

# Online IESO Market Trial Guide: June 2020 Capacity Auction

IESO Training  
March 2020





Online IESO Market Trial Guide: June 2020 Capacity Auction

## **AN IESO TRAINING PUBLICATION**

This guide has been prepared to assist in the IESO training of market participants and has been compiled from extracts from the market rules or documents posted on the web site of Ontario's Independent Electricity System Operator. Users of this guide are reminded that they remain responsible for complying with all of their obligations under the market rules and associated policies, standards and procedures relating to the subject matter of this guide, even if such obligations are not specifically referred to herein. While every effort has been made to ensure the provisions of this guide are accurate and up to date, users must be aware that the specific provisions of the market rules or particular document shall govern.

### **Independent Electricity System Operator**

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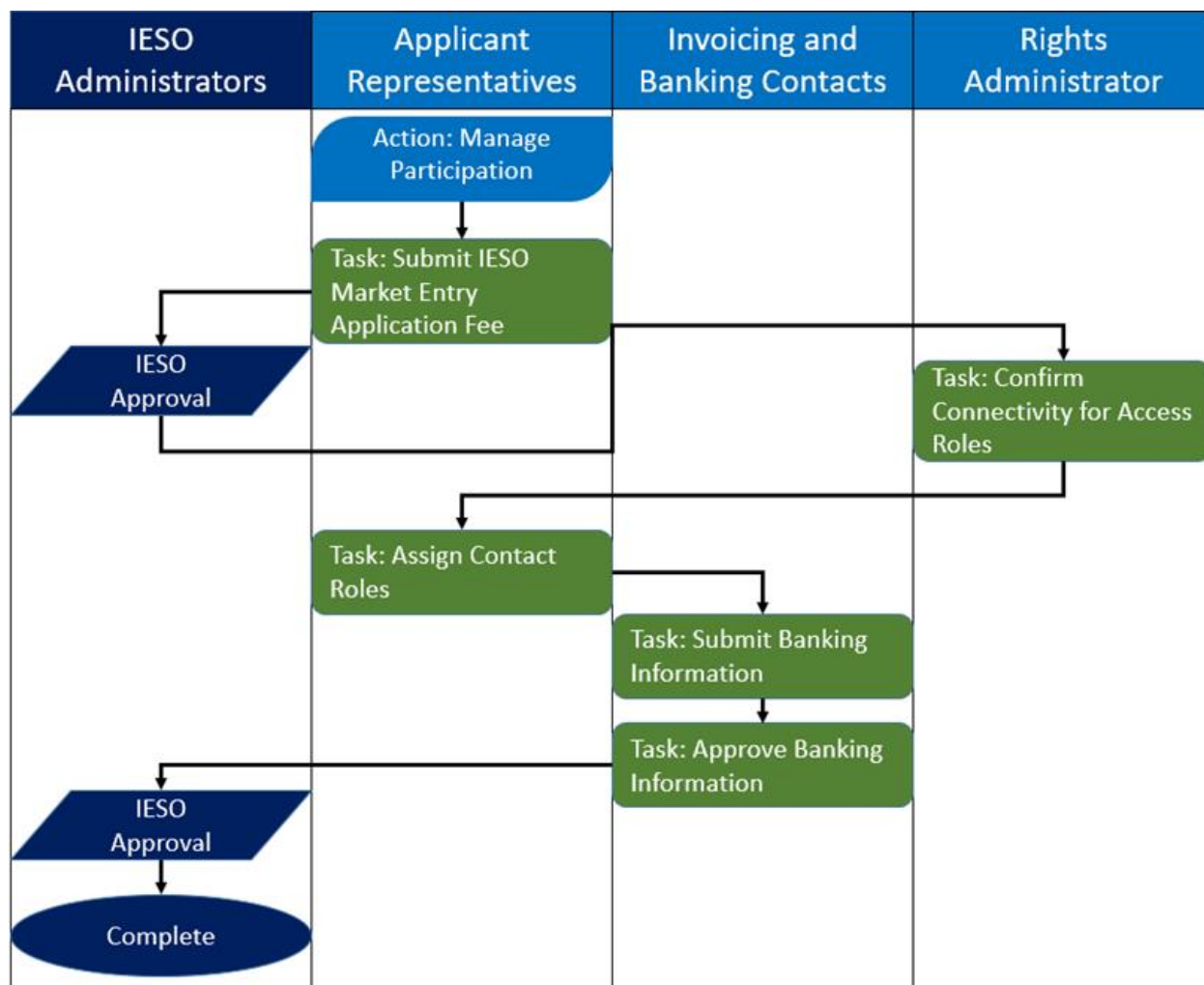


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## 1. How to Authorize as a Capacity Auction Participant (CAP)

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






## Action: Manage Participation

### Step 1

Log in to the Online IESO web-based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.



☒ Remember me on this computer

[Forgot your password?](#)

[Planned IT Outages](#)

**SIGN IN**

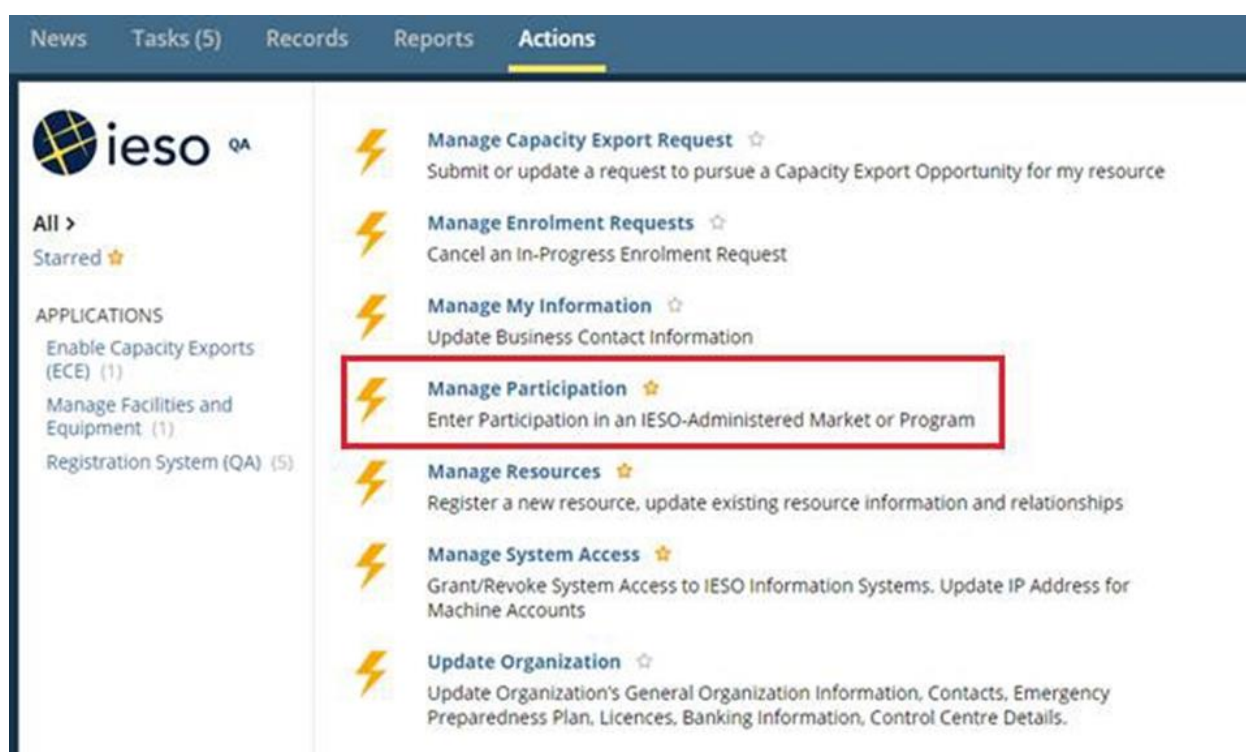
**Legal Disclaimer:**  
Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you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

## Step 2

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



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



### Step 3

The Choose Organization screen is displayed.

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

#### Choose Organization

Please select the organization you are representing while completing this action.

##### Organizations



### Step 4

The Select Participation Type screen is displayed.

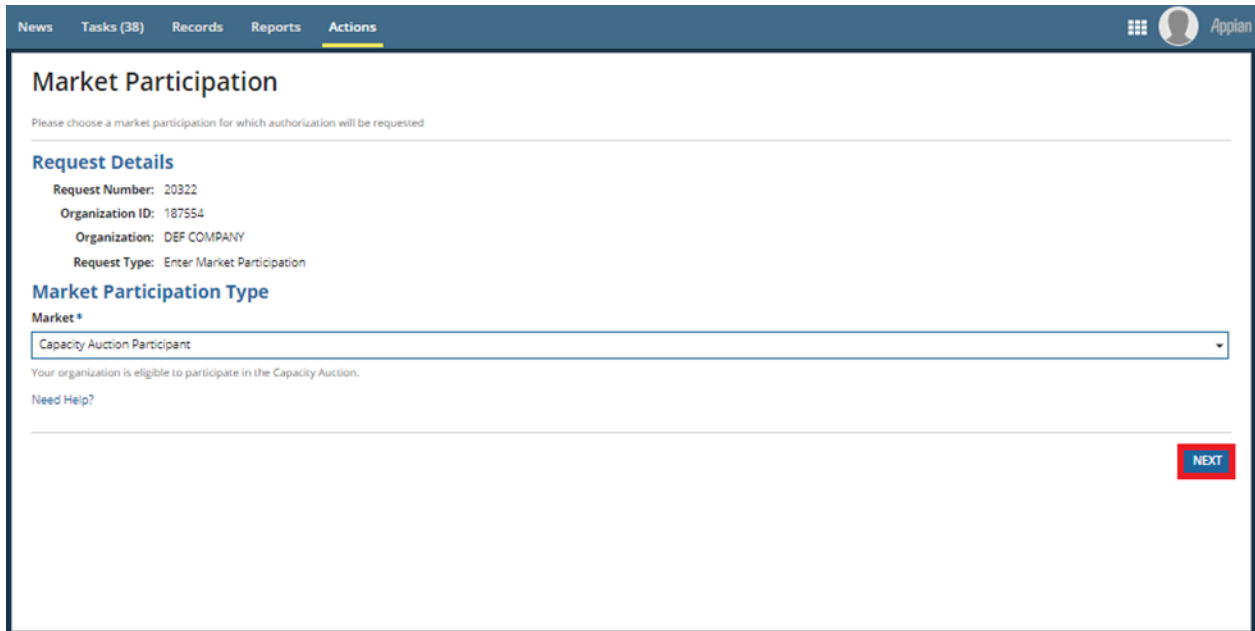
In the Action to Complete drop-down list, select Enter Market Participation, and click Next.



## Step 5

The Market Participation screen is displayed.

In the Market Participation Type drop-down list, select Capacity Auction Participant, and click Next.



The screenshot shows the 'Market Participation' screen in a web application. At the top, there is a navigation bar with links for 'News', 'Tasks (38)', 'Records', 'Reports', and 'Actions'. A user profile icon labeled 'Applan' is in the top right corner. The main heading is 'Market Participation', followed by a subtext: 'Please choose a market participation for which authorization will be requested'. Below this, the 'Request Details' section displays: 'Request Number: 20322', 'Organization ID: 187554', 'Organization: DEF COMPANY', and 'Request Type: Enter Market Participation'. The 'Market Participation Type' section features a dropdown menu labeled 'Market \*' with 'Capacity Auction Participant' selected. A message below the dropdown states: 'Your organization is eligible to participate in the Capacity Auction.' A 'Need Help?' link is present. A red 'NEXT' button is located at the bottom right of the form area.



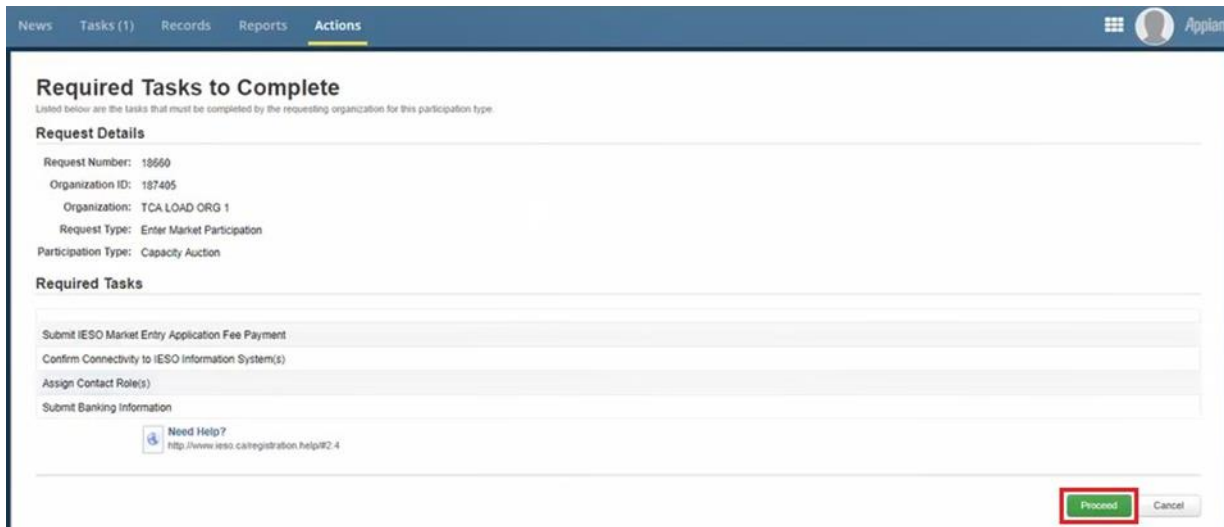
## Step 6

The Required Tasks to Complete screen is displayed for your review – click Proceed.

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

1. Submit IESO Market Entry Application Fee Payment
2. Confirm Connectivity to IESO Information System(s)
3. Assign Contact Role(s)
4. Submit Banking Information

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

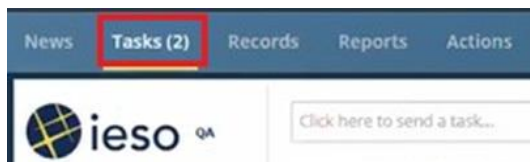


The screenshot displays the 'Required Tasks to Complete' screen within the IESO system. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The main heading is 'Required Tasks to Complete', with a sub-note: 'Listed below are the tasks that must be completed by the requesting organization for this participation type:'. Below this, the 'Request Details' section shows: Request Number: 19669, Organization ID: 187495, Organization: TCA LOAD ORG 1, Request Type: Enter Market Participation, and Participation Type: Capacity Auction. The 'Required Tasks' section lists four tasks: 'Submit IESO Market Entry Application Fee Payment', 'Confirm Connectivity to IESO Information System(s)', 'Assign Contact Role(s)', and 'Submit Banking Information'. A 'Need Help?' link with a URL is also present. At the bottom right, there are 'Proceed' and 'Cancel' buttons, with the 'Proceed' button highlighted by a red box.

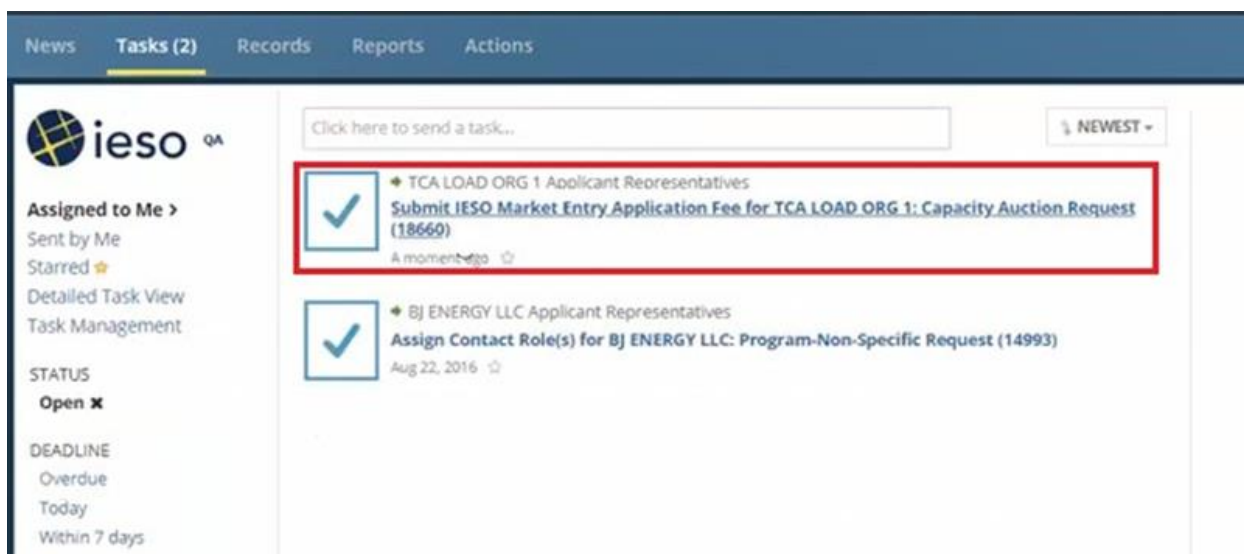
## Task: Submit IESO Market Entry Application Fee

### Step 7

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

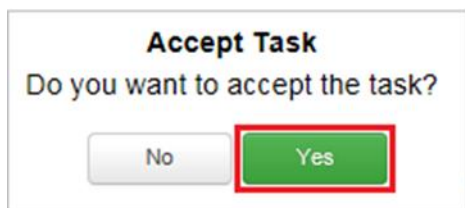


Click Submit IESO Market Entry Application Fee for <your organization> from the list of available tasks displayed on the subsequent screen.



### Step 8

Click Yes to confirm that you accept the task.





## Step 9

The Submit IESO Market Entry Application Fee screen is displayed.

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

Note: For Market Trial testing no payment is required.

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

**Submit IESO Market Entry Application Fee**

Please process the required IESO registration fee. Select the payment method used to pay the fee. For credit card payments, please call IESO Finance at 905-855-6368 to complete your payment and to receive an email receipt. For wire payments, please process your payment through your bank account and send the funds to the IESO's bank account. (see account details below). Once you have successfully completed the payment, please select 'I have paid the IESO fee'. All the required tasks will be assigned only after this task is completed.

**Request Details**

Request Number: 18,660  
Organization ID: 187405  
Organization: TCA LOAD ORG 1  
Request Type: Enter Market Participation  
Participation Type: Capacity Auction

**Payment Information**

The participation fee will be paid outside of this On-line registration, using one of the methods indicated here. Once you paid the participation fee, please come back to this page, and press the 'Paid' button. This is to acknowledge that you have paid the fee and that you can proceed with the next step.

Total fee: \$1,130.00 (\$1000+HST)

Select Payment Method: Credit Card

[Pay By Credit Card](http://www.ieso.ca/Pages/Participate/Registration/Market-Entry-Application-Payment.aspx)

Pay By Wire: TD Bank  
Institution ID 0004  
Transfer: #10202  
Account #0690-0429444

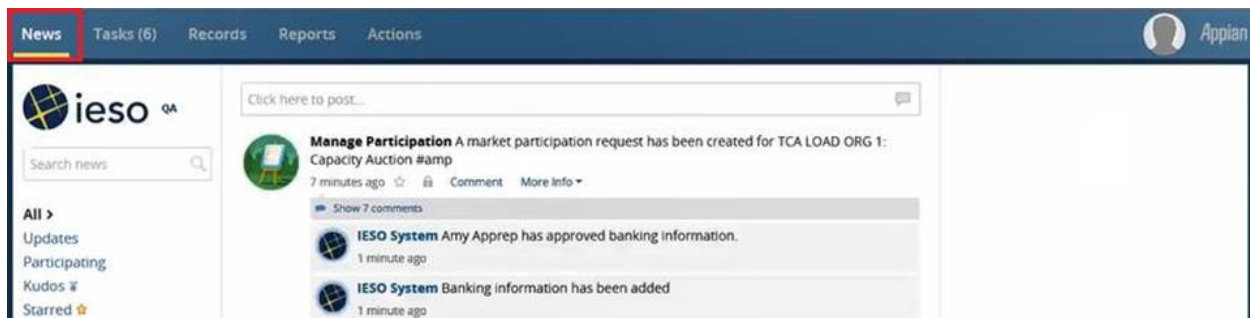
[Need Help?](http://www.ieso.ca/registration/help/82.12)

**Paid**



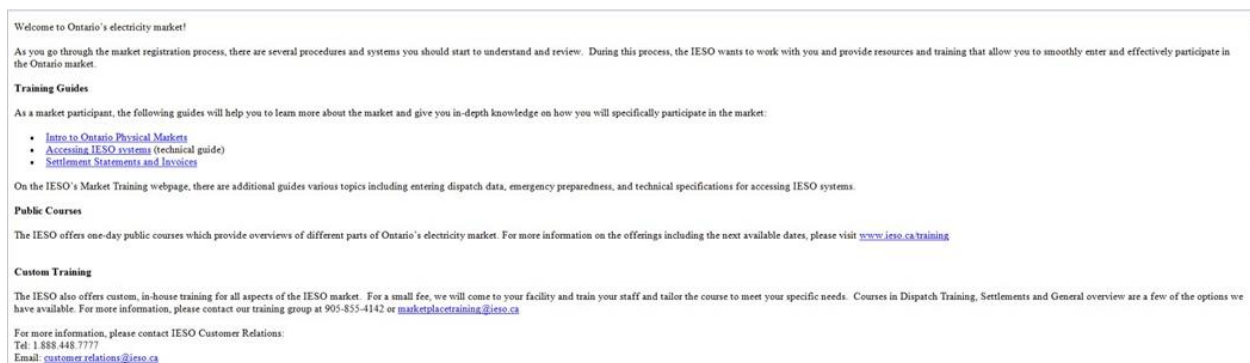
## Step 10

Click News on the menu bar at the top of the screen to view the Payment Received notification.



## Step 11

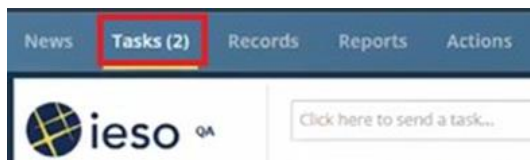
You will also receive an email with the subject line Training Info for <your organization>: Capacity Auction Participant Request– this email provides you with valuable links to training documents and contact information at the IESO.



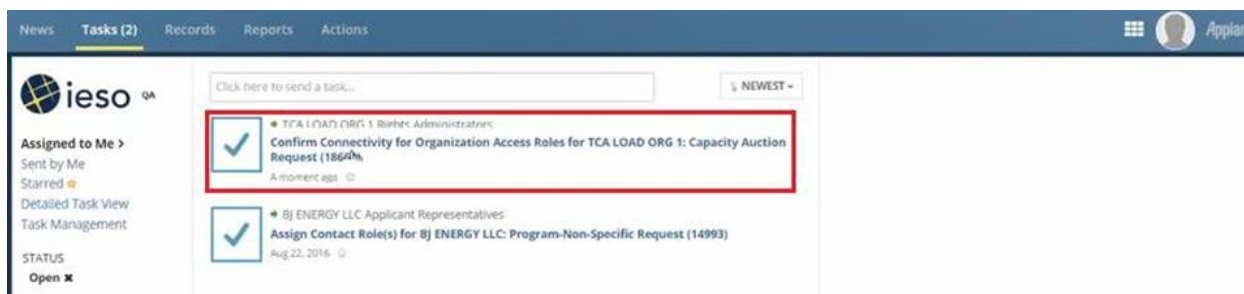
## Task: Confirm Connectivity for Access Roles

### Step 12

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

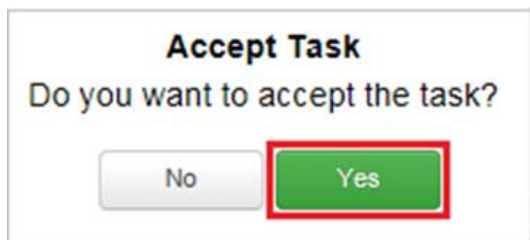


Click Confirm Connectivity for Organization Access Roles for <your organization>: Capacity Auction Request from the list of available tasks displayed on the subsequent screen.



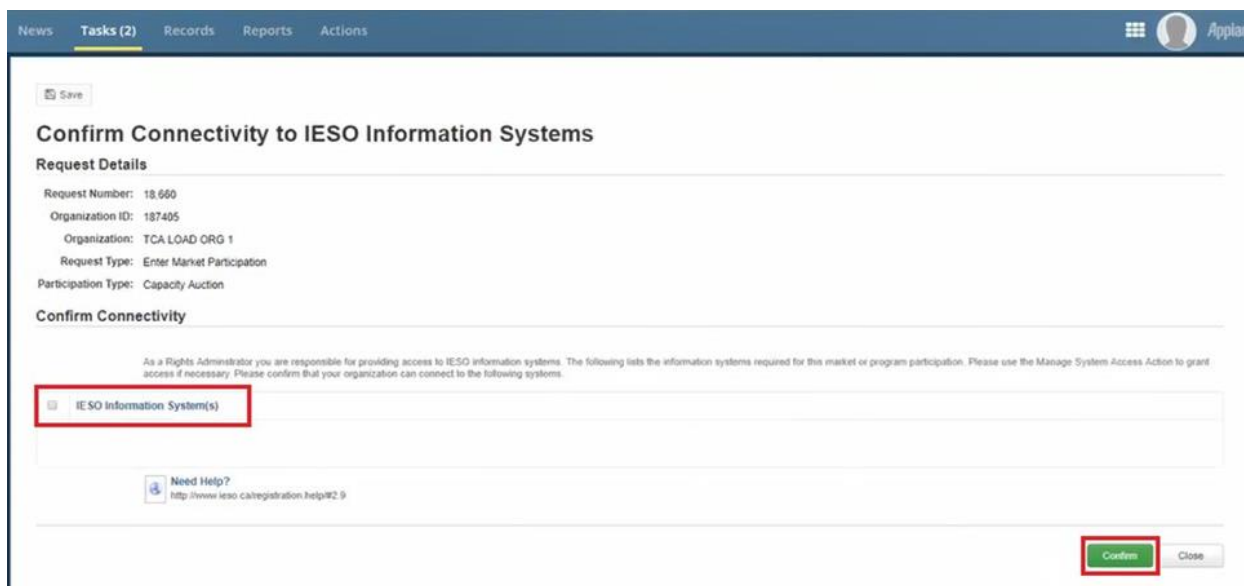
### Step 13

Click Yes to confirm that you accept the task.



## Step 14

After you confirm that you are able to access your participant reports (at the following link: <https://reports.ieso.ca/private/>) by logging in with your credentials, select the appropriate check box via the Confirm Connectivity to IESO Information Systems screen, and click Confirm.



News Tasks (2) Records Reports Actions

Save

### Confirm Connectivity to IESO Information Systems

**Request Details**

Request Number: 18,660  
 Organization ID: 187405  
 Organization: TCA LOAD ORG 1  
 Request Type: Enter Market Participation  
 Participation Type: Capacity Auction

**Confirm Connectivity**

As a Rights Administrator you are responsible for providing access to IESO information systems. The following lists the information systems required for this market or program participation. Please use the Manage System Access Action to grant access if necessary. Please confirm that your organization can connect to the following systems.

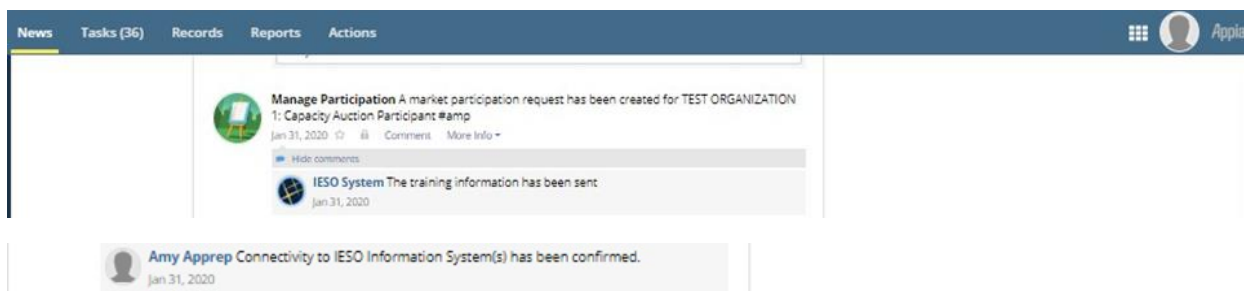
☒ IESO Information System(s)

Need Help?  
<http://www.ieso.ca/registration/help#2.9>

Confirm Close

## Step 15

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



News Tasks (36) Records Reports Actions

**Manage Participation** A market participation request has been created for TEST ORGANIZATION 1: Capacity Auction Participant #amp  
 Jan 31, 2020 Comment More Info

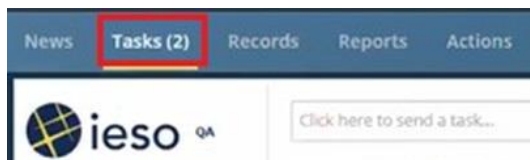
**IESO System** The training information has been sent  
 Jan 31, 2020

**Amy Apprep** Connectivity to IESO Information System(s) has been confirmed.  
 Jan 31, 2020

## Task: Assign Contact Roles

### Step 16

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

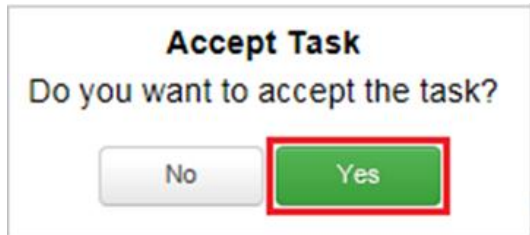


Click Assign Contact Roles for <your organization> from the list of available tasks displayed on the subsequent screen.



