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# Beacon FIT Supplier

Digital User Guide  
Contract Management



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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 <i>optional</i> 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>

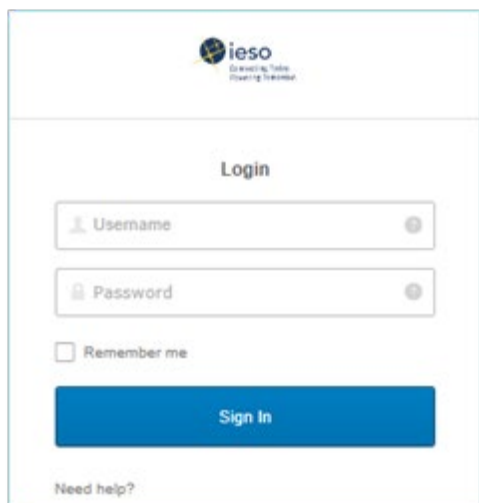
Role	Description
IESO CM FIT Analyst	The IESO CM FIT Senior Analyst is responsible for regular review and processing of requests submitted by the Supplier Approver to the IESO. The IESO CM FIT Senior Analyst can also initiate certain requests that are to be reviewed by the Supplier Approver.
IESO CM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

## 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.

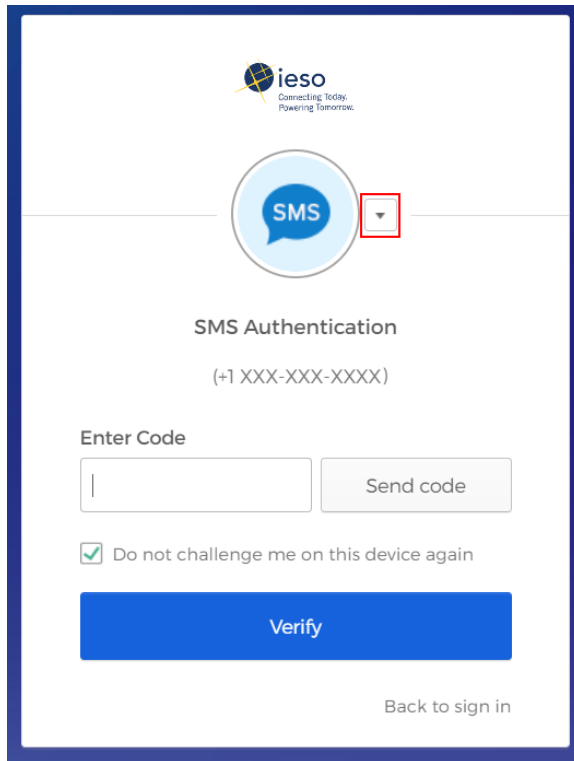
### Procedure

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.



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Powering Tomorrow.

SMS

SMS Authentication  
(+1 XXX-XXX-XXXX)

Enter Code

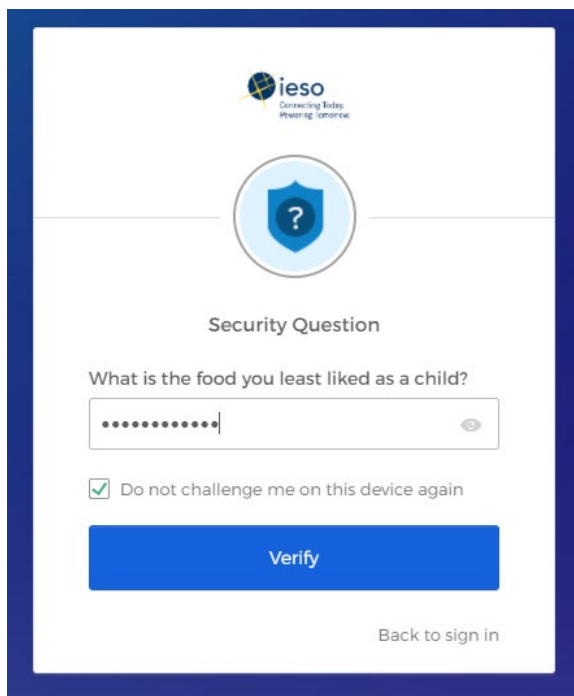
Send code

☒ 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.**



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?

Security Question

What is the food you least liked as a child?

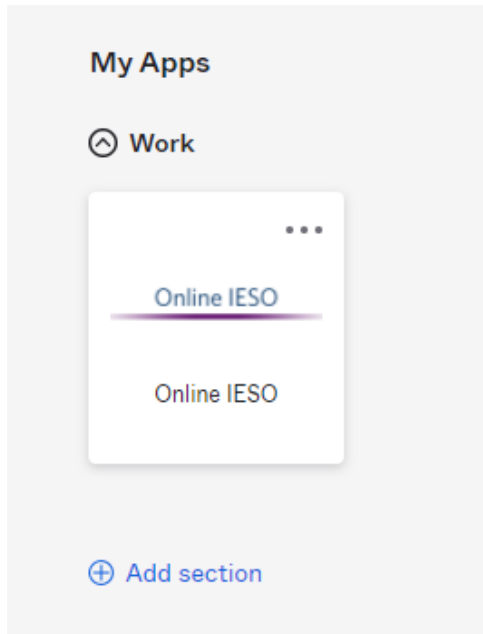
.....

☒ Do not challenge me on this device again

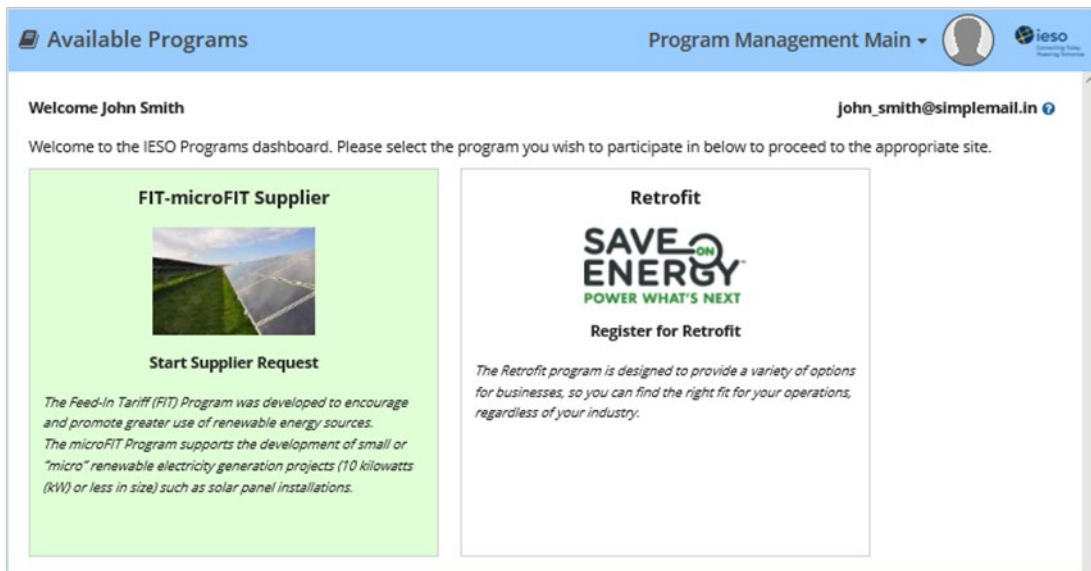
Verify

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.



