

# microFIT (Feed-In Tariff) Program

## Registration and My microFIT Home Page Instructions



*The Registration Instructions for the microFIT Program are provided for the sole purpose of assisting you with the registration process by giving you a general overview of the registration process. Please note that the Registration Instructions do not contain details of the microFIT Program and are not binding on the IESO.*

*Further, the IESO may change, modify, amend or update the registration process at any time and without notice. While the IESO will endeavour to keep the Registration Instructions current, the IESO cannot guarantee their accuracy or completeness.*

*Please refer to the microFIT Rules and microFIT Contract for terms and conditions applicable to the microFIT Program.*

**References:**

microFIT Rules v. 4.1  
microFIT Contract v. 4.1

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## microFIT Registration Instructions Version 4.1

This document will outline the steps that are required to register for the [microFIT Program](#). By registering for the microFIT Program, a personalized page called “[My microFIT Home Page](#)” will be created for you and you will be able to create and submit a microFIT Application as well as check and review emails from the IESO.

Capitalized terms not defined in this document have the meaning ascribed to them in the microFIT Rules, Version 4.1.

### **STEP 1: REVIEW PROGRAM DOCUMENTS**

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You must be an Eligible Participant to submit an Application to the microFIT Program and be offered a microFIT Contract. The Eligible Participant Schedule identifies which types of Applicants are eligible to submit an Application to the microFIT Program and the requirements for each.

Before registering, you are strongly encouraged to review the microFIT Rules, Eligible Participant Schedule and microFIT Contract to determine if you meet the eligibility requirements. If you decide that the microFIT Program is right for you, please follow the steps below.

### **STEP 2: COMPLETE AND SUBMIT THE REGISTRATION FORM**

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To register for the microFIT Program, please visit the [microFIT website](#) and click on the “Register” button on the right-hand side of the website.



Once you have clicked on the “Register” button, you will be redirected to the registration form. At this stage, you will be required to create a unique username and password that will be used throughout the Application and Contract process. You will also be required to enter Applicant and contact information. Figure 1 below shows the fields that must be completed in order to submit your registration. Once these fields have been completed, click on the “Submit” button and proceed to Step 3.

# microFIT Registration Instructions Version 4.1

Username:\*  Username is available.

Password:\*  Use strong password

Confirm Password:\*

Legal Name of Registrant:\*

Primary Contact First Name:\*

Primary Contact Last Name:\*

Primary Contact Email:\*

Confirm email address:\*

Address:\*

City/Town:\*

Country:\*

Province/State/Region:\*

Postal/ZIP Code:   
(mandatory for Canada and US)

Phone Number:\*  Valid Phone Number

Extension:

Challenge Question:\*

Challenge Answer:\*

**7 ANGOR**

[Request another image](#)  
Please enter the characters shown in the above graphic

What is the first name of your favourite aunt?  
What is the name of your favourite author?  
What is your mother's maiden name?  
What is the name of your favourite movie?  
What was your first pet's name?  
What was the name of your favourite teacher?  
Where is your favourite vacation location?

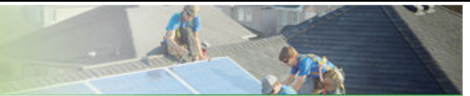
**FIGURE 1: REGISTRATION FORM**

## **STEP 3 – REVIEW AND AGREE TO THE MICROFIT WEBSITE TERMS OF USE**

After you have clicked on the “Submit” button, you will be required to review and agree to the Website Terms of Use. These terms and conditions constitute a legal agreement between you and the IESO regarding your access to and use of the websites related to the microFIT Program. The websites are intended to provide you with informational resources relating to the microFIT Program and your Application, as well as the tools and features to participate in the microFIT Program. Figure 2 illustrates how the Website Terms of Use will be displayed on your computer. You are able to access a copy of the Website Terms of Use by clicking [here](#). Once you have reviewed and agreed to the Website Terms of Use, click the “Submit Registration” button illustrated in Figure 3.



