Introduction to the Capacity Auction

December 2019

IESO Training

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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.

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1. Introduction

The Independent Electricity System Operator (IESO) evolved the demand response auction into a broader capacity auction in 2019. This capacity market mechanism allows the IESO to acquire capacity in a cost-effective manner while allowing the IESO to transparently adjust to changing supply-demand dynamics.

The December 2019 capacity auction allows participation of demand response resources and non committed dispatchable generators. The capacity auction acquires capacity for two obligation periods as follows:

- Summer – May 1 to October 31
- Winter – November 1 to April 30

This training guide is applicable to organizations wishing to participate in the December 2019 Capacity Auction, including the related capacity qualification, forward period activities and energy market participation.

Training Objectives

After completing this guide, you will be able to:

- List the authorization and registration requirements for participating in the capacity auction.
- Understand the process of submitting offers into the auction.
- Understand the requirements in order to fulfill your capacity obligation.
- Understand energy market participation requirements and settlement impacts.
2. Capacity Auction Overview

Who can participate in the Capacity Auction?

Organizations wishing to offer capacity into a capacity auction must first apply to be authorized as Capacity Auction Participants (CAPs) at least 40 business days in advance of the start of the offer submission window for that auction. Once authorized, CAPs may also participate in subsequent auctions (in other words, this authorization is a one time process). Following authorization, CAPs will complete the capacity qualification process and submit an auction deposit in order to participate in the capacity auction.

What resources are acquired in the Capacity Auction?

There are two classes of resources that can participate:

- Demand response resources, including hourly demand response resources and dispatchable loads
- Capacity generation resources, which are made up of generators that are both dispatchable and are not under contract with the IESO or OEFC.

What are the timelines for the Capacity Auction?

The Capacity Auction is divided into four major periods (see Figure 1).

The timelines for each of the milestones that need to be completed for participating in the auction are provided in the auction timelines posted on the webpage. The timelines provide duration or dates by when a milestone should either be initiated or completed.

![Figure 1 - Capacity Auction Periods]
2. Capacity Auction Overview

Pre-Auction Period

The Pre-Auction period begins when the IESO publishes a Pre-Auction Report. The pre-auction report gives participants relevant information for the upcoming capacity auction, including:

- The demand curve and the target capacity;
- Key milestones; and
- Zonal constraints.

Auction Period

The Auction Period is the length of time from when the IESO begins accepting auction offers to the time when the IESO posts auction results. During the auction period, the IESO opens the offer submission window starting at 09:00 EST and closes on the next business day at 23:59 EST. The dates for the auction offer submission window are shared with participants via the pre-auction report. CAPs intending to participate in the capacity auction offer must submit their capacity auction offers to us within this two-day timeframe.

We process all submitted capacity auction offers, determine clearing price and quantities, and publish the Public Post-Auction Reports within four business days following the capacity auction. DR participants will also have private reports made available to them through the IESO Participant Reports website.

Forward period

The Forward Period is the time between an auction and the first day participants are obligated to satisfy their capacity obligation.

Commitment period

Participants that clear the auction receive payments during the commitment period based on their total cleared capacity and the applicable auction clearing price in the zone. The amount of capacity that clears in the auction becomes the participant’s capacity obligation; a participant must satisfy an obligation to make its capacity available by participating in the energy market.

---

1 ‘We’, ‘us’ and ‘our’ mean the IESO. ‘You’ means the market participant.
The capacity auction uses two obligation periods in each auction year, similar to the seasonal commitment periods of the former demand response auction (DRA):

- Summer – May 1 to October 31
- Winter – November 1 to April 30

**IMPORTANT:** IESO markets are on Eastern Standard Time (EST) all year round and do not change for Daylight Savings Time. It is important that participants with contributors communicate the expectation to deliver all year on EST.

**What are the major steps of the Capacity Auction?**

Figure 2 illustrates the sequence and frequency of the major steps in the capacity auction.

![Diagram](image)

**Figure 2 - Major Steps of the Capacity Auction**

The following steps are completed once per organization:

- Register Organization
- Authorize as a Capacity Auction Participant (CAP)
- Authorize as a Capacity Market Participant (CMP)

The following steps are completed for each auction:

- Qualify Capacity
- Submit Auction Deposit
2. Capacity Auction Overview

- Offer Capacity in Auction
- Conduct Auction to Determine Capacity Obligations

The following steps are completed for each obligation period:
- Register/Update Resources
- Manage Contributors (Demand Response Resources) or Allocate Resources to Obligation (Physical Resources)
- Participate in Energy Market
- Receive Availability Payments Subject to Non-Performance Charges

What Market Manual should I refer to for Capacity Auction information?

*Market Manual 12: Capacity Auctions* focuses specifically on capacity auctions (including obligations acquired through the demand response auction), and can be found on the [Market Rules & Manuals Library](#) webpage.
3. Pre-Auction Requirements

The Pre-Auction Period is the first period in an auction cycle. In order to participate, prospective participants must understand the demand curve elements, locational limitations, and the timelines for the upcoming auction. In addition, participants must authorize to participate in the auction as a CAP and qualify capacity in advance of the auction period.

What do I need to know before I can submit my offers?

You must know the following before you submit offers into the Capacity auction:

- Pre-auction authorization requirements;
- Demand curve elements such as target capacity, reference price, maximum auction clearing price etc.;
- The amount of auction deposit you are required to submit; and
- Upcoming timelines such as the submission deadline for posting auction deposit, the auction offer submission window, and the post auction result publication date.

The IESO will publish a Pre-auction Report at least two months in advance of the auction. It provides CAPs all the above-mentioned information. It also includes a link to an IESO zonal map tool to help participants determine electrical zones for their facilities.

Where can I find the Pre-auction Report?

The Pre-Auction Report can be found on the IESO Public Reports Site. The following steps describe how to access the site.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Go to <a href="http://www.ieso.ca">www.ieso.ca</a></td>
<td><img src="https://www.ieso.ca" alt="IESO Website" /></td>
</tr>
<tr>
<td>2</td>
<td>Click on “Power Data”.</td>
<td><img src="https://www.ieso.ca" alt="Power Data" /></td>
</tr>
</tbody>
</table>
3. Pre-Auction Requirements

3. Click on “Data Directory”.

4. Click on “IESO Public Reports Site”.

5. Click on the “CA-PreAuction” folder.
Select the Pre-Auction report xml file of interest to you. The top file, without a date is always the most recently published Pre-Auction Report. If you are interested in the most recent report published in a given year, then refer to the second xml file with the year in its name. If you are interested in previous reports, these will be listed further below with a new version number.

Review the Pre-Auction Report

### Capacity Auction Pre-Auction Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Last modified</th>
<th>Size</th>
<th>Description</th>
</tr>
</thead>
</table>

### Pre-Auction Capacity Auction Parameters

#### Season

<table>
<thead>
<tr>
<th>Season</th>
<th>Obligation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>May 01, 2020 - Dec 31, 2020</td>
</tr>
<tr>
<td>Summer</td>
<td>May 01, 2020 - Oct 31, 2020</td>
</tr>
</tbody>
</table>

### Pre-Auction Capacity Auction Key Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Capacity Limit (MW)</td>
<td>675</td>
<td>675</td>
</tr>
<tr>
<td>Experimental Capacity Allowance (kWh/MW/h)</td>
<td>41</td>
<td>41</td>
</tr>
<tr>
<td>Minimum Pre-Auction Capacity Allowance (kWh/MW/h)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maximum Pre-Auction Capacity Allowance (kWh/MW/h)</td>
<td>51</td>
<td>51</td>
</tr>
<tr>
<td>Minimum Auction Capacity Limit (MW)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Maximum Auction Capacity at the Minimum Capacity Allowance (MW)</td>
<td>11.06</td>
<td>11.06</td>
</tr>
</tbody>
</table>

### JSRZ Electrical Zones Mapping

<table>
<thead>
<tr>
<th>Zone</th>
<th>JSRZ Electrical Zones Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH</td>
<td>0</td>
</tr>
<tr>
<td>EAST</td>
<td>0</td>
</tr>
<tr>
<td>WEST</td>
<td>0</td>
</tr>
<tr>
<td>SOUTHWEST</td>
<td>0</td>
</tr>
<tr>
<td>SOUTHEAST</td>
<td>0</td>
</tr>
<tr>
<td>NORTHWEST</td>
<td>0</td>
</tr>
<tr>
<td>SOUTHERN</td>
<td>0</td>
</tr>
<tr>
<td>CENTER</td>
<td>0</td>
</tr>
</tbody>
</table>

### Pre-Auction Capacity Limits

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ZONE</td>
<td>TotalSummer Capacity Limit (MW)</td>
<td>TotalWinter Capacity Limit (MW)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

* The value "5999" means there is no Zonal Capacity Limit associated with the zone, but the Minimum Auction Capacity Limit applies.
What steps must I complete before the capacity auction?

If it is your first time participating in the capacity auction, you must:

1. Register your organization with the IESO if this is your first participation in the IESO-administered markets or programs, in advance of the start of the offer submission window for that capacity auction. Details on how to register an organization are available on the IESO website on the Register an Organization webpage.

   Note: Organization registration is a requirement for all market participants. If you already participate in the IESO-administered markets or programs, this step may be bypassed.

2. Complete the authorization process in Online IESO to become a CAP. This step only needs to be completed once. If you’ve already participated in an auction (including the demand response auction) or are already authorized as CAP, then you do not need to authorize again. See Appendix A for step by step instructions on using Online IESO to authorize as a CAP. This authorization should be completed as per the published auction timelines on the webpage.

3. Qualify your capacity through Online IESO. See Appendix B for step by step instructions on using Online IESO to qualify your capacity.

How will I know that I’ve completed the CAP Authorization process?

The IESO will issue a Registration Approval Notification (RAN) upon completion of the CAP authorization process.

What does the capacity qualification process entail?

Once you are registered as a CAP, you must submit the following information to the IESO through Online IESO:

- The amount of capacity you are willing to provide (minimum requirement is 1 MW);
- The obligation period for which you are willing to submit offers. You may choose to submit offers for one or both obligation periods;
- The resource type (Capacity Auction Eligible Generation Resource or Demand Response Resource). You cannot choose both types in a single zone;
- The zonal location of resources or contributors for which you are willing to submit offers. You can only submit offers for zones in which you have qualified capacity;
- Whether or not you are revenue metered by the IESO; and
- Confirmation of having submitted the auction deposit as calculated by the IESO.
Note that Online IESO will calculate and display the estimated pre-auction deposit amount.

The total maximum capacity determined for each participant through this process is referred to as ‘qualified capacity,’ and allows for submission of offers between 1 MW and the qualified capacity amount, provided that the pre-determined virtual and zonal limits are respected.

**What is the attestation for generation resources?**

As part of the capacity qualification process, organizations with capacity generation resources are required to submit an attestation. This confirms that the resources they plan to allocate to a capacity obligation are dispatchable and wholly non-committed prior to the start of the relevant obligation period.

