying screen captures, describing how to become authorized as a Capacity Market Participant (CMP) using the Online IESO web-based registration system.



Step	Instruction	Picture
------	-------------	---------

**1** [Action: Manage Participation](#)

Log in to the Online IESO web-based registration system using this link.

Enter your Username and Password, and click **Sign In**.

**ieso**

*Username*

*Password*

Remember me on this computer

[Forgot your password?](#)

[Planned IT Outages](#)

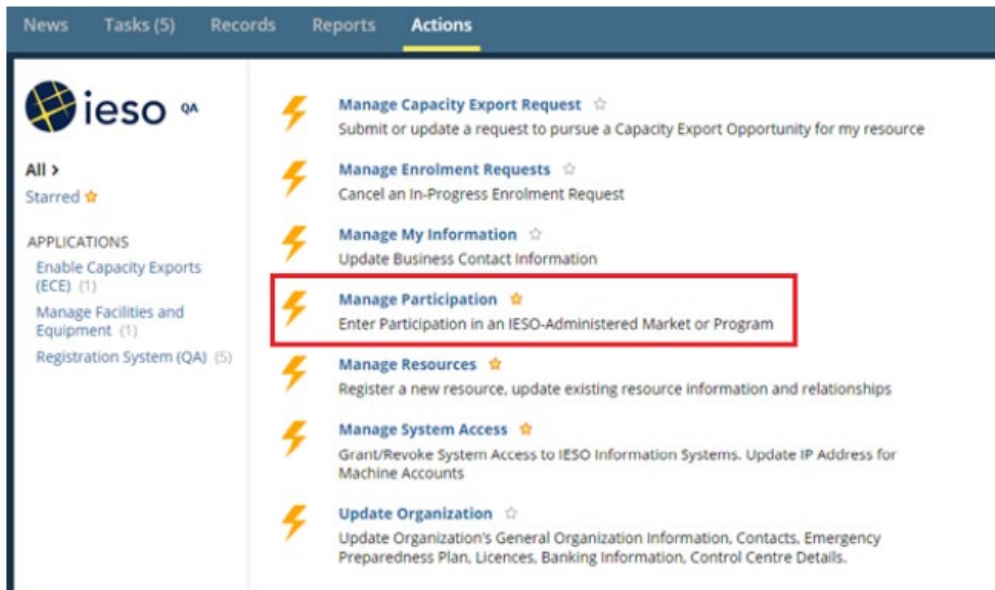
**SIGN IN**

**Legal Disclaimer:**  
 Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.

Step	Instruction	Picture
------	-------------	---------

**2** Click **Actions** on the menu bar at the top of the screen.



Click **Manage Participation** from the list of available action items displayed on the subsequent screen.



**3** The **Choose Organization** screen is displayed.

Select the check box corresponding to the organization that you wish to become authorized as a Capacity Market Participant (CMP), and click **Next**.



Step	Instruction	Picture
4	<p>The Select <b>Participation Type</b> screen is displayed.</p> <p>In the <b>Action to Complete</b> drop - down list, select <b>Enter Market Participation</b>, and click Next.</p>	 <p><b>Select Participation Type</b></p> <p><b>Request Details</b></p> <p>Request Number: 19084  Organization ID: 109111  Organization: POWERTRAIL INC.</p> <p><b>Action to Complete</b></p> <p>Select: Enter Market Participation</p> <p><a href="http://www.ieso.ca/registration/help/2.0">Need Help?</a></p> <p>Next Cancel</p>
5	<p>The <b>Market Participation</b> screen is displayed.</p> <p>In the <b>Market Participation Type</b> drop -down list, select <b>Capacity Market Participation</b>, and click Next.</p> <p>Note: An organization will only be able to complete the Capacity Market Participant authorization if they've received a capacity obligation in the capacity auction</p>	 <p><b>Market Participation</b></p> <p>Please choose a market participation for which authorization will be requested</p> <p><b>Request Details</b></p> <p>Request Number: 19084  Organization ID: 109111  Organization: POWERTRAIL INC.  Request Type: Enter Market Participation</p> <p><b>Market Participation Type</b></p> <p>Market *  Capacity Market Participation</p> <p>Need Help?</p> <p>NEXT</p>



**Step**

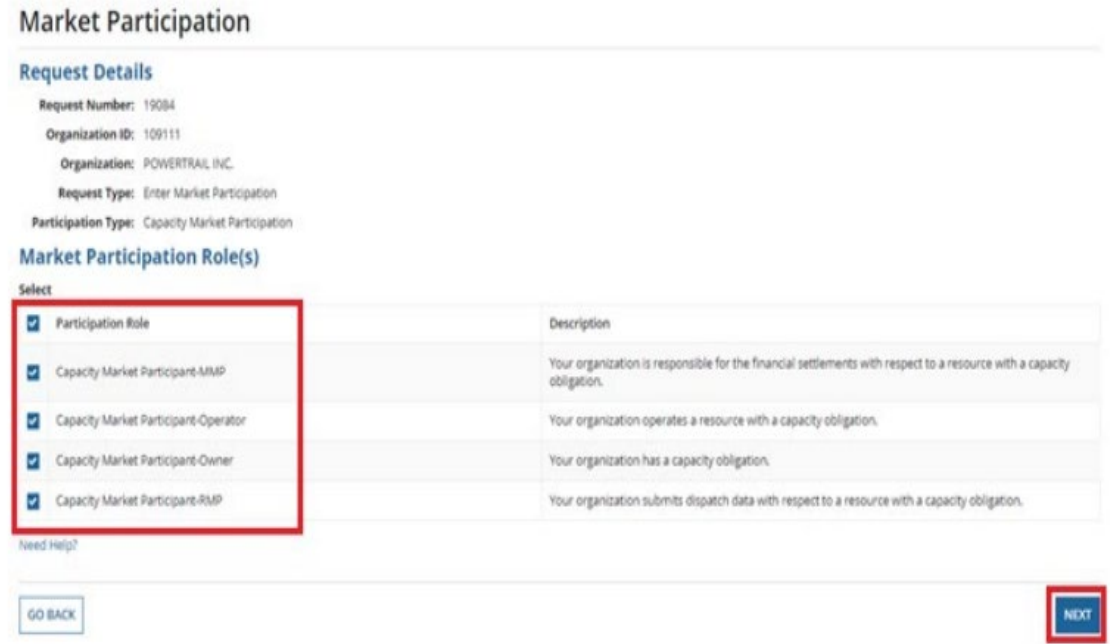
**Instruction**


**Picture**

**6** Select the appropriate check boxes to select the Market Participant Role(s) for your organization.

Note: You can select multiple roles. If multiple organizations will take on roles, select only the role that applies to your organization. The CAP organization must become the CMP - Owner.

The following steps assume that your organization is taking on all four roles. Click **Next** to proceed.



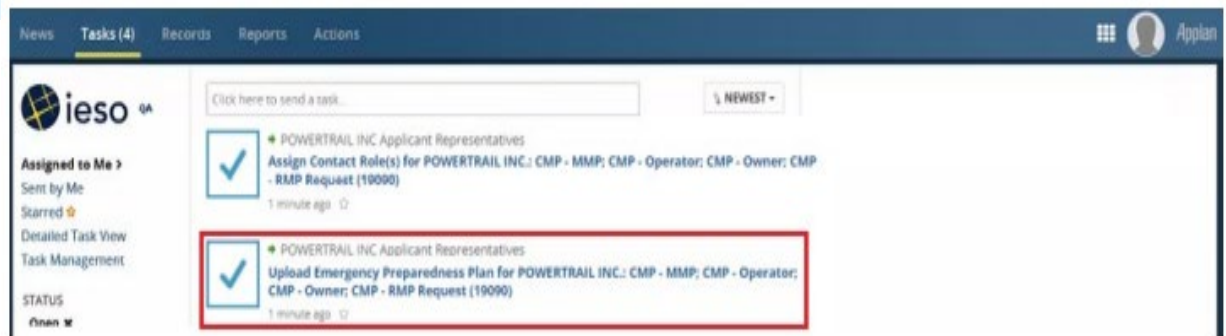
Step	Instruction	Picture
7	<p>Online IESO automatically determines the next steps and displays these steps on the <b>Required Tasks</b> to Complete screen (depending on the roles selected).</p> <p>Make note of these tasks, and click <b>Proceed</b>. These tasks will also be shown on the News screen.</p> <p><b>Note:</b> If you are new organization to IESO you will be required to submit the entire next set of required tasks.</p>	

**8** Task: Submit Emergency Preparedness Plan

Click **Tasks** on the menu bar at the top of the screen.

Click **Upload Emergency Preparedness Plan** for from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.

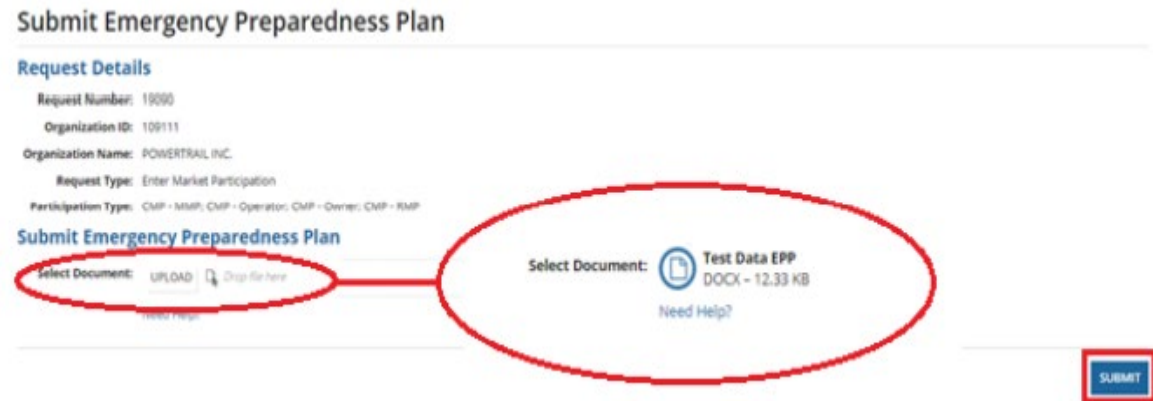


Step	Instruction	Picture
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**9** Click **Accept** at the top of the **Submit Emergency Preparedness Plan** screen, click **Upload** to attach the Emergency Preparedness Plan PDF file, and click **Submit**.

If your organization has previously submitted the Emergency Preparedness Plan, then it will be available for selection or you can choose to upload a new plan.

Further instructions on how to complete an Emergency Preparedness Plan are available [here](#).



**10** Click **Tasks** on the menu bar at the top of the screen.

Click **Confirm Connectivity for Organization Access Roles** for from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.

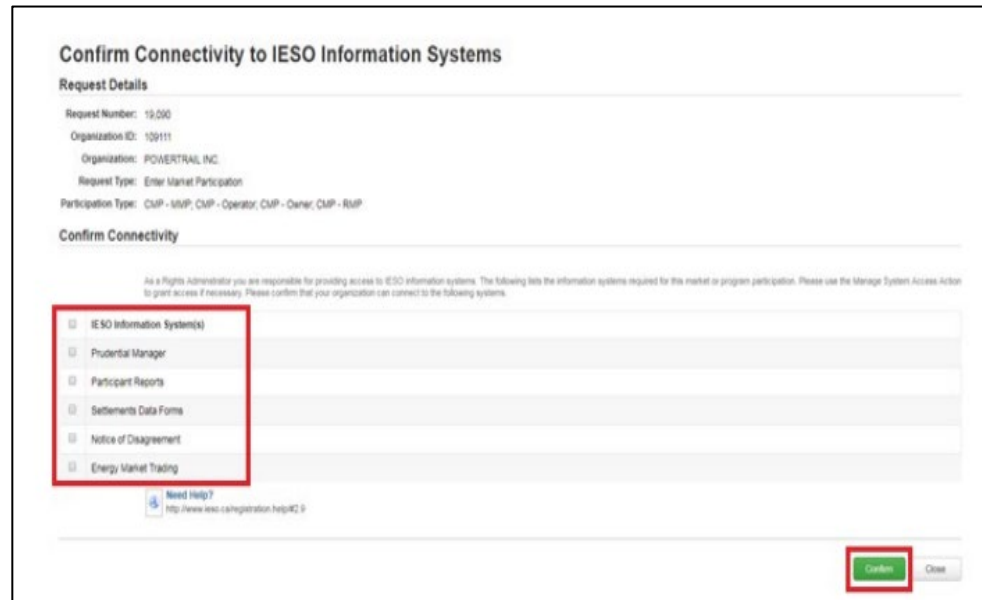


**Step Instruction**

**Picture**

**11** Separately, confirm that your organization can connect to the tasks listed, then select the appropriate check box(es) via the **Confirm Connectivity to IESO Information Systems** screen, and click Confirm.

Note: The Applicant Representative will receive this task.



**12** Task: Assign Contact Roles

Click **Tasks** on the menu bar at the top of the screen.

Click **Assign Contact Role(s)** for **<your organization>** from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.

Note: A CMP has more mandatory contact roles than a CAP.



**Step Instruction**

**Picture**

**13** Online IESO automatically determines the contact roles that apply to the CMP roles that you previously selected.

Select the contact role that you wish to assign (you must assign roles one at a time), and click **Assign Contacts**.

At a minimum, one contact is required per Contact Role. If you already have pre-existing contacts assigned, then you are not required to assign any additional contacts.

Note: Mandatory Contact Roles are the same for all organizations regardless of resource type.

**Add Mandatory Contact Roles**  
Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

**Request Details**

Request Number: 15,090  
Organization ID: 109111  
Organization: POWERTRAIL INC.  
Request Type: Enter Market Participation  
Participation Type: CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP

**Add Mandatory Contact Roles**

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

Existing role(s) already assigned for your organization

Contact Role Name	Description	Min. Required	No. of Existing
Invoicing and Banking	Person responsible for submitting and maintaining, or approving banking information for your organization.	1	1
Prudential Requirements	Person responsible for submitting prudential information and is the point of contact for any issues regarding prudentials (margin calls, warnings and defaults) for your organization.	1	1
Emergency Preparedness Plan	Person responsible for submitting and updating the Emergency Preparedness Plan for your organization.	1	1
Dispatch Data Submitter	Person or Section responsible for submitting and/or changing the bids or offers for your organization.	1	3

Role(s) to assign

Contact Role Name	Description	Min. Required	No. of Existing
<input checked="" type="checkbox"/> Equipment Registration Specialist	Person responsible to submit attributes to their equipment, facility and resources for your organization.	1	0
<input type="checkbox"/> Revenue Metering	Person responsible for viewing the master data for registered meter installations and in-flight data submitted during a meter registration request. The Revenue Metering Contact for a transmitter organization is responsible for approving Site Registration Reports for transmission delivery points.	1	0
<input type="checkbox"/> Notice of Disagreement	Person responsible for submitting Notices of Disagreement for settlement statements for your organization.	1	0
<input type="checkbox"/> Control Room Section	Control room section for your organization.	1	0

[Need Help](http://www.ieso.ca/registration/help/KC-5)  
http://www.ieso.ca/registration/help/KC-5

**Assign Contacts**

**Step Instruction**

**Picture**

**14** The **Choose Contact Type for Assignment** screen is displayed – review and click by Person.

Click **Search for Person** to search for a person registered in the IESO database.

**Choose Contact Type for Assignment**  
Please choose the appropriate assignment group to which contact roles will be assigned.

**Request Details**

Organization ID: 109111  
Organization: POWERTRAIL, INC.  
Request Type: Enter Market Participation  
Request Number: 19.000  
Participation Type: CMP - MWP, CMP - Operator, CMP - Owner, CMP - RWP

**Contact Role Details**

Contact Role Name: Equipment Registration Specialist  
Minimum: 1  
Required:  
Maximum: -  
Permitted:  
Contact Type: Person

**By Person**

**Search for a Registered Person**

**Request Details**

Request Number: 19000  
Organization ID: 109111  
Organization: POWERTRAIL, INC.  
Request Type: Enter Market Participation  
Participation Type: CMP - MWP, CMP - Operator, CMP - Owner, CMP - RWP  
Account Type: Person  
Contact Role Name: Equipment Registration Specialist

**Search for a Registered Person**

Search for the registered person using the following search fields. Enter complete information to retrieve accurate results. At least one field must be filled in for the search. If the person is not found after a search, the person can then be registered.

Person ID:   
Last Name:   
First Name:

**Search for Person**

**Step Instruction**

**Picture**

**15** If a person is registered in the IESO database, that name appears in the Search Results via the **Select Registered Person** screen. Select the corresponding check box, and click Next.

If a person is not already in the IESO database, you must register that individual by clicking **Register New Person**, and providing their contact information.

Repeat for each contact role. Once all mandatory roles have been assigned, click **Done**.

**Select Registered Person**

Request Details

Request Number: 1000  
Organization ID: 10011  
Organization: POWERTRAK, INC.  
Request Type: Enter Market Participation  
Participation Type: CDP - MSP, CDP - Operator, CDP - Owner, CDP - ROP  
Account Type: Person  
Contact Role: Equipment Registration Specialist  
Name:

Search Results

Person ID	Last Name	First Name	Preferred Name	Middle Name
<input type="checkbox"/> 2123	Burg	Bery		
<input type="checkbox"/> 2124	Tenigin	Claudio		
<input type="checkbox"/> 2125	Livelsky	Gay		
<input type="checkbox"/> 2127	Branch	Tony		
<input type="checkbox"/> 2130	Stison	Brent		
<input type="checkbox"/> 101440	Fagenthal	Debra		
<input type="checkbox"/> 101050	Amos	Chris		
<input type="checkbox"/> 100010	Van Nest	Greg		
<input type="checkbox"/> 05000	Brown	Paul		
<input type="checkbox"/> 101000	Fraser	Pat		

If you do not see the correct person, please refine your search in the fields below.

Person ID:   
Last Name:   
First Name:

**Register a New Person**

Request Details

Request Number: 1000  
Organization ID: 10011  
Organization: POWERTRAK, INC.  
Request Type: Enter Market Participation  
Contact Role: Notice of Disagreement  
Name:

Please fill in the mandatory information below. The address fields have been populated with the organization's registered address but can be modified. Please note an email will be sent to this person upon registration.

Person Information

\*First Name:   
\*Last Name:   
\*Main Phone:   
Example: 123-456-7890  
Main Phone Extension:   
Numbers only  
\*Main Email:

\*Address Line 1:  3025 Adison Road North  
Address Line 2:   
Address Line 3:   
Address Line 4:   
\*City:  Ottawa  
\*Provincial State:  Ontario  
Outside Canada or USA, select N/A  
\*Postal Code (Zip Code):  K1G 3S4  
Example: R3T 2T5 or 12345. If unknown, use N/A  
\*Country:  Canada

**Step Instruction**

**Picture**

**16** After all roles are filled with the appropriate registered person(s), the **Add Mandatory Contact Roles** screen is displayed – click **Done**.

