

MSP Revenue Metering Contact –About the Role

Each organization that is authorized as a Metering Service Provider (MSP) must have at least one MSP-Revenue Metering Contact registered with the IESO. The MSP-Revenue Metering Contact is responsible for initiating and completing requests to register, update and de-register revenue meter installations, through Online IESO

Logging In

- Go to <https://online.ieso.ca>
- Enter your IESO user account name and password (the same used for the IESO Portal).
- Note: If you have not already done so, log in at <https://portal.ieso.ca> to set up your secret questions and answers so that you can reset your password yourself.

The first page you see in Online-IESO is the News page with updates of recent activities in the system.

The Actions page allows you to begin a request, while Tasks will show if you have any pending assignments to complete.

The Records Page allows you to access master and in-flight request data.

Fulfilling The Role

Review and, if necessary, change your own contact information.

- On the Actions page, select “Manage My Information”.

Review the business contact information shown and make any necessary changes. Be sure to keep your telephone number and email up to date.

Register Revenue Meter Installation Requests

An MSP-Revenue Metering Contact is the only contact

MSP-Revenue Metering Contact Responsibilities:

1. Initiate Manage Meter Installation requests
2. Receive certain notices to complete tasks associated with a Manage Meter Installation request. Note that each registered MSP-Revenue Metering Contact at your organization will receive the tasks that are issued to your organization.
3. Receive tasks associated with Manage Meter Installation requests that were initiated by another organization authorized as a MSP. These tasks will include submitting totalization tables for impacted delivery points and approving Site Registration Reports (SRR's) for your impacted delivery points.
4. Monitor the status of Manage Meter Installation requests using the News and Records pages to track in-flight and completed requests.
5. Access data that has been submitted for an in-flight Manage Meter Installation request.
6. Access your organization's master data related to meter installations and delivery points.

role that can initiate Manage Meter Installations for an organization and receive tasks for metering requests from another MSP organization.

The MSP-Revenue Metering Contact is the main point of contact with the IESO for Manage Meter Installation requests.

- On the Actions page, select “Manage Meter Installation”. If you are an MSP-Revenue Metering Contact for more than one organization, you must indicate the MSP organization the request is for.

- Choose the type of metering request you would like to submit - Register Meter Installations, Update Meter Installations, Like-for-Like/Master File Update or Deregister Meter Installations. The system will guide you through different screens and generate the required tasks for each request.

Complete Assigned Tasks

As a MSP-Revenue Metering Contact you will receive the majority of the tasks for a metering request.

Task notifications will be sent out to all MSP-Revenue Metering Contacts at your organization when tasks are assigned to your group.

Tasks on the tasks page will display the associated request number and meter installation ID(s). You accept the task you wish to complete by clicking the task. The task will be removed from the group of MSP-Revenue Metering Contacts and will now be assigned only to you.

Tasks that include submissions to IESO for review may be rejected and returned to you to make changes to your submission.

Monitor Register Revenue Meter Installation Requests

The MSP-Revenue Metering Contact will have visibility to the status of all metering requests at the organization they are representing through the News and Records pages.

A News Feed post will be generated for each Register Revenue Meter Installation request. As tasks are completed the post will be updated with comments to indicate task completion or rejection.

As a MSP-Revenue Metering Contact you can create your own comments on the post. This serves as a method of communication internally within your organization along with the IESO.

A report will be created for each request that tracks the progress of the request and the status of all tasks. It is found on the Records page using the Meter Installation Request Tracking Reports link. It can also be accessed through the News page by clicking the blue button under the related news feed post.

View Metering Master Data

MSP-Revenue Metering Contacts have access to all registered meter related master data including in-flight request data.

The data associated with an in-flight request is only accessible for ongoing requests so you can review information that has been submitted throughout the request. Once the request is complete the data becomes master data.

- On the Records page, select the Record for in-flight metering requests and all in-flight requests will be displayed. Select a request and all data submitted for the request will be accessible including documents submitted through the request.
- To view master data, select the Meter Installations record and the registered meter installation you would like to view the data for.

The master data record will display the most recent registered data. As updates are made to the meter installation and delivery points, the changes to master data will be immediately reflected in the master data record.

Information about Online IESO is available at the **Online IESO Homepage**

For more information, contact IESO Customer Relations:

Tel: 1.888.448.7777

Email: customer.relations@ieso.ca