# Contract Overview

## Manage Contracts Page

On the **MANAGE CONTRACTS** page you'll see all of your Contracts.

You can search for Contracts by using these filters.

To initiate a Contract Request, select **Submit Contract Changes**.

The screenshot shows the 'Manage Contracts' page. At the top, there's a navigation bar with 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS' (selected), and 'MANAGE PROFILE'. Below the navigation bar, there's a section titled 'Available Action(s)' with three options: 'Submit Contract Changes' (checked), 'Create New Secured Lender Agreement', and 'Submit Contracts Assignment'. Below this, there's a search and filter section with fields for 'Contract Id' (F-111), 'Contract Version', '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), and 'Contract Status' (Show All). Below the search and filter section, there's a table with 1 contract. The table has columns: Business Contract Id, Type, Status, Supplier Id, Supplier Legal Name, LDC, and Version. The first row shows: F-111111-SPV-222-333, FIT, COD, 002668, Orange Town Community Farm Ltd., Great Canadian Hydro Ltd., and 1.3.0. A callout bubble points to the 'F-111' in the 'Contract Id' field, showing a 'FIT-MAB' icon and 'LOCKED: C4617'. Another callout bubble points to the 'F-111111-SPV-222-333' in the 'Business Contract Id' column, showing a 'FIT-MAB' icon and 'LOCKED: C4617'. A third callout bubble points to the '002668' in the 'Supplier Id' column, showing a 'FIT-MAB' icon and 'LOCKED: C4617'. A fourth callout bubble points to the 'Version' header, showing a 'FIT-MAB' icon and 'LOCKED: C4617'.

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.

## Contract Record Overview

When you select a **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: COO

Contract ID: F-000111-SPV-111-111

Contract Version: 1.3.0

Contract Type: FIT

Application ID: FIT-F0K2R0W

Contract Capacity (kW): 498

Nameplate Capacity (kW): 498

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:

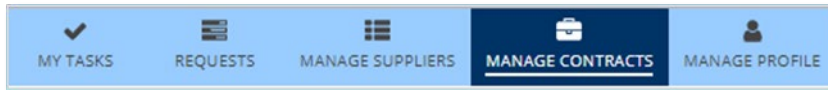
The **Record Locked** table shows information about the Request that is locking the Contract. For more details, select the **Request ID**.



# Downloading a FIT Contract

## Procedure

1. Select the **MANAGE CONTRACTS** tab.



2. **Optional:** Use the filters to search for the Contract that you wish to download.
3. Select the **Business Contract ID** of the FIT Contract that you wish to download.

**Manage Contracts**

Available Action(s)

- ☒ Submit Contract Changes
- ☒ Create New Secured Lender Agreement
- ☒ Submit Contracts Assignment

Contract Id:

Contract Version:

LDC:

Locked By:

Lock Status:

Paging: 10 | 25 | 50 | Show All

1 Contracts

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
F-000111-SPV-111-111	FIT	COD	744503	John Smith	Hydro One Networks Inc.	1.3.0

4. Select the **Download Contract** button on the top-right.

**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-000286-8IG-130-203

Contract Status: COD

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

Contract Version: 1.3.0

Contract Type: FIT

Application Id: FIT-F0K2ROW

Contract Capacity (kW): 498

Nameplate Capacity (kW): 498

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 Analyst: [View Profile](#)

5. Select **Click Here to Download Contract**.

**Contract: F- 000111-SPV-111-111**

SummaryFacility InformationRequestsDocumentsContactsPricingMilestonesRelated Actions

Download Document

F- 000111-SPV-111-111

Click Here to Download Contract

BACK TO CONTRACT SUMMARY

# Managing Contract Requests

## Contract Requests

### Submitting a Request to Change a Contract Record

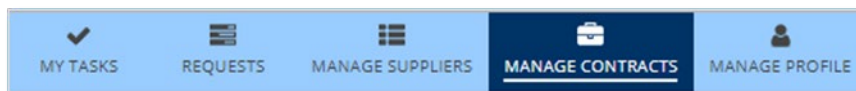
To update the record information in one or more Contracts, you can submit a Change to Contract Request. You can submit a Change to Contract Request for the following actions:

- Change to Facility Information
- Change to Contract Notice Mailing Address
- Change to Participation Information
- Secured Lender
- Force Majeure
- Declaring Commercial Operation (only available to Pre-COD Contracts)
- Termination
- Report
- Other

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

### Procedure

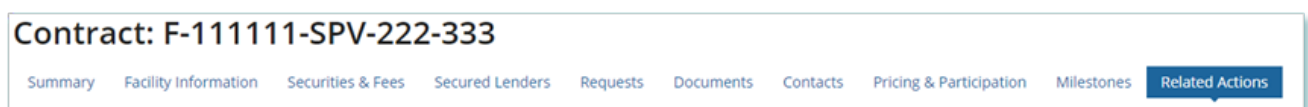
1. Select the **MANAGE CONTRACTS** tab.



2. Select the Contract of interest.

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name
F-111111-SPV-222-333	FIT	COD	002668	Orange Town Community Farm Ltd.

3. Click on the **Related Actions** tab in the Contract record.



**Note:** Some Request Types allow for multiple Contracts to be changed at the same time. In order to complete a multiple Contract Change request contact your Contract Analyst for further instructions.

4. Select the type of Request you would like to submit.

The screenshot shows the IESO Manage Contracts interface. The top navigation bar includes links for MY TASKS, REQUESTS, MANAGE SUPPLIERS, MANAGE CONTRACTS (active), and MANAGE PROFILE. The main header displays the contract ID: F-111111-SPV-222-333. Below this, a series of tabs are visible: Summary, Facility Information, Securities & Fees, Secured Lenders, Requests, Documents, Contacts, Pricing & Participation, Milestones, and Related Actions (selected). The 'Related Actions' tab contains a list of request types, each with an icon and a description:

- Change to Contract Notice Mailing Address**: Use this request type to update the Contract Contact & Notice Information.
- Change to Facility Information**: Use this request type to update Facility Information.
- Contract Assignment**: Use this request type to assign a contract to another Supplier.
- Termination**: Use this request type to terminate your Contract.
- New Secured Lender**: Use this request to add contract to a new or existing Secured Lender Agreement.
- Other**: Use this request to inform the IESO about any other changes. Be as detailed as possible.
- Change to Participation Information**: Use this request type to update the participation information.
- Report**: Use this request type to submit a report.
- Force Majeure**: Use this request type to submit a new Force Majeure.