### Add Mandatory Contact Roles

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

---

**Request Details**

Request Number: 19280  
 Organization ID: 109111  
 Organization: POWERTRAIL, INC.  
 Request Type: Enter Market Participation  
 Participation Type: CMP - SMP, CMP - Operator, CMP - Owner, CMP - RMP

---

#### Add Mandatory Contact Roles

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

**Existing role(s) already assigned for your organization**

Contact Role Name	Description	Min. Required	No. of Existing
Equipment Registration Specialist	Person responsible to submit attributes to their equipment, facility and resources for your organization.	1	1
Invoicing and Billing	Person responsible for submitting and maintaining, or approving billing information for your organization.	1	1
Prudential Requirements	Person responsible for submitting prudential information and is the point of contact for any issues regarding prudentials (margin calls, warnings and defaults) for your organization.	1	1
Emergency Preparedness Plan	Person responsible for submitting and updating the Emergency Preparedness Plan for your organization.	1	1
Revenue Metering	Person responsible for viewing the master data for registered meter installations and in-flight data submitted during a meter registration request. The Revenue Metering Contact for a transmitter organization is responsible for approving Site Registration Reports for transmission delivery points.	1	1
Notice of Disagreement	Person responsible for submitting Notices of Disagreement for settlement statements for your organization.	1	1
Dispatch Data Submitter	Person or Section responsible for submitting and/or changing the bids or offers for your organization.	1	2
Control Room Section	Control room section for your organization.	1	1

⏪ ⏩ 1-8 of 8 ⏪ ⏩

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**Role(s) to assign**

Contact Role Name	Description	Min. Required	No. of Existing
No items available			

Need Help  
<http://www.eas.com/registration-help/RC3>

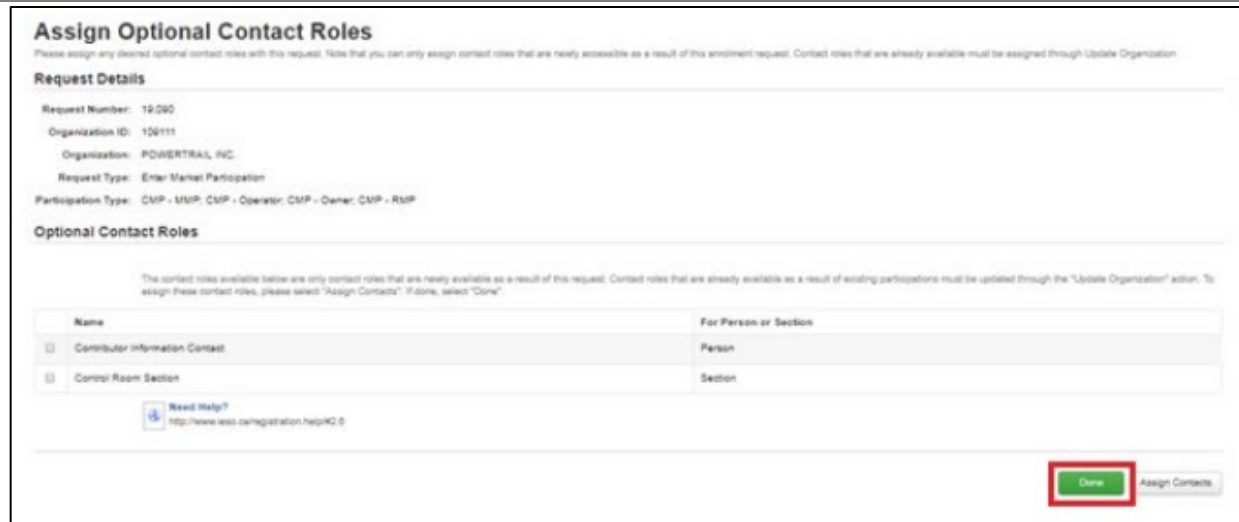
Done



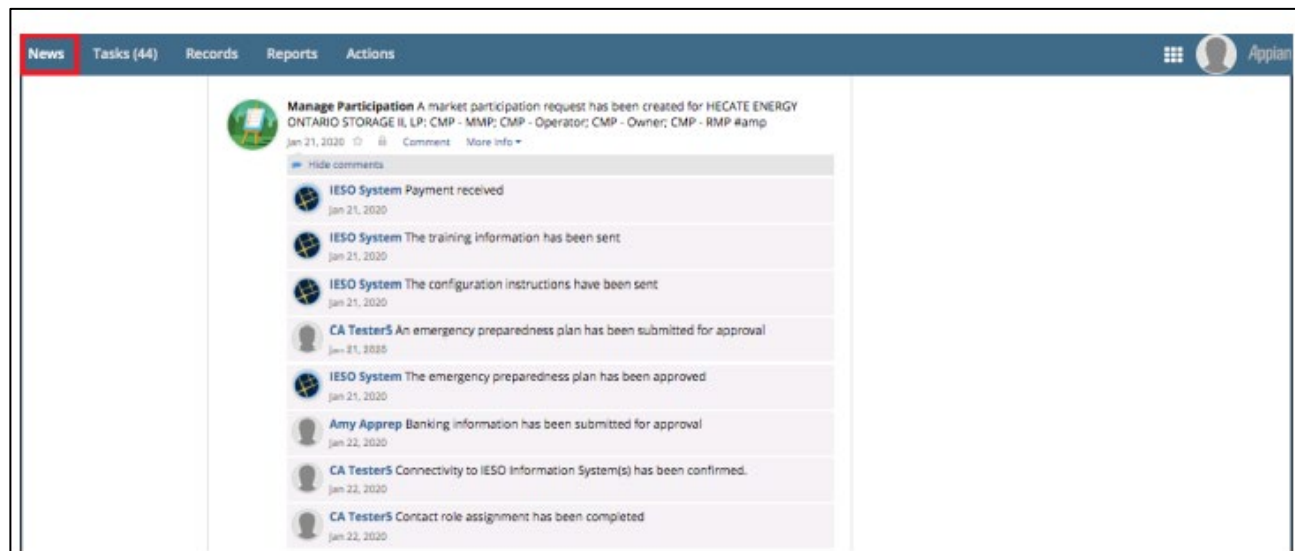
**Step Instruction**

**Picture**

**17** The **Assign Optional Contact Roles** screen is displayed – click **Done**.



**18** You can verify completion on the **News** screen and viewing a notification that contact roles assignment has been completed.



**Step**

**Instruction**

**Picture**

**19**

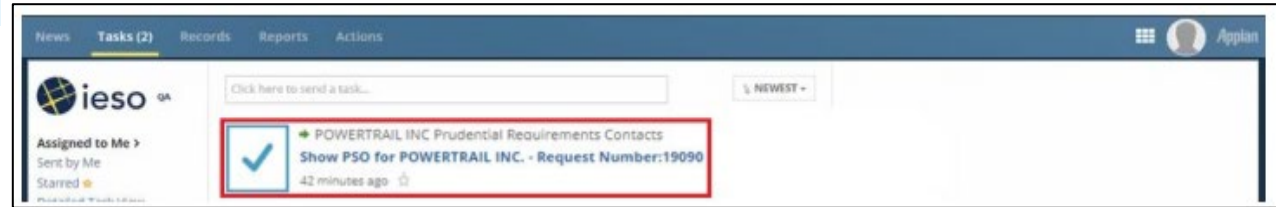
Task: Show PSO (Prudential Support Obligation)

Click **Tasks** on the menu bar at the top of the screen.

Click **Show PSO for <your organizations>** from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.

Note: This task is made available after the Prudential Requirements contact is assigned as part of Assign Contact Role(s).



**Step Instruction**

**Picture**

**20** The Capacity Prudential Support Information screen is displayed - click **Submit**.

The screenshot displays the 'Capacity Prudential Support Information' screen. At the top, it states 'This is the capacity prudential support obligation for POWERTRAIL INC.' Below this, the 'Capacity Prudential Support Obligation' section shows 'Capacity Prudential Support Obligation: \$12,650.00'. The 'Capacity Prudential Support Obligation Details' section includes a table for 'Commitment Details' with columns for Auction Capacity (MW), Year, Season, Zone, Type, and Clearing Price. A single row shows 11 MW for 2019 Winter in the BRUCE zone, Physical type, at a clearing price of \$100.00. Below the table, various metrics are listed: Total Commitment Capacity (11 MW), Availability Payment (\$25,500.00), Business Days (23), Capacity Support Obligation Percentage (50%), Capacity PSD Prior To Reduction (\$12,650.00), Agency Name, Credit Rating (\$0.00), Good Payment Years (0), and Payment History Reduction (\$0.00). A red-bordered 'SUBMIT' button is located in the bottom right corner.

Auction Capacity (MW)	Year	Season	Zone	Type	Clearing Price
11	2019	WINTER	BRUCE	PHYSICAL	\$100.00

**Step Instruction**

**Picture**

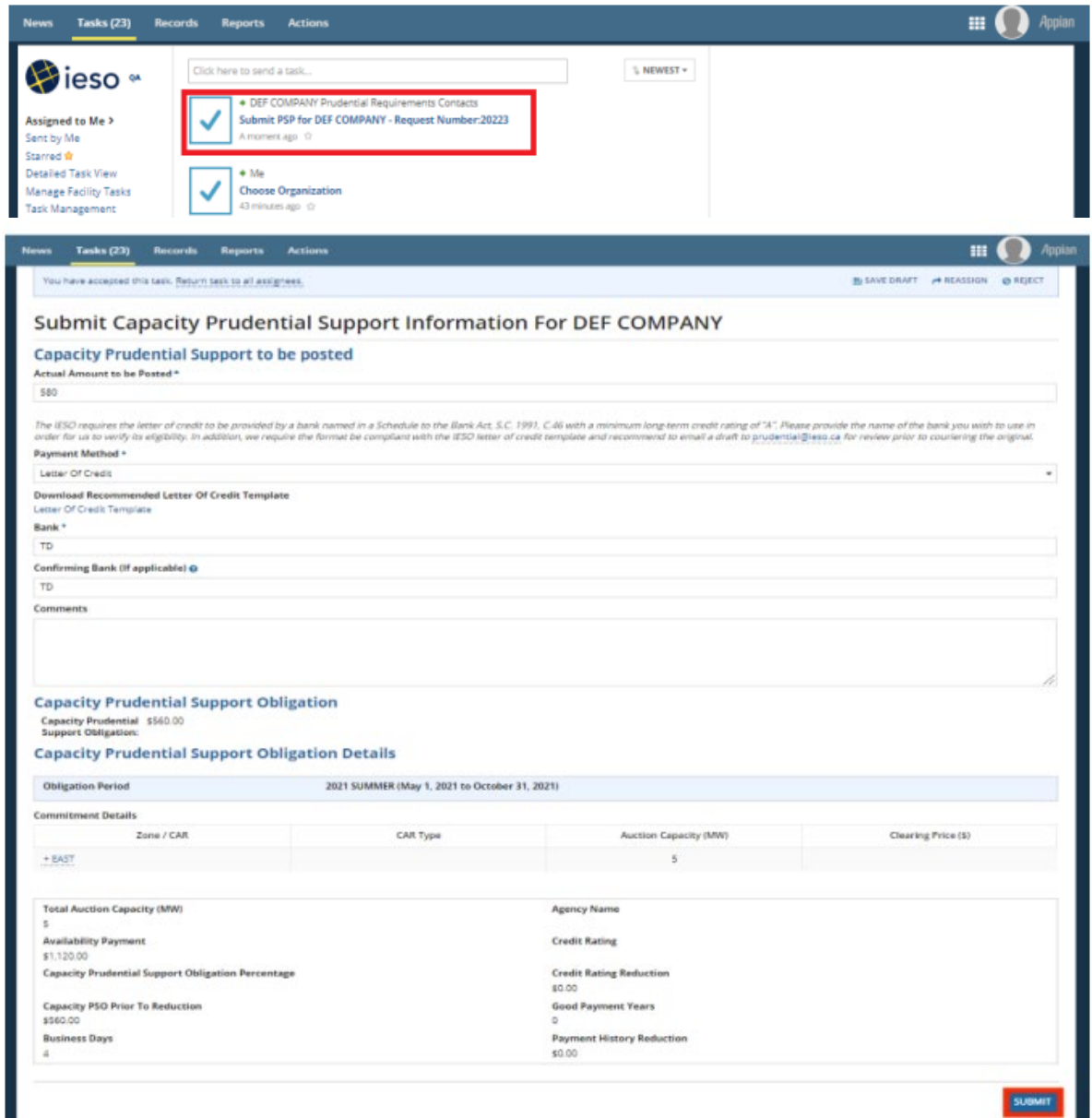
**21** Task: Submit PSP (Prudential Support Posted)

Click **Tasks** on the menu bar at the top of the screen.

Click **Submit PSP for for <your organizations>** from the list of available tasks displayed on the subsequent screen.

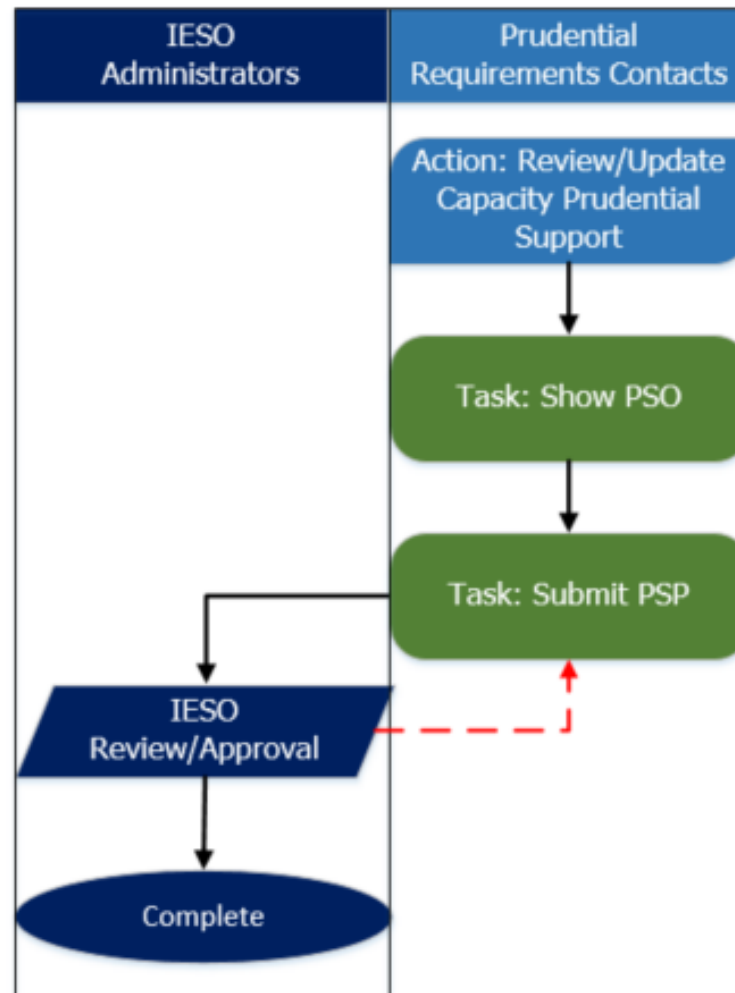
Enter the required prudential support obligation amount in the **Actual Amount to be Posted** field, select the Payment Method from the **Payment Method** drop-down list (the Letter of Credit must be provided per the template), enter bank name in the **Bank field**, and click **Submit** to confirm the information submission.

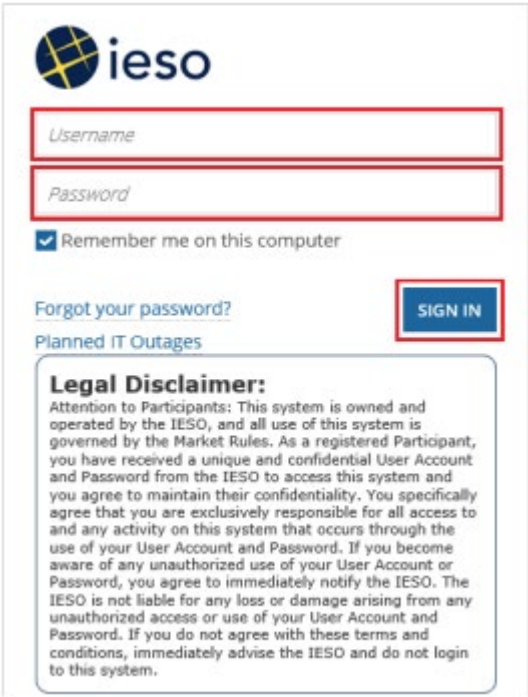
Following the submission, you may proceed with sending the funds to the IESO using the payment method specified.



## 5. How to Review/Update Capacity Prudential Support

The following chapter provides step-by-step instructions, with accompanying screen captures, describing the process for reviewing/updating capacity prudential support using the Online IESO web-based system.



Step	Instruction	Picture
1	<p data-bbox="310 215 785 289">Action: Review/Update Capacity Prudential Support.</p> <p data-bbox="310 305 726 410">Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="310 427 684 500">Enter your Username and Password and click <b>Sign In</b>.</p>	 <p data-bbox="1024 285 1199 345"><b>ieso</b></p> <p data-bbox="1024 367 1486 418">Username</p> <p data-bbox="1024 423 1486 475">Password</p> <p data-bbox="1024 483 1329 508"><input checked="" type="checkbox"/> Remember me on this computer</p> <p data-bbox="1024 553 1220 578"><a href="#">Forgot your password?</a></p> <p data-bbox="1381 537 1486 597"><b>SIGN IN</b></p> <p data-bbox="1024 586 1192 610"><a href="#">Planned IT Outages</a></p> <p data-bbox="1035 630 1255 654"><b>Legal Disclaimer:</b></p> <p data-bbox="1035 654 1472 935">Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.</p>

**Step**

**Instruction**

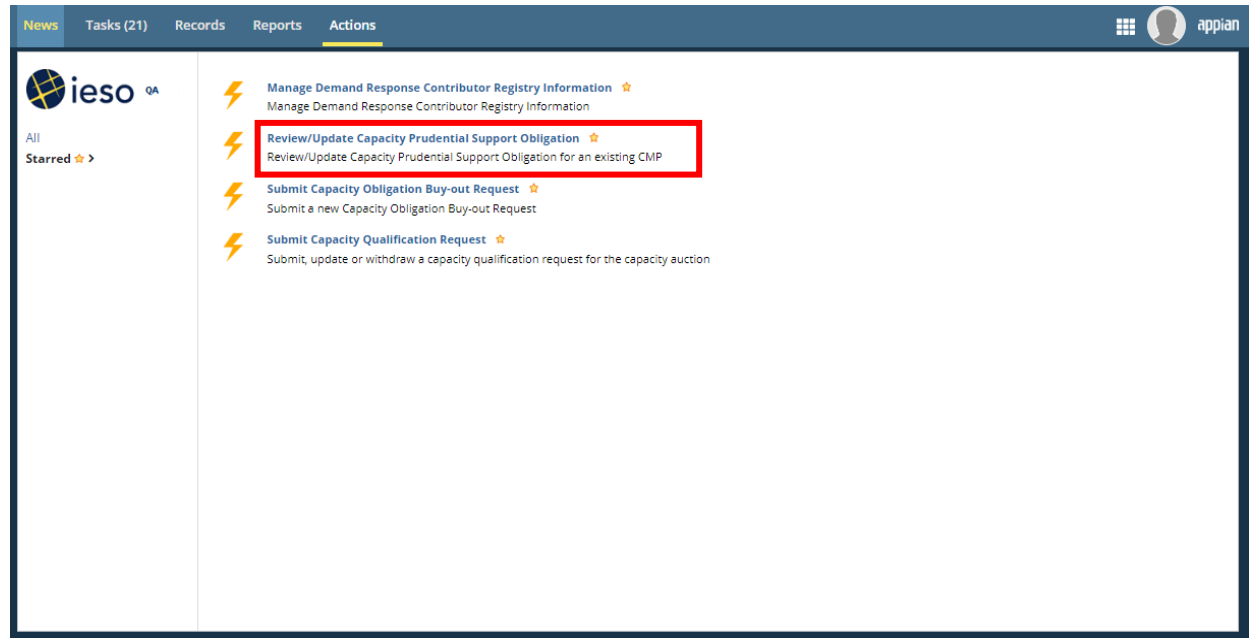
**Picture**

2

Click **Actions** on the menu bar at the top of the page.

Select **Review/Update Capacity Prudential Support Obligation** from the list of available action items displayed on the subsequent screen.

Note: This action allows you to buy-out some or all of an individual capacity obligation.



**Step**

**Instruction**

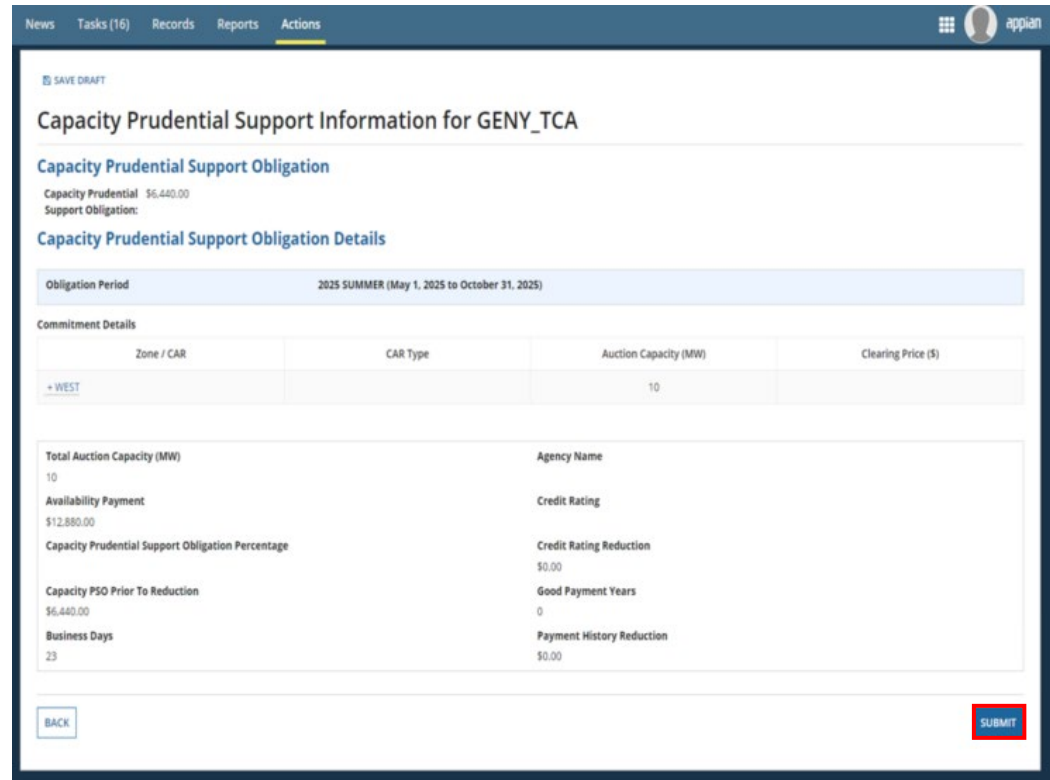
**Picture**

**3**

On the following screen, the **Capacity Prudential Support Information** screen is displayed and displays the estimated PSO amount for the upcoming obligation.

If your existing prudential support covers the required amount, then click **Back**. No additional action is required.

If you need to post additional prudential support, click **Submit**. A dialog box will confirm **Do you wish to continue?** Click **Yes**.





