



Beacon FIT Supplier

Digital User Guide
Contract Assignments



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

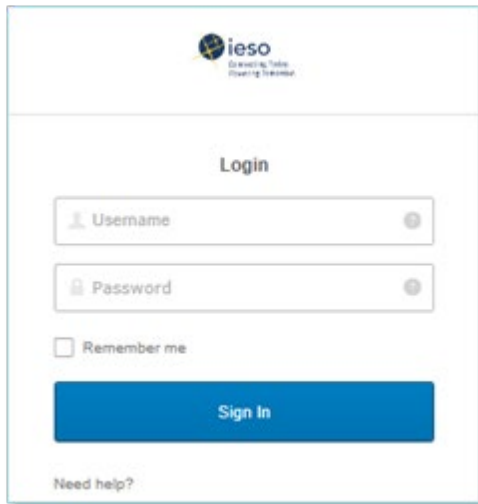
| Role | Description |
|----------------------|---|
| IESO CM FIT Analyst | The IESO CM FIT Senior Analyst is responsible for regular review and processing of requests submitted by the Supplier Approver to the IESO. The IESO CM FIT Senior Analyst can also initiate certain requests that are to be reviewed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

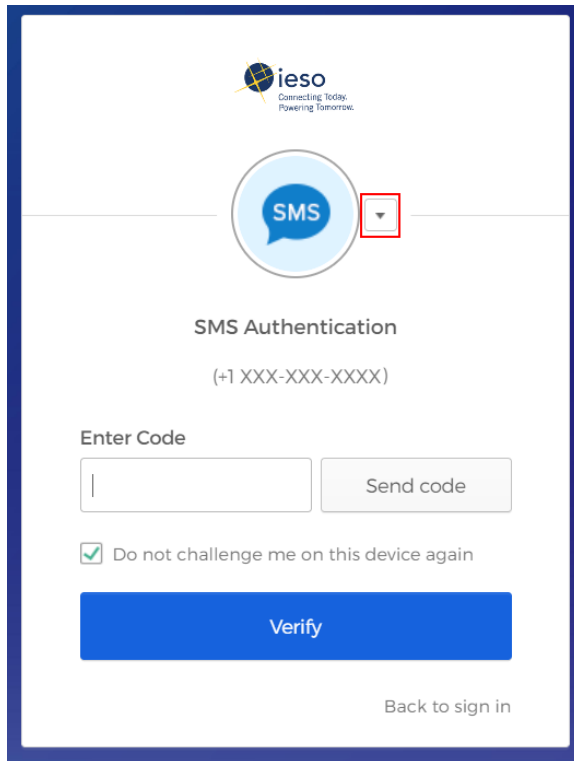
Procedure

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.

A screenshot of the IESO Beacon login page. At the top is the IESO logo with the tagline 'Connecting Today. Powering Tomorrow.' Below the logo is the word 'Login'. There are two input fields: 'Username' and 'Password', each with a small icon on the right. Below these fields is a checkbox labeled 'Remember me'. A large blue button labeled 'Sign In' is positioned below the checkbox. At the bottom left of the form is a link that says 'Need help?'.

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.



ieso
Connecting Today.
Powering Tomorrow.

SMS

SMS Authentication
(+1 XXX-XXX-XXXX)

Enter Code

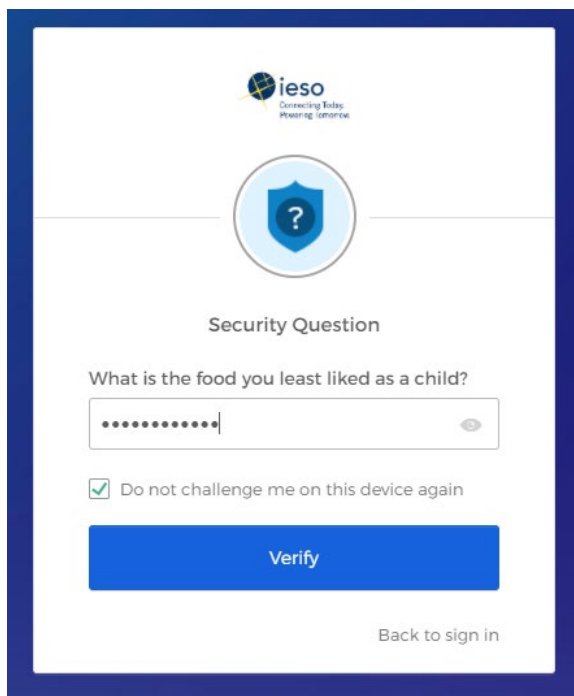
Send code

☒ 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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Connecting Today.
Powering Tomorrow.

?

Security Question

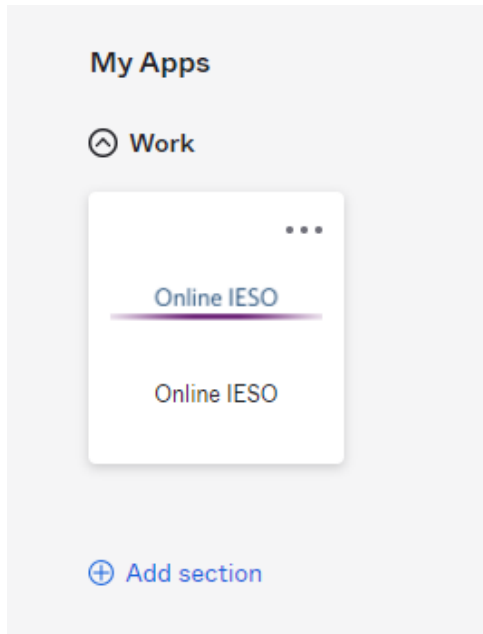
What is the food you least liked as a child?

☒ Do not challenge me on this device again

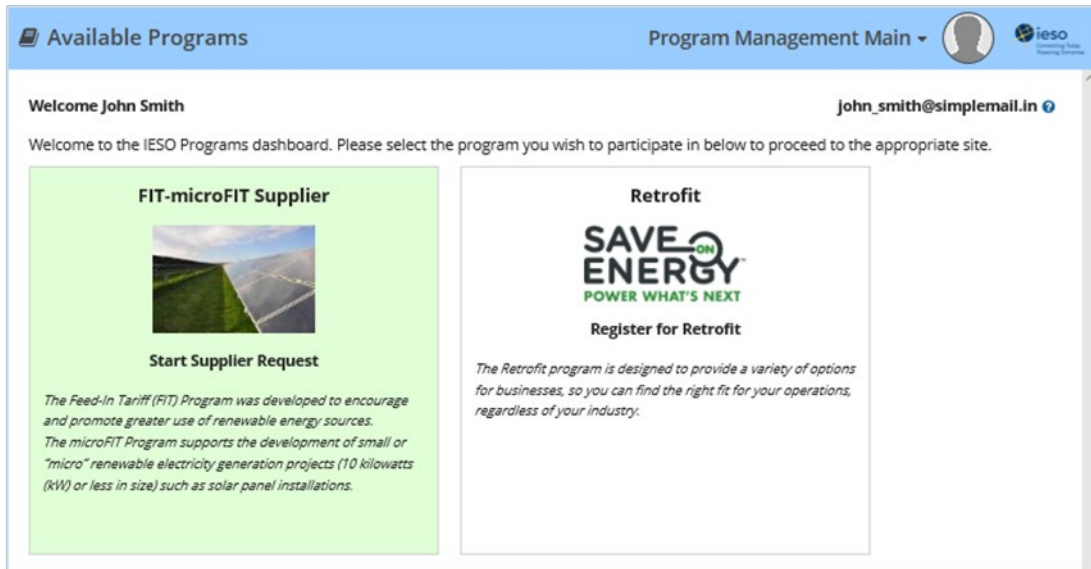
Verify

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.



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, the 'Manage Contracts' section has a sub-header 'Available Action(s)' with three options: 'Submit Contract Changes' (checked), 'Create New Secured Lender Agreement', and 'Submit Contracts Assignment'. Below this, there are several filter fields: '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 filters, there's a 'Paging: 10|25|50|Show All' and a 'CLEAR FILTERS' button. The main table shows 1 contract. A callout bubble points to the first row, showing a magnified view of the 'Business Contract Id' header and the first row's data: 'F-111111-SPV-222-333'. Another callout bubble points to the 'LOCKED: C4617' status.

