Beacon FIT Supplier

Digital User Guide

Registration, Overview and Account Maintenance

ieso

Connecting Today.
Powering Tomorrow.

Table of Contents

Getting Started

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	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. **Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the FIT Contract.**
Supplier Agent	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. **A Supplier Agent's actions must be reviewed and approved by a Supplier Approver before being submitted to the IESO.**

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**.
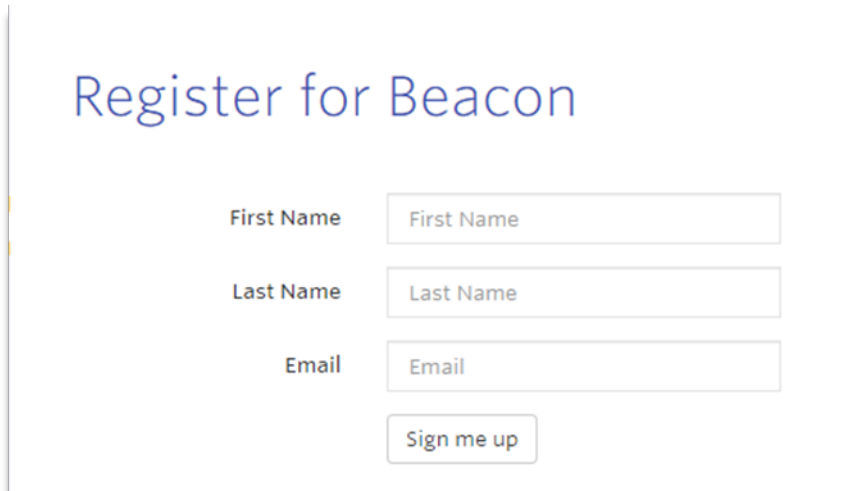
2. Select **Register for Beacon**. This brings you to the **Registration** page.
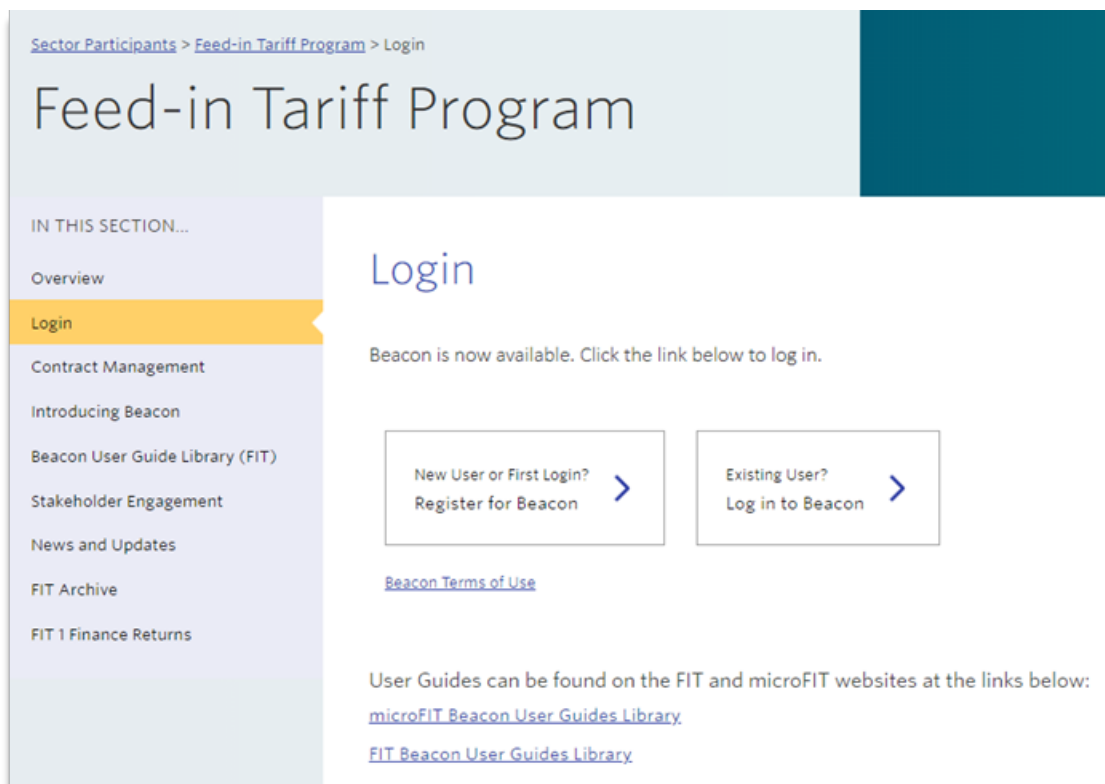
3. Enter your first name, last name and email address.
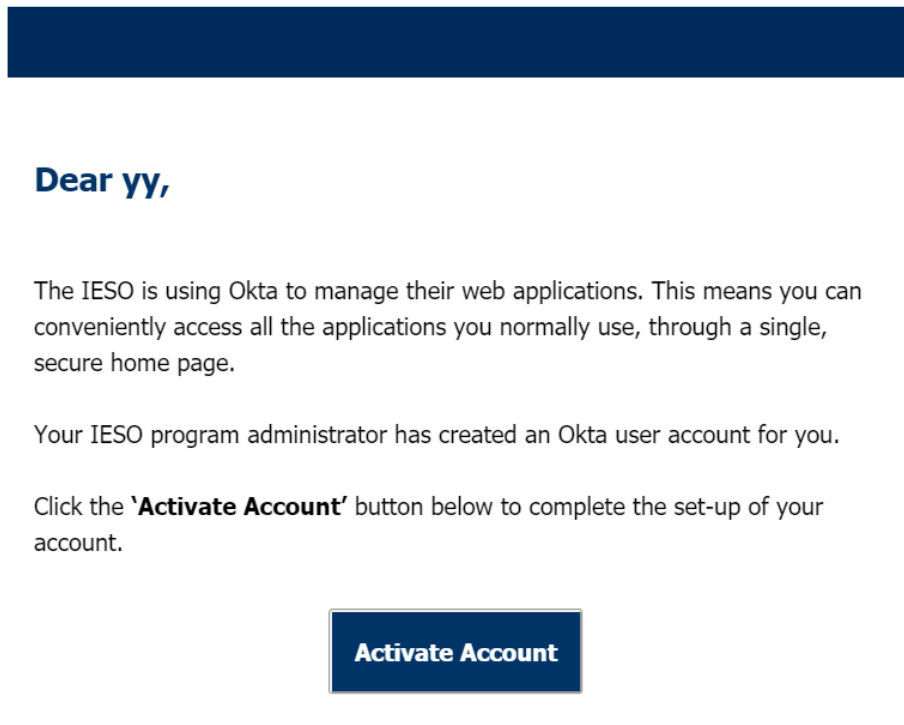
4. Select **Sign me up**.

