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# Beacon FIT Supplier

Digital User Guide

Registration, Overview and Account Maintenance



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# Getting Started

## Disclaimer

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

## What is Beacon?

Beacon is a new tool that the IESO introduced in 2019 that enables you to manage all of your active FIT Contracts online. Beacon consolidates all FIT Contract information into one place and integrates the Contract management functions of the FIT program, creating a single comprehensive and secure system that allows for accurate and efficient data management.

Beacon is used to view information, manage contractual obligations, and send and receive notifications for existing FIT Contracts.

## FIT Program Roles

Beacon allows for the following FIT Program Roles for the purpose of managing the FIT Contract as described below.

### Beacon Program Roles

Role	Description
Supplier Approver	<p>The Supplier Approver is the FIT Contract counterparty or an individual who has the authority to act on behalf of the Supplier (i.e. a director or executive of a corporation, estate trustee, etc.). References to “you” and “your” throughout this user guide are references to a Supplier Approver.</p> <p><b>Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the FIT Contract.</b></p>
Supplier Agent	<p>The Supplier Agent is an optional role assigned by the Supplier Approver in relation to a FIT Contract. When assigned to a FIT Contract, a Supplier Agent can view the FIT Contract and related information and prepare certain types of requests for review and approval by a Supplier Approver.</p> <p><b>A Supplier Agent’s actions must be reviewed and approved by a Supplier Approver before being submitted to the IESO.</b></p>

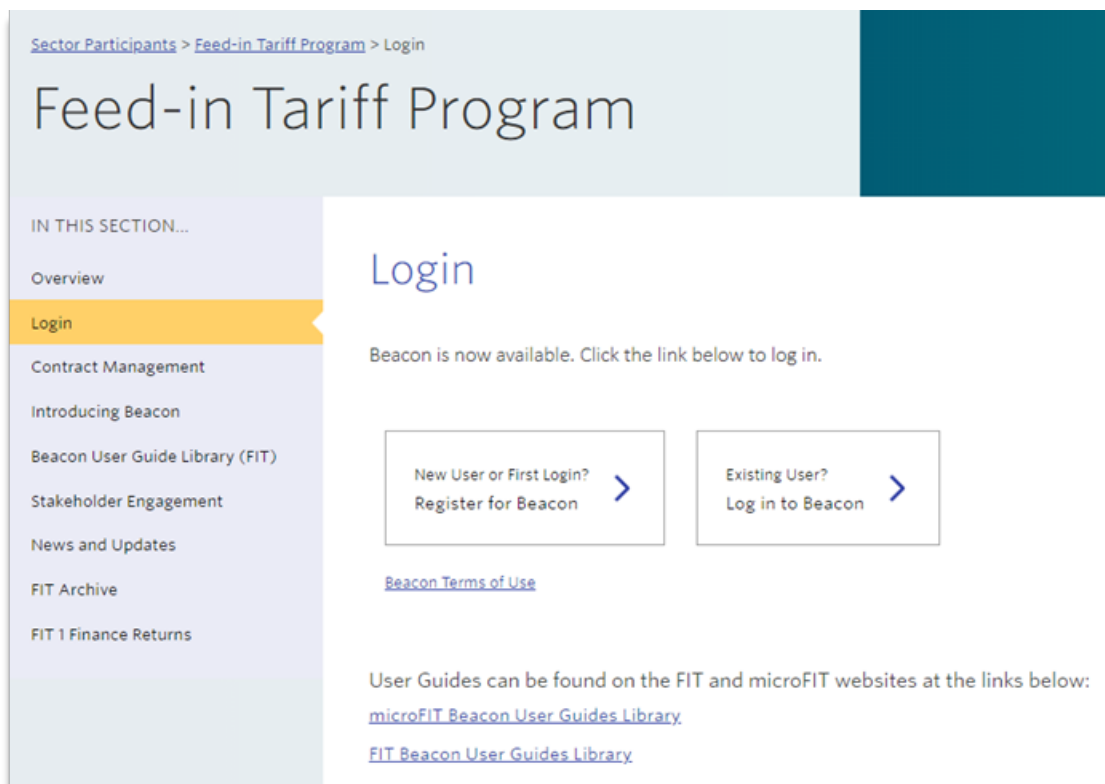
Role	Description
IESO CM FIT Senior Analyst	The IESO CM FIT Senior Analyst is responsible for regular review and processing of requests submitted by the Supplier Approver to the IESO. The IESO CM FIT Senior Analyst can also initiate certain requests that are to be reviewed by the Supplier Approver.
IESO CM FIT Approver	The IESO CM FIT Approver is responsible for final review and approval of certain requests after the completion of the initial review by the IESO CM FIT Senior Analyst.

## Registering Your Login

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

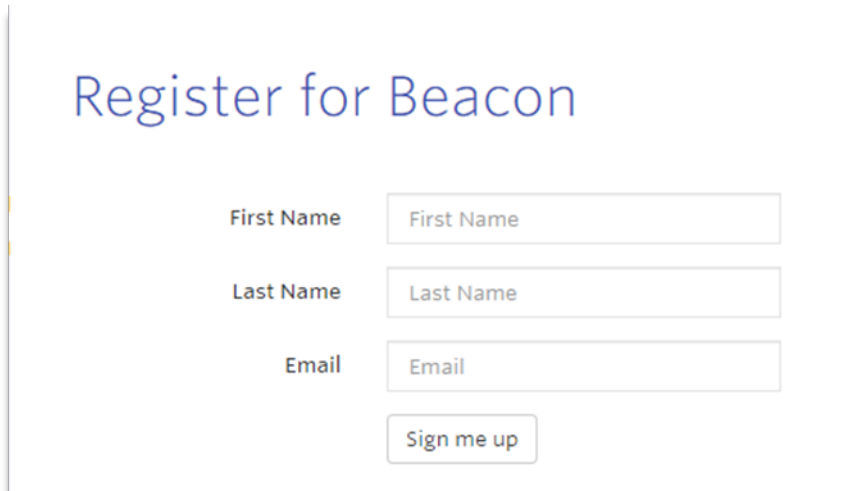
### Procedure

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



3. Enter your first name, last name and email address.

4. Select **Sign me up**.



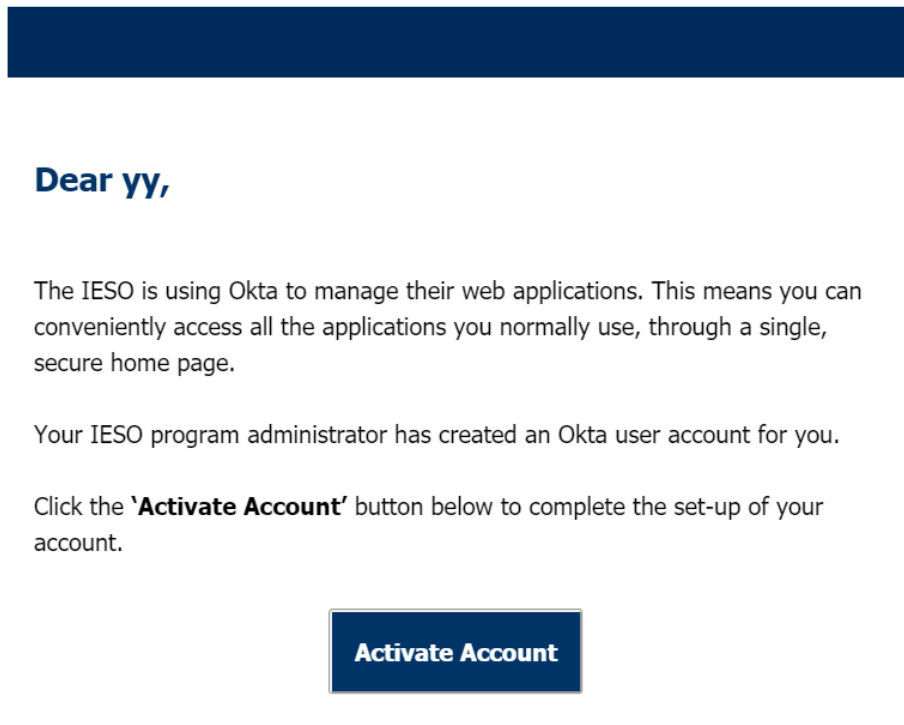
Register for Beacon

First Name

Last Name

Email

5. You will receive an account activation email shortly. Open the activation email, and then select **Activate Account**. This brings you to the registration window.