Available Action(s)

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

Contract Id: F-111

Contract Version: [dropdown]

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

[CLEAR FILTERS](#)

1 Contracts

| Business Contract Id | Type | Status | Supplier Id | Supplier Legal Name | LDC | Version |
|----------------------|------|--------|-------------|---------------------------------|---------------------------|---------|
| F-111111-SPV-222-333 | FIT | COD | 002668 | Orange Town Community Farm Ltd. | Great Canadian Hydro Ltd. | 1.3.0 |

LOCKED: C4617

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

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 | [DOWNLOAD CONTRACT](#)

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-000266-88G-130-203

| | |
|--|---|
| Contract Status: COD | Contract Notice Mailing Address |
| Contract Id: F-000111-SPV-111-111 | 123 ABC Street Toronto, Ontario X1X 1T0 Canada. |
| Contract Version: 1.3.0 | |
| Contract Type: FIT | Facility Address |
| Application Id: FIT-F0K2ROW | 1234 ABC Street Toronto, Ontario A1A 2B2 Canada. |
| Contract Capacity (kW): 498 | Primary Contract: View Not Set |
| Nameplate Capacity (kW): 498 | Analyst: |
| Contract Price: 16.4 | |
| Supplier Legal Name: John Smith | |
| 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**.

Managing Assignment Requests

Contract Assignment Requests

During the lifecycle of your FIT Contract(s), there might be changes to the ownership of the project. After the prospective owner (the “Assignee”) has registered a new Supplier, the current Supplier (the “Assignor”) can submit a Contract Assignment Request. Once a Contract Assignment Request has been initiated by the Assignor, the Assignee must also complete certain actions in Beacon.

Once both the Assignor and Assignee have completed their respective tasks and the Contract Assignment Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete a Contract Assignment Request in Beacon.

Before you begin

Before a Supplier can assign a FIT Contract, the following conditions must be completed:

- The Assignee must register for a Beacon account and register a Supplier.
- The Assignee must provide their Supplier ID and Supplier Legal Name to the Assignor.

Also, be sure to download any applicable contract documents you would like to retain for your records, as these will no longer be available to you as the Assignor once the Contract Assignment Request is complete. Please refer to the Downloading and Saving Documents section at the end of this document for further details.

For instructions on how to register a new Supplier, please refer to the **Supplier Management** user guide document. All Beacon user guides are available on the IESO website at:

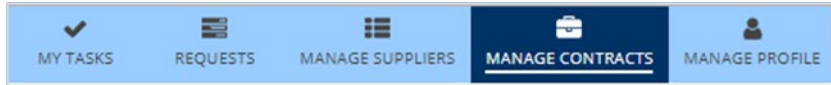
<http://www.ieso.ca/Sector-Participants/Feed-in-Tariff-Program/Beacon-User-Guide-Library>

Initiating a Post-COD Contract Assignment Request (Assignor)

Procedure

Note: Be sure to download any applicable Contract documents you would like to retain for your records, as these will no longer be available to you as the Assignor once the Contract Assignment Request is complete. Please refer to the Downloading and Saving Documents section at the end of this document for further details.

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



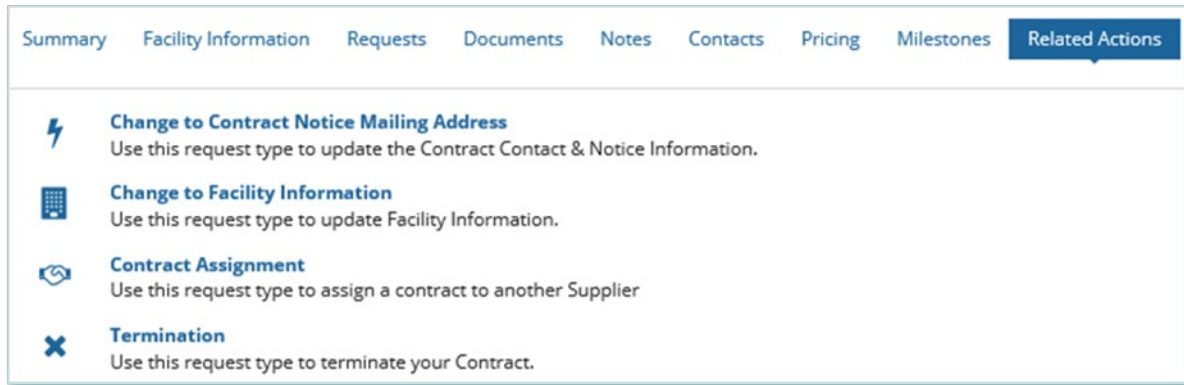
2. **Optional:** Use the filters to find a Contract that you want to initiate the Contract Assignment Request for.

| | |
|---|---|
| Contract Id <input type="text" value="Enter partial text to search Contract Id"/> | Supplier Type <input type="text" value="----- Show All -----"/> |
| Contract Version <input type="text" value="-----"/> | Supplier Id <input type="text" value="Enter partial text to search Supplier Id"/> |
| LDC <input type="text" value="----- Show All -----"/> | Supplier Legal Name <input type="text" value="Enter partial text to search Supplier Legal Name"/> |
| Locked By <input type="text" value="Request Id or DRAFT"/> | Contract Status <input type="text" value="----- Show All -----"/> |
| Lock Status <input type="text" value="----- Show All -----"/> | |
| Paging: 10 25 50 Show All | |





3. Select the **Business Contract ID** to view the Contract that you want to initiate the Contract Assignment Request for.

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

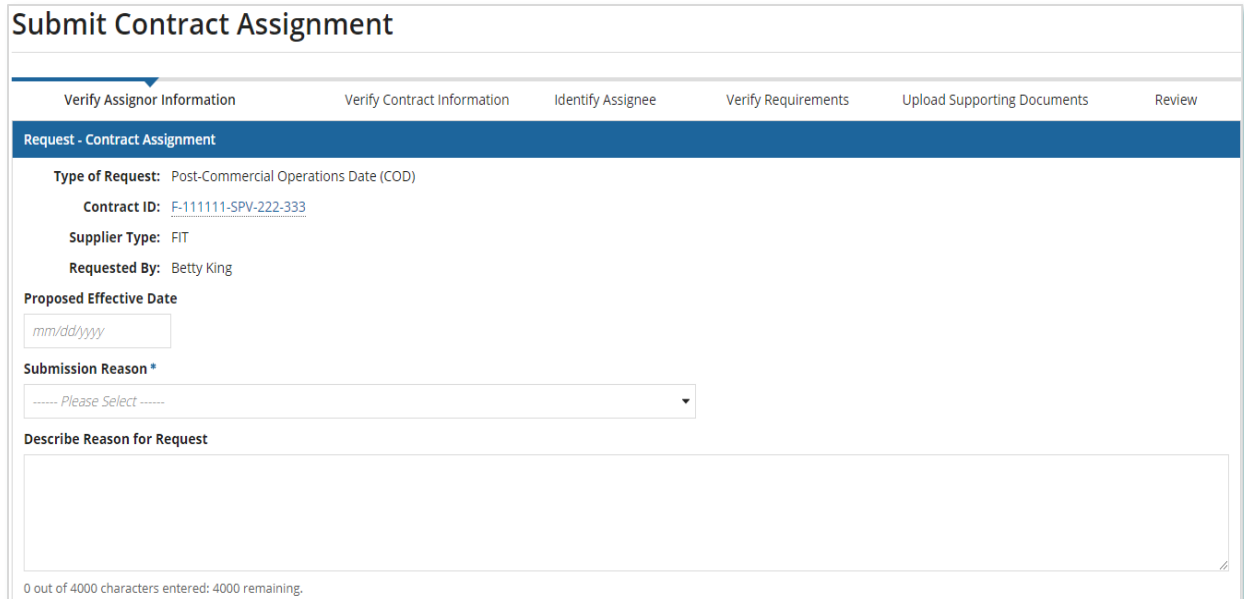
4. Select **Related Actions > Contract Assignment**.



