



# Smart Metering and the MDM/R Guide to Registration Forms

**Marketplace Training**

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## Smart Metering and the MDM/R Guide to Registration Forms

AN IESO PUBLICATION

We have prepared this guide to assist in our training of MDM/R service recipients. We remind users of this guide that they are responsible for complying with all of their obligations under the MDM/R Terms of Service and associated policies, standards and procedures relating to the subject matter of this guide, even if such obligations are not specifically referred to in this guide. While we have made every effort to ensure the provisions of this guide are accurate and up-to-date, users must be aware that the specific provisions of the MDM/R Terms of Service or particular document govern.

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[www.smi-ieso.ca](http://www.smi-ieso.ca) (website of Smart Metering System Implementation Program)

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## Introduction

To participate in Ontario’s Smart Metering program, you must register with us<sup>1</sup>.

As part of the enrollment and registration process, you need to submit several registration forms. This guide gives you an overview of these forms – who needs to submit them, what they are used for, when you use them, and who needs to sign them. (Detailed instructions for completing the form are included on the form itself. Forms are available at <http://www.smi-ieso.ca/index.asp>)

Form	Who submits these forms?		
	LDC	Billing Agent	AMI Operator
<ul style="list-style-type: none"> <li>LDC Information and Progress Report (SME_FORM_0001)</li> </ul>	yes	no	no
<ul style="list-style-type: none"> <li>MDM/R Registration Application (SME_FORM_0003)</li> </ul>	yes	yes	yes
<ul style="list-style-type: none"> <li>MDM/R Implementation Project Plan</li> </ul>	yes	no	no
<ul style="list-style-type: none"> <li>LDC Organizational Relationships and Authority Delegation Form (SME_FORM_0006)</li> </ul>	yes	no	no
<ul style="list-style-type: none"> <li>System Access Incumbency Letter</li> </ul>	yes	no	no
<ul style="list-style-type: none"> <li>Organization Contacts (SME_FORM_0004)</li> </ul>	yes	yes	yes
<ul style="list-style-type: none"> <li>FTS and Web Services Configuration Form (SME_FORM_0014)</li> </ul>	yes	yes	yes
<ul style="list-style-type: none"> <li>User Access Request Form (SME_FORM_0013)</li> </ul>	yes	yes	yes
<ul style="list-style-type: none"> <li>Self-Certification for SIT Readiness (SME_FORM_0007)</li> </ul>	yes	no	no
<ul style="list-style-type: none"> <li>Self-Certification for Cutover Readiness (SME_FORM_0008)</li> </ul>	yes	no	no
<ul style="list-style-type: none"> <li>SME-LDC Agreement (SME_AGR_0001)</li> </ul>	yes	no	no

<sup>1</sup> In this document, ‘we’, ‘us’ and ‘our’ refer to the IESO – the Smart Metering Entity (SME) for Ontario.

## MDM/R LDC Information and Progress Report

### What is the form used for?

Use this form to send us:

- Your baseline information when you start your smart metering implementation, and
- Updates on the status of your smart metering activities.

### Who needs to submit this form?

LDCs only.

### When should you submit the form?

Submit this form when you first register for the smart metering program, and to keep us informed of your progress on the project.

### Who signs the progress report?

This progress report does not require a signature.

## **MDM/R Registration Application**

### **What is the form used for?**

This is your application to register with us to use MDM/R services.

The form asks for information on your company, including:

- Contact information for your company's main executive contact and your full access user (the primary contact for day-to-day MDM/R activities)
- How you are participating, i.e., are you the LDC or an LDC agent (billing agent, AMI operator)
- For LDCs that are market participants: your MP name and MP ID number
- For LDCs that are not market participants, you also need to include your certificate of status, articles of incorporation, or equivalent, and a copy of your OEB license
- For LDCs that are not market participants, you also need to include your company's financial information, and contact information regarding financial transactions – this is for electronic billing purposes

### **Who needs to submit the form?**

LDCs, billing agents, AMI operators.

### **When should you submit the form?**

We recommend that you submit the application after MDM/R Workshop 1.

LDCs should also submit a draft of their MDM/R Implementation Project Plan (if it is available) when they submit this registration application.