Register for Beacon

First Name	First Name
Last Name	Last Name
Email	Email
	Sign me up

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.

Activate Account

6. Enter a password.

7. Configure your Multi-Factor Authentication (MFA) options, starting with your Security Question. Select "Configure factor" to begin.
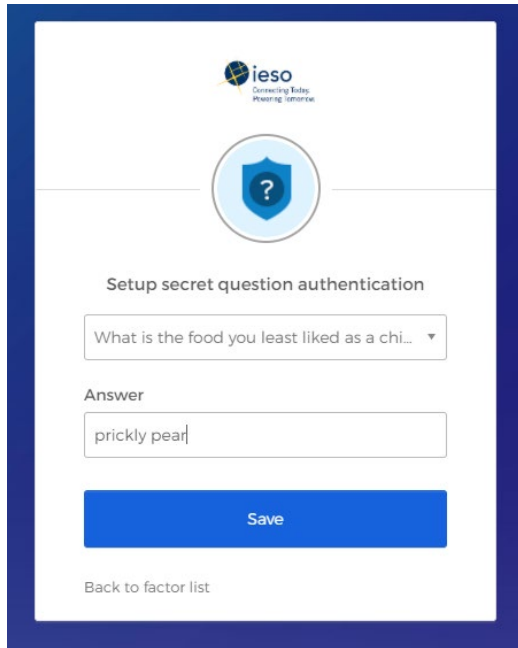
8. Select a Security Question from the drop down menu and input an answer. **Please note that your answer is case sensitive.** In the future when you log in to Beacon, or if you need to reset your password, you may be asked to provide the answer to this question.
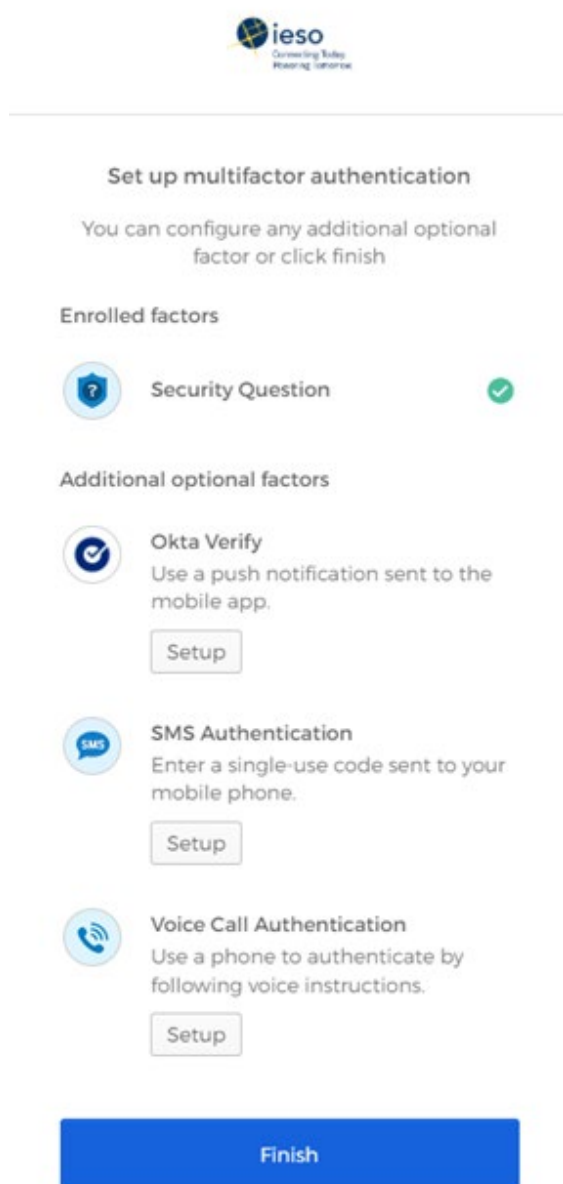
9. Next, you have the option to configure additional factors. **Please be aware that the configuration of additional factors is not required**. In order to do so, select "Setup" under the desired factor and follow the prompts.