5. On the **Enter Changes** page, make the required changes to the Contract, then select **NEXT**.
6. **OPTIONAL:** To upload supporting documents, select **+UPLOAD NEW DOCUMENT**. Attach a document, choose a document type, enter a description, and then select **ADD DOCUMENT**.

**Note:** When you submit a Contract Change Request, you might be required to submit certain documentation as evidence of certain information (e.g. legal entity type, resident status, etc.).

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.

The screenshot shows a dialog box titled "Submit Changes?". It contains two buttons: "NO" and "YES". The "YES" button is highlighted in blue.

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

## Change Request Submitted

Thank you! Your request has been submitted

[Request S3170](#)

 *Prepare Change Request - Submit*

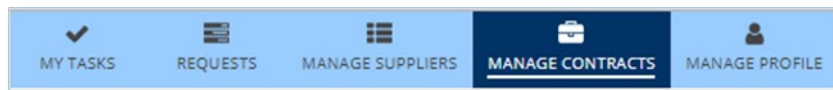
## Submitting a Request to Terminate a Contract

During the lifecycle of your FIT Contract(s), you may wish to terminate the contract for certain reasons. To initiate a Contract termination, you can submit a Termination Request.

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

### Procedure

1. Select the **MANAGE CONTRACTS** tab.



2. **Optional:** Use the filters to search for the Contract that you want to terminate.
3. Select the **Business Contract ID** to view the Contract that you want to terminate.

The 'Manage Contracts' page features a top navigation bar with the same five tabs as the previous image. Below the navigation bar, there's a section titled 'Available Action(s)' with three links: 'Submit Contract Changes', 'Create New Secured Lender Agreement', and 'Submit Contracts Assignment'. The main area contains several filter fields: 'Contract Id' (text input), 'Contract Version' (dropdown), 'LDC' (dropdown), 'Locked By' (text input), 'Lock Status' (dropdown), 'Supplier Type' (dropdown), 'Supplier Id' (text input), 'Supplier Legal Name' (text input), and 'Contract Status' (dropdown). Below these filters, there's a 'Paging: 10 | 25 | 50 | Show All' and a 'CLEAR FILTERS' button. A table titled '1 Contracts' displays the following data:

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
F-111111-SPV-222-333	FIT	COO	002668	Guswhenta Solar (2013) Inc.	Great Canadian Hydro Ltd.	1.3.0

4. Select **Related Actions > Termination**.

The 'Related Actions' tab is active, showing a list of actions with icons and descriptions:

- Change to Contract Notice Mailing Address**: Use this request type to update the Contract Contact & Notice Information. (Lightning bolt icon)
- Change to Facility Information**: Use this request type to update Facility Information. (Building icon)
- Contract Assignment**: Use this request type to assign a contract to another Supplier. (Handshake icon)
- Termination**: Use this request type to terminate your Contract. (X icon)

- On the **Confirm** page, choose a submission reason, and then enter a description for your Request.

The screenshot shows the 'Submit Termination' form with the 'Confirm' step selected. The form includes a header with 'Confirm', 'Upload Supporting Documents', and 'Review' tabs. Below the header, the 'Request - Termination' section displays the following information: Contract ID: F-111111-SPV-222-333, Supplier Type: FIT, and Requested By: Jebediah Smith. A 'Submission Reason' dropdown menu is set to 'Please Select'. Below this is a large text area for 'Describe Reason for Request'. At the bottom, a character count indicates '0 out of 4000 characters entered: 4000 remaining'.

- Read through the Terms & Conditions of Termination.
- Download the termination form by selecting **Download and Sign**.

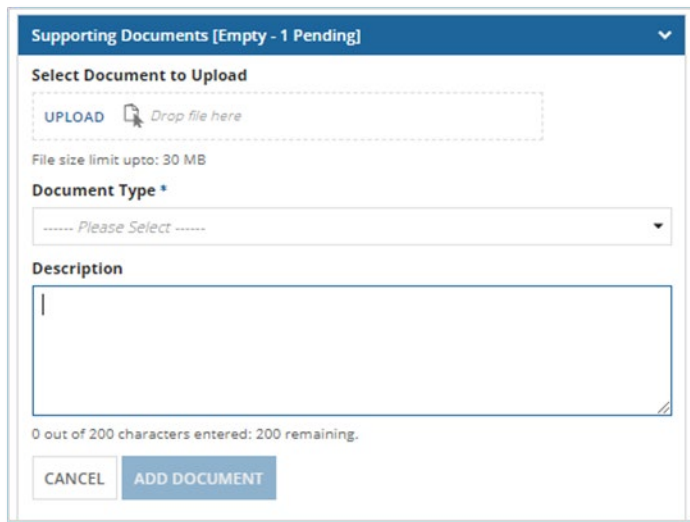
**Note:** You must print out this form to fill in and sign. Scan the completed form to submit it to the IESO when you upload supporting documents in step 10.

- Check the box for I understand and accept the terms of the Notice of Termination.

The screenshot displays the 'Terms & Conditions of Termination' form. It begins with a 'Notice of Termination' section, followed by 'RECITALS' which include legal clauses about the FIT Contract. A 'Download and Sign' link is provided. Below this, there is a checkbox for 'I understand and accept the terms of the Notice of Termination'. A 'Proposed Date of Termination' field is shown with a date format 'mm/dd/yyyy'. At the bottom left is a 'CANCEL REQUEST' button, and at the bottom right is a 'NEXT >' button.

- Choose a Proposed Date of Termination, and select **NEXT**.

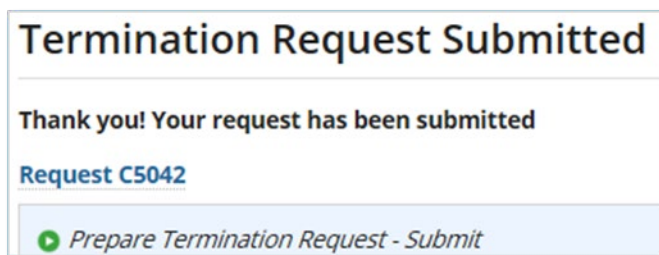
10. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.



The screenshot shows a web form titled "Supporting Documents [Empty - 1 Pending]". It includes a "Select Document to Upload" section with an "UPLOAD" button and a "Drop file here" area. Below this, it states "File size limit upto: 30 MB". There is a "Document Type" dropdown menu with "Please Select" as the current selection. A "Description" text area is present, followed by a character count: "0 out of 200 characters entered: 200 remaining." At the bottom are "CANCEL" and "ADD DOCUMENT" buttons.

11. On the **Review** page, look over all your changes, and then select **SUBMIT REQUEST**.

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



The screenshot shows a confirmation page titled "Termination Request Submitted". It contains the text "Thank you! Your request has been submitted" and "Request C5042". At the bottom, there is a button labeled "Prepare Termination Request - Submit" with a green circular icon.