### Step 17

Click Yes to confirm that you accept the task.





## Step 18

The Add Mandatory Contact Roles screen is displayed.

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

Note: During CAP authorization, the following contacts are mandatory:

1. Capacity Auction Contact
2. Invoicing and Banking

These contacts are applicable to both organizations with Demand Response Resources and organizations with Capacity Generation Resources. At a minimum, one contact is required per Contact Role.

### Add Mandatory Contact Roles

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

#### Request Details

Request Number: 19.334

Organization ID: 157596

Organization: GENX POWER CORP

Request Type: Enter Market Participation

Participation Type: Capacity Auction

#### Add Mandatory Contact Roles

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

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

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

#### Role(s) to assign

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

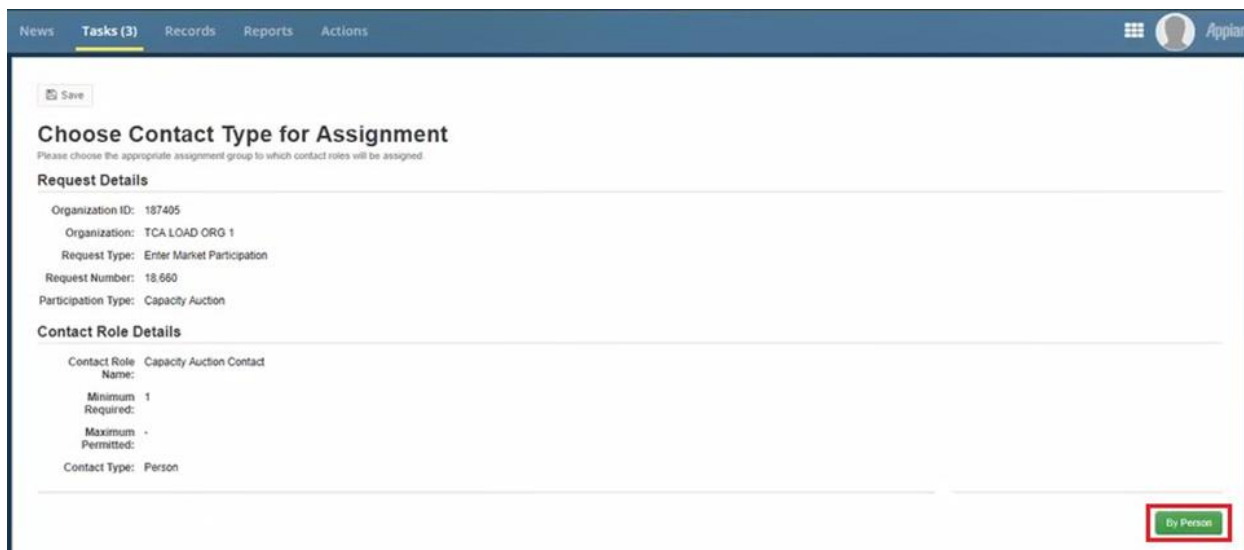
 **Need Help**  
<http://www.ieso.ca/registration/help/82.5>

**Assign Contacts**



## Step 19

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



News **Tasks (3)** Records Reports Actions

Save

### Choose Contact Type for Assignment

Please choose the appropriate assignment group to which contact roles will be assigned.

**Request Details**

Organization ID: 187495  
 Organization: TCA LOAD ORG 1  
 Request Type: Enter Market Participation  
 Request Number: 18660  
 Participation Type: Capacity Auction

**Contact Role Details**

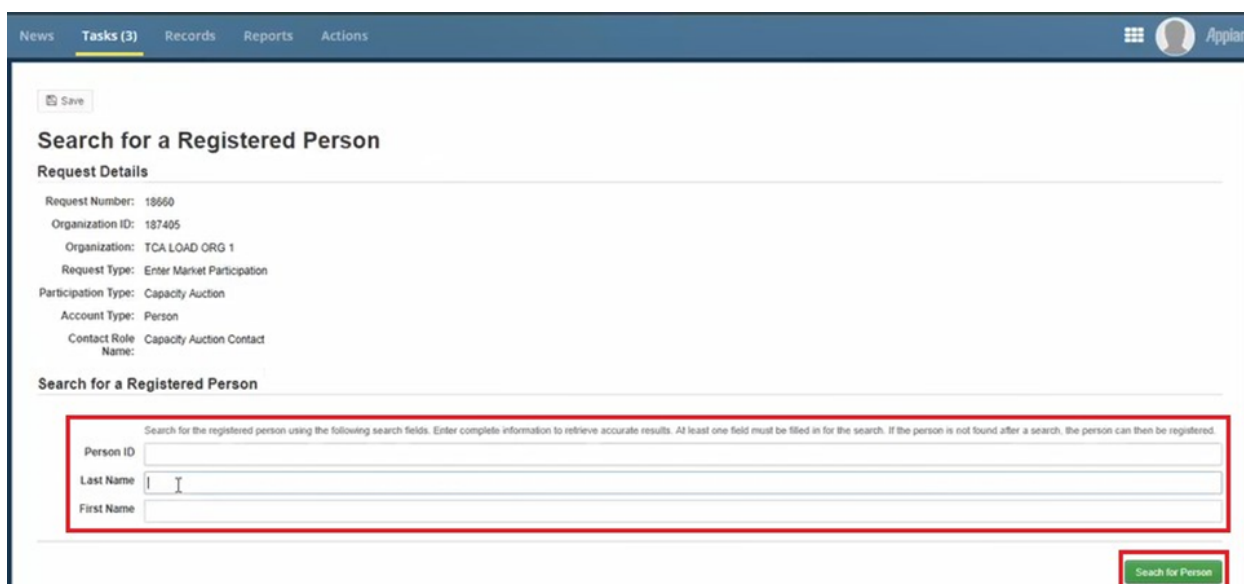
Contact Role: Capacity Auction Contact  
 Name:  
 Minimum Required: 1  
 Maximum Permitted:  
 Contact Type: Person

By Person

## Step 20

The Search for a Registered Person screen is displayed.

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



News **Tasks (3)** Records Reports Actions

Save

### Search for a Registered Person

**Request Details**

Request Number: 18660  
 Organization ID: 187495  
 Organization: TCA LOAD ORG 1  
 Request Type: Enter Market Participation  
 Participation Type: Capacity Auction  
 Account Type: Person  
 Contact Role: Capacity Auction Contact  
 Name:

**Search for a Registered Person**

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

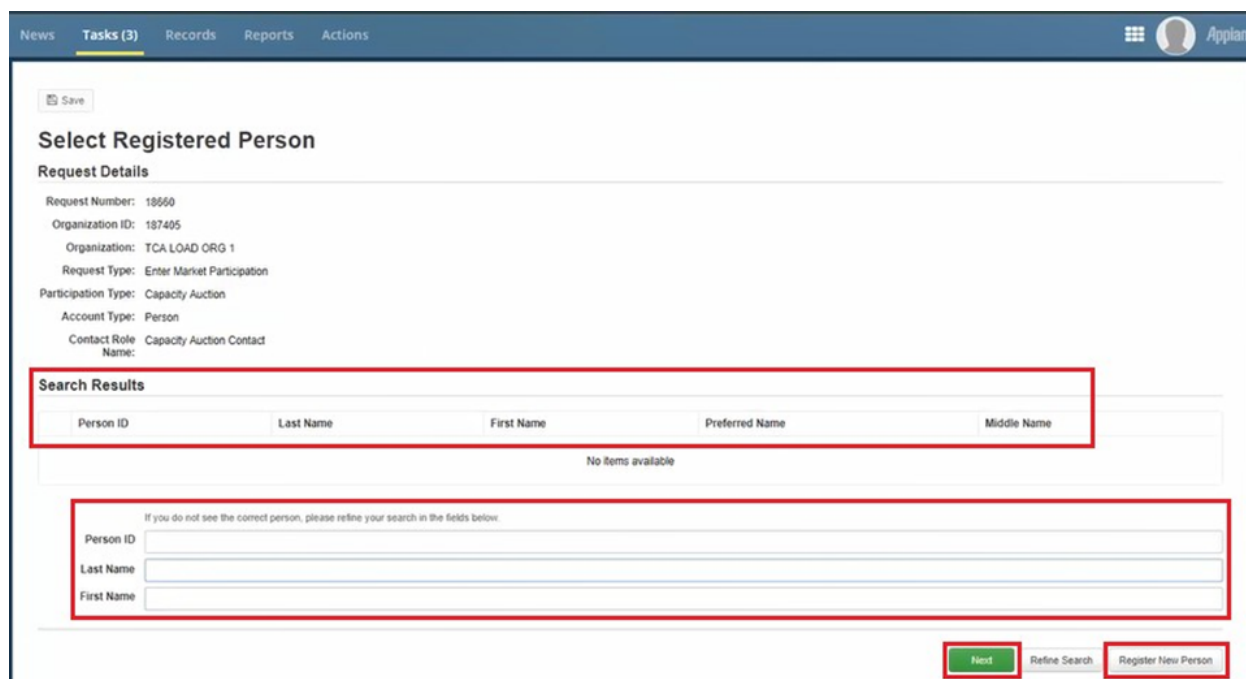
Person ID  
 Last Name  
 First Name

Search for Person

## Step 21

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

Note: If a person is not already in the IESO database, you must register that individual by clicking Register New Person.



**Select Registered Person**

**Request Details**

Request Number: 19660  
 Organization ID: 187495  
 Organization: TCA LOAD ORG 1  
 Request Type: Enter Market Participation  
 Participation Type: Capacity Auction  
 Account Type: Person  
 Contact Role: Capacity Auction Contact  
 Name:

**Search Results**

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

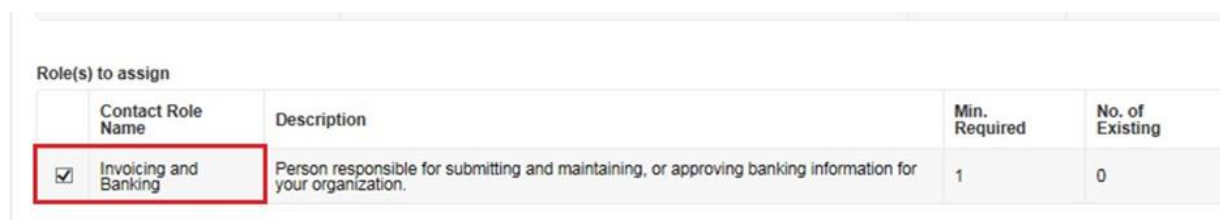
If you do not see the correct person, please refine your search in the fields below:

Person ID:   
 Last Name:   
 First Name:

**Next** **Refine Search** **Register New Person**

## Step 22

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

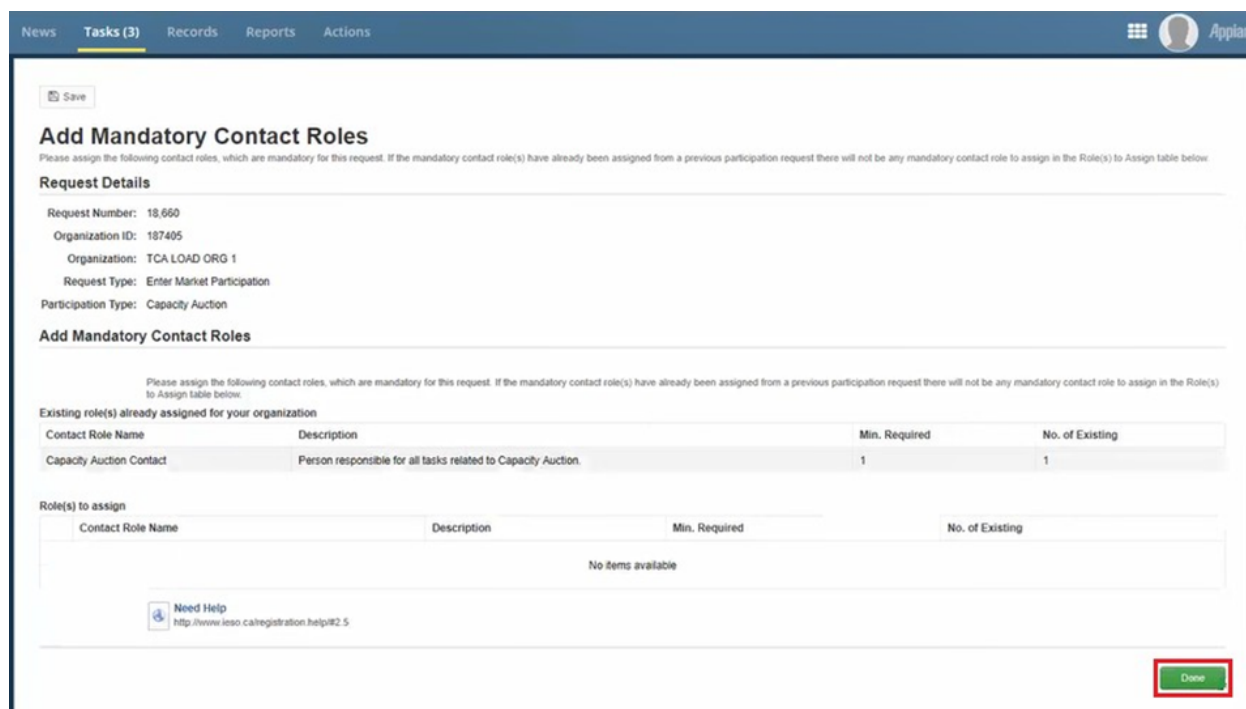


**Role(s) to assign**

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

## Step 23

After all mandatory contact roles have been added, click Done.



**Add Mandatory Contact Roles**

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

**Request Details**

Request Number: 18,660  
 Organization ID: 187405  
 Organization: TCA LOAD ORG 1  
 Request Type: Enter Market Participation  
 Participation Type: Capacity Auction

**Add Mandatory Contact Roles**

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

Existing role(s) already assigned for your organization

Contact Role Name	Description	Min. Required	No. of Existing
Capacity Auction Contact	Person responsible for all tasks related to Capacity Auction.	1	1

Role(s) to assign

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

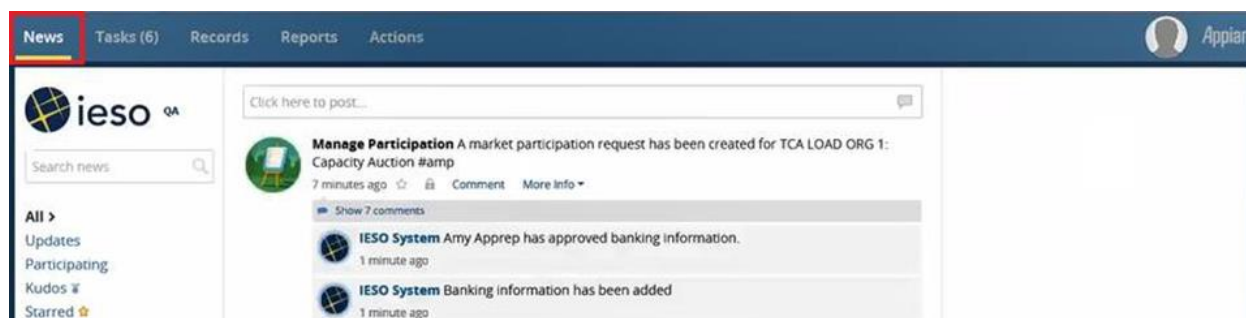
[Need Help](http://www.ieso.ca/registration.help/#2.5)  
<http://www.ieso.ca/registration.help/#2.5>

**Done**

## Step 24

Click News on the menu bar at the top of the screen to view the notification confirming that this step has been completed.

You will also receive an email confirmation notification with the subject line IESO Notice – Contact Update – this email confirms that the roles have been assigned.



**News** Tasks (6) Records Reports Actions

Click here to post...

**Manage Participation** A market participation request has been created for TCA LOAD ORG 1: Capacity Auction #amp

7 minutes ago ☆ Comment More Info ▾

Show 7 comments

**IESO System** Amy Apprep has approved banking information.  
 1 minute ago

**IESO System** Banking information has been added  
 1 minute ago



## Step 25

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

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

### Assign Optional Contact Roles

Please assign any desired optional contact roles with this request. Note that you can only assign contact roles that are newly accessible as a result of this enrolment request. Contact roles that are already available must be assigned through Update Organization

#### Request Details

Request Number: 19,334  
Organization ID: 187598  
Organization: GENX POWER CORP  
Request Type: Enter Market Participation  
Participation Type: Capacity Auction

#### Optional Contact Roles

The contact roles available below are only contact roles that are newly available as a result of this request. Contact roles that are already available as a result of existing participations must be updated through the "Update Organization" action. To assign these contact roles, please select "Assign Contacts". If done, select "Done".

	Name	For Person or Section
<input type="checkbox"/>	Capacity Auction Contact	Person
<input type="checkbox"/>	Information Technology	Both
<input type="checkbox"/>	Invoicing and Banking	Person

 **Need Help?**  
<http://www.ieso.ca/registration/help/#2.6>

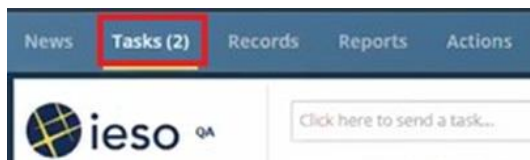
Done

Assign Contacts

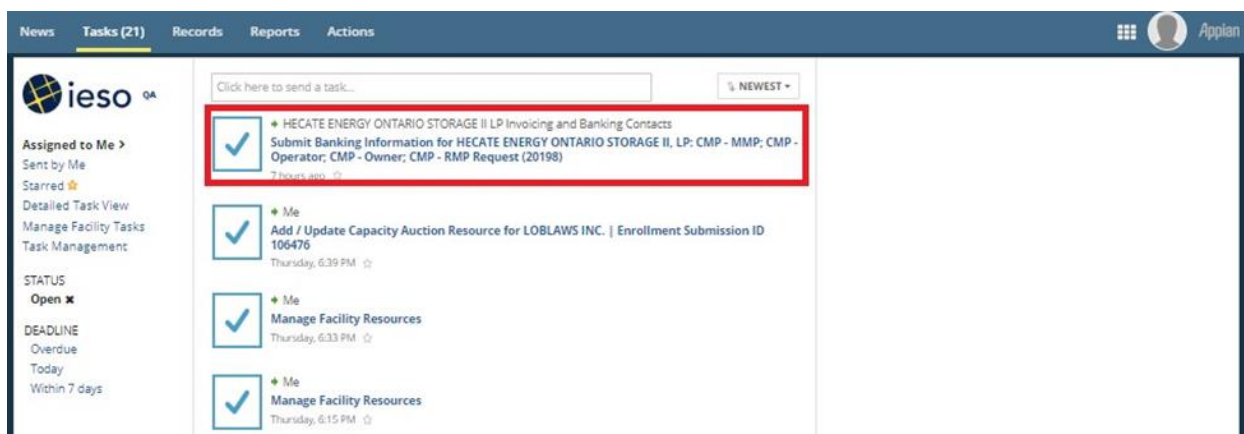
## Task: Submit Banking Information

### Step 26

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

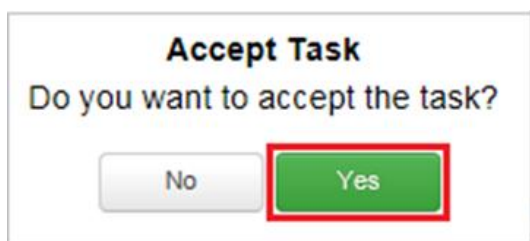


Click Submit Banking Information for <your organization>: Capacity Auction Request from the list of available tasks displayed on the subsequent screen.



### Step 27

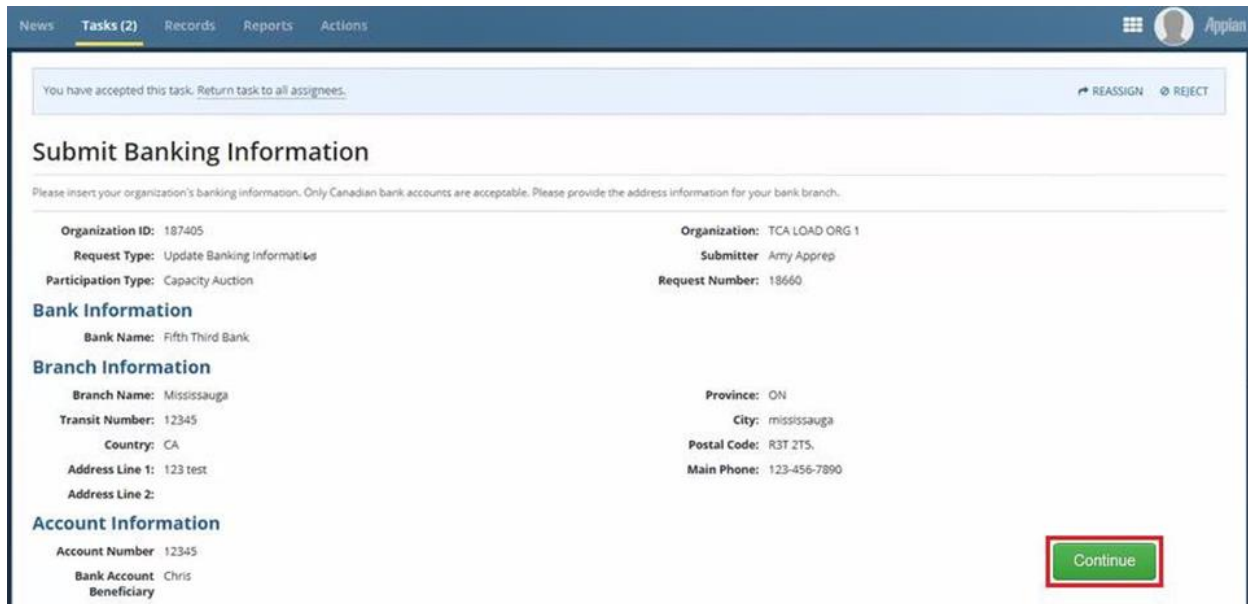
Click Yes to confirm that you accept the task.



## Step 28

The Submit Banking Information screen is displayed.

All fields marked with a red star are mandatory – complete the form and click Continue.



News **Tasks (2)** Records Reports Actions

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

### Submit Banking Information

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

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

#### Bank Information

**Bank Name:** Fifth Third Bank

#### Branch Information

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

#### Account Information

<b>Account Number:</b> 12345
<b>Bank Account:</b> Chris
<b>Beneficiary:</b>

[Continue](#)

## Step 29

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



News **Tasks (47)** Records Reports Actions

**Manage Participation** A market participation request has been created for DEF COMPANY: Capacity Auction Participant #amp  
Thursday, 11:52 AM [Comment](#) [More Info](#)

[Hide comments](#)

- IESO System** The training information has been sent  
Thursday, 11:52 AM
- Amy Apprep** Connectivity to IESO Information System(s) has been confirmed.  
Thursday, 11:55 AM
- Amy Apprep** Contact role assignment has been completed  
Thursday, 11:57 AM
- Amy Apprep** Banking information has been submitted for approval  
Aug 14, 2019



### Step 30

A second user (Primary Contact, Authorized Representative or other Invoicing and Banking Contact role) must log in to the Online IESO web-based registration system in order to approve the banking information.

Note: If the original user tries to complete this task, an error message is displayed.

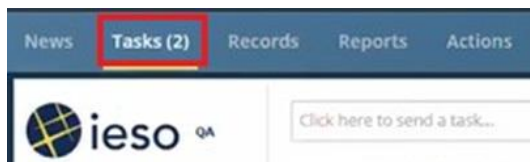
You are unable to approve the banking information in this task since the approver cannot be the same person who submitted the information.

If you have accepted the task, please click the button below to return the task to the assignee group and request for another user at your organization to approve the banking information.

## Task: Approve Banking Information

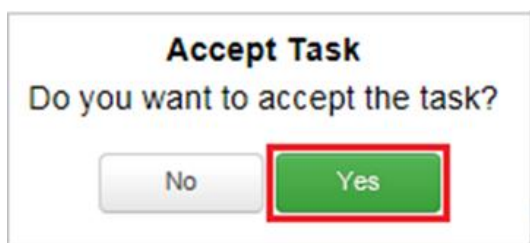
### Step 31

The second user (separate sign-in required) must accept the task by clicking Tasks on the menu bar at the top of the screen, and then clicking Approve Banking Information for <your organization>: Capacity Auction Request from the list of available tasks displayed on the subsequent screen.



### Step 32

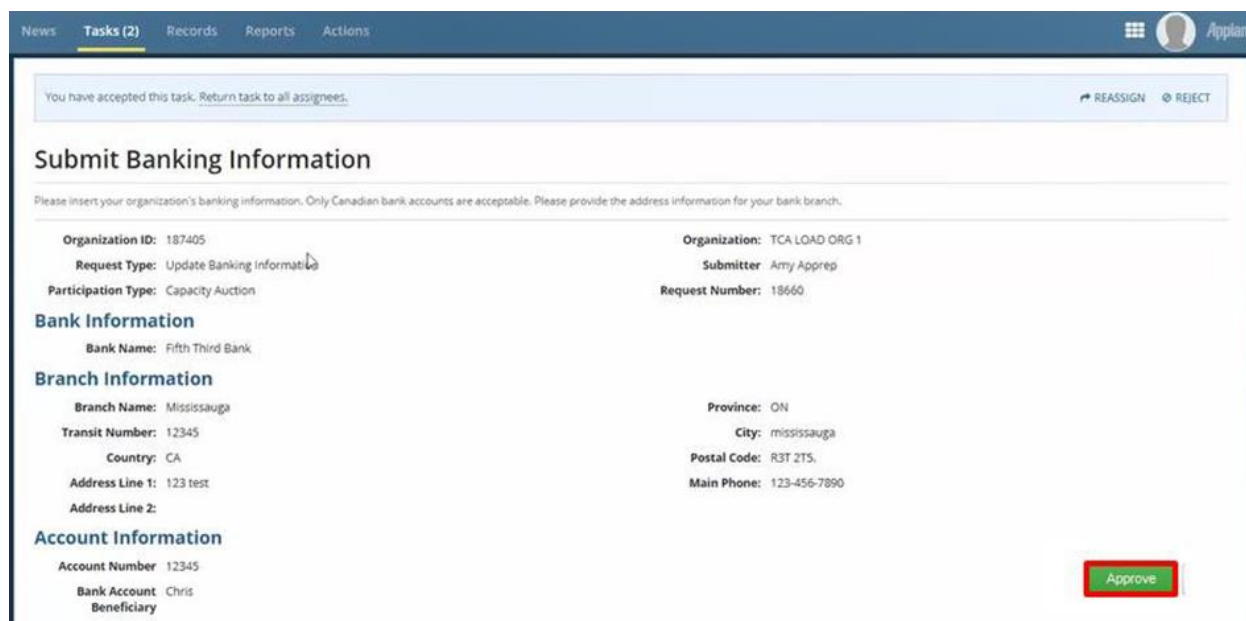
Click Yes to confirm that you accept the task.





## Step 33

Review the information in the form, confirm or edit as required, and click Approve.



News **Tasks (2)** Records Reports Actions

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

### Submit Banking Information

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

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

#### Bank Information

Bank Name: Fifth Third Bank

#### Branch Information

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

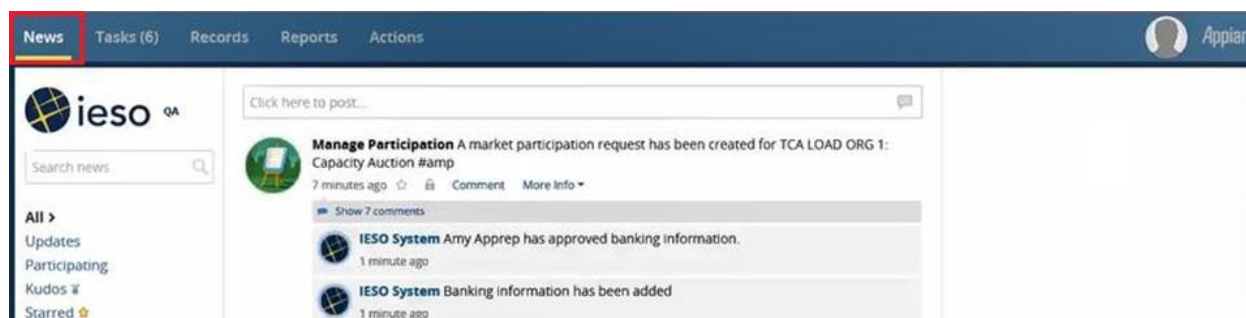
#### Account Information

Account Number: 12345  
 Bank Account: Chris Beneficiary

**Approve**

## Step 34

The original user can view a confirmation notification that the form has been completed by clicking News on the menu bar at the top of the screen.



News **Tasks (6)** Records Reports Actions

Click here to post...