**Step**

**Instruction**

**Picture**

4

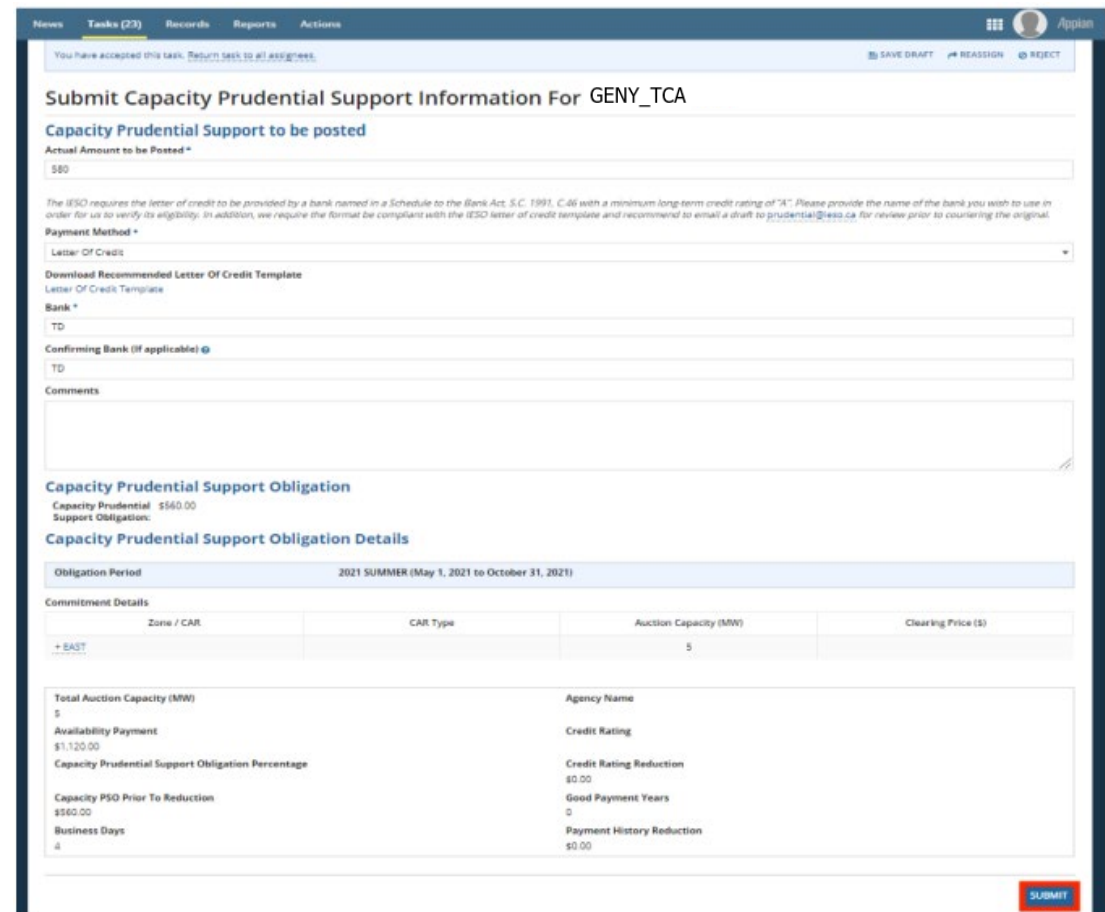
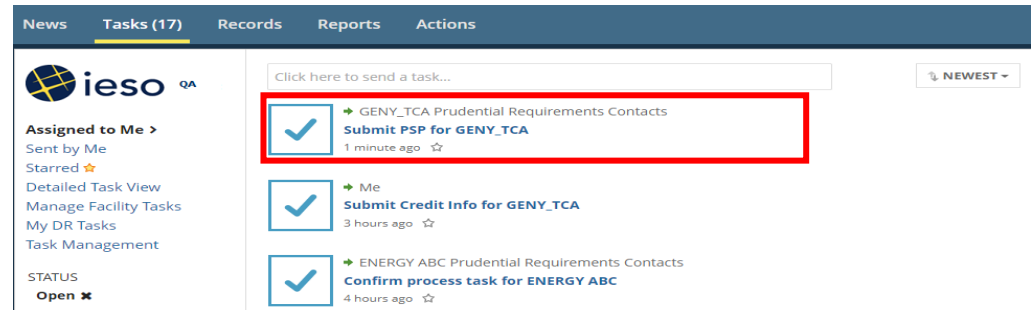
Task: Submit PSP (Prudential Support Posted)

Once IESO confirms the prudential support, a task will be generated in Online IESO. Click **Tasks** on the menu bar at the top of the screen.

Click **Submit PSP for <your organizations>** from the list of available tasks displayed on the subsequent screen.

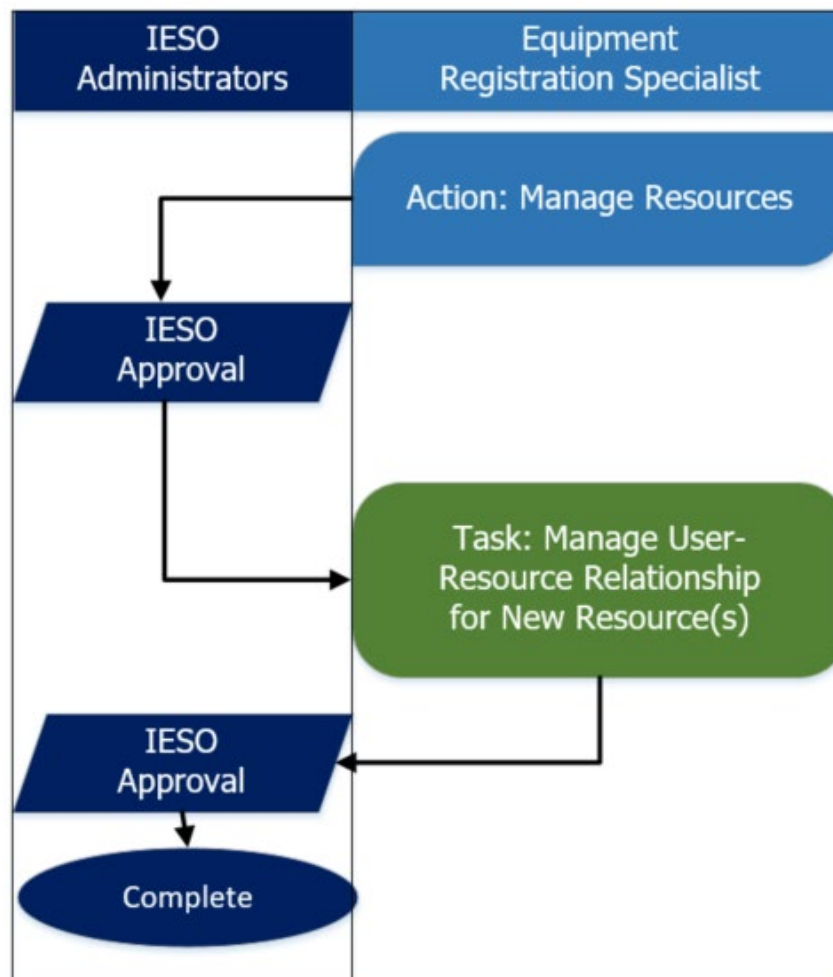
Enter the required prudential support obligation amount in the **Actual Amount** to be Posted field, select the Payment Method from the **Payment Method** drop-down list (the Letter of Credit must be provided per the template), enter bank name in the **Bank field**, and click **Submit** to confirm the information submission.

Following the submission, you may proceed with sending the funds to the IESO using the payment method specified.



## 6. How to Register a Virtual Demand Response Resource

The following table provides step-by-step instructions, with accompanying screen captures, describing how to register/update virtual Demand Response Resources using the Online IESO web-based registration system.



**Step Instruction**

**Picture**

**1** Action: Manage Resources

Log in to the Online IESO web-based registration system using this [link](#).

Enter your Username and Password, and click **Sign In**.

**ieso**

Username

Password

Remember me on this computer

[Forgot your password?](#)

[Planned IT Outages](#)

**SIGN IN**

**Legal Disclaimer:**  
Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.

**Step****Instruction****Picture**

**2** Click **Actions** on the menu bar at the top of the screen.

Select **Manage Resources** from the list of available action items displayed on the subsequent screen.

Note: In order to assign capacity, if you already have resources assigned to your virtual CARs, use the Manage Demand Response Contributor Registry Information action (7:

How to Manage Contributors for Virtual HDR Resources).



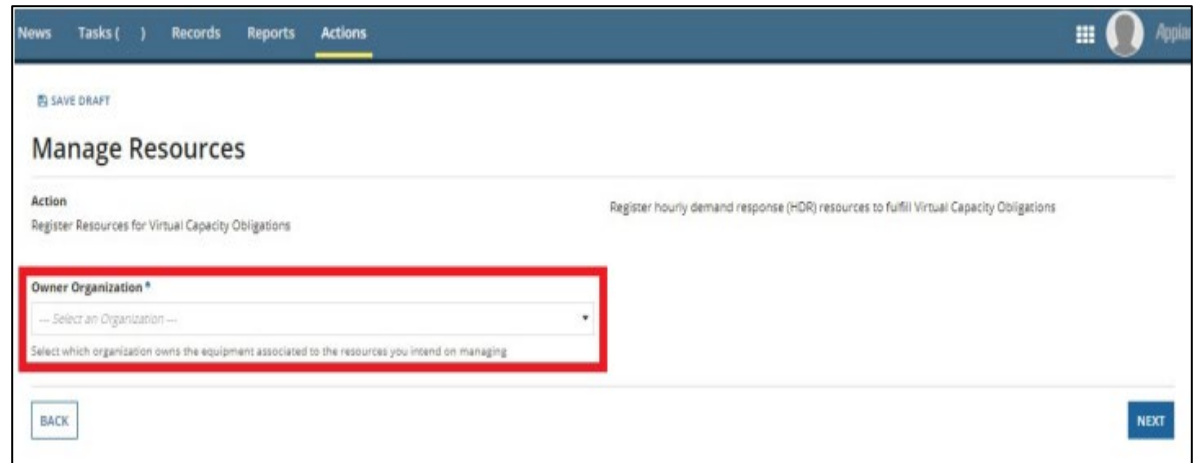
**3** The **Manage Resources** screen is displayed. Select the option corresponding to **Register Resources for Virtual Capacity Obligations**, and click Next.



**Step Instruction**

**Picture**

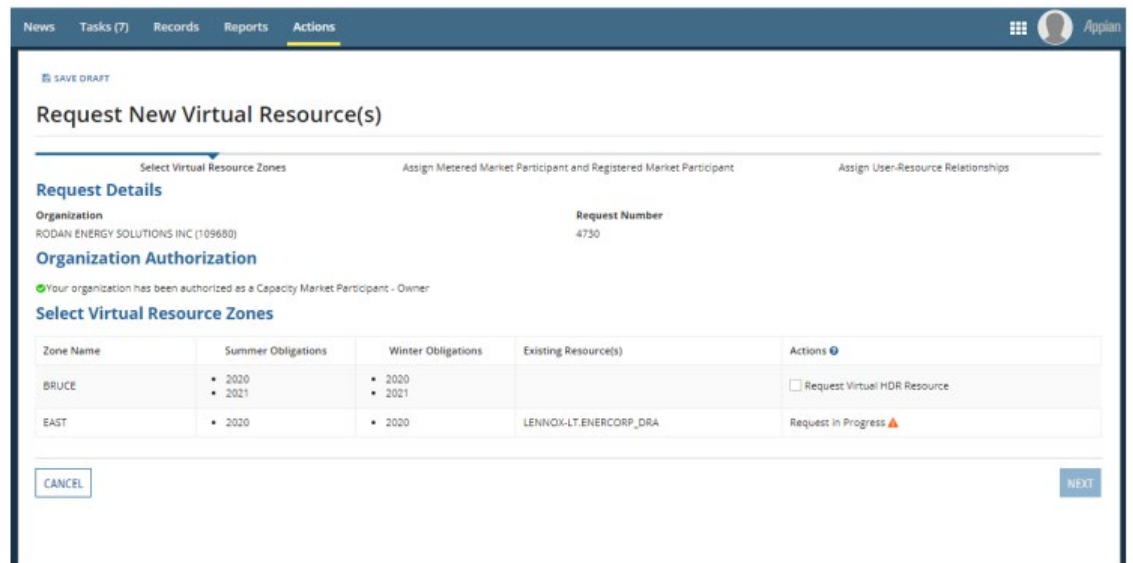
**4** On the following screen, select from the drop down list the name of the organization that owns the equipment associated to the resource you intend on managing, and click **Next**.



**5** The Request New Virtual Resource(s) screen is displayed.

Select the check box corresponding to the zone(s) requiring a resource, and click **Next**.

Note: After finishing this process, a virtual resource is assigned to your virtual obligation.



**Step Instruction**

**Picture**

**6** Identify the Metered Market Participant (MMP), the Registered Market Participant (RMP), and the Virtual DR Resource Type for each resource, and click **Submit Request**.

Note: After the IESO approves the resource modelling name, another task is initiated.

**Register Virtual Resources**

Organization: RODAN ENERGY SOLUTIONS INC (109680) | Request Number: 4730

**Assign Metered Market Participant (MMP) and Registered Market Participant (RMP)**

**BRUCE**

Resource Name: BRUCE-LT.ENERCORP\_DRA  
 Note: This is a preliminary name that will be reviewed by IESO

Demand Response Owner: RODAN ENERGY SOLUTIONS INC

Virtual DR Resource Type:  Commercial & Industrial  Residential

Metered Market Participant (MMP): RODAN ENERGY SOLUTIONS INC

Registered Market Participant (RMP): RODAN ENERGY SOLUTIONS INC

Obligation Period	Obligation (MW)
Summer 2020	4.5
Winter 2020	4.5

Obligation Period	CAR ID	CAR Name	CAR Type	Obligation (MW)
Summer 2021	100343	Rodan1	Virtual Hourly Demand Response - C&I	50
Winter 2021	100343	Rodan1	Virtual Hourly Demand Response - C&I	50
Summer 2021	100344	Rodan2	Virtual Hourly Demand Response - Residential	5
Winter 2021	100344	Rodan2	Virtual Hourly Demand Response - Residential	5

CANCEL | SUBMIT REQUEST

**Step Instruction**

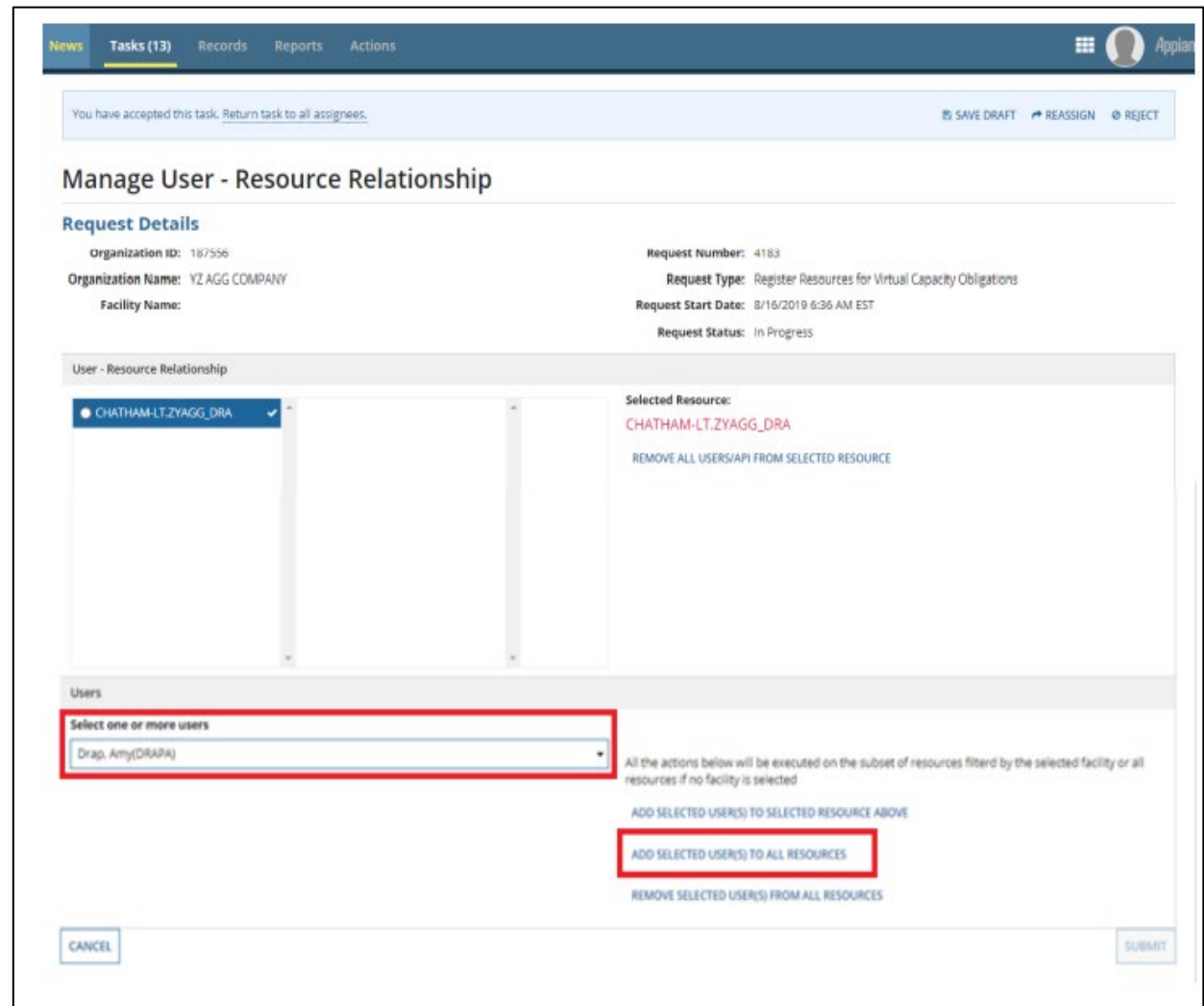
**Picture**

**7** Task: Manage User -Resource Relationship for New Resource(s)

Click **Tasks** on the menu bar at the top of the screen. Select **Manage User - Resource Relationship** for **New Resources <your organization>** from the list of available tasks displayed on the subsequent screen.

The Manage User – Resource Relationship screen is displayed. Select the appropriate resource(s), and click Add Selected User(s) to all Resources.

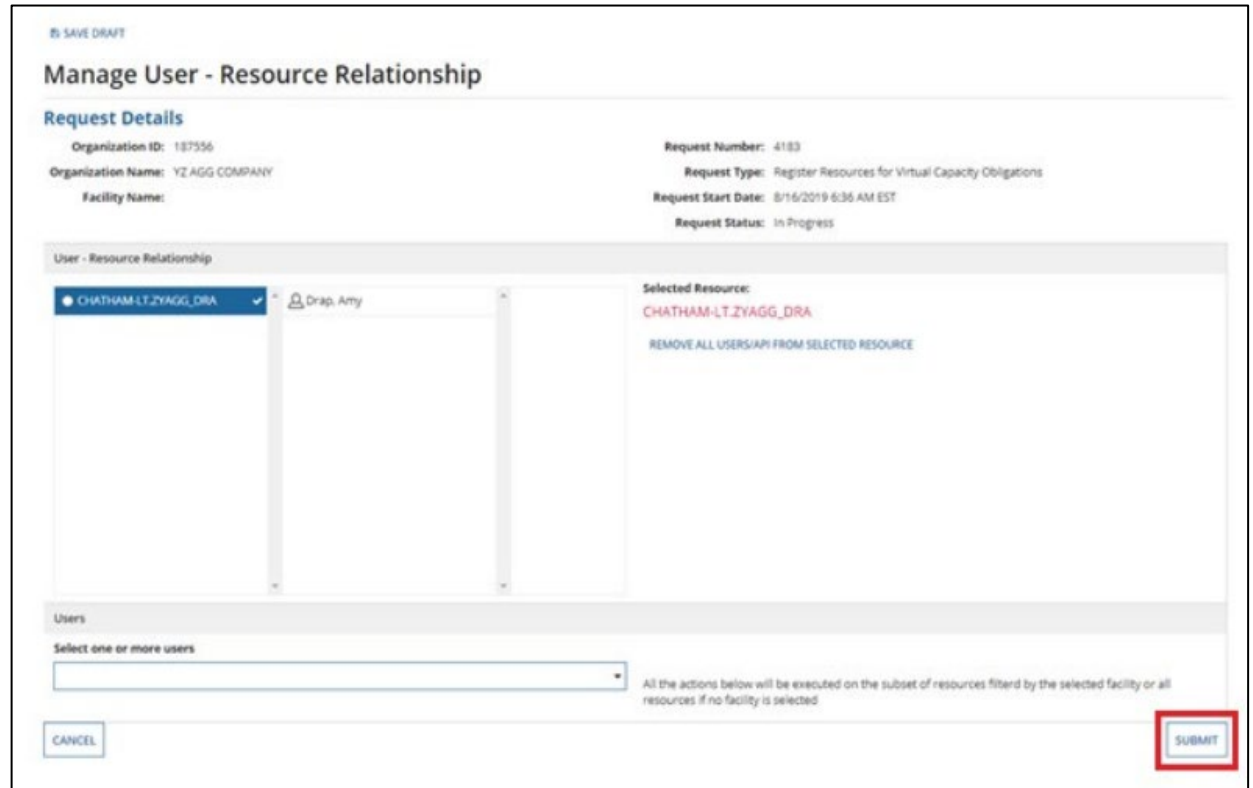
Note: An Applicant Representative can compete this. It takes a day for the IESO system to process the change.



**Step Instruction**

**Picture**

**8** Review/confirm your selection, and click **Submit**.





**Step**

**Instruction**

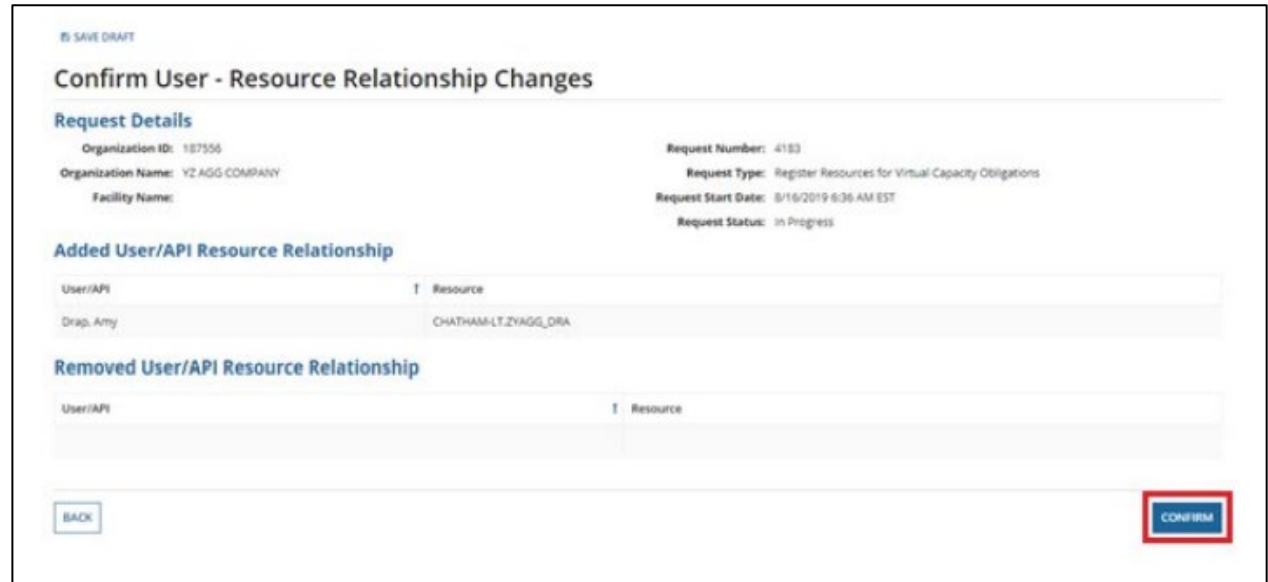
**Picture**

9

The Confirm User – Resource Relationship Changes screen is displayed.