Summary Facility Information Requests Documents Notes Contacts Pricing Milestones **Related Actions**

-  **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.

5. Choose a proposed effective date, a reason for the Request, and then enter the reason for submitting the change.



Submit Contract Assignment

Verify Assignor Information Verify Contract Information Identify Assignee Verify Requirements Upload Supporting Documents Review

Request - Contract Assignment

Type of Request: Post-Commercial Operations Date (COD)
Contract ID: [F-111111-SPV-222-333](#)
Supplier Type: FIT
Requested By: Betty King

Proposed Effective Date

Submission Reason *

Describe Reason for Request

0 out of 4000 characters entered: 4000 remaining.

6. Verify both the Supplier and Person information and then select **NEXT**.

Verify Supplier Information

I, Betty King, certify that the information below is correct *

☐ Y ☐ N

Orange Town Community Farm Ltd. [FIT-002668]

Supplier Legal Name: Orange Town Community Farm Ltd.

Supplier Id: 002668

Supplier Type: FIT

Legal Entity Type: Corporation

Non-Resident of Canada? ☐ Yes ☒ No

GST/HST Registrant? ☐ Yes ☒ No

Supplier Address

200 Wellington Street West

Suite 1102

Toronto, Ontario M5V3C7

Canada

Verify Person Information

I, Betty King, certify that the information below is correct *

☐ Y ☐ N

Betty King

Person Name: Betty King

Person Id: 762468

Account Id: betty.king@sharklasers.com

Address

77 James st.

Cordoba 65465

Argentina

Main Phone

4169671111

Primary Email

betty.king@sharklasers.com

CANCEL REQUEST

NEXT >

- Verify the Contract information on the **Verify Contract Information** page.
If the information is correct, select **Y**. If the information is incorrect, select **CANCEL REQUEST**, and then correct the information before you proceed with the Contract Assignment Request.

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

Submit Contract Assignment

Verify Assignor Information

Verify Contract Information

Identify Assignee

Verify Requirements

Upload Supporting Documents

Review

Contract F-111111-SPV-222-333

Contract Status: COD

Contract Version: 1.3.0

Contract Capacity (kW): 150

Nameplate Capacity (kW): 150

Supplier Legal Name: Orange Town Community Farm Ltd. [FIT-002668]

LDC: Great Canadian Hydro Ltd.

Contract Notice Mailing Address

200 Corn Street West

Suite 132

Timmins, Ontario T1T 1T1

Canada

Facility Address

149 Corn Street

Brampton, Ontario B1B 1B1

Canada

Verify Contract Information

I, Betty King, certify that the information below is correct *

☐ Y ☐ N

Contract Notice Address

Address

200 Corn Street West

Suite 132

Timmins, Ontario T1T 1T1

Canada

CANCEL REQUEST

< BACK

NEXT >

12

8. Select **NEXT**.
9. On the **Identify Assignee** page, enter the Supplier ID and Supplier Legal Name for the Supplier you want to assign the Contract to, and then select **FIND SUPPLIER**.

Note: The assignee must be a verified Supplier.

The Supplier ID and Supplier Legal name should be provided to you directly from the Assignee. The Assignee would have this information available only if they have completed the Supplier Registration process.

Submit Contract Assignment

Verify Assignor Information Verify Contract Information **Identify Assignee** Verify Requirements Upload Supporting Documents Review

Identify Assignee

| | |
|----------------------|----------------------|
| Supplier Id | Supplier Legal Name |
| <input type="text"/> | <input type="text"/> |

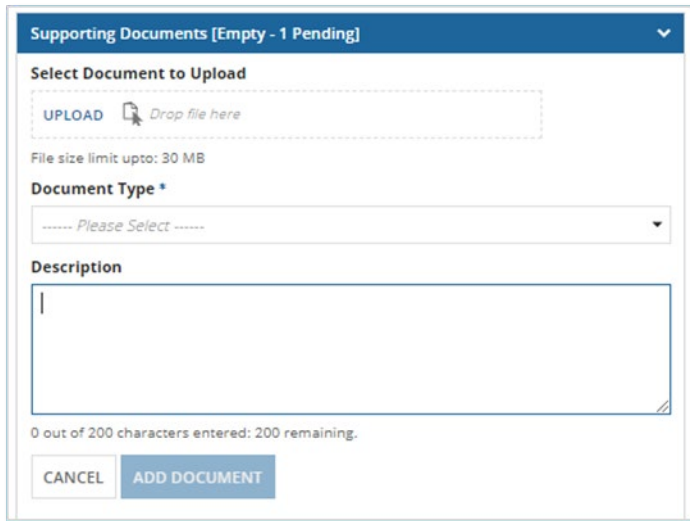
10. Select **NEXT**.
11. On the **Verify Requirements** page, confirm that the Assignor requirements have been met, and then select **NEXT**.

Verify Assignor Information Verify Contract Information Identify Assignee **Verify Requirements** Upload Supporting Documents Review

Assignor Requirements

| | | |
|--------------------------------------|---|----------|
| | Requirement Met? | |
| Other Supporting Documentation | <input checked="" type="radio"/> Yes <input type="radio"/> No | OPTIONAL |
| Prescribed Form: Post-COD Assignment | <input checked="" type="radio"/> Yes <input type="radio"/> No | REQUIRED |

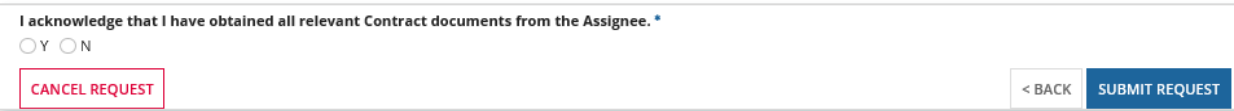
12. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.



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" 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 also present, with a character count at the bottom: "0 out of 200 characters entered: 200 remaining." At the bottom of the form are "CANCEL" and "ADD DOCUMENT" buttons.

Note: When you submit a Contract Assignment Request, you might be required to submit supporting documentation as evidence of certain information (e.g. prescribed forms, parcel register, land transfer documents, etc.). Any uploaded documents will be visible to both the Assignee and Assignor.

13. On the **Review** page, look over all your changes.
14. Ensure to check off all acknowledgments before completing the request.



The screenshot shows a section with the text "I acknowledge that I have obtained all relevant Contract documents from the Assignee. *". Below this text are two radio buttons, "Y" and "N", both of which are unselected. At the bottom left is a "CANCEL REQUEST" button, and at the bottom right are "< BACK" and "SUBMIT REQUEST" buttons.

15. Select **SUBMIT REQUEST**.
16. 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



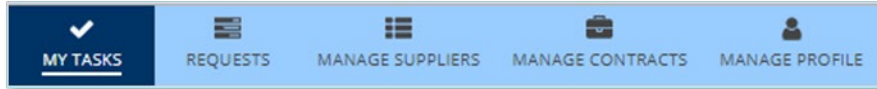
The screenshot shows a confirmation page titled "Contract Assignment Request Submitted". It includes the text "Thank you! Your request has been submitted" and "Request C4267". At the bottom, there is a button with a green play icon and the text "Prepare Assignment Request - Submit".

Completing a Post-COD Contract Assignment Request (Assignee)

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 **Confirm Contract Assignment** for the Request that you want to review. This brings you to the **Request Information** page.

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

3. Review the information, and then select **NEXT**.
4. Verify the Supplier and Person information on the **Verify Assignee Information** page. If the information is correct, select **Y**. If the information is incorrect, select **DECLINE ASSIGNMENT**, and then correct the information before you proceed with the Contract Assignment Request.