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

Show 7 comments

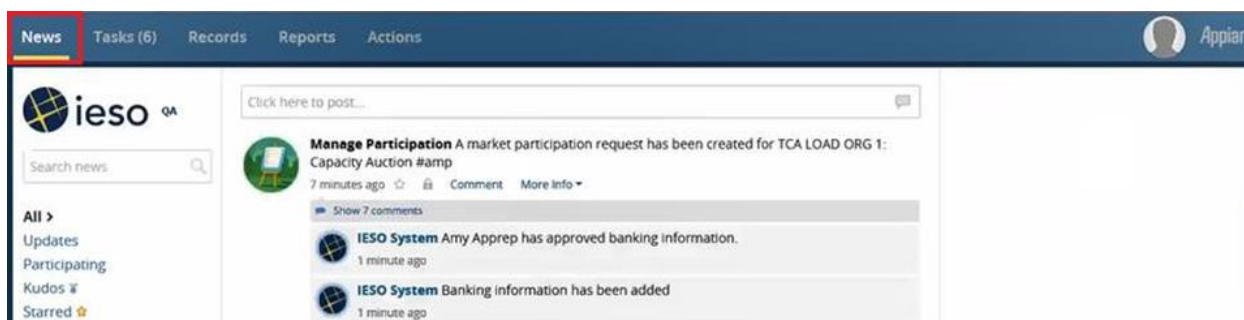
**IESO System** Amy Apprep has approved banking information.  
 1 minute ago

**IESO System** Banking information has been added  
 1 minute ago

## Step 35

After all tasks have been completed, click News on the menu bar at the top of the screen to view a confirmation notification.

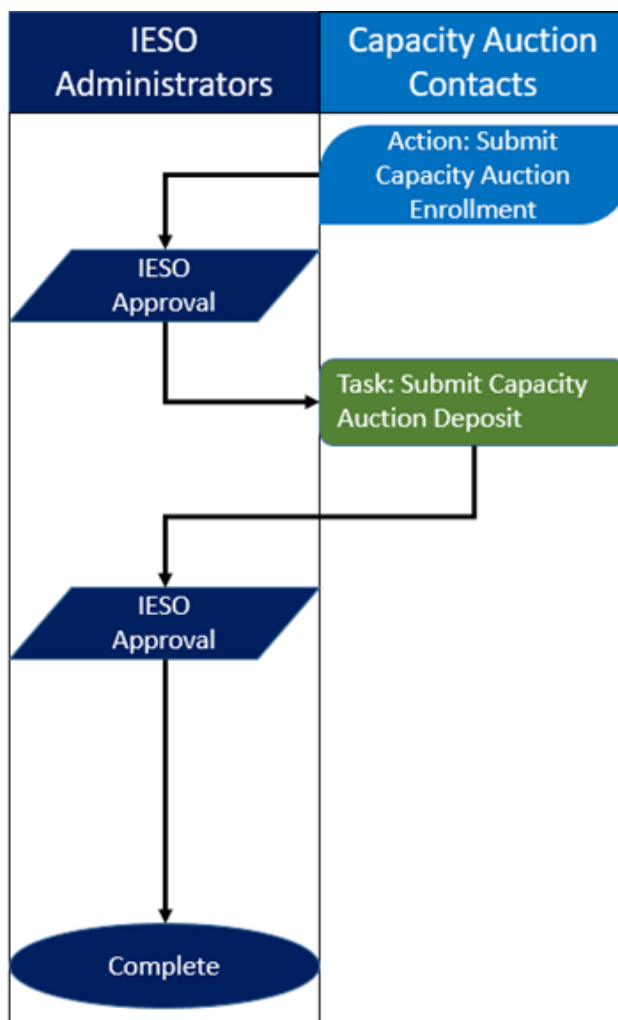
You will also receive a Registration Approval Notification (RAN) in your email inbox after the IESO has completed the authorization process.



## 2. How to Submit a Capacity Auction Enrollment Request

The following flowchart and table provide step-by-step instructions, with accompanying screen captures, describing how to enroll capacity using the Online IESO web-based registration system.

Note: You must receive a Registration Approval Notification (RAN) email authorizing you as a CAP before you can enroll capacity using Online IESO.






## Action: Submit Capacity Auction Enrollment

### Step 1

Log in to the Online IESO web- based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.



☒ Remember me on this computer

[Forgot your password?](#)

[Planned IT Outages](#)

**SIGN IN**

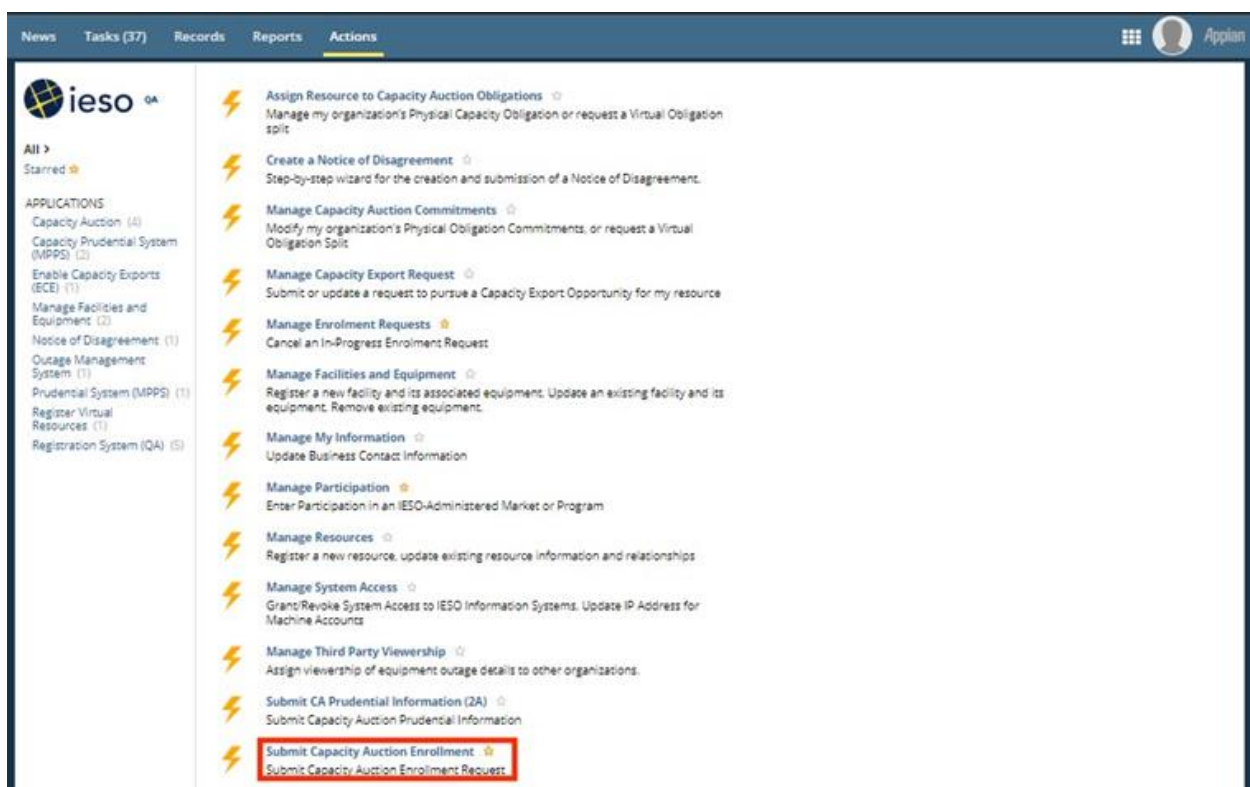
**Legal Disclaimer:**  
Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you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

## Step 2

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



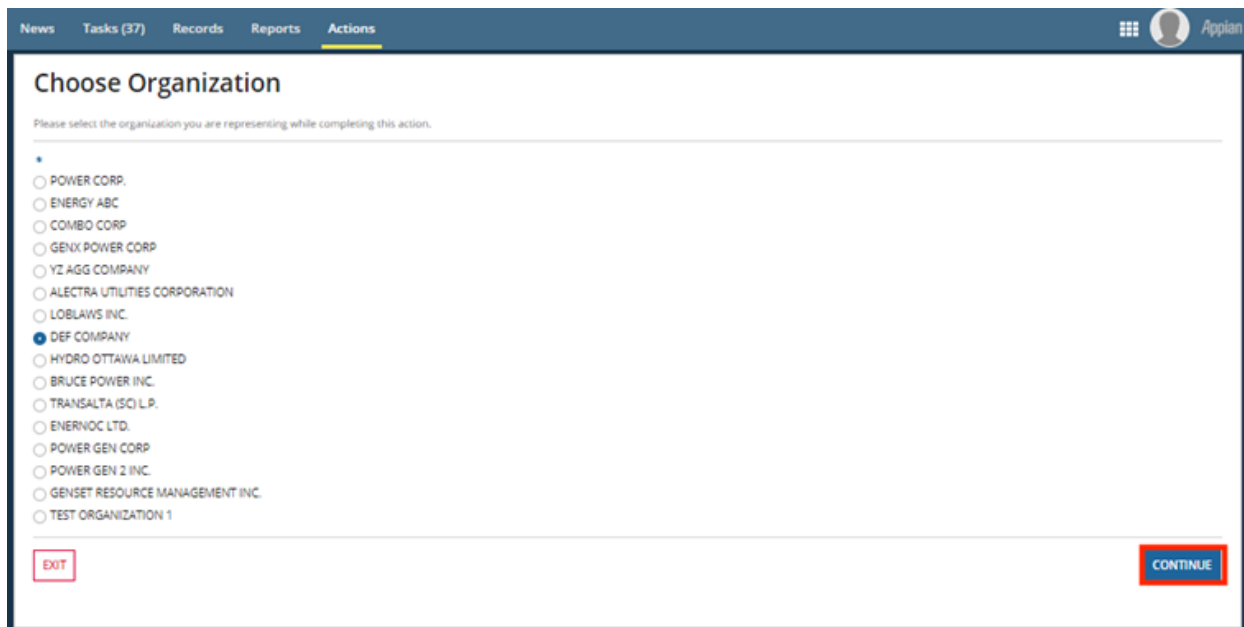
Click Submit Capacity Auction Enrollment from the list of available action items displayed on the subsequent screen.



### Step 3

The Choose Organization screen is displayed.

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



News Tasks (37) Records Reports **Actions**

**Choose Organization**

Please select the organization you are representing while completing this action.

\*  
☐ POWER CORP.  
☐ ENERGY ABC  
☐ COMBO CORP  
☐ GENX POWER CORP  
☐ YZ AGG COMPANY  
☐ ALECTRA UTILITIES CORPORATION  
☐ LOBLAWS INC.  
☒ DEF COMPANY  
☐ HYDRO OTTAWA LIMITED  
☐ BRUCE POWER INC.  
☐ TRANSALTA (SC) L.P.  
☐ ENERVOC LTD.  
☐ POWER GEN CORP  
☐ POWER GEN 2 INC.  
☐ GENSET RESOURCE MANAGEMENT INC.  
☐ TEST ORGANIZATION 1

EXIT CONTINUE

## Step 4

The Enroll Capacity screen is displayed. As you prepare your capacity auction enrollment request, your draft submission will be displayed here.

Click Add New Capacity Auction Resource and Capacity Auction Resource screen appears.

News
Tasks (37)
Records
Reports
**Actions**

Applan

SAVE DRAFT

### Enroll Capacity

Organization  
DEF COMPANY

Enrollment Submission Id  
106516

Enrollment Submission Status  
DRAFT

Enrollment submission window for 2021 starts on 02/13/2020 until 02/18/2020

#### Capacity Auction Resource

Sorting: **Name** | Zone | Type |

Capacity Auction Resource Name	Zone	Type	Energy Resource	Obligation Type	Summer Enrolled Capacity (MW)	Winter Enrolled Capacity (MW)	Summer Deposit	Winter Deposit	Total Deposit	Delete
No items available										

Add New Capacity Auction Resource

#### Deposit Payment Method

The IESO requires the letter of credit to be provided by a bank named in a Schedule to the Bank Act, S.C. 1991, C.46 with a minimum long-term credit rating of "A". Please provide the name of the bank you wish to use in order for us to verify its eligibility. In addition, we require the format be compliant with the IESO letter of credit template and recommend to email a draft to [prudential@ieso.ca](mailto:prudential@ieso.ca) for review prior to couriering the original.

Payment Method:
☐ Cash
☐ Letter Of Credit
☐ Cash and Letter Of Credit

Expected Cash Deposit \$0.00
Expected Letter Of Credit Deposit \$0.00
Total Expected Deposit \$0.00

#### Payment Details

Comment

SAVE DRAFT

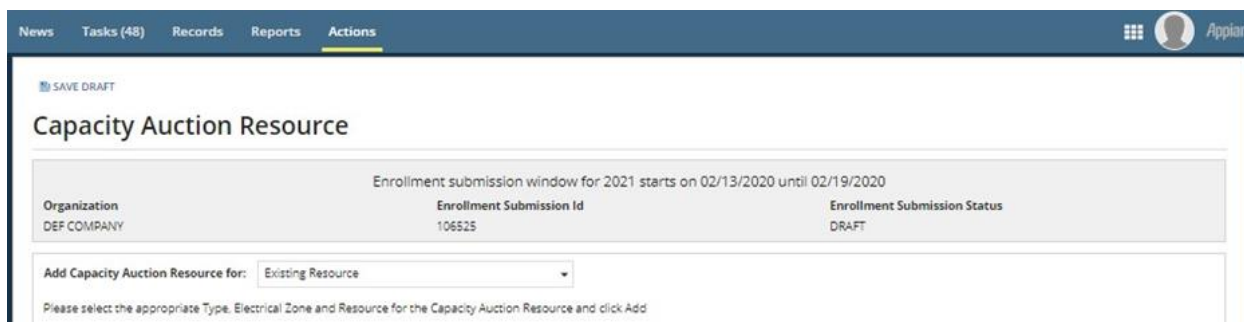
CANCEL REQUEST

SUBMIT

## Step 5

The Capacity Auction Resource screen is displayed.

- A. If you plan to participate with a resource that is registered in the IESO-Administered Market, then select Existing Resource in the drop down box beside the text 'Add Capacity Auction Resource for'. Proceed to Step 6.
- B. If you plan to participate with a resource that is not currently registered in the IESO-Administered Market, then select New Resource in the drop down box beside the text 'Add Capacity Auction Resource for'. This option is available only for demand response resources. Proceed to Step 7
- C. If you plan to participate with a System-Backed Import, then select System-Backed Import in the drop down box beside the text 'Add Capacity Auction Resource for'. Proceed to Step 8.



The screenshot shows the 'Capacity Auction Resource' screen. At the top, there is a navigation bar with 'News', 'Tasks (48)', 'Records', 'Reports', and 'Actions' (highlighted). A 'SAVE DRAFT' button is visible. Below the title, a message states: 'Enrollment submission window for 2021 starts on 02/13/2020 until 02/19/2020'. A table displays enrollment details:

Organization	Enrollment Submission Id	Enrollment Submission Status
DEF COMPANY	106525	DRAFT

Below the table, there is a dropdown menu labeled 'Add Capacity Auction Resource for:' with 'Existing Resource' selected. A note at the bottom reads: 'Please select the appropriate Type, Electrical Zone and Resource for the Capacity Auction Resource and click Add'.

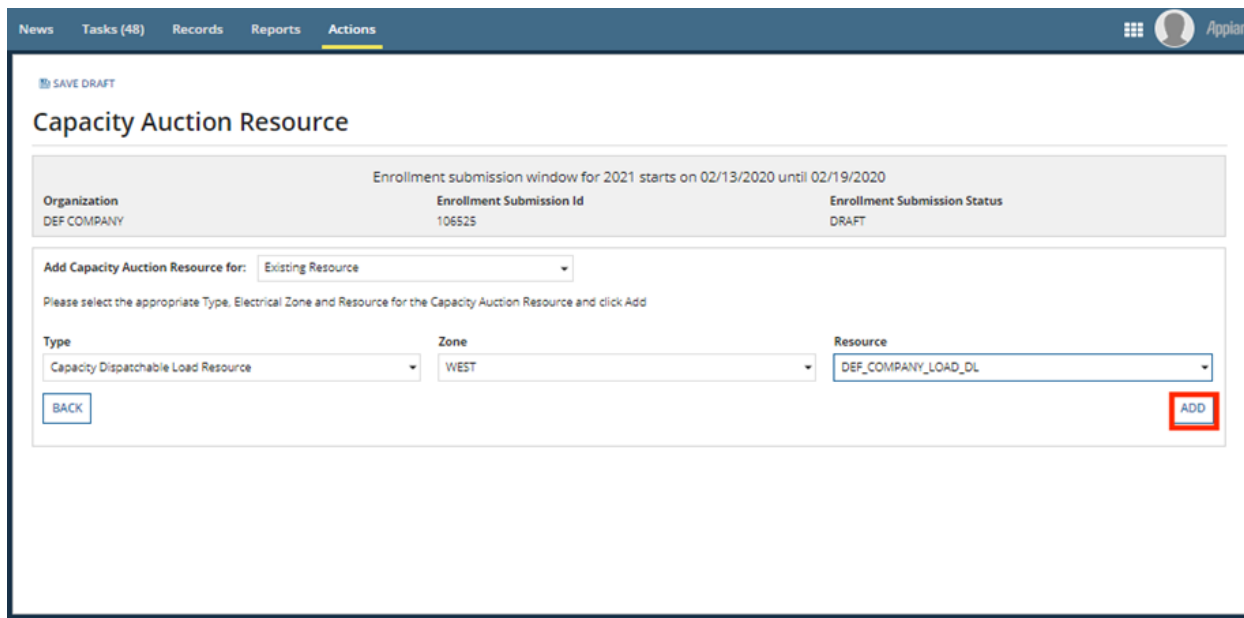


## Step 6

This step applies only if you selected Existing Resource.

Use the drop down boxes to filter for Type and Zone to filter your list of available resources.

Once you have selected the Resource, click Add.



The screenshot shows the 'Capacity Auction Resource' form in the IESO system. The top navigation bar includes 'News', 'Tasks (48)', 'Records', 'Reports', and 'Actions' (highlighted). A user profile icon for 'Applan' is in the top right. The form has a 'SAVE DRAFT' button in the top left. The main title is 'Capacity Auction Resource'. Below the title, a message states: 'Enrollment submission window for 2021 starts on 02/13/2020 until 02/19/2020'. A table displays submission details: Organization (DEF COMPANY), Enrollment Submission Id (106525), and Enrollment Submission Status (DRAFT). The form section 'Add Capacity Auction Resource for:' has a dropdown menu set to 'Existing Resource'. Below this, a instruction reads: 'Please select the appropriate Type, Electrical Zone and Resource for the Capacity Auction Resource and click Add'. There are three dropdown menus: 'Type' (set to 'Capacity Dispatchable Load Resource'), 'Zone' (set to 'WEST'), and 'Resource' (set to 'DEF\_COMPANY\_LOAD\_DL'). At the bottom left is a 'BACK' button, and at the bottom right is an 'ADD' button highlighted with a red box.

Organization	Enrollment Submission Id	Enrollment Submission Status
DEF COMPANY	106525	DRAFT

Add Capacity Auction Resource for: Existing Resource

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

Type	Zone	Resource
Capacity Dispatchable Load Resource	WEST	DEF_COMPANY_LOAD_DL

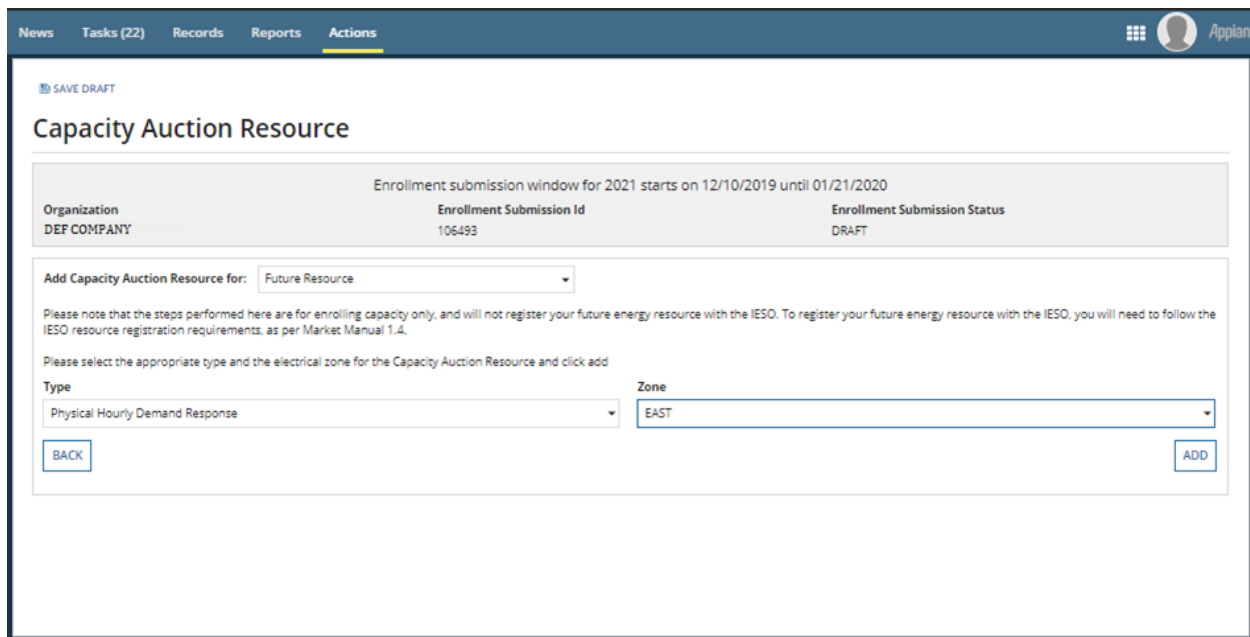
BACK ADD

## Step 7

This step applies only if you selected New Resource.

Use the drop down boxes to choose a Type and Zone that would apply to the new resource. These parameters will apply to the potential Capacity Auction Resource and affect your capacity enrollment and offer submission.

Once you have selected the Resource, click Add.



The screenshot shows the 'Capacity Auction Resource' enrollment form in the IESO system. The top navigation bar includes 'News', 'Tasks (22)', 'Records', 'Reports', and 'Actions'. A user profile for 'Applan' is visible in the top right. The form title is 'Capacity Auction Resource' with a 'SAVE DRAFT' link. A message states: 'Enrollment submission window for 2021 starts on 12/10/2019 until 01/21/2020'. Below this, a table displays enrollment details:

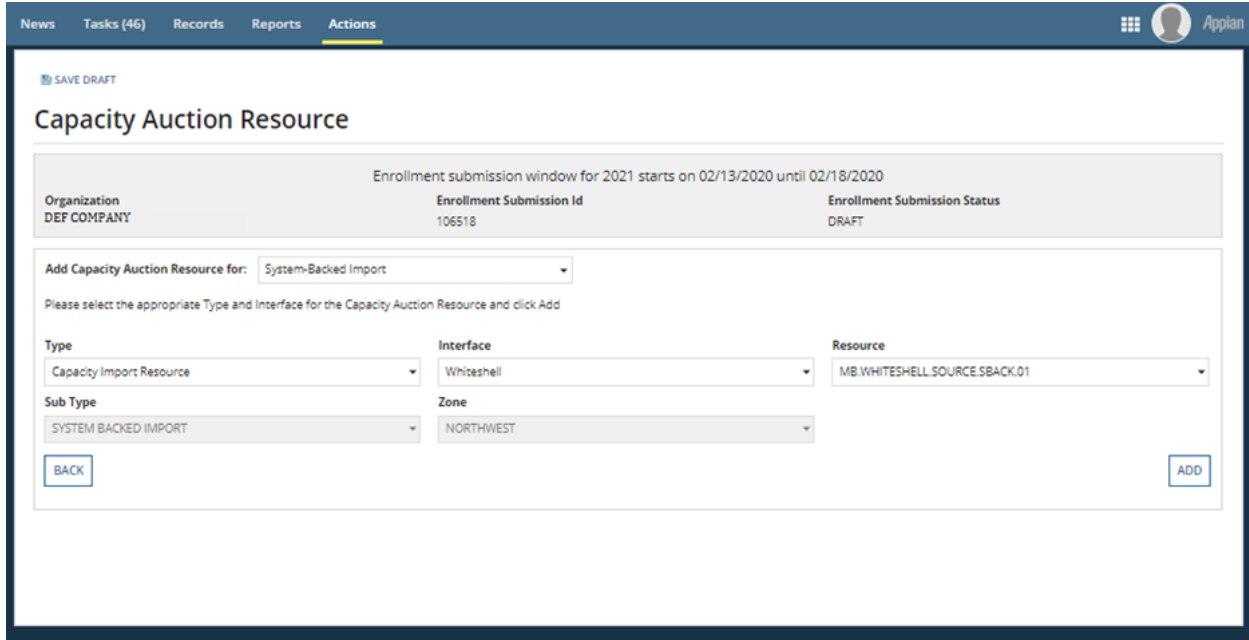
Organization	Enrollment Submission Id	Enrollment Submission Status
DEF COMPANY	106493	DRAFT

The 'Add Capacity Auction Resource for:' dropdown is set to 'Future Resource'. A note explains that the steps are for enrolling capacity only and that future energy resource registration follows Market Manual 1.4. Below, the 'Type' dropdown is set to 'Physical Hourly Demand Response' and the 'Zone' dropdown is set to 'EAST'. 'BACK' and 'ADD' buttons are at the bottom.

## Step 8

This step applies only if you selected System-Backed Import.

Use the drop down boxes to choose an Interface that would apply to the import.



The screenshot shows the 'Capacity Auction Resource' form in the IESO system. The top navigation bar includes 'News', 'Tasks (46)', 'Records', 'Reports', and 'Actions'. A 'SAVE DRAFT' button is in the top left. The form title is 'Capacity Auction Resource'. Below the title, a message states: 'Enrollment submission window for 2021 starts on 02/13/2020 until 02/18/2020'. The form contains several fields: 'Organization' (DEF COMPANY), 'Enrollment Submission Id' (106518), and 'Enrollment Submission Status' (DRAFT). A dropdown menu for 'Add Capacity Auction Resource for:' is set to 'System-Backed Import'. Below this, a instruction reads: 'Please select the appropriate Type and Interface for the Capacity Auction Resource and click Add'. There are four dropdown menus: 'Type' (Capacity Import Resource), 'Interface' (Whiteshell), 'Resource' (MB.WHITESHELL.SOURCE.SBACK.01), and 'Sub Type' (SYSTEM BACKED IMPORT). A 'Zone' dropdown menu is set to 'NORTHWEST'. At the bottom left is a 'BACK' button and at the bottom right is an 'ADD' button.

Organization	Enrollment Submission Id	Enrollment Submission Status
DEF COMPANY	106518	DRAFT

Add Capacity Auction Resource for: System-Backed Import

Please select the appropriate Type and Interface for the Capacity Auction Resource and click Add

Type	Interface	Resource
Capacity Import Resource	Whiteshell	MB.WHITESHELL.SOURCE.SBACK.01

Sub Type	Zone
SYSTEM BACKED IMPORT	NORTHWEST

BACK ADD

## Step 9

The Capacity Auction Resource details screen is displayed.

Enter the Name for your Capacity Auction Resource. If you selected an existing resource, that resource name is entered as a default.

Enter the Enrolled Capacity (MW) for the applicable obligation periods.

Note: The maximum value available to be inputted for enrolled capacity summer or winter is the minimum between maximum physical capability of that resource (located below Associated Energy Resource) and the limits shown in the column(s) before the Enrolled Capacity (MW) column.

Click Update.

News
Tasks (48)
Records
Reports
Actions

Applan

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

### Capacity Auction Resource

Organization  
DEF COMPANY

Enrollment Submission Id  
106526

Enrollment Submission Status  
DRAFT

Zone  
WEST

Type  
Capacity Dispatchable Load Resource

Obligation Type  
PHYSICAL

ID  
100354

Name \*  
DEF\_COMPANY\_LOAD\_DL

Associated Energy Resource  
DEF\_COMPANY\_LOAD\_DL (187564)

Max Registered Dispatchable Load (MW)  
50

Deposit Required CAD  
\$0.00

Enrolled Capacity:

Obligation Period	Obligation Period Start Date	Obligation Period End Date	Total Zonal Capacity Limit Maximum (MW)	Enrolled Capacity (MW)
2021 SUMMER	5/1/2021	10/31/2021	69.8	
2021 WINTER	11/1/2021	4/30/2022	69.8	

BACK
UPDATE

## Step 10

If you are enrolling the following Capacity Auction Resources, you will be prompted to submit an Attestation:

- Capacity Generation Resource
- Capacity Import Resource
- Capacity Storage Resource

Press Click Here.