**What if my generation resource is not dispatchable at the time of capacity qualification?**

Your generation resource may be eligible to satisfy a capacity obligation if it can become dispatchable at least 45 business days prior to the obligation period. Organizations wishing to change their bid/offer type can do so through the registration process available in Online IESO.

**What are the electrical zones?**

There are 10 IESO Electrical Zones. Each zone contains up to two limits:

- **Total Zonal Capacity Limit Maximum:** The maximum amount (MW) of total capacity that can be procured in a zone.

- **Virtual Zonal Capacity Limit Maximum:** The maximum amount (MW) of virtual demand response capacity that can be procured in a zone. This limit applies only to Hourly Demand Response (HDR) resources not revenue metered by the IESO and non-dispatchable loads that act as a contributor to an HDR resource. It does not set the zonal clearing price in the auction.

Each CAP may qualify auction capacity up to the two zonal limits. These zones and the limits are communicated via the [Pre-Auction Report](#).
3. Pre-Auction Requirements

How will I know the zonal limits?

The zonal limitations are shown in the Pre-Auction Report in the table titled Zonal Constraints.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BRUCE</td>
<td>0</td>
<td>110</td>
</tr>
<tr>
<td>EAST</td>
<td>0</td>
<td>110</td>
</tr>
<tr>
<td>SASK</td>
<td>0</td>
<td>9999*</td>
</tr>
<tr>
<td>NASKAS</td>
<td>0</td>
<td>9999*</td>
</tr>
<tr>
<td>NORTH</td>
<td>0</td>
<td>35.1</td>
</tr>
<tr>
<td>WEST</td>
<td>0</td>
<td>66.2</td>
</tr>
<tr>
<td>OTTAWA</td>
<td>0</td>
<td>56.1</td>
</tr>
<tr>
<td>SOUTHW</td>
<td>0</td>
<td>9999*</td>
</tr>
<tr>
<td>TOUKO</td>
<td>0</td>
<td>9999*</td>
</tr>
<tr>
<td>WEST</td>
<td>0</td>
<td>69.2</td>
</tr>
</tbody>
</table>

* The value "9999" means there is no Zonal Capacity Limit associated with the zone, but the Maximum Auction Capacity Limit applies.

Figure 3 - Zonal Constraints

What is a downward sloping demand curve?

The downward sloping demand curve shows the bounds in which submitted offers will be optimized against to produce the resultant capacity obligations. Currently, the demand curve is comprised of several key points which are published under the table "Transitional Capacity Auction Parameters" in the Pre-Auction Report. Refer to Market Manual 12 for more details and definitions of each individual point.

How do I submit my Capacity Auction Deposit?

Submission of an auction deposit is required to establish the creditworthiness of the participant for auction activities at the outset of an auction process, and to ensure that auction and pre-seasonal obligation period requirements can be fulfilled. Failure to provide a deposit on time will result in disqualification from participating in the auction.

When do I submit my Capacity Auction deposit to the IESO?

Once you submit all of your capacity qualification information you will receive a notification, through Online IESO, to submit an auction deposit. You are required to submit the capacity auction deposit amount at least five business days prior to the start of the auction offer submission window.
How is the Capacity Auction deposit estimate calculated?

The IESO will calculate the auction deposit you are required to submit for each obligation period, based on the amount of qualified capacity in each obligation period and the maximum auction clearing price, as given below:

\[
\text{Capacity Auction Deposit} = 3\% \times \text{Qualified Capacity} \times \text{Max Auction Clearing Price per MW day} \times \# \text{ business days in obligation period}
\]

The IESO may adjust the 3% factor based on your history with the IESO (e.g. credit rating). The deposit can be submitted in one (or a combination of both) of the following forms:

- An irrevocable commercial letter of credit, in a form acceptable to the IESO, provided by an IESO-approved bank; or
- A cash deposit made to the IESO by, or on behalf of, the authorized market participant (the IESO does not pay interest on cash deposits).

How do I use the IESO Zonal Map Tool?

The IESO zonal map tool is used to estimate the zone that your capacity is located in. This information is required for both the capacity qualification and contributor management.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Go to <a href="http://www.ieso.ca/zonal.map/index.html">http://www.ieso.ca/zonal.map/index.html</a> or follow the link in the Pre-Auction Report.</td>
<td><img src="https://example.com/ieso_zonal_map.png" alt="IESO Zonal Map" /></td>
</tr>
</tbody>
</table>
2. Click on “Search by Address/Postal Code”

3. Click on the search button

4. Enter your address in the search box
<table>
<thead>
<tr>
<th>5</th>
<th>The colour and location matches the zone in which you are located. Clicking on the shaded region should display a popup with the zone name.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>name</th>
<th>Toronto</th>
</tr>
</thead>
<tbody>
<tr>
<td>description</td>
<td>The total resources are less than the zone peak demand.</td>
</tr>
</tbody>
</table>
4. Auction Process

The auction itself is held during the ’Auction Period’. This is the length of time from when the IESO begins accepting auction offers, to when the IESO posts auction results.

When does the Offer Window open?

The auction offer window opens at 09:00 EST and lasts approximately two business days, ending at 23:59 EST on the next day. The exact date that the offer submission window opens is published for each auction in the pre-auction report. During this window, CAPs submit offer(s) on a zonal basis (i.e., can submit in more than one zone). Offers are limited to the type and amount of auction capacity that was qualified during the pre-auction period for each zone and obligation period.

How do I submit an offer?

Capacity auction offers are submitted to the IESO using Online IESO. The following are requirements of offers and may be validated by Online IESO in order to complete an offer submission:

- Offers are submitted for each of the summer and winter obligation period, and apply for the entire period. Participants may offer for one or both periods.
- Submitted offers are for any quantity between 1 MW and the capacity qualified in the Pre-Auction Process, to one decimal place. The offers are further broken down into laminations with individual prices to reflect the cost for that specific incremental quantity.
- A complete offer includes a set of up to 20 monotonically increasing price-quantity pairs, with the total offered quantity across all offers equal to or less than the qualified capacity for that zone. The auction offer quantity is entered as a cumulative value and, therefore, must increase with every new lamination.
- Each offer must specify for each price-quantity pair, whether the entire capacity represented in the lamination must be cleared in full, or whether it may be partially cleared. A full flag is an indication that the quantity of capacity offered in a given lamination must be fully selected or not selected at all. A partial flag indicates that all, part, or none of the capacity offered in a given lamination may be selected, to a granularity of 0.1 MW.
For example, if you have 5 MW of Qualified Capacity and you want to offer in:

- 3 MW, partial at $200
- 1 MW, full at $300
- 0.5 MW twice, full at $325

Your offer submission in Online IESO will look like:

<table>
<thead>
<tr>
<th>#</th>
<th>Price ($/MW-Day)</th>
<th>Cumulative Quantity (MW)</th>
<th>Delta Quantity (MW)</th>
<th>Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>200</td>
<td>3</td>
<td>3</td>
<td>Partial</td>
</tr>
<tr>
<td>2</td>
<td>300</td>
<td>4</td>
<td>1</td>
<td>Full</td>
</tr>
<tr>
<td>3</td>
<td>325</td>
<td>4.5</td>
<td>0.5</td>
<td>Full</td>
</tr>
<tr>
<td>4</td>
<td>325.01</td>
<td>5</td>
<td>0.5</td>
<td>Full</td>
</tr>
</tbody>
</table>

**Figure 4 - Online IESO Offer Submission**

*Note:* The minimum amount that can be offered is one full MW – which has to be offered in the first PQ pair. In the first row of the example above, 1 MW of the 3 Partial MWs will be considered as Full.

For step by step instructions on using Online IESO to submit offers, refer to Appendix C.

**What is the difference between a physical and virtual resource?**

Physical demand response resources are those that are revenue-metered by the IESO and fully participate in the energy market (e.g. a dispatchable load), whereas virtual demand response resources are those that are not (e.g. an aggregator with residential customers as contributors). In order to be eligible to participate using a capacity generation resource(s), you must be revenue-metered and participate in the energy market. Therefore, all generators are physical resources.

**If I wish to participate in the Capacity Auction, do I have to submit offers for both Obligation Periods?**

No. You may choose to participate in one or both obligation periods. If you wish to participate in both obligation periods, you must submit separate offers for each obligation period. If you are successful in both obligation periods, you will receive a separate capacity obligation for each period.
4. Auction Process

How does auction clearing work?

The auction engine incorporates all submitted capacity offers from CAPs and optimizes them against a pre-published downward sloping demand curve. It considers all the different limits and constraints (Total Zonal Limit, Virtual Zonal Limit, etc.) published in the pre-auction report into its calculation. Once the optimal solution has been found, the overall system-wide clearing price will be set along with any zonal clearing price in cases where any zonal limits were binding (refer to Market Manual 12 for more information). For each obligation period and zone, the auction engine determines a capacity obligation (i.e. the amount of capacity in MW that the organization must provide in that zone).

What happens if identical offers are submitted?

The tie breaker for identical offers is time precedence. If there are identical offers submitted, the first offer submitted is selected first by the auction engine.

Where can I see the results of the Auction?

There are two reports where you can see the results of the auction:

1. Public Post-Auction Reports will include, for each obligation period, the quantity of capacity cleared in the auction as well as the auction clearing price for each zone. Reports also provide a list of successful CAPs that received a capacity obligation, and their respective capacity obligations on a zonal basis. To facilitate like-for-like obligation transfers, this report also provide the qualified capacity for each CAP by type, regardless of whether they received a capacity obligation. The Public Post-Auction Reports can be found on the IESO Public Reports webpage, in the CA-PostAuction folder.

2. Private Post-Auction Reports will be issued to individual CAPs, and will indicate for each obligation period the type (physical DR, virtual DR or generation) and corresponding capacity obligation secured for each electrical zone. The confidential Post-Auction Participant Reports can be found on the IESO Confidential Reports website, which can only be accessed with a User ID and password.

What happens if I don’t clear the Auction?

Your deposit will be returned, upon request, within ten business days from the publication of the Post-Auction Report. You remain a CAP and can participate in future capacity auctions.
5. Forward Period Activities

The forward period is the period of time following an auction, to the first day participants are obligated to make their capacity available. This chapter provides details regarding activities conducted during the forward period.

**What actions do I take during the forward period?**

If you were successful in the capacity auction, then you:

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<tr>
<th>Action</th>
<th>Applicable Resource Type</th>
<th>How to do it?</th>
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<tr>
<td>Authorize as Capacity Market Participant</td>
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<tr>
<td>Register/Update Resources</td>
<td>Demand Response Resources (Virtual)</td>
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<tr>
<td>Allocate Physical Resources to Obligation</td>
<td>Demand Response Resources (Physical), Capacity Auction Eligible Generation Resources</td>
<td>For step by step instructions, refer to Appendix F</td>
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<tr>
<td>Allocate Demand Response Resources to Obligation</td>
<td>Demand Response Resources (Virtual)</td>
<td>For step by step instructions, refer to Appendix G</td>
</tr>
</tbody>
</table>
What is a Capacity Market Participant (CMP)?