    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**.

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.

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**.

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

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
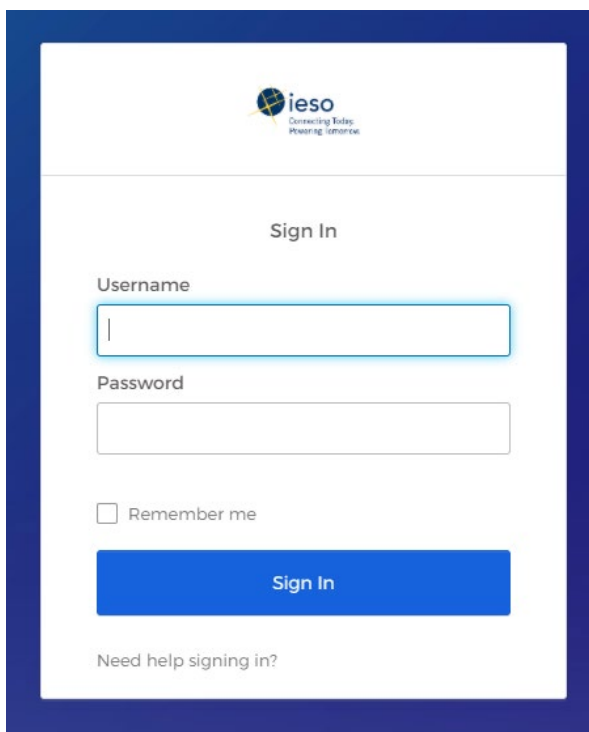
Open Supplier Registration page

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.
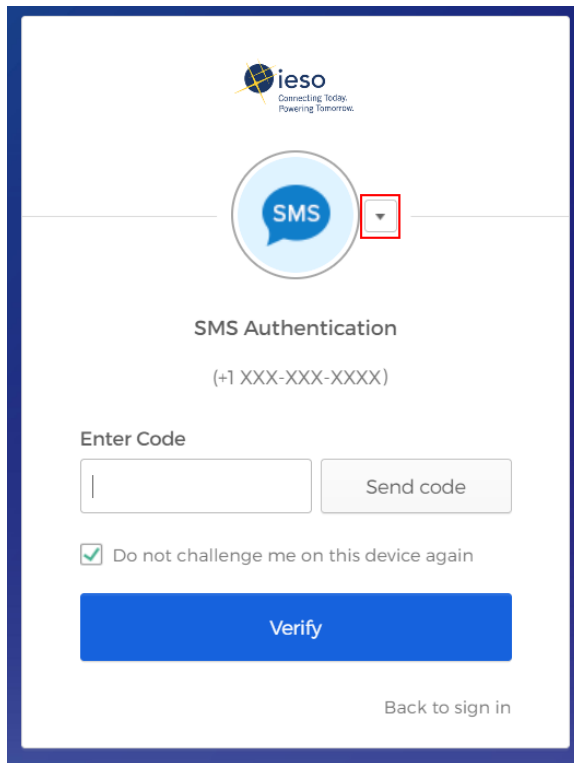
Procedure

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.

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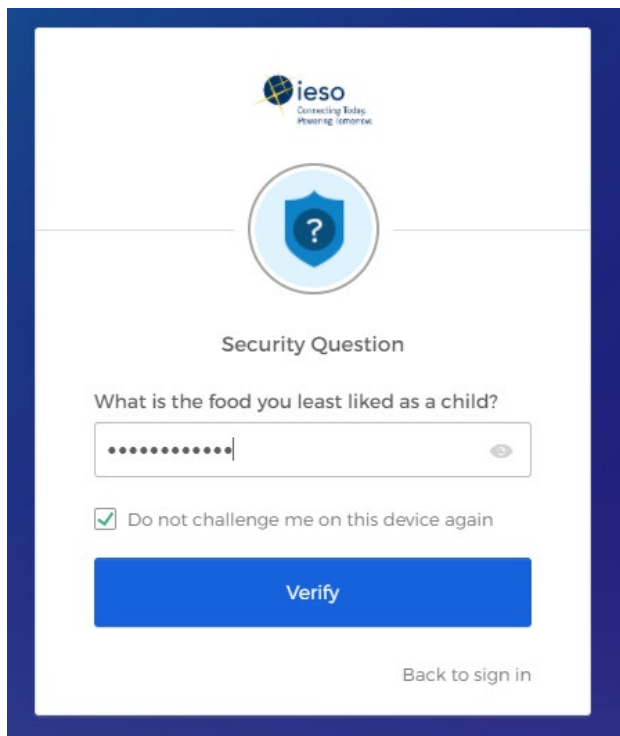
5. Once you have selected your factor, you will be prompted to provide the answer to your Security Question or your SMS/Voice Call Code. Type in the answer or code and click "Verify". **Please be aware that the answer is case sensitive.**