**Dear yy,**

The IESO is using Okta to manage their web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page.


Your IESO program administrator has created an Okta user account for you.

Click the '**Activate Account**' button below to complete the set-up of your account.

6. Enter a password.

Welcome to Independent Electricity System Operator (qa-ieso) - Preview, John!


Create your Independent Electricity System Operator (qa-ieso) - Preview account

 Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username.

Repeat new password



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



Set up multifactor authentication

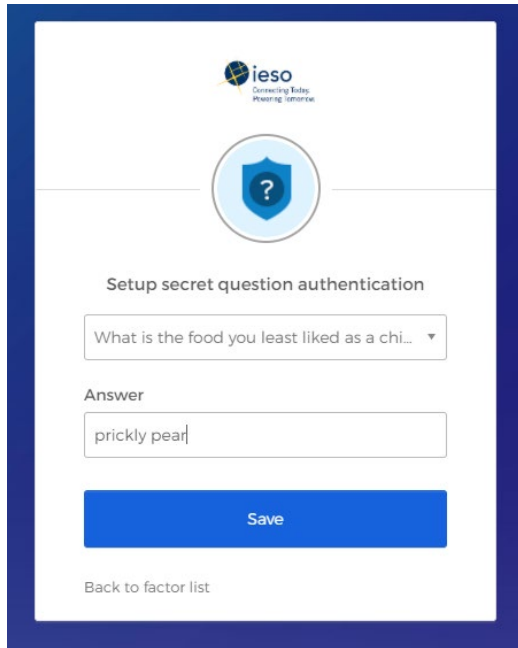
Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account


Setup required


 Security Question   
Use the answer to a security question to authenticate.

[Configure factor](#)

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



  
Connecting today.  
Powering tomorrow.



Setup secret question authentication

What is the food you least liked as a chi... ▼

Answer

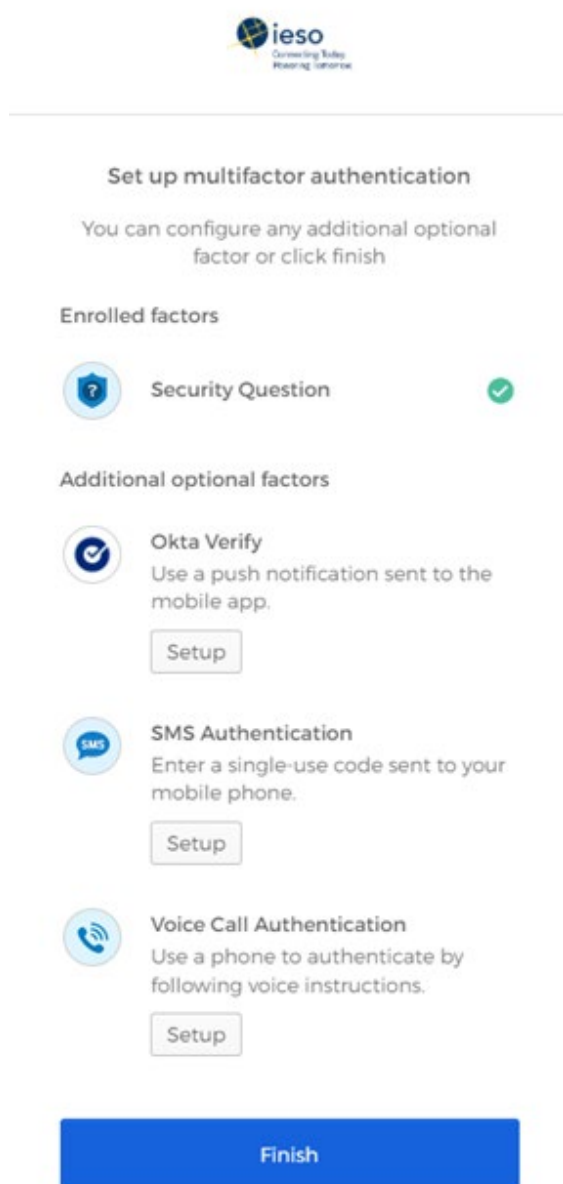
prickly pear

Save

[Back to factor list](#)

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

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

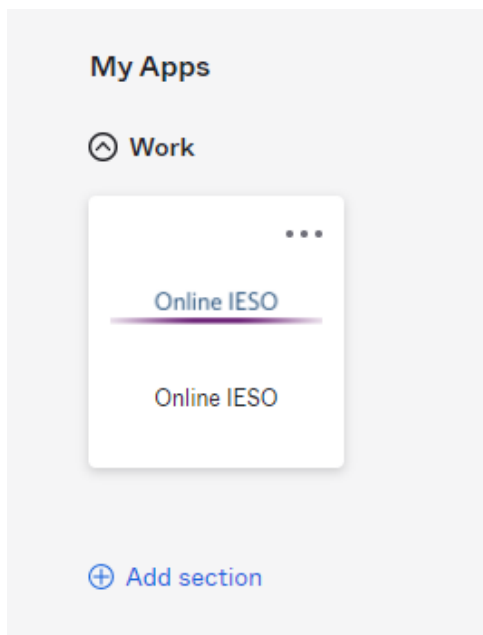


The screenshot shows the IESO multifactor authentication setup interface. At the top is the IESO logo with the tagline "Connecting Today. Powering Tomorrow." Below the logo, the heading "Set up multifactor authentication" is displayed. A sub-header states, "You can configure any additional optional factor or click finish". Under the "Enrolled factors" section, "Security Question" is listed with a green checkmark icon. The "Additional optional factors" section lists three options: "Okta Verify" (with a description "Use a push notification sent to the mobile app." and a "Setup" button), "SMS Authentication" (with a description "Enter a single-use code sent to your mobile phone." and a "Setup" button), and "Voice Call Authentication" (with a description "Use a phone to authenticate by following voice instructions." and a "Setup" button). At the bottom of the screen is a large blue "Finish" button.

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



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



12. Next you will be brought to the Available Programs dashboard. Select the FIT-microFIT Supplier program tile. This will then bring you to the **MY TASKS** page in Beacon.

Welcome to the IESO Programs dashboard. Please select the program you wish to participate in below to proceed to the appropriate site.

### FIT-microFIT Supplier



#### Start Supplier Request

The Feed-In Tariff (FIT) Program was developed to encourage and promote greater use of renewable energy sources. The microFIT Program supports the development of small or "micro" renewable electricity generation projects (10 kilowatts (kW) or less in size) such as solar panel installations.

### Retrofit



#### Register for Retrofit

The Retrofit program is designed to provide a variety of options for businesses, so you can find the right fit for your operations, regardless of your industry.

13. If you are a current contact on a FIT contract accessing Beacon for the first time, you will be prompted to begin your Verification Tasks. Please refer to the **Verification Tasks** user guide for further instructions on completing those tasks.

14. If you are a new user, this brings you to the Complete Contact Details page. Enter your contact details, and then select **Register Supplier Contact**.

The screenshot shows a web form titled "Complete Contact Details" under the heading "Register/Verify Supplier Contact". The form is divided into several sections with blue headers:

- First Name**: Input field with "John" entered.
- Last Name**: Input field with "Smith" entered.
- Middle Name**: Empty input field.
- Supplier Contact Email**: Section header.
- Alternate Email 1**: Empty input field.
- Alternate Email 2**: Empty input field.
- Supplier Contact Address**: Section header.
- Street Address \***: Input field with placeholder "e.g. 120 Adelaide Street West, P.O. box".
- Additional Mailing Information (optional)**: Input field with placeholder "Apartment, suite, unit, rural route, etc".
- Country \***: Dropdown menu with "Select Country" as the selected option.
- City \***: Empty input field.
- Postal Code \***: Empty input field.
- Supplier Contact Phone**: Section header.
- Main Phone \***: Input field with placeholder "(###) ###-####".
- Extension**: Input field.
- Alternate Phone**: Input field with placeholder "(###) ###-####".
- Extension**: Input field.
- Fax**: Input field with placeholder "(###) ###-####".
- Fax 2**: Input field with placeholder "(###) ###-####".