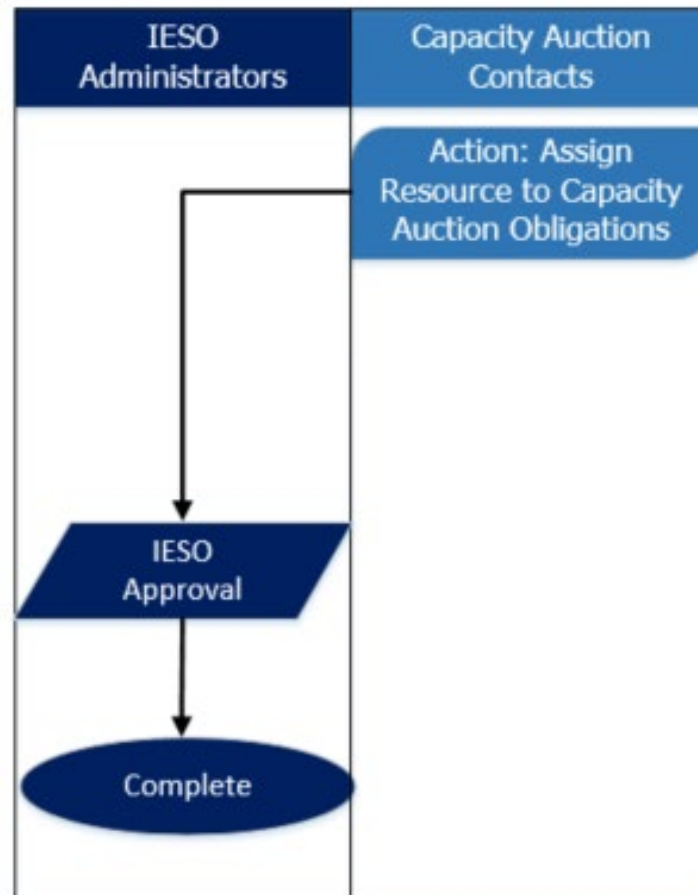
Click **Confirm**.

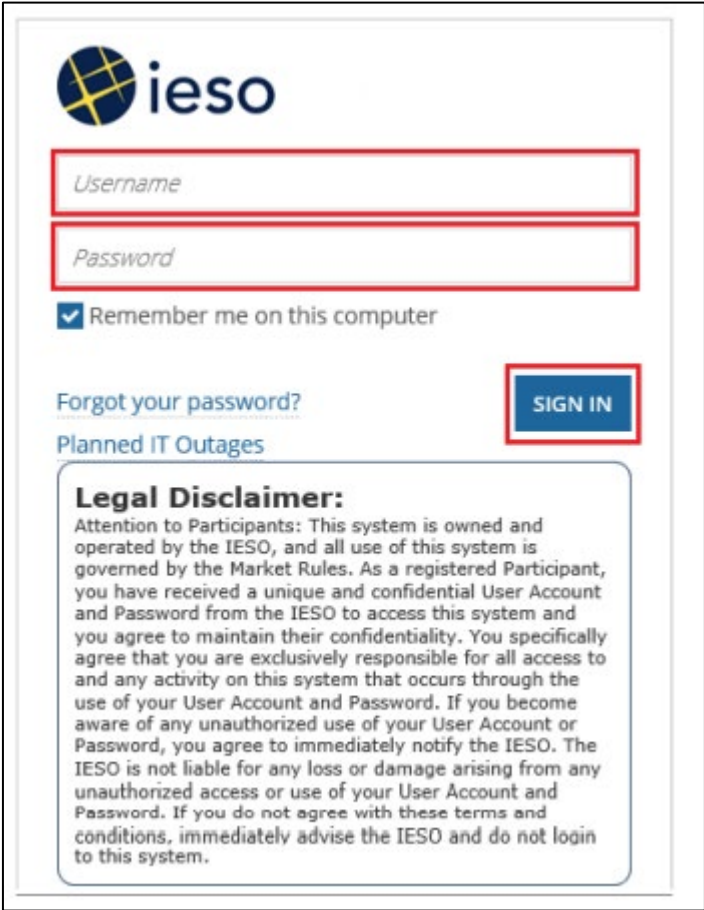
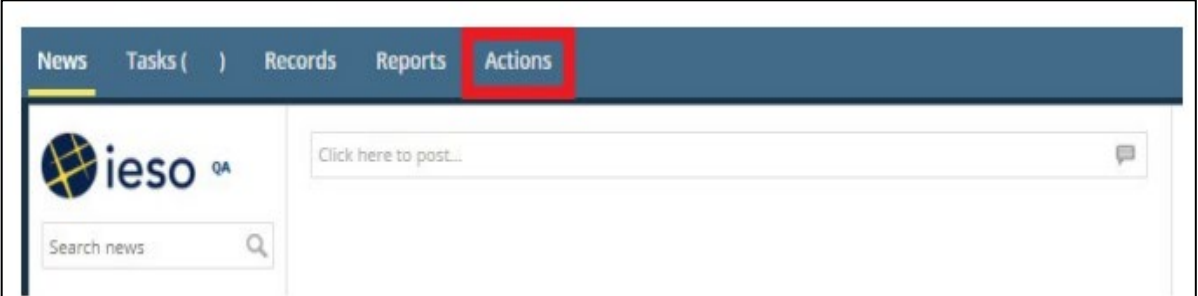
Note: The IESO issues a Registration Approval Notice (RAN) after completing an assessment of the submission



## 7. How to Assign a New Physical DR Resource to an Obligation

The following table provides step-by-step instructions, with accompanying screen captures, describing how to assign physical resources to a Capacity Obligation using the Online IESO web-based registration system.

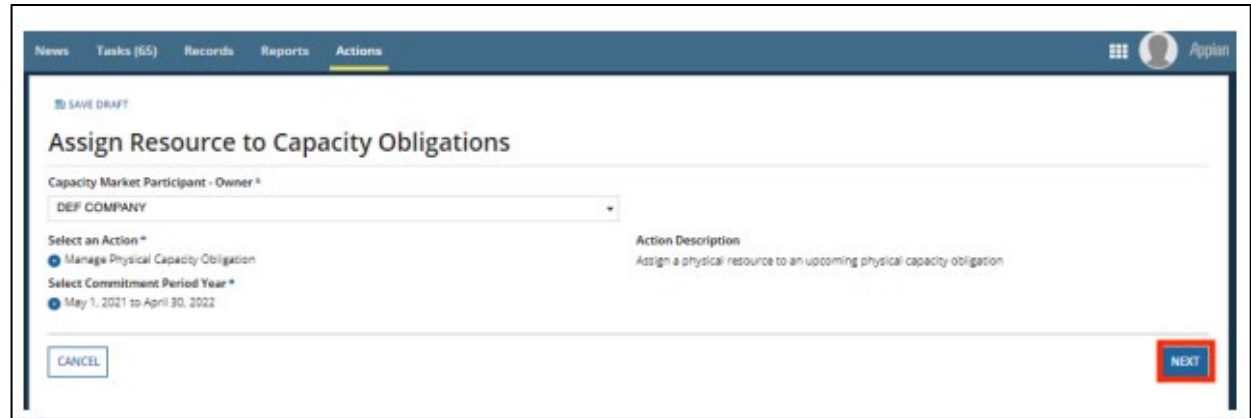


Step	Instruction	Picture
1	<p>Action: Assign Resource to Capacity Obligation</p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>. Enter your Username and Password, and click <b>Sign In</b>.</p>	
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Select <b>Assign Resource to Capacity Auction Obligations</b> from the list of available action items displayed on the subsequent screen.</p>	

**Step Instruction**

**Picture**

- 3** The **Assign Resource to Capacity Obligations** screen is displayed. Select the CMP name from the drop -down list.
- Online IESO will pre -select the available action(s). If needed, select the **Action** and **Commitment Year**, and click **Next**.

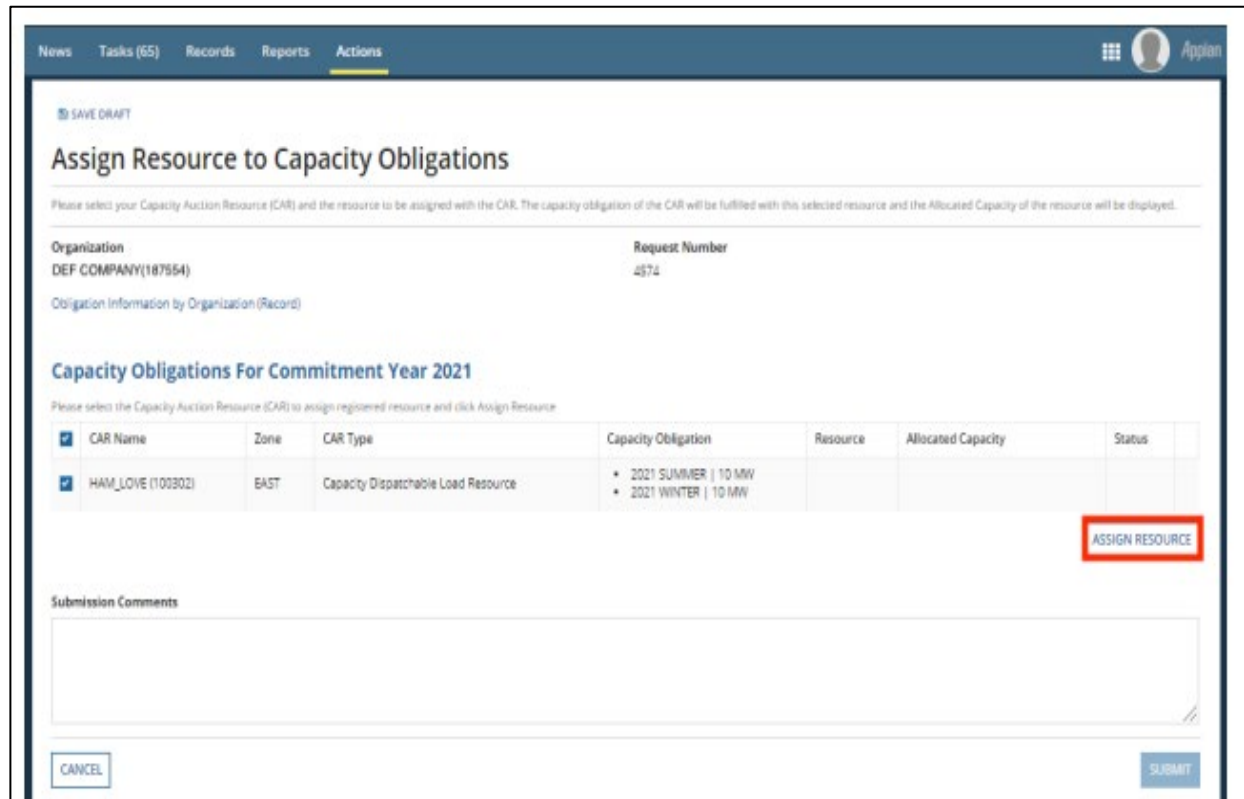


**Step Instruction**

**Picture**

**4** On the following screen, your capacity obligations for the selected commitment period will be displayed.

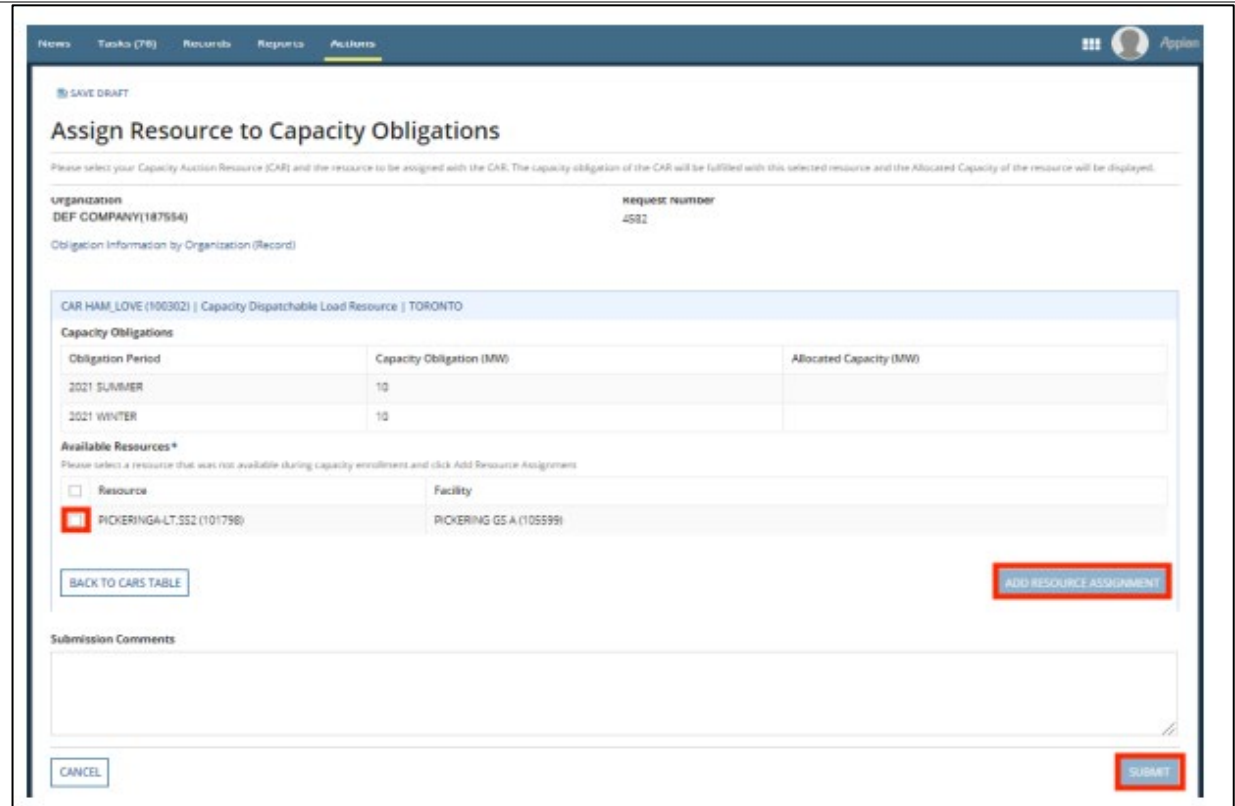
Choose the desired capacity obligation and click **Assign Resource**.



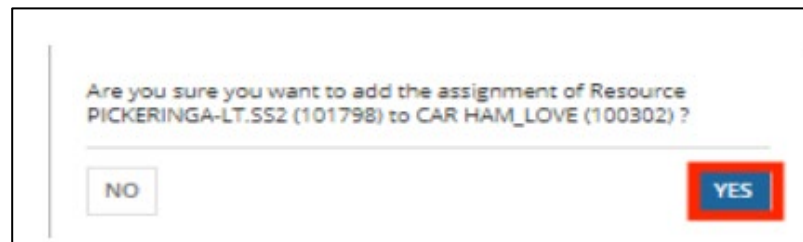
**Step Instruction**

**Picture**

- 5 Your available resources will be shown.  
Select one resource that will satisfy the capacity obligation and click **Add Resource Assignment**.  
Click **Submit** at the bottom of the page.



- 6 From the pop-out box, click **Yes** to confirm the assignment.



**Step Instruction**

**Picture**

- 7 Upon approval, you will receive an email from the IESO summarizing the resource assignment.

- This is an automated message: Do not reply to this Email Address -

The IESO has approved the capacity obligation physical resource assignment for DEF COMPANY. as part of Request #4584

CAR Name	CAR TYPE	Resource	Zone	Obligation Id	Obligation Period	Capacity Obligation (MW)	Allocated Capacity (MW)
HAM_LOVE (100302)	Capacity Dispatchable Load Resource	PICKERINGA-LT.SS2 (101798)	TORONTO	1075	2021 SUMMER	10 MW	0 MW ⚠
				1076	2021 WINTER	10 MW	0 MW ⚠

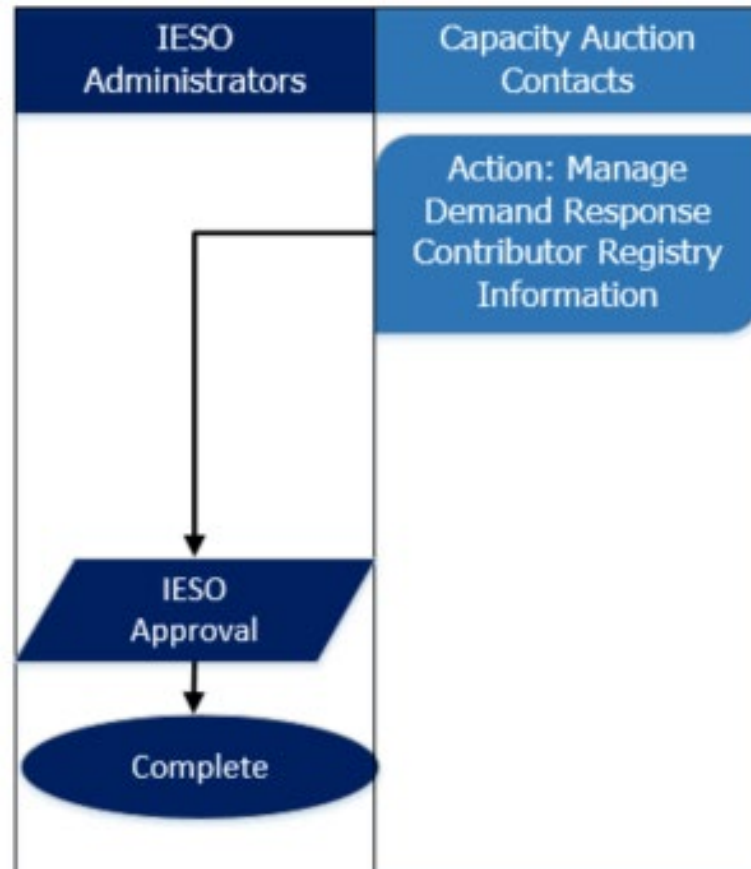
⚠ Please note that the resource capability is lower than the capacity obligation.

Sincerely,  
IESO

**To**  
IESO Enrolment Specialist

## 8. How to Manage Contributors for Virtual HDR Resources

The following table provides step-by-step instructions, with accompanying screen captures, describing how to manage contributors using the Online IESO web-based registration system.





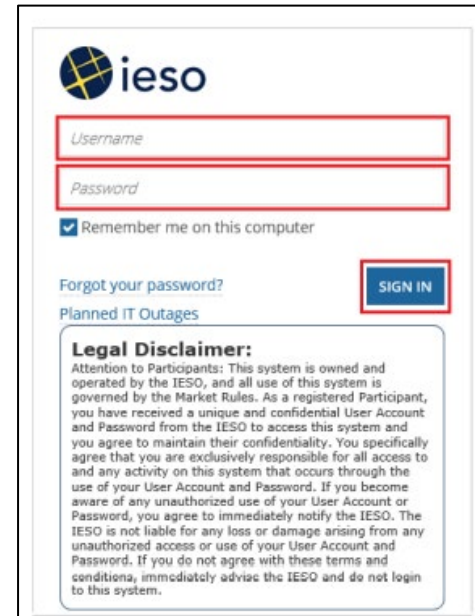
**Step Instruction**

**Picture**

**1** [Action: Manage Demand Response Contributor Management Registry](#)

Log in to the Online IESO web-based registration system using this [link](#).

Enter your Username and Password, and click **Sign In**.



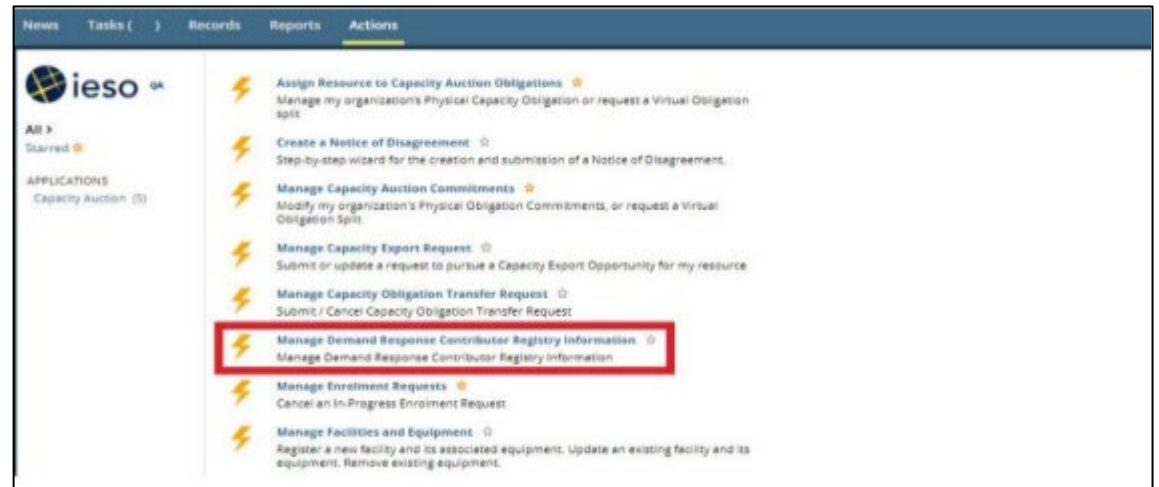
**2** Click **Actions** on the menu bar at the top of the screen.