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

Confirm Contract Assignment Information

| | | | | | |
|---------------------|-----------------------------|-------------------------------------|---------------------|-----------------------------|--------|
| Request Information | Verify Assignee Information | Enter Assignee Contract Information | Verify Requirements | Upload Supporting Documents | Review |
|---------------------|-----------------------------|-------------------------------------|---------------------|-----------------------------|--------|

Verify Supplier Information

I, James Holden, certify that the information below is correct *

☐ Y ☐ N

Rocinante Solar [FIT-396141]

| | |
|--|--|
| Supplier Legal Name: Rocinante Solar | GST/HST Registrant? <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Supplier Id: 396141 | Supplier Address |
| Supplier Type: FIT | 88 Space Ave. |
| Legal Entity Type: Renewable Energy Cooperative | Kamloops, British Columbia B1B 1B1 |
| Non-Resident of Canada? <input type="radio"/> Yes <input checked="" type="radio"/> No | Canada |

Verify Person Information

I, James Holden, certify that the information below is correct *

☐ Y ☐ N

James Holden

| | |
|---|------------------------------|
| Person Name: James Holden | Address |
| Person Id: 189365 | 88 Mars Ave. |
| Account Id: james.holden@sharklasers.com | Helena, Montana 88888 |
| | United States of America |
| | Main Phone |
| | (416) 967-1111 |
| | Primary Email |
| | james.holden@sharklasers.com |

[DECLINE ASSIGNMENT](#)[< BACK](#)[NEXT >](#)

5. Select **NEXT**.

6. On the **Enter Assignee Contract Information** page, enter your Contract notice mailing address.

| | | | | | |
|---------------------|-----------------------------|-------------------------------------|---------------------|-----------------------------|--------|
| Request Information | Verify Assignee Information | Enter Assignee Contract Information | Verify Requirements | Upload Supporting Documents | Review |
|---------------------|-----------------------------|-------------------------------------|---------------------|-----------------------------|--------|

Enter Assignee Contract Information

Contract Notice Mailing Address

Street Address *

12 Blue Street

Additional Mailing Information (optional)

Apartment, suite, unit, rural route, c/o

Country *

Canada

City *

Green

Province *

Ontario

Postal Code *

A1B 2C3

[< BACK](#)[NEXT >](#)

7. Select **NEXT**.
8. On the **Verify Requirements** page, confirm that the Assignee requirements have been met. If required pre-conditions aren't met, complete all of the pre-conditions before you proceed with the Contract Assignment Request.

| | Requirement Met? | |
|---|---|----------|
| Other Supporting Documentation | <input checked="" type="radio"/> Yes <input type="radio"/> No | OPTIONAL |
| Participation Declaration and Related Documents | <input checked="" type="radio"/> Yes <input type="radio"/> No | OPTIONAL |
| Prescribed Form: Post-COD Assignment | <input checked="" type="radio"/> Yes <input type="radio"/> No | REQUIRED |

9. Select **NEXT**.

Note: To download and complete the Participation Declaration document, refer to the Prescribed Forms available at <https://www.ieso.ca/en/sector-participants/feed-in-tariff-program/contract-management>.

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.

Supporting Documents [Empty - 1 Pending] ▼

Select Document to Upload

UPLOAD Drop file here

File size limit upto: 30 MB

Document Type *

----- Please Select ----- ▼

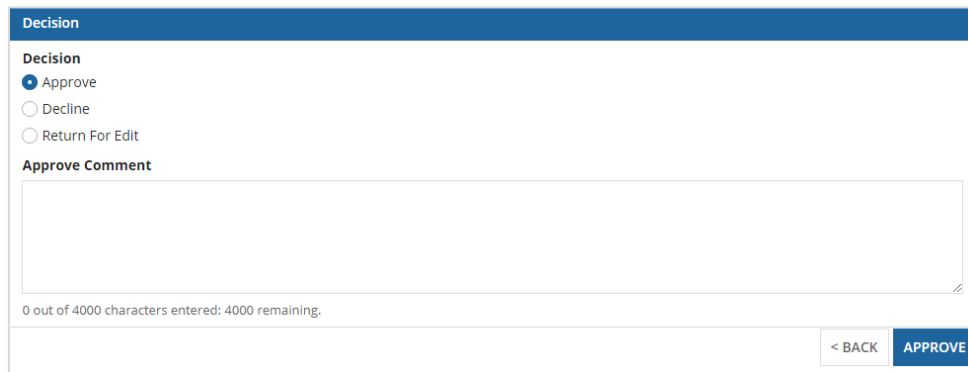
Description

|

0 out of 200 characters entered: 200 remaining.

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

11. On the **Review** page, choose either **Approve**, **Decline** or **Return for Edit**.
- If you select **Approve**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **SUBMIT REQUEST**.
 - If you select **Decline**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **DECLINE**.
 - If you Return for Edit, the task will be sent back to the Assignor with your explanatory note or comment on the reason for returning the Request.



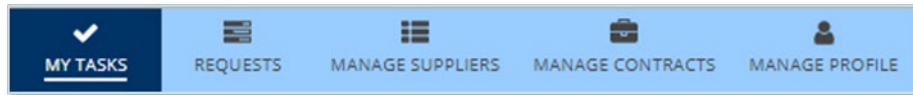
The screenshot shows a web form titled "Decision". Under the "Decision" heading, there are three radio button options: "Approve" (which is selected), "Decline", and "Return For Edit". Below these options is a text area labeled "Approve Comment". At the bottom of the text area, it says "0 out of 4000 characters entered: 4000 remaining." At the bottom right of the form, there are two buttons: "< BACK" and "APPROVE".

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

Executing a Post-COD Contract Assignment Agreement (Assignor)

Procedure

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

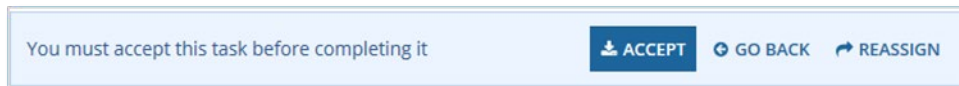


2. Select **Execute Agreement [Assignor]** for the Request that you want to review.


| Active Request Tasks In-Progress | | | | | | |
|----------------------------------|---------------------|-------------|------------------------------|-------------------------------------|----------------------------|--------------|
| Request ID | Request Type | Status | Active Task | Status | Assigned To | Requested By |
| C520 | Contract Assignment | IESO Review | Execute Agreement [Assignor] | <input checked="" type="checkbox"/> | Betty King; Jebediah Smith | Betty King |

This brings you to the **Execute Assignor Agreement for Contract Assignment** page.

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



4. Under **Upload Signed Agreement**, choose either **Execute Agreement – Assignor** or **Decline Agreement**.

Decision
 Please print the Contract Agreement, obtain the required Supplier authorized signatures on the Contract Agreement, scan the signed Agreement, and upload. (Note: If signed hardcopies are required, then mail those to the IESO @address.)
Decision
☒ Execute Agreement - Assignor
☐ Decline Agreement

- a. If you select **Execute Agreement – Assignor**, follow these steps:
 - i. Download the unsigned Contract Agreement by selecting **Unsigned Final Post-COD Assumption & Acknowledgement Agreement**.

UPLOAD SIGNED AGREEMENT

 [Unsigned Final Post-COD Assumption & Acknowledgement Agreement](#)

- ii. Print the Contract Agreement, obtain the required Supplier authorized signatures, and then scan the signed Agreement.
- iii. To upload the signed Contract Agreement, select **UPLOAD**. Attach a document, you can enter a comment to provide additional context to a submitted document, and then select **UPLOAD SIGNED AGREEMENT**.

Upload Signed Agreement *

UPLOAD  *Drop file here*

File size limit upto: 30 MB

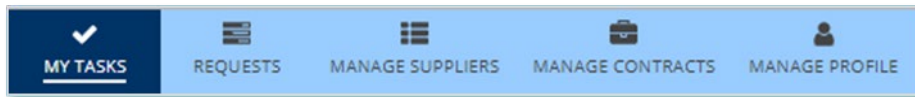
- iv. **Optional:** Enter an explanatory note or comment to provide additional context to your execution task.
 - v. Enter a comment (if needed), check the confirmation box, and then select **EXECUTE AGREEMENT – ASSIGNOR**.
 - b. If you select **Decline Agreement**, then select **DECLINE AGREEMENT**.
5. A dialog box is opened, select **Yes**.