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

15. A dialog box is opened, select **Yes**. This brings you to the Registration Confirmation page.

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

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

 SAVE DRAFT

## Registration Confirmation

Your Contact registration is complete. To proceed with Supplier Registration please click the link below

[Open Supplier Registration page](#)

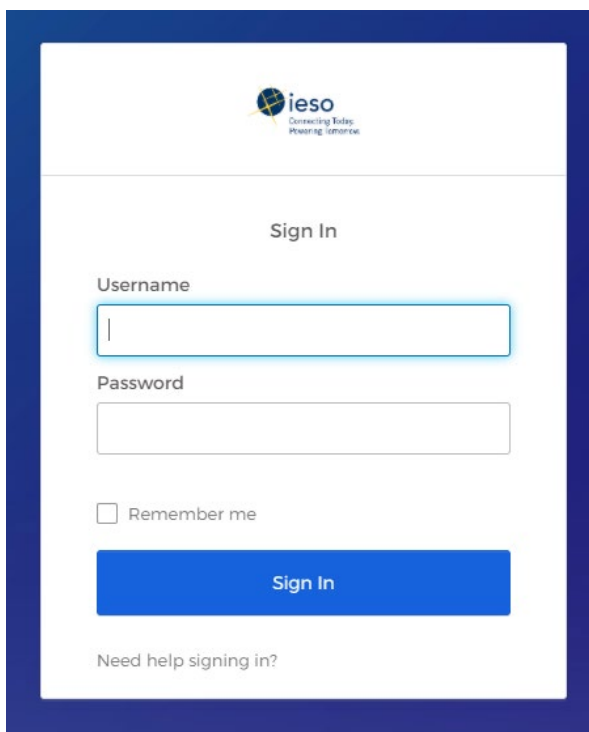
# Beacon Overview

## Sign in to Beacon

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

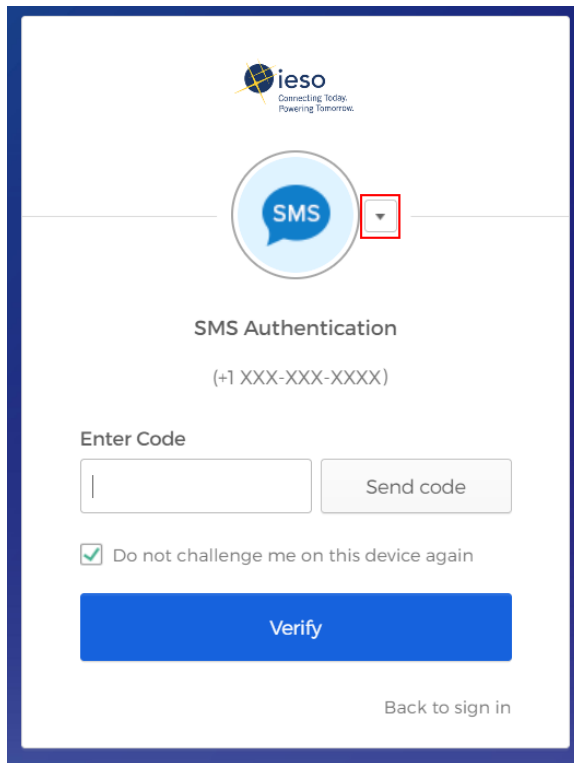
### Procedure

1. Go to <https://www.ieso.ca/en/Sector-Participants/Feed-in-Tariff-Program/Login>.
2. Enter your account username (your email address) and password.

A screenshot of the IESO Sign In page. The page has a white background with a blue border. At the top center is the IESO logo, which consists of a stylized globe icon followed by the text "ieso" and the tagline "Connecting Ideas. Powering Ontario." below it. Below the logo, the text "Sign In" is centered. Underneath, there are two input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the text "Sign In" in white. Below the button, the text "Need help signing in?" is displayed.

3. Select **Sign In**.

4. If you have set up multiple factors, you can choose which factor you will verify to login. Switch between factors by selecting the drop-down menu arrow next to the authentication icon. Please be aware that you are only required to verify one factor to login.



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SMS

SMS Authentication  
(+1 XXX-XXX-XXXX)

Enter Code

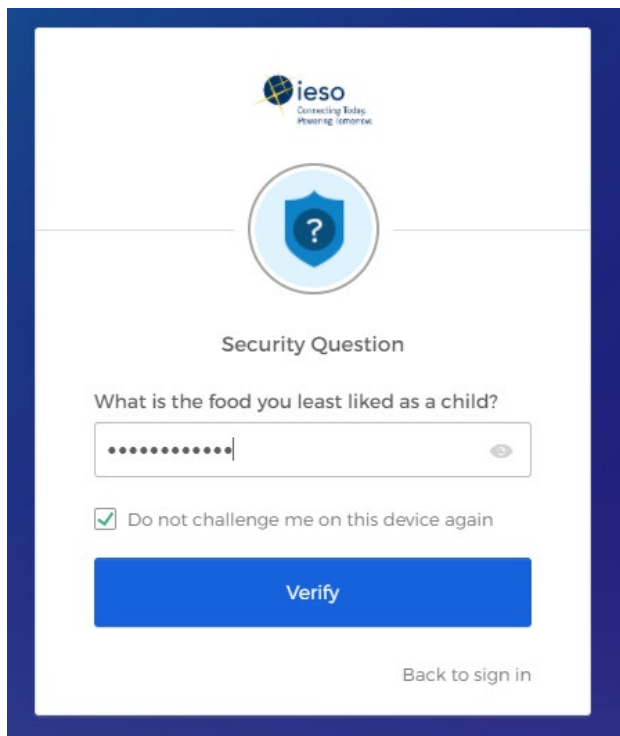
Send code

☒ Do not challenge me on this device again

Verify

Back to sign in

5. Once you have selected your factor, you will be prompted to provide the answer to your Security Question or your SMS/Voice Call Code. Type in the answer or code and click "Verify".  
**Please be aware that the answer is case sensitive.**



ieso  
Connecting Today.  
Powering Tomorrow.

?

Security Question

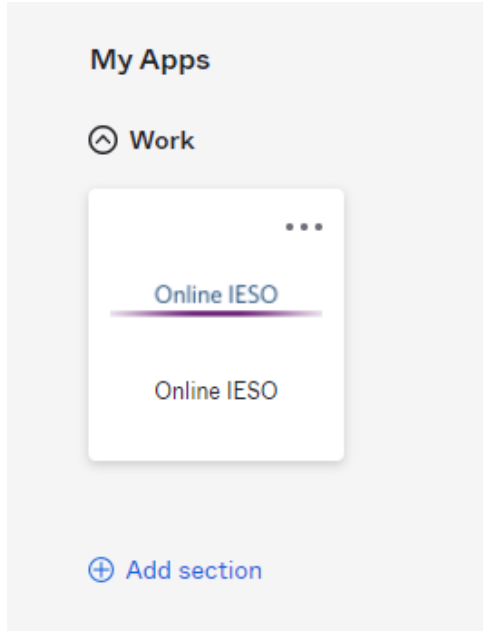
What is the food you least liked as a child?

Do not challenge me on this device again

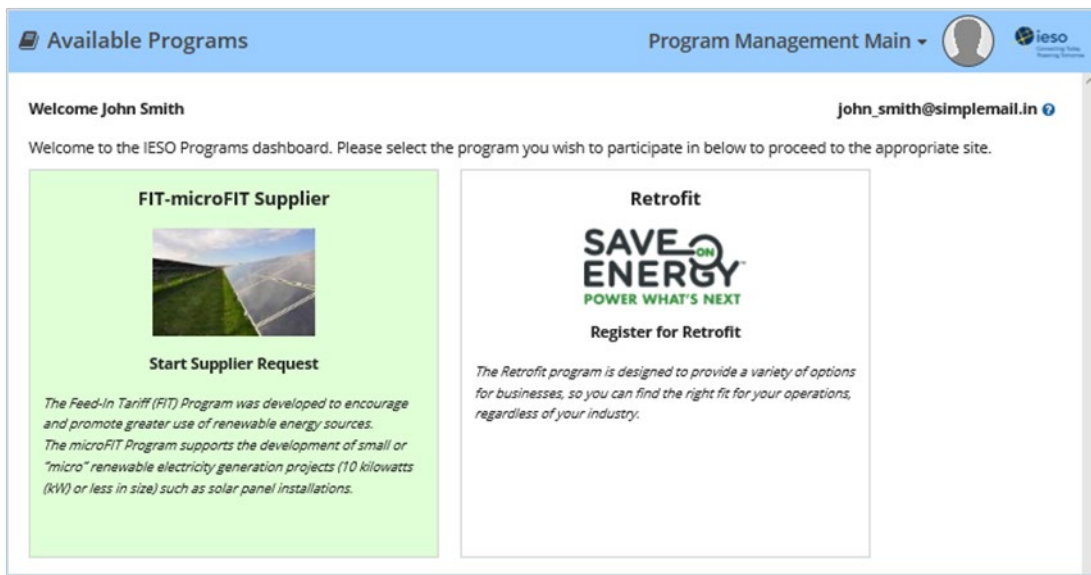
Verify

Back to sign in

6. On your My Apps Dashboard, select the tile that says "Online IESO"



7. Next you will be brought to the Available Programs Dashboard. Select the FIT-microFIT Supplier program tile. This will then bring you to the **MY TASKS** page in Beacon.