A CMP is a CAP with a capacity obligation secured in an auction. Once you receive at least one capacity obligation, you must authorize as a CMP with the IESO in order to satisfy your capacity obligation. Once you satisfy your prudential requirements, you will be officially considered a CMP. This authorization is a one time process.

What is the authorization process?

All CAPs who are successful in the auction are required to authorize as CMPs, and take on all of the obligations under the Market Rules applicable to CMPs. This authorization allows organizations to receive availability payments and to satisfy their capacity obligations. For organizations that will satisfy a capacity obligation using hourly demand response, this authorization enables their participation in the IESO energy market. Organizations that satisfy a capacity obligation using another resource type should also authorize as a registered market participant.

For previous Demand Response Market Participants (DRMPs), the IESO migrated their authorization as CMPs prior to the forward period and as such they will not be required to authorize as CMPs again. All participants are also required to complete submit capacity prudential support as part of the authorization. The IESO will issue a Registration Approval Notification (RAN) upon completion of the CMP authorization process.

When must I authorize as a CMP?

Your CMP authorization process must be completed during the forward period, by the beginning of the month preceding the obligation period. Refer to auction timelines for more details. For example, if you wish to participate in the summer obligation period, you should complete your authorization by end of March that year. For the winter obligation period, you should become authorized as a CMP by September.

You cannot authorize as a CMP if you do not have a capacity obligation.

What roles apply to a CMP?

There are four roles that must be assigned prior to the obligation period.

- CMP – Owner: this is the entity in charge of Facility Registration. A CAP that clears the auction with a capacity obligation must become CMP – owner.
- CMP – Operator: this is the entity responsible for operations.
- CMP – MMP – this is the entity in charge of settlements.
- CMP – RMP - this is the entity in charge of submitting offers in the energy market.
5. Forward Period Activities

How do I post prudential support?

All CAPs with a capacity obligation are required to post prudential support as a part of completing its authorization as a CMP for the obligation period, at least 60 days prior to its commencement. Refer to auction timelines posted online for exact dates and other details.

The prudential support posted by a market participant to satisfy this obligation must be in the form of a guarantee or irrevocable commercial letter of credit, which in both cases must be in a form acceptable to the IESO and provided by a:

- Bank named in a Schedule to the Bank Act, S.C. 1991, c.46 with a minimum Standard and Poor’s long-term credit rating of “A” or equivalent from an IESO acceptable major bond rating agency; or
- Credit union licensed by the Financial Services Commission of Ontario with a minimum Standard and Poor’s long-term credit rating of “A” or equivalent from an IESO acceptable major bond rating agency.

What activities need to be completed prior to each obligation period?

There are two major activities for a CMP each obligation period:

- Register resources to satisfy my capacity obligation, including registration of virtual and physical hourly demand response resources using Contributor Management; and
- Revise capacity prudential support.

How do I manage resources with the IESO to meet my capacity obligations?

All CAPs that received a capacity obligation in the capacity auction are required to register their facilities with the IESO to meet their capacity obligations. This is made up of two steps:

1. Resource registration; and
2. Linking/allocating the resource to a capacity obligation.

Physical resources complete the first step (resource registration) through the market registration process. The steps to allocate the resource to a capacity obligation are shown in Appendix F. These steps apply to both physical hourly demand response resources and to capacity generation resources. Virtual DR Resources complete these steps by following the instructions in Appendix G.
When should I allocate my virtual demand response capacity obligation?

CMPs with virtual demand response capacity obligation in a given zone where there is both a Commercial, Industrial and/or Institutional (C&I) Hourly Demand Response (HDR) resource and a residential HDR resource, will be required to allocate their virtual demand response capacity obligation. The CMP can either:

- Allocate the full obligation from one virtual resource to another; or
- Split the obligation between the two virtual resources. If the obligation is split, then each of the two virtual resources will then be settled against its respective demand response capacity obligation. Organizations can use this splitting function to have two separate baseline methodologies – one for residential contributors and another for C&I contributors.

For step by step instructions on how to allocate a capacity obligation in Online IESO, see Appendix G. Refer to the auction timeline posted on the Capacity Auction webpage for exact dates and other details.

Prior to allocating the obligation, the CMP must ensure that they have registered the required virtual HDR resources to meet the additional obligation. Following an allocation, the CMP can submit their list of contributors through the Contributor Management process. All registration and contributor management requirements and timelines are applicable and provided on the Capacity Auction webpage.

What is Contributor Management?

Contributor Management is a tool for virtual demand response resources to submit required information to the IESO. This tool should be used during the forward period and continue monthly during the obligation period. This is not applicable to organizations with capacity generation resources. For step by step instructions on using contributor management in Online IESO, refer to Appendix G.
5. Forward Period Activities

Who submits information through contributor management?

CMPs with virtual demand response resources must submit information through contributor management. This includes physical contributors, such as non-dispatchable loads, that have an IESO Revenue Meter and contributors that have an LDC Revenue Meter.

When do I register contributor(s) to the IESO?

CMPs must register contributor(s) within the specific submission window prior to the start date of the effective month. The timelines are posted on the Market Calendars webpage.

All Contributor Management request submission(s) are required 14 business days before the Proposed Effective Date. There are two submission windows:

- **Early Submission**: During this window the IESO will provide an early review and comment. Participant will have approximately 2 business days to re-submit with new changes by the deadline.

- **Final Submission**: Deadline to submit Contributor Management request. IESO will provide Final review and comment 4 business days before effective date.

The timelines for these submissions are available on the Contributor Management Timelines calendar.

I am a virtual Commercial, Industrial and/or Institutional (C&I) contributor. What information do I submit through Contributor Management?

- Contributor name, and physical address; where physical address must be in the same electrical zone as the associated demand response resource;
- Local Distribution Company (LDC) Name, Premise ID (unique service point/location ID.) and LDC account number;
- Contributor load class type (Industrial, Commercial, and/or Institutional);
- Type of demand response: load interruption or behind-the-meter generation;
- Identification of contributor participation in other demand response or conservation initiatives;
- Demand response capacity of contributor in MW;
- Data acquisition procedure: Specify if the data is collected directly from the meter (via remote interrogation), or provided to the demand response market participant by their LDC;
- Record of Installation (ROI) must be submitted for each LDC meter installation associated with the Premise ID; and
5. Forward Period Activities

• Submission of Single line diagram (SLD) is required when more than one LDC metering installation is associated with the Premise Id, or when the demand response type is behind-the-meter generation.

I am a physical C&I contributor (non-dispatchable load). What do I submit to Contributor Management?

• Non-dispatchable load (NDL) Resource ID; and
• Auction Capacity in MW.

I am a virtual Residential contributor. What information do I submit through Contributor Management?

The following must be submitted on a monthly basis:

• The following information must be submitted in the format of an excel template via Online IESO:
  – General information;
  – Contributor physical address; where physical address must be in the same electrical zone as the associated demand response resource;
  – Local Distribution Company (LDC) Name, Premise ID (unique service point/location ID.) and LDC account number; and
  – Indicator flagging the control group contributors.
• The following information must be directly entered in Online IESO
  – Auction capacity of contributor in MW;
  – Total number of contributors in the treatment group; and
  – Total number of contributors in the control group.

If contributor information is not submitted before the start of the month by the required deadline, auction capacity of 0 MW is automatically assigned. You would also not be permitted to participate in the energy market.
5. Forward Period Activities

How do I transfer my capacity obligation?

CAPs or CMPs that were successful in the auction have the option to transfer their capacity obligation. The request to transfer a capacity obligation must be received by the IESO prior to the last date to register/update contributor management for virtual resources (listed in the Capacity Auction Timelines on the IESO website). In order to transfer, a CAP or CMP should email Customer Relations with the following information:

- Capacity obligation ID;
- The name of the CAP that will receive the capacity obligation;
- Confirmation from the receiving CAP (Capacity Auction Contact) that they accept the new/additional capacity obligation and that the obligation will be delivered with the same parameters (e.g. virtual DR/physical DR/generation) and to a zone where the transitional capacity auction clearing price is equal to the Ontario-wide auction clearing price, or within the same zone as the original capacity obligation;
- The obligation period the transfer is being requested for;
- Transfer zone; and
- Amount of capacity being transferred and the type (i.e. virtual DR/physical DR/generation).

The post-auction report includes the information required to enable transfers.

We will also assess transfers against the following conditions:

- The capacity being transferred is qualified for the same obligation period;
- The capacity being transferred is of the same type (virtual Demand Response Resource, physical Demand Response Resource or Capacity Generation Resource); and
- The capacity is being transferred within the same zone or if it is between uncongested zones, it does not result in any zonal limit exceedances.

How do I know if a zone is congested?

A zone is considered ‘congested’ if a zonal clearing price was set in that zone below the Ontario wide clearing price. This information is shown in the public post-auction report.

How do I buy-out of my capacity obligation?

If you are a CAP or CMP and were successful in the auction, you can buy-out of your capacity obligation at any time during the forward period or the obligation period. You initiate a buy-out by emailing the IESO’s Customer Relations with the following information:
5. Forward Period Activities

- Capacity Obligation ID;
- Obligation Period;
- Electrical Zone for which you would like to buy-out;
- Effective Date of Buy-Out; and
- Amount of Capacity that you would like to buy-out (‘Buy-out Capacity’).

For a full buy-out request, the pre-auction deposit will be refunded, if applicable, and the capacity prudential support will be reduced to zero. For a partial buy-out request, the prudential support obligation will be revised to reflect the new obligation, and the difference will be refunded after receipt of the buy-out payment.

The IESO processes buy-out requests within one week of receipt. At the end of this review period, the IESO either approves or rejects the buy-out request.

**What is the buy-out charge?**

For each Buy-Out request, the Buy-Out Charge is calculated as follows:

\[
50\% \times \sum_{d=1}^{n} \frac{CBOC_k \times CACP \times (1 - CNPF_m)}{d}
\]

Where:

- ‘d’ is a business day
- ‘n’ is the range of business days from the buy-out effective date to the end of the obligation period
- ‘m’ is the month that corresponds to the business day
- ‘CBOC_k’ is the buy-out capacity
- ‘CACP’ is the Capacity Auction Clearing Price
- ‘CNPF_m’ is the Non-Performance Factor for the applicable month

Buy out charge calculation is provided in [IESO Charge Types and Equations](#).
6. Commitment Period Activities

The commitment period is the entire length of time over which each auction will commit capacity; the capacity auction has a one-year commitment period. This chapter provides details regarding activities conducted during the commitment period.

For demand response resources, there are two ways that you may participate in the energy market; if you can respond to a 5 minute dispatch instruction, you may participate as a Dispatchable Load. If you cannot, then you may participate as an Hourly Demand Response (HDR) participant. This section provides additional information for CMPs with a demand response capacity obligation, beyond what is available in other energy market participation workbooks (these apply to both dispatchable loads and generators).

**What is involved in energy market participation?**

Market participants are expected to meet their capacity obligations by participating in the energy market. Participation activities include:

- Submitting dispatch data in the day-ahead commitment process and in the real-time market;
- Submitting outage requests if required; and
- Demonstrating ability to deliver capacity obligations by responding to the dispatch instructions (including test activations).