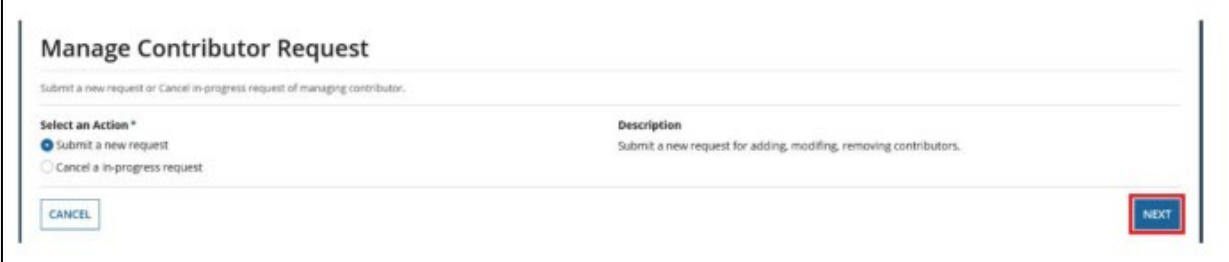

Select **Manage Demand Response Contributor Registry Information** from the list of available action items displayed on the subsequent screen.

Note: This allows you to:

- Register new Virtual or Physical contributors to a Demand Response Resource.

Modify or remove Virtual or Physical contributors associated to a Demand Response Resource.



Step	Instruction	Picture
3	Select the organization you will be representing while completing this action, and click <b>Next</b> .	 <p>The screenshot shows a 'Choose Organization' dialog box. It has a title 'Choose Organization' and a subtitle 'Please select the organization you are representing while completing this action.' Below the subtitle is a section titled 'Organizations' with a table listing three organizations: ENERGY ABC, FWRN LP, and LOBLAWS INC. Each row has a checkbox. At the bottom right, there is a green 'Next' button and a grey 'Cancel' button.</p>
4	<p>If your organization already has a request open under another resource, then the <b>Manage Contributor Request</b> screen is displayed, giving the option to submit a new request or to cancel an in-progress request. Choose "Submit s new request", and click <b>Next</b>.</p> <p>Note: It is possible to cancel the request, provided that the request has not passed final approval.</p>	 <p>The screenshot shows the 'Manage Contributor Request' screen. It has a title 'Manage Contributor Request' and a subtitle 'Submit a new request or Cancel in-progress request of managing contributor.' Below the subtitle is a section titled 'Select an Action *' with two radio button options: 'Submit a new request' (which is selected) and 'Cancel a in-progress request'. To the right, there is a 'Description' field with the text 'Submit a new request for adding, modifying, removing contributors.' At the bottom left, there is a 'CANCEL' button, and at the bottom right, there is a blue 'NEXT' button.</p>
5	On the following screen, select a Demand Response Resource from the drop-down list.	 <p>The screenshot shows the 'Contributor Management' screen. It has a title 'Contributor Management' and a section titled 'Request Information' with the following details: Request Number: 20679, Organization Name: ENERGY ABC. Below this is a section titled 'Select Demand Response Resource *' with a dropdown menu. The dropdown menu is open, showing several options: '--- Select a Value ---', '187565 - EAST - Auction - C&amp;I', '183416 - TORONTO - Auction - C&amp;I', '183423 - NORTHWEST - Auction - C&amp;I', '183424 - WEST - Auction - Residential', '183372 - ESSA - Auction - Residential', and '183417 - WEST - Auction - C&amp;I'. The dropdown menu is highlighted with a red border.</p>

**Step Instruction**

**Picture**

**6 (C&I)** Commercial and Institutional (C&I) Resources

The screen is populated with registration data for the selected resource.

Click Add Virtual Contributor or Add Physical Contributor (based on your requirements).

**Contributor Management - 187565 - EAST - Auction - C&I**

**Request Information**

Request Number	20679	Resource Id	187565
Organization Name	ENERGY ABC	Resource Name	LENNOX-LT.ENERGYABC_ORA

**Timelines for Request**

Proposed Effective Date	June 1, 2020	Business Days Left to Submit a Completed Request	3
Request Submission Deadline	May 11, 2020		

Select Demand Response Resource \*

187565 - EAST - Auction - C&I

**Resource Capacity**

Capacity Obligation (MW)	12	Total Contributors Capacity (MW)	0.000
Obligation Period	2020 - Summer	Commitment Capacity (MW)	0

+ ADD VIRTUAL CONTRIBUTOR

+ ADD PHYSICAL CONTRIBUTOR

BACK SUBMIT

**Step Instruction**

**Picture**

**7 (C&I)** For virtual contributors, provide details for each contributor using the form (an asterisk indicates a mandatory item), and click **Save Contributor** to create a virtual contributor.

Design Updates: The requirement to submit a record of installation (ROI) has been removed. CMPs will now be required to submit a copy of an LDC Statement (issued within three months of the contributor effective date) with each metering installation

'Premise ID' field is removed

'Data Acquisition Method' extended to include 'other'

SLD only required if the Demand Response type is selected as Behind the Meter Generation

**Add New Virtual Contributor**

**Request Information**

Request Number: 20679  
Organization Name: ENERGY ABC  
Resource Id: 187565  
Resource Name: LENNOX-LT.ENERGYABC\_DRA

**Contributor Information**

Name \*: Test1  
Address \*: 123 street west  
Format: Street, City, ON, Postal Code  
Load Class Type \*: Industrial  
Demand Response Type \*: Behind the Meter Generation (BMG)  
Data Acquisition Method \*: LDC Provided  
Auction Capacity (MW) \*: 4  
Format: #.### numerical value. Requirement is 3 decimal places.

**LDC Statement**

An LDC Statement is required for each metering installation that is associated with the LDC account number indicated in the Contributor details.

Number of Meter Installations \*: 1

LDC Statement ID	LDC Statement File	Description
188186	LENNOX-LT.ENERGYABC_DRA_LDC_188186_20200507_v1	LDC attached X

**Single Line Diagram**

An SLD submission is required when the Contributor Demand Response type is declared as Behind the Meter Generator.

SLD ID	SLD File	Description
188187	LENNOX-LT.ENERGYABC_DRA_SLD_188187_20200507_v1	SLD attached X

**SAVE CONTRIBUTOR**

**Step Instruction**

**Picture**

**8 (C&I)** For physical contributors, provide details for each contributor using the form (a red asterisk indicates a mandatory item).

If the resource ID type is invalid, the system will check and return the following error message:

“Error: NDL Resource ID not available where one or more parameters are not valid: (1) NDL Resource ID has already been registered as a physical contributor (2) Associated NDL metering installation active for less than two months. (3) Resource ID not fully registered as an NDL.”

Click **Save** to add a physical Contributor.

**Add New Physical Contributor**

**Request Information**

Request Number 20679	Resource Id 187565
Organization Name ENERGY ABC	Resource Name LENNOX-LT.ENERGYABC_DRA

**Contributor Details**

Name  
Test2 (physical)

NDL Resource Id \*  
123456

NDL Resource Capacity (MW) \*  
8

Comments \*  
Allocated 8 MWs to physical Contributor

CANCEL SAVE

**Step Instruction**

**Picture**

**9 (C&I)** Upon completing the forms, you can view added contributor(s) on the **Contributor Management** screen in the **New Contributors Added** section, and then click Submit.

Finally, on the Submit Request – Confirmation screen, select Click Here to Finish Submission.

**Contributor Management - 187565 - EAST - Auction - C&I**

**Request Information**

Request Number 20679	Resource Id 187565
Organization Name ENERGY ABC	Resource Name LENNOX-CT.ENERGYABC_DRA

**Timelines for Request**

Proposed Effective Date June 1, 2020	Business Days Left to Submit a Completed Request 1
Request Submission Deadline May 11, 2020	

**Selected Demand Response Resource**

187565 - EAST - Auction - C&I

**Resource Capacity**

Capacity Obligation (MW) 1.2	Total Contributors Capacity (MW) ④ 12.000
Obligation Period ④ 2020 - Summer	Commitment Capacity (MW) 12.000

+ ADD VIRTUAL CONTRIBUTOR      + ADD PHYSICAL CONTRIBUTOR

**New Contributors Added**

Id	Name	Type	Auction Capacity (MW)	Status	NDL Status	DELETE
188190	Test2 (physical)	PHYSICAL	8	PENDING	PENDING	X
188188	Test1	VIRTUAL	4	PENDING		X

BACK      SUBMIT

**Step Instruction**

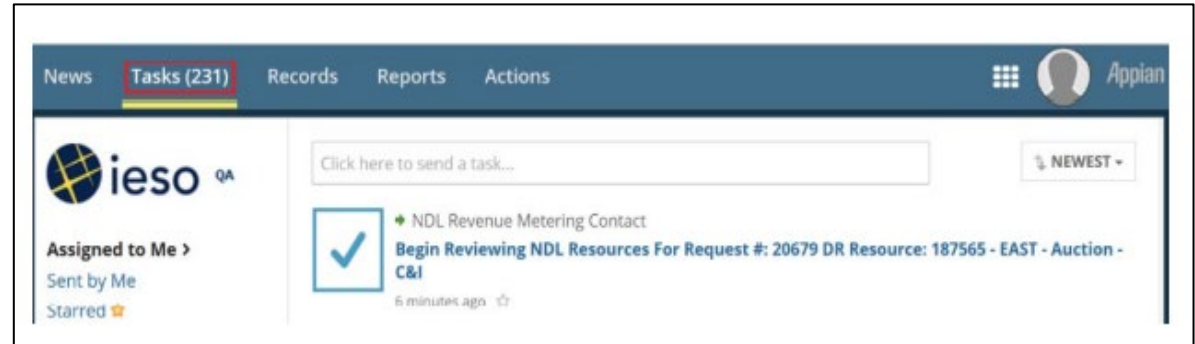
**Picture**

**10** Once the request has been submitted by the CMP, Online IESO will generate a separate task for the Non - Dispatchable Load (NDL) **Revenue Metering Contact** to approve the capacity allocated to the physical contributor.

**(C&I)**

The NDL Revenue Metering Contact must log in to the Online IESO web - based registration system in order to approve the request.

Click **Tasks** on the menu bar at the top of the screen and select **Begin Reviewing NDL Resources** from the list of tasks. Once selected, the NDL Revenue Metering Contact must first **Accept** the task before completing it. Under **Submitted Contributors**, click on the **Contributor ID** to see contributor details.



**Step Instruction**

**Picture**

**11** Next, review **Contributor Details**, update comments as needed, and click **Approve**. On the main screen, click **Submit**.

**Review NDL Resource Contributors**

**Request Information**

Request Number: 20679  
Organization Name: ENERGY ABC  
Resource Id: 187565  
Resource Name: LENNOX-LT.ENERGYABC\_DRA

**Contributor Details**

Name: Test2 (physical)  
NDL Resource Id: 123456  
NDL Resource: 8  
Capacity (MW):

Comments: Approved

Comments History: Amy Drap - 5/11/2020 2:30 PM EST: Allocated 8 MWs to physical Contributor

BACK APPROVE REJECT

**Review NDL Resource Contributors - 187565 - EAST - Auction - C&I**

**Request Information**

Request Number: 20679  
Organization Name: ENERGY ABC  
Resource Id: 187565  
Resource Name: LENNOX-LT.ENERGYABC\_DRA

**Timelines for Request**

Proposed Effective Date: June 1, 2020  
Request Submission Deadline: May 11, 2020  
Business Days Left to Submit a Completed Request: 1

**Submitted Contributors**

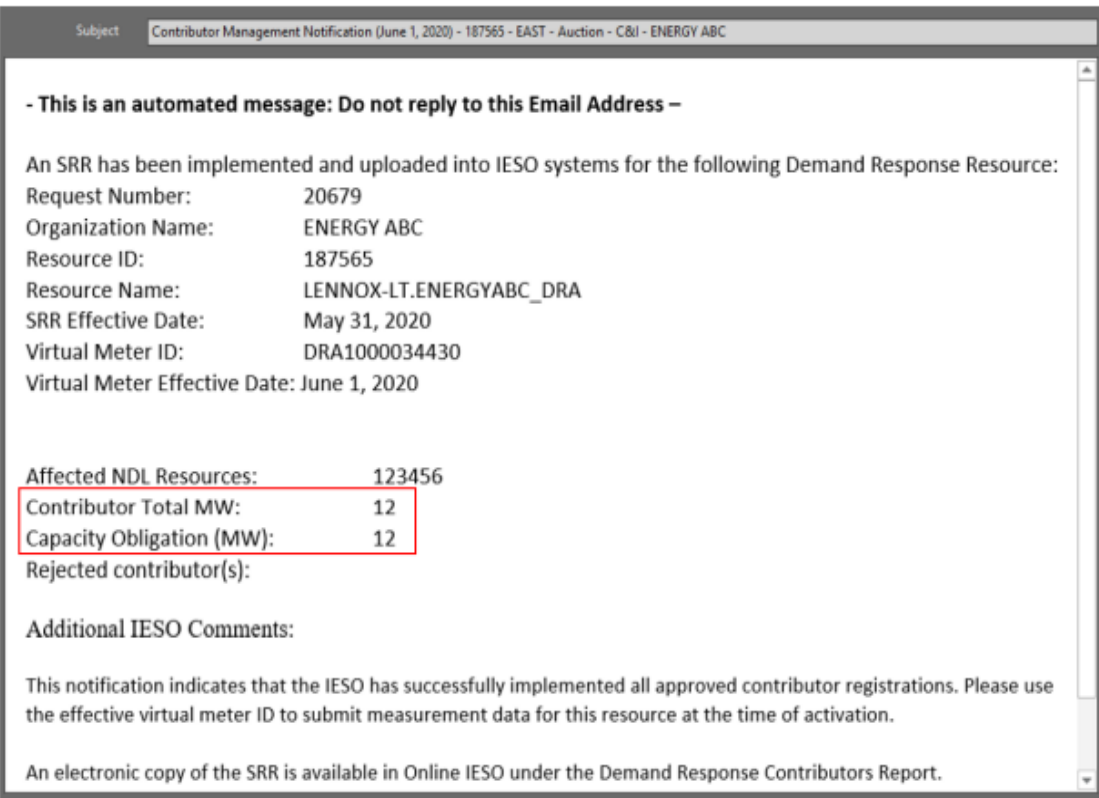
Select id to review or modify contributor.

Id	Name	NDL Resource ID	NDL Status	Action	Capacity (MW)
188190	Test2 (physical)	123456	APPROVED	ADD	8

SUBMIT



Step	Instruction	Picture
12 (C&I)	Finally, at the Review NDL Resource – Confirmation screen select Click Here to Finish Submission.	

13 (C&I)	<p>Scenario #1 – IESO Approves a Contributor Request</p> <p>Once the IESO has reviewed and approved all contributor registrations within a request, an email notification is sent to the CMP’s Contributor Information Contact (CIC) summarizing the registration details.</p>	
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

**Step Instruction**

**Picture**

**14 (C&I)** Scenario #2 – IESO Rejects a Contributor Request

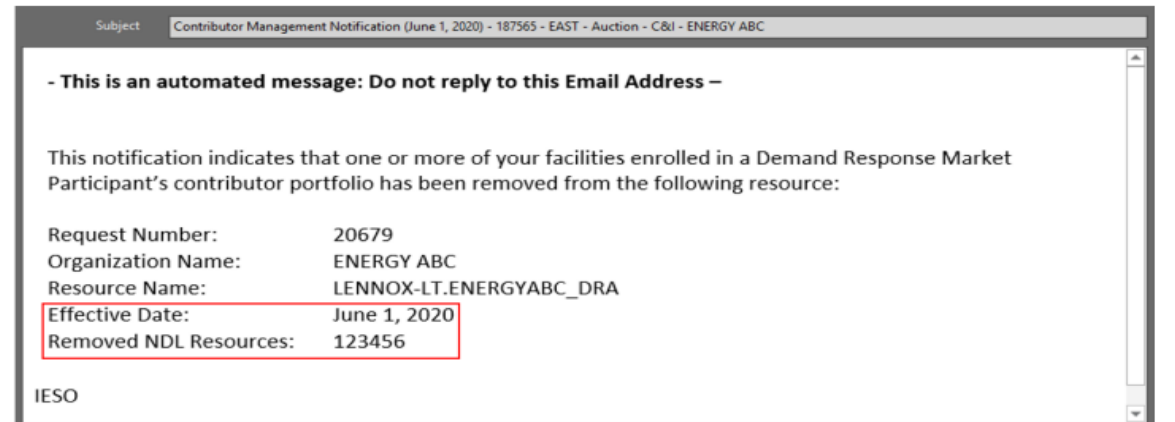
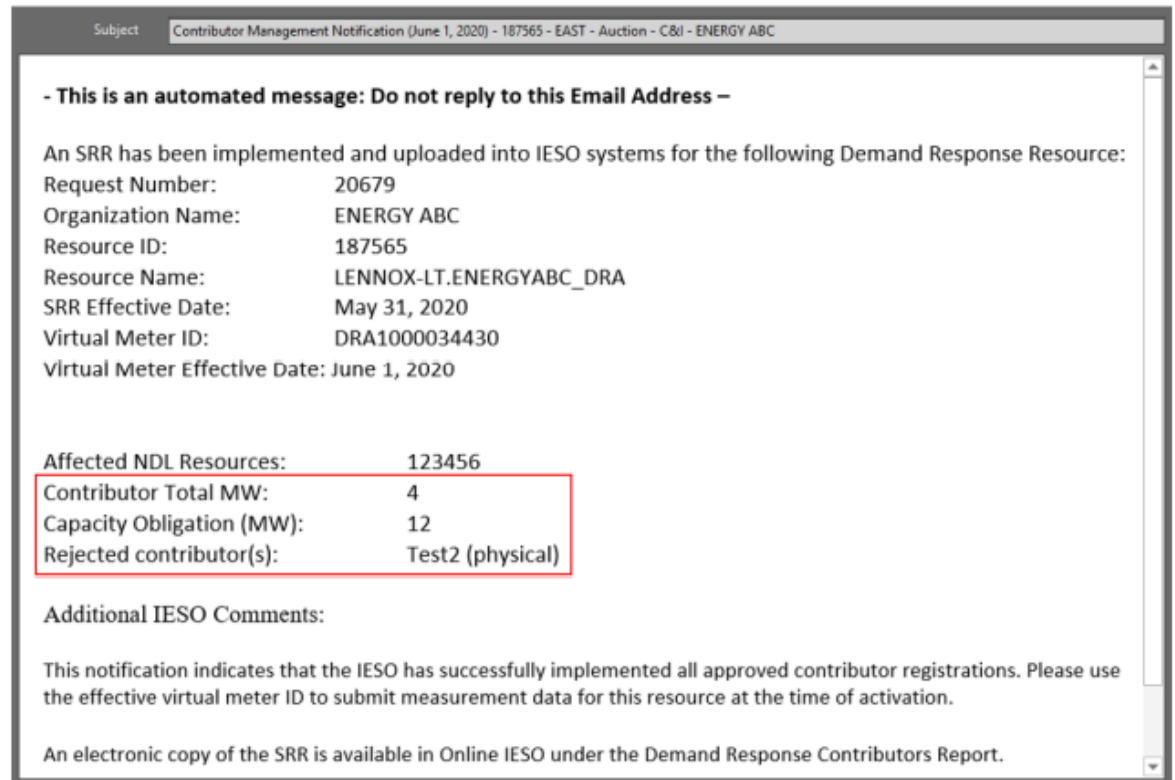
Monthly Contributor Management Registrations will be processed by “individual contributors” and not by “monthly task”

Registration requests will move forward with the contributors that have been approved.

CMPs will be notified of all Rejected Contributors via email notification.

If a physical contributor has been rejected by the IESO or removed by the CMP, the NDL Revenue Metering Contact of the physical load will receive a separate email notification indicating the removal of their facility from the Demand Response Resource.