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6. On your My Apps Dashboard, select the tile that says "Online IESO"
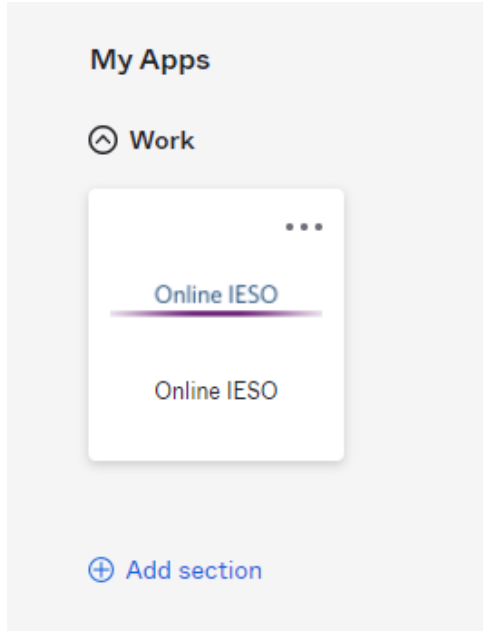
7. Next you will be brought to the Available Programs Dashboard. Select the FIT-microFIT Supplier program tile. This will then bring you to the **MY TASKS** page in Beacon.

My Tasks Page

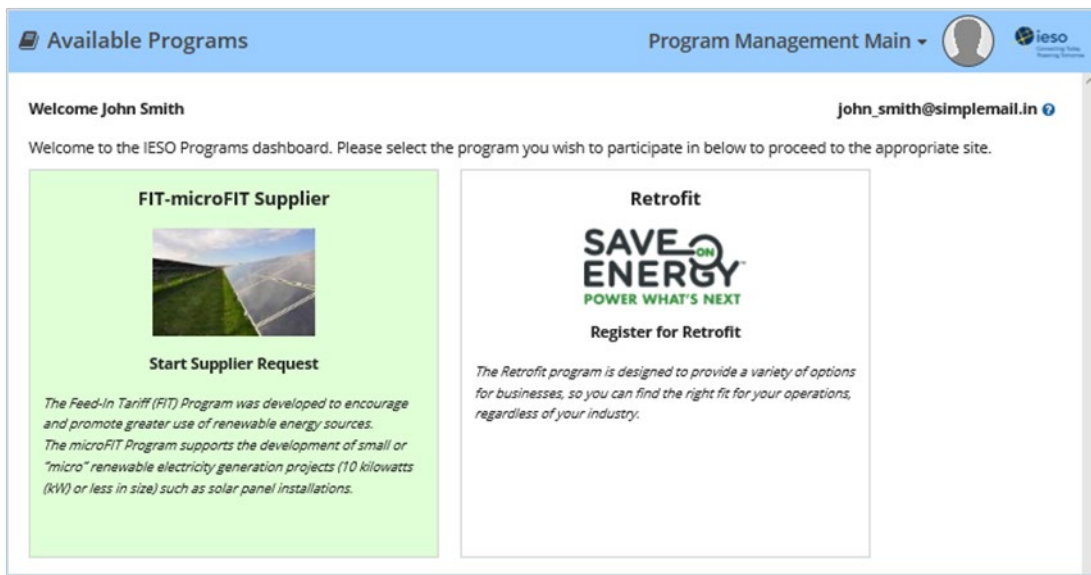When you sign in and select the Beacon program from your dashboard, you arrive at the **My Tasks** page. Here, you'll see any active Request tasks that are assigned to you and your saved Request drafts.

You can search for Requests by using these filters.

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

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.

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**.

| | MY TASKS | REQUESTS | MANAGE SUPPLIERS | MANAGE CONTRACTS | MANAGE PROFILE | | | ieso |

Status

OPEN ▼

Supplier ID

Enter partial text to search Supplier ID

Request ID

Contract ID

Enter partial text to search Contract ID

Request Category

------ Show All ------ ▼

Prepared By

------ Show All ------ ▼

Request Type

------ Show All ------ ▼

Source

------ Show All ------ ▼

Requested From   **Requested Thru**

mm/dd/yyyy   mm/dd/yyyy

1 Requests Found

		Request ID	Request Type	Requested ↓	Requested By	Prepared By	Supplier ID	Final Outcome Decision Date	Final Outcome Decision By
OPEN	☑	S3170	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.

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.