News
Tasks (22)
Records
Reports
**Actions**

Applan

SAVE DRAFT

## Enroll Capacity

Organization  
ABC COMPANY

Enrollment Submission Id  
106497

Enrollment Submission Status  
DRAFT

Enrollment submission window for 2021 starts on 12/10/2019 until 01/31/2020

### Capacity Auction Resource

Sorting: [Name](#) | [Zone](#) | [Type](#)

Capacity Auction Resource Name	Zone	Type	Energy Resource	Obligation Type	Summer Enrolled Capacity (MW)	Winter Enrolled Capacity (MW)	Summer Deposit	Winter Deposit	Total Deposit	Delete
<a href="#">LAUZON-LT.AG_EBUS (100317)</a>	WEST	Capacity Storage Resource	LAUZON-LT.AG_EBUS (109488)	PHYSICAL	1	1	\$2,028.00	\$1,950.00	\$3,978.00	<a href="#">✕</a>
<a href="#">KINGSVILLE-LT.AG_B-BUS1 (100316)</a>	WEST	Capacity Generation Resource	KINGSVILLE-LT.AG_B-BUS1 (108927)	PHYSICAL	2	2	\$4,056.00	\$3,900.00	\$7,956.00	<a href="#">✕</a>
<b>Total</b>					3	3	\$6,084.00	\$5,850.00	\$11,934.00	
<b>Deposit Paid</b>									\$0.00	
<b>Deposit Balance</b>									\$11,934.00	

Add New Capacity Auction Resource

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

### ▲ Deposit Payment Method

The IESO requires the letter of credit to be provided by a bank named in a Schedule to the Bank Act, S.C. 1991, C.46 with a minimum long-term credit rating of "A". Please provide the name of the bank you wish to use in order for us to verify its eligibility. In addition, we require the format be compliant with the IESO letter of credit template and recommend to email a draft to [prudential@ieso.ca](mailto:prudential@ieso.ca) for review prior to couriering the original.

**Payment Method:\***

☐ Cash
☐ Letter Of Credit
☐ Cash and Letter Of Credit

Expected Cash Deposit

Expected Letter Of Credit Deposit

Total Expected Deposit

\$0.00

\$0.00

\$0.00

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

### ▼ Payment Details

Comment

SAVE DRAFT

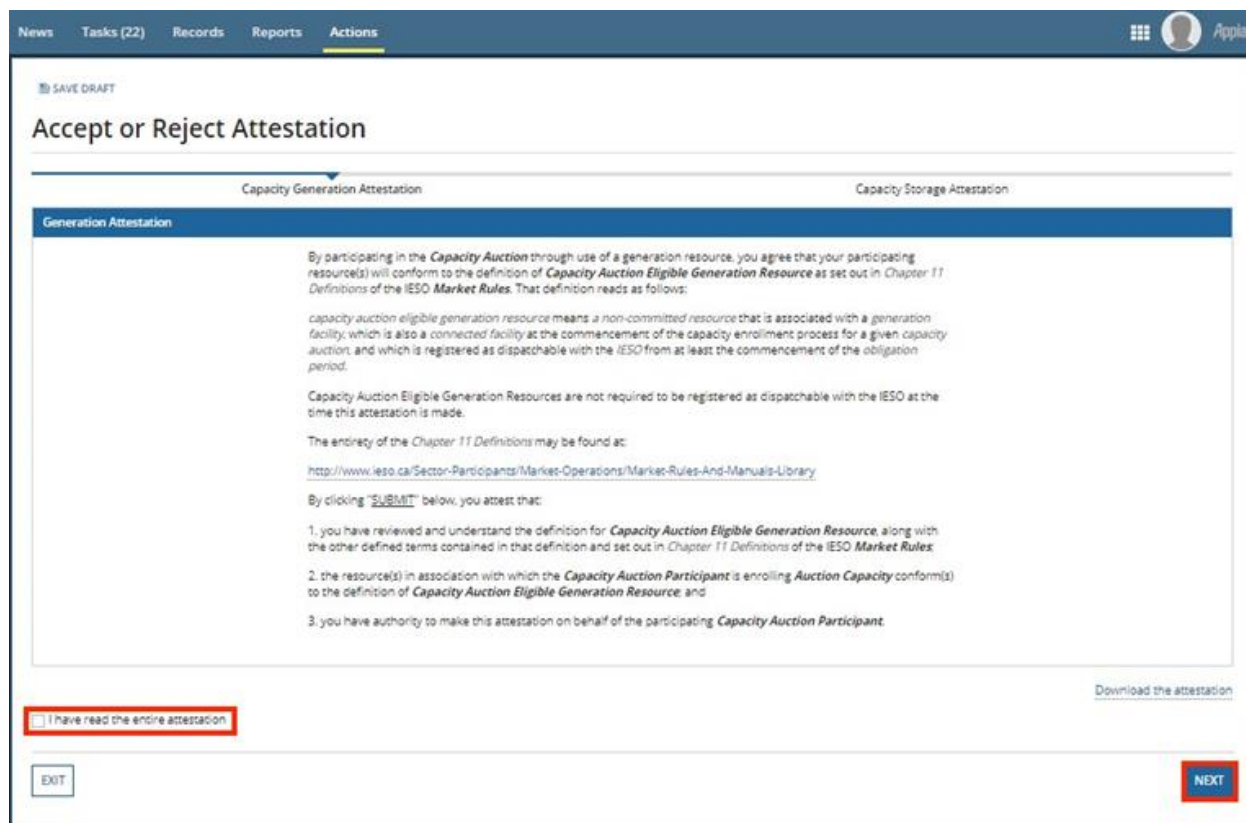
CANCEL REQUEST
SUBMIT

## Step 11

The Accept or Reject Attestation screen is displayed.

You can download a copy by clicking Download the attestation.

Select I have read the entire attestation checkbox.



News Tasks (22) Records Reports **Actions**

SAVE DRAFT

### Accept or Reject Attestation

Capacity Generation Attestation Capacity Storage Attestation

**Generation Attestation**

By participating in the **Capacity Auction** through use of a generation resource, you agree that your participating resource(s) will conform to the definition of **Capacity Auction Eligible Generation Resource** as set out in Chapter 11 Definitions of the IESO Market Rules. That definition reads as follows:

capacity auction eligible generation resource means a non-committed resource that is associated with a generation facility, which is also a connected facility at the commencement of the capacity enrollment process for a given capacity auction, and which is registered as dispatchable with the IESO from at least the commencement of the obligation period.

Capacity Auction Eligible Generation Resources are not required to be registered as dispatchable with the IESO at the time this attestation is made.

The entirety of the Chapter 11 Definitions may be found at:  
<http://www.ieso.ca/Sector-Participants/Market-Operations/Market-Rules-And-Manuals-Library>

By clicking "SUBMIT" below, you attest that:

1. you have reviewed and understand the definition for **Capacity Auction Eligible Generation Resource**, along with the other defined terms contained in that definition and set out in Chapter 11 Definitions of the IESO Market Rules;
2. the resource(s) in association with which the **Capacity Auction Participant** is enrolling **Auction Capacity** conform(s) to the definition of **Capacity Auction Eligible Generation Resource**; and
3. you have authority to make this attestation on behalf of the participating **Capacity Auction Participant**.

☐ I have read the entire attestation

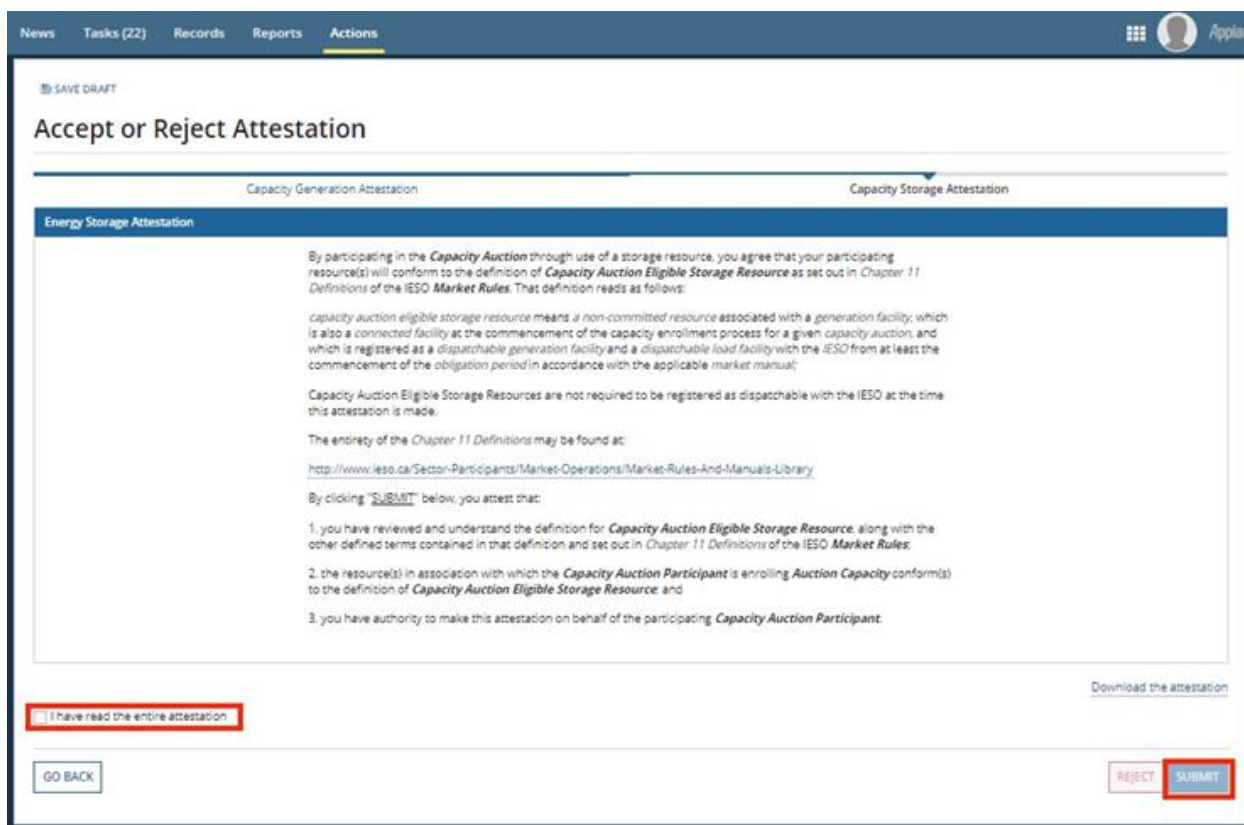
Download the attestation

EXIT NEXT

## Step 12

If your capacity auction enrollment request includes multiple capacity auction resource types, you may be required to submit multiple attestations. Click Next to view and accept each attestation.

Once all attestations have been accepted, click Submit.



The screenshot shows the 'Accept or Reject Attestation' page in the IESO Capacity Auction Enrollment System. The page has a dark blue header with navigation links: News, Tasks (22), Records, Reports, and Actions. A user profile icon labeled 'Applan' is in the top right. Below the header, there's a 'SAVE DRAFT' button and the title 'Accept or Reject Attestation'. The page is divided into two tabs: 'Capacity Generation Attestation' and 'Capacity Storage Attestation'. The 'Capacity Storage Attestation' tab is active, showing a section titled 'Energy Storage Attestation'. The main content area contains the following text:

By participating in the **Capacity Auction** through use of a storage resource, you agree that your participating resource(s) will conform to the definition of **Capacity Auction Eligible Storage Resource** as set out in Chapter 11 Definitions of the IESO Market Rules. That definition reads as follows:

*capacity auction eligible storage resource means a non-committed resource associated with a generation facility, which is also a connected facility at the commencement of the capacity enrollment process for a given capacity auction, and which is registered as a dispatchable generation facility and a dispatchable load facility with the IESO from at least the commencement of the obligation period in accordance with the applicable market manual;*

Capacity Auction Eligible Storage Resources are not required to be registered as dispatchable with the IESO at the time this attestation is made.

The entirety of the Chapter 11 Definitions may be found at:  
<http://www.ieso.ca/Sector-Participants/Market-Operations/Market-Rules-And-Manuals-Library>

By clicking "SUBMIT" below, you attest that:

1. you have reviewed and understand the definition for **Capacity Auction Eligible Storage Resource**, along with the other defined terms contained in that definition and set out in Chapter 11 Definitions of the IESO Market Rules;
2. the resource(s) in association with which the **Capacity Auction Participant** is enrolling **Auction Capacity** conform(s) to the definition of **Capacity Auction Eligible Storage Resource**; and
3. you have authority to make this attestation on behalf of the participating **Capacity Auction Participant**.

At the bottom left, there is a checkbox labeled 'I have read the entire attestation' which is currently unchecked. At the bottom right, there are two buttons: 'GO BACK' and 'SUBMIT' (highlighted with a red box). A 'REJECT' button is also visible next to it. A 'Download the attestation' link is located in the top right corner of the main content area.

## Step 13

The Enroll Capacity screen is displayed. To submit all the capacity auction resources, you are required to provide the deposit information. Click the option button corresponding to either Cash or Letter of Credit to indicate the Expected Payment Method for your deposit – additional instructions are displayed for the chosen payment method.

Note: If you choose Letter of Credit, you must also provide the name of the bank that you wish to use. You may also enter additional information concerning the deposit payment in the Comments field if you choose. Click Submit.

News
Tasks (48)
Records
Reports
Actions
Applan

SAVE DRAFT

### Enroll Capacity

Enrollment submission window for 2021 starts on 02/13/2020 until 02/19/2020

Organization	Enrollment Submission Id	Enrollment Submission Status
DEF COMPANY	106526	DRAFT

#### Capacity Auction Resource

Sorting: Name | Zone | Type

Capacity Auction Resource Name	Zone	Type	Energy Resource	Obligation Type	Summer Enrolled Capacity (MW)	Winter Enrolled Capacity (MW)	Summer Deposit	Winter Deposit	Total Deposit	Delete
DEF_COMPANY_LOAD_DL (100354)	WEST	Capacity Dispatchable Load Resource	DEF_COMPANY_LOAD_DL (187564)	PHYSICAL	25	25	\$50,697.00	\$50,310.00	\$101,007.00	
Total					25	25	\$50,697.00	\$50,310.00	\$101,007.00	
Deposit Paid									\$20,000.00	
Deposit Balance									\$81,007.00	

+Add New Capacity Auction Resource

#### Deposit Payment Method

The IESO requires the letter of credit to be provided by a bank named in a Schedule to the Bank Act, S.C. 1991, C.46 with a minimum long-term credit rating of "A". Please provide the name of the bank you wish to use in order for us to verify its eligibility. In addition, we require the format be compliant with the IESO letter of credit template and recommend to email a draft to [prudential@ieso.ca](mailto:prudential@ieso.ca) for review prior to couriering the original.

Payment Method: \*

☒ Cash
☐ Letter Of Credit
☐ Cash and Letter Of Credit

Expected Cash Deposit \$82,000.00
Expected Letter Of Credit Deposit \$0.00
Total Expected Deposit \$82,000.00

#### Payment Details

##### Cash deposit instructions

TD Bank  
Bank Address: 55 King Street West, Toronto, ON, M5K 1A2  
Bank Number: 0004  
Transit: 10202  
Swift: TD0MCATTTOR  
Account: 0690-0458762  
Beneficiary: Independent Electricity System Operator (IESO)  
Beneficiary Address: 1600-120 Adelaide Street West, Toronto, ON M5H 1T1

Comment

SAVE DRAFT
CANCEL REQUEST
SUBMIT



## Step 14

A dialog box is displayed showing your Estimated Auction Deposit Balance – click Yes to confirm your submission.

Estimated Auction Deposit Balance is \$81,007.00 Are you sure you want to submit?

## Task: Submit Capacity Auction Deposit

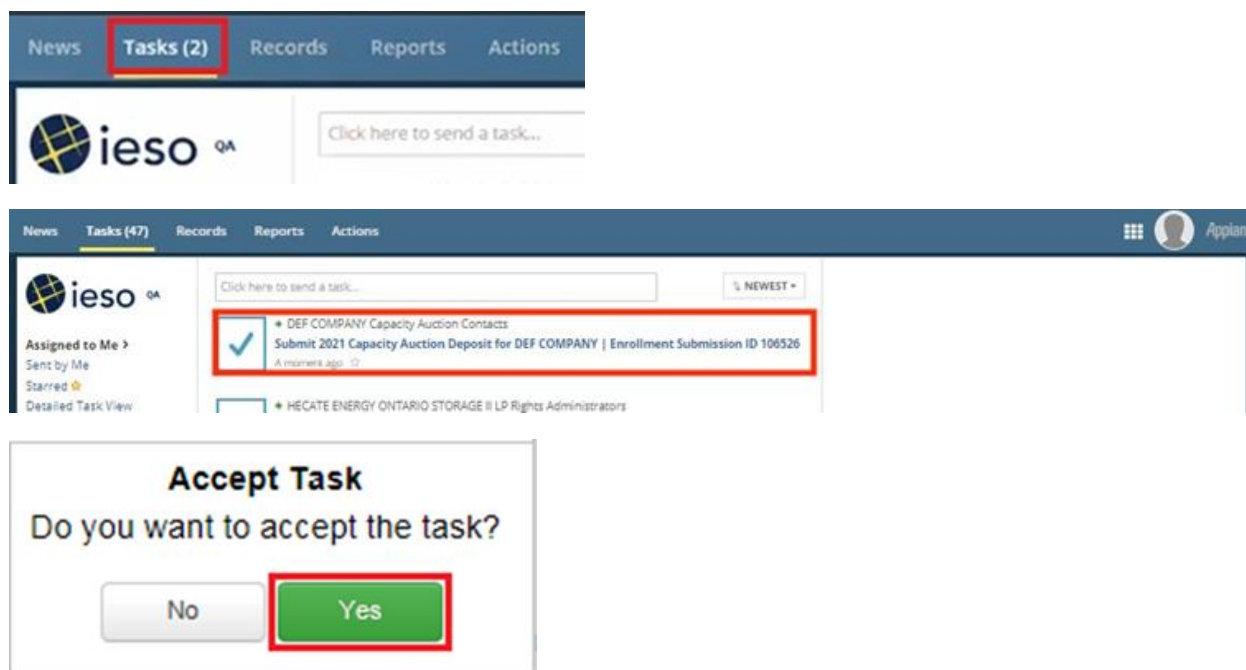
### Step 15

The IESO will review your submission. When accepted, you will receive a task.

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

Click Submit 2020 Capacity Auction Deposit for <Your Organization> from the list of available tasks displayed on the subsequent screen.

Click Yes to confirm that you accept the task.



## Step 16

The Capacity Auction Deposit task is displayed.

Select the Payment Method and enter the amount in the Actual Deposit Paid field. Note: If you select 'Cash and Letter of Credit', you will be required to submit the amount for each.

Click Submit.

News
Tasks (47)
Records
Reports
Actions

Applan

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

SAVE DRAFT
REASSIGN
REJECT

### 2021 Capacity Auction Deposit Information For DEF COMPANY

Organization  
DEF COMPANY

Enrollment Submission Id  
106526

Enrollment Submission Status  
REVIEWED

Enrollment submission window for 2021 starts on 02/13/2020 until 02/19/2020

**Auction Deposit Balance is \$81,007.00**

Sorting: Name | Zone | Type

Capacity Auction Resource Name	Zone	Type	Energy Resource	Obligation Type	Summer Enrolled Capacity (MW)	Winter Enrolled Capacity (MW)	Summer Deposit	Winter Deposit	Total Deposit
DEF_COMPANY_LOAD_DL (100354)	WEST	Capacity Dispatchable Load Resource	DEF_COMPANY_LOAD_DL (187564)	PHYSICAL	25	25	\$50,697.00	\$50,310.00	\$101,007.00
<b>Total</b>					25	25	\$50,697.00	\$50,310.00	\$101,007.00
<b>Deposit Paid</b>									\$20,000.00
<b>Deposit Balance</b>									\$81,007.00

#### New Deposit Information

The IESO requires the letter of credit to be provided by a bank named in a Schedule to the Bank Act, S.C. 1991, C.46 with a minimum long-term credit rating of "A". Please provide the name of the bank you wish to use in order for us to verify its eligibility. In addition, we require the format be compliant with the IESO letter of credit template and recommend to email a draft to [prudential@ieso.ca](mailto:prudential@ieso.ca) for review prior to couriering the original.

**Payment Method: \***

☒ Cash
☐ Letter Of Credit
☐ Cash and Letter Of Credit

**Actual Cash Deposit** \$82,000.00

**Actual Letter Of Credit Deposit** \$0.00

**Total Actual Deposit** \$82,000.00

#### Payment Details

**Cash deposit instructions**

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

**Comment**

CANCEL
MODIFY REQUEST
SUBMIT



After IESO approves your deposit submission, you will receive an email denoting your enrollment completion in addition to summarizing your submission.

Reply Reply All Forward



Online IESO - QA <[registrationqa@ieso.ca](mailto:registrationqa@ieso.ca)>

Rachel Zhao; Emily Somerville; Henry Dai; Hany Habib; Sunil Maniyappan; Gary Magsano; Chris Lim; Amir Hanna; + 33

2020/02/19

Confirmation for Approved Capacity Enrollment for Capacity Auction - DEF COMPANY



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

To DEF COMPANY

The IESO has approved your submitted capacity enrollment information as summarized in the table below:

CAPACITY AUCTION RESOURCE	ZONE	TYPE	OBLIGATION TYPE	Summer Obligation Period (May 01,2021 - Oct 31,2021)	Winter Obligation Period (Nov 01,2021 - Apr 30,2022)
				Enrolled Capacity (MW)	Enrolled Capacity (MW)
DEF_COMPANY_LOAD_DL_DR (100356)	WEST	Physical Hourly Demand Response	PHYSICAL	30	30
TOTAL				30	30

For specific information on this notice, please contact [prudential@ieso.ca](mailto:prudential@ieso.ca). For general inquiries, please contact [customer.relations@ieso.ca](mailto:customer.relations@ieso.ca).

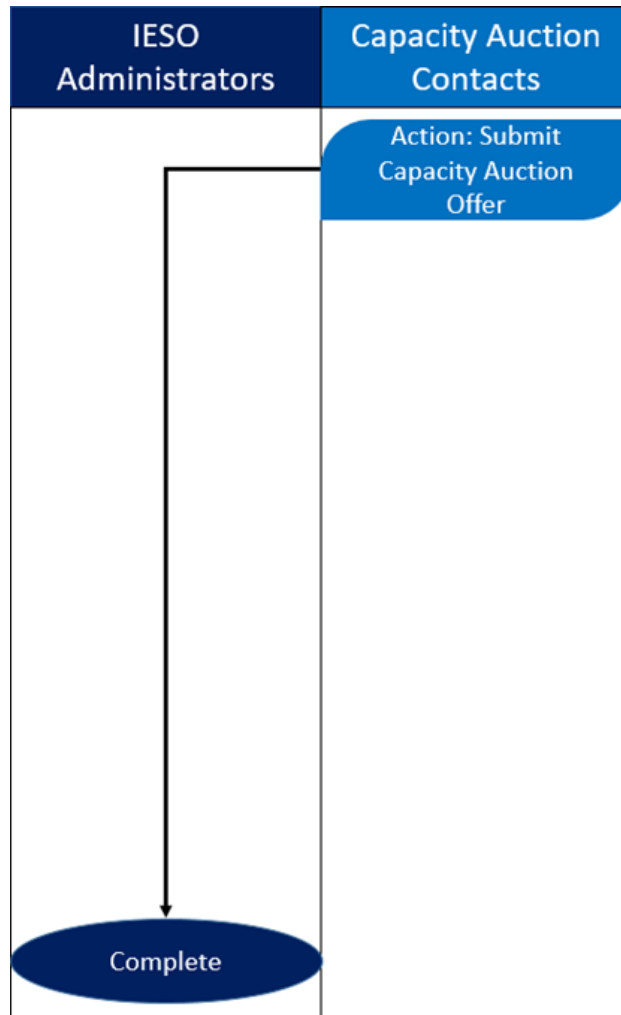
Regards,  
Online IESO

To
DEF COMPANY Capacity Auction Contacts

CC
IESO Capacity Auction Specialist

### 3. How to Offer Capacity into the Auction

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





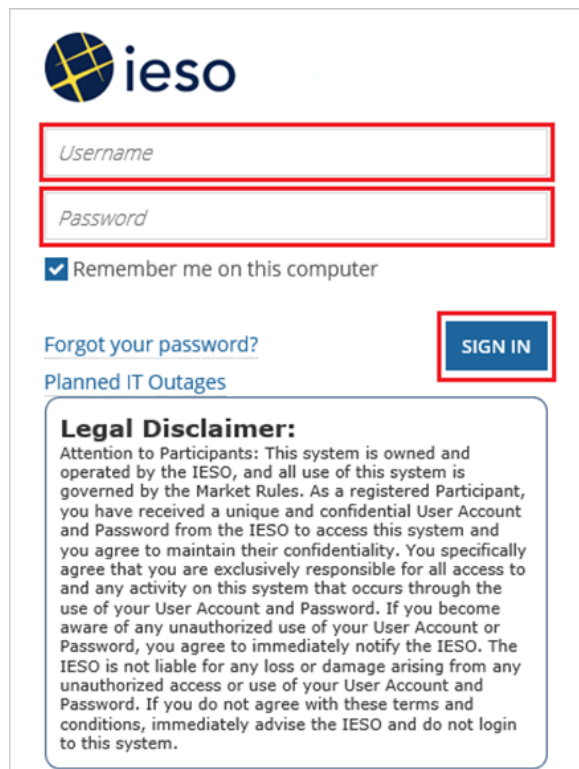
## Action: Submit Capacity Auction Offer

### Step 1

Log in to the Online IESO web-based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.



The screenshot shows the IESO login interface. At the top left is the IESO logo. Below it are two input fields: 'Username' and 'Password', both outlined with a red border. Under the 'Password' field is a checkbox labeled 'Remember me on this computer' which is checked. To the right of the input fields is a blue button with white text that says 'SIGN IN', also outlined with a red border. Below the 'SIGN IN' button are two links: 'Forgot your password?' and 'Planned IT Outages'. At the bottom of the login area is a 'Legal Disclaimer' box with a title and a paragraph of text.

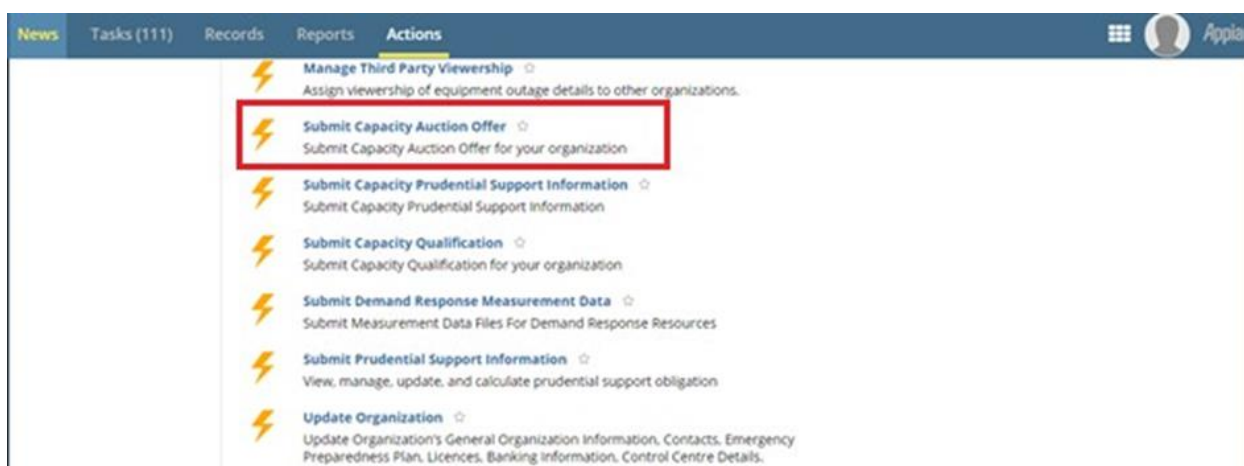
**Legal Disclaimer:**  
Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you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

## Step 2

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



Click Submit Capacity Auction Offer from the list of available action items displayed on the subsequent screen.



### Step 3

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

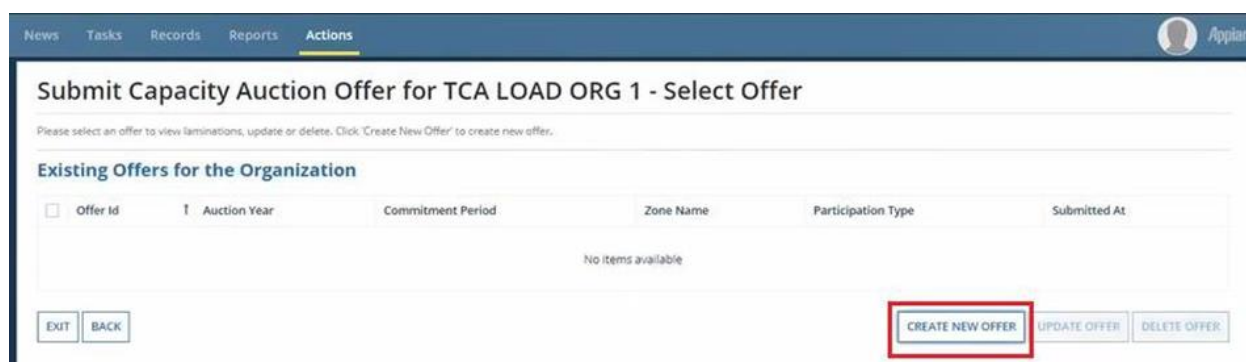
Select the option button corresponding to the desired organization, and click Continue.



### Step 4

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

To create a new offer, click Create New Offer.