## My Tasks Page

When you sign in and select the Beacon program from your dashboard, you arrive at the **My Tasks** page. Here, you'll see any active Request tasks that are assigned to you and your saved Request drafts.

You can search for Requests by using these filters.

To navigate to different sections of the portal, use the tabs on the ribbon.

The screenshot shows the 'My Request Tasks' page. At the top is a ribbon with tabs: MY TASKS (active), REQUESTS, MANAGE SUPPLIERS, MANAGE CONTRACTS, and MANAGE PROFILE. Below the ribbon, there are filter sections. The first section has 'Prep/Submitted Only' (dropdown), 'Request ID' (text input with placeholder 'Enter partial text to search Request ID'), and 'Task Status' (dropdown). The second section has 'Status' (dropdown) and 'Task' (dropdown). Below these is a link for '> More Filters'. The main content area is titled 'Active Request Tasks In-Progress' and contains a table. The table has columns: Request ID, Request Type, Status, Source, Active Task, Status, Assigned To, Assigned On, Deadline, Requested On, and Requested By. The first row of data shows Request ID '53170', Request Type 'Change to Supplier Legal Name', Status 'IESO Review', Source 'Supplier', Active Task 'Review Returned Change Request', Status (with a status icon), Assigned To 'John Smith', Assigned On 'Jul 16, 2019 09:51 AM EST', Deadline 'Jul 26, 2019 05:00 PM EST', Requested On 'Jul 16, 2019 09:44 AM EST', and Requested By 'John Smith'. A callout points to the status icon in the first row, showing a tooltip that says 'Assigned'. Another callout points to the 'Request ID' column header, indicating it can be used to view a request record. A third callout points to the 'Active Task' column header, indicating it can be used to begin a task. A fourth callout points to the 'Status' column header, indicating it can be used to sort tasks. A fifth callout points to the 'Requested By' column header, indicating it can be used to sort tasks.

To see a Request Record, select the Request ID.

To begin a task, select the active task name.

To see the Request's current status, hover over the Status icon.

Select any header to sort your active Request tasks by those criteria.

Request ID	Request Type	Status	Source	Active Task	Status	Assigned To	Assigned On	Deadline	Requested On	Requested By
53170	Change to Supplier Legal Name	IESO Review	Supplier	Review Returned Change Request		John Smith	Jul 16, 2019 09:51 AM EST	Jul 26, 2019 05:00 PM EST	Jul 16, 2019 09:44 AM EST	John Smith

## Requests Page

On the **Requests** page you'll see the active and closed Requests that are related to you, your Suppliers, or your Contracts.

You can search for Requests by using these filters.

To see all Requests, change Status from OPEN to show all.

The screenshot shows the 'REQUESTS' page in a software application. The top navigation bar includes 'MY TASKS', 'REQUESTS' (selected), 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. The main content area contains several filter sections: 'Status' (set to 'OPEN'), 'Request ID' (empty), 'Request Category' (set to 'Show All'), 'Request Type' (set to 'Show All'), 'Requested From' and 'Requested Thru' (both empty), 'Supplier ID' (placeholder: 'Enter partial text to search Supplier ID'), 'Contract ID' (placeholder: 'Enter partial text to search Contract ID'), 'Prepared By' (set to 'Show All'), and 'Source' (set to 'Show All'). Below the filters, it says '1 Requests Found'. A table displays the request details:

		Request ID	Request Type	Requested	Requested By	Prepared By	Supplier ID	Final Outcome Decision Date	Final Outcome Decision By
OPEN	<input checked="" type="checkbox"/>	53170	Change to Supplier Legal Name	Jul 16, 2019 09:44 AM EST	John Smith	John Smith	531340		

To see a Request Record, select the Request ID.

Select any header to sort your Request tasks by those criteria.



## Request Record Overview

When you select a **Request ID**, this brings you to the Request Record's **Summary** page. The following figure shows the Record for an active Request:

To view and download documents related to the Request, select the **Attachments** tab.

To see available actions that you can take, select the **Related Actions** tab.

The **Milestone** bar shows the progress of the Request.

**Supplier Request [S3090]**

Summary Attachments Related Actions

Submitted IESO Review Closed

OPEN

Pending Task(s)

Task Name	Status	Assigned To	Assigned On	Due By
<a href="#">Review Returned Change Request</a>	<input checked="" type="checkbox"/>	John Smith	Jul 15, 2019 08:17 AM EST	Jul 25, 2019 05:00 PM EST

☒ Perform Analyst Review - Return To Supplier For Edit

Time	Performed By	Role	Reason
Jul 15, 2019 08:17 AM EST	Arya Analyst	IESO CM FIT Senior Analysts	Additional Review Required

**Comment**  
Tellus in metus vulputate eu scelerisque felis. At auctor urna nunc id cursus.

**Request - Change to Supplier Address**

**Request ID:** S3090 **Supplier:** ABC Corporation

**Request Type:** Change to Supplier Address **Supplier ID:** 934358

**Requested On:** Jul 15, 2019 08:16 AM EST **Supplier Type:** FIT

**Requested By:** John Smith **Legal Entity Type:** Corporation

**Submission Reason:** Merger / Acquisition / Amalgamation

**Submission Explanation:**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dui accumsan sit amet nulla.

The **Pending Task(s)** table shows details about the task(s) assigned to you or to others.

The following figure shows the Record for a closed Request:

To view and download documents related to the Request, select the **Attachments** tab.

To see available actions that you can take, select the **Related Actions** tab.

The **Milestone** bar shows the progress of the Request.

The screenshot displays the 'Supplier Registration [S3089]' record. The top navigation bar includes tabs: Summary, Supplier Info, Partners, Parents, Bank Accounts, Attachments, and Related Actions. Below the tabs is a milestone bar with three stages: Submitted, IESO Review, and Closed. The 'Closed' stage is highlighted with a green checkmark. Below the milestone bar, there is a section titled 'Close Request - Closed' with a table showing the request details. The table has columns for Time, Performed By, Role, and Reason. The data row shows the request was closed on Jul 15, 2019, 08:14 AM EST, performed by SYSTEM - AUTO, with the role IESO. Below the table, there is a comment section with the text '< No Comment >'. At the bottom, there is a section titled 'Request - New Supplier Registration' with a dropdown arrow. This section contains details about the request, including the Request ID (S3089), Request Type (New Supplier Registration), Requested On (Jul 15, 2019, 08:10 AM EST), Requested By (John Smith), and Submission Reason (Registering Supplier for a Contract Assignment). It also includes details about the supplier, such as Supplier (ABC Corporation), Supplier ID (934358), Supplier Type (FIT), and Legal Entity Type (Corporation). On the right side of this section, there is a green box containing the Outcome (Approved), Outcome Reason (As per Contract Terms and Conditions), Reviewed By (Arya Analyst), Reviewed On (Jul 15, 2019, 08:14 AM EST), and Completed On (Jul 15, 2019, 08:14 AM EST).

### Supplier Registration [S3089]

Summary | Supplier Info | Partners | Parents | Bank Accounts | Attachments | Related Actions

Submitted | IESO Review | Closed

✓

➤ Close Request - Closed

Time	Performed By	Role	Reason
Jul 15, 2019 08:14 AM EST	SYSTEM - AUTO	IESO	

Comment  
< No Comment >

Request - New Supplier Registration

**Request ID:** S3089  
**Request Type:** New Supplier Registration  
**Requested On:** Jul 15, 2019 08:10 AM EST  
**Requested By:** John Smith  
**Submission Reason:** Registering Supplier for a Contract Assignment

**Supplier:** ABC Corporation  
**Supplier ID:** 934358  
**Supplier Type:** FIT  
**Legal Entity Type:** Corporation

**Outcome:** Approved  
**Outcome Reason:** As per Contract Terms and Conditions.  
**Reviewed By:** Arya Analyst  
**Reviewed On:** Jul 15, 2019 08:14 AM EST  
**Completed On:** Jul 15, 2019 08:14 AM EST

You can also view the **Task History** in the **Summary** page of a Request Record. All of the tasks created and completed for the Record are listed here.