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	**Supplier:** ABC Corporation
Request Type: New Supplier Registration	**Supplier ID:** 934358
	Supplier Type: FIT
Requested On: Jul 15, 2019 08:10 AM EST	**Legal Entity Type:** Corporation
Requested By: John Smith	
Submission Reason: Registering Supplier for a Contract Assignment	

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.

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)**.

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

To see the status of the Supplier, hover over the icon.

Select any header to sort your Suppliers by those criteria.

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 **Request** 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.

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   DOWNLOAD CONTRACT

| 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 Notice Mailing Address
Contract Id:	F- 000111-SPV-111-111		123 ABC Street
Contract Version:	1.3.0		Toronto, Ontario X1X 1T0
Contract Type:	FIT		Canada.
Application Id:	FIT-FOK2ROW		Facility Address
Contract Capacity (kW):	498		1234 ABC Street
Nameplate Capacity (kW):	498		Toronto, Ontario A1A 2B2
Contract Price:	16.4		Canada.
Supplier Legal Name:	John Smith		Primary Contract Analyst: < Not Set >
Supplier Id:	744503		
LDC:	Hydro One Networks Inc.		
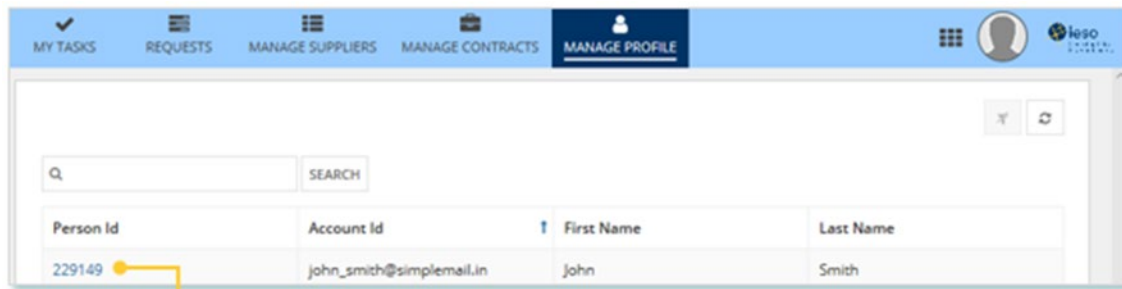
The **Record Locked** table shows information about the Request that is locking the Contract. For more details, select the **Request ID**.

Manage Profile Page

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

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]

CHANGE TO EMAIL ADDRESS | UPDATE PROFILE

Summary | Requests | Suppliers | Contracts | LDC | Documents | Related Actions

RECORD LOCKED

	Request ID	Request Type	Date Requested	Requested By
●	P13092	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

Update Password and/or Challenge Questions

Contact Info

Address

123 ABC Avenue
Toronto T1T 1T0
Albania.

Main Phone
12345678960

Primary Email
ieso.beacon+testassignee@gmail.com

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**.

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Account Maintenance

Changing Your Contact Information

To update your contact information on your Person Record, you can submit an Update to Contact Information Request.
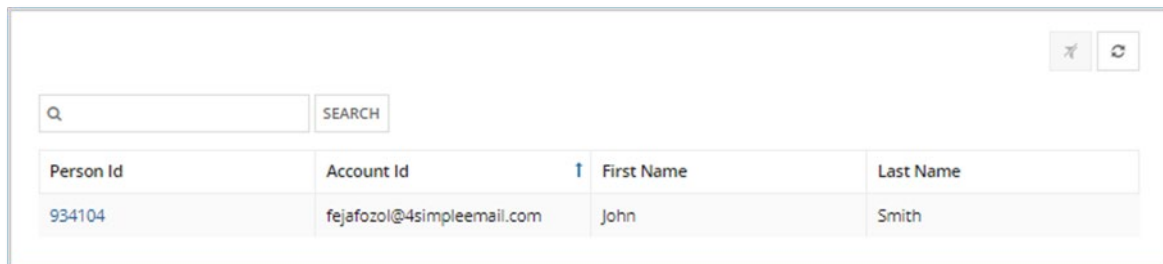
Once an Update to Contact Information Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete an Update to Contact Information Request in Beacon.
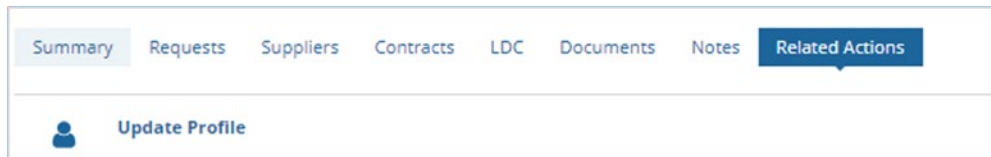
Procedure

1. Select the **Manage Profile** tab.
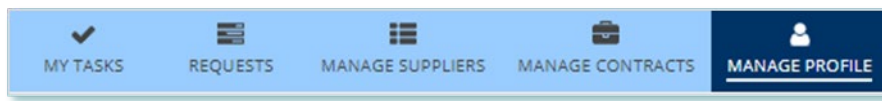
2. To view your account's Person Record, select your **Person ID**.