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



## Adding or Removing Contacts from Suppliers or Contracts

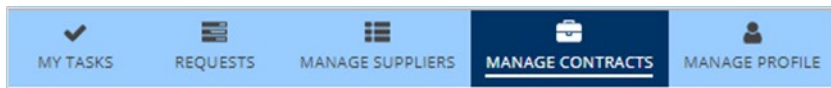
During the term of your FIT Contract(s), there might be changes to the Contacts who manage your Supplier(s) and/or Contract(s).

The following instructions will guide you through how to Add and/or Remove Contacts from Contract(s) in Beacon. For instructions on how to Add and/or Remove Contacts from a Supplier, please refer to the Supplier Management user guide document.

### Adding Supplier Contacts to a Contract

#### Procedure

1. Select the **MANAGE CONTRACTS** tab.








2. **Optional:** Use the filters to search for the Contract that you want to add Contacts to.
3. Select the **Business Contract ID** to view the Contract that you want to add Contacts to.

A screenshot of the 'Manage Contracts' page. At the top is a navigation bar with tabs: 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. Below the navigation bar is a section titled 'Manage Contracts'. Under this title, there are 'Available Action(s)' with links: 'Submit Contract Changes', 'Create New Secured Lender Agreement', and 'Submit Contracts Assignment'. Below these are various filter fields: 'Contract Id' (with a search prompt), 'Contract Version', 'LDC' (with a 'Show All' link), 'Locked By' (with a prompt 'Request Id or DRAFT'), 'Lock Status' (with a 'Show All' link), 'Supplier Type' (with a 'Show All' link), 'Supplier Id' (with a search prompt), 'Supplier Legal Name' (with a search prompt), and 'Contract Status' (with a 'Show All' link). Below the filters is a 'Paging: 10 | 25 | 50 | Show All' section and a 'CLEAR FILTERS' link. At the bottom, there is a table titled '1 Contracts' with the following data:

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
F-111111-SPV-222-333	FIT	COO	002668	Guswhenta Solar (2013) Inc.	Great Canadian Hydro Ltd.	1.3.0

**Note:** You can add Contacts to a Contract only if they have already been added as a Contact to the Supplier. For instructions on how to Add and/or Remove Contacts from a Supplier, please refer to the Supplier Management user guide document.

4. Select **Related Actions > Add Contacts**.

Summary	Facility Information	Requests	Documents	Notes	Contacts	Pricing	Milestones	Related Actions
<div>  <b>Change to Contract Notice Mailing Address</b>            Use this request type to update the Contract Contact &amp; Notice Information.         </div> <div>  <b>Change to Facility Information</b>            Use this request type to update Facility Information.         </div> <div>  <b>Contract Assignment</b>            Use this request type to assign a contract to another Supplier         </div> <div>  <b>Termination</b>            Use this request type to terminate your Contract.         </div> <div>  <b>Add Contacts</b> </div>								

- On the **Add Contacts to Contract** page, choose a reason for submitting the change, and then enter a description for your Request.

## Submit Add Contact Person to Supplier/Contract

Add Contacts To Contract	Supporting Documents	Review
Request - Add Contact Person to Supplier/Contract		
<b>Type of Request:</b> Add Contact Person to Contract <b>Contract ID:</b> <a href="#">F-111111-SPV-222-333</a> <b>Supplier Type:</b> FIT <b>Requested By:</b> Jebediah Smith		
<b>Submission Reason *</b> <div>----- Please Select -----</div>		
<b>Describe Reason for Request</b> <div></div>		
0 out of 4000 characters entered: 4000 remaining.		

- Enter the **Person ID** and email address for the Contact that you want to add, and then select **SEARCH**.
- Select **+Add Person**.

## Search Contacts

Person Id	Email Address
229149	john_smith@simplemail.in
<a href="#">CLEAR</a>	<a href="#">SEARCH</a>

**Contact Details**  
Click on +ADD button to add into the queue below

Person Id	Person Name	Email Address	
229149	John Smith	john_smith@simplemail.in	<a href="#">+Add Person</a>

8. Choose a Role.

The screenshot shows a table titled "Selected Contacts - [1]". The table has four columns: "Person Id", "Person Name", "Email Address", and "Role". The first row contains the values "229149", "John Smith", and "john\_smith@simplemail.in". The "Role" column has a dropdown menu open, showing "Select Role" at the top, followed by "Supplier Agent" and "Supplier Approver". A red "X" icon is visible to the right of the dropdown. Below the table, there is a "CANCEL REQUEST" button on the left and a "NEXT >" button on the right.

Person Id	Person Name	Email Address	Role
229149	John Smith	john_smith@simplemail.in	Select Role

CANCEL REQUEST

NEXT >

9. You can add more Contacts or select **NEXT**.

**Note:** In order to add a Contact, the Contact must have already registered with Beacon via a new account registration. For help on how to register a new user see our Registration Overview & Account Maintenance document.

10. **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 form titled "Supporting Documents [Empty - 1 Pending]". The form has a section "Select Document to Upload" with an "UPLOAD" button and a "Drop file here" area. Below this, it says "File size limit upto: 30 MB". There is a "Document Type \*" dropdown menu with "Please Select" as the current selection. Below the dropdown is a "Description" text area. At the bottom, it says "0 out of 200 characters entered: 200 remaining." and there are "CANCEL" and "ADD DOCUMENT" buttons.

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

**Note:** When you add additional Contacts to Contracts, you might be required to submit supporting documentation as evidence of certain information (e.g. prescribed forms, director's register, etc.).

11. On the Review page, look over all your changes, and then select **SUBMIT REQUEST**.


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

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

## Request Submitted

Thank you! Your request has been submitted

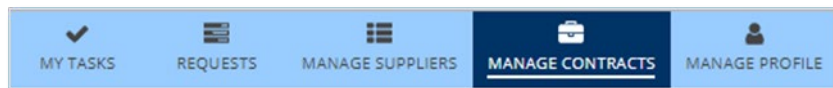
[Request P2212](#)

 [Prepare Add Contact Request - Submit](#)

## Removing Supplier Contacts from a Contract

### Procedure

1. Select the **MANAGE CONTRACTS** Suppliers tab.



2. **Optional:** Use the filters to search for the Contract that you want to remove Contacts from.
3. Select the **Business Contract ID** to view the Contract that you want to remove Contacts from.

The 'Manage Contracts' page has a header with the same navigation bar as above. Below the header, there's a section for 'Available Action(s)' with three links: 'Submit Contract Changes', 'Create New Secured Lender Agreement', and 'Submit Contracts Assignment'. The main area contains a series of filters on the left and right. The left filters include 'Contract Id', 'Contract Version', 'LDC', 'Locked By', and 'Lock Status'. The right filters include 'Supplier Type', 'Supplier Id', 'Supplier Legal Name', and 'Contract Status'. Below the filters, there's a 'Paging' section showing '10 | 25 | 50 | Show All' and a 'CLEAR FILTERS' link. At the bottom, there's a table with the heading '1 Contracts'.