The Request is now under IESO review. Please wait for further instructions from the IESO.

Executing a Post-COD Contract Assignment Agreement (Assignee)

Procedure

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

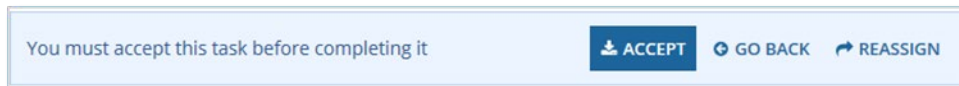


2. Select **Execute Agreement [Assignee]** for the Request that you want to review.

| Active Request Tasks In-Progress | | | | | | |
|----------------------------------|---------------------|-------------|--|-------------------------------------|--------------|--------------|
| Request ID | Request Type | Status | Active Task | Status | Assigned To | Requested By |
| C520 | Contract Assignment | IESO Review | Execute Agreement [Assignee] | <input checked="" type="checkbox"/> | James Holden | Betty King |


This brings you to the **Execute Assignor Agreement for Contract Assignment** page.

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



4. Under Upload Signed Agreement, choose either **Execute Agreement – Assignee** or **Decline Agreement**.

Decision

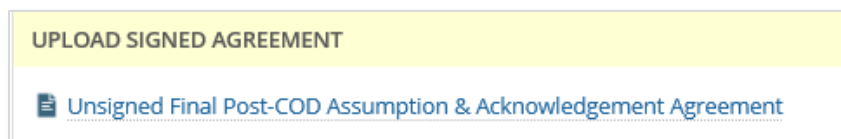
 Please print the Contract Agreement, obtain the required Supplier authorized signatures on the Contract Agreement, scan the signed Agreement, and upload. (Note: If signed hardcopies are required, then mail those to the IESO @address.)

Decision

☒ Execute Agreement - Assignee

☐ Decline Agreement


- a. If you select **Execute Agreement – Assignee**, follow these steps:
 - i. Download the unsigned Contract Agreement by selecting Unsigned Final Post-COD Assumption & Acknowledgement Agreement.



- ii. Print the Contract Agreement, obtain the required Supplier authorized signatures, and then scan the signed Agreement.
- iii. To upload the signed Contract Agreement, select **UPLOAD**. Attach a document, you can enter a comment to provide additional context to a submitted document, and then select **UPLOAD SIGNED AGREEMENT**.

Upload Signed Agreement *

UPLOAD

 Drop file here

File size limit upto: 30 MB

- iv. **Optional:** Enter an explanatory note or comment to provide additional context to your execution task.
 - v. Enter a comment (if needed), check the confirmation box, and then select **EXECUTE AGREEMENT – ASSIGNEE**.
- b. If you select Decline Agreement, then select **DECLINE AGREEMENT**.
5. A dialog box is opened, select **Yes**.

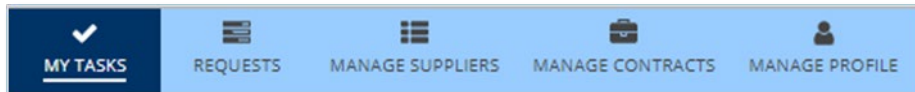
The Request is now under IESO review. Please wait for further instructions from the IESO.

Propose Assignment Effective Date (Assignor)

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. The Assignor will be required to submit a proposed Assignment Effective Date. This date should be agreed upon by both parties. This date will be reviewed by the Assignee and ultimately by the IESO.

Procedure

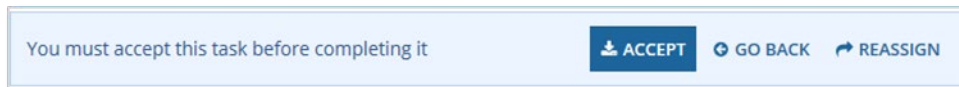
1. Select the **MY TASKS** tab.



2. Select **Propose Assignment Effective Date [Assignor]** for the Request that you want to work on. This brings you to the **Propose Assignment Effective Date** page.

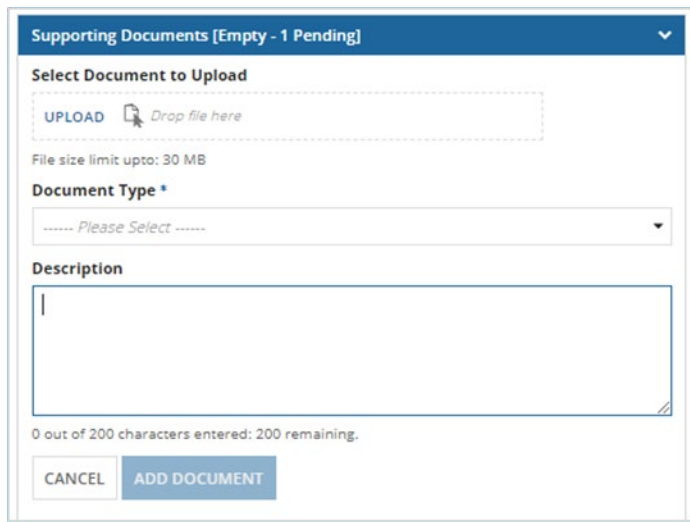
| Active Request Tasks In-Progress | | | | | | | | | |
|----------------------------------|---------------------|-------------|----------|--|-------------------------------------|-----------------------------|---------------------------|---------------------------|--------------|
| Request ID | Request Type | Status | Source | Active Task | Status | Assigned To | Assigned On | Deadline | Requested By |
| C520 | Contract Assignment | IESO Review | Supplier | Propose Assignment Effective Date [Assignor] | <input checked="" type="checkbox"/> | Betty King; Jebediah Smith; | Jan 13, 2020 04:15 PM EST | Mar 13, 2020 05:00 PM EST | Betty King |

3. If there are multiple Contacts assigned to the task, to begin working on the task, select **ACCEPT**.



4. Review the Assignment information and select **NEXT**.

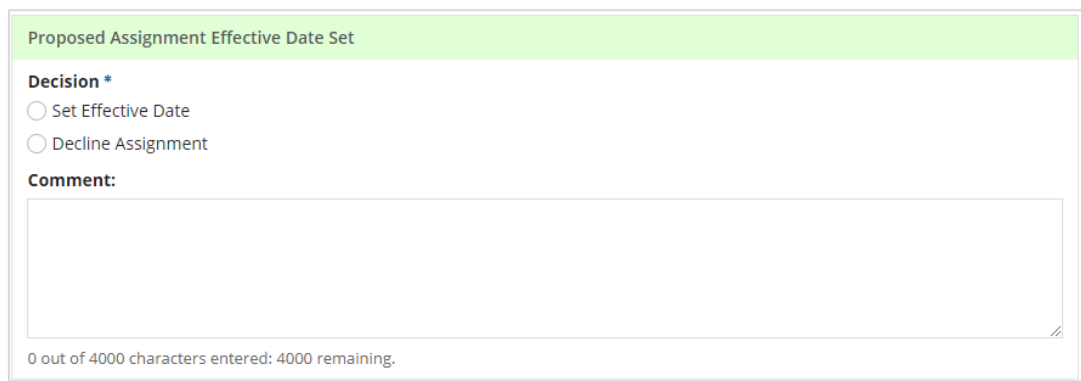
5. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.



The screenshot shows a form titled "Supporting Documents [Empty - 1 Pending]". It has a section "Select Document to Upload" 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, with a character count at the bottom: "0 out of 200 characters entered: 200 remaining." At the bottom of the form are two buttons: "CANCEL" and "ADD DOCUMENT".

Once the document is uploaded (or if no document is required) select **NEXT** to continue to the **Set Assignment Effective Date & Submit** page.

6. Under Decision, choose either **Set Effective Date** or **Decline Assignment**.



The screenshot shows a form titled "Proposed Assignment Effective Date Set". It has a "Decision *" section with two radio button options: "Set Effective Date" and "Decline Assignment". Below this is a "Comment:" text area with a character count at the bottom: "0 out of 4000 characters entered: 4000 remaining." The form has a light green header bar.