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

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

Request - Update to Contact 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 *

> Other ▾

Describe Reason for Change *

> [empty text area]

0 out of 4000 characters entered: 4000 remaining.

---
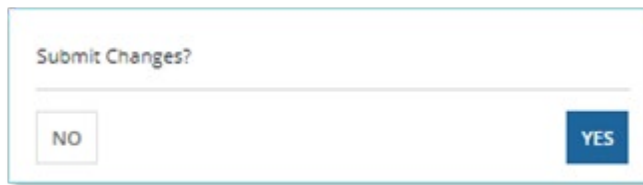
5. Make changes to your contact information, and then select **Next**.

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.

Supporting Documents [Empty - 1 Pending]

Select Document to Upload

> UPLOAD 🔲 *Drop file here*

File size limit upto: 30 MB

Document Type *

> ------ Please Select ------ ▾

Description

> |

0 out of 200 characters entered: 200 remaining.

CANCEL   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.
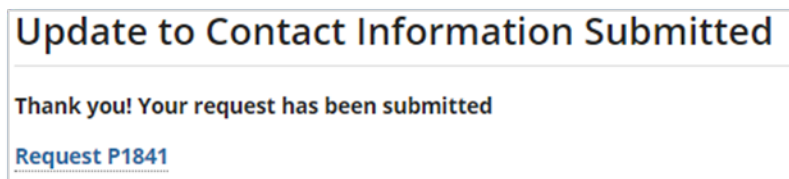
Submit Changes?

NO	YES

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

Changing Your Email Address

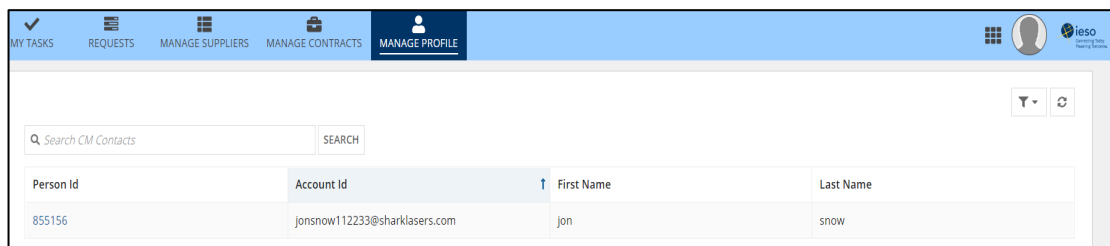During the term of your FIT Contract(s), there might be changes to the email address associated with the Person record.

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.
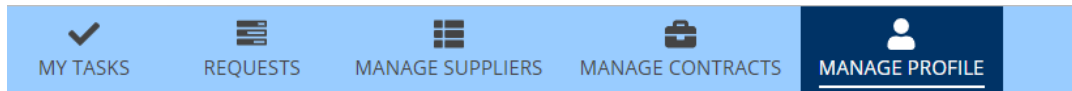
2. Select the **Person Id**.

3. Select **CHANGE TO EMAIL ADDRESS** on the top right corner.
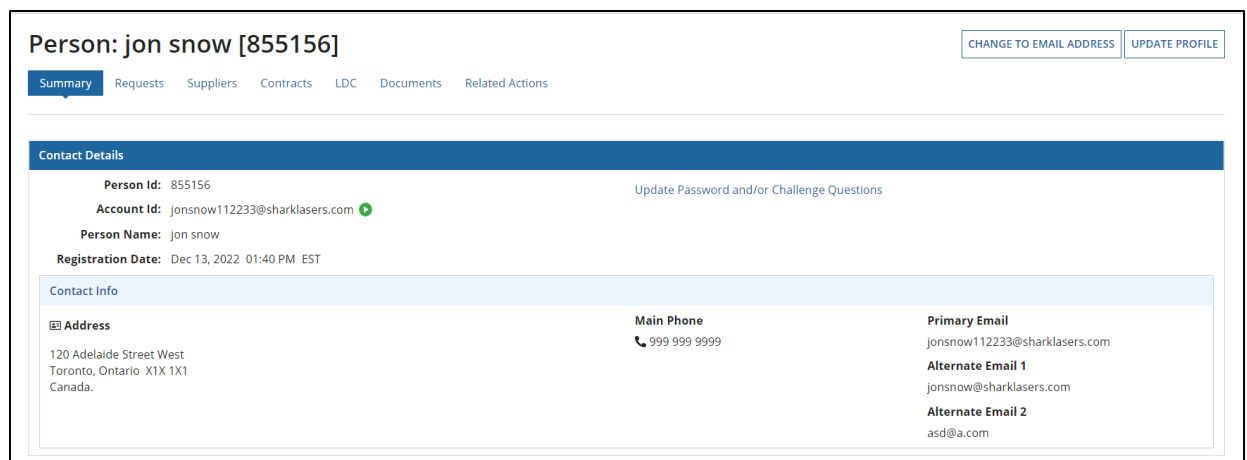
4. Under the **Reason For Change Email To Email Address** dropdown, select **Email Address is outdated/inactive**.