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
F-111111-SPV-222-333	FIT	COO	002668	GusWhenta Solar (2013) Inc.	Great Canadian Hydro Ltd.	1.3.0

4. Select **Related Actions > Remove Contacts**.

A vertical menu titled 'Related Actions' with a dark blue header. It contains six items, each with an icon and a description: 'Change to Contract Notice Mailing Address' (lightning bolt icon), 'Change to Facility Information' (grid icon), 'Contract Assignment' (hand icon), 'Termination' (X icon), 'Add Contacts' (person icon), and 'Remove Contacts' (person icon with a minus sign).

5. On the **Remove Contacts from Contract** page, choose a reason for submitting the change, and then enter a description for your Request.
6. Check the box(es) for the Contact(s) that you want to remove from the selected contract(s), then select **NEXT**.

**Note:** You cannot remove all Contacts with the Supplier Approver role. Contracts that have only one Approver cannot be selected.

Available Contacts				
NOTE: Select atleast one contact from selected contract(s). Contracts having one Approver cannot be selected				
<input type="checkbox"/>	Person Id	Name	Email Address	Role
<input type="checkbox"/>	- F-111111-SPV-222-333 (5 Contacts)			
<input checked="" type="checkbox"/>	• 896366	John Smith	john.smith456@sharklasers.com	Supplier Agent
<input type="checkbox"/>	• 762468	Betty King	betty.king@sharklasers.com	Supplier Approver
<input type="checkbox"/>	• 727629	Jebediah Smith	jebediah.smith@sharklasers.com	Supplier Approver
<input type="checkbox"/>	• 068323	Jon Jones	Jon.Jones@sharklasers.com	Supplier Approver
<input type="checkbox"/>	• 003525	Sean Sherk	sean.sherk@sharklasers.com	Supplier Agent

CANCEL REQUEST

NEXT >

7. **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.

**Note:** When you remove additional Contacts to Contracts, you might be required to submit certain documentation as evidence of certain information (e.g. prescribed forms, director's register, etc.).


8. On the Review page, look over all your changes, and then select **SUBMIT REQUEST**.
9. A dialog box is opened, select **Yes**. Once the Request is submitted, a confirmation page is displayed.

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

## Request Submitted

Thank you! Your request has been submitted

**Request P2212**

 Prepare Remove Contact Request - Submit

## Contract Request Tasks

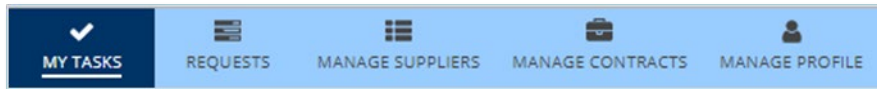
### Reviewing Requests Submitted by a Supplier Approver

If you are a Supplier Approver for Suppliers or Contracts, you may receive a Supplier Approver Review Request task to review any Requests submitted by other Supplier Approvers of those Suppliers or Contracts.

If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you on the **MY TASKS** tab.

#### Procedure

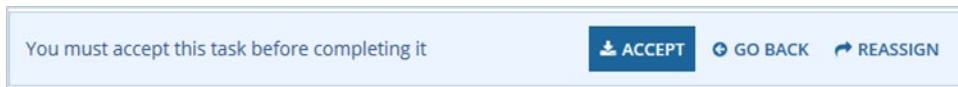
1. Select the **MY TASKS** tab.



2. Select the **Active Task** for the Request that you want to review. This brings you to the **Review** page.

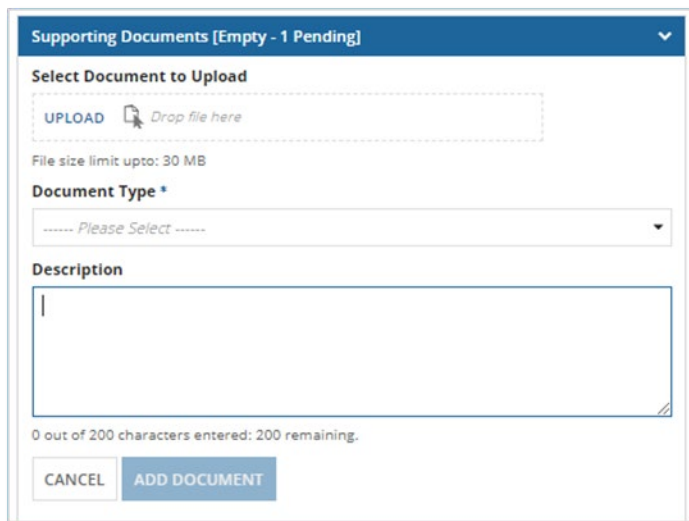
Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
S3174	Change to Supplier Resident Status	[DRAFT]	Supplier	Supplier Approver Review Request	<input checked="" type="checkbox"/>

3. To begin working on the task, select **ACCEPT**.



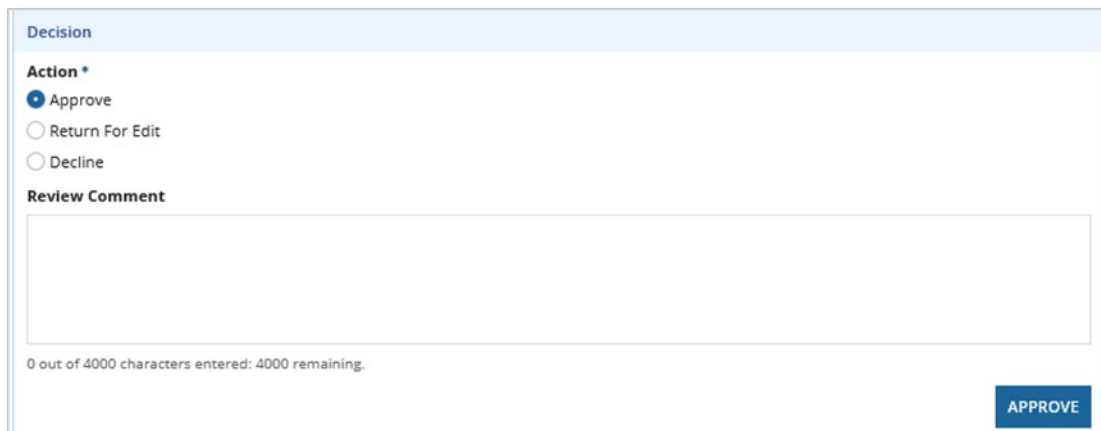
4. Review the values entered and the documents in the Request.