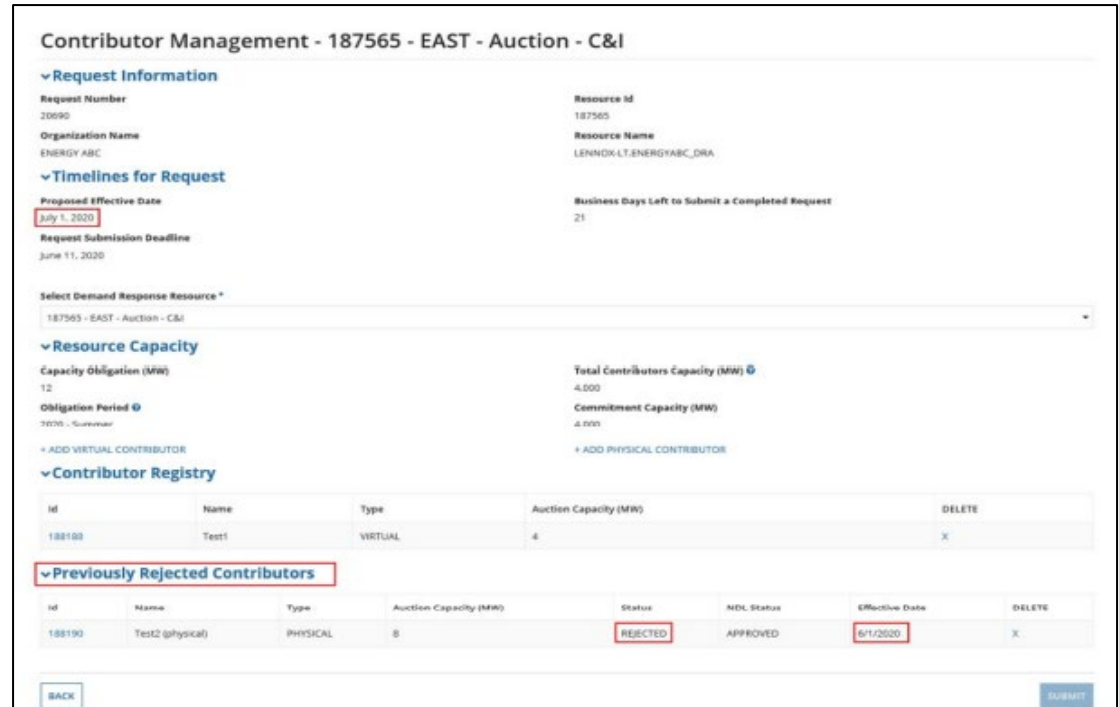
The Online IESO contributor management process has been modified to eliminate the need for NDL Approval before removing physical contributors.



**Step Instruction**

**Picture**

**15 (C&I)** The Online IESO system will save the Rejected Contributors registration information and present it to the user (CMP) for the subsequent month's registration with a **Rejected** status.



**16 (C&I)** Click **Reports** on the menu bar at the top of the screen, and select **Demand Response – Contributors Report** to view the **Registered Active Contributors** list for each zone/Demand Response Resource by month.

You can view your **Site Registration Report (SRR)** by clicking the hyperlinks at the bottom of the screen.



**Step Instruction**

**Picture**

Select Export Results to Excel to export the Contributors Report to Excel.

The **Contributors Report** is now available for download as an Excel workbook.

**Demand Response - Contributors Report**

Select Year: 2020 | Select Report Month: June

[Export Contributor data to Excel](#)

**ENERGY ABC - Contributor Registry as of June, 01, 2020**

Contributor ID	Zone	Registered Contributor Name	Contributor MW's	Resource ID	NDL Resource ID	Virtual Meter Point ID	Contributor Type	LDC Name	LDC Account #	DR Type	Data Acquisition Method	Effective Date	Record End Date
188188	EAST	Test1	4.000	187565		DRA1000034630	VIRTUAL	ALECTRA	111111111	BMG	LDC Provided	6/1/2020	12/31/5000
188190	EAST	Test2 (physical)	8.000	123456			PHYSICAL					6/1/2020	12/31/5000

**Zone Totals as of June, 01, 2020**

Zone	Total Contributor MW's	Obligation MW's
EAST	12,000	12,000
<b>ZONE TOTAL</b>	<b>12,000</b>	<b>12,000</b>

**ENERGY ABC - DR Resource Active SRR's as of June, 01, 2020**

Resource Id	Zone	SRR File	SRR Effective Date	SRR End Date
187565	EAST	LENNOX-LT.ENERGYABC_DRA_SRR_187565_20200601_v1	6/1/2020	12/31/5000

Active Residential Contributor Document's are NOT found for June, 01, 2020

**Step Instruction**

**Picture**

**17** Residential Resources  
**(Res)** The **Contributor Management** screen is populated with registration data for the selected resource.  
Click Add Monthly Residential Contributor Group.

**Contributor Management - 187536 - SOUTHWEST - Auction - Residential**

**Request Information**

Request Number 19351	Resource Id 187536
Organization Name PWRN LP	Resource Name MIDDLEPORT-LT.PWRNLP_DRA

**Timelines for Request**

Proposed Effective Date October 1, 2019	Business Days Left to Submit a Completed Request 15
Request Submission Deadline September 11, 2019	

**Selected Demand Response Resource**

187536 - SOUTHWEST - Auction - Residential

**Resource Capacity**

Capacity Obligation (MW) 30	Total Contributors Capacity (MW) ⓘ 0.000
Obligation Period ⓘ 2019 - Summer	Commitment Capacity (MW) 0

+ ADD MONTHLY RESIDENTIAL CONTRIBUTOR GROUP

**To be Removed Contributors**

Id	Name	Type	Auction Capacity (MW)	Status	# of Control Contributors	# of Treatment Contributors	DELETE
187543	MIDDLEPORT-LT.PWRNLP_DRA	RESIDENTIAL	20	PENDING	350	2	X

BACK SUBMIT

**Step Instruction**

**Picture**

- 18** Enter **Contributor Details**, and upload the Contributor list file.
- (Res)** Click **Save** to create the new Residential Contributor

**Add New Residential Contributor**

**Request Information**

Request Number: 19351  
Organization Name: FWRN LP  
Contributor Effective Month: October, 2019  
Resource Id: 187536  
Resource Name: MIDDLEPORT-LT.FWRNLP\_DRA

**Contributor Details**

Treatment Contributors Capacity (MW) \*: 30  
Number of Treatment Contributors \*: 200  
Number of Control Contributors \*: 400

[Residential Contributor Management Registration Template](#)  
Please click the link above to download the excel template.

**Select file to upload \***  
RES Contributor Management Registration Test  
XLSX - 28.18 KB  
File format limited to Microsoft Excel (.xls or .xlsx)

Comments

Contributor list format:

A	B	C	D
Contributor Address	LDC Name	LDC Account#	Control Group Flag (Y/N)

**Step Instruction**

**Picture**

**19 (Res)** Upon completing the forms, you can view added contributor(s) on the **Contributor Management** screen in the **New Contributors Added** section.

Click **Submit**, and complete the submission by selecting **Click Here to Finish Submission**.

The screenshot displays the 'Contributor Management - 187536 - SOUTHWEST - Auction - Residential' page. It is divided into several sections:

- Request Information:** Shows Request Number 19351, Organization Name FWRN LP, Resource Id 187536, and Resource Name MIDDLEPORT-LT.FWRNLP\_DRA.
- Timelines for Request:** Shows Proposed Effective Date October 1, 2019, Request Submission Deadline September 11, 2019, and Business Days Left to Submit a Completed Request 15.
- Selected Demand Response Resource:** A dropdown menu showing '187536 - SOUTHWEST - Auction - Residential'.
- Resource Capacity:** Shows Capacity Obligation (MW) 30, Total Contributors Capacity (MW) 30,000, Obligation Period 2019 - Summer, and Commitment Capacity (MW) 0.
- New Contributors Added:** A table with columns: Id, Name, Type, Auction Capacity (MW), Status, # of Control Contributors, # of Treatment Contributors, and DELETE. It lists one contributor with Id 187651, Name MIDDLEPORT-LT.FWRNLP\_DRA, Type RESIDENTIAL, Auction Capacity 30, Status PENDING, 400 Control Contributors, and 200 Treatment Contributors.
- To be Removed Contributors:** A table with the same columns as above, listing one contributor with Id 187543, Name MIDDLEPORT-LT.FWRNLP\_DRA, Type RESIDENTIAL, Auction Capacity 20, Status PENDING, 350 Control Contributors, and 2 Treatment Contributors.

At the bottom of the first section, there are 'BACK' and 'SUBMIT' buttons. The 'SUBMIT' button is highlighted with a red box.

The second section is titled 'Submit Request - Confirmation' and contains the same 'Request Information' as the first section. It also includes the text 'Request has been submitted successfully' and a 'CLICK HERE TO FINISH SUBMISSION' button highlighted with a red box.

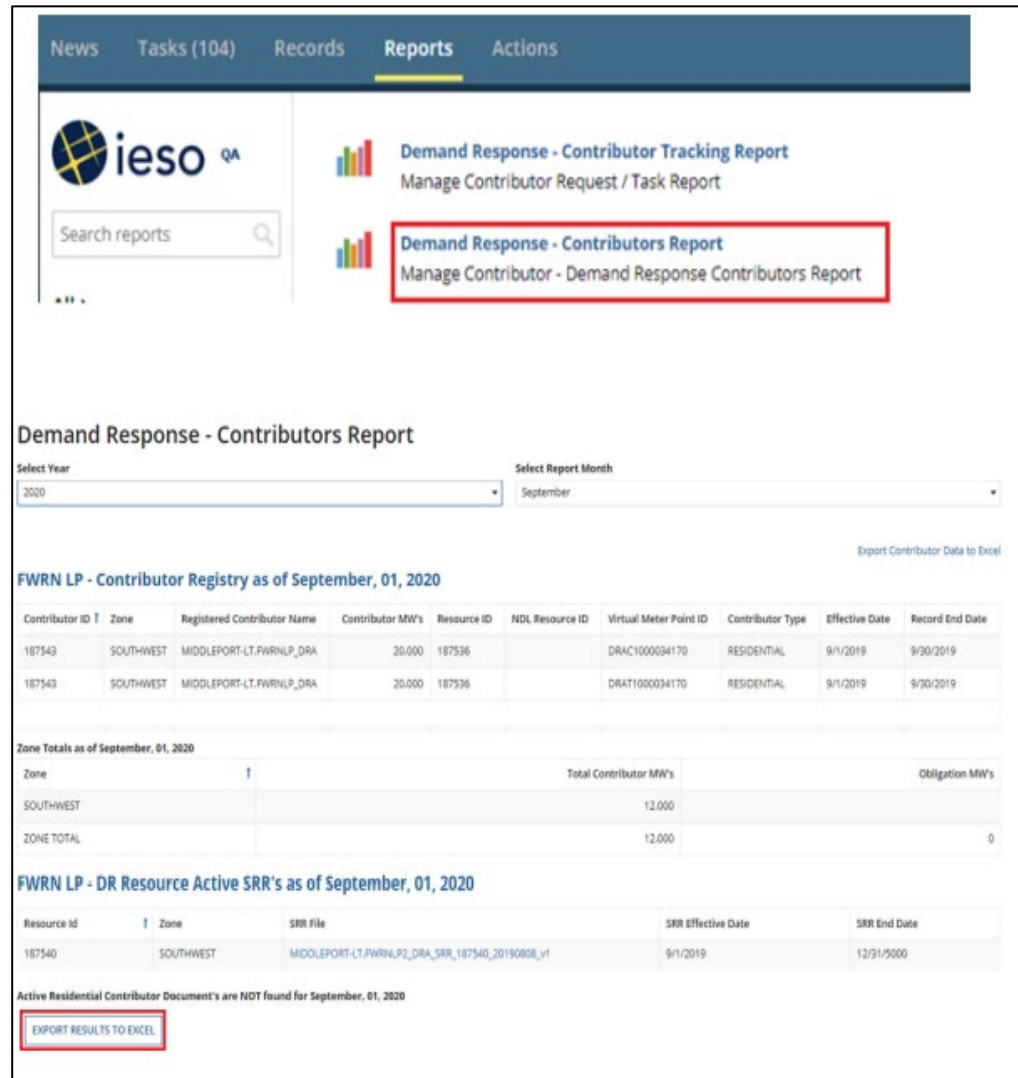
Step	Instruction	Picture
------	-------------	---------

20 (Res)	An email notification is sent after the IESO has approved the submission.	N/A
-------------	---------------------------------------------------------------------------	-----

21 (Res)	Click <b>Reports</b> on the menu bar at the top of the screen, and select <b>Demand Response – Contributors Report</b> to view the registered active contributors list for each zone/Demand Response Resource by month.	
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Select **Export Results** to Excel to export the **Contributors Report** to Excel.

The **Contributors Report** is now available for download as an Excel workbook.





**Step Instruction**

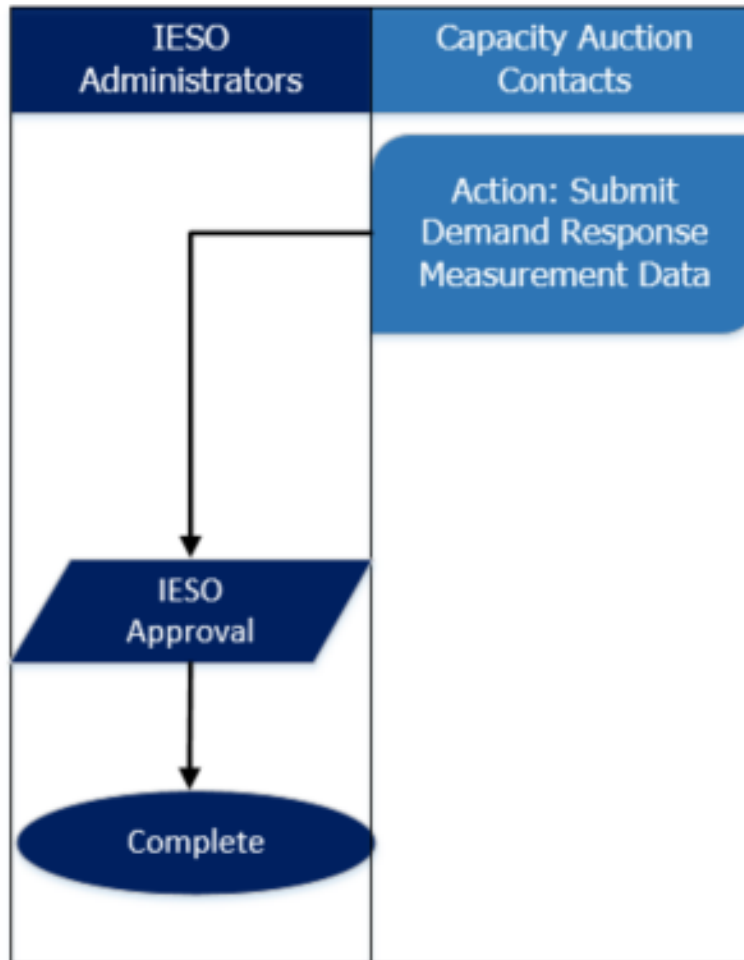
**Picture**

**22** Select the desired Residential Contributor File, and use the pop-up on the screen to download the file.  
**(Res)**

Resource Id	Zone	Residential Contributor File	Effective Date	End Date
143357	WEST	CHATHAM-LT.ENERGY-ABC_DRA_RES_143394_20170501_v1	5/1/2017	5/31/2017

## 9. How to Submit Demand Response Measurement Data

The following table provides step-by-step instructions, with accompanying screen captures, describing how to submit demand response measurement data using the Online IESO web-based registration system.



Step	Instruction	Picture
1	<p data-bbox="331 215 751 285"><b>Action: Submit Demand Response Measurement Data</b></p> <p data-bbox="331 305 751 410">Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="331 430 751 500">Enter your Username and Password, and click <b>Sign In</b>.</p>	 <p data-bbox="953 272 1171 354"><b>ieso</b></p> <p data-bbox="953 375 1518 435">Username</p> <p data-bbox="953 448 1518 508">Password</p> <p data-bbox="953 521 1325 548"><input checked="" type="checkbox"/> Remember me on this computer</p> <p data-bbox="953 602 1192 630"><a href="#">Forgot your password?</a></p> <p data-bbox="953 643 1157 670"><a href="#">Planned IT Outages</a></p> <p data-bbox="1388 581 1518 654"><b>SIGN IN</b></p> <p data-bbox="968 695 1234 722"><b>Legal Disclaimer:</b></p> <p data-bbox="968 727 1493 1060">Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.</p>

Step	Instruction	Picture
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**2** Click **Actions** on the menu bar at the top of the screen.

Select **Submit Demand Response Measurement Data** from the list of available action items displayed on the subsequent screen.

Note: This allows you to submit Virtual Measurement data with a virtual meter point ID associated to a Demand Response Resource

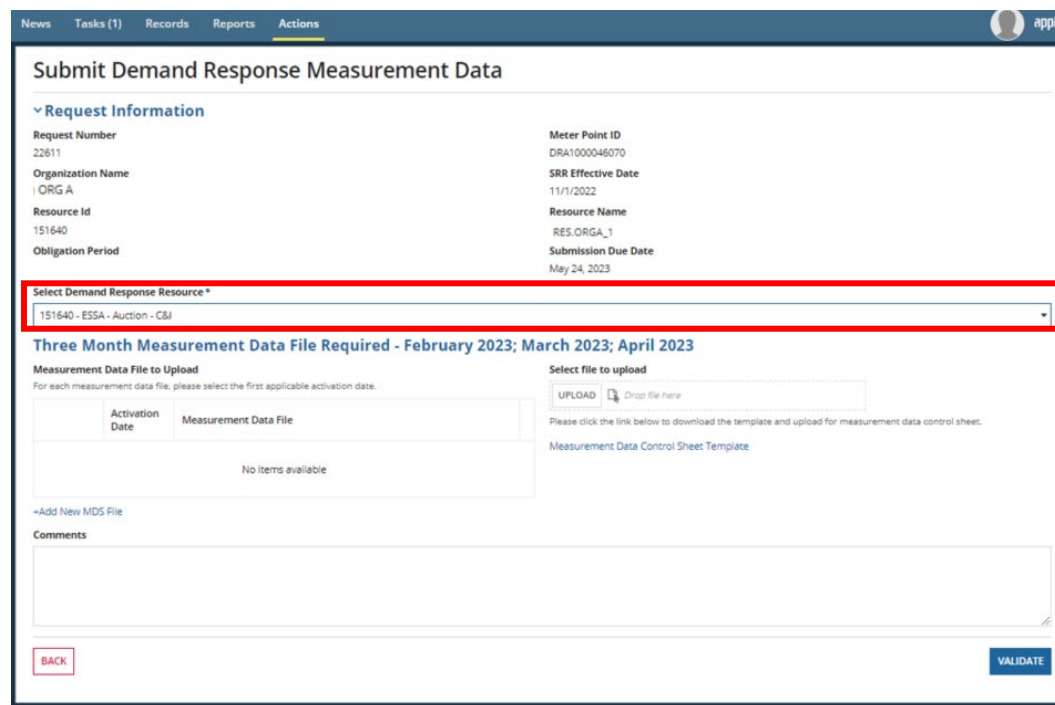


**3** Select a **Demand Response Resource** from the drop-down list. The page will expand as shown.

Note:

1. Measurement Data Control Sheet Template is available to download in the task
2. Measurement Data Submissions will be required based on Activation
3. Each submission will require a Measurement Data File based on the months indicated

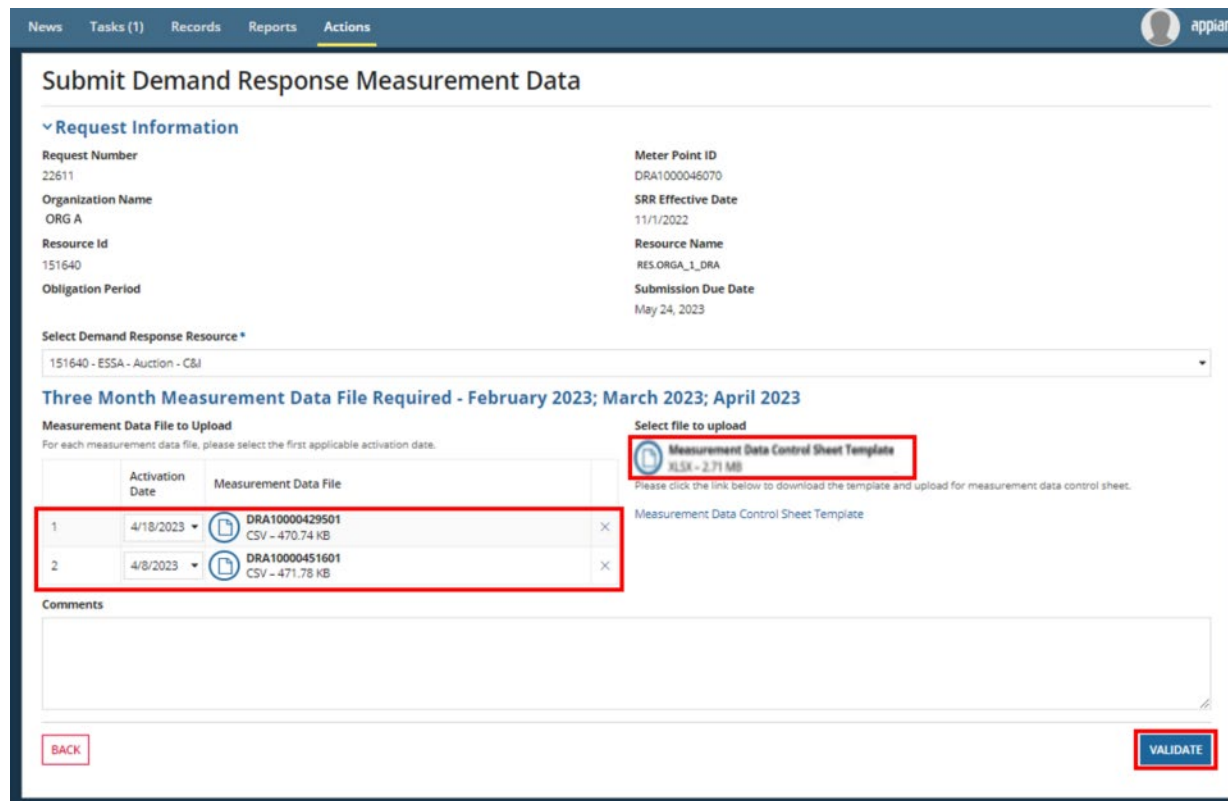
Multiple measurement data files can be uploaded to support contributor outage management.



Step	Instruction	Picture
------	-------------	---------

Note: The system will indicate the data required in the measurement submission (i.e., months of interest).

- 4 The screen is populated with registration data for the selected resource.
- Click **Upload** to locate and upload multiple measurement data files (in CSV format only). You are required to select the applicable activation date for each measurement data file.
- If more than one activation date is applicable to a file, specify all the activation dates in the comment box.
- Once uploaded, click **Validate**.