## microFIT Program



### Register for the microFIT Program

#### WEBSITE TERMS OF USE

##### **Acceptance of these Terms and Conditions**

The terms and conditions set out in these Terms of Use (the "Terms and Conditions") constitute a legal agreement between you and the Independent Electricity System Operator (the "IESO"), the owner and operator of the [powerauthority.on.ca](http://powerauthority.on.ca), the [microFIT.powerauthority.on.ca](http://microFIT.powerauthority.on.ca) and the [mymicroFIT.powerauthority.on.ca](http://mymicroFIT.powerauthority.on.ca) websites (together, the "Website"), regarding your access to and use of the Website. The IESO reserves the right, in its sole discretion and without prior notice or liability, to change, modify, add to, or delete any of these Terms and Conditions at any time. It is your responsibility to ensure that you review these Terms and Conditions regularly to stay current on such updates or modifications. Your access or use of the Website or its Content (as defined herein) after such updated or modified Terms and Conditions have been posted signifies your acceptance of the Terms and Conditions, as updated or modified. Each time you use the Website you are agreeing to these Terms and Conditions as it then reads. If you do not agree with any of the Terms and Conditions you may not access or use the Website. By indicating "I Agree" upon your registration for the Website or by accessing this Website in any manner you are agreeing to these Terms and Conditions.

##### **Purpose**

This Website is intended to enable participation in the micro feed-in tariff program ("microFIT Program") administered by the IESO (the "Purpose"). The Website is intended to provide you with informational resources relating to the microFIT Program and your application as well as tools and features to participate in the microFIT Program (collectively referred to as the "Content" in these Terms and Conditions). You agree to use the Website and the Content only for such Purpose. While the IESO makes best efforts to ensure that the Website and the Content are complete, accurate and up to date, you should not rely on the statements contained herein without referring to specific documentation or other supporting material relating to the microFIT Program.

##### **Permission to Use the Website**

You are only authorized to access or use the Website if you agree to use the Website and the Content for the Purpose, and if you agree to abide by all applicable local, national or international laws, rules and regulations, and these Terms and Conditions. This Website is designed for use in Ontario, Canada. You may not use the Website or the Content if you live in a jurisdiction where laws (whether common or statutory) would: (i) void these terms in whole or in any essential part (the essential parts being at least, but not only, the provisions relating to the governing law, the disclaimer and the limitation of liability); or (ii) render accessing or using the Website or the Content illegal.

**Use of the Website and the Content by Representatives of an Applicant or Supplier** The Website and the Content is provided for the benefit of an Applicant or Supplier under the microFIT Program. If you are a representative, agent or other party authorized to act on behalf of an Applicant or Supplier (a "Representative"), you are only authorized to access or use the Website and the Content for the Purpose with respect to one Applicant or Supplier. Without

**FIGURE 2: WEBSITE TERMS OF USE**

Any rights not expressly granted by these Terms and Conditions are reserved to the IESO.

I agree to the above terms and conditions

Submit Registration

Cancel

**FIGURE 3: AGREEMENT TO TERMS AND CONDITIONS**

## STEP 4 – VALIDATE EMAIL ADDRESS

Once you have submitted your registration and agreed to the Website Terms of Use, your account will be created and a confirmation email will be sent to the email address that you provided in the registration form. To complete the registration process, check your inbox for the confirmation email that will be sent to you. If you cannot find the email in your inbox, please check your junk mail or spam filters. Once you retrieve your confirmation email, follow the instructions set out in the email. When the registration process is complete, a confirmation message will be displayed on your computer.

## STEP 5 – LOG IN TO MY MICROFIT HOME PAGE

In Step 2, you created a username, password, challenge question and answer. Please be sure to retain these details for future reference. Your username and password will be required to log in to your personalized page called “[My microFIT Home Page](#)”.

You are now ready to create and submit an Application. To do so, you must log in to your “My microFIT Home Page”. Your username and password will be required as illustrated below in Figure 4. All the details regarding your Application will be accessible through your “My microFIT Home Page”. You will also be able to check and review messages sent by the IESO through this portal.

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Log in to My microFIT Home Page

If you have already registered and you have received the confirmation email and verified your email address please log in below:

Required fields are marked \*

Username:\*

Password:\*

VN4EEA

Request another image

Please enter the characters shown in the above graphic into the field below.

Login

Forgot my username

Forgot my password

Register

FIGURE 4: MY MICROFIT HOME PAGE

**Reminder:** Don't forget to record your user name and password because this is the only way to access your account and microFIT Application.