Task History			
>  Close Request - Closed			
>  Notify Impacted Parties - Send Notification			
>  Perform Analyst Review - Approve			
>  Review Returned Change Request - Request Updated			
>  Pre-process microFIT Contact Request - Return to Supplier for Edit			
Time	Performed By	Role	Reason
Feb 09, 2023 10:13 AM EST	IESO	Contract Management	Additional Information Required
<b>Comment</b>			
Please provide additional information regarding the changes requested.			
>  Complete Person Verification - Submit			

To expand the task Record,  
select the arrow (>).

The **Comment** section shows the  
comments from the IESO regarding  
the Request.

## Manage Suppliers Page

On the Manage Suppliers page you'll see all of your Suppliers.

You can search for Suppliers by using these filters.

To register a new Supplier, select **Register New Supplier**.

To add or remove Contacts from Supplier(s), select **Add/Remove Contacts for Supplier(s)**.

The screenshot shows the 'Manage Suppliers' page interface. At the top is a navigation bar with tabs: MY TASKS, REQUESTS, MANAGE SUPPLIERS (active), MANAGE CONTRACTS, and MANAGE PROFILE. Below the navigation bar is a section titled 'Available Action(s)' containing two buttons: 'Register New Supplier' and 'Add/Remove Contacts for Supplier(s)'. Below this is a section titled 'My Suppliers' which includes search filters for 'Supplier Type' (a dropdown menu), 'Supplier Legal Name' (a text input), 'Locked By' (a text input), and 'Supplier ID' (a text input). There is also a 'Show Locked?' checkbox and a 'Paging: 10 | 25 | 50 | Show All' link. Below the filters is a table with columns: Supplier ID, Supplier Legal Name, Legal Entity Type, and Supplier Type. The first row of data shows Supplier ID 934358, Supplier Legal Name ABC Corporation, Legal Entity Type Corporation, and Supplier Type FIT. A callout bubble points to the 'Supplier ID' header, stating 'To see a Supplier Record, select the Supplier ID.' Another callout bubble points to the 'Supplier ID' cell (934358), stating 'To see the status of the Supplier, hover over the icon.' A third callout bubble points to the 'Supplier Type' header, stating 'Select any header to sort your Suppliers by those criteria.'

Supplier Type

Supplier Legal Name

Locked By

Supplier ID

Paging: 10 | 25 | 50 | Show All

Supplier ID	Supplier Legal Name	Legal Entity Type	Supplier Type
934358	ABC Corporation	Corporation	FIT

Supplier

934358

LOCKED: S3090

## Supplier Record Overview

When you select a **Supplier ID**, this brings you to the Supplier Record's Summary page.

If there is an active Request or a draft related to a Supplier, the Record will be locked.

To see all the active and closed Requests that are related to the Supplier, select the **Requests** tab.

To view and download documents related to the Supplier, select the **Documents** tab.

To see the available actions that you can take, select the **Related Actions** tab.

### Supplier: ABC Corporation [934358]

- Summary
- Partners
- Parents
- Bank Accounts
- Requests
- Contracts
- Notes
- Documents
- Contacts
- Related Actions

**RECORD LOCKED**

	Request ID	Request Type	Date Requested	Requested By
	S3090	Change to Supplier Address	Jul 15, 2019 08:16 AM EST	John Smith

**Supplier Information**

**Supplier Legal Name:** ABC Corporation

**Supplier Id:** 934358

**Supplier Type:** FIT

**Legal Entity Type:** Corporation

**GST/HST Registrant?** ☒ Yes ☐ No

**Canada Revenue Agency GST/HST Number** 100000

**Economic Interest Held:** 55.000

**Control Party?** ☒ Yes ☐ No

**Non-Resident of Canada?** ☐ Yes ☒ No

**Supplier Address** >

The **Record Locked** table shows information about the Request that is locking the Supplier. For more details, select the **Request ID**.

## Manage Contracts Page

On the Manage Contracts page you'll see all of your Contracts.

You can search for Contracts by using these filters.

Select any of these available actions to initiate a Contract Request against a Contract.

The screenshot shows the 'Manage Contracts' page in a web application. The top navigation bar includes 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS' (active), and 'MANAGE PROFILE'. The main heading is 'Manage Contracts'. Below it, there's a section for 'Available Action(s)' with three options: 'Submit Contract Changes', 'Create New Secured Lender Agreement', and 'Re-Assign Contracts'. A list of filters follows, including 'Contract Id', 'Contract Version', 'LDC', 'Locked By', 'Lock Status', 'Supplier Type', 'Supplier Id', 'Supplier Legal Name', and 'Contract Status'. Below the filters, a table displays '10 Contracts'. The first row is highlighted. A callout box shows a tooltip for the first contract, indicating it is 'LOCKED: C4545'. Annotations with yellow lines point to various elements: the filter section, the action buttons, the 'Business Contract Id' header, the 'Supplier ID' header, the 'Version' header, and the lock icon in the first row of the table.

**Available Action(s)**

- Submit Contract Changes
- Create New Secured Lender Agreement
- Re-Assign Contracts

**Contract Id**  
Enter partial text to search Contract Id

**Contract Version**  
----- Show All -----

**LDC**  
----- Show All -----

**Locked By**  
Request Id or DRAFT

**Lock Status**  
----- Show All -----

**Supplier Type**  
----- Show All -----

**Supplier Id**  
Enter partial text to search Supplier Id

**Supplier Legal Name**  
Enter partial text to search Supplier Legal Name

**Contract Status**  
----- Show All -----

Paging: 10 | 25 | 50 | Show All

10 Contracts

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
F-001234-SPV-123-456	FIT	COD	650556	123 Assignments Corp	Hydro One Networks Inc.	4.0.2

**To see a Contract Record, select the Business Contract ID.**

**To see a Supplier Record, select the Supplier ID.**

**Select any header to sort your Contracts by those criteria.**

**To see the status of the Contract, hover over the icon to the left of the Business Contract ID.**

## Contract Record Overview

When you select a **Business Contract ID**, this brings you to the Contract Record's **Summary** page.

If there is an active Request or a draft related to a Contract, the Record will be locked.

To see all the active and closed Requests that are related to the Contract, select the **Request** tab.

To view and download documents related to the Contract, select the **Documents** tab.

To see all the active and closed Requests that are related to the Contract, select the **Request** tab.

To download your contract, select the **Download Contract** tab.

Contract: F-000111-SPV-111-111

Summary Facility Information Securities & Fees Secured Lenders Requests Documents Contacts Pricing & Participation Milestones Force Majeure Related Actions

RECORD LOCKED

Request ID	Request Type	Date Requested	Requested By
C16113	Change to Contract Notice Mailing Address	Mar 22, 2023 10:27 AM EST	Test Assignee

Supplier Approver

Contract F-000266-BIG-130-203

Contract Status: **COD**

Contract Id: F-000111-SPV-111-111

Contract Version: 1.3.0

Contract Type: FIT

Application Id: FIT-F0K2R0W

Contract Capacity: 498 (kW)

Nameplate Capacity: 498 (kW)

Contract Price: 16.4

Supplier Legal Name: John Smith

Supplier Id: 744503

LDC: Hydro One Networks Inc.