5. **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 form titled "Supporting Documents [Empty - 1 Pending]". It includes a "Select Document to Upload" section with an "UPLOAD" button and a "Drop file here" instruction. Below this is a "File size limit upto: 30 MB" note. The "Document Type" is selected via a dropdown menu showing "----- Please Select -----". A "Description" text area is present, with a character count at the bottom: "0 out of 200 characters entered: 200 remaining.". At the bottom are "CANCEL" and "ADD DOCUMENT" buttons.

6. Under Decision, choose either **Approve**, **Return for Edit** or **Decline**.
- If you select **Approve**, you can enter an explanatory note or comment to provide additional context to the review task, and then select **Approve**.
  - If you select **Return for Edit**, you can enter an explanatory note or comment to provide additional context to what needs clarification, and then select **Return for Edit**.
  - If you select **Decline**, you can enter an explanatory note or comment to provide additional context for why you declined the Request, and then select **Decline**.



The screenshot shows a form titled "Decision". It features an "Action \*" section with three radio buttons: "Approve" (selected), "Return For Edit", and "Decline". Below this is a "Review Comment" text area, with a character count at the bottom: "0 out of 4000 characters entered: 4000 remaining.". An "APPROVE" button is located at the bottom right.

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

Depending on your decision, the Request may be under IESO review, returned to the Request initiator for edits, or the Request may be closed, respectively.



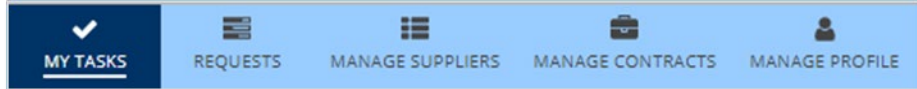
## Providing Clarification for Returned Requests

The IESO or a Supplier Approver may return a Request that you submitted back to you for further review.

If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you on the **MY TASKS** tab.

### Procedure

1. Select the **MY TASKS** tab.



2. Select the **Active Task** for the Request you want to work on.

The screenshot shows a table titled 'Active Request Tasks In-Progress'. The first row is highlighted, showing a task for Request ID S3170. A red box highlights the 'Active Task' column, which contains the text 'Review Returned Change Request'. A yellow line connects this box to a zoomed-in view of the same task details below.

Request ID	Request Type	Status	Source	Active Task	Status
S3170	Change to Supplier Legal Name	IESO Review	Supplier	Review Returned Change Request	<input checked="" type="checkbox"/>

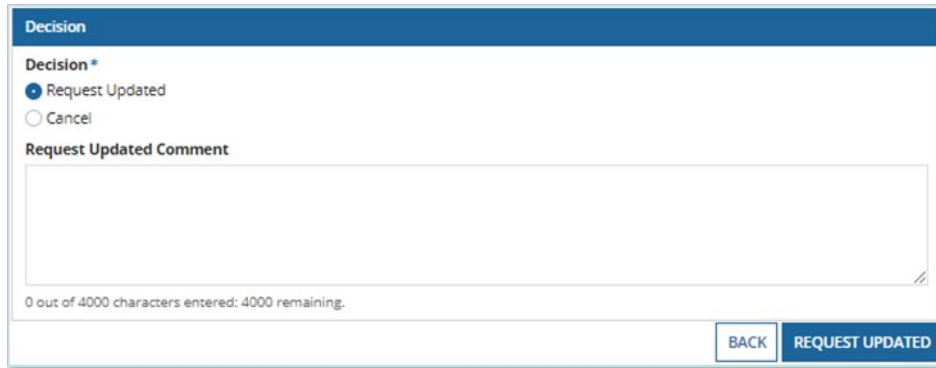
Source	Active Task	Status
Supplier	Review - Supplier Rejected Request	<input checked="" type="checkbox"/>

3. On each page, make changes to the fields that require updates.
4. On the **Supporting Documents** page, review any documents added by other users.
5. **Optional:** To upload supporting documents, select **+UPLOAD NEW DOCUMENT**. Attach a document, choose a document type, enter a description, and then select **ADD DOCUMENT**.

**Note:** When you respond to a Request to provide clarification, you might be required to submit certain documentation as requested by the IESO. This will be specified in the task details.

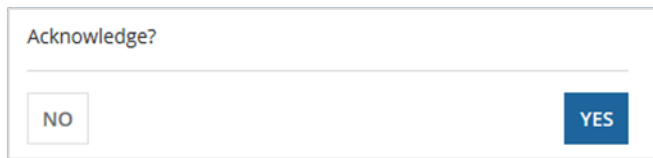
6. Review the changes summarized on the **Review** page.
7. Under Decision, choose either Request Updated or Cancel.
  - a. If you select Request Updated, you can enter an explanatory note or comment to provide additional context on what was clarified, and then select **Request Updated**.

- b. If you select **Cancel**, you can enter an explanatory note or comment to provide additional context for why you cancelled the Request, and then select **Cancel**.



A dialog box titled "Decision" with a blue header bar. Below the header, there is a section labeled "Decision \*" with two radio button options: "Request Updated" (which is selected) and "Cancel". Below these options is a text area labeled "Request Updated Comment". At the bottom left of the text area, it says "0 out of 4000 characters entered: 4000 remaining.". At the bottom right of the dialog box, there are two buttons: "BACK" and "REQUEST UPDATED".

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



A dialog box titled "Acknowledge?". It has a text input field at the top. Below the input field, there are two buttons: "NO" on the left and "YES" on the right. The "YES" button is highlighted in blue.

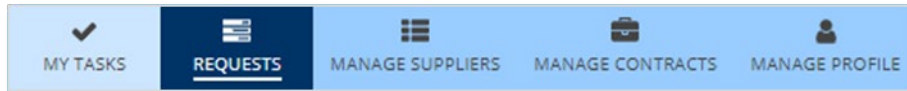
## Cancelling a Submitted Request

You can cancel a Request that you submitted.

**Note:** You can cancel a Request only if you initiated the Request and before the IESO has accepted the Request for review.

### Procedure

1. Select the **Requests** tab.



2. **Optional:** Use the filters to search for the Request that you want to cancel.

<b>Status</b> OPEN	<b>Supplier ID</b> Enter partial text to search Supplier ID
<b>Request ID</b> 	<b>Contract ID</b> Enter partial text to search Contract ID
<b>Request Category</b> ----- Show All -----	<b>Prepared By</b> ----- Show All -----
<b>Request Type</b> ----- Show All -----	<b>Source</b> ----- Show All -----
<b>Requested From</b> mm/dd/yyyy	<b>Requested Thru</b> mm/dd/yyyy
7 Requests Found	

3. Select the **Request ID** to view the Request Record that you want to cancel.

1 Requests Found		
		Request ID
OPEN		53172

4. Select **CANCEL REQUEST**.

Supplier Request [S3172] CANCEL REQUEST

Summary Attachments Related Actions

Submitted IESO Review Closed

OPEN

5. On the **Confirm Cancellation of Request** page, enter the reason for cancelling the Request.

Confirm Cancellation of Request C379

Please confirm that you would like to cancel this request. You will lose all information and will not be able to recover the request.