Step	Instruction	Picture
5 (C&I)	<p>Example of a Failed Validation</p> <p>The screen is populated with results when the validation process is complete. The validation will check:</p> <ol style="list-style-type: none"> <li>1. That the files formats meets requirements;</li> <li>2. The required months of data is submitted.</li> </ol> <p>Specific errors will be identified if the data does not pass validation.</p> <p>In this example, the number of records did not match what was expected (i.e., uploaded the wrong month).</p>	

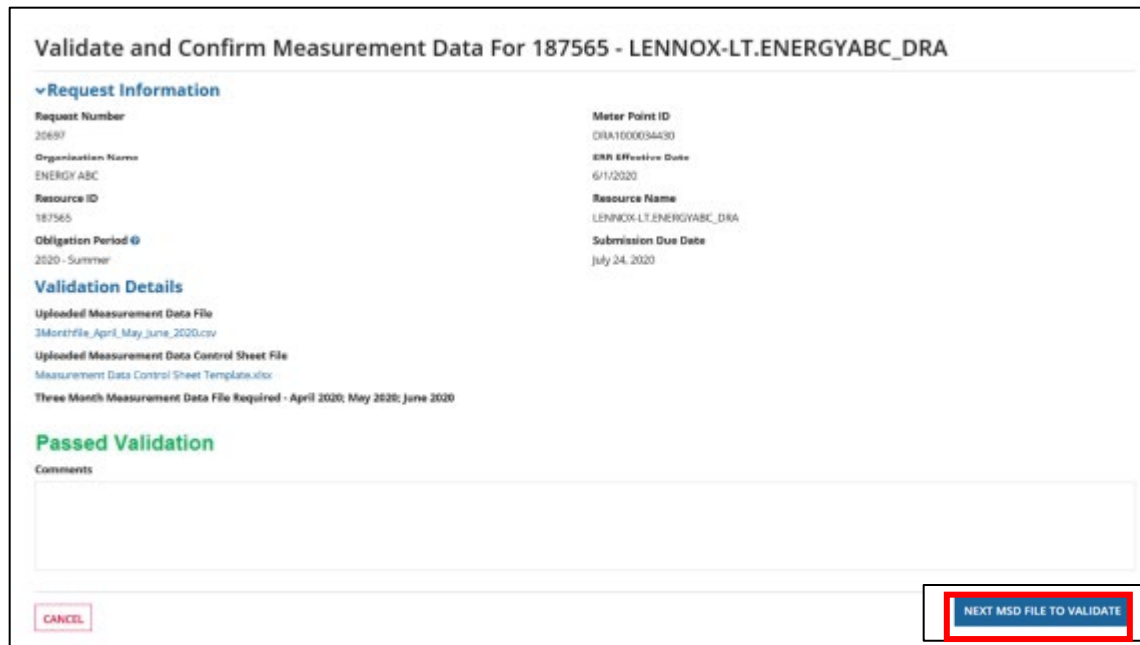
Step	Instruction	Picture
------	-------------	---------

**6**  
**(C&I)**

Example of a Passed Validation  
The screen is populated with the results when the validation process is complete. Click **Next MSD File to Validate**. The same validation process will be done for the second file.

Important Note: The process of completing the validation for the three -month file can take up to one minute because of the number of records.

Do not navigate away from the screen during this time.

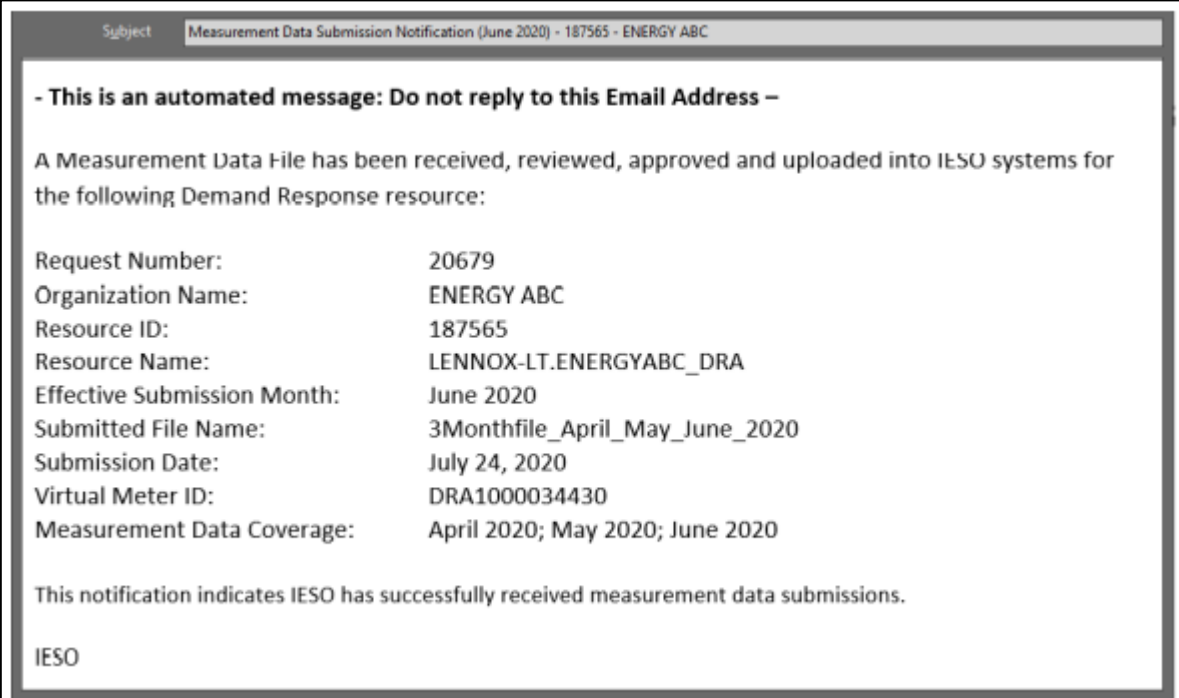


**7**  
**(C&I)**

A confirmation page is displayed after the files has been successfully validated.

Click **Finish** to complete the process.



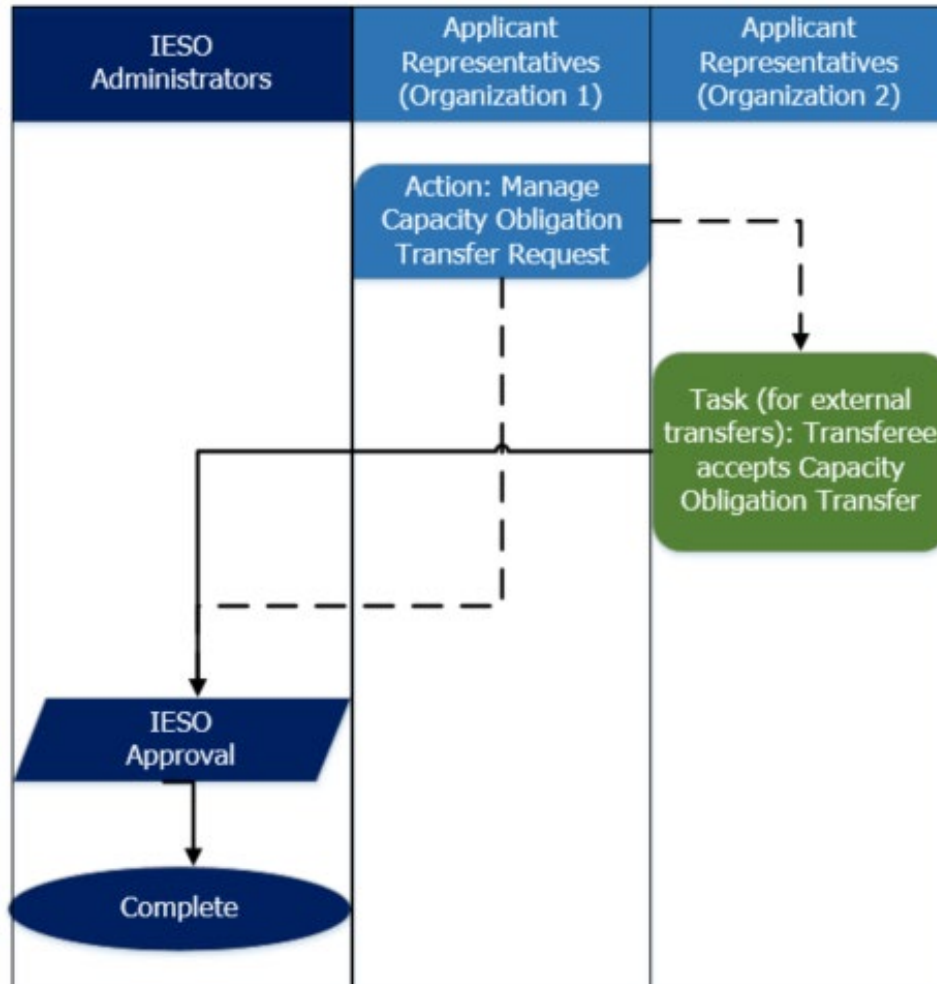
Step	Instruction	Picture																		
8 (C&I)	An email notification is sent after the IESO has implemented and approved the measurement data submission	 <p>The screenshot shows an email interface with a subject line: "Measurement Data Submission Notification (June 2020) - 187565 - ENERGY ABC". The body of the email contains the following text:</p> <p><b>- This is an automated message: Do not reply to this Email Address -</b></p> <p>A Measurement Data File has been received, reviewed, approved and uploaded into IESO systems for the following Demand Response resource:</p> <table border="0"> <tr> <td>Request Number:</td> <td>20679</td> </tr> <tr> <td>Organization Name:</td> <td>ENERGY ABC</td> </tr> <tr> <td>Resource ID:</td> <td>187565</td> </tr> <tr> <td>Resource Name:</td> <td>LENNOX-LT.ENERGYABC_DRA</td> </tr> <tr> <td>Effective Submission Month:</td> <td>June 2020</td> </tr> <tr> <td>Submitted File Name:</td> <td>3Monthfile_April_May_June_2020</td> </tr> <tr> <td>Submission Date:</td> <td>July 24, 2020</td> </tr> <tr> <td>Virtual Meter ID:</td> <td>DRA1000034430</td> </tr> <tr> <td>Measurement Data Coverage:</td> <td>April 2020; May 2020; June 2020</td> </tr> </table> <p>This notification indicates IESO has successfully received measurement data submissions.</p> <p>IESO</p>	Request Number:	20679	Organization Name:	ENERGY ABC	Resource ID:	187565	Resource Name:	LENNOX-LT.ENERGYABC_DRA	Effective Submission Month:	June 2020	Submitted File Name:	3Monthfile_April_May_June_2020	Submission Date:	July 24, 2020	Virtual Meter ID:	DRA1000034430	Measurement Data Coverage:	April 2020; May 2020; June 2020
Request Number:	20679																			
Organization Name:	ENERGY ABC																			
Resource ID:	187565																			
Resource Name:	LENNOX-LT.ENERGYABC_DRA																			
Effective Submission Month:	June 2020																			
Submitted File Name:	3Monthfile_April_May_June_2020																			
Submission Date:	July 24, 2020																			
Virtual Meter ID:	DRA1000034430																			
Measurement Data Coverage:	April 2020; May 2020; June 2020																			



Step	Instruction	Picture																										
9 (C&I)	<p>To view measurement submissions for each zone/DR resource by month, select <b>Demand Response - Measurement Data Submission Report</b> in the Reports tab.</p> <p><b>Note:</b> You can view all the details of your submissions for any previous month.</p> <p>Select Export Results to Excel to export the Measurement Data Submission Report to Excel.</p>	<p><b>Demand Response - Measurement Data Submission Report</b></p> <p><b>Report Filters:</b></p> <p>Submission Year: 2020  DRMP Name: ENERGY ABC  Effective Submission Month: June</p> <p><small>*Note: "Obligation Period" refers to each of the two six-month seasonal periods, the same as seasonal commitment period defined in the Demand Response Auction. In the Capacity Auction, the term "Commitment Period" refers to the entire length of time (i.e. 1 year) over which each auction secures capacity.</small></p> <table border="1"> <thead> <tr> <th>DRMP Name</th> <th>Zone Name</th> <th>Resource ID</th> <th>Resource Name</th> <th>Virtual Meter Point ID</th> <th>SRR Effective Date</th> <th>Measurement File Type</th> <th>Final Status</th> <th>Submission Date</th> <th>Re-Submission Date</th> <th>Obligation Id</th> <th>Obligation Period*</th> <th>Effective submission date</th> </tr> </thead> <tbody> <tr> <td>ENERGY ABC</td> <td>EAST</td> <td>187565</td> <td>LENNDX-LT.ENERGYABC_DRA</td> <td>DBA1000034430</td> <td>6/1/2020</td> <td>Three Month</td> <td>Submitted</td> <td>7/24/2020</td> <td></td> <td>0001</td> <td>Summer 2020</td> <td>6/1/2020</td> </tr> </tbody> </table> <p>EXPORT RESULTS TO EXCEL</p>	DRMP Name	Zone Name	Resource ID	Resource Name	Virtual Meter Point ID	SRR Effective Date	Measurement File Type	Final Status	Submission Date	Re-Submission Date	Obligation Id	Obligation Period*	Effective submission date	ENERGY ABC	EAST	187565	LENNDX-LT.ENERGYABC_DRA	DBA1000034430	6/1/2020	Three Month	Submitted	7/24/2020		0001	Summer 2020	6/1/2020
DRMP Name	Zone Name	Resource ID	Resource Name	Virtual Meter Point ID	SRR Effective Date	Measurement File Type	Final Status	Submission Date	Re-Submission Date	Obligation Id	Obligation Period*	Effective submission date																
ENERGY ABC	EAST	187565	LENNDX-LT.ENERGYABC_DRA	DBA1000034430	6/1/2020	Three Month	Submitted	7/24/2020		0001	Summer 2020	6/1/2020																

## 10. How to Complete a Capacity Obligation Transfer Request

The following chapter provides step-by-step instructions, with accompanying screen captures, describing the process for completing a capacity obligation transfer request using the Online IESO web-based system.



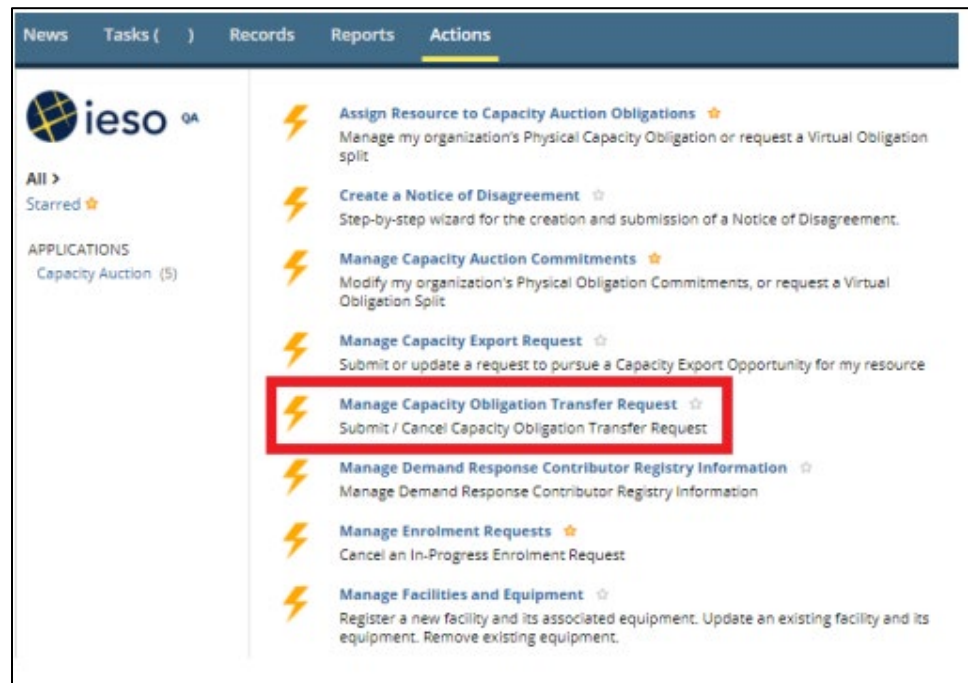
Step	Instruction	Picture
1	<p data-bbox="331 217 751 285"><b>Action: Manage Capacity Obligation Transfer Request</b></p> <p data-bbox="331 306 751 410">The Capacity Auction Contact is the contact role that can submit a transfer request.</p> <p data-bbox="331 431 751 532">Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="331 553 751 623">Enter your Username and Password and click <b>Sign In</b>.</p>	

Step	Instruction	Picture
------	-------------	---------

**2** Click **Actions** on the menu bar at the top of the page.

Select **Manage Capacity Obligation Transfer Request** from the list of available action items displayed on the subsequent screen.

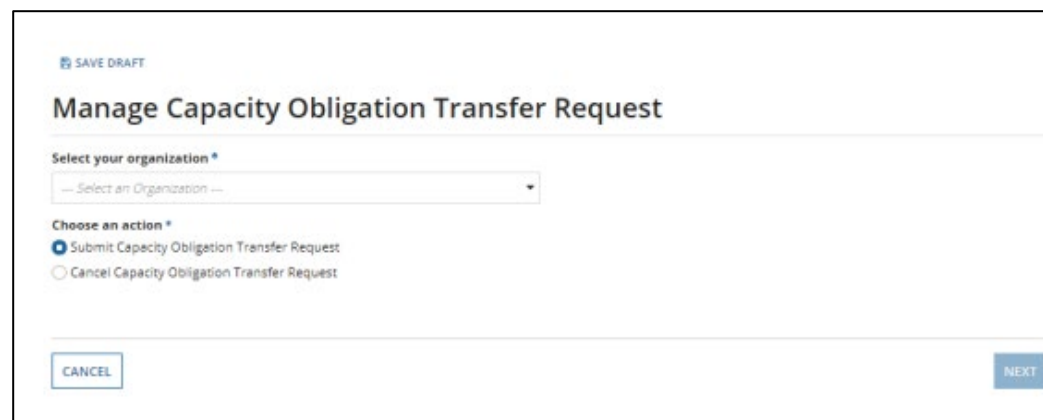
Note: This action allows you to transfer some or all of an individual capacity obligation to another organization, or to another CAR within your own organization.



**3** Select your organization name from the drop-down list and choose whether you wish to **Submit** or **Cancel** a capacity obligation transfer request.

Click **Next**.

To cancel a transfer request, skip to Step 9.



Step	Instruction	Picture
------	-------------	---------

**4** On the following screen, you will select the applicable obligation period in which you wish to make the transfer from the drop down list.

Note: the transfer can only be made within the same obligation period.

Based on the obligation period that is selected, the applicable Capacity Auction Resource (CAR) data relevant to your organization will be displayed on the screen. As part of this request, you will need to identify:

- The CAR from which you wish to transfer the obligation from;
- The amount of capacity you wish to transfer;
- The organization to which you wish to transfer capacity, or if to your own organization, the CAR that will receive the obligation.

Each transfer request is submitted for one CAR at a time, and can be accepted by only one CAR. Click **Submit**.

**Submit Capacity Obligation Transfer Request**

Organization \_\_\_\_\_ Request Number 7

Please note that all capacity obligation transfer requests are subject to IESO approval.

**Available Capacity Obligations**

Obligation Period: 2021 SUMMER

Please select obligation period to see the related obligations

Obligations for 2021 SUMMER (5/1/2021 - 10/31/2021)

Please select a CAR from which you want to transfer capacity obligation

<input type="checkbox"/> CAR Name	CAR Type	Zone	Type	Capacity Obligation (MW)	Price \$
<input type="checkbox"/>	Capacity Generation Resource	NORTHWEST	PHYSICAL	40	\$16
<input type="checkbox"/>	Virtual Hourly Demand Response - C&I	NORTHEAST	VIRTUAL	1.1	100
<input type="checkbox"/>	Capacity Storage Resource	NORTHWEST	PHYSICAL	4	\$16

Transfer amount (MW) \*

Please enter the amount of capacity to transfer

Transfer to:

My Organization

Other Organization

Please select my organization if you are transferring capacity to another CAR owned by your organization, otherwise select other organization. And click NEXT

CANCEL SUBMIT

Step	Instruction	Picture
------	-------------	---------

- 5** If the transfer is to another organization, you will need to identify the receiving organization to which the transfer will take place. This can be selected in the **Capacity Transferee's Organization** drop-down list. If the transfer is to your own organization, proceed to **Step 8**.

Note: Online IESO will only display organizations that are eligible to receive the transfer.

Click **Submit**. A task will be issued to the Capacity Auction Contact of the receiving organization.

**Submit Capacity Obligation Transfer Request**

Organization \_\_\_\_\_ Request Number 31

Please note that all capacity obligation transfer requests are subject to IESO approval.