Contract Notice Mailing Address

123 ABC Street  
Toronto, Ontario X1X 1T0  
Canada.

Facility Address

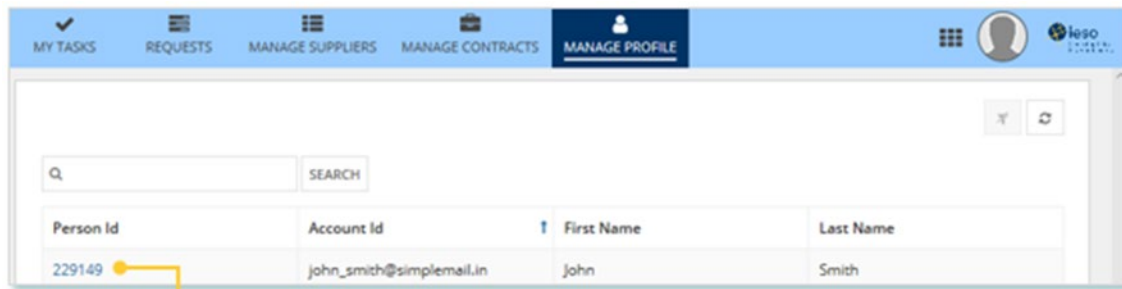
1234 ABC Street  
Toronto, Ontario A1A 2B2  
Canada.

Primary Contract: < Not Set >  
Analyst:

The **Record Locked** table shows information about the Request that is locking the Contract. For more details, select the **Request ID**.

## Manage Profile Page

On the **Manage Profile** page you'll see your basic account profile information.



Person Id	Account Id	First Name	Last Name
229149	john_smith@simplemail.in	John	Smith

To see a Person  
Record, select the  
Person ID.



## Person Record Overview

An individual user's detailed profile information is contained on the Person Record. The Person Record is linked to an account, which the individual user can access to manage all applicable Suppliers and Contracts.

When you select a **Person ID**, this brings you to the Person Record's **Summary** page.

If there is an active Request or a draft related to a Contract, the Record will be locked.

To see all the active and closed Requests that are related to the Contract, select the **Request** tab.

To view and download documents related to the Contract, select the **Documents** tab.

To see the available actions that you can take, select the **Related Actions** tab.

To change your email address, select **Change to Email Address**.

To update your profile, select **Update Profile**.

**Person: John Smith [669357]**

[Summary](#) [Requests](#) [Suppliers](#) [Contracts](#) [LDC](#) [Documents](#) [Related Actions](#)

**RECORD LOCKED**

Request ID	Request Type	Date Requested	Requested By
<a href="#">P13092</a>	Update to Contact Information	Mar 27, 2023 01:39 PM EST	John Smith

**Contact Details**

**Person ID:** 669357  
**Account ID:** ieso.beacon+testassignee@gmail.com  
**Person Name:** John Smith  
**Registration Date:** Mar 27, 2023 01:31 PM EST

**Contact Info**

**Address:** 123 ABC Avenue  
Toronto T1T 1T0  
Albania.

**Main Phone:** 12345678960  
**Primary Email:** ieso.beacon+testassignee@gmail.com

[CHANGE TO EMAIL ADDRESS](#) [UPDATE PROFILE](#)

[Update Password and/or Challenge Questions](#)

The **Record Locked** table shows information about the Request that is locking the Contract. For more details, select the **Request ID**.

To change your password and/or your security question(s). Select **Update Password and/or Challenge Questions**.

# Account Maintenance

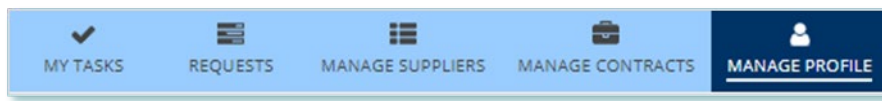
## Changing Your Contact Information

To update your contact information on your Person Record, you can submit an Update to Contact Information Request.

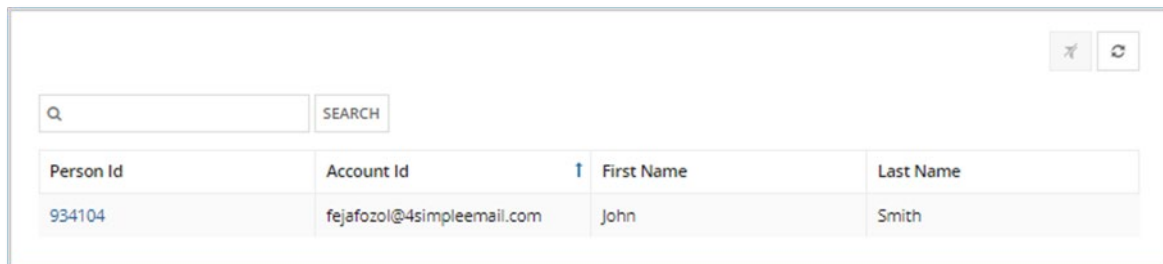
Once an Update to Contact Information Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete an Update to Contact Information Request in Beacon.

### Procedure

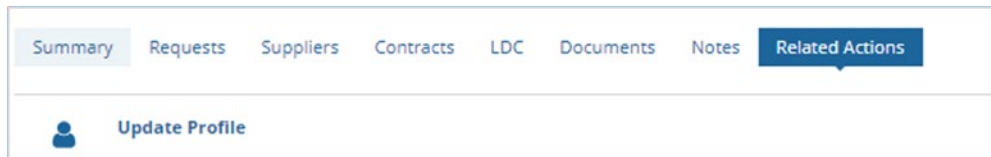
1. Select the **Manage Profile** tab.



2. To view your account's Person Record, select your **Person ID**.



3. Select **Related Actions > Update Profile**.



4. On the **Contact Information** page, choose a submission reason, and then enter a description for your Request.

The screenshot shows a web form titled "Request - Update to Contact Information". It contains the following fields and information:

- Request Type:** Update to Contact Information
- Person Name:** John Smith
- Requested By:** John Smith
- Person ID:** 934104
- Submission Reason:** Other
- Supplier Type:** Unassigned
- Submission Reason \***: A dropdown menu with "Other" selected.
- Describe Reason for Change \***: A large text area for description.
- At the bottom, it says: "0 out of 4000 characters entered: 4000 remaining."

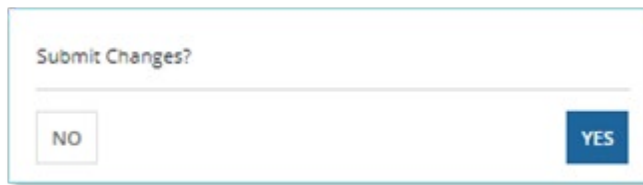
5. Make changes to your contact information, and then select **Next**.
6. Optional: On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

The screenshot shows a web form titled "Supporting Documents [Empty - 1 Pending]". It contains the following fields and information:

- Select Document to Upload**: A dashed box with an "UPLOAD" button and a "Drop file here" instruction.
- File size limit upto:** 30 MB
- Document Type \***: A dropdown menu with "Please Select" as the current selection.
- Description**: A large text area for description.
- At the bottom, it says: "0 out of 200 characters entered: 200 remaining."
- At the bottom, there are two buttons: "CANCEL" and "ADD DOCUMENT".

7. On the **Review** page, look over all your changes, and then select **Submit Request**.

8. A dialog box is opened, select **Yes**. Once the Request is submitted, a confirmation page is displayed.

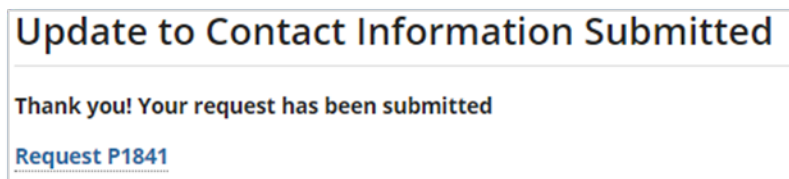


Submit Changes?

NO YES

A dialog box with a light blue border and a white background. At the top, the text "Submit Changes?" is displayed. Below this text is a horizontal line. Under the line, there are two buttons: a light blue button with the text "NO" and a dark blue button with the text "YES".

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



Update to Contact Information Submitted

Thank you! Your request has been submitted

[Request P1841](#)

A confirmation page with a light blue border and a white background. At the top, the text "Update to Contact Information Submitted" is displayed in a bold font. Below this text is a horizontal line. Under the line, the text "Thank you! Your request has been submitted" is displayed. At the bottom, the text "Request P1841" is displayed as a blue hyperlink.

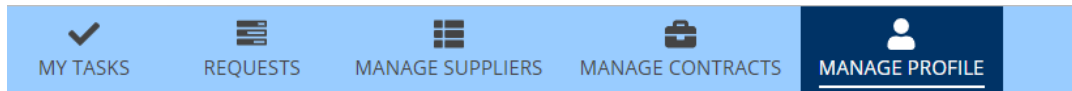
# Changing Your Email Address

During the term of your FIT Contract(s), there might be changes to the email address associated with the Person record.