5. Enter a description in the **Reason for Change to Email Address**.

6. Enter the new email addres in the **Email Address** field.

7. Click **SUBMIT**

Reason for Change to Email Address *

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

Reason for Change to Email Address *

0 out of 4000 characters entered: 4000 remaining.
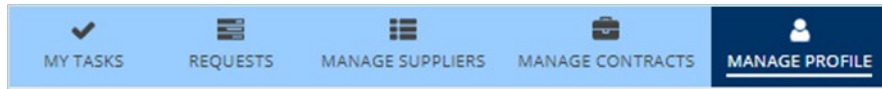
Email Address *

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.
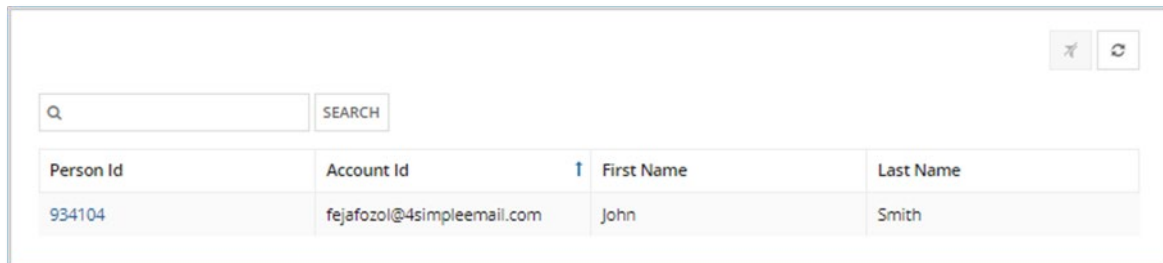
Changing Your Password

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

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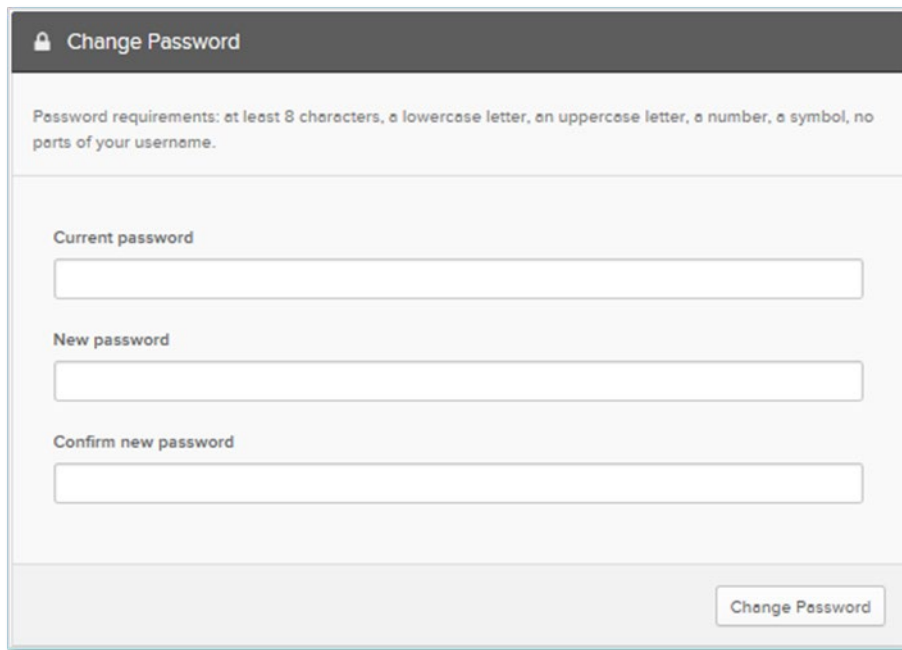
1. Select the **Manage Profile** tab.

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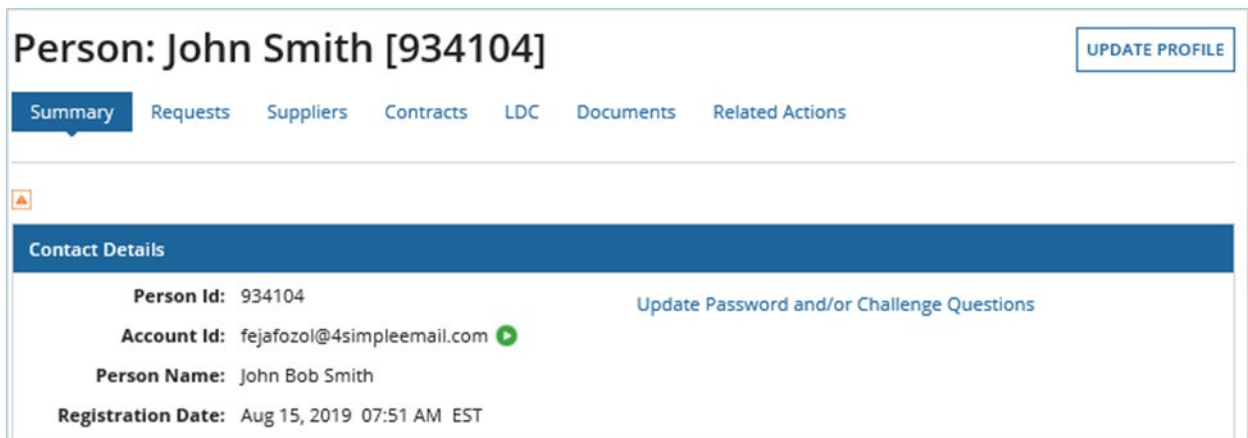
4. Under the **Change Password** section, enter your current password and new password.