Prepare Change Request - Submit

Time	Performed By	Role	Reason
Dec 06, 2019 01:47 PM EST	Jebediah Smith	Supplier Approver	Decrease to Participation Level

Comment  
We are decreasing our Participation %.

Request - Change to Participation Information

Request ID: C379  
Contract ID: F-111111-SPV-222-333  
Supplier Type: FIT  
Requested On: Dec 06, 2019 01:47 PM EST  
Requested By: Jebediah Smith  
Submission Reason: Decrease to Participation Level  
Submission Explanation: We are decreasing our Participation %.

Describe Reason for Cancelling Request \*

0 out of 4000 characters entered: 4000 remaining.

BACK CANCEL REQUEST

6. Select **CANCEL REQUEST**.
7. A dialog box is opened, select **Yes**.

Are you sure?

NO YES

8. Refresh your page.

9. The Request status is now "CLOSED" and the outcome is "Cancelled".

### Request C379 - Change to Participation Information

[Summary](#)[Attachments](#)[Related Actions](#)

CLOSED

SubmittedIESO ReviewClosed

Close Request - Closed

Time

Dec 06, 2019 01:49 PM EST

Performed By

SYSTEM - AUTO

Role

IESO

Reason

Comment

< No Comment >

Request - Change to Participation Information

Request ID: C379

Contract ID: F-111111-SPV-222-333

Supplier Type: FIT

Requested On: Dec 06, 2019 01:47 PM EST

Requested By: Jebediah Smith

Submission Reason: Decrease to Participation Level

Submission Explanation: We are decreasing our Participation %.

Outcome: Cancelled

Reviewed By: Jebediah Smith

Reviewed On: Dec 06, 2019 01:49 PM EST

Completed On: Dec 06, 2019 01:49 PM EST

28

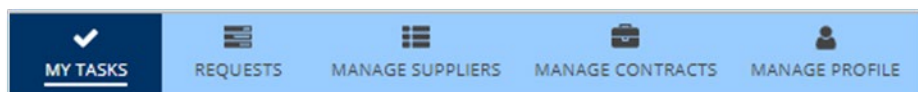
## Providing Acknowledgement of a Request Outcome

If the IESO approves or declines your Request, you may receive a **Provide Acknowledgement** task where you must acknowledge the IESO's decision.


If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you under **MY TASKS**.

### Procedure

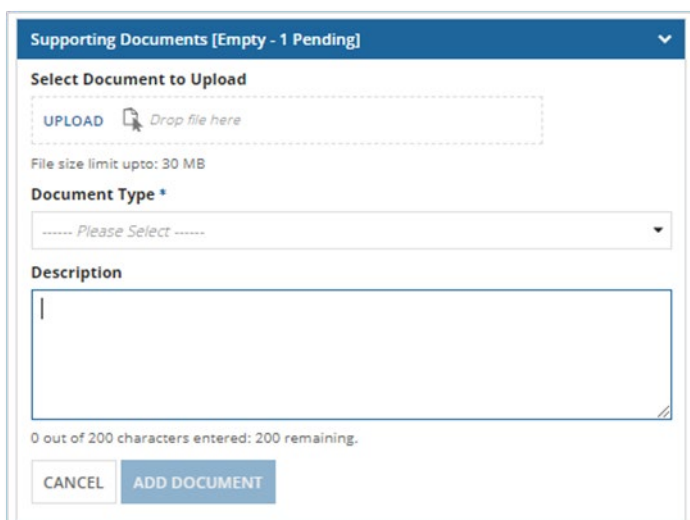
1. Select the **MY TASKS** tab.



2. Select the Provide Acknowledgement task. This brings you to the **Pending Acknowledgement** page.

Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
S3370	Change to Supplier HST-GST Status/Number	Pending Acknowledgement	Supplier	Provide Acknowledgement	

3. Review the information and any documents added by other users.
4. **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.

A form titled 'Supporting Documents [Empty - 1 Pending]' with a dropdown arrow. It contains a 'Select Document to Upload' section with an 'UPLOAD' button and a 'Drop file here' area. Below this is a 'File size limit upto: 30 MB' note. The 'Document Type' section has a dropdown menu with 'Please Select' as the current selection. The 'Description' section has a text area with a vertical cursor. At the bottom, it shows '0 out of 200 characters entered: 200 remaining.' and two buttons: 'CANCEL' and 'ADD DOCUMENT'.

5. **Optional:** You can enter an explanatory note or comment to provide additional context to the Request for acknowledgement in the comment field provided.

Provide feedback or comments below as necessary (If issues, please document below and submit a separate request):

0 out of 4000 characters entered: 4000 remaining.

ACKNOWLEDGED

6. Select **Acknowledged**.
7. A dialog box is opened, select **Yes**.

Acknowledge?

NO

YES

## Viewing Request Notifications

When a decision has been made by the IESO for a Request, you may receive a notification message and/or document that can be found in your Request records.

### Procedure

1. Select the **REQUESTS** tab
2. In the **Request Search** section, change Status to **CLOSED**.
3. **Optional:** Use the other filters to search for the Request record you want to view.

<b>Status</b> CLOSED	<b>Supplier ID</b> Enter partial text to search Supplier ID	<b>Final Outcome</b> ----- Show All -----						
<b>Request ID</b> 	<b>Contract ID</b> Enter partial text to search Contract ID	<b>Final Outcome Decision Date From</b> mm/dd/yyyy						
<b>Request Category</b> ----- Show All -----	<b>Prepared By</b> ----- Show All -----	<b>Final Outcome Decision Date Thru</b> mm/dd/yyyy						
<b>Request Type</b> ----- Show All -----	<b>Source</b> ----- Show All -----							
<b>Requested From</b> mm/dd/yyyy	<b>Requested Thru</b> mm/dd/yyyy							
<b>24 Requests Found</b>								
	Request ID	Request Type	Requested	Requested By	Prepared By	Supplier ID	Final Outcome Decision Date	
CLOSED	×	C380	Change to Participation Information	Dec 06, 2019 02:09 PM EST	Jebediah Smith	Jebediah Smith	002668	Dec 06, 2019 02:10 PM EST

4. Select the **Request ID** to view the Request Record.

24 Requests Found				
		Request ID	Request Type	Requested
CLOSED	×	C380	Change to Participation Information	Dec 06, 2019 02:09 PM EST



5. To see notification messages from IESO, select the **Message to Supplier** tab.

Summary **Message to Supplier** Attachments Related Actions

---

**Notification to Supplier [Change to Participation Information]**

Dear Jebediah Smith, Betty King.

Please note that the IESO has completed its review of the request submitted for the subject FIT Contract(s).

Request ID: C380  
Request Type: Change to Participation Information  
Request Outcome: Declined

If you have any questions, please don't hesitate to contact the IESO Contract Management Team via email.