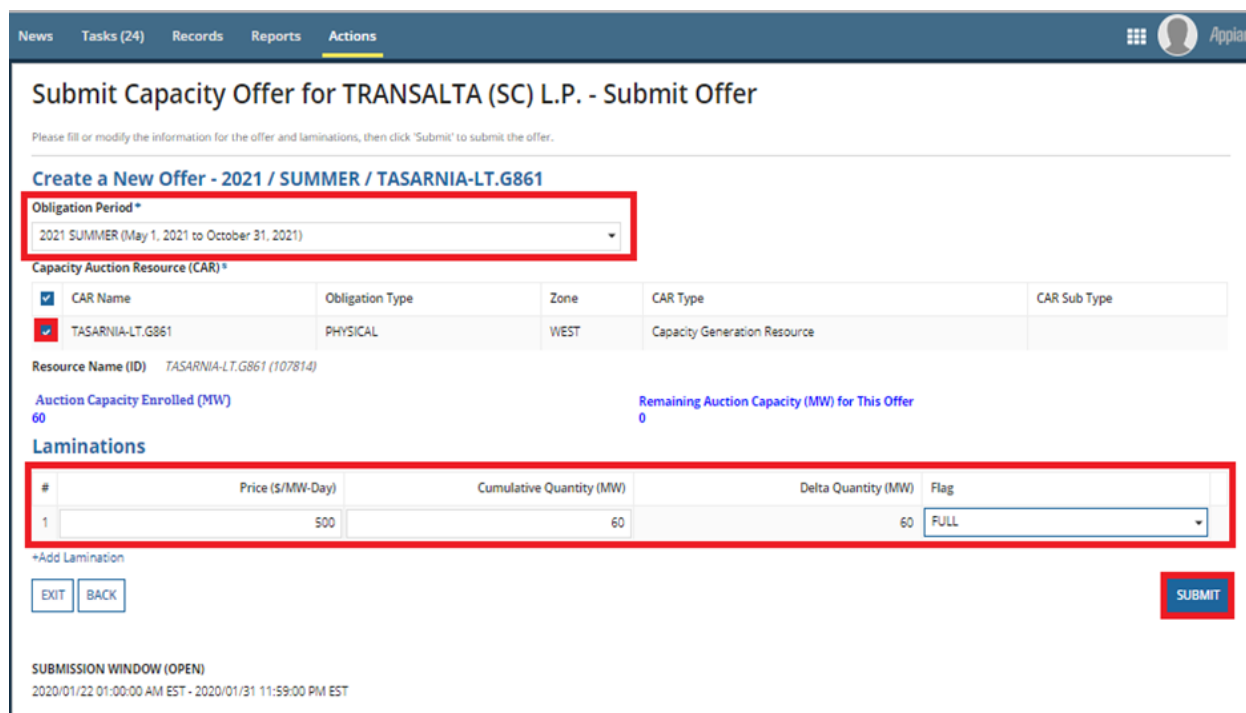


## Step 5

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

Select the Capacity Auction Resource for which you wish to submit an offer.

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



**Submit Capacity Offer for TRANSALTA (SC) L.P. - Submit Offer**

Please fill or modify the information for the offer and laminations, then click 'Submit' to submit the offer.

**Create a New Offer - 2021 / SUMMER / TASARNIA-LT.G861**

**Obligation Period \***

2021 SUMMER (May 1, 2021 to October 31, 2021)

**Capacity Auction Resource (CAR) \***

<input checked="" type="checkbox"/>	CAR Name	Obligation Type	Zone	CAR Type	CAR Sub Type
<input checked="" type="checkbox"/>	TASARNIA-LT.G861	PHYSICAL	WEST	Capacity Generation Resource	

Resource Name (ID) TASARNIA-LT.G861 (107814)

Auction Capacity Enrolled (MW) 60

Remaining Auction Capacity (MW) for This Offer 0

**Laminations**

#	Price (\$/MW-Day)	Cumulative Quantity (MW)	Delta Quantity (MW)	Flag
1	500	60	60	FULL

+Add Lamination

EXIT BACK SUBMIT

**SUBMISSION WINDOW (OPEN)**

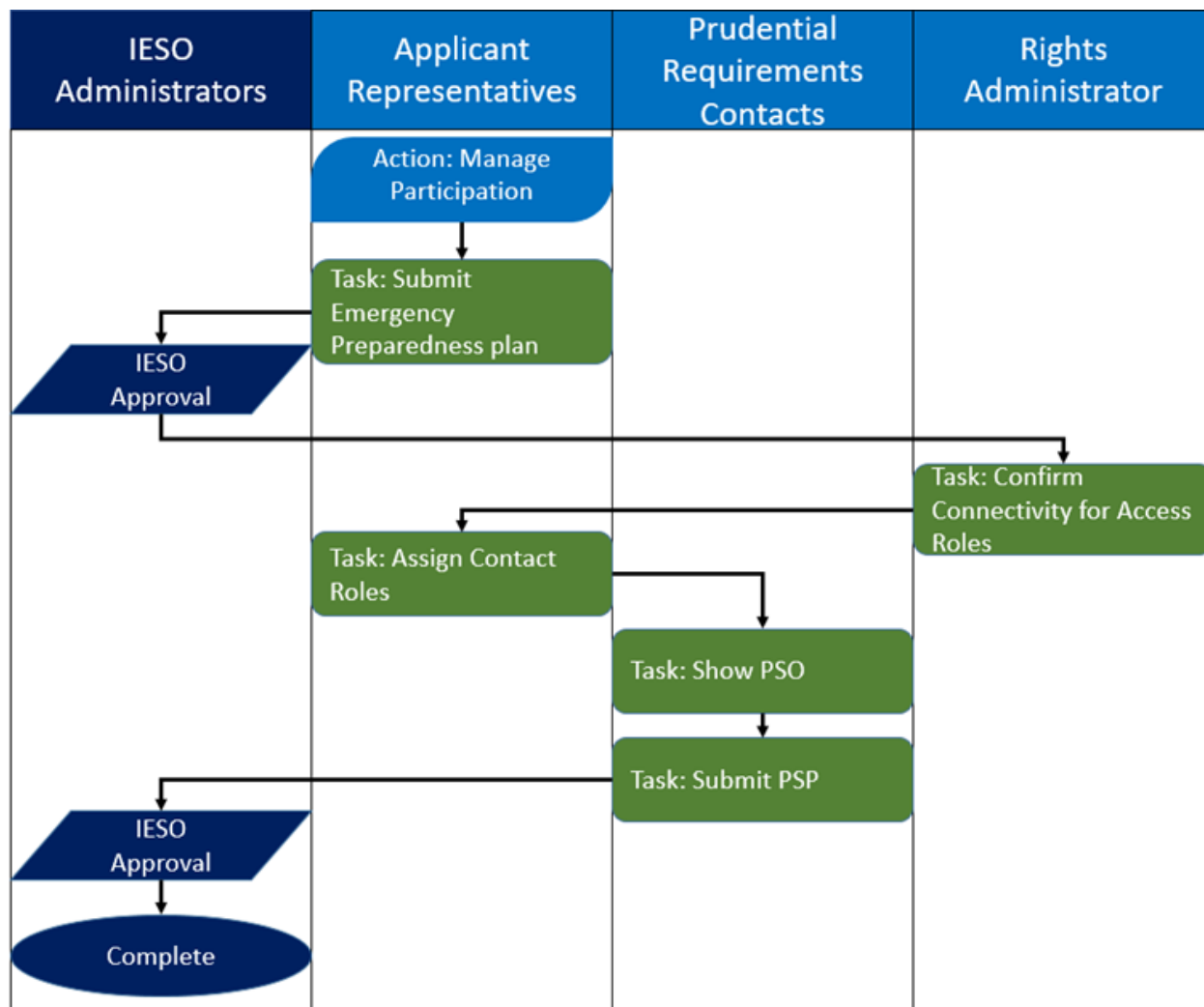
2020/01/22 01:00:00 AM EST - 2020/01/31 11:59:00 PM EST

Note: Your offer can include up to 20 laminations – you must select a flag to indicate if any given quantity is to be provided in full or as partial for each lamination.

Click Submit to complete the offer.

## 4. How to Authorize as a Capacity Market Participant (CMP)

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





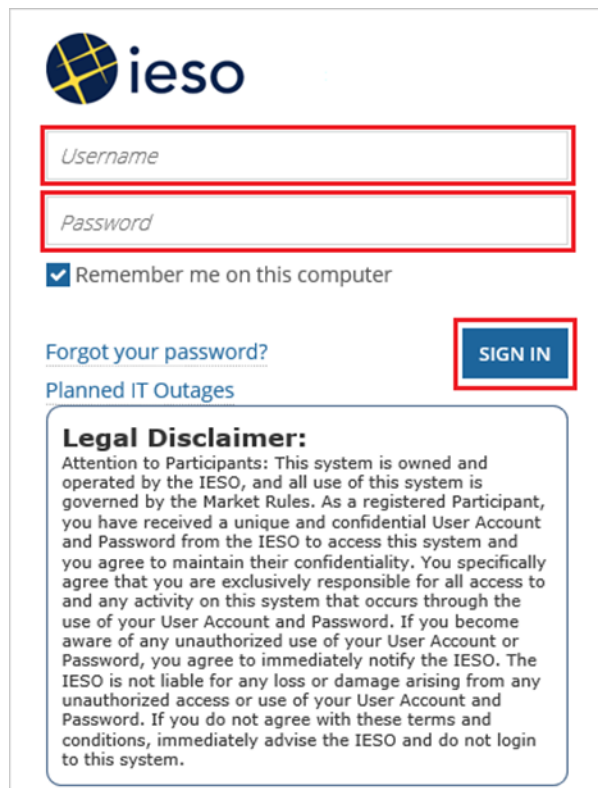
## Action: Manage Participation

### Step 1

Log in to the Online IESO web-based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.



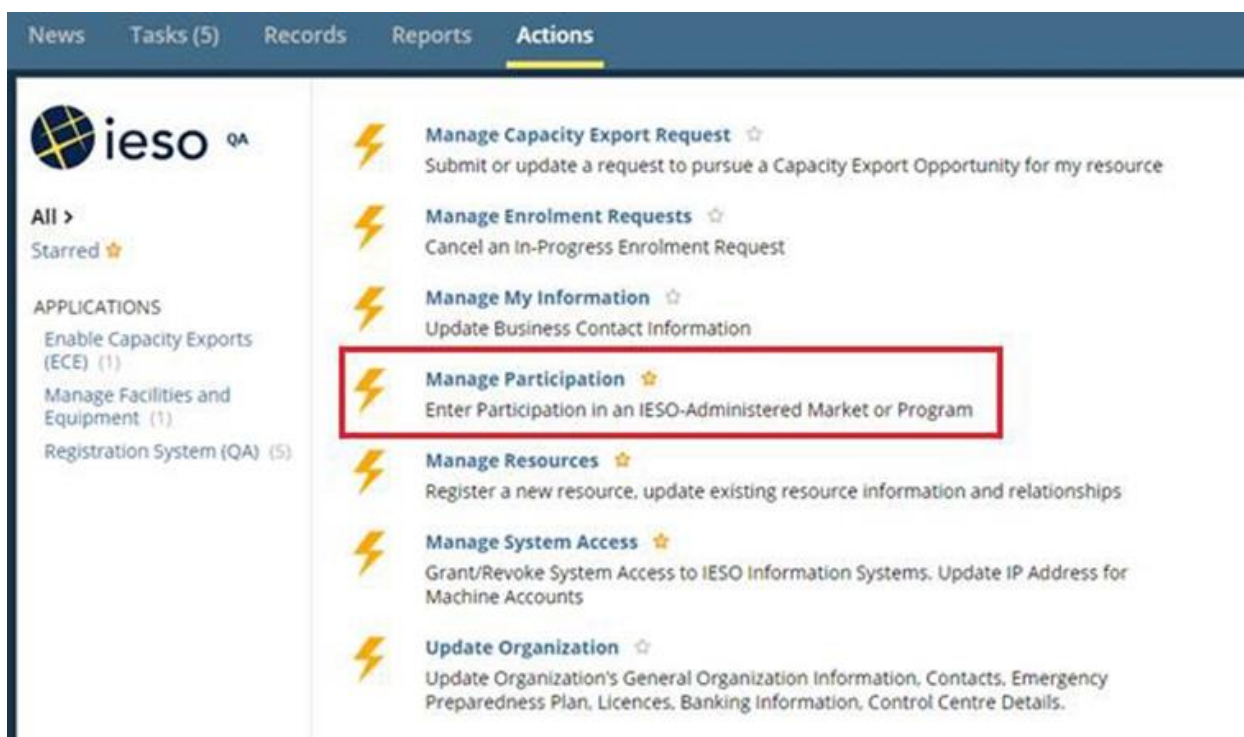
The screenshot shows the IESO login interface. At the top left is the IESO logo. Below it are two input fields: 'Username' and 'Password', both outlined with a red border. Under the 'Password' field is a checkbox labeled 'Remember me on this computer' which is checked. To the right of the input fields is a blue button with a red border labeled 'SIGN IN'. Below the 'SIGN IN' button is a link 'Forgot your password?'. Further down is a link 'Planned IT Outages'. At the bottom is a 'Legal Disclaimer' box containing the following text: 'Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.'

## Step 2

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



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





### Step 3

The Choose Organization screen is displayed.

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

#### Choose Organization

Please select the organization you are representing while completing this action.

##### Organizations

Name
<input checked="" type="checkbox"/> POWERTRAIL INC.
<input type="checkbox"/> TCA LOAD ORG 1

1-8 of 8

[Need Help?](#)  
<http://www.ieso.ca/focalContent/registration/#1.1>

**Next** Cancel

### Step 4

The Select Participation Type screen is displayed.

In the Action to Complete drop-down list, select Enter Market Participation, and click Next.

#### Select Participation Type

##### Request Details

Request Number: 15054  
Organization ID: 109111  
Organization: POWERTRAIL INC.

##### Action to Complete

Select: Enter Market Participation

[Need Help?](#)  
<http://www.ieso.ca/registration/help/#2.0>

**Next** Cancel

## Step 5

The Market Participation screen is displayed.

In the Market Participation Type drop-down list, select Capacity Market Participation, and click Next.

Note: An organization will only be able to complete the Capacity Market Participant authorization if they've received a capacity obligation for an upcoming capacity auction.

### Market Participation

Please choose a market participation for which authorization will be requested

#### Request Details

Request Number: 19084

Organization ID: 109111

Organization: POWERTRAIL INC.

Request Type: Enter Market Participation

#### Market Participation Type

Market \*

Capacity Market Participation

Need Help?

NEXT

## Step 6

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

Note: You can select multiple roles. If multiple organizations will take on roles, select only the role that applies to you.

The CAP must become the CMP - Owner.

The following steps assume that you are taking on all four roles.

Click Next to proceed.

**Market Participation**

**Request Details**

Request Number: 19064  
Organization ID: 109111  
Organization: POWERTRAIL INC.  
Request Type: Enter Market Participation  
Participation Type: Capacity Market Participation

**Market Participation Role(s)**

Select

<input checked="" type="checkbox"/> Participation Role	Description
<input checked="" type="checkbox"/> Capacity Market Participant-MMP	Your organization is responsible for the financial settlements with respect to a resource with a capacity obligation.
<input checked="" type="checkbox"/> Capacity Market Participant-Operator	Your organization operates a resource with a capacity obligation.
<input checked="" type="checkbox"/> Capacity Market Participant-Owner	Your organization has a capacity obligation.
<input checked="" type="checkbox"/> Capacity Market Participant-RMP	Your organization submits dispatch data with respect to a resource with a capacity obligation.

[Need help?](#)

[GO BACK](#) [NEXT](#)



## Step 7

Online IESO automatically determines the next steps and displays these steps on the Required Tasks to Complete screen (depending on the roles selected).

Make note of these tasks, and click Proceed. These tasks will also be shown on the News screen.

Note: If you are new organization to IESO you will be required to submit the entire next set of required tasks.

### Required Tasks to Complete

Listed below are the tasks that must be completed by the requesting organization for this participation type.

#### Request Details

Request Number: 19090  
Organization ID: 109111  
Organization: POWERTRAIL INC.  
Request Type: Enter Market Participation  
Participation Type: CMP - MWP, CMP - Operator, CMP - Owner, CMP - RMP

#### Required Tasks

Confirm Connectivity to IESO Information System(s)

Assign Contact Role(s)

Submit Emergency Preparedness Plan

Submit Prudential Information



[http://www.ieso.ca/registration/help/REG\\_6](http://www.ieso.ca/registration/help/REG_6)

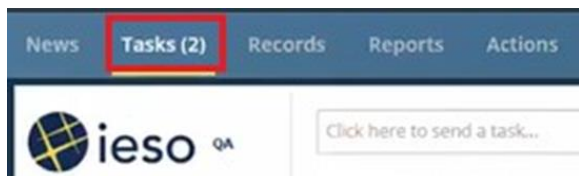




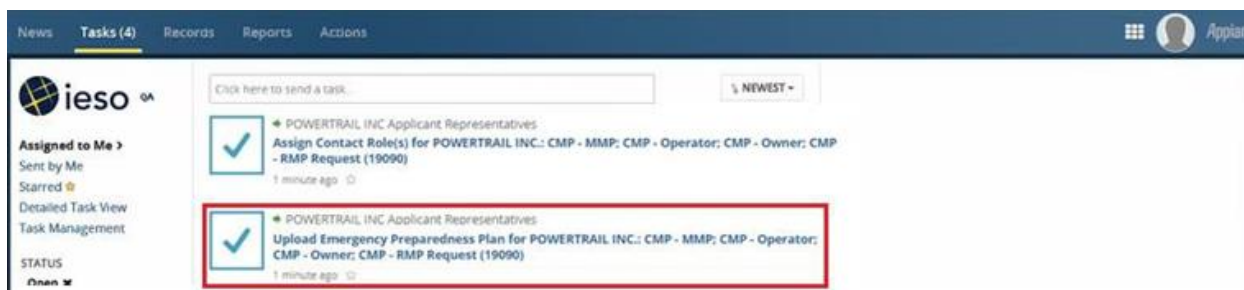
## Task: Submit Emergency Preparedness Plan

### Step 8

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

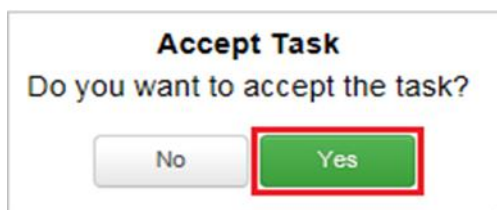


Click Upload Emergency Preparedness Plan for <your organization> from the list of available tasks displayed on the subsequent screen.



### Step 9

Click Yes to confirm that you accept the task.



## Step 10

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

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

Further instructions on how to complete an Emergency Preparedness Plan are available on the IESO website by following the link: <http://www.ieso.ca/en/> in the Sector- Participants - System-Reliability - Emergency-Preparedness section.

### Submit Emergency Preparedness Plan

#### Request Details

Request Number: 19090

Organization ID: 109111

Organization Name: POWERTRAIL INC.

Request Type: Enter Market Participation

Participation Type: CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP

#### Submit Emergency Preparedness Plan

Select Document: **UPLOAD**  Drop file here

Select Document:  **Test Data EPP**  
DOCX - 12.33 KB

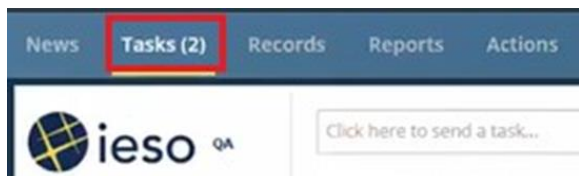
[Need Help?](#)

**SUBMIT**

## Task: Confirm Connectivity for Access Roles

### Step 11

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

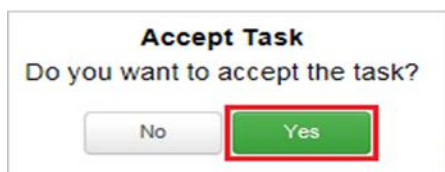


Click Confirm Connectivity for Organization Access Roles for <your organization> from the list of available tasks displayed on the subsequent screen.



### Step 12

Click Yes to confirm that you accept the task.





## Step 13

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

### Confirm Connectivity to IESO Information Systems

#### Request Details

Request Number: 19,000

Organization ID: 109111

Organization: POWERTRAIL INC.

Request Type: Enter Market Participation

Participation Type: CMP - MWP, CMP - Operator, CMP - Owner, CMP - RWP

#### Confirm Connectivity

As a Rights Administrator you are responsible for providing access to IESO information systems. The following lists the information systems required for this market or program participation. Please use the Manage System Access Action to grant access if necessary. Please confirm that your organization can connect to the following systems.

<input type="checkbox"/>	IESO Information System(s)
<input type="checkbox"/>	Prudential Manager
<input type="checkbox"/>	Participant Reports
<input type="checkbox"/>	Settlements Data Forms
<input type="checkbox"/>	Notice of Disagreement
<input type="checkbox"/>	Energy Market Trading

 Need Help?  
<http://www.ieso.ca/registration-help/42/9>

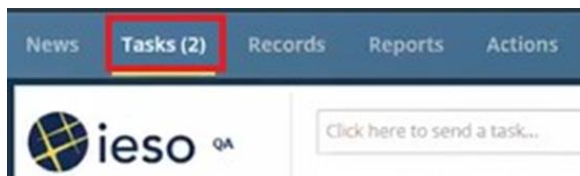
Confirm

Close

## Task: Assign Contact Roles

### Step 14

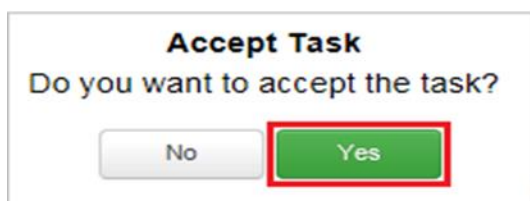
Click Tasks on the menu bar at the top of the screen.



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



Click Yes to confirm that you accept the task.



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

## Step 15

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

Note: Mandatory Contact Roles are the same for both organizations with a Capacity Generation Resource, and organizations with Demand Response Resources.

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

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

### Add Mandatory Contact Roles

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

#### Request Details

Request Number: 19,000

Organization ID: 109111

Organization: POWERTRAIL, INC.

Request Type: Enter Market Participation

Participation Type: CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP

#### Add Mandatory Contact Roles

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

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

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

##### Role(s) to assign

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



<http://www.ieso.ca/registration-help/RC.5>

Assign Contacts

## Step 16

The Choose Contact Type for Assignment screen is displayed – review and click By Person.

### Choose Contact Type for Assignment

Please choose the appropriate assignment group to which contact roles will be assigned.

#### Request Details

Organization ID: 109111  
 Organization: POWERTRAIL INC.  
 Request Type: Enter Market Participation  
 Request Number: 12090  
 Participation Type: CMP - MVP, CMP - Operator, CMP - Owner, CMP - RVP

#### Contact Role Details

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

By Person

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

### Search for a Registered Person

#### Request Details

Request Number: 12090  
 Organization ID: 109111  
 Organization: POWERTRAIL INC.  
 Request Type: Enter Market Participation  
 Participation Type: CMP - MVP, CMP - Operator, CMP - Owner, CMP - RVP  
 Account Type: Person  
 Contact Role Name: Equipment Registration Specialist

#### Search for a Registered Person

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

Person ID   
 Last Name   
 First Name

Search for Person

## Step 17

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

### Select Registered Person

#### Request Details

Request Number: 10000  
 Organization ID: 100111  
 Organization: POWERTRAIL INC.  
 Request Type: Enter Market Participation  
 Participation Type: CMP - MMP, CMP - Operator, CMP - Owner, CMP - RMP  
 Account Type: Person  
 Contact Role: Equipment Registration Specialist  
 Name:

#### Search Results

Person ID	Last Name	First Name	Preferred Name	Middle Name
<input type="checkbox"/> 2123	Ewing	Barry		
<input type="checkbox"/> 2124	Tersigni	Claudio		
<input type="checkbox"/> 2125	Lovesday	Gary		
<input type="checkbox"/> 2127	Branch	Terry		
<input type="checkbox"/> 2130	Gibson	Brent		
<input type="checkbox"/> 101440	Fagerthal	Debra		
<input type="checkbox"/> 101050	Amos	Chris		
<input type="checkbox"/> 100010	Van Nest	Greg		
<input type="checkbox"/> 00000	Bolvin	Paul		
<input type="checkbox"/> 101200	Fraser	Pat		

1-10 of 5,707

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

Person ID:   
 Last Name:   
 First Name:



## Step 18

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



Repeat for each contact role – once all mandatory roles have been assigned, click Done.

### Register a New Person

#### Request Details

Request Number: 10000  
 Organization ID: 100111  
 Organization: POWERTRAIL INC.  
 Request Type: Enter Market Participation  
 Contact Role: Notice of Disagreement  
 Name:

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

#### Person Information

*First Name	<input type="text"/>	*Address Line 1	3025 Albion Road North
*Last Name	<input type="text"/>	Address Line 2	<input type="text"/>
*Main Phone	<input type="text"/>	Address Line 3	<input type="text"/>
Example: 123-456-7890		Address Line 4	<input type="text"/>
Main Phone Extension	<input type="text"/>	*City	Ottawa
Numbers only		*Province/State	Ontario ▼
*Main Email	<input type="text"/>	Outside Canada or USA, select N/A.	
		*Postal Code/Zip Code	K1G 3S4
		Example: R3T 2T5 or 12345. If unknown, use N/A.	
		*Country	Canada ▼

 Need Help?  
<http://www.ieso.ca/registration-help#1.5>



## Step 19

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

### Add Mandatory Contact Roles

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

#### Request Details

Request Number: 19-090  
 Organization ID: 100111  
 Organization: POWERTRAIL, INC.  
 Request Type: Enter Market Participation  
 Participation Type: CMP - MPP, CMP - Operator, CMP - Owner, CMP - RMP

#### Add Mandatory Contact Roles

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

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

Contact Role Name	Description	Min. Required	No. of Existing
Equipment Registration Specialist	Person responsible to submit attributes to their equipment, facility and resources for your organization.	1	1
Invoicing and Billing	Person responsible for submitting and maintaining, or approving banking information for your organization.	1	1
Prudential Requirements	Person responsible for submitting prudential information and is the point of contact for any issues regarding prudentials (margin calls, warnings and defaults) for your organization.	1	1
Emergency Preparedness Plan	Person responsible for submitting and updating the Emergency Preparedness Plan for your organization.	1	1
Revenue Metering	Person responsible for viewing the master data for registered meter installations and in-flight data submitted during a meter registration request. The Revenue Metering Contact for a transmitter organization is responsible for approving Site Registration Reports for transmission delivery points.	1	1
Notice of Disagreement	Person responsible for submitting Notices of Disagreement for settlement statements for your organization.	1	1
Dispatch Data Submitter	Person or Section responsible for submitting and/or changing the bids or offers for your organization.	1	3
Control Room Section	Control room section for your organization.	1	1

« 1-8 of 8 »

#### Role(s) to assign

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

 [Need Help:  
http://www.ieso.ca/registration\\_helpHQ.5](http://www.ieso.ca/registration_helpHQ.5)

Done

## Step 20

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

### Assign Optional Contact Roles

Please assign any desired optional contact roles with this request. Note that you can only assign contact roles that are newly accessible as a result of this enrollment request. Contact roles that are already available must be assigned through Update Organization.

#### Request Details

Request Number: 19-090  
 Organization ID: 109111  
 Organization: POWERTRAIL, INC.  
 Request Type: Enter Market Participation  
 Participation Type: CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP

#### Optional Contact Roles

The contact roles available below are only contact roles that are newly available as a result of this request. Contact roles that are already available as a result of existing participations must be updated through the "Update Organization" action. To assign these contact roles, please select "Assign Contacts". If done, select "Done".

Name	For Person or Section
<input type="checkbox"/> Contributor Information Contact	Person
<input type="checkbox"/> Control Room Section	Section


[Need Help?](#)  
<http://www.ieso.ca/registration/help/KC-8>


**Done** Assign Contacts

## Step 21

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


News
Tasks (44)
Records
Reports
Actions


Appian



**Manage Participation** A market participation request has been created for HECATE ENERGY ONTARIO STORAGE II, LP; CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP #amp

Jan 21, 2020
Comment
More Info


Hide comments


**IESO System** Payment received


Jan 21, 2020


**IESO System** The training information has been sent


Jan 21, 2020


**IESO System** The configuration instructions have been sent


Jan 21, 2020


**CA Tester5** An emergency preparedness plan has been submitted for approval


Jan 21, 2020


**IESO System** The emergency preparedness plan has been approved


Jan 21, 2020


**Amy Apprep** Banking information has been submitted for approval

Jan 22, 2020


**CA Tester5** Connectivity to IESO Information System(s) has been confirmed.

Jan 22, 2020


**CA Tester5** Contact role assignment has been completed

Jan 22, 2020

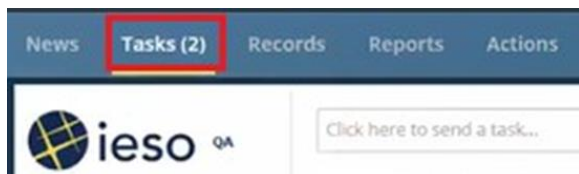
March 2020 Online IESO Market Trial Guide: June 2020 Capacity Auction Public

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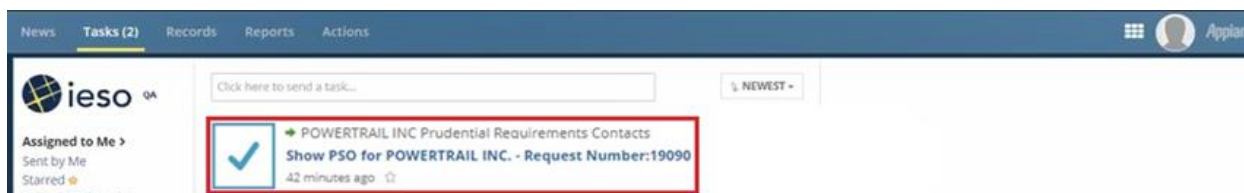
## Task: Show PSO

### Step 22

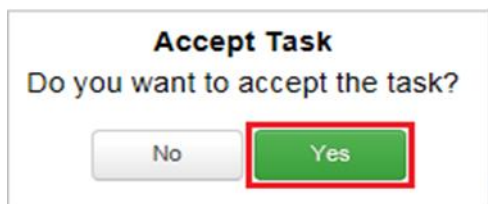
Click Tasks on the menu bar at the top of the screen.