**What are test activations?**

Two test activations may be scheduled during each obligation period for all resources with a capacity obligation. These tests will be scheduled during the applicable availability window. During the test, you are expected to demonstrate a reduction in energy withdrawal or increase in energy production equal to the offered capacity of your resource. Failure to perform a successful test activation may result in one or more of the following:

- Non-performance charges;
- A subsequent test activation; and/or
- A compliance investigation.

**Energy Market Participation for Demand Response Resources**

All CMP’s are expected to submit dispatch data in order to participate in the energy market. For information on participating in Ontario’s Energy Market, see the *Introduction to Ontario’s*
6. Commitment Period Activities

*Physical Markets* workbook located on the [Training Materials](#) webpage. For information on how to submit, revise or cancel energy offers, see the Energy Market Interface guide: *Submitting, Revising and Cancelling Energy Bids*, located on the [Participant Tool Training](#) webpage.

CMP’s using either Dispatchable Loads and HDRs wanting to meet their capacity obligation must submit an energy bid. A energy bid is a bid greater than, but not equal to, the bid price threshold and less than, but not equal to, the Maximum Market Clearing Price (MMCP) of $2,000. The bid price threshold is $100/MWh. CMPs must submit ramp up and ramp down values for each HDR resource that is equal to the capacity of the HDR resource. For example, an HDR resource with a capacity of 10 MW would submit ramp up and ramp down values of 10 MW/minute.

CMPs are expected to submit dispatch data for all hours of the availability window for their capacity obligation. If you can't provide your capacity obligation then submit appropriate bids that reflect your capability. The availability window is:

- **Summer (May to Oct):** Business Days, 12:00 to 21:00 EST
- **Winter (Nov to Apr):** Business Days, 16:00 to 21:00 EST

**What is the Standby Report?**

The Standby Report allows a participants with HDR to receive a notice that you may receive an activation on the dispatch day. HDR participants should monitor the Standby Report for a Standby Notice from 15:00 EST day ahead until 07:00 EST on the dispatch day. You receive a Standby Notice when you have a pre-dispatch schedule less than your maximum bid quantity for at least one hour in the Availability Window. If you receive a Standby Notice, you must monitor for an Activation notice. If you do not receive a Standby Notice on given dispatch day, remove your bids by 09:00 EST. If you fail to remove your bids;

- You may still be activated; and
- If you fail activation you may be subject to charges/sanctions.

You can access the Standby Report by going to the IESO Reports Page ([http://reports.ieso.ca/](http://reports.ieso.ca/)) and logging in to your confidential Participants Report. Select the Standby Report from your reports. A sample report is shown below:
How do HDR resources know when they are activated?

An Activation Notice will be published ~2.5 hours before the start of the first dispatch hour to which it relates. You should start monitoring at 9am EST and can stop monitoring at 3pm EST. There is no requirement to remove your bids if you do not receive an activation notice.

You can access the Activation Report by going to the IESO Reports Page (http://reports.ieso.ca/) and logging in to your confidential Participants Report. Select the Activation Report from your reports. A sample report is shown below:

Can I change my bid?

Yes. If you are a dispatchable load, instructions on changing your bid are available in the Energy Market Interface: Submitting, Revising and Cancelling Energy Bids located on the Participant Tool Training webpage.

I am a Dispatchable Load. How do I take an outage?
If you are a Dispatchable Load, then continue the process of submitting outages as per market rules. Details on the Outage Management Process are given in Market Manual 7.3: Outage Management, available on the Market Rules and Manuals Library webpage.

I am an HDR and my availability has changed. What should I do?

If you are an HDR resource and if you need to increase or decrease your capacity at any time after the start of the mandatory window (From 2 hours prior to the dispatch hour until 10 minutes prior to the start of the dispatch hour) you must:

1. Contact the control room for IESO approval

2. One of the following reasons must be included:
   - Equipment malfunction;
   - Worker or public safety situation;
   - Legal requirement;
   - Property damage;
   - Environmental regulations; or
   - Change due to a non-performance event.

3. Once approved, change your bids

If you must decrease your capacity by more than 5 MW, you are considered materially unavailable. You should maintain a record of this event, that includes the following pieces of information:

- Description of Event;
- Resource name;
- Trade Date;
- Hours of reduced capacity;
- Registered capacity of the HDR resource;
- Amount of reduction (MW) to demand response capacity; and
- Action taken to manage energy bid.
6. Commitment Period Activities

Energy Market Participation for Capacity Generation Resources

How do I take an outage?

If you are a generator, then continue the process of submitting outages as per market rules. Details on the Outage Management Process are given in Market Manual 7.3: Outage Management, available on the Market Rules and Manuals Library webpage.

When must I submit offers?

You should submit offers at least equal to your capacity obligation day ahead for every hour of the availability window. During pre-dispatch, we will check that you’ve maintained these offers subject to the most restrictive of the following parameters:

1. Generator’s Elapsed Time to Dispatch;
2. Minimum Generation Block Down Time; and
3. 2-hour Mandatory Window.

Will the dispatch process change?

No. Capacity Generation Resources are committed, scheduled, and dispatched on a five-minute interval using the existing day-ahead and real-time scheduling process.

How do settlements work?

Market participants are settled using the physical markets settlement process, for both payments and non-performance charges. Non-performance charges resulting from a failure to satisfy Capacity Obligations are intended to incentivize compliance, ensure integrity of the electricity market and avoid the IESO paying for the capacity that has not been provided. Payment and charges described in this section are assessed and calculated for each resource registered by the market participant to fulfill the capacity obligation.

Availability Payment

The Availability Payment equation for each obligation is calculated as follows:

\[ \text{Availability Payment} = \sum_{n=1}^{n} \text{Capacity Obligation} \times \text{Availability Rate} \]

Where:

- “h” represents an hour within the Hours of Availability for the month;
6. Commitment Period Activities

- “n” is equal to the number of Hours of Availability for the month;
- “Capacity Obligation” is the Capacity Obligation in MW secured through a Capacity Auction; and
- “Availability Rate” is the Hourly Auction Clearing Price ($/MWh)

Non-Performance Charges

What are non-performance charges?

Non-performance charges promote compliance with Capacity Obligations. There are four types of charges that may apply:

- Capacity Charge;
- Availability Charge;
- Administration Charge; and
- Dispatch Charge.

How is the capacity charge applied?

Capacity charges are settlement charges applied to capacity market participants for non-performance of capacity delivery. In addition, non-performance with DR activations may be flagged for compliance assessment and may result in IESO Sanctions. The Capacity Charge is capped at one charge per month.

For HDR resources, failure to deliver capacity when activated would result in a Capacity Charge. If activated, missing measurement data or contributor information submissions will also result in a Capacity Charge. For Dispatchable resources, failure to deliver on a test activation would result in a Capacity Charge.

Non-performance or not delivering capacity in the energy market will result in a Capacity Charge equal to one month’s Availability Payment:

\[-1 \times Availability \text{ PAYMENT}_m\]
**6. Commitment Period Activities**

**How is the Availability charge applied?**

The Availability Charge for the obligation is calculated each business day as follows:

\[
- \sum_{h=1}^{n} \left( -1 \times \max(0, (\text{Capacity}_d - \text{Bid or Offer Qty}_h)) \times \text{Availability Rate} \times PF_h \right)
\]

Where:

- “d” represents a business day in the month;
- “h” represents an hour within the Hours of Availability for day “d”;
- “n” is equal to the number of Hours of Availability for day “d”;
- “Capacity” is the Capacity Obligation secured through an auction effective for day “d”;
- “Bid or Offer Qty” is the Quantity from the price-quantity pair of the DR Energy Bid for hour “h” for loads or the Quantity from the price-quantity pair of the energy offer for hour “h” for generators;
- “Availability Rate” is the Hourly Auction Clearing Price ($/MWh); and
- “PF” is the Non-Performance Penalty Factor for the hour “h”.

**How is the administration charge applied?**

This charge applies only to hourly demand response resources. DR resource with contributors not revenue-metered by the IESO must submit measurement data to the IESO which the IESO uses for settlement. Appendix H describes how to submit measurement data using Online IESO. Failure to submit measurement data (monthly and historical for C&I, or when activated for Residential) by the applicable deadline will result in an Administration Charge for the entire month calculated as follows:

\[
-1 \times \text{Availability Payment}_m
\]

Where ‘m’ is the month that is being settled.

**How is the dispatch charge applied?**

The Dispatch Charge is used to ensure a C&I HDR resource is compliant to dispatch instructions. The hourly charge will be applied when a C&I HDR fails to reduce their consumption below the expected level during each 5-minute interval of the activation window. The dispatch non-performance is assessed by comparing the resource’s consumption during activation against its baseline. The baseline is calculated using the most recent high 15 of 20
6. Commitment Period Activities

measurements and an in-day adjustment factor. Additionally a 15% upper deadband is used when comparing the reduction in the resource’s consumption against the dispatch. The Dispatch Charge is calculated against the difference between the maximum bid and the constrained schedule even if you partially reduced. If activated, missing measurement data submission also results in Dispatch Charges.

For greater clarity, the Dispatch Charge does not apply to residential HDR resources.

![Diagram](image)

**Figure 7 - Dispatch Charge**

**What is the DR Settlements Data Files Report?**

Because the DR settlement lags behind the normal settlement process by one month, the real-time market does not include all the data participants need to reconcile their DR settlement. The DR Settlements Data Files Report supplements the other settlement data files to ensure that DR participants have all the information they need. Details on the DR Settlements Data Files Report can be found in File Format Specification for Demand Response Data Files. The report can be accessed by logging on to the private reports site located at: [https://reports.ieso.ca/private/](https://reports.ieso.ca/private/).