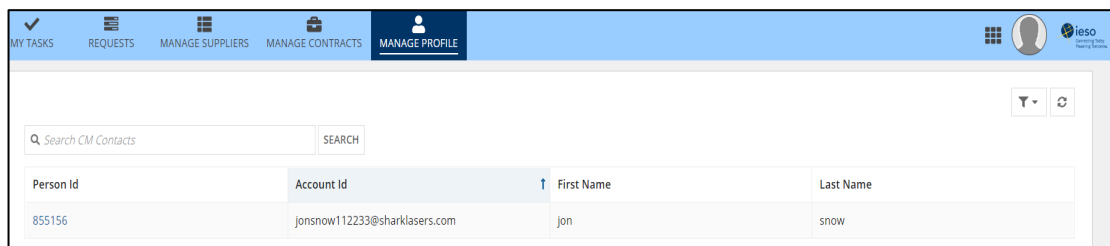
The following instructions will guide you through how to change the email address associated with the Person record in Beacon.

## Procedure

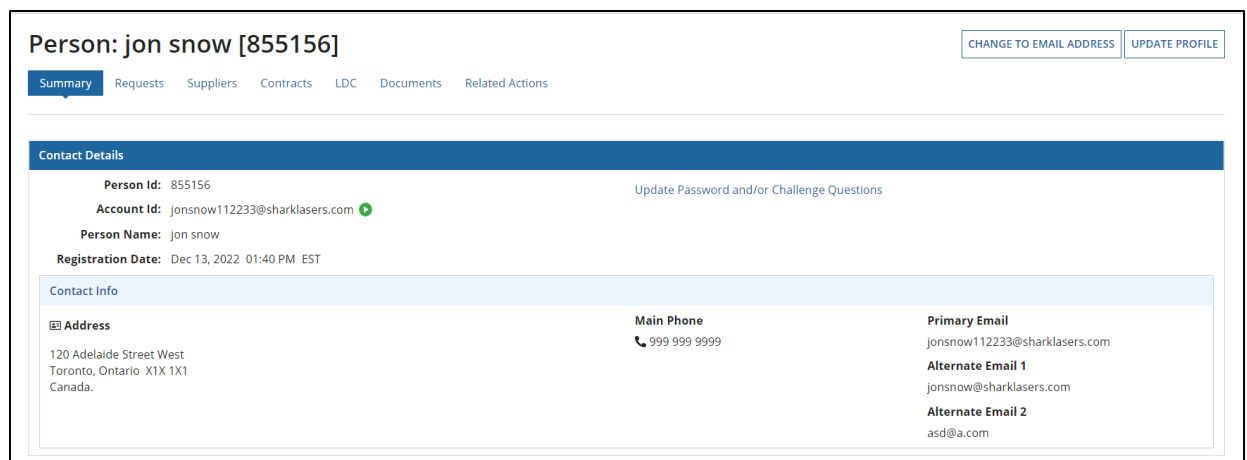
1. Select the **MANAGE PROFILE** tab.



2. Select the **Person Id**.



3. Select **CHANGE TO EMAIL ADDRESS** on the top right corner.



4. Under the **Reason For Change Email To Email Address** dropdown, select **Email Address is outdated/inactive**.
5. Enter a description in the **Reason for Change to Email Address**.
6. Enter the new email address in the **Email Address** field.

7. Click **SUBMIT**

The screenshot shows a web form titled "Reason for Change to Email Address \*". It features a dropdown menu with the text "Please Select" and a large text area below it. A character count indicates "0 out of 4000 characters entered: 4000 remaining." Below the text area is a blue horizontal bar. Underneath the bar is a label "Email Address \*" and an input field. Below the input field is a "Previous Value:" label. At the bottom of the form are two buttons: "CANCEL REQUEST" on the left and "SUBMIT" on the right.

Reason for Change to Email Address \*

----- Please Select -----

Reason for Change to Email Address \*

0 out of 4000 characters entered: 4000 remaining.

Email Address \*

Previous Value:

CANCEL REQUEST SUBMIT

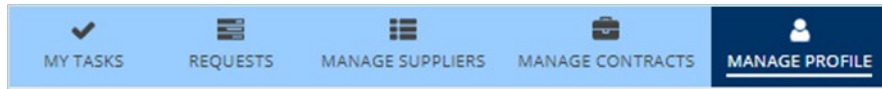
8. Once approved by the IESO, an email will be sent to the email address with instructions on how to log on using the new email address.

## Changing Your Password

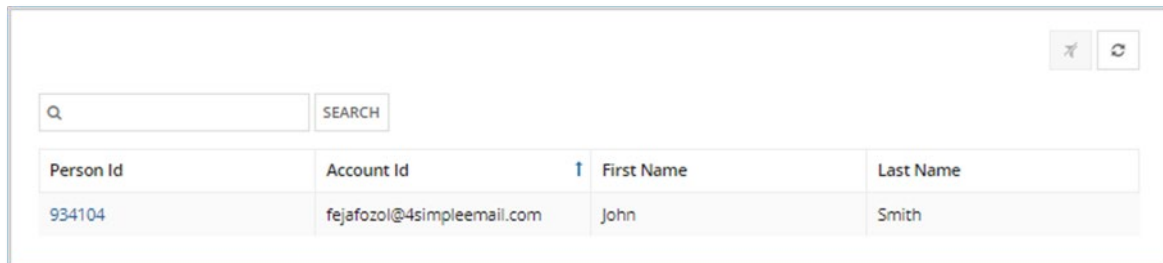
The following instructions will guide you through how to change your account password in Beacon.

### Procedure

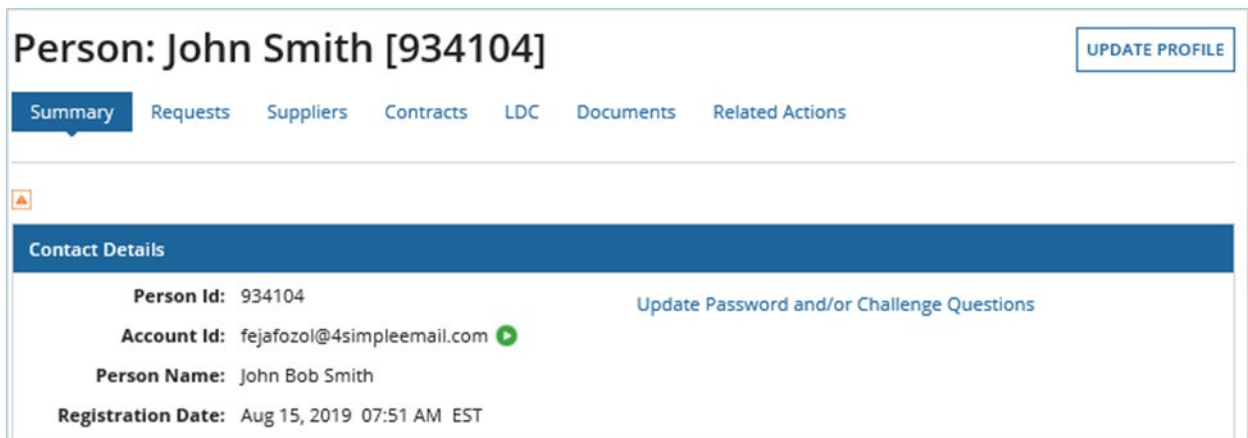
1. Select the **Manage Profile** tab.