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



Click Yes to confirm that you accept the task.



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



## Step 23

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

### Capacity Prudential Support Information

This is the capacity prudential support obligation for POWERTRAIL, Inc.

#### Capacity Prudential Support Obligation

Capacity Prudential  
Support Obligation: \$12,650.00

#### Capacity Prudential Support Obligation Details

Commitment Details:

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

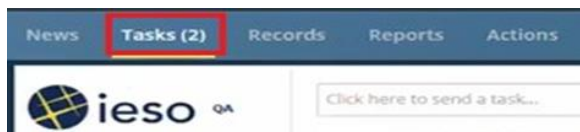
Total Commitment: 11  
Capacity (MW):  
Availability: \$25,300.00  
Payment:  
Business Days: 23  
Capacity Support: 50  
Obligation  
Percentage:  
Capacity PSO Prior: \$12,650.00  
To Reduction:  
Agency Name:  
Credit Rating:  
Credit Rating: \$0.00  
Reduction:  
Good Payment: 0  
Years:  
Payment History: \$0.00  
Reduction:

SUBMIT

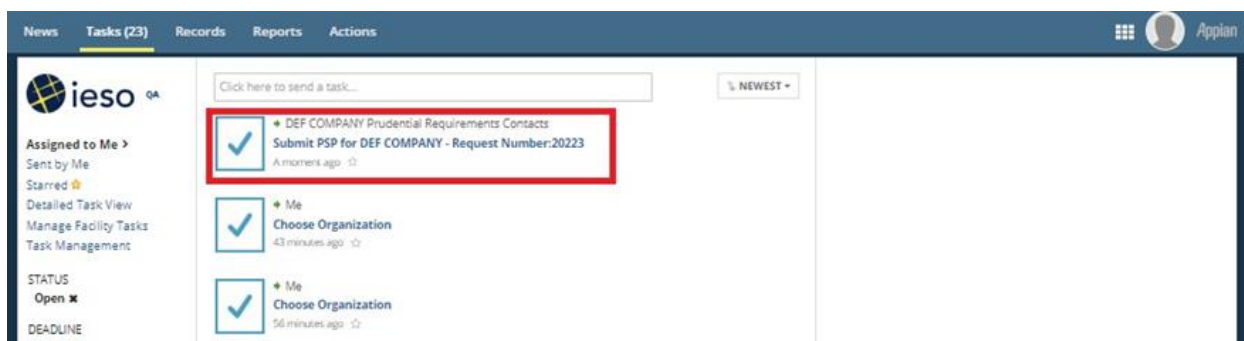
## Task: Submit PSP

### Step 24

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




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



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

News
Tasks (23)
Records
Reports
Actions


Applan

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

## Submit Capacity Prudential Support Information For DEF COMPANY

### Capacity Prudential Support to be posted

Actual Amount to be Posted\*

The IESO requires the letter of credit to be provided by a bank named in a Schedule to the Bank Act, S.C. 1991, C.46 with a minimum long-term credit rating of "A". Please provide the name of the bank you wish to use in order for us to verify its eligibility. In addition, we require the format be compliant with the IESO letter of credit template and recommend to email a draft to [prudential@ieso.ca](mailto:prudential@ieso.ca) for review prior to couriering the original.

Payment Method \*

Download Recommended Letter Of Credit Template

Letter Of Credit Template

Bank \*

Confirming Bank (If applicable) @

Comments

### Capacity Prudential Support Obligation

Capacity Prudential \$560.00  
Support Obligation:

### Capacity Prudential Support Obligation Details

Obligation Period2021 SUMMER (May 1, 2021 to October 31, 2021)

Commitment Details

Zone / CAR	CAR Type	Auction Capacity (MW)	Clearing Price (\$)
+ EAST		5	

Total Auction Capacity (MW)  
5

Agency Name

Availability Payment  
\$1,120.00

Credit Rating

Capacity Prudential Support Obligation Percentage

Credit Rating Reduction  
\$0.00

Capacity PSO Prior To Reduction  
\$560.00

Good Payment Years  
0

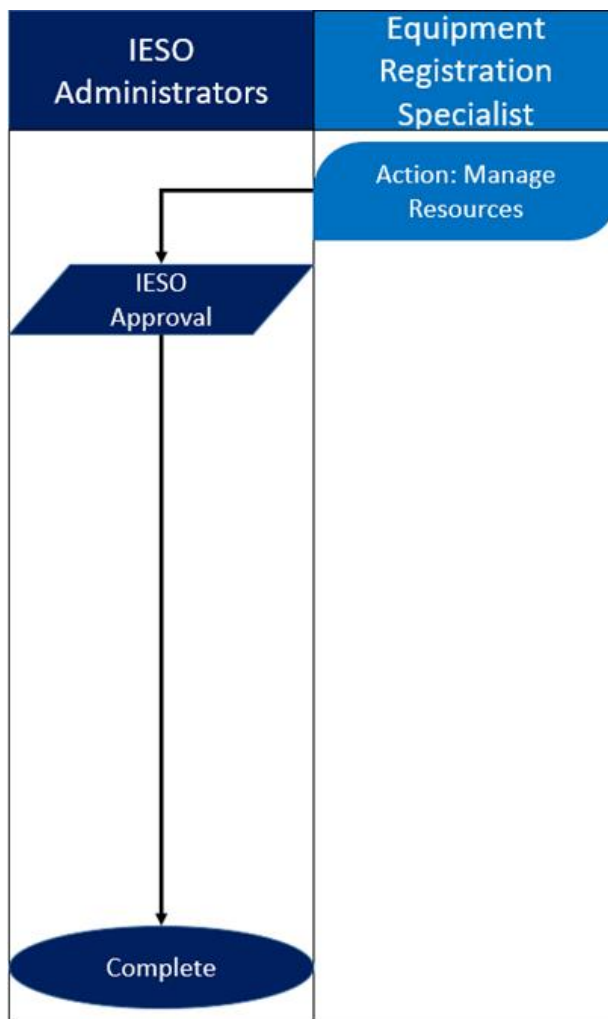
Business Days  
4

Payment History Reduction  
\$0.00

SUBMIT

## 5. How to Register/Update Virtual Demand Response Resources

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







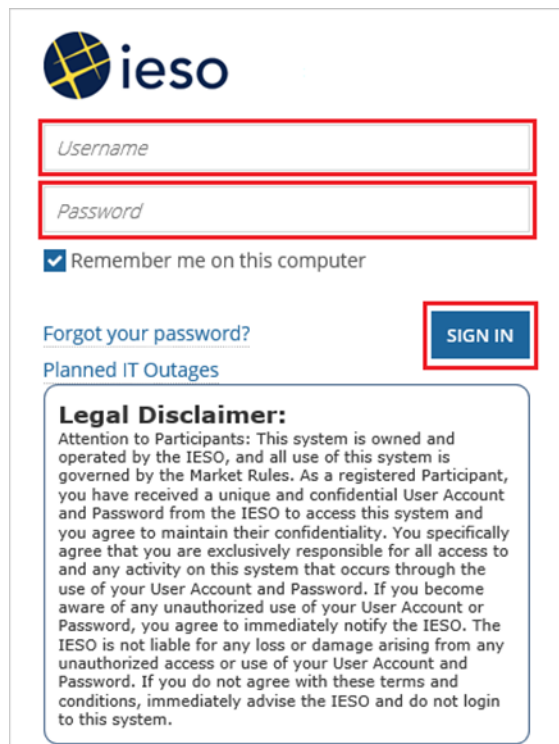
## Action: Manage Resources

### Step 1

Log in to the Online IESO web-based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.



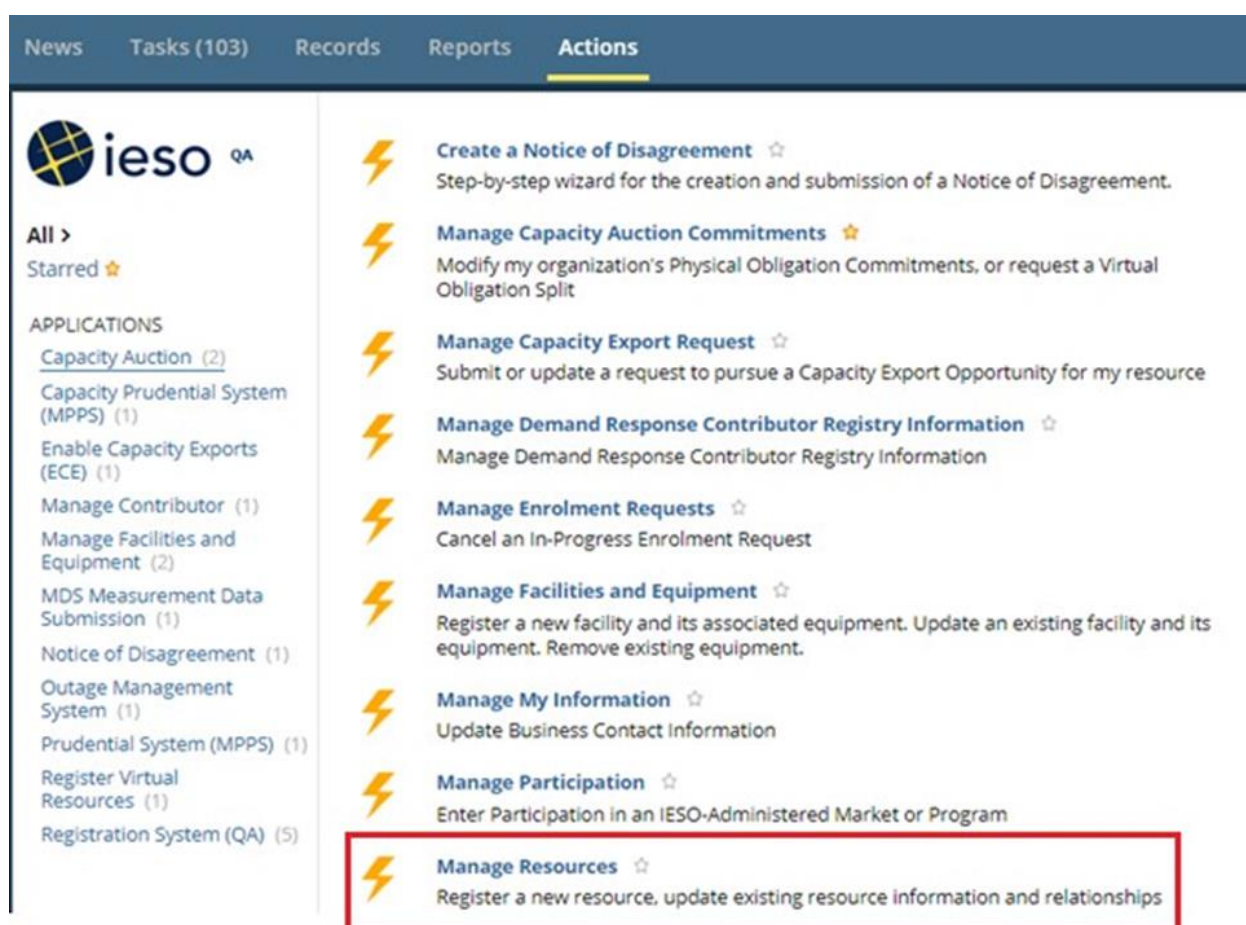
The screenshot shows the IESO login interface. At the top left is the IESO logo. Below it are two input fields: 'Username' and 'Password', both outlined with a red border. Under the 'Password' field is a checkbox labeled 'Remember me on this computer'. To the right of the input fields is a blue button with the text 'SIGN IN' in white, also outlined with a red border. To the left of the 'SIGN IN' button are two links: 'Forgot your password?' and 'Planned IT Outages'. Below these links is a 'Legal Disclaimer' box with a blue border. The disclaimer text reads: 'Legal Disclaimer: Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.'

## Step 2

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



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



### Step 3

The Manage Resources screen is displayed.

Select the option button corresponding to Register Resources for Virtual Capacity Obligations, and click Next.



The screenshot shows the 'Manage Resources' interface. Under the 'Select an Action' section, the option 'Register Resources for Virtual Capacity Obligations' is selected and highlighted with a red box. Other options include 'Manage Energy Resources', 'Register Compliance Aggregation Model', 'Register Pseudo-Unit Resources', 'Manage Transmission Resources', 'Verify Transmission Resources Data', 'Modify User-Resource Relationships', 'Modify Resource Business Roles', 'Manage Resource Capacity Commitment', and 'Cancel In-Flight Request'. At the bottom right, the 'NEXT' button is highlighted with a red box. The 'CANCEL' button is at the bottom left.

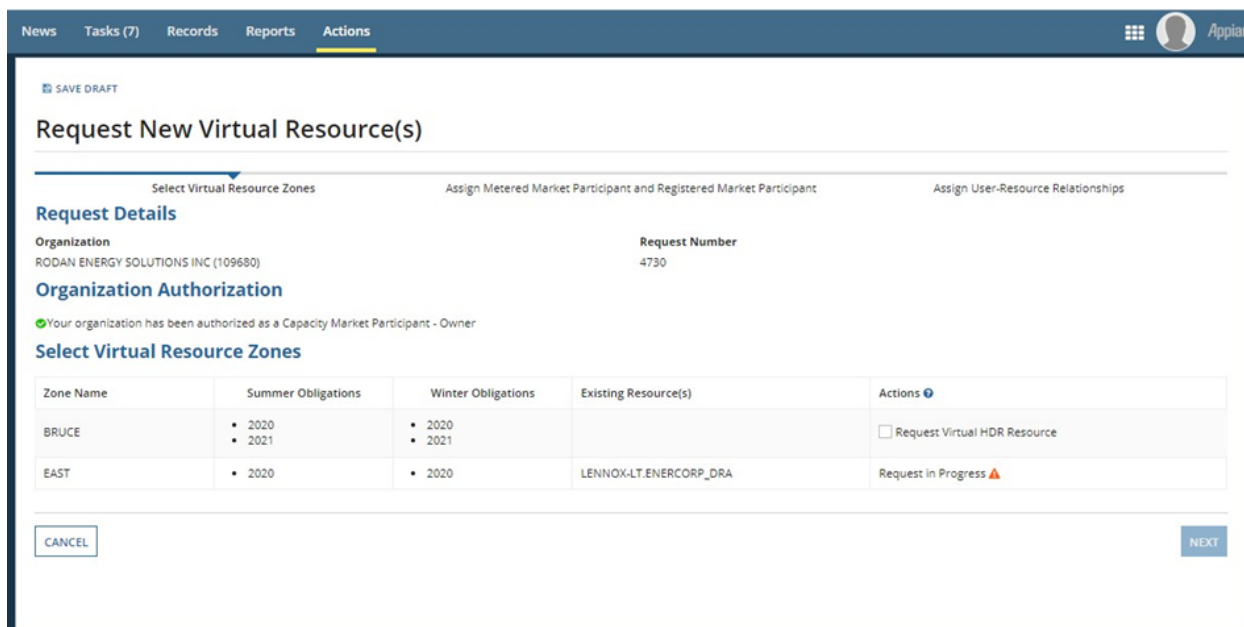
### Step 4

Select the appropriate organization from the Owner Organization drop- down list, and click Next.

### Step 5

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

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



The screenshot shows the 'Request New Virtual Resource(s)' interface. The 'Request Details' section displays the organization 'RODAN ENERGY SOLUTIONS INC (109680)' and the request number '4730'. Below this, the 'Organization Authorization' section indicates that the organization is authorized as a Capacity Market Participant - Owner. The 'Select Virtual Resource Zones' section contains a table with the following data:

Zone Name	Summer Obligations	Winter Obligations	Existing Resource(s)	Actions
BRUCE	• 2020 • 2021	• 2020 • 2021		<input type="checkbox"/> Request Virtual HDR Resource
EAST	• 2020	• 2020	LENNOX-LT.ENERCORP_DRA	Request in Progress ⚠

At the bottom right, the 'NEXT' button is highlighted with a red box. The 'CANCEL' button is at the bottom left.

## Step 6

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

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

News
Tasks (7)
Records
Reports
**Actions**

Appian

SAVE DRAFT

### Register Virtual Resources

Select Virtual Resource Zones
Assign Metered Market Participant and Registered Market Participant
Assign User-Resource Relationships

#### Request Details

**Organization**  
RODAN ENERGY SOLUTIONS INC (109680)

**Request Number**  
4730

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

**Instructions**

Please identify the Metered Market Participant (MMP) and Registered Market Participant (RMP) for each new virtual resource. If your organization is not fulfilling both of these roles, a task will be issued to the selected company to accept this role assignment after the IESO has reviewed your request. Once all roles have been accepted a task will be issued to each unique RMP in this request to assign user-resource relationships for their assigned resources.

**BRUCE**  
**Resource Name**  
BRUCE-LT.ENERCORP\_DRA  
Note: This is a preliminary name that will be reviewed by IESO  
**Demand Response Owner**  
RODAN ENERGY SOLUTIONS INC  
**Virtual DR Resource Type \***  
☒ Commercial & Industrial  
☐ Residential

**Metered Market Participant (MMP) \***  
RODAN ENERGY SOLUTIONS INC  
**Registered Market Participant (RMP) \***  
RODAN ENERGY SOLUTIONS INC

**Demand Response Auction Resource Obligations**

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

**Capacity Auction Resource Obligations**

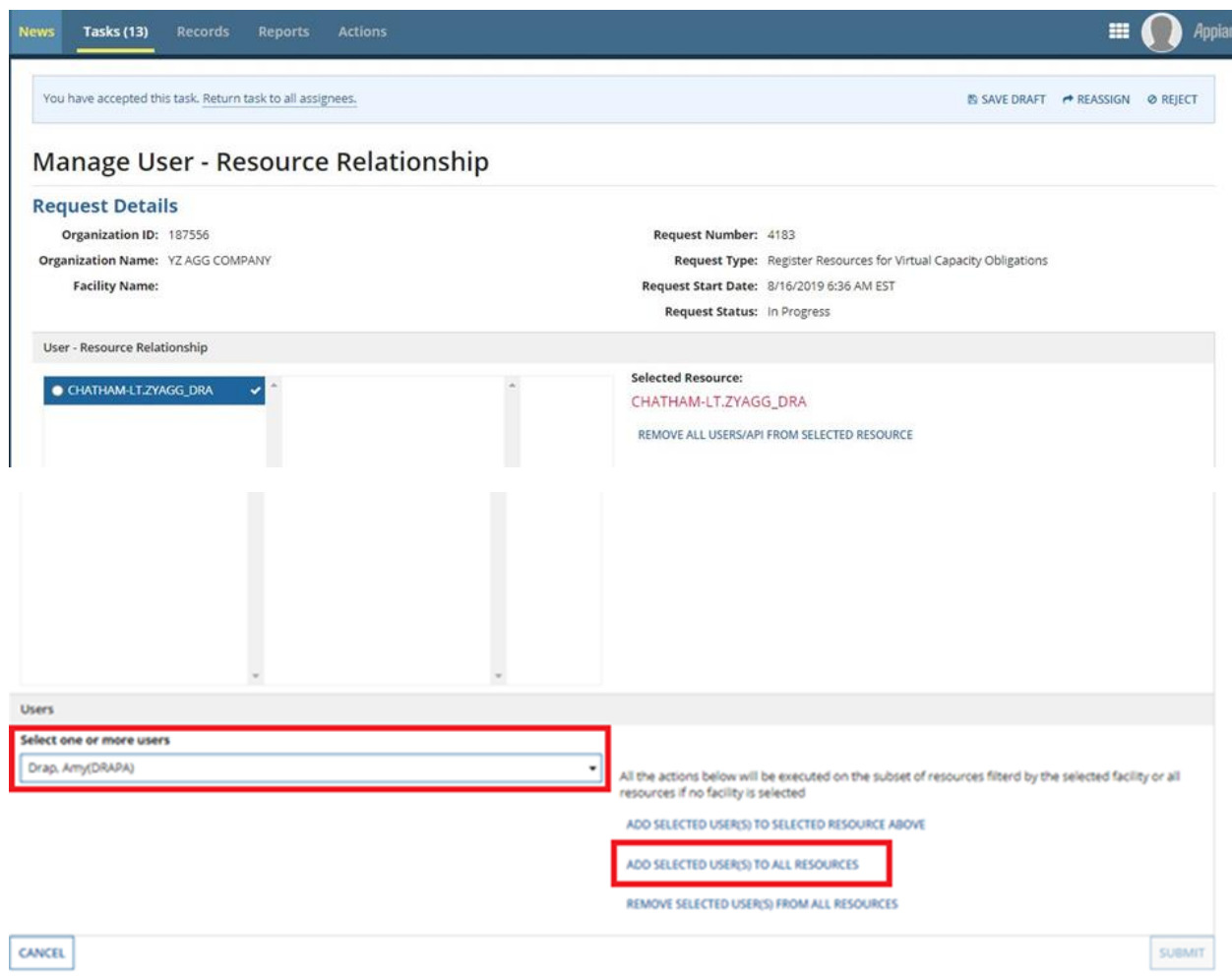
Obligation Period	CAR ID	CAR Name	CAR Type	Obligation (MW)
Summer 2021	100343	Rodan1	Virtual Hourly Demand Response - C&I	50
Winter 2021	100343	Rodan1	Virtual Hourly Demand Response - C&I	50
Summer 2021	100344	Rodan2	Virtual Hourly Demand Response - Residential	5
Winter 2021	100344	Rodan2	Virtual Hourly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

CANCEL
SUBMIT REQUEST

## Step 7

The Manage User – Resource Relationship screen is displayed.

Select the appropriate resource(s), and click Add Selected User(s) to all Resources.



**News** **Tasks (13)** Records Reports Actions

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

### Manage User - Resource Relationship

**Request Details**

<b>Organization ID:</b> 187556	<b>Request Number:</b> 4183
<b>Organization Name:</b> YZ AGG COMPANY	<b>Request Type:</b> Register Resources for Virtual Capacity Obligations
<b>Facility Name:</b>	<b>Request Start Date:</b> 8/16/2019 6:36 AM EST
	<b>Request Status:</b> In Progress

**User - Resource Relationship**

<b>Selected Resource:</b> CHATHAM-LT.ZYAGG_DRA <a href="#">REMOVE ALL USERS/API FROM SELECTED RESOURCE</a>
--

**Users**

Select one or more users  
Drap, Amy(DRAPA)

All the actions below will be executed on the subset of resources filtered by the selected facility or all resources if no facility is selected

[ADD SELECTED USER\(S\) TO SELECTED RESOURCE ABOVE](#)

[ADD SELECTED USER\(S\) TO ALL RESOURCES](#)

[REMOVE SELECTED USER\(S\) FROM ALL RESOURCES](#)

[CANCEL](#) [SUBMIT](#)

## Step 8

Review/confirm your selection, and click Submit.

[SAVE DRAFT](#)

### Manage User - Resource Relationship

#### Request Details

Organization ID: 187556  
Organization Name: YZ AGG COMPANY  
Facility Name:

Request Number: 4183  
Request Type: Register Resources for Virtual Capacity Obligations  
Request Start Date: 8/16/2019 6:36 AM EST  
Request Status: In Progress

User - Resource Relationship

CHATHAM-LT.ZYAGG\_DRA

Drop: Amy

Selected Resource:

CHATHAM-LT.ZYAGG\_DRA

REMOVE ALL USERS/API FROM SELECTED RESOURCE

Users

Select one or more users

All the actions below will be executed on the subset of resources filtered by the selected facility or all resources if no facility is selected

CANCEL

SUBMIT



## Step 9

The Confirm User – Resource Relationship Changes screen is displayed.

Click Confirm.

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

[SAVE DRAFT](#)

### Confirm User - Resource Relationship Changes

#### Request Details

Organization ID: 187556  
Organization Name: YZ AGG COMPANY  
Facility Name:

Request Number: 4183  
Request Type: Register Resources for Virtual Capacity Obligations  
Request Start Date: 8/16/2019 6:36 AM EST  
Request Status: In Progress

#### Added User/API Resource Relationship

User/API	Resource
Drap, Amy	CHATHAM-LT.ZYAGG_DRA

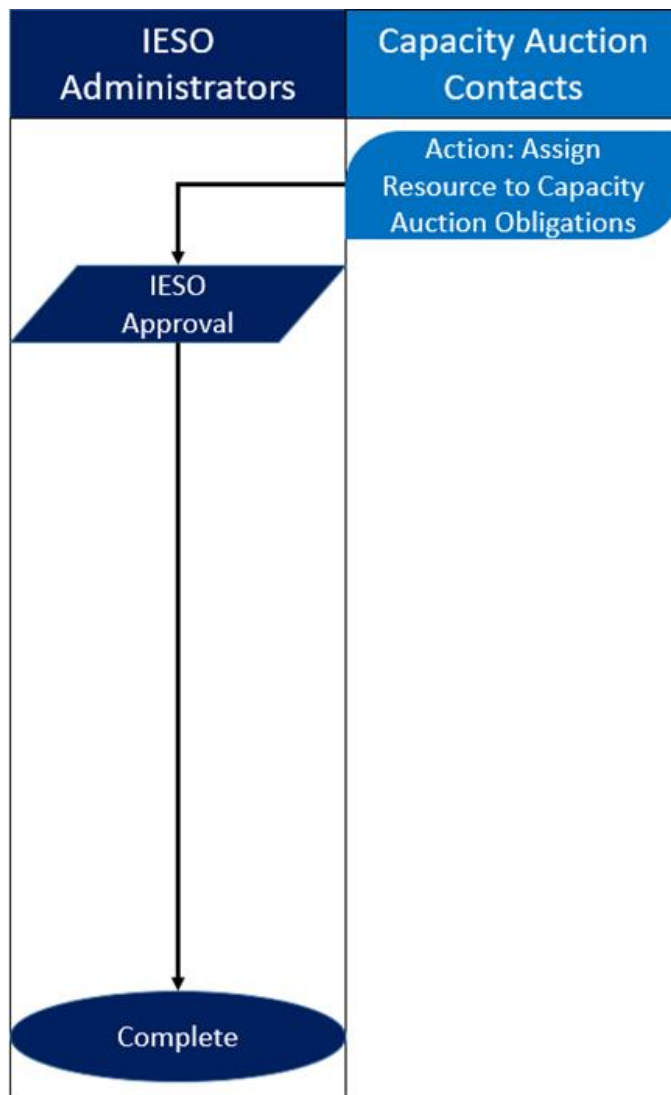
#### Removed User/API Resource Relationship

User/API	Resource

[BACK](#)

[CONFIRM](#)

## 6. How to Assign a Resource to Capacity Obligation







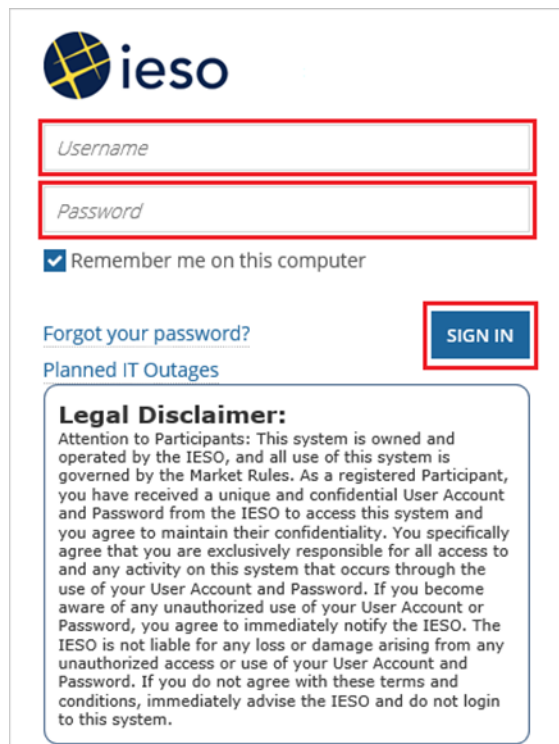
## Action: Assign Resource to Capacity Auction Obligations

### Step 1

Log in to the Online IESO web-based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.



The screenshot shows the IESO login page. At the top left is the IESO logo. Below it are two input fields: 'Username' and 'Password', both outlined in red. Below the password field is a checkbox labeled 'Remember me on this computer' which is checked. To the right of the password field is a blue button labeled 'SIGN IN' with a red border. To the left of the 'SIGN IN' button are two links: 'Forgot your password?' and 'Planned IT Outages'. Below these links is a 'Legal Disclaimer' box with a blue border. The disclaimer text reads: 'Legal Disclaimer: Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.'