The DR Settlements Data Files Report contains the following information:

- Header record: settlement month, settlement trade date and settlement type;
- Energy bids;
- Dispatch schedule data; and
- Measurement data for resources not revenue metered by the IESO.
7. Additional Information

References

- Market Rules, Chapter 7, Section 18: Capacity Auctions
- Market Manual 5, Part 5.5: Physical Markets Settlements Statements
- Market Manual 12: Capacity Auction
- Market Manual 1.4: Market Registration Procedures (please refer to Market Manual 1.1 and 1.2 prior to January 2020)

Marketplace Training

The following simulations are available via the Participant Tool Training web page:

- Guide to the IESO Portal
- Outage Coordination and Scheduling System (OCSS) CROW Web Client User Guide
- Submitting, Revising and Cancelling Energy Bids
- Submitting, Revising and Cancelling Energy Offers
- Submitting, Revising and Cancelling Schedules and Forecasts

The following guide is available on the Training Materials web page:

- Communicating with the IESO: Dispatchable Loads
- Communicating with the IESO: Dispatchable Generators
## 8. List of Abbreviations

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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>C&amp;I</td>
<td>Commercial and Industrial</td>
</tr>
<tr>
<td>CAP</td>
<td>Capacity Auction Participant</td>
</tr>
<tr>
<td>CMP</td>
<td>Capacity Market Participant</td>
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<tr>
<td>DR</td>
<td>Demand Response</td>
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<tr>
<td>DRA</td>
<td>Demand Response Auction</td>
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<tr>
<td>HDR</td>
<td>Hourly Demand Response</td>
</tr>
<tr>
<td>IESO</td>
<td>Independent Electricity System Operator</td>
</tr>
<tr>
<td>MMCP</td>
<td>Maximum Market Clearing Price</td>
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<tr>
<td>MMP</td>
<td>Metered Market Participant</td>
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<tr>
<td>MW</td>
<td>Megawatts</td>
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<tr>
<td>NOD</td>
<td>Notice of Disagreement</td>
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<tr>
<td>NPCC</td>
<td>Northeast Power Coordinating Council</td>
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<tr>
<td>NPE</td>
<td>Non Performance Event</td>
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<tr>
<td>OEFC</td>
<td>Ontario Electricity Financial Corporation</td>
</tr>
<tr>
<td>PD</td>
<td>Pre-Dispatch</td>
</tr>
<tr>
<td>RMP</td>
<td>Registered Market Participant</td>
</tr>
</tbody>
</table>
Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 1.   | Log in to the Online IESO web-based registration system using the following hyperlink: [https://online.ieso.ca/suite/](https://online.ieso.ca/suite/) Enter your **Username** and **Password**, and click **Sign In**. | ![Online IESO Login Screen](image)

**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.

![Actions Menu](image-url)
## Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>The <strong>Choose Organization</strong> screen is displayed. Select the check box</td>
<td><img src="image1.png" alt="Choose Organization" /></td>
</tr>
<tr>
<td></td>
<td>corresponding to the organization that you wish to become authorized as a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Capacity Auction Participant (CAP), and click <strong>Next</strong>.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The <strong>Select Participation Type</strong> screen is displayed. In the **Action to</td>
<td><img src="image2.png" alt="Select Participation Type" /></td>
</tr>
<tr>
<td></td>
<td>Complete** drop-down list, select <strong>Enter Market Participation</strong>, and click</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Next</strong>.</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td>Picture</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>5.</td>
<td>The <strong>Market Participation</strong> screen is displayed. In the <strong>Market Participation Type</strong> drop-down list, select <strong>Capacity Auction</strong>, and click <strong>Next</strong>.</td>
<td><img src="image-url" alt="Market Participation" /></td>
</tr>
</tbody>
</table>
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 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. | ![Required Tasks to Complete](image-url) |
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 7.   | **Task: Submit IESO Market Entry Application Fee**                           | ![Tasks](image1.png)  
     | 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. | ![Tasks](image2.png) |
| 8.   | **Click** **Yes** **to confirm that you accept the task.**                   | ![Accept Task](image3.png) |
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 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](image1) |
| 10.  | Click **News** on the menu bar at the top of the screen to view the **Payment Received** notification. | ![News](image2) |
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>You will also receive an email with the subject line <em>Training Info for &lt;Your Organization&gt;: Capacity Auction Request</em> – this email provides you with valuable links to training documents and contact information at the IESO.</td>
</tr>
</tbody>
</table>
| 12.  | **Task: Confirm Connectivity to IESO Information Systems**  
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. |
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Click <strong>Yes</strong> to confirm that you accept the task.</td>
<td><img src="image1.png" alt="Accept Task" /></td>
</tr>
<tr>
<td>14.</td>
<td>After you confirm that you are able to access your participant reports (at the following link: <a href="https://reports.ieso.ca/private/">https://reports.ieso.ca/private/</a>) by logging in with your credentials, select the appropriate check box via the <strong>Confirm Connectivity to IESO Information Systems</strong> screen, and click <strong>Confirm</strong>.</td>
<td><img src="image2.png" alt="Confirm Connectivity" /></td>
</tr>
</tbody>
</table>
Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Click <strong>News</strong> on the menu bar at the top of the screen to view the confirmation notification that this step has been completed.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
</tr>
</tbody>
</table>
| 16.   | **Task: Assign Contact Role(s)**

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. | ![Image](https://via.placeholder.com/150) |
| 17.   | Click **Yes** to confirm that you accept the task. | ![Image](https://via.placeholder.com/150) |
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 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](image) |
19. The Choose Contact Type for Assignment screen is displayed for your review – click **By Person** to proceed.
## Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>The <strong>Search for a Registered Person</strong> screen is displayed. To search for a registered person, enter the name of the registered person in the search fields, and click <strong>Search for Person</strong>.</td>
<td><img src="image" alt="Search for a Registered Person" /></td>
</tr>
</tbody>
</table>
## Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 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](image1.png) |
<p>| 22. | Repeat <strong>Steps 18 – 21</strong> after selecting the check box corresponding to <strong>Invoicing and Banking</strong> listed under <strong>Contact Role Name</strong>. | <img src="image2.png" alt="Role(s) to assign" /> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>After all mandatory contact roles have been added, click <strong>Done</strong>.</td>
<td><img src="image_url" alt="Picture" /></td>
</tr>
</tbody>
</table>
## Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Click <strong>News</strong> 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 <strong>IESO Notice – Contact Update</strong> – this email confirms that the roles have been assigned.</td>
<td><img src="image1.jpg" alt="Screenshot of IESO portal with news feed" /></td>
</tr>
<tr>
<td>25.</td>
<td>Assign optional contact roles (if applicable) in a similar manner to mandatory contact roles. <strong>Note:</strong> You can also add more than one person per contact role at this point.</td>
<td><img src="image2.jpg" alt="Screenshot of IESO portal with contact roles" /></td>
</tr>
</tbody>
</table>
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td><strong>Task: Submit Banking Information</strong>&lt;br&gt;Click Tasks on the menu bar at the top of the screen.&lt;br&gt;Click Approve Banking Information for &lt;Your Organization&gt;: Capacity Auction Request from the list of available tasks displayed on the subsequent screen.</td>
<td><img src="image1.png" alt="Tasks" /></td>
</tr>
<tr>
<td>27.</td>
<td>Click <strong>Yes</strong> to confirm that you accept the task.</td>
<td><img src="image2.png" alt="Accept Task" /></td>
</tr>
</tbody>
</table>
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>The <strong>Submit Banking Information</strong> screen is displayed. All fields marked with a red star are mandatory – complete the form and click <strong>Continue</strong>.</td>
<td><img src="image1.png" alt="Screen capture of Submit Banking Information" /></td>
</tr>
<tr>
<td>29.</td>
<td>Click <strong>News</strong> on the menu bar at the top of the screen to view the confirmation notification that the form has been completed.</td>
<td><img src="image2.png" alt="Screen capture of News" /></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>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. <strong>Note:</strong> If the original user tries to complete this task, an error message is displayed.</td>
</tr>
</tbody>
</table>

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.
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 31.  | **Task: Approve Banking Information**  
   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. | ![Picture 1](image1.png) |
| 32.  | Click **Yes** to confirm that you accept the task. | ![Picture 2](image2.png) |
### Appendix A: Become Authorized as a Capacity Auction Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.</td>
<td>Review the information in the form, confirm or edit as required, and click <strong>Approve</strong>.</td>
<td><img src="image1.png" alt="Picture" /></td>
</tr>
<tr>
<td>34.</td>
<td>The original user can view a confirmation notification that the form has been completed by clicking <strong>News</strong> on the menu bar at the top of the screen.</td>
<td><img src="image2.png" alt="Picture" /></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td>Picture</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>35.</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Qualify Capacity using Online IESO

The following table provides step-by-step instructions, with accompanying screen captures, describing how to qualify 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 qualify capacity using **Online IESO**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the <strong>Online IESO</strong> web-based registration system using the following hyperlink: <a href="https://online.ieso.ca/suite/">https://online.ieso.ca/suite/</a> Enter your <strong>Username</strong> and <strong>Password</strong>, and click <strong>Sign In</strong>.</td>
<td><img src="https://online.ieso.ca/suite/" alt="Sign In" /></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Click Actions on the menu bar at the top of the screen. Click Submit Capacity Qualification from the list of available action items displayed on the subsequent screen.</td>
<td>![Image of the screen with the Actions menu and available action items highlighted]</td>
</tr>
</tbody>
</table>

**Appendix B: Qualify Capacity using Online IESO**

November 5, 2019

Introduction to the Capacity Auction

December 2019

Public
Step | Instruction |
--- | --- |
3. | Make note of the **Maximum Capacities IESO is Willing to Procure for <the mentioned year>** (total and zonal) for each season (summer and winter) – listed in both the Pre-Auction Report and at the bottom of the **Submit Capacity Qualification** screen.

**Appendix B: Qualify Capacity using Online IESO**

**TCA LOAD ORG 1 Capacity Auction Submission For 2020**

**Zonal Capacity Submission**

<table>
<thead>
<tr>
<th>Zone</th>
<th>Resource Type</th>
<th>Total Capacity Summer</th>
<th>Virtual Capacity Summer</th>
<th>Total Capacity Winter</th>
<th>Virtual Capacity Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORCE</td>
<td>100</td>
<td>100</td>
<td>160</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>East</td>
<td>9999</td>
<td>9999</td>
<td>9999</td>
<td>9999</td>
<td></td>
</tr>
<tr>
<td>Esse</td>
<td>9999</td>
<td>100</td>
<td>9999</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Niagara</td>
<td>35.1</td>
<td>20.2</td>
<td>25.1</td>
<td>20.2</td>
<td></td>
</tr>
<tr>
<td>NorthEast</td>
<td>66.2</td>
<td>66.2</td>
<td>66.2</td>
<td>66.2</td>
<td></td>
</tr>
<tr>
<td>NorthWest</td>
<td>56.1</td>
<td>56.1</td>
<td>56.1</td>
<td>56.1</td>
<td></td>
</tr>
<tr>
<td>Ottawa</td>
<td>9999</td>
<td>126.9</td>
<td>9999</td>
<td>126.9</td>
<td></td>
</tr>
<tr>
<td>Southwest</td>
<td>9999</td>
<td>287</td>
<td>9999</td>
<td>287</td>
<td></td>
</tr>
<tr>
<td>Toronto</td>
<td>9999</td>
<td>383.2</td>
<td>9999</td>
<td>383.2</td>
<td></td>
</tr>
<tr>
<td>WEST</td>
<td>69.8</td>
<td>69.8</td>
<td>69.8</td>
<td>69.8</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td>Picture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4.   | Click **Add Zonal Information** and (for each Zone) enter the **Resource Type**, **Total Auction Capacity Summer/Winter**, and/or **Virtual Auction Capacity Summer/Winter** for each season that you wish to qualify capacity for, and click **Submit** after verifying your inputs.  
**Note:** If your **Resource Type** is a Capacity Generation Resource, then only enter values in the **Total Auction Capacity Summer** and/or **Total Auction Capacity Winter** fields (an attestation must be submitted).  
If your **Resource Type** is a Demand Response Resource, then enter values in **Total Auction Capacity Summer/Winter** and/or **Virtual Auction Capacity Summer/Winter**. | ![Image](https://example.com/image1.png) ![Image](https://example.com/image2.png) |
5. For organizations with only physical Demand Response Resources, enter values in **Total Auction Capacity Summer** and/or **Total Auction Capacity Winter** fields as applicable.