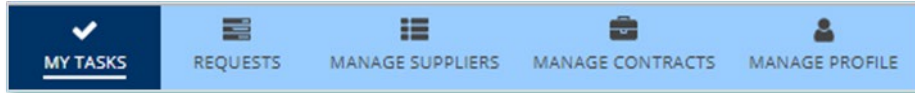
- a. If you select Set Effective Date, you will have the ability to select a proposed effective date, provide additional context, and then select **SET EFFECTIVE DATE**.
 - b. If you select Decline Assignment, you can enter an explanatory note or comment to provide additional context for why you declined the Request, and then select **DECLINE**.
7. A dialog box is opened, select **Yes**.

The Request has been sent to the Assignee to Confirm the Assignment Effective Date. Please wait for further instructions from the IESO.

Confirm Assignment Effective Date (Assignee)

Procedure

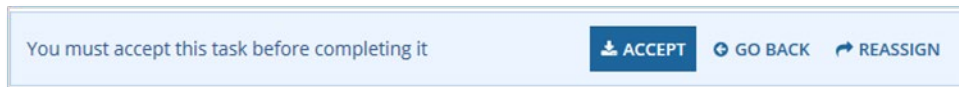
1. Select the **MY TASKS** tab.



2. Select **Confirm Assignment Effective Date [Assignee]** for the Request that you want to work on. This brings you to the **Review Approved Assignment Request** page.

| Active Request Tasks In-Progress | | | | | | | | | |
|----------------------------------|---------------------|-------------|----------|-----------------------------------|--------|--------------|---------------------------|---------------------------|--------------|
| Request ID | Request Type | Status | Source | Active Task | Status | Assigned To | Assigned On | Deadline | Requested By |
| C520 | Contract Assignment | IESO Review | Supplier | Confirm Assignment Effective Date | | James Holden | Jan 13, 2020 04:23 PM EST | Mar 13, 2020 05:00 PM EST | Betty King |

3. If there are multiple Contacts assigned to the task, to begin working on the task, select **ACCEPT**.

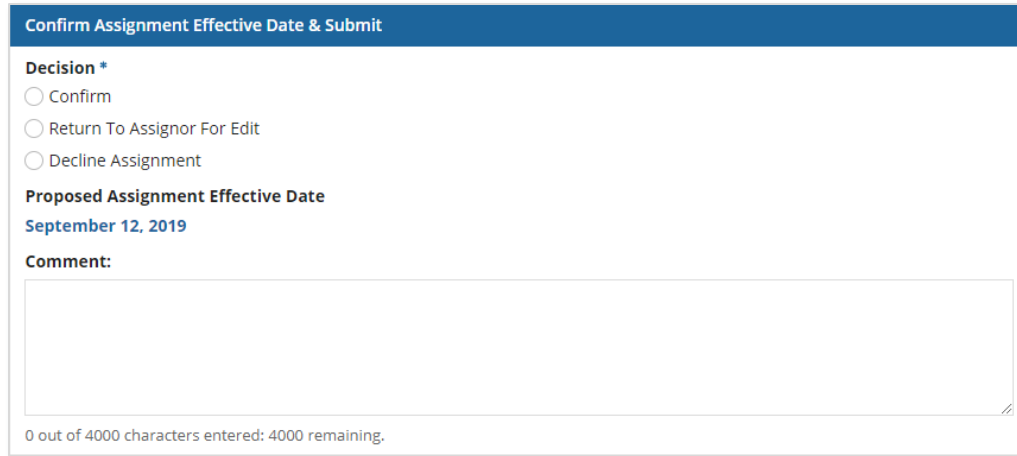


4. Review the Assignment information and select **NEXT**.
5. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

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' area. Below this is a 'File size limit upto: 30 MB' note. The 'Document Type' is a dropdown menu currently showing '----- Please Select -----'. There is a 'Description' text area with a character count '0 out of 200 characters entered: 200 remaining.' At the bottom are 'CANCEL' and 'ADD DOCUMENT' buttons.

Once the document is uploaded (or if no document is required) select **NEXT** to continue to the **Set Assignment Effective Date & Submit** page.

6. Under Decision, choose either **Confirm**, **Return to Assignor for Edit** or **Decline Assignment**.



The screenshot shows a web form titled "Confirm Assignment Effective Date & Submit". It contains a "Decision *" section with three radio button options: "Confirm", "Return To Assignor For Edit", and "Decline Assignment". Below this is a "Proposed Assignment Effective Date" field showing "September 12, 2019". There is a "Comment:" label followed by a large text area for input. At the bottom, a character count indicates "0 out of 4000 characters entered: 4000 remaining."

- a. If you select Confirm, you agree with the proposed effective date of the Contract Assignment. You may provide additional context within the comment box, and then select **Confirm**.
 - b. If you select Return to Assignor for Edit, you will return the task to the Assignor. You may provide additional context for why you are returning the Request, and then select **Return to Assignor for Edit** to continue.
 - c. If you select Decline Assignment, you can enter an explanatory note or comment to provide additional context for why you declined the Request, and then select **DECLINE**.
7. A dialog box is opened, select **Yes**.

If **Confirm** was selected, the request has been sent to the IESO for final review. If **Return to Assignor for Edit** was selected, the request has been sent to the Assignor for review. If **Decline Assignment** was selected, the request has been sent to the IESO for review. Please wait for further instructions from the IESO.

Contract Assignment Request Tasks

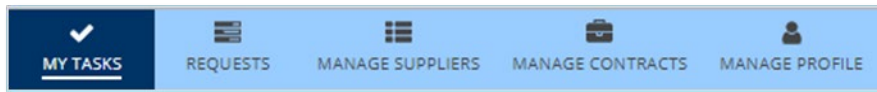
Reviewing Requests Submitted by a Supplier Approver

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

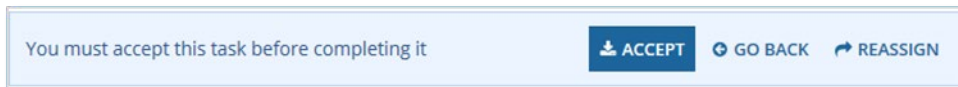
1. Select the **MY TASKS** tab.



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

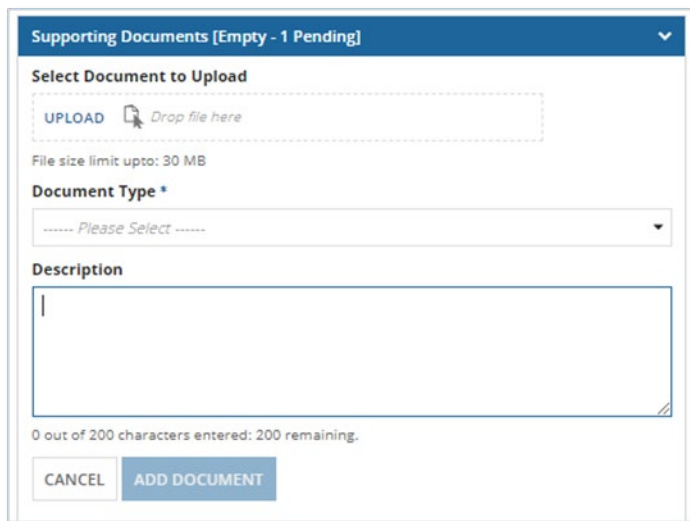
| Active Request Tasks In-Progress | | | | | |
|----------------------------------|------------------------------------|---------|----------|----------------------------------|-------------------------------------|
| Request ID | Request Type | Status | Source | Active Task | Status |
| S3174 | Change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

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



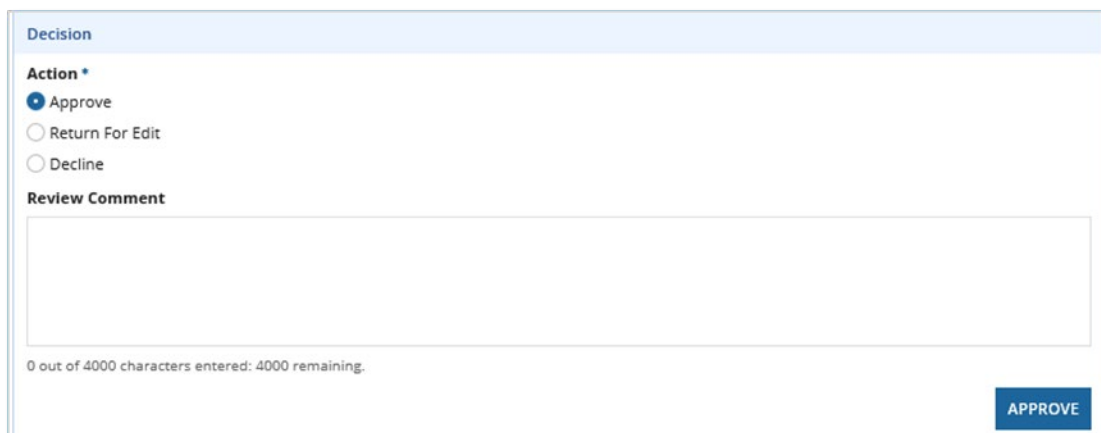
4. Review the values entered and the documents in the Request.