Capacity obligation transfer for 2021 SUMMER (5/1/2021 - 10/31/2021)

Transfer amount: 1 MW  
Obligation Period: 2021 SUMMER

Capacity transferee's Capacity Auction Resource						
CAR Name	CAR Type	Zone	Type	Initial Capacity (MW)	New Capacity (MW)	Price \$
	Capacity Storage Resource	NORTHWEST	PHYSICAL	4	3	\$16

Capacity transferee's Organization \*

Select Target Organization

Select Target Organization

CANCEL SUBMIT

**Step**

**Instruction**

**Picture**

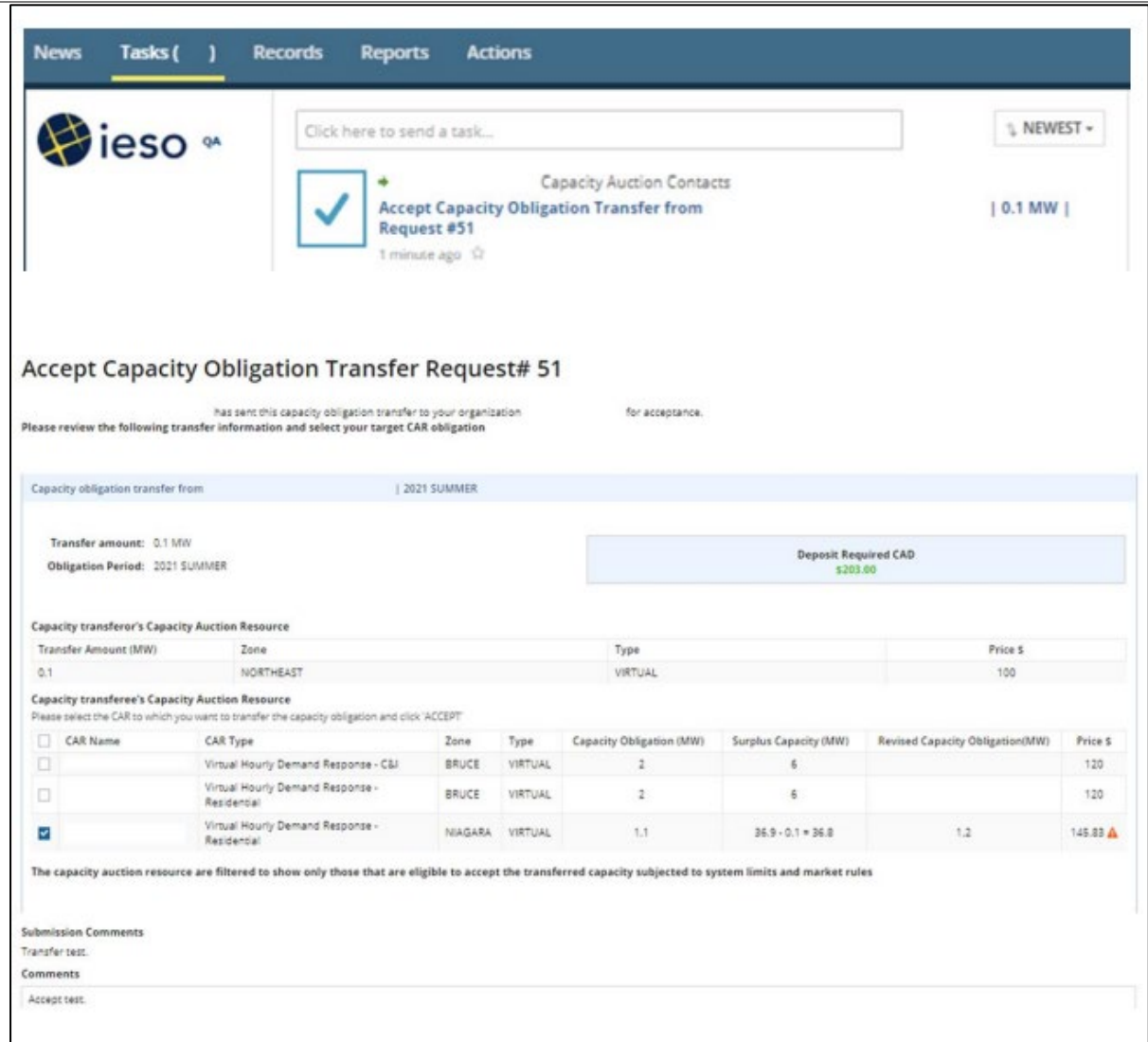
6

**Task: Accept Capacity Obligation Transfer**

As part of accepting the capacity obligation transfer, the receiving organization (Transferee) must identify the CAR that will receive the capacity. Online IESO will limit the receiver to CAR's with the following characteristics:

- They must be the same obligation type (i.e. physical vs virtual);
- The CAR must have surplus capacity;
- The CAR must be in a zone that's not at it's zonal/group limit (i.e. zonal/group limits will not be exceeded as a result of the transfer).

Once a CAR has been selected, click **Accept**, and the request will go to the IESO for approval.



Step	Instruction	Picture
	<p>As part of this approvals process, the IESO will evaluate whether any additional deposit or prudential amount is required and will coordinate this accordingly. If the receiving organization chooses to reject the transfer request, an email will be sent to the transferor to inform them.</p>	
7	<p>If the receiving organization accepts the capacity using a CAR that is not yet registered, or if they are not a Capacity Market Participant (CMP), they must become a CMP, register the resource and use the <b>Assign Resource to Capacity Obligation</b> action in Online IESO.</p>	<p>&lt;See steps for CMP authorization, Register a Resource and Assign Resource to Capacity Obligation&gt;</p>



**Step****Instruction****Picture****8**

If the transfer is to your own organization, the screen will display your available CAR data for the selected obligation period.

The upper portion of the table (Capacity transferor's CAR) displays the source obligation information, while the lower portion of the table (Capacity transferee's CAR) displays the destination obligation information.

Choose one transferee CAR to receive the transfer. Once a CAR has been selected, click **Submit**, and the request will go to the IESO for approval.

As part of this approvals process, the IESO will evaluate whether any additional deposit or prudential amount is required and will coordinate this accordingly.

### Submit Capacity Obligation Transfer Request

Organization Request Number  
40

Please note that all capacity obligation transfer requests are subject to IESO approval.

Capacity obligation transfer for 2021 SUMMER (5/1/2021 - 10/31/2021)

Transfer amount: 1 MW  
Obligation Period: 2021 SUMMER

Capacity transferor's Capacity Auction Resource

CAR Name	CAR Type	Zone	Type	Initial Capacity (MW)	New Capacity (MW)	Price \$
	Virtual Hourly Demand Response - C&I	EAST	VIRTUAL	15	14	\$16

Capacity transferee's Capacity Auction Resource\*

Select the CAR to which you want to transfer the capacity obligation and click 'SUBMIT'

<input type="checkbox"/>	CAR Name	CAR Type	Zone	Type	Capacity Obligation (MW)	Surplus Capacity (MW)	Revised Capacity Obligation(MW)	Price \$
<input type="checkbox"/>		Virtual Hourly Demand Response - C&I	BRUCE	VIRTUAL	2	6		120
<input type="checkbox"/>		Virtual Hourly Demand Response - Residential	NIAGARA	VIRTUAL	1.1	36.9		150
<input type="checkbox"/>		Virtual Hourly Demand Response - Residential	BRUCE	VIRTUAL	2	6		120
<input type="checkbox"/>		Virtual Hourly Demand Response - C&I	NIAGARA	VIRTUAL		36.9		
<input checked="" type="checkbox"/>		Virtual Hourly Demand Response - Residential	SOUTHWEST	VIRTUAL	25	175 - 1 = 174	25	516

5 items

The capacity auction resource are filtered to show only those that are eligible to accept the transferred capacity subjected to system limits and market rules

Step	Instruction	Picture
9	<p>If your submitted transfer is to another organization and you wish to cancel, you may do so up to the point the receiving organization processes their task.</p> <p>Once the task is processed by the Transferee, the option to cancel is not available in Online IESO.</p> <p>To cancel, click <b>Actions</b> on the menu bar at the top of the page. Select <b>Manage Capacity Obligation Transfer Request</b> from the list of available action items displayed on the subsequent screen.</p> <p>Choose the request you wish to cancel by selecting the check box, enter the cancellation reason in the field that's provided, and click <b>Submit</b>. If your transfer is to your own organization, there is no option to cancel it in Online IESO after the request is submitted to the IESO.</p>	

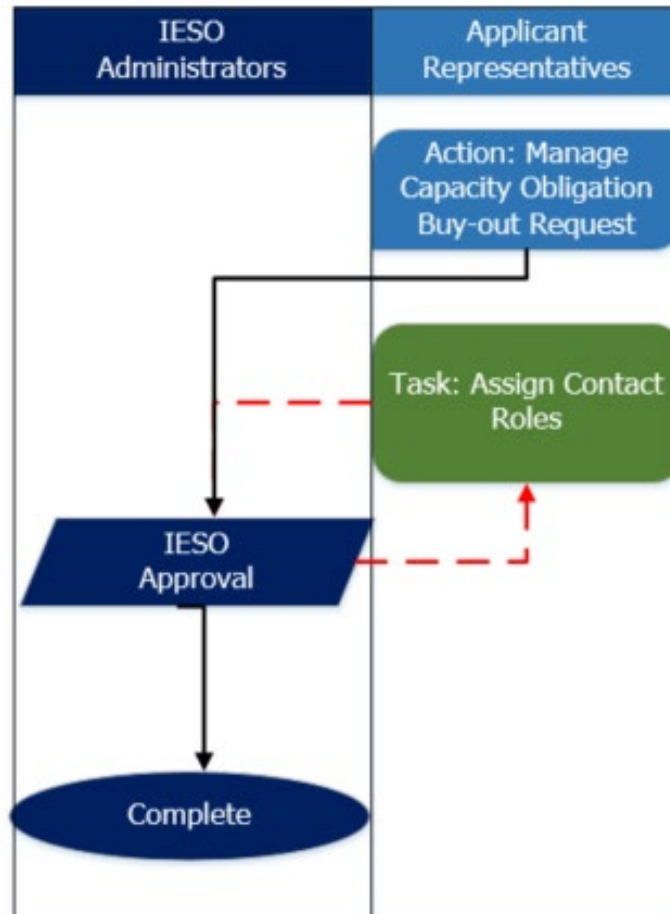
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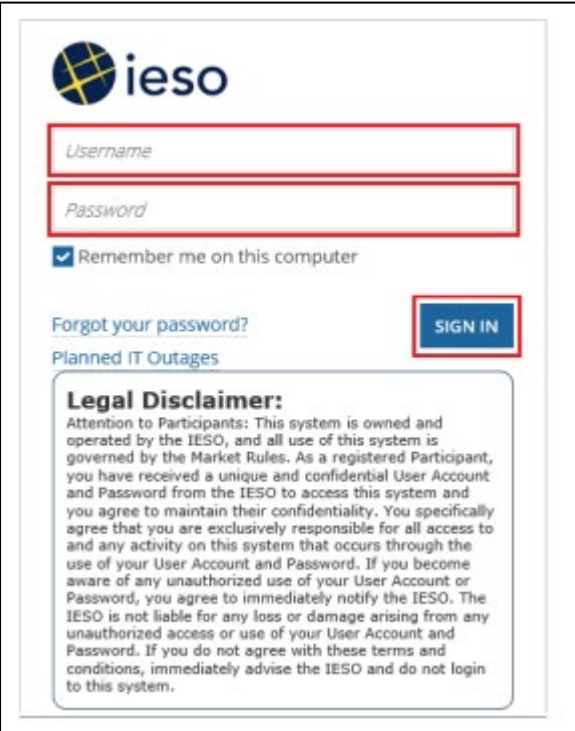
<b>Step</b>	<b>Instruction</b>	<b>Picture</b>
	<p>Note: if you wish to submit a second transfer request from the same capacity obligation, you cannot do so until the first transfer request is approved by the IESO. Approval includes satisfying any revised prudential or deposit requirements.</p>	

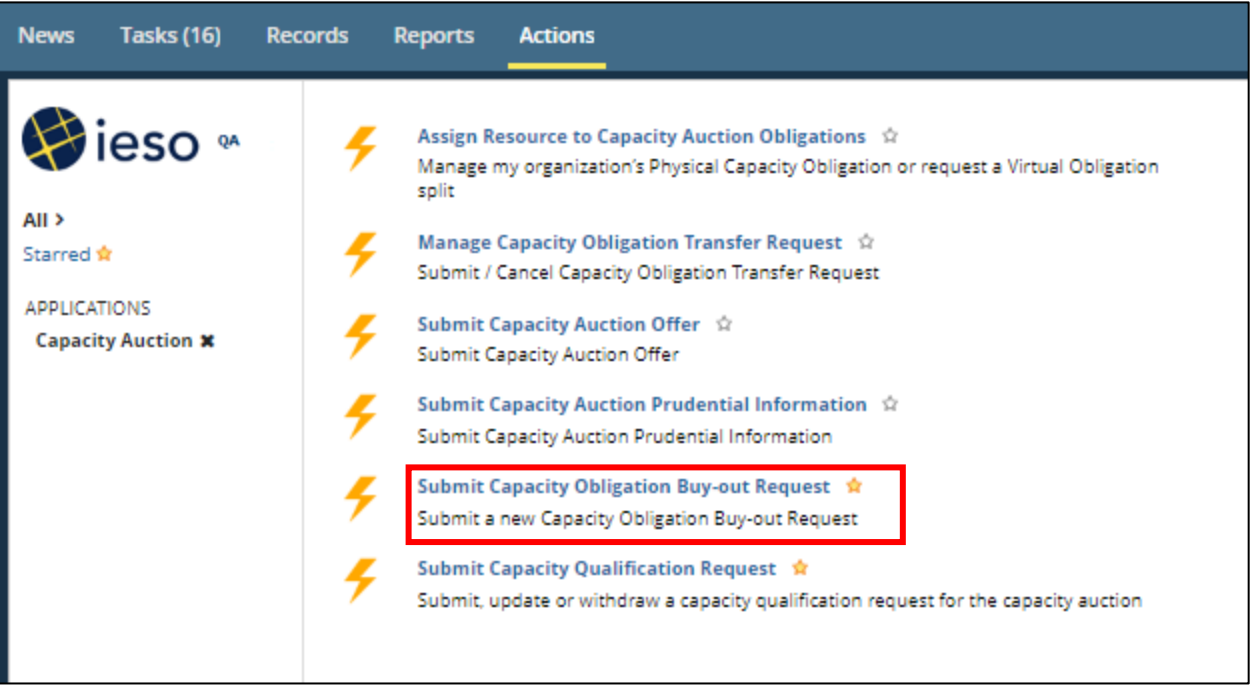
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# 11. How to Complete a Capacity Obligation Buy-out Request

The following table provides step-by-step instructions, with accompanying screen captures, describing the process for completing a capacity obligation buy-out request using the Online IESO web-based system.

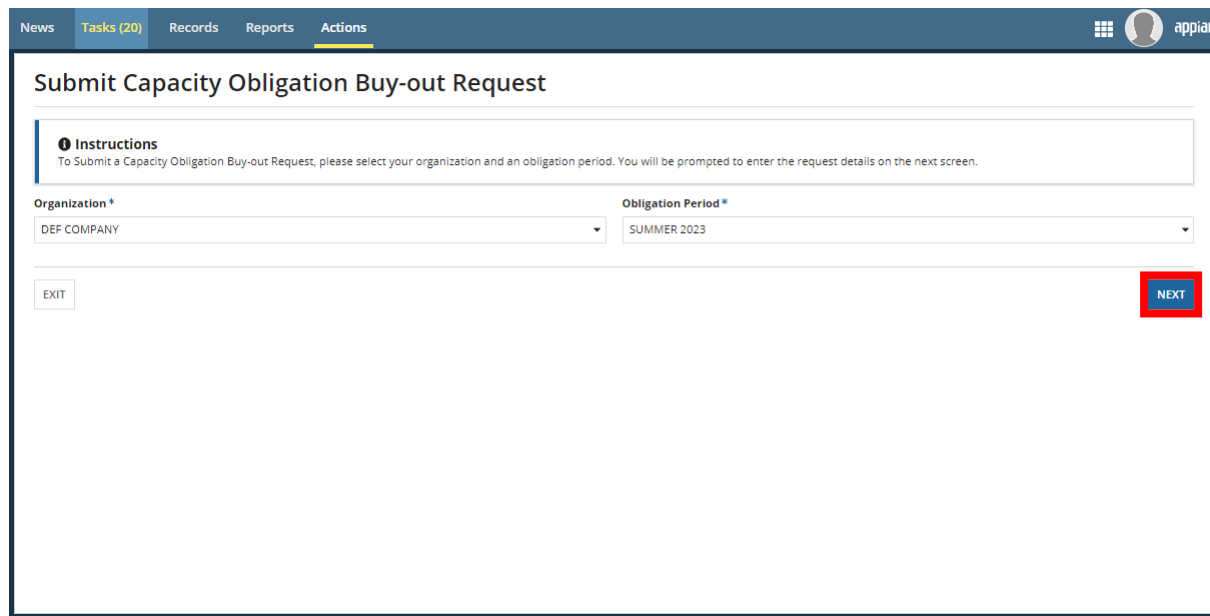


Step	Instruction	Picture
1	<p data-bbox="331 220 751 285"><b>Action: Manage Capacity Obligation Buy-out Request</b></p> <p data-bbox="331 310 751 410">The Capacity Auction Contact is the contact role that can submit a buy-out request.</p> <p data-bbox="331 435 751 532">Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="331 557 751 623">Enter your Username and Password and click <b>Sign In</b>.</p>	

Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the page.</p> <p>To submit a partial (for a portion of a capacity obligation) or full (for the entire capacity obligation) buy-out request, select <b>Submit Capacity Obligation Buy-out Request</b> from the list of available action items displayed on the subsequent screen.</p>	 <p>The screenshot shows the IESO QA interface. At the top, there is a navigation bar with tabs for 'News', 'Tasks (16)', 'Records', 'Reports', and 'Actions'. The 'Actions' tab is selected and highlighted with a yellow underline. Below the navigation bar, the IESO logo and 'QA' are visible. On the left side, there is a sidebar with 'All &gt;', 'Starred ☆', and 'APPLICATIONS' including 'Capacity Auction ✕'. The main content area displays a list of actions, each with a yellow lightning bolt icon and a star icon. The action 'Submit Capacity Obligation Buy-out Request ☆' is highlighted with a red rectangular box. Below it, the description reads 'Submit a new Capacity Obligation Buy-out Request'. Other actions include 'Assign Resource to Capacity Auction Obligations ☆', 'Manage Capacity Obligation Transfer Request ☆', 'Submit Capacity Auction Offer ☆', 'Submit Capacity Auction Prudential Information ☆', and 'Submit Capacity Qualification Request ☆'.</p>

Step	Instruction	Picture
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**3** Select your **Organization** name from the drop-down list and the **obligation period** for which you want to buy-out the capacity obligation.  
Click **Next**.



**Step****Instruction****Picture****4**

On the following screen, you will be presented with a table of all the Capacity Auction Resources (CARs) relevant to your organization. As part of this buy-out request, you will need to identify:

- The CAR associated with the capacity obligation the buy-out is for;
- The amount of capacity you wish to buy-out;
- The effective date of buy-out.

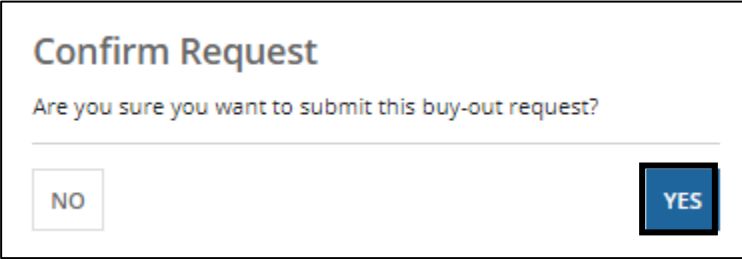
You may also leave a note for your buy-out request in the comment box.

Each buy-out request is submitted for one CAR at a time. Click **Submit**.

Note: The revised capacity obligation after subtracting the buy-out capacity must be a minimum of 1 MW for a partial buy-out, or 0 MW for a full buy out. The effective date of buy-out date must be at least two (2) business days out from the request date.

The screenshot shows the 'Submit Capacity Obligation Buy-out Request' form. At the top, there are navigation tabs: News, Tasks (21), Records, Reports, and Actions. The form title is 'Submit Capacity Obligation Buy-out Request'. Below the title, there is an 'Instructions' section with two bullet points: 'Select the CAR associated with this buy-out request, and provide the buy-out capacity and effective day of buy-out.' and 'Please note that all capacity obligation buy-out requests are subject to IESO approval. Once reviewed, you will be notified of the status of your request.' Below the instructions, there are fields for 'Organization Name' (DEF COMPANY) and 'Obligation Period' (SUMMER 2023). A section titled 'Available Capacity Obligations' contains a table with columns: Capacity Obligation ID, CAR Name, CAR Type, Zone, Type, Obligation Capacity (MW), and Price. One row is selected with a checkmark: 48297, FACI, Virtual Hourly Demand Response - C&I, NORTHEAST, VIRTUAL, 50, \$56.00. Below the table is the 'Buy-out Details' section, which has two highlighted fields: 'Buy-out Capacity (MW)\*' with the value '10' and 'Effective Date of Buy-out\*' with the value '08/01/2023'. There is also a 'Comments' section with an 'Add Comment' field containing the text 'Buy-out request for 10MW effective date August 1, 2023'. At the bottom, there are buttons for 'EXIT', 'BACK', and 'SUBMIT'.



Step	Instruction	Picture
5	<p>A dialog box will display asking you to confirm the submission of the buy-out request. Click <b>Yes</b>.</p> <p>A confirmation email of the approved buy-out will be sent within two (2) business days. Within the following five (5) business days, an email will be sent by the IESO to confirm other buy-out details, including settlement amounts and revised capacity prudential support.</p> <p>You may also go to the <b>Records</b> page to view the buy-out requests submitted and their status under <b>Capacity Obligation Buy-out Requests</b>.</p> <p>Note: A buy-out request cannot be withdrawn once it is submitted.</p>	

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## 12. Additional Resources

- Capacity Auction Manual : 12.0 - Capacity Auctions (MAN-44)
- Outage Management: 7.3 - Outage Management (IMP\_PRO\_0035)
- [Submitting, Revising and Cancelling Energy Bids](#)
- [Submitting, Revising and Cancelling Energy Offers](#)
- [Submitting, Revising and Cancelling Import Offers and Export Bids](#)
- [Online IESO Roles and Responsibilities](#)
- [IESO Gateway User Guide](#)
- [Capacity Auction \(ieso.ca\)](#)