For organizations with only virtual Demand Response Resources, enter values in **Total Auction Capacity Summer/Winter** and/or **Virtual Auction Capacity Summer/Winter**.

6. If you want to qualify capacity in multiple zones, click **+Add Zonal Information** and repeat.
### Appendix B: Qualify Capacity using Online IESO

#### Step 7

The Estimated Auction Deposit Balance is automatically calculated and displayed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>The Estimated Auction Deposit Balance is automatically calculated and displayed.</td>
</tr>
</tbody>
</table>

![Table showing estimated auction deposit balance](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click the option button corresponding to either <strong>Cash</strong> or <strong>Letter of Credit</strong> to indicate the <strong>Expected Payment Method</strong> for your deposit – additional instructions are displayed for the chosen payment method. <strong>Note:</strong> If you choose <strong>Letter of Credit</strong>, 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 <strong>Comments</strong> field if you choose.</td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>9.</td>
<td>After completing the Deposit Payment Details, click Submit - a dialogue box is displayed showing your Estimated Auction Deposit Balance – click Yes to confirm your submission. <strong>Note:</strong> If there are any errors in the form (e.g., missing information), the form is automatically displayed again with error messages appearing in red font beside the incomplete submission.</td>
</tr>
</tbody>
</table>
### Appendix B: Qualify Capacity using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 10.  | **Task: Submit Capacity Auction Deposit**  
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. | ![Screenshot of the tasks menu with the task highlighted and the accept task confirmation dialog box](image.png) |
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Enter the amount in the <strong>Actual Deposit Paid</strong> field, and click <strong>Submit</strong>.</td>
<td>![Screenshot of the 2020 Capacity Auction Deposit Information page for GENX POWER CORP]({% static 'images/screenSHOT.png' %})</td>
</tr>
</tbody>
</table>

**Deposit Information**

- **Actual Deposit Paid**: $205,364.00

**Auction Deposit Balance is $205,364.00**

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Winter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction Capacity (MW)</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Deposit Required</td>
<td>$103,471.99</td>
<td>$101,892.26</td>
<td>$205,364.00</td>
</tr>
<tr>
<td>Deposit Paid</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Deposit Balance</td>
<td>$205,364.00</td>
<td>$205,364.00</td>
<td>$205,364.00</td>
</tr>
</tbody>
</table>

**Zonal Auction Capacity Submission**

<table>
<thead>
<tr>
<th>Zone</th>
<th>Aggregate Auction Capacity Summer</th>
<th>Total Auction Capacity Summer</th>
<th>Aggregate Auction Capacity Winter</th>
<th>Total Auction Capacity Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEST</td>
<td>0</td>
<td>1.0</td>
<td>0</td>
<td>1.0</td>
</tr>
</tbody>
</table>

CANCEL    MODIFY REQUEST    SUBMIT
### Appendix C: Offer Capacity using Online IESO

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the <strong>Online IESO</strong> web-based registration system using the following hyperlink: <a href="https://online.ieso.ca/suite/">https://online.ieso.ca/suite/</a> Enter your <strong>Username</strong> and <strong>Password</strong>, and click <strong>Sign In</strong>.</td>
<td><img src="https://example.com/sign_in.png" alt="Sign In" /></td>
</tr>
</tbody>
</table>

**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.
## Appendix C: Offer Capacity using Online IESO

### Introduction to the Capacity Auction

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click <strong>Actions</strong> on the menu bar at the top of the screen. Click <strong>Submit Capacity Auction Offer</strong> from the list of available action items displayed on the subsequent screen.</td>
<td><img src="image1.png" alt="Actions" /></td>
</tr>
<tr>
<td>3.</td>
<td>The <strong>Submit Capacity Auction Offer – Select Organization</strong> screen is displayed. Select the option button corresponding to the desired organization, and click <strong>Continue.</strong></td>
<td><img src="image2.png" alt="Select Organization" /></td>
</tr>
</tbody>
</table>
### Appendix C: Offer Capacity using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>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 <strong>Create New Offer</strong>.</td>
</tr>
</tbody>
</table>

![Create New Offer](image-url)
5. Select the desired **Obligation Period** *(i.e., Summer or Winter)*, and **Zone** for which you qualified capacity from the corresponding drop down list.

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

**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.
Appendix D: Become Authorized as a Capacity Market Participant using Online IESO

The following 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Online IESO web-based registration system using the following hyperlink: <a href="https://online.ieso.ca/suite/">https://online.ieso.ca/suite/</a> Enter your Username and Password, and click Sign In.</td>
<td><img src="image" alt="Sign In" /></td>
</tr>
</tbody>
</table>
## Appendix D: Become Authorized as a Capacity Market Participant using Online IESO

### 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.
### Appendix D: Become Authorized as a Capacity Market Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>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.</td>
<td><img src="image" alt="Choose Organization Screen" /></td>
</tr>
<tr>
<td>4.</td>
<td>The Select Participation Type screen is displayed. In the Action to Complete drop-down list, select Enter Market Participation, and click Next.</td>
<td><img src="image" alt="Select Participation Type Screen" /></td>
</tr>
</tbody>
</table>
### Appendix D: Become Authorized as a Capacity Market Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 5.   | **The Market Participation** screen is displayed.  
In the **Market Participation Type** drop-down list, select **Capacity Market Participation**, and click **Next**. | ![Market Participation](image) |
| 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](image) |
### Appendix D: Become Authorized as a Capacity Market Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 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**.  

*Note:* The **Actions** screen is displayed – the message: “Action Completed Successfully” is displayed for a few seconds. | ![Required Tasks to Complete](image) |
| 8.   | **Task: Submit Emergency Preparedness Plan**  

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. | ![Upload Emergency Preparedness Plan](image) |
## Step 9

Click **Yes** to confirm that you accept the task.

![Accept Task](image)

## 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.

### Appendix D: Become Authorized as a Capacity Market Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td><strong>Task: Confirm Connectivity to IESO Information Systems</strong>&lt;br&gt;Click <strong>Tasks</strong> on the menu bar at the top of the screen.&lt;br&gt;Click <strong>Confirm Connectivity for &lt;Your Organization&gt;: Capacity Auction Request</strong> from the list of available tasks displayed on the subsequent screen.</td>
<td><img src="image1" alt="Task: Confirm Connectivity to IESO Information Systems" /></td>
</tr>
<tr>
<td>12.</td>
<td>Click <strong>Yes</strong> to confirm that you accept the task.</td>
<td><img src="image2" alt="Accept Task" /></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td>Picture</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
<td><img src="image" alt="Confirm Connectivity to IESO Information Systems" /></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td>Picture</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>14.</td>
<td><strong>Task: Assign Contact Role(s)</strong>&lt;br&gt;Click <strong>Tasks</strong> on the menu bar at the top of the screen.&lt;br&gt;Click <strong>Assign Contact Role(s) for &lt;Your Organization&gt;</strong> from the list of available tasks displayed on the subsequent screen.&lt;br&gt;Click <strong>Yes</strong> to confirm that you accept the task.&lt;br&gt;&lt;<strong>Note:</strong> A CMP has more mandatory contact roles than a CAP.</td>
<td>![Instructions Picture]</td>
</tr>
</tbody>
</table>
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.
### Step 16.
The **Choose Contact Type for Assignment** screen is displayed – review and click **By Person**.
Click **Search for Person** to search for a person registered in the IESO database.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>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.</td>
<td><img src="image" alt="Select Registered Person" /></td>
</tr>
</tbody>
</table>
### Appendix D: Become Authorized as a Capacity Market Participant using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td><strong>Note:</strong> If a person is not already in the IESO database, you must register that individual by clicking <a href="#">Register New Person</a>, and providing their contact information. Repeat for each contact role – once all mandatory roles have been assigned, click <a href="#">Done</a>.</td>
<td><img src="image" alt="Register New Person" /></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td>Picture</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>19.</td>
<td>After all roles are filled with the appropriate registered person(s), the <strong>Add Mandatory Contact Roles</strong> screen is displayed – click <strong>Done</strong>.</td>
<td><img src="image" alt="" /></td>
</tr>
</tbody>
</table>
## 20. Assign Optional Contact Roles

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

### Picture

![Assign Optional Contact Roles](image)

**Request Details**
- **Request Number**: 12345
- **Organization**: POWERTRAL INC
- **Request Type**: Owner - Main Participation
- **Participation Type**: CHP, MGP, DMP, Operator, CWP, Owner, CWP, RMP

### Optional Contact Roles

<table>
<thead>
<tr>
<th>Name</th>
<th>For Person or Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution Information Contact</td>
<td>Person</td>
</tr>
<tr>
<td>Control Room Section</td>
<td>Section</td>
</tr>
</tbody>
</table>

- **Need Help?**
### Appendix D: Become Authorized as a Capacity Market Participant using Online IESCO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 21.  | **Task: Submit Prudential Information**  
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). | ![Screenshot showing task selection](image1.png)  
**Tasks (2)**  
![Accept Task](image2.png)  
Yes |
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>The <strong>Capacity Prudential Support Information</strong> screen is displayed – click <strong>Submit</strong>.</td>
<td><img src="image" alt="Capacity Prudential Support Information" /></td>
</tr>
</tbody>
</table>
## Step 23.

Enter the required prudential support obligation amount in the **Actual Amount to be Posted** field, select the **Payment Method** from the drop-down list (the Letter of Credit must be provided per the template), enter the name of the bank in the **Bank** field, and click **Submit** to confirm the information submission.
Appendix E: Register/Update Virtual Demand Response Resources using Online IESO

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Online IESO web-based registration system using the following hyperlink: <a href="https://online.ieso.ca/suite/">https://online.ieso.ca/suite/</a></td>
<td><img src="image" alt="Sign In Page" /></td>
</tr>
<tr>
<td></td>
<td>Enter your <em>Username</em> and <em>Password</em>, and click Sign In.</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix E: Register/Update Virtual Demand Response Resources using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click <strong>Actions</strong> on the menu bar at the top of the screen. Click <strong>Manage Resources</strong> from the list of available action items displayed on the subsequent screen.</td>
</tr>
</tbody>
</table>

![Image of the online IESO interface showing the 'Actions' tab and 'Manage Resources' action]

---

Insert the necessary instructions or steps related to registering or updating virtual demand response resources using the Online IESO platform as shown in the provided image. Include any relevant screenshots or diagrams to illustrate the process.
### Appendix E: Register/Update Virtual Demand Response Resources using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>The Manage Resources screen is displayed. Select the option button corresponding to <strong>Register Resources for Virtual Capacity Obligations</strong>, and click <strong>Next</strong>.</td>
<td><img src="image" alt="manage_resources" /></td>
</tr>
<tr>
<td>4.</td>
<td>Select the appropriate organization from the <strong>Owner Organization</strong> drop-down list, and click <strong>Next</strong>.</td>
<td><img src="image" alt="manage_resources" /></td>
</tr>
</tbody>
</table>
### Step 5

The **Request New Virtual Resource(s)** screen is displayed. Select the check box corresponding to the zone(s) for your resource, and click **Next**.