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 has a section "Select Document to Upload" with an "UPLOAD" button and a "Drop file here" area. 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 "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 has 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 "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.

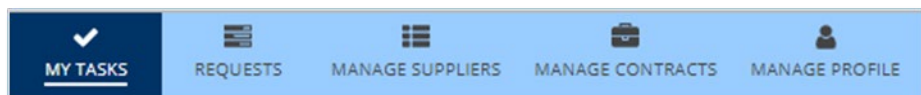
Providing Clarification for Returned Requests

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"/> |

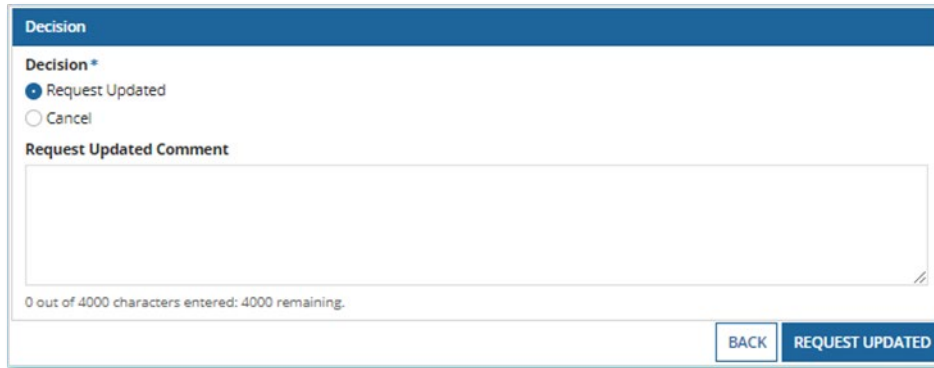
| Source | Active Task | Status |
|----------|------------------------------------|-------------------------------------|
| Supplier | Review - Supplier Rejected Request | <input checked="" type="checkbox"/> |

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.

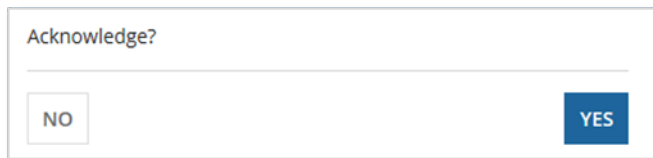
6. Review the changes summarized on the **Review** page.
7. Under Decision, choose either Request Updated or Cancel.
 - a. If you select Request Updated, you can enter an explanatory note or comment to provide additional context on what was clarified, and then select **Request Updated**.

- 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 buttons: "Request Updated" (selected) and "Cancel". Below this is a text area labeled "Request Updated Comment" with a character count at the bottom: "0 out of 4000 characters entered: 4000 remaining." At the bottom right, there are two buttons: "BACK" and "REQUEST UPDATED".

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



A dialog box titled "Acknowledge?" with a text input field. Below the input field, there are two buttons: "NO" and "YES".

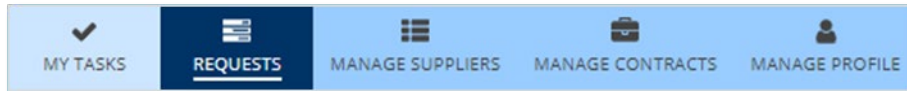
Cancelling a Submitted Request

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.



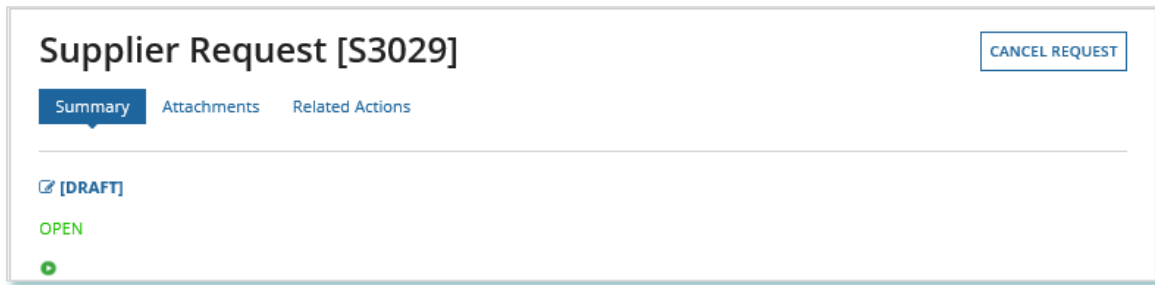
2. **Optional:** Use the filters to search for the Request that you want to cancel.

| | |
|---|--|
| 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 mm/dd/yyyy | Requested Thru 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 | | S3029 |

4. Select **CANCEL REQUEST**.



Supplier Request [S3029]

CANCEL REQUEST

Summary Attachments Related Actions

[DRAFT]

OPEN

+

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



Confirm Cancellation of Request S3029

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 | Comment |
|--------------------------|--------------|-------------------|---|---------|
| Jul 8, 2019 01:03 PM EST | John Smith | Supplier Approver | Update to Supplier Ownership Information, and/or Partners, and/or Parents | testing |

Request - Change to Supplier Ownership Information, Partners, Parents >

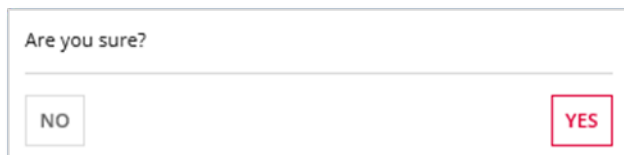
Describe Reason for Cancelling Request *

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".

| Submitted | IESO Review | Closed | |
|--|---------------------|--|---------------|
| CLOSED | | | |
|  | | | |
|  <i>Cancel Request - Cancel</i> | | | |
| Time | Performed By | Role | Reason |
| Jul 30, 2019 01:56 PM EST | John Smith | Supplier Approver | |
| Comment | | | |
| No longer required | | | |
| Request - Change to Supplier Ownership Information, Partners, Parents | | | |
| Request ID: S3029 | | Supplier: ABC Corporation | |
| Request Type: Change to Supplier Ownership Information, Partners, Parents | | Supplier ID: 934358 | |
| Requested On: Jul 30, 2019 01:56 PM EST | | Supplier Type: FIT | |
| Requested By: John Smith | | Legal Entity Type: Corporation | |
| Submission Reason: Update to Supplier Ownership Information, and/or Partners, and/or Parents | | Outcome: Cancelled | |
| Submission Explanation: | | Reviewed By: John Smith | |
| testing | | Reviewed On: Jul 30, 2019 01:56 PM EST | |
| | | Completed On: Jul 30, 2019 01:56 PM EST | |

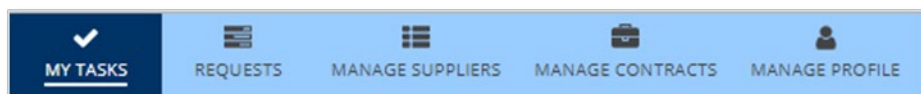
Providing Acknowledgement of a Request Outcome