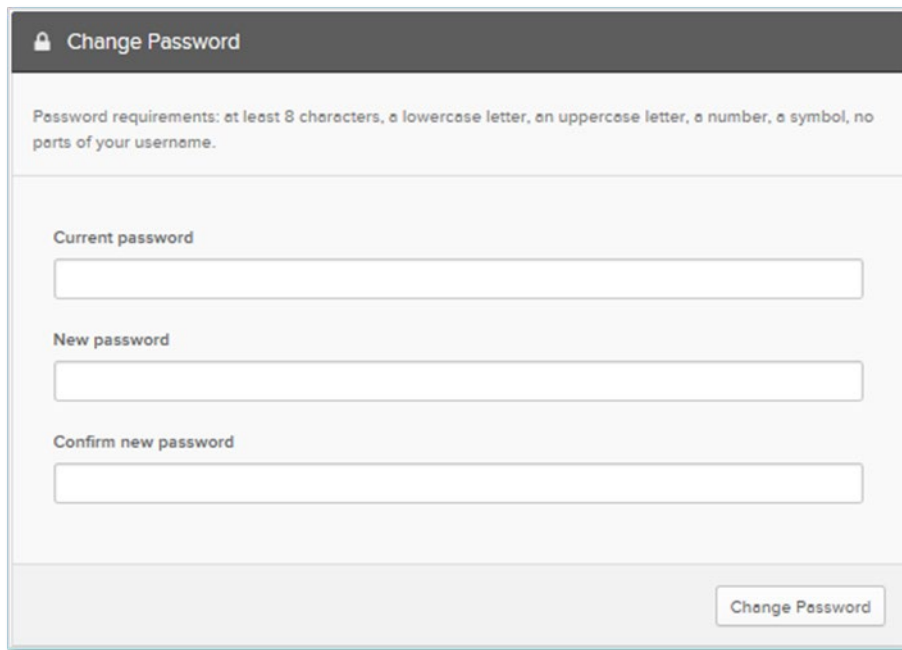
2. To view your account's Person Record, select your **Person ID**.



3. Select **Update Password and/or Challenge Questions**. Your Account page opens in a new tab.



4. Under the **Change Password** section, enter your current password and new password.



A screenshot of a web form titled "Change Password". The form has a dark header bar with a lock icon and the title. Below the header, there is a text block stating password requirements: "at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username." The form contains three input fields: "Current password", "New password", and "Confirm new password". A "Change Password" button is located at the bottom right of the form.

**Change Password**

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username.

Current password

New password

Confirm new password

Change Password

5. Select **Change Password**. Once your password has been successfully changed, a confirmation message is displayed.



A screenshot of the same "Change Password" form, but now it displays a success message. The message is "Password changed successfully." and is preceded by a green checkmark icon. The form fields and button are still visible but not the focus.

**Change Password**

✓ Password changed successfully.

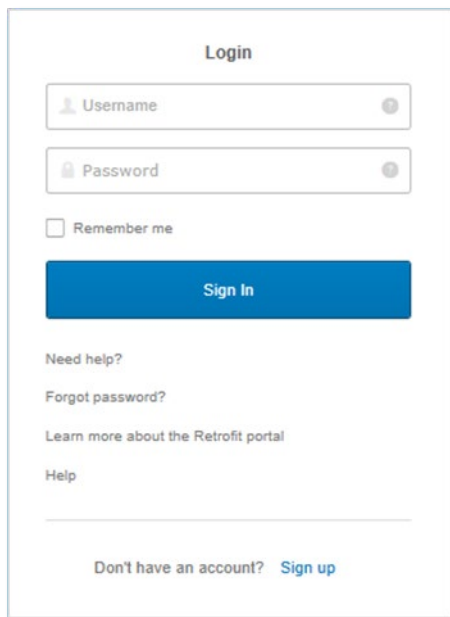


## Resetting Your Password

If you forgot your password, you can reset it on the Beacon sign in page.

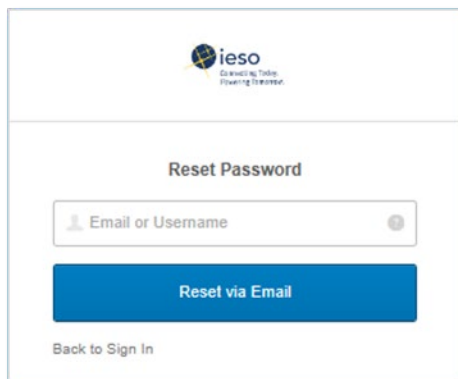
### Procedure

1. Go to <http://www.ieso.ca/Get-Involved/FIT/login>.
2. Select **Need help?** to show more options.
3. Select **Forgot Password?**



The screenshot shows the IESO Login page. At the top, it says "Login". Below this are two input fields: "Username" and "Password", each with a small eye icon to its right. Under the password field is a checkbox labeled "Remember me". Below the checkbox is a blue button labeled "Sign In". Under the "Sign In" button are four links: "Need help?", "Forgot password?", "Learn more about the Retrofit portal", and "Help". At the bottom of the form is a link that says "Don't have an account? Sign up".

4. Enter your email, and then select **Reset via Email**.



The screenshot shows the IESO Reset Password page. At the top is the IESO logo with the tagline "Generating Today. Powering Tomorrow." Below the logo is the heading "Reset Password". Under this heading is an input field labeled "Email or Username" with a small eye icon to its right. Below the input field is a blue button labeled "Reset via Email". At the bottom of the form is a link that says "Back to Sign In".

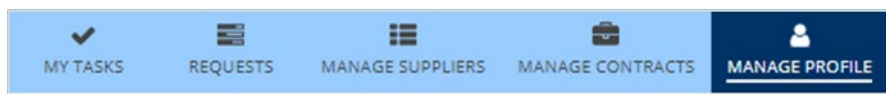
5. Follow the instructions sent to your email to reset your password.

## Updating your Challenge ("Forgot Password") Question

You can make changes to your challenge ("forgot password") question. If you forget your password, this question is used to verify you. The following instructions will guide you through how to update your account's challenge question in Beacon.

### Procedure

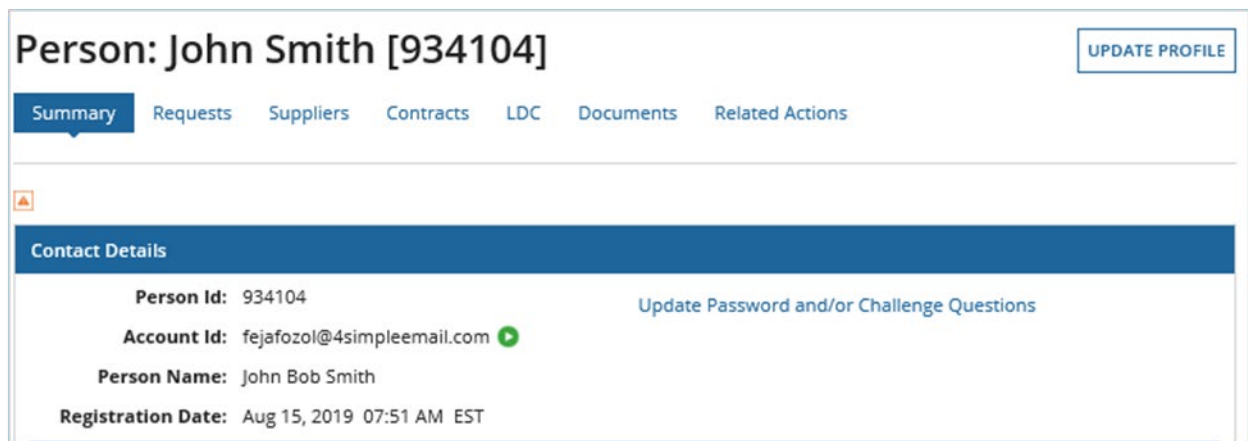
1. Select the **Manage Profile** tab.



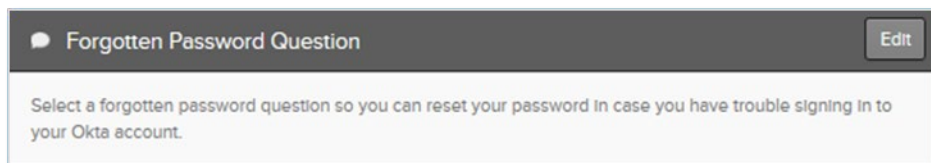
2. To view your account's Person Record, select your **Person ID**.



3. Select **Update Password and/or Challenge Questions**. Your **Account** page opens in a new tab.



4. From the **Forgotten Password Question** section, select **Edit**.



5. Choose a new question and enter the answer to the question. Select **Save**. Your question has been updated. If you forget your password, this question will be used to verify you.

**Forgotten Password Question** Cancel

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

**Tips for choosing a good security question:**

- Don't pick a question that someone could easily guess or find out the answer to by looking at your resume or social networking profile.
- Pick a question with an answer that is easy for you to remember.
- Don't write your security question down on a piece of paper where someone could find it.

**Question**

Where were you on New Year's Eve in the year 2000? ▾

**Answer**

Enter the answer to your security question here.

Save

## Additional Resources

Additional resources can be found at the following links:

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

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