![Request New Virtual Resource(s) screen](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>The <strong>Request New Virtual Resource(s)</strong> screen is displayed. Select the check box corresponding to the zone(s) for your resource, and click <strong>Next</strong>.</td>
</tr>
</tbody>
</table>
### Step 6

**Instruction:** 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Identify the Metered Market Participant (MMP), the Registered Market Participant (RMP), and the Virtual DR Resource Type for each resource, and click <strong>Submit Request</strong>.</td>
<td><img src="image" alt="Register Virtual Resources" /></td>
</tr>
</tbody>
</table>

**Note:** After the IESO approves the resource modelling name, another task is initiated.
### Step 7

The **Manage User – Resource Relationship** screen is displayed. Select the appropriate resource(s), and click **Add Selected User(s) to all Resources**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The <strong>Manage User – Resource Relationship</strong> screen is displayed. Select the appropriate resource(s), and click <strong>Add Selected User(s) to all Resources</strong>.</td>
</tr>
</tbody>
</table>

![Image of Manage User - Resource Relationship screen](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Review/confirm your selection, and click <strong>Submit</strong>.</td>
<td><img src="image_url" alt="Instructions" /></td>
</tr>
</tbody>
</table>
### Appendix E: Register/Update Virtual Demand Response Resources using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>The <strong>Confirm User – Resource Relationship Changes</strong> screen is displayed. Click <strong>Confirm</strong>.</td>
<td><img src="image" alt="Confirm User - Resource Relationship Changes" /></td>
</tr>
</tbody>
</table>

**Note:** The IESO issues a Registration Approval Notice (RAN) after completing an assessment of the submission.
Appendix F: Allocate Physical Resources to a Capacity Obligation using Online IESO

The following table provides step-by-step instructions, with accompanying screen captures, describing how to allocate physical resources to a capacity obligation using the Online IESO web-based registration system.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Online IESO web-based registration system using the following hyperlink: <a href="https://online.ieso.ca/suite/">https://online.ieso.ca/suite/</a> Enter your <strong>Username</strong> and <strong>Password</strong>, and click Sign In.</td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
</tbody>
</table>
## 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: Designate your Resource as a Capacity Resource

The Manage Resources screen is displayed.

Select the option button corresponding to Manage Energy Resources, and click Next.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Designate your Resource as a Capacity Resource</td>
</tr>
</tbody>
</table>

### Step 4: Select your organization and facility from the respective drop-down lists, and click Next.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Select your organization and facility from the respective drop-down lists, and click Next.</td>
</tr>
</tbody>
</table>
### Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 5.   | Choose your resource by selecting the appropriate check box in the Existing Resource List, and click Modify Resource. **Important Note:** Follow the steps indicated below, based on your resource type:  
**Capacity Generation Resources:** Steps 6 – 7,  
**Physical Demand Response Resources:** Steps 8 – 9. | ![Manage Resources at GENY_TCA Facility](image) |
### Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>Capacity Generation Resources</strong>&lt;br&gt;1) Select the check box labelled <em>Designate this Resource as a Capacity Generation Resource</em>.&lt;br&gt;2) Enter the <strong>Proposed Effective Date</strong> for the change to take place in the corresponding field (the effective date must be at least 2 business days from the current day).</td>
<td><img src="image" alt="Generator Resource Details" /></td>
</tr>
</tbody>
</table>
Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>The <strong>Manage Resources at &lt;Your Organization&gt;</strong> screen is displayed. Click <strong>Submit</strong> to confirm the change.</td>
<td><img src="image" alt="Manage Resources at GENY_TCA Facility screenshot" /></td>
</tr>
</tbody>
</table>
### Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td><strong>Demand Response Resources</strong>&lt;br&gt;1) Select the check box labelled <em>Designate this Resource as a DR Resource.</em>&lt;br&gt;2) Enter the <em>Proposed Effective Date</em> for the change to take place in the corresponding field.</td>
<td><img src="image" alt="Demand Response Resource Details" /></td>
</tr>
</tbody>
</table>
### Step 9.

The Manage Resources at <Your Organization> screen is displayed. Click **Submit** to confirm the change.

![Image of Manage Resources at ABC Company Facility](image)

**Modified Resource List**

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Resource Type</th>
<th>New or Registered</th>
<th>Action</th>
<th>Connection Point</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC_COMPANY_LOAD_DL</td>
<td>LOAD</td>
<td>Registered</td>
<td>Update</td>
<td>ABC Company CP</td>
<td>Ready For Review</td>
</tr>
<tr>
<td>ABC_COMPANY_LOAD_DL2</td>
<td>LOAD</td>
<td>Registered</td>
<td>Update</td>
<td>ABC Company CP</td>
<td>Ready For Review</td>
</tr>
</tbody>
</table>

**Existing Resource List**

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Resource Type</th>
<th>Connection Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC_COMPANY_LOAD_DL</td>
<td>LOAD</td>
<td>ABC Company CP</td>
</tr>
<tr>
<td>ABC_COMPANY_LOAD_DL2</td>
<td>LOAD</td>
<td>ABC Company CP</td>
</tr>
</tbody>
</table>

- [EDIT REMOVE]
- [MODIFY RESOURCE DECOMMISSION]
- [CANCEL]
- [SUBMIT]
### Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 10.  | Click **Actions** on the menu bar at the top of the screen. Click **Manage Capacity Auction Commitments** 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 Demand Response Resources:** Steps 11 – 14.  
**Capacity Generation Resources:** Steps 15 – 18. | ![Instruction Picture](image) |
### Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td><strong>Manage Physical Capacity Obligation for Organization with Physical Demand Response Resource(s)</strong></td>
<td><img src="image.png" alt="" /></td>
</tr>
<tr>
<td></td>
<td>The Manage Capacity Auction Commitments screen is displayed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select the Capacity Market Participant - Owner from the drop-down list, select the Manage Physical Capacity Obligation option button, and click Next.</td>
<td></td>
</tr>
</tbody>
</table>
## Step 12.

The **Manage Physical Capacity Obligation** screen is displayed. Click **Add Commitment**.

### Picture

**Manage Physical Capacity Obligation**

- **Organization**: RED LAKE GOLD MINES (109414)
- **Request Number**: 4017

**Capacity Auction Obligations and Commitments**

<table>
<thead>
<tr>
<th>Obligation Period and Committed Resources</th>
<th>Zone</th>
<th>Obligation Type</th>
<th>Resource Type</th>
<th>Capacity Obligation (MW)</th>
<th>Committed Capacity (MW)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2019</td>
<td>NORTHWEST</td>
<td>Physical</td>
<td>Physical DR Resource</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>NORTHWEST</td>
<td>Physical</td>
<td>Physical DR Resource</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>BRUCE</td>
<td>Physical</td>
<td>Physical DR Resource</td>
<td>11</td>
<td>0</td>
</tr>
</tbody>
</table>

**Submission Comments**

- 

**Buttons**: Add Commitment, Cancel, Submit
### Step 13.

The **Add Capacity Auction Commitment** screen is displayed.

Select the appropriate check box in the **Select a Capacity Auction Obligation** section.

Select the appropriate check box in the **Select a Capacity Auction Resource** section **Commitment Details** information is displayed.

Enter **Auction Capacity for this Resource (MW)** in the corresponding field, and click **Add Commitment**.

**Note:** The auction capacity value can be less than or equal to the capacity obligation, and must not exceed the maximum active power capability of the selected resource.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>The Manage Physical Capacity Obligation screen is displayed. Review the information, upload the applicable Final Connection Assessments Report per the on-screen instructions, and click Submit. <strong>Note:</strong> An organization with Physical Demand Response Resources must attach documentation indicating that no connection assessment is required. Refer to Market Manual 2 Part 2.10 for more information.</td>
<td><img src="image" alt="Manage Physical Capacity Obligation" /></td>
</tr>
</tbody>
</table>
### Step 15: Capacity Generation Resources

The Manage Capacity Auction Commitments screen is displayed. Select the Capacity Market Participant - Owner from the drop-down list, select the Manage Physical Capacity Obligation option button, and click Next.
Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td><strong>The Manage Physical Capacity Obligation</strong> screen is displayed. Click <strong>Add Commitment</strong>.</td>
<td><img src="image_url" alt="Manage Physical Capacity Obligation" /></td>
</tr>
</tbody>
</table>
### Step 17

The **Add Capacity Auction Commitment** screen is displayed.

- Select the appropriate check box in the **Select a Capacity Auction Obligation** section.
- Select the appropriate check box in the **Select a Capacity Auction Resource** section.

**Commitment Details** information is displayed.

Enter **Auction Capacity for this Resource (MW)** in the corresponding field, and click **Add Commitment**.

**Note:** The auction capacity value can be less than or equal to the capacity obligation, and must not exceed the maximum active power capability of the selected resource.
### Appendix G: Allocate Physical Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>The <strong>Manage Physical Capacity Obligation</strong> screen is displayed. Review the information, and click <strong>Submit</strong>.</td>
<td><img src="image-url" alt="Manage Physical Capacity Obligation" /></td>
</tr>
</tbody>
</table>
Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

Manage Contributors

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Online IESO web-based registration system using the following hyperlink: <a href="https://online.ieso.ca/suite/">https://online.ieso.ca/suite/</a> Enter your Username and Password, and click Sign In.</td>
<td><img src="Screenshot" alt="Login Screen" /></td>
</tr>
</tbody>
</table>

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.
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>If your organization already has a request open under another resource, then the Manage Contributor Request screen is displayed. Click Next. <strong>Note</strong>: It is possible to cancel the request, provided that the request has not passed final approval.</td>
<td><img src="image1.png" alt="Manager Contributor Request" /></td>
</tr>
<tr>
<td>4.</td>
<td>Select a Demand Response Resource from the drop-down list. <strong>Important Note</strong>: Follow the steps indicated below, based on your resource category: Commercial and Institutional (C&amp;I) Resources: Steps 5 – 11. Residential Resources: Steps 12 – 17.</td>
<td><img src="image2.png" alt="Contributor Management" /></td>
</tr>
</tbody>
</table>
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. (C&amp;I)</td>
<td><strong>Commercial and Institutional (C&amp;I) Resources</strong>&lt;br&gt;The screen is populated with registration data for the selected resource – click <strong>Add Virtual Contributor</strong> or <strong>Add Physical Contributor</strong> (based on your requirements).</td>
<td><img src="image-url" alt="Image" /></td>
</tr>
</tbody>
</table>
### 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.
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>For physical contributors, provide details for each contributor on the form (a red asterisk indicates a mandatory item).</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the resource ID type is invalid, the system will check and return the following error message:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“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.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Click <strong>Save</strong>, and then to complete the submission, select <strong>Click Here to Finish Submission</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

#### 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](image)

**Contributor Registry**

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>Type</th>
<th>Auction Capacity (MW)</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>167447</td>
<td>Test11</td>
<td>VIRTUAL</td>
<td>2</td>
<td>X</td>
</tr>
</tbody>
</table>

**Resource Capacity**

- Capacity Obligation (MW): 14.3
- Obligation Period: 2019 - Summer

**Timelines for Request**

- Proposed Effective Date: October 1, 2019
- Request Submission Deadline: September 15, 2019

**Business Days Left to Submit a Completed Request: 15**
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. (C&amp;I)</td>
<td>An email confirmation notification is sent.</td>
<td><img src="image.png" alt="Email Confirmation Notification" /></td>
</tr>
</tbody>
</table>

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.