Regards,  
IESO Contract Management Team

6. To download and see notification documents sent from the IESO, select the **Attachments** tab.

Summary Message to Supplier **Attachments** Related Actions

---

Select any documents below and click on 'DOWNLOAD DOCUMENTS' to access them

<input type="checkbox"/>	Document Name	IESO Updated Document Name	Document Description	Document Type	Submitted By	Available On
<input checked="" type="checkbox"/>	FIT_Contract Document_1.3.0_ContractID_81540			Contract Document	Joshua Acosta	Dec 06, 2019 02:21 PM EST
<input checked="" type="checkbox"/>	les-triplettes-de-belleville		My Participation doc.	Prescribed Form: Participation Declaration (Aboriginal)	Jebediah Smith	Dec 06, 2019 02:18 PM EST

Documents selected - [ 2 ]

7. Check the box for the notification document, and then select **DOWNLOAD DOCUMENT**.

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

A Task will be created to Download document. Refresh the page to view the task link below

9. Refresh your page.

10. Select **DOWNLOAD DOCUMENTS**.

Download Documents

Note: Click on any available links below to view document task

Task Name	Created On
Download Documents	7/25/2019 10:49 AM EST

11. Select a document name to begin downloading it.

**Note:** These documents will be available for download for 24 hours.

Download Documents

This task will be available for 24 hours . Please make sure to download the documents before that.

Document Name

Document #1

DONE

12. Select **DONE**.

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

The task will be cleared and you will have to generate a new request to download these documents. Are you sure you want to close it?

NO

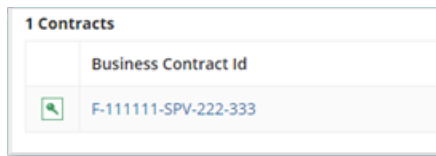
YES

## Downloading and Saving Documents

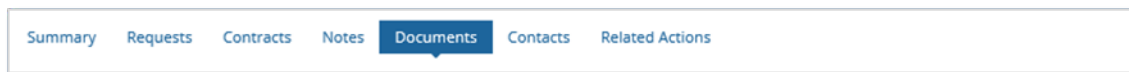
For your records, you can download and save documents related to your Suppliers, your Contracts, your profile account and/or any related Requests submitted.

### Procedure

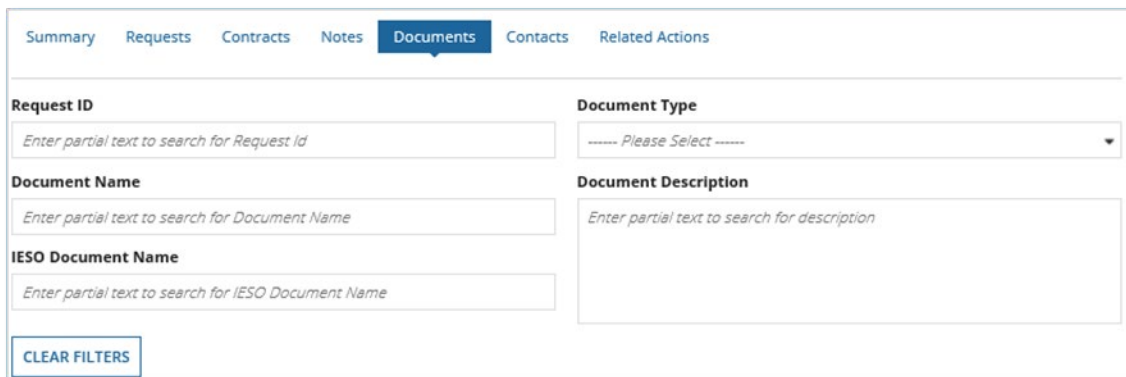
1. Select the tab that contains the Record you want to view.
  - a. To download a Supplier document, select the **Manage Suppliers** tab.
  - b. To download a Contract document, select the **Manage Contracts** tab.
  - c. To download a Person document, select the **Manage Profile** tab.
2. Select the **ID** for the Record that you want to view.



3. Select the **Documents** tab.



4. **Optional:** Use the filters to find a document that you want to download.

A screenshot of a filter section for documents. It has a navigation bar at the top with tabs: "Summary", "Requests", "Contracts", "Notes", "Documents", "Contacts", and "Related Actions". Below the tabs, there are four filter fields: "Request ID" with a text input placeholder "Enter partial text to search for Request Id", "Document Type" with a dropdown menu showing "----- Please Select -----", "Document Name" with a text input placeholder "Enter partial text to search for Document Name", and "IESO Document Name" with a text input placeholder "Enter partial text to search for IESO Document Name". There is also a "Document Description" field with a text input placeholder "Enter partial text to search for description". At the bottom left, there is a "CLEAR FILTERS" button.

5. Check the box(es) for the document(s) that you want to download.

Select any documents below and click on 'DOWNLOAD DOCUMENTS' to access them

<input checked="" type="checkbox"/>	Document Name	IESO Updated Document Name	Document Description	Document Type	Submitted By	Available On
<input checked="" type="checkbox"/>	FIT_Contract Document_1.3.0_ContractID_81540			Contract Document	Jebediah Smith	Dec 06, 2019 02:21 PM EST
<input checked="" type="checkbox"/>	les-triplettes-de-belleville		My Participation doc.	Prescribed Form: Participation Declaration (Aboriginal)	Jebediah Smith	Dec 06, 2019 02:18 PM EST

Documents selected - [ 2 ]

[DOWNLOAD DOCUMENT](#) [CLEAR SELECTION](#)

6. Select **DOWNLOAD DOCUMENT**.

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


A Task will be created to Download document. Refresh the page to view the task link below

[NO](#) [YES](#)

8. Refresh your page.

9. Select **Download Documents**.

Download Documents

 **Note:** Click on any available links below to view document task

Task Name	Created On
<a href="#">Download Documents</a>	7/4/2019 2:23 PM EST

10. To begin saving documents, select the document name for the document(s) that you want to download.

Download Documents

This task will be available for 24 hours . Please make sure to download the documents before that.

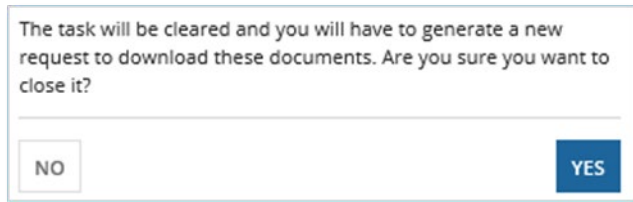
Document Name
<a href="#">Document #1</a>
<a href="#">Document #2</a>

[DONE](#)

**Note:** These documents will be available for download for 24 hours.

11. Select **DONE**.

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



## 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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**Independent Electricity  
System Operator**

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

E-mail: [FIT.Contract@ieso.ca](mailto:FIT.Contract@ieso.ca)

[ieso.ca](http://ieso.ca)



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