## Step 2

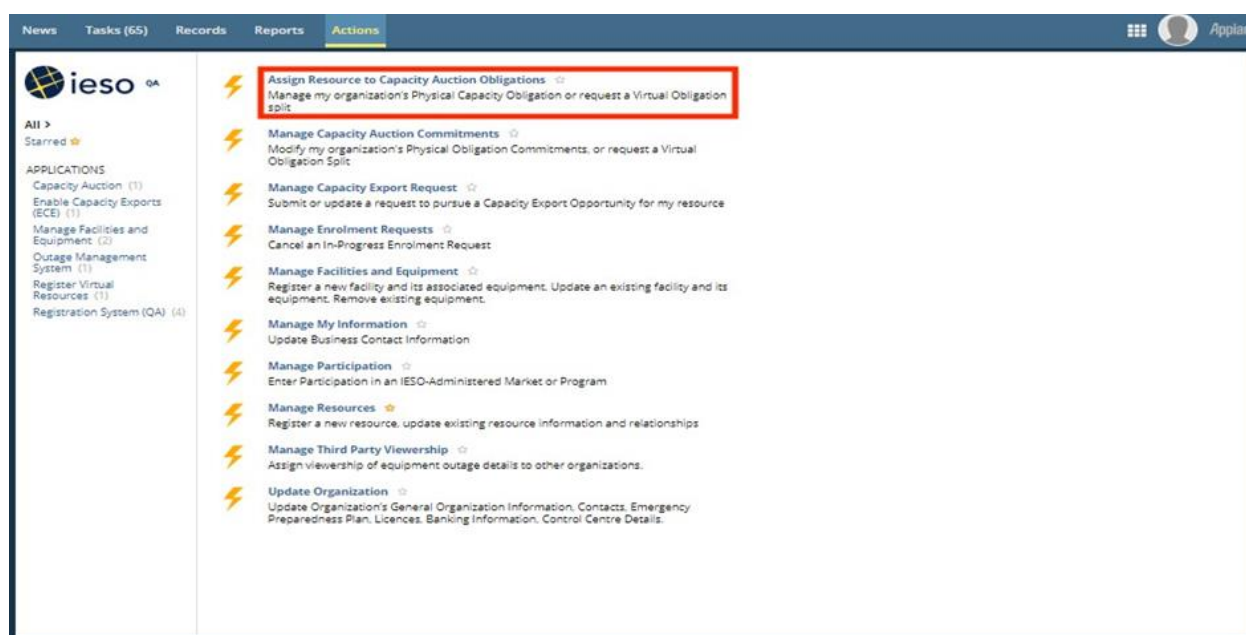
Click Actions on the menu bar at the top of the screen.



Click Assign Resource to Capacity Auction Obligation from the list of available action items displayed on the subsequent screen.

Important Note: Follow the steps indicated below, based on your resource type:

- Physical Obligations: Steps 3 – 7.
- Virtual Obligations: Steps 8– 9.

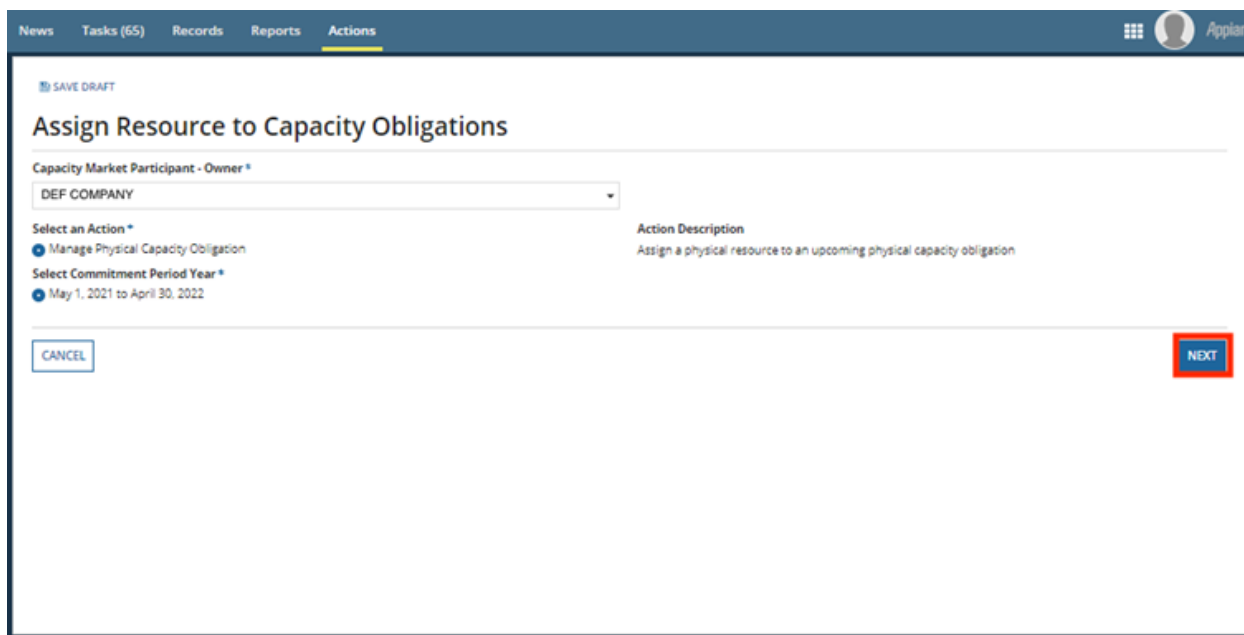


### Step 3

The Assign Resource to Capacity Obligations screen is displayed.

Select the Capacity Market Participant. Online IESO will pre-select the available actions. Select the Action and Commitment Year, if needed.

Click Next.



The screenshot shows the 'Assign Resource to Capacity Obligations' screen within the IESO system. The top navigation bar includes 'News', 'Tasks (65)', 'Records', 'Reports', and 'Actions' (which is highlighted). A user profile icon for 'Applan' is in the top right. The main content area has a 'SAVE DRAFT' link at the top left. The title 'Assign Resource to Capacity Obligations' is centered. Below the title, there is a dropdown menu for 'Capacity Market Participant - Owner' with 'DEF COMPANY' selected. To the right, the 'Action Description' is 'Assign a physical resource to an upcoming physical capacity obligation'. Under 'Select an Action \*', 'Manage Physical Capacity Obligation' is selected. Under 'Select Commitment Period Year \*', 'May 1, 2021 to April 30, 2022' is selected. At the bottom left is a 'CANCEL' button, and at the bottom right is a 'NEXT' button highlighted with a red border.

## Step 4

You will see your capacity obligations for the selected commitment period.

Choose the desired capacity obligation and click ASSIGN RESOURCE.

News
Tasks (65)
Records
Reports
**Actions**

Applan

SAVE DRAFT

### Assign Resource to Capacity Obligations

Please select your Capacity Auction Resource (CAR) and the resource to be assigned with the CAR. The capacity obligation of the CAR will be fulfilled with this selected resource and the Allocated Capacity of the resource will be displayed.

**Organization**  
DEF COMPANY(187554)

**Request Number**  
4574

Obligation Information by Organization (Record)

#### Capacity Obligations For Commitment Year 2021

Please select the Capacity Auction Resource (CAR) to assign registered resource and click Assign Resource

<input checked="" type="checkbox"/>	CAR Name	Zone	CAR Type	Capacity Obligation	Resource	Allocated Capacity	Status
<input checked="" type="checkbox"/>	HAM_LOVE (100302)	EAST	Capacity Dispatchable Load Resource	<ul style="list-style-type: none"> <li>2021 SUMMER   10 MW</li> <li>2021 WINTER   10 MW</li> </ul>			

ASSIGN RESOURCE

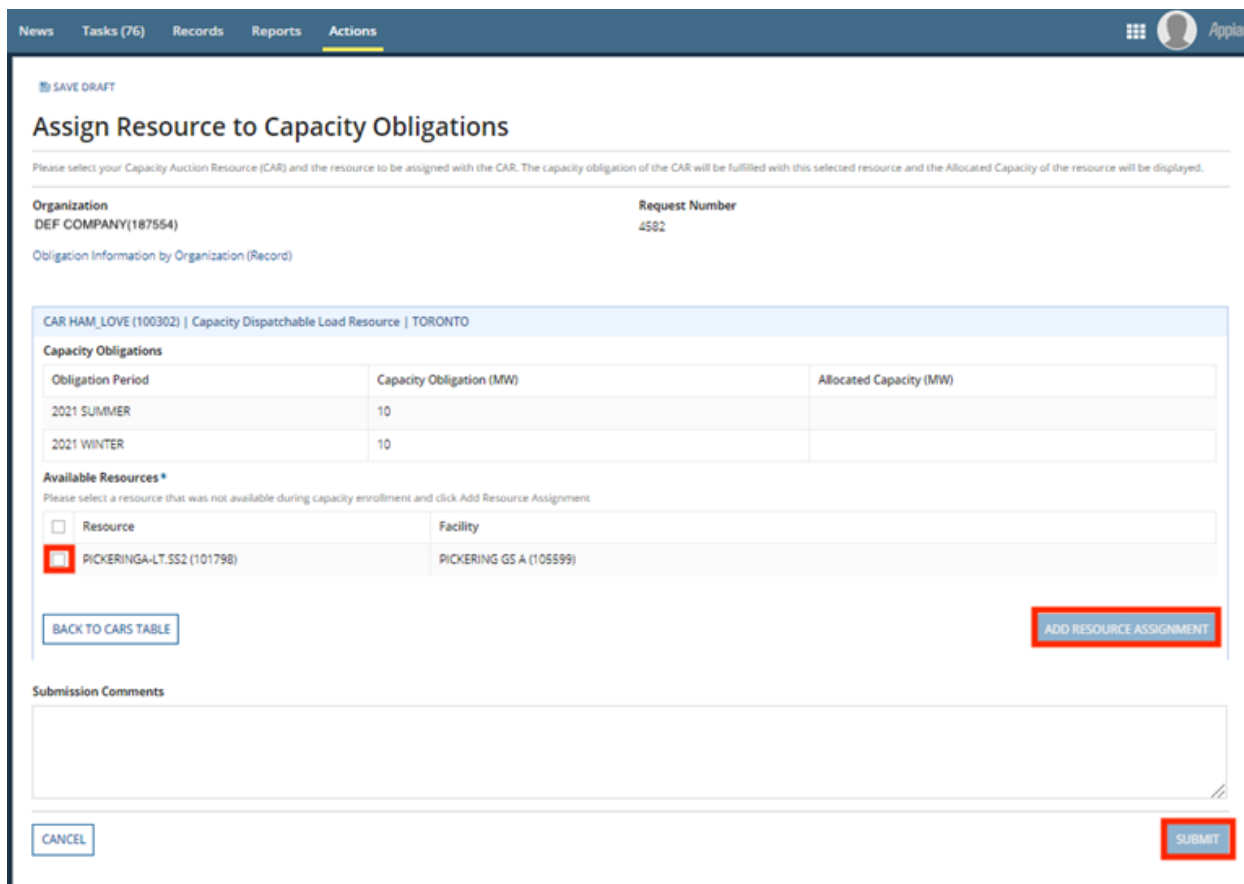
Submission Comments

CANCEL
SUBMIT

## Step 5

Your available resources will be shown. Select one resource that will satisfy the capacity obligation and click ADD RESOURCE ASSIGNMENT.

Click SUBMIT at the bottom of the page.



**Assign Resource to Capacity Obligations**

Please select your Capacity Auction Resource (CAR) and the resource to be assigned with the CAR. The capacity obligation of the CAR will be fulfilled with this selected resource and the Allocated Capacity of the resource will be displayed.

Organization: DEF COMPANY(187554) Request Number: 4582

Obligation Information by Organization (Record)

CAR HAM_LOVE (100302)   Capacity Dispatchable Load Resource   TORONTO		
Capacity Obligations		
Obligation Period	Capacity Obligation (MW)	Allocated Capacity (MW)
2021 SUMMER	10	
2021 WINTER	10	

**Available Resources\***

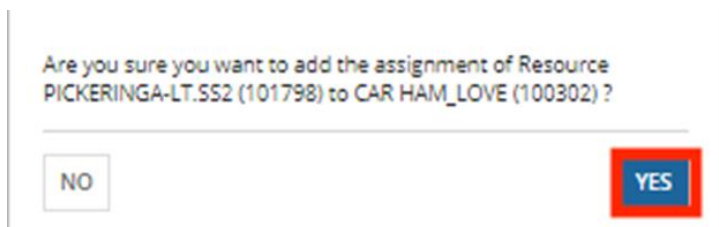
Please select a resource that was not available during capacity enrollment and click Add Resource Assignment.

Resource	Facility
<input checked="" type="checkbox"/> PICKERINGA-LT.SS2 (101798)	PICKERING GS A (105599)

Buttons: BACK TO CARS TABLE, ADD RESOURCE ASSIGNMENT, SUBMISSION COMMENTS, CANCEL, SUBMIT

## Step 6

Click Yes to confirm the assignment.



Are you sure you want to add the assignment of Resource PICKERINGA-LT.SS2 (101798) to CAR HAM\_LOVE (100302) ?

Buttons: NO, YES



## Step 7

Upon approval, you will receive an email summarizing the resource assignment.

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

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

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

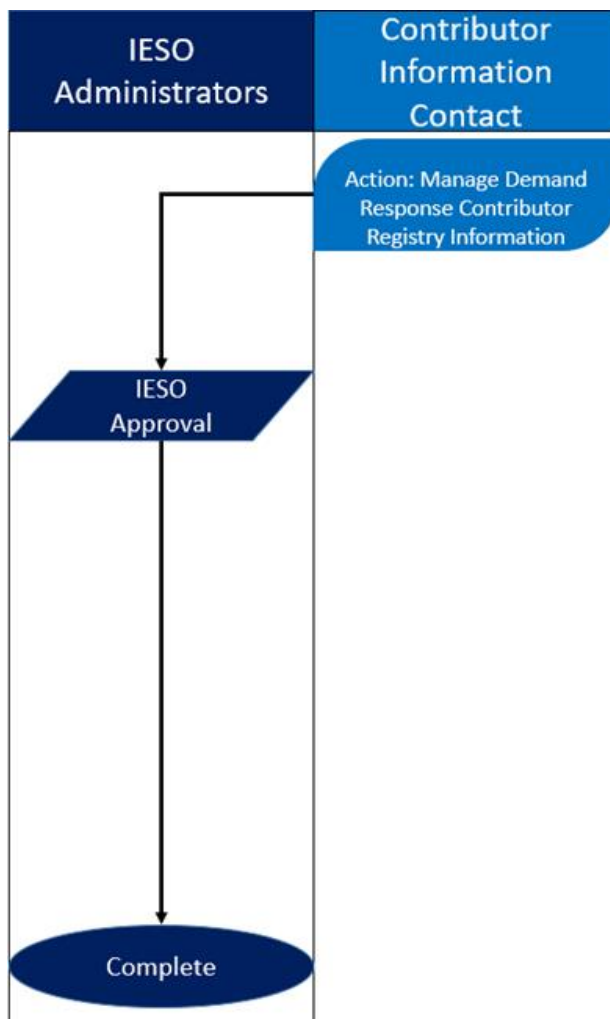
⚠ Please note that the resource capability is lower than the capacity obligation.

Sincerely,  
IESO

To
IESO Enrolment Specialist

## 7. How to Manage Contributors for Hourly Demand Response Resources

Note: This section is not within the scope of the Market Trial, and is provided here only for your reference. The following table provides step-by-step instructions, with accompanying screen captures, describing how to manage contributors using the Online IESO web-based registration system.





## Action: Manage Demand Response Contributor Registry Information

### Step 1

Log in to the Online IESO web-based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.

**ieso**

Username

Password

☒ Remember me on this computer

[Forgot your password?](#)

[Planned IT Outages](#)

**SIGN IN**

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

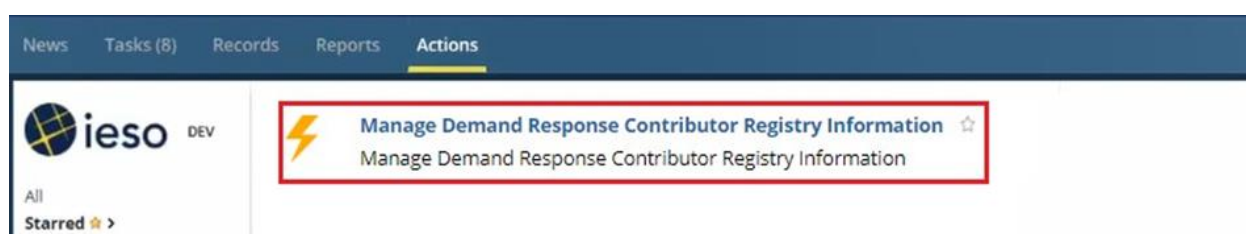


## Step 2

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



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



Note: This allows you to:

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

## Step 3

If your organization already has a request open under another resource, then the Manage Contributor Request screen is displayed.

Click Next.

Note: It is possible to cancel the request, provided that the request has not passed final approval.

### Manage Contributor Request

Submit a new request or Cancel in-progress request of managing contributor.

<p><b>Select an Action *</b></p> <p><input checked="" type="radio"/> Submit a new request</p> <p><input type="radio"/> Cancel a in-progress request</p>	<p><b>Description</b></p> <p>Submit a new request for adding, modifying, removing contributors.</p>
---	---

CANCEL

NEXT



## Step 4

Select a Demand Response Resource from the drop- down list.

Important Note: Follow the steps indicated below, based on your resource category:

Commercial and Institutional (C&I) Resources: Steps 5 – 11.

Residential Resources: Steps 12 – 17.

### Contributor Management

#### ▼Request Information

Request Number

19351

Organization Name

FWRN LP

Select Demand Response Resource \*

--- Select a Value ---

187536 - SOUTHWEST - Auction - Residential

## Step 5 (C&I)

Commercial and Institutional (C&I) Resources

The screen is populated with registration data for the selected resource – click Add Virtual Contributor or Add Physical Contributor (based on your requirements).

### Contributor Management - 183417 - WEST - Auction - C&I

#### ▼Request Information

Request Number

19355

Organization Name

ENERGY ABC

Resource Id

183417

Resource Name

CHATHAM-LT.ENERGYABC\_DRA

#### ▼Timelines for Request

Proposed Effective Date

October 1, 2019

Request Submission Deadline

September 11, 2019

Business Days Left to Submit a Completed Request

15

Select Demand Response Resource \*

183417 - WEST - Auction - C&I

#### ▼Resource Capacity

Capacity Obligation (MW)

14.3

Obligation Period ⓘ

2019 - Summer

Total Contributors Capacity (MW) ⓘ

2.000

Commitment Capacity (MW)

0

+ ADD VIRTUAL CONTRIBUTOR

+ ADD PHYSICAL CONTRIBUTOR

#### ▼Contributor Registry

Id	Name	Type	Auction Capacity (MW)	DELETE
187447	Test11	VIRTUAL	2	X

BACK

SUBMIT



## Step 6 (C&I)

For virtual contributors, provide details for each contributor on the form (a red asterisk indicates a mandatory item), and click Save Contributor to create virtual contributor.

### Add New Virtual Contributor

Request Information

Request Number  
19355

Organization Name  
ENERGY ABC

Resource Id  
183417

Resource Name  
CHATHAM-LT.ENERGYABC\_DRA

Contributor Information

Name \*

Address \*

Format: Street, City, ON, Postal Code

Load Class Type \*

Demand Response Type \*

Data Acquisition Method \*

Auction Capacity (MW) \*

Format: 8.888 numerical value. Requirement is 3 decimal places.

Comment

Comment History

LDC Name \*

Premise Id \*

LDC Account Number \*

Identify Contributor participation in other IESO Demand Response Program or Energy Efficiency Initiatives? \*

☐ No  
☐ Yes

If yes, indicate which Demand Response programs or Energy Efficiency initiatives

I have informed the host LDC that this contributor is participating in the Capacity Auction during the identified obligation period \*

Record Of Installation

A ROI is required for each metering installation that is associated with the Premise ID (Point of delivery ID, Service Point ID, or Location ID) as indicated in the Contributor details.

Number of Meter Installations \*

1

ROI ID	ROI File	Description
No items available		

The number of ROIs does not match the number of Meter Installations identified above.

+ Add ROI

Single Line Diagram

A SLD submission is required when more than one metering installation is associated with the Premise ID (Point of delivery ID, Service Point ID, or Location ID) or when the Contributor is declared a Demand Response type of Behind the Meter Generator as indicated in the Contributor details.

SLD ID	SLD File	Description
No items available		

Behind the Meter Generator

A BMG is required when the Contributor is declared a Demand Response type of Behind the Meter Generator.

ID	Model Number	Name Plate Capacity (MW)	Fuel Type	Load Following
No items available				

+ Add Generator

BACK

SAVE CONTRIBUTOR



## Step 7 (C&I)

For physical contributors, provide details for each contributor on the form (a red asterisk indicates a mandatory item).

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

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

Click Save, and then to complete the submission, select Click Here to Finish Submission.

### Add New Physical Contributor

**Request Information**

<b>Request Number</b> 19355	<b>Resource Id</b> 183417
<b>Organization Name</b> ENERGY ABC	<b>Resource Name</b> CHATHAM-LT.ENERGYABC_DRA

**Contributor Details**

**NDL Resource Id \***

**NDL Resource Capacity (MW) \***

**Comments**

CANCEL

SAVE

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

### Submit Request - Confirmation

**Request Information**

<b>Request Number</b> 19355	<b>Resource Id</b> 183417
<b>Organization Name</b> ENERGY ABC	<b>Resource Name</b> CHATHAM-LT.ENERGYABC_DRA

Request has been submitted successfully

CLICK HERE TO FINISH SUBMISSION



## Step 8 C&I)

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

### Contributor Management - 183417 - WEST - Auction - C&I

#### Request Information

Request Number  
19358

Organization Name  
ENERGY ABC

Resource Id  
183417

Resource Name  
CHATHAM-LT.ENERGYABC\_DRA

#### Timelines for Request

Proposed Effective Date  
October 1, 2019

Request Submission Deadline  
September 11, 2019

Business Days Left to Submit a Completed Request  
15

#### Selected Demand Response Resource

183417 - WEST - Auction - C&I

#### Resource Capacity

Capacity Obligation (MW)  
14.3

Obligation Period ⓘ  
2019 - Summer

+ ADD VIRTUAL CONTRIBUTOR

Total Contributors Capacity (MW) ⓘ  
14.300

Commitment Capacity (MW)  
0

+ ADD PHYSICAL CONTRIBUTOR

#### New Contributors Added

Id	Name	Type	Auction Capacity (MW)	Status	NDL Status	DELETE
187656	test2	VIRTUAL	12.3	PENDING		X

#### Contributor Registry

Id	Name	Type	Auction Capacity (MW)	DELETE
187447	Test11	VIRTUAL	2	X

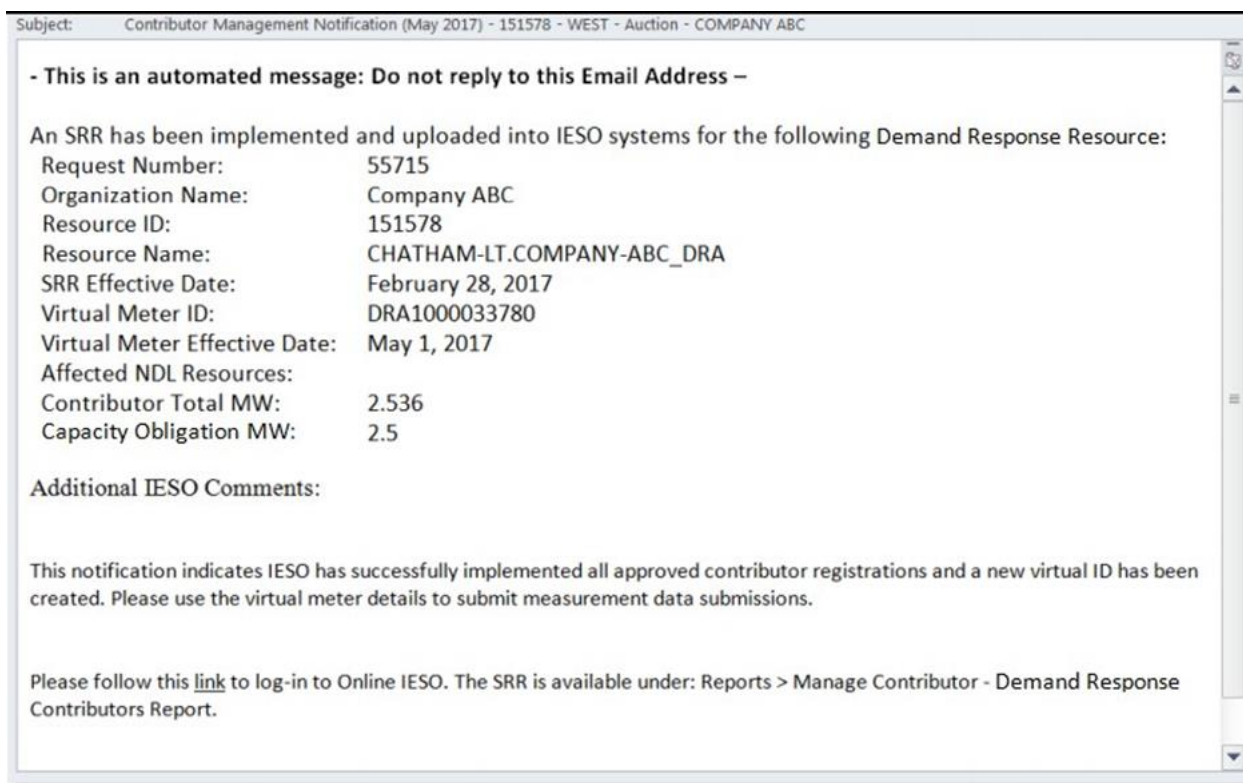
BACK

SUBMIT



## Step 9 (C&I)

An email confirmation notification is sent.



## Step 10 (C&I)

Click the Reports tab, and select Demand Response – Contributors Report to view the Registered Active Contributors list for each zone/Demand Response Resource by month.



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

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

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

### Demand Response - Contributors Report

Select Year:  Select Report Month:

[Export Contributor Data to Excel](#)

**FWRN LP - Contributor Registry as of September, 01, 2020**

Contributor ID ↑	Zone	Registered Contributor Name	Contributor MW's	Resource ID	NDL Resource ID	Virtual Meter Point ID	Contributor Type	Effective Date	Record End Date
187543	SOUTHWEST	MIDDLEPORT-LT.FWRNLP_DRA	20.000	187536		DRAC1000034170	RESIDENTIAL	9/1/2019	9/30/2019
187543	SOUTHWEST	MIDDLEPORT-LT.FWRNLP_DRA	20.000	187536		DRAT1000034170	RESIDENTIAL	9/1/2019	9/30/2019

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

Zone	Total Contributor MW's	Obligation MW's
SOUTHWEST	12.000	
ZONE TOTAL	12.000	0

**FWRN LP - DR Resource Active SRR's as of September, 01, 2020**

Resource Id	Zone	SRR File	SRR Effective Date	SRR End Date
187540	SOUTHWEST	MIDDLEPORT-LT.FWRNLP2_DRA_SRR_187540_20190808_v1	9/1/2019	12/31/5000

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

[EXPORT RESULTS TO EXCEL](#)



## Step 11 (C&I)

Click the desired Site Registration Report (SRR), and use the pop-up on the screen to download the file.

COMPANY ABC - DR Resource Active SRR's as of April, 01, 2016

Resource Id	Zone	SRR File	SRR Effective Date	SRR End Date
140208	EAST	LENNOX-LT.COMPANY-ABC_DRA_SRR_140208_20160330_v1	4/1/2016	8/3/2016

## Step 12 (Res)

### Residential Resources

The Contributor Management screen is populated with registration data for the selected resource – click Add Monthly Residential Contributor Group.

### Contributor Management - 187536 - SOUTHWEST - Auction - Residential

#### Request Information

Request Number  
19351

Organization Name  
FWRN LP

Resource Id  
187536

Resource Name  
MIDDLEPORT-LT.FWRNLP\_DRA

#### Timelines for Request

Proposed Effective Date  
October 1, 2019

Request Submission Deadline  
September 11, 2019

Business Days Left to Submit a Completed Request  
15

#### Selected Demand Response Resource

187536 - SOUTHWEST - Auction - Residential

#### Resource Capacity

Capacity Obligation (MW)  
30

Obligation Period  
2019 - Summer

Total Contributors Capacity (MW)  
0.000

Commitment Capacity (MW)  
0

+ ADD MONTHLY RESIDENTIAL CONTRIBUTOR GROUP

#### To be Removed Contributors

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

BACK

SUBMIT





## Step 13 (Res)

Enter Contributor Details, and upload the Contributor list file.

### Add New Residential Contributor

#### Request Information

Request Number

19351

Organization Name

PWRN LP

Contributor Effective Month

October, 2019

Resource Id

187536

Resource Name

MIDDLEPORT-LT,PWRNLP\_DRA

#### Contributor Details

Treatment Contributors Capacity (MW) \*

30

Number of Treatment Contributors \*

200

Number of Control Contributors \*

400

Residential Contributor Management Registration Template

Please click the link above to download the excel template.