Please follow this link to log-in to Online IESO. The SRR is available under: Reports > Manage Contributor - Demand Response Contributors Report.
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 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. | ![Image of the Demand Response - Contributors Report](image-url) |
Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>(C&amp;I) Click the desired Site Registration Report (SRR), and use the pop-up on the screen to download the file.</td>
<td><img src="image" alt="company abc - dr resource active srr's as of april, 01, 2016" /></td>
</tr>
<tr>
<td>12.</td>
<td>(Res) Residential Resources</td>
<td><img src="image" alt="contributor management - 187536 - southwest - auction - residential" /></td>
</tr>
</tbody>
</table>

The Contributor Management screen is populated with registration data for the selected resource – click Add Monthly Residential Contributor Group.
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. (Res)</td>
<td>Enter <strong>Contributor Details</strong>, and upload the Contributor list file. Click <strong>Save</strong> to create the new Residential Contributor.</td>
<td><img src="image" alt="Add New Residential Contributor" /></td>
</tr>
</tbody>
</table>

**Contributor list format:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributor Address</td>
<td>LDC Name</td>
<td>LDC Account#</td>
<td>Control Group Flag (Y/N)</td>
</tr>
</tbody>
</table>
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Upon completing the forms, you can view added contributor(s) on the Contributor Management screen in the New Contributors Added section. Click Submit, and then to complete the submission select <a href="#">Click Here to Finish Submission</a>.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Contributor Management - 187536 - SOUTHWEST - Auction - Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request Information</strong></td>
</tr>
<tr>
<td>Request Number</td>
</tr>
<tr>
<td>Organization Name</td>
</tr>
<tr>
<td><strong>Timelines for Request</strong></td>
</tr>
<tr>
<td>Proposed Effective Date</td>
</tr>
<tr>
<td>Request Submission Deadline</td>
</tr>
</tbody>
</table>

**Resource Capacity**
- Capacity Obligation (MW): 30
- Obligation Period: 2019–Summer

**New Contributors Added**

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>Type</th>
<th>Auction Capacity (MW)</th>
<th>Status</th>
<th># of Control Contributors</th>
<th># of Treatment Contributors</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>187536</td>
<td>MIDDLEPORT-LT-PAYNL_OPA</td>
<td>RESIDENTIAL</td>
<td>30</td>
<td>PENDING</td>
<td>400</td>
<td>200</td>
<td>X</td>
</tr>
</tbody>
</table>

**To be Removed Contributors**

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>Type</th>
<th>Auction Capacity (MW)</th>
<th>Status</th>
<th># of Control Contributors</th>
<th># of Treatment Contributors</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>187551</td>
<td>MIDDLEPORT-LT-PAYNL_OPA</td>
<td>RESIDENTIAL</td>
<td>20</td>
<td>PENDING</td>
<td>300</td>
<td>2</td>
<td>X</td>
</tr>
</tbody>
</table>

---

Submit Request - Confirmation

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Number</td>
</tr>
<tr>
<td>Organization Name</td>
</tr>
<tr>
<td>Contributor Effective Month</td>
</tr>
</tbody>
</table>

Request has been submitted successfully

[Submit Request - Confirmation](#)
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. (Res)</td>
<td>An email confirmation notification is sent.</td>
<td><img src="image" alt="Email Confirmation Notification" /></td>
</tr>
</tbody>
</table>

---

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.
Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| 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. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. (Res)</td>
<td>Click the desired <strong>Residential Contributor File</strong>, and use the pop-up on the screen to download the file.</td>
<td><img src="image" alt="Picture" /></td>
</tr>
</tbody>
</table>
Split/Modify Virtual Obligations

The following table provides step-by-step instructions, with accompanying screen captures, describing how to split/modify virtual obligations using the Online IESO web-based registration system.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Actions</strong> on the menu bar at the top of the screen. Click <strong>Manage Capacity Auction Commitments</strong> from the list of available action items displayed on the subsequent screen.</td>
<td><img src="image1.png" alt="Instructions" /> <img src="image2.png" alt="Instructions" /> <img src="image3.png" alt="Instructions" /></td>
</tr>
</tbody>
</table>
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 2.   | **Split Virtual Demand Response Obligations**  
The Manage Capacity Auction Commitments screen is displayed.  
Select the *Capacity Market Participant - Owner* from the drop-down list, select the *Split Virtual Obligations* option button, and click *Next*. | ![Picture](image1.png) |
| 3.   | The *Modify Virtual Obligation Resource Assignment* screen is displayed – click *Next*. | ![Picture](image2.png) |
### Step 4

4. Enter the obligation capacity amounts for the new obligation capacities for each **Selected Zone** and **Obligation Period**, assign the **Committed Resource** for the new obligation, and click **Confirm**.

**Note:** The sum of the new obligation capacities must equal the existing obligation capacity.

Obligation capacities must be greater or equal to 1 MW.

![Request Virtual Capacity Obligation Split](image)

### Step 5

5. Review the **Request Details** information, and click **Submit Request**.

**Note:** After **Submit Request** is clicked, Online IESO asks again for confirmation.

After the split is confirmed, your private report will be updated the following day.

An email confirmation notification is also sent.

![Request Virtual Capacity Obligation Split](image)
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>Modify (Fully Allocate) Virtual Demand Response Obligations</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select the appropriate <strong>Owner Organization</strong> from the drop-down list, select</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the <strong>Modify Virtual Obligation on Resource Type</strong> option button to fully</td>
<td></td>
</tr>
<tr>
<td></td>
<td>allocate the virtual obligation, and click <strong>Next</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix G: Allocate Demand Response Resources to a Capacity Obligation using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 7.   | Select the appropriate **Zone option button** and **Zone Obligations** check box that you wish to transfer, and click **Next**.  
**Note:** If an obligation was previously split, then full allocation of a virtual resource is not permitted. | ![](image) |
### Step 8

Select a **Virtual Resource** from the drop-down list for the transfer, and click **Next**.

Review the information, and click **Confirm**.

An email confirmation notification is sent.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Select a Virtual Resource from the drop-down list for the transfer, and click Next. Review the information, and click Confirm. An email confirmation notification is sent.</td>
<td><img src="image_url" alt="Picture" /></td>
</tr>
</tbody>
</table>
Appendix H: Submit Demand Response Measurement Data using Online IESO

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Online IESO web-based registration system using the following hyperlink: <a href="https://online.ieso.ca/suite/">https://online.ieso.ca/suite/</a> Enter your Username and Password, and click Sign In.</td>
<td>![Image of login page]</td>
</tr>
</tbody>
</table>

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.
### Appendix H: Submit Demand Response Measurement Data using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
</table>
| 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.** | ![Image of Demand Response Resource selection](image.png) |
### Appendix H: Submit Demand Response Measurement Data using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. (C&amp;I) Commercial and Institutional (C&amp;I) Resources</td>
<td>The screen is populated with registration data for the selected resource – click <strong>Upload</strong> to locate and upload a measurement data file (in CSV format only). <strong>Note:</strong> The system will indicate the data required in the measurement submission (i.e., months of interest).</td>
<td><img src="" alt="Screenshot of the measurement data submission page" /></td>
</tr>
<tr>
<td>Step</td>
<td>Instruction</td>
<td>Picture</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>5.</td>
<td>(C&amp;I)</td>
<td><img src="https://example.com/image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

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.
### Step 6. (C&I)

<table>
<thead>
<tr>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>The screen is populated with results when the validation process is complete.</td>
</tr>
</tbody>
</table>

**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).

**Picture**

![Validate and Confirm Measurement Data](image)

- **Validation Details**
  - Uploaded Measurement Data File: DMA_MGS_T64.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: 25446
  - Number of Records in Uploaded File: 16497

- **Select revised file to upload**: [UPLOAD] [DROP FILE HERE]
## 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.

### Instructions

1. Request Information
   - **Request Number:** 19112
   - **Organization Name:** ENERGY AEC
   - **Resource ID:** 183416
   - **Obligation Period:** 2019 - Summer

2. **Validation Details**
   - **Uploaded Measurement Data File:** DN_MCS_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.

<table>
<thead>
<tr>
<th>LINE #</th>
<th>DATE</th>
<th>TIME</th>
<th>CH1</th>
<th>CH2</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>2019/05/01</td>
<td>01:0000</td>
<td>73.8</td>
<td>1</td>
</tr>
<tr>
<td>30</td>
<td>2019/05/01</td>
<td>4</td>
<td>73.2</td>
<td>0</td>
</tr>
<tr>
<td>43</td>
<td>2019/05/01</td>
<td>02:0000</td>
<td>-0.1</td>
<td>0</td>
</tr>
<tr>
<td>0440</td>
<td>2019/06/05</td>
<td>2019/13/05</td>
<td>79.4</td>
<td>0</td>
</tr>
</tbody>
</table>

   Select revised file to upload *

   [UPLOAD] **Drop file here**
### Appendix H: Submit Demand Response Measurement Data using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>A confirmation page is displayed after the file has been successfully validated. Click <strong>Finish</strong> to complete the process.</td>
<td><img src="image1.png" alt="Confirmation Page" /></td>
</tr>
<tr>
<td>9.</td>
<td>An email confirmation notification is sent after the IESO has implemented and approved the measurement data submission.</td>
<td><img src="image2.png" alt="Email Confirmation" /></td>
</tr>
</tbody>
</table>
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.
### 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**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>The screen is populated with results when the validation process is complete.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: This example is a passed validation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The validation will check:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• That the file format meets requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• That data is only submitted for the activation days.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specific errors will be identified if the data does not pass validation.</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix H: Submit Demand Response Measurement Data using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>A confirmation page is displayed after the file has been successfully validated. Click <strong>Finish</strong> to complete the process.</td>
<td><img src="image" alt="Confirmation Page" /></td>
</tr>
</tbody>
</table>
### Appendix H: Submit Demand Response Measurement Data using Online IESO

<table>
<thead>
<tr>
<th>Step (Res)</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>An email confirmation notification is sent after the IESO has implemented and approved the measurement data submission.</td>
</tr>
</tbody>
</table>

![Email Confirmation Notification](image.png)

*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:** 424450
- **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.
### Appendix H: Submit Demand Response Measurement Data using Online IESO

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>To view measurement submissions for each zone/Demand Response Resource by activation, select <strong>Demand Response Auction Measurement Data Submission Report</strong> in the <strong>Reports</strong> tab. <strong>Note:</strong> You can view all the details of your submissions for any previous activations. Select <strong>Export Results to Excel</strong> to export the <strong>Contributors Report</strong> to Excel. The <strong>Contributors Report</strong> is now available for download as an Excel workbook.</td>
<td><img src="image" alt="Table" /></td>
</tr>
</tbody>
</table>