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 |
| C4664 | Contract Assignment | Pending Acknowledgement | Supplier | Provide Acknowledgement |

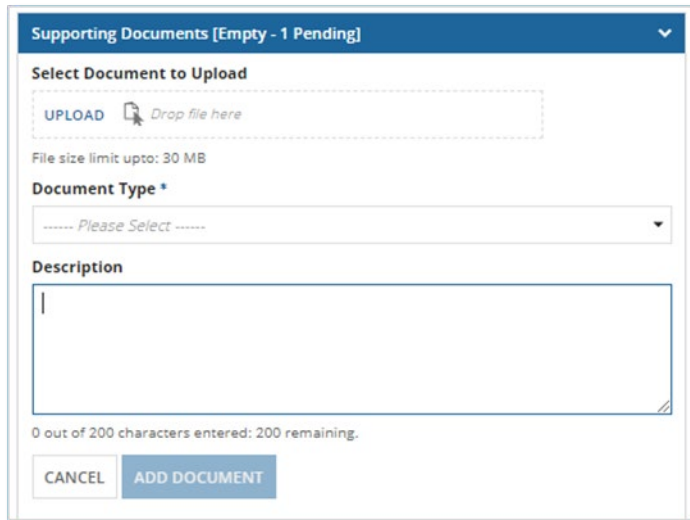
Personalized messages from the IESO will appear here.

Request C4664 Approved - Please Acknowledge

| Submitted | IESO Review | Pending Acknowledgement | Closed |
|---|-------------|-------------------------|--------|
| Message to Assignee [Contract Assignment] | | | |
| <p>✉ Dear John Smith</p> <p>The Contract Assignment (Request ID #C4664) submitted for the subject FIT Contract has been Approved by the IESO.</p> <p><i>Consequat ac felis donec et odio pellentesque diam. Quis hendrerit dolor magna eget. Ac turpis egestas maecenas pharetra convallis posuere morbi leo. Et leo duis ut diam quam nulla porttitor.</i></p> <p>If you have any questions, don't hesitate to contact the IESO Contract Management Team via your FIT Supplier Account or email as required.</p> <p>Regards,</p> <p>Frank Approver devon.beare@ieso.ca</p> <p>IESO Contract Management Team</p> | | | |

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.



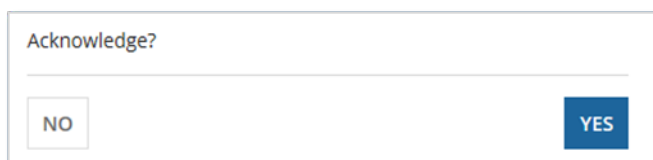
The screenshot shows a dialog box titled "Supporting Documents [Empty - 1 Pending]". Inside, there is a section "Select Document to Upload" with an "UPLOAD" button and a "Drop file here" instruction. Below this, it states "File size limit upto: 30 MB". There is a "Document Type *" dropdown menu with the text "----- Please Select -----". Below the dropdown is a "Description" text area. At the bottom left, it says "0 out of 200 characters entered: 200 remaining.". At the bottom right, there are 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.



The screenshot shows a text area for providing feedback or comments. Above the text area, it says "Provide feedback or comments below as necessary (If issues, please document below and submit a separate request):". Below the text area, it says "0 out of 4000 characters entered: 4000 remaining.". At the bottom right, there is a blue button labeled "ACKNOWLEDGED".

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



The screenshot shows a dialog box titled "Acknowledge?". It has a text input field. At the bottom left, there is a button labeled "NO". At the bottom right, there is a blue button labeled "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.

| | | |
|---|---|---|
| Status CLOSED | Supplier ID <input type="text" value="Enter partial text to search: Supplier ID"/> | Final Outcome <input type="text" value="Show All"/> |
| Request ID <input type="text" value="S3251"/> | Contract ID <input type="text" value="Enter partial text to search: Contract ID"/> | Final Outcome Decision Date From <input type="text" value="mm/dd/yyyy"/> |
| Request Category <input type="text" value="Show All"/> | Prepared By <input type="text" value="Show All"/> | Final Outcome Decision Date Thru <input type="text" value="mm/dd/yyyy"/> |
| Request Type <input type="text" value="Show All"/> | Source <input type="text" value="Show All"/> | |
| Requested From <input type="text" value="mm/dd/yyyy"/> | Requested Thru <input type="text" value="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 |
|--------|---|------------|------------------------------------|---------------------------|--------------|-------------|-------------|-----------------------------|---------------------------|
| CLOSED | × | S3251 | Change to Supplier Resident Status | Jul 25, 2019 10:33 AM EST | John Smith | John Smith | 221524 | Jul 25, 2019 10:35 AM EST | IESO |

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

| 1 Requests Found | | | | |
|------------------|---|------------|------------------------------------|---------------------------|
| | | Request ID | Request Type | Requested |
| CLOSED | × | S3251 | Change to Supplier Resident Status | Jul 25, 2019 10:33 AM 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 Supplier Resident Status]

Dear John Smith,

The Change to Supplier Resident Status (Request ID #S3251) submitted for the subject microFIT Contract has been Declined by the IESO.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Turpis massa sed elementum tempus egestas sed sed. Sed sed risus pretium quam vulputate dignissim suspendisse in. Quis imperdiet massa tincidunt nunc pulvinar sapien et ligula ullamcorper.

If you have any questions, don't hesitate to contact the IESO Contract Management Team via your microFIT Supplier Account or email as required.

Regards,

microFIT.contract@ieso.ca

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 checked="" type="checkbox"/> | Document Name | IESO Updated Document Name | Document Description | Document Type | Submitted By |
|-------------------------------------|--|----------------------------|----------------------|--------------------------------|--------------|
| <input checked="" type="checkbox"/> | SUPPLIER NOTIFICATION [123 Hospital [microFIT-221524]] | | | Supplier Notification Document | IESO |

Documents selected - [1]

DOWNLOAD DOCUMENT

CLEAR SELECTION

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

NO

YES

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?


NOYES

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.

| | |
|---|-------------|
| | Supplier ID |
|  | 531340 |

3. Select the **Documents** tab.

| | | | | | | |
|---------|----------|-----------|-------|------------------|-----------|-----------------|
| Summary | Requests | Contracts | Notes | Documents | Contracts | Related Actions |
|---------|----------|-----------|-------|------------------|-----------|-----------------|

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

| | | | | | | |
|---------|----------|-----------|-------|------------------|-----------|-----------------|
| Summary | Requests | Contracts | Notes | Documents | Contracts | Related Actions |
|---------|----------|-----------|-------|------------------|-----------|-----------------|

| | |
|--|---|
| Request ID | Document Type |
| <input type="text" value="Enter partial text to search for Request Id"/> | <input type="text" value="----- Please Select -----"/> |
| Document Name | Document Description |
| <input type="text" value="Enter partial text to search for Document Name"/> | <input type="text" value="Enter partial text to search for description"/> |
| IESO Document Name | |
| <input type="text" value="Enter partial text to search for IESO Document Name"/> | |
| <input type="button" value="CLEAR FILTERS"/> | |

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"/> | Request ID | Document Name | IESO Updated Document Name | Document Description | Document Type | Submitted By | Available On |
|-------------------------------------|------------|----------------|----------------------------|---|---|--------------|---------------------------|
| <input checked="" type="checkbox"/> | S3167 | African_Lion | Document 2 | Supporting document 2 | New Supplier Registration Supporting Document | John Smith | Jul 16, 2019 09:25 AM EST |
| <input checked="" type="checkbox"/> | S3167 | New-attachment | Document 1 | Supporting document 1 for new supplier registration | New Supplier Registration Supporting Document | John Smith | Jul 16, 2019 09:25 AM 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

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 |
|------------------------------------|----------------------|
| Download Documents | 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 |
|---------------|
| Document #1 |
| Document #2 |

DONE

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

11. Select **DONE**.

12. 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**

Additional Resources

Additional resources can be found at the following links:

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

**Independent Electricity
System Operator**

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Toronto, Ontario M5H 1T1

E-mail: FIT.Contract@ieso.ca

ieso.ca



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