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.

Change Password

Password changed successfully.
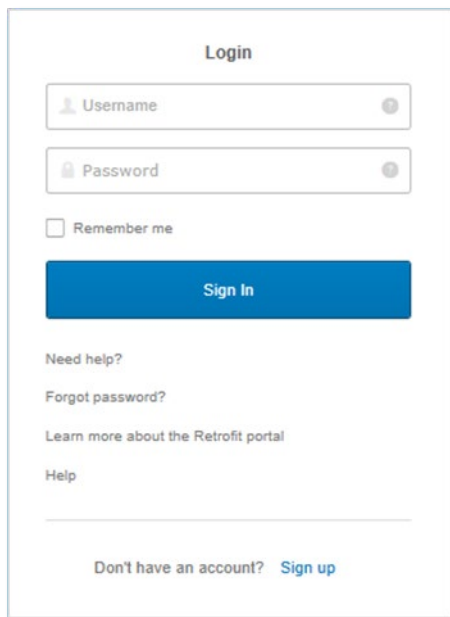
Resetting Your Password

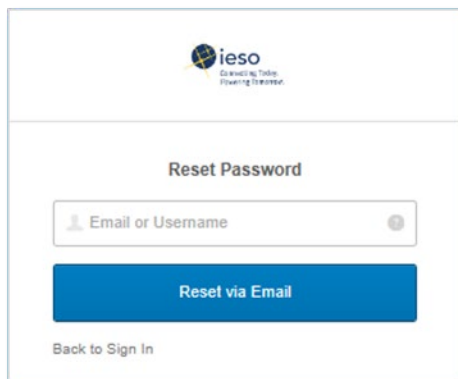If you forgot your password, you can reset it on the Beacon sign in page.

Procedure

1. Go to http://www.ieso.ca/Get-Involved/FIT/login.

2. Select **Need help?** to show more options.

3. Select **Forgot Password?**

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

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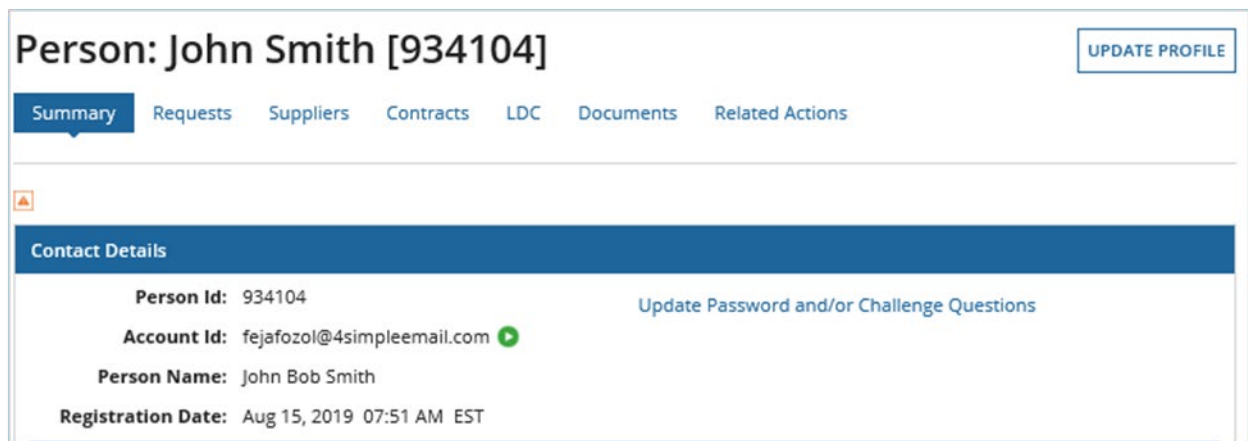
Procedure
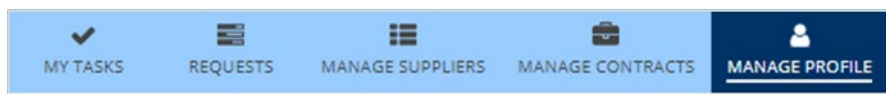
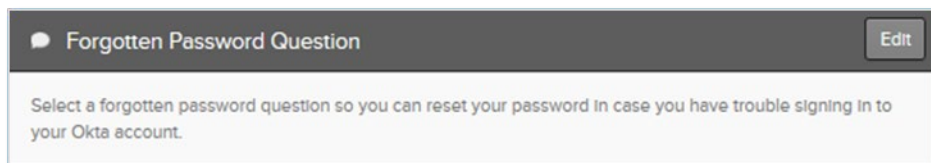1. Select the **Manage Profile** tab.

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.

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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