Select file to upload \*



RES Contributor Management Registration Test

XLSX - 28.18 KB

File format limited to Microsoft Excel (.xls or .xlsx)

Comments

CANCEL

SAVE

Click Save to create the new Residential Contributor.

Contributor List format:

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



## Step 14 (Res)

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

### Contributor Management - 187536 - SOUTHWEST - Auction - Residential

#### ▼ Request Information

Request Number  
19351

Organization Name  
PWRN LP

#### ▼ Timelines for Request

Proposed Effective Date  
October 1, 2019

Request Submission Deadline  
September 11, 2019

Resource Id  
187536

Resource Name  
MIDDLEPORT-LT.PWRNLP\_DRA

Business Days Left to Submit a Completed Request  
15

#### Selected Demand Response Resource

187536 - SOUTHWEST - Auction - Residential

#### ▼ Resource Capacity

Capacity Obligation (MW)  
30

Obligation Period  
2019 - Summer

Total Contributors Capacity (MW)  
30,000

Commitment Capacity (MW)  
0

#### ▼ New Contributors Added

Id	Name	Type	Auction Capacity (MW)	Status	# of Control Contributors	# of Treatment Contributors	DELETE
187651	MIDDLEPORT-LT.PWRNLP_DRA	RESIDENTIAL	30	PENDING	400	200	X

#### ▼ To be Removed Contributors

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

BACK

SUBMIT

Click Submit, and then to complete the submission select Click Here to Finish Submission.

### Submit Request - Confirmation

#### ▼ Request Information

Request Number  
19351

Organization Name  
PWRN LP

Contributor Effective Month  
October, 2019

Request has been submitted successfully

Resource Id  
187536

Resource Name  
MIDDLEPORT-LT.PWRNLP\_DRA

CLICK HERE TO FINISH SUBMISSION



## Step 15 (Res)

An email confirmation notification is sent.

Subject: Contributor Management Notification (October 1, 2019) - 187536 - SOUTHWEST - Auction - Residential - FWRN LP

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

Monthly Residential Contributor has been registered in IESO systems for the following Demand Response Resource:

Request Number: 19351  
Organization Name: FWRN LP  
Resource ID: 187536  
Resource Name: MIDDLEPORT-LT.FWRNLP\_DRA

Virtual Meter ID: DRAC1000034190, DRAT1000034190  
Virtual Meter Effective Date: October 1, 2019 - October 31, 2019  
Number of Control Contributors: 350  
Number of Treatment Contributors: 2

Contributor Total MW: 30  
Capacity Obligation (MW): 30

Additional IESO Comments:

This notification indicates IESO has successfully implemented all approved contributor registrations and a new virtual ID has been created. Please use the virtual meter details to submit measurement data submissions.

## Step 16 (Res)

Click the Reports tab, and select Demand Response – Contributors Report to view the registered active contributors list for each zone/Demand Response Resource by month.



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

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

### Demand Response - Contributors Report

Select Year:  Select Report Month:

[Export Contributor Data to Excel](#)

#### FWRN LP - Contributor Registry as of September, 01, 2020

Contributor ID ↑	Zone	Registered Contributor Name	Contributor MW's	Resource ID	NDL Resource ID	Virtual Meter Point ID	Contributor Type	Effective Date	Record End Date
187543	SOUTHWEST	MIDDLEPORT-LT.FWRNLP_DRA	20.000	187536		DRAC1000034170	RESIDENTIAL	9/1/2019	9/30/2019
187543	SOUTHWEST	MIDDLEPORT-LT.FWRNLP_DRA	20.000	187536		DRAT1000034170	RESIDENTIAL	9/1/2019	9/30/2019

#### Zone Totals as of September, 01, 2020

Zone	Total Contributor MW's	Obligation MW's
SOUTHWEST	12.000	
ZONE TOTAL	12.000	0

#### FWRN LP - DR Resource Active SRR's as of September, 01, 2020

Resource Id	Zone	SRR File	SRR Effective Date	SRR End Date
187540	SOUTHWEST	MIDDLEPORT-LT.FWRNLP2_DRA_SRR_187540_20190808_v1	9/1/2019	12/31/5000

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

[EXPORT RESULTS TO EXCEL](#)

## Step 17 (Res)

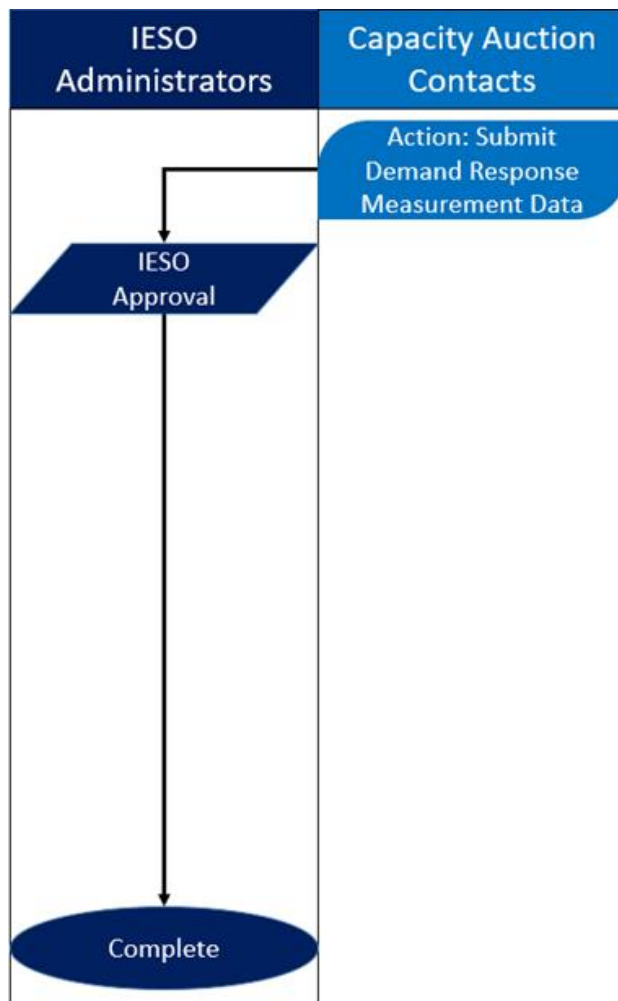
Click the desired Residential Contributor File, and use the pop-up on the screen to download the file.

#### ENERGY ABC - Residential Contributor Document's as of May, 01, 2017

Resource Id	Zone	Residential Contributor File	Effective Date	End Date
143357	WEST	CHATHAM-LT.ENERGY-ABC_DRA_RES_143357_20170501_v1	5/1/2017	5/31/2017

## 8. How to Submit Demand Response Measurement Data

Note: This section is not within the scope of the Market Trial, and is provided here only for your reference. Please note that the following instructions are subject to change prior to the May 1, 2020 Commitment Period. The following table provides step-by-step instructions, with accompanying screen captures, describing how to submit demand response measurement data using the Online IESO web-based registration system.





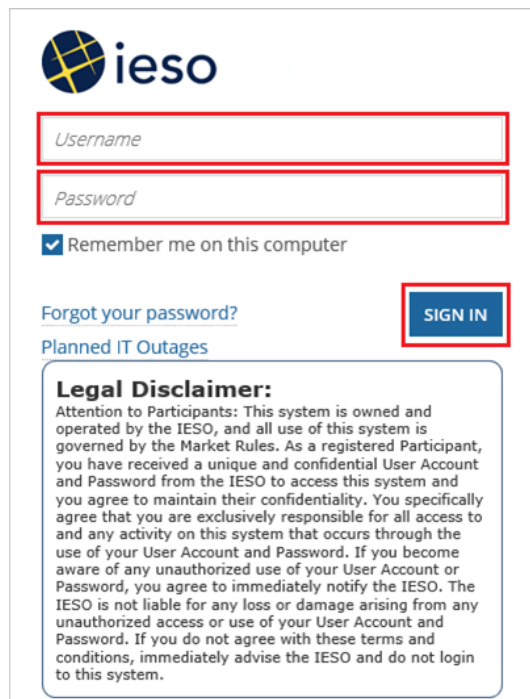
## Action: Submit Demand Response Measurement Data

### Step 1

Log in to the Online IESO web-based registration system using the following hyperlink:

<https://online.ieso.ca/suite/>

Enter your Username and Password, and click Sign In.



The screenshot shows the IESO login interface. At the top left is the IESO logo. Below it are two input fields: 'Username' and 'Password', both outlined with a red border. Under the password field is a checkbox labeled 'Remember me on this computer' which is checked. To the right of the input fields is a blue button with white text that says 'SIGN IN', also outlined with a red border. Below the login fields are two links: 'Forgot your password?' and 'Planned IT Outages'. At the bottom is a 'Legal Disclaimer' box containing text about system ownership and user responsibility.

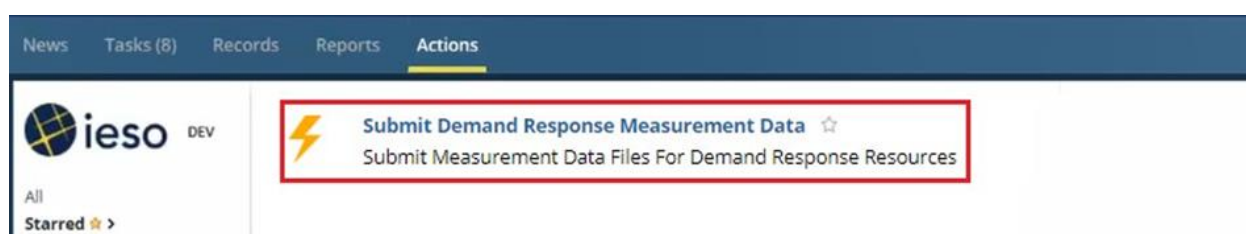
**Legal Disclaimer:**  
Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you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

## Step 2

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



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



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

## Step 3

Select a Demand Response Resource from the drop- down list.

Important Note: Follow the steps indicated below, based on your resource category:

Commercial and Institutional (C&I) Resources: Steps 4 – 10.

Residential Resources: Steps 11 – 15.

### Submit Demand Response Measurement Data

**Request Information**

Request Number

19112

Organization Name

ENERGY ABC

Resource Id

183416

Obligation Period

2019 - Summer

Meter Point ID

DRA1000033970

SRR Effective Date

4/1/2017

Resource Name

CHERRYWOOD-LT.ENERGYABC\_DRA

Submission Due Date

August 23, 2019

Select Demand Response Resource \*

183416 - TORONTO - Auction - C&I

Three Month Measurement Data File Required - May 2019; June 2019; July 2019

Select file to upload \*

UPLOAD

Drop file here

Please choose file format of CSV (Comma Separated Values) only.

BACK

VALIDATE



## Step 4 (C&I)

### Commercial and Institutional (C&I) Resources

The screen is populated with registration data for the selected resource – click Upload to locate and upload a measurement data file (in CSV format only).

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

### Submit Demand Response Measurement Data

#### ▼ Request Information

Request Number

19112

Organization Name

ENERGY ABC

Resource Id

183416

Obligation Period ⓘ

2019 - Summer

Meter Point ID

DRA1000033970

SRR Effective Date

4/1/2017

Resource Name

CHERRYWOOD-LT.ENERGYABC\_DRA

Submission Due Date

August 23, 2019

Select Demand Response Resource \*

183416 - TORONTO - Auction - C&I

Three Month Measurement Data File Required - May 2019; June 2019; July 2019

Select file to upload \*

UPLOAD



Drop file here

Please choose file format of CSV (Comma Separated Values) only.

BACK

VALIDATE





## Step 5 (C&I)

Click Validate.

The screen is populated with the results when the validation process is complete.

Note: This example is a passed validation.

Important Note: The process of completing the validation for the three- month file can take up to one minute because of the number of records. Do not navigate away from the screen during this time.

### Validate and Confirm Measurement Data For 183416 - CHERRYWOOD-LT.ENERGYABC\_DRA

#### Request Information

Request Number  
19112

Organization Name  
ENERGY ABC

Resource ID  
183416

Obligation Period ⓘ  
2019 - Summer

Meter Point ID  
DRA1000033970

SRR Effective Date  
4/1/2017

Resource Name  
CHERRYWOOD-LT.ENERGYABC\_DRA

Submission Due Date  
August 23, 2019

#### Validation Details

Uploaded Measurement Data File  
DRA\_MDS\_Test.csv

Three Month Measurement Data File Required - May 2019; June 2019; July 2019

### Passed Validation

Comments

CANCEL

VALIDATE

SUBMIT



## Step 6 (C&I)

The screen is populated with results when the validation process is complete.

Note: This example is a failed validation. In this example, the number of records did not match what was expected (i.e., uploaded the wrong month).

### Validate and Confirm Measurement Data For 183416 - CHERRYWOOD-LT.ENERGYABC\_DRA

#### Request Information

**Request Number**  
19112

**Organization Name**  
ENERGY ABC

**Resource ID**  
183416

**Obligation Period**  
2019 - Summer

**Meter Point ID**  
DRA1000033970

**SRR Effective Date**  
4/1/2017

**Resource Name**  
CHERRYWOOD-LT.ENERGYABC\_DRA

**Submission Due Date**  
August 23, 2019

#### Validation Details

**Uploaded Measurement Data File**  
DRA\_MD5\_Test.csv

#### Failed Validation

Three Month Measurement Data File Required - May 2019; June 2019; July 2019

The number of records in uploaded file does not match the expected records.

Required Number of Records: 26496  
Number of Records in Uploaded File: 26497

Select revised file to upload \*

UPLOAD Drop file here

CANCEL

VALIDATE

SUBMIT



## Step 7 (C&I)

The screen is populated with results when the validation process is complete.

Note: This example is a failed validation.

This example shows an incorrect date format, time format not complete, and negative values in channel 1 or values in channel 2.

### Validate and Confirm Measurement Data For 183416 - CHERRYWOOD-LT.ENERGYABC\_DRA

#### Request Information

Request Number

19112

Organization Name

ENERGY ABC

Resource ID

183416

Obligation Period ⓘ

2019 - Summer

Meter Point ID

DRA1000033970

SRR Effective Date

4/1/2017

Resource Name

CHERRYWOOD-LT.ENERGYABC\_DRA

Submission Due Date

August 23, 2019

#### Validation Details

Uploaded Measurement Data File

DRA\_MDS\_Test.csv

#### Failed Validation

Three Month Measurement Data File Required - May 2019; June 2019; July 2019

Please find following errors by line # and fix them, then upload and validate it again.

LINE #	DATE	TIME	CH1	CH2
20	2019/05/01	01:30:00	73.8	1
35	2019/05/01	x	75.2	0
43	2019/05/01	03:25:00	-1	0
26490	2019/13/05	2019/13/05	76.4	0

Select revised file to upload \*

UPLOAD Drop file here

CANCEL

VALIDATE

SUBMIT



## Step 8 (C&I)

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

Click Finish to complete the process.

### Confirmed Measurement Data For 183416 - CHERRYWOOD-LT.ENERGYABC\_DRA

#### Request Information

Request Number  
19112

Organization Name  
ENERGY ABC

Resource ID  
183416

Obligation Period ⓘ  
2019 - Summer

Meter Point ID  
DRA1000033970

SRR Effective Date  
4/1/2017

Resource Name  
CHERRYWOOD-LT.ENERGYABC\_DRA

Submission Due Date  
August 23, 2019

Your Measurement Data has been submitted successfully.

FINISH

## Step 9 (C&I)

An email confirmation notification is sent after the IESO has implemented and approved the measurement data submission.

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

A Measurement Data File has been received, reviewed, approved and uploaded into IESO systems for the following Demand Response Resource:

Request Number: 14299

Organization Name: [REDACTED]

Resource ID: 140097

Resource Name: [REDACTED]

Submitted Date: May 12, 2016

Virtual Meter ID: [REDACTED]

Measurement Data Coverage: February 2016; March 2016; April 2016

This notification indicates IESO has successfully received measurement data submissions.

IESO

## Step 10 (C&I)

To view measurement submissions for each zone/DR resource by month, select DR Auction Measurement Data Submission Report in the Reports tab.

Note: You can view all the details of your submissions for any previous month.

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

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

### Demand Response - Measurement Data Submission Report

#### Report Filters:

Submission Year:  DRMP Name:

Effective Submission Month:

\*Note: "Obligation Period" refers to each of the two six-month seasonal periods, the same as seasonal commitment period defined in the Demand Response Auction. In the Transitional Capacity Auction, the term "Commitment Period" refers to the entire length of time (i.e. 1 year) over which each auction commits capacity.

DRMP Name	Zone Name	Resource ID	Resource Name	Virtual Meter Point ID	SRR Effective Date	Measurement File Type	Final Status	Submission Date	Re-Submission Date	Obligation Id	Obligation Period*	Effective submission date
ENERGY ABC	TORONTO	183416	CHERRYWOOD-LT.ENERGYABC_DRA	DRA1000033970	4/1/2017	Three Month	Not Submitted				SUMMER 2019	5/1/2019
ENERGY ABC	TORONTO	183423	LAKEHEAD-LT.NRGCS_DRA	DRAC1000033920	11/1/2018	N/A	Not Submitted				SUMMER 2019	5/1/2019

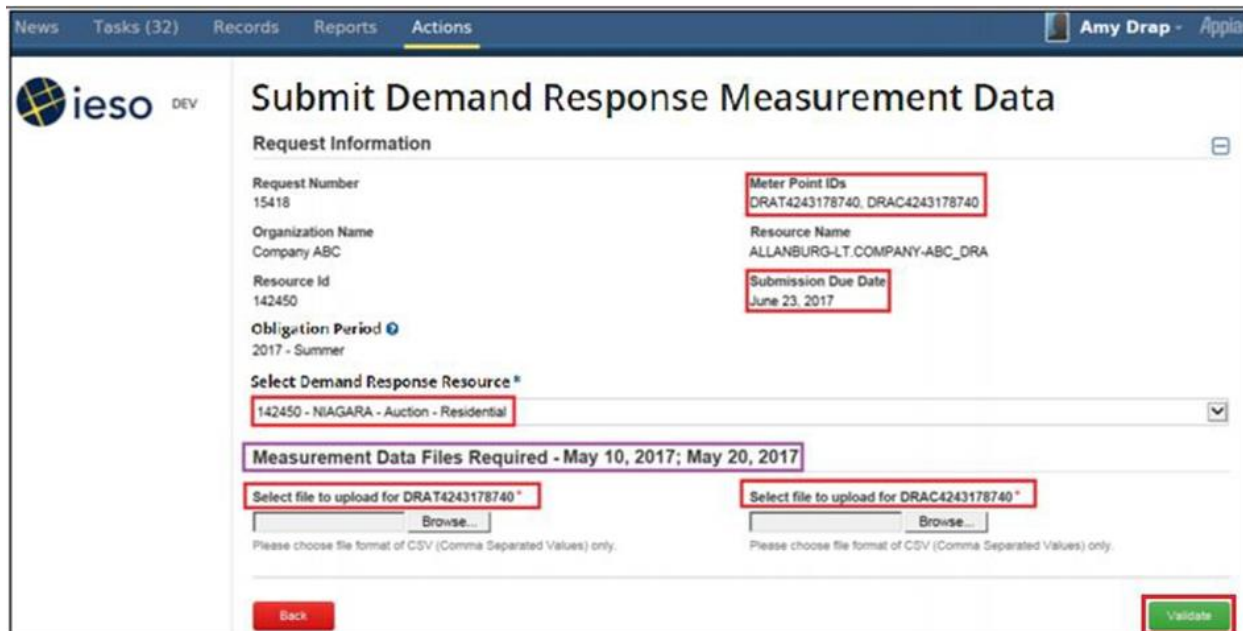
EXPORT RESULTS TO EXCEL

## Step 11 (Res)

### Residential Resources

The screen is populated with registration data for the selected resource. The system indicates the data required in the measurement submission (i.e., days of activation).

Click Browse to upload both the treatment group and control group data file (they must be in CSV format), and then click Validate.



The screenshot shows the 'Submit Demand Response Measurement Data' page in the IESO system. The page has a blue header with navigation tabs: News, Tasks (32), Records, Reports, and Actions. The user 'Amy Drap' is logged in. The form contains the following sections:

- Request Information:**
  - Request Number: 15418
  - Organization Name: Company ABC
  - Resource Id: 142450
  - Obligation Period: 2017 - Summer
  - Meter Point IDs: DRAT4243178740, DRAC4243178740
  - Resource Name: ALLANBURG-LT.COMPANY-ABC\_DRA
  - Submission Due Date: June 23, 2017
- Select Demand Response Resource:**
  - 142450 - NIAGARA - Auction - Residential
- Measurement Data Files Required - May 10, 2017; May 20, 2017**
  - Select file to upload for DRAT4243178740: [Browse...]
  - Select file to upload for DRAC4243178740: [Browse...]

At the bottom, there are 'Back' and 'Validate' buttons. A note at the bottom of the form states: 'Please choose file format of CSV (Comma Separated Values) only.'

## Step 12 (Res)

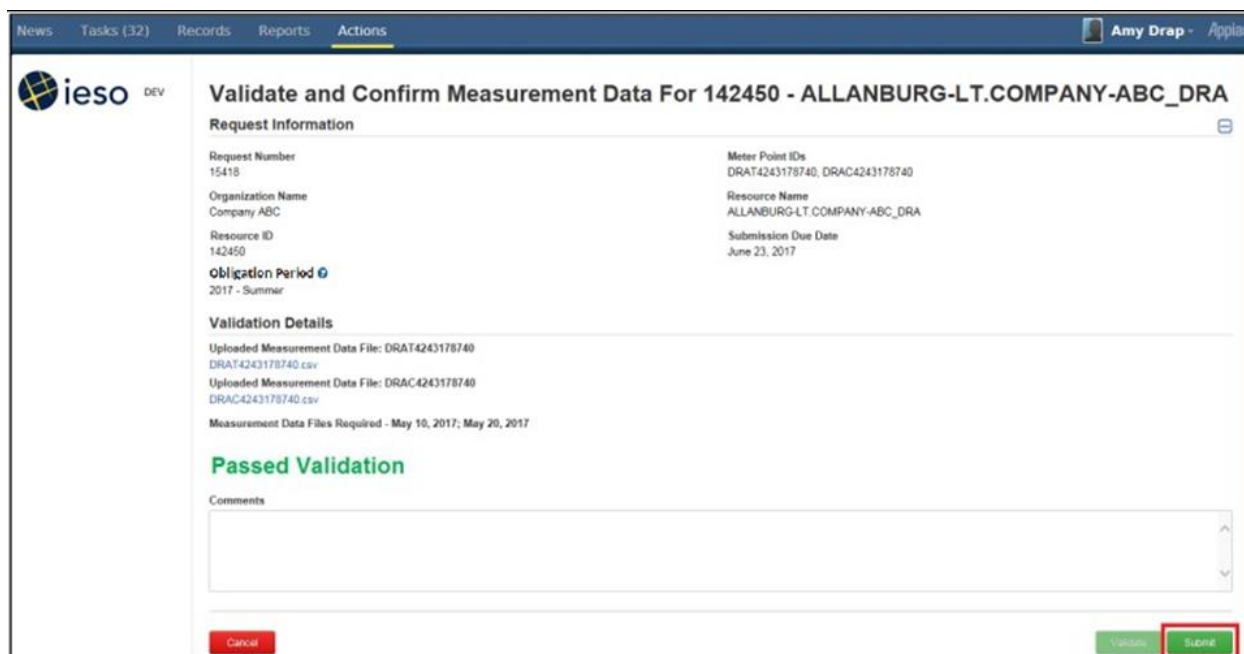
The screen is populated with results when the validation process is complete.

Note: This example is a passed validation.

The validation will check:

- That the file format meets requirements.
- That data is only submitted for the activation days.

Specific errors will be identified if the data does not pass validation.



The screenshot shows the IESO web application interface. The top navigation bar includes 'News', 'Tasks (32)', 'Records', 'Reports', and 'Actions'. The user 'Amy Drap' is logged in. The main heading is 'Validate and Confirm Measurement Data For 142450 - ALLANBURG-LT.COMPANY-ABC\_DRA'. Below this, the 'Request Information' section displays details such as Request Number (15418), Organization Name (Company ABC), Resource ID (142450), and Obligation Period (2017 - Summer). The 'Validation Details' section shows uploaded measurement data files and the required measurement data files. The status 'Passed Validation' is displayed in green. At the bottom, there are 'Cancel', 'Validate', and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

### Step 13 (Res)

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

Click Finish to complete the process.



Records Reports **Actions** Amy Drape - Applian

Save

## Confirmed Measurement Data For 142450 - ALLANBURG-LT.COMPANY-ABC\_DRA

Request Information

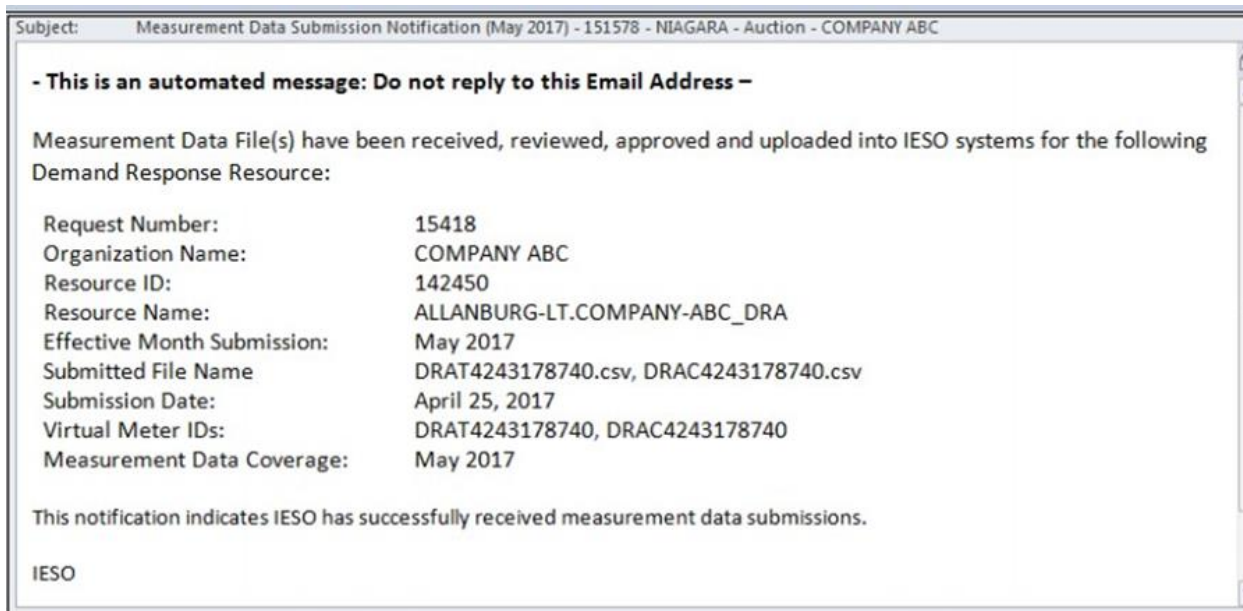
Request Number 15418	Meter Point IDs DRAT4243178740, DRAC4243178740
Organization Name Company ABC	Resource Name ALLANBURG-LT COMPANY-ABC_DRA
Resource ID 142450	Submission Due Date June 23, 2017
Obligation Period 2017 - Summer	

Your Measurement Data has been submitted successfully.

Finish

### Step 14 (Res)

An email confirmation notification is sent after the IESO has implemented and approved the measurement data submission.



Subject: Measurement Data Submission Notification (May 2017) - 151578 - NIAGARA - Auction - COMPANY ABC

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

Measurement Data File(s) have been received, reviewed, approved and uploaded into IESO systems for the following Demand Response Resource:

Request Number:	15418
Organization Name:	COMPANY ABC
Resource ID:	142450
Resource Name:	ALLANBURG-LT.COMPANY-ABC_DRA
Effective Month Submission:	May 2017
Submitted File Name	DRAT4243178740.csv, DRAC4243178740.csv
Submission Date:	April 25, 2017
Virtual Meter IDs:	DRAT4243178740, DRAC4243178740
Measurement Data Coverage:	May 2017

This notification indicates IESO has successfully received measurement data submissions.

IESO



## Step 15 (Res)

To view measurement submissions for each zone/Demand Response Resource by activation, select Demand Response Auction Measurement Data Submission Report in the Reports tab.

Note: You can view all the details of your submissions for any previous activations.

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

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

### Demand Response - Measurement Data Submission Report

#### Report Filters:

Submission Year:  DRMP Name:

Effective Submission Month:

\*Note: "Obligation Period" refers to each of the two six-month seasonal periods, the same as seasonal commitment period defined in the Demand Response Auction. In the Transitional Capacity Auction, the term "Commitment Period" refers to the entire length of time (i.e. 1 year) over which each auction commits capacity.

DRMP Name	Zone Name	Resource ID	Resource Name	Virtual Meter Point ID	SRR Effective Date	Measurement File Type	Final Status	Submission Date	Re-Submission Date	Obligation Id	Obligation Period*	Effective submission date
ENERGY ABC	TORONTO	183416	CHERRYWOOD-LT.ENERGYABC_DRA	DRA1000033970	4/1/2017	Three Month	Not Submitted				SUMMER 2019	5/1/2019
ENERGY ABC	TORONTO	183423	LAKEHEAD-LT.NRGCS_DRA	DRAC1000033920	11/1/2018	N/A	Not Submitted				SUMMER 2019	5/1/2019

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