### **Who signs the form?**

An officer of your company with signing authority for agreements and contracts. We will consider this person your 'main executive contact'.

## MDM/R Implementation Project Plan

### **What is this project plan used for?**

We use the project plan to determine the timelines associated with your implementation. We will track your implementation progress against the plan's project milestones.

### **Who needs to submit the project plan?**

LDCs only.

### **When should you submit the project plan?**

Submit a draft of the project plan when you submit your *MDM/R Registration Application*, or before. Send us an updated plan if your schedule changes.

### **Who signs the project plan?**

Your project plan does not require a signature.

## LDC Organizational Relationships and Authority Delegation Form

### What is the form used for?

This form allows you, as an LDC, to:

- Establish a relationship between your company and an organization that is providing either AMI or billing agent services to your company. (LDCs that do not have agents still need to submit the form, indicating that the LDC itself is carrying out these functions.)
- Delegate authority to other organizations acting as your agents to submit and receive files via the MDM/R file transfer service (FTS).  
(Optional)
- Delegate authority to other organizations acting as your agents to receive reports via the MDM/R FTS

Please note that you need to include the agent ID as well as the agent name on the form.

### Who needs to submit the form?

LDCs only.

### When should you submit the form?

Submit the initial form when you submit the *MDM/R Registration Application*, before beginning your MDM/R testing. Re-submit the form whenever there are changes to these relationships.

### Who signs the form?

Your main executive contact.

## System Access Incumbency Letter

### What is this letter used for?

Use a system access incumbency letter to identify people who are authorized to approve system access for your staff members. (Your main executive contact is automatically authorized to approve access.)

Please ensure that all new authorized signatories provide their signatures on the incumbency letter.

### Who needs to submit the letter?

LDCs, billing agents, AMI operators.

### When should you submit the letter?

Submit a *System Access Incumbency Letter* when you wish to add or delete an authorized signatory for your company.

### Who signs the letter?

Your main executive contact.

## MDM/R Organization Contacts

### **What is the form used for?**

Use this form to give us contact information for people in your organization who are responsible for specific MDM/R functions.

### **Who needs to submit the form?**

LDCs, billing agents, AMI operators.

### **When should you submit the form?**

Submit this form when you submit the *MDM/R Registration Application* form, and every time a contact or the information for a contact changes.

### **Who signs the form?**

Your main executive contact or your full access user.

## FTS and Web Services Configuration Form

### **What is the form used for?**

Use this form to provide us with technical information, such as IP numbers and ports. We use this information to configure our file transfer service (FTS) and web services to allow your systems to interact with the MDM/R.

Once we receive this form, we will provide you with our corresponding technical information so that you can configure your servers, firewalls and applications. In addition, we will send you our digital certificates, and you will need to send your digital certificates to us.

### **Who needs to submit the form?**

LDCs, billing agents, AMI operators.

### **When should you submit the form?**

Submit the form before you begin testing, and any time you change any of your technical parameters.

### **Who signs the form?**

Your main executive contact or your full access user.

## User Access Request Form

### What is the form used for?

Use this form to request or change user access to the MDM/R graphical user interface (GUI).

### Who needs to submit the form?

LDCs only.

Note: The LDC uses this form to request access for its own employees and for employees of billing agents and AMI operators if the LDC wishes to grant access to these users.

### When should you submit the form?

Submit a *User Access Request Form* for each person at your company that needs access to the MDM/R. You also use this form to change access for an existing user.

Please note: You do not need to use this form to request a password reset. Simply email the password reset request to us at [market.entry@ieso.ca](mailto:market.entry@ieso.ca)

### Who signs the form?

- A person whose signature is on the *SME-LDC Agreement*, the *MDM/R Registration Application*, or an incumbency letter
- OR**
- The **market participant authorized signatory** (for LDCs that are market participants) – this is a person whose signature is on the *Participation Agreement*, *Application for Authorization to Participate*, *Certificate Subscriber Agreement*, or an incumbency letter

## Self-Certification for System Integration Testing (SIT) Readiness

### What is the form used for?

Submit this form to certify that you are ready to enter SIT. The form includes a self-assessment that we use to evaluate your overall readiness.

### Who needs to submit the form?

LDCs only.

### When should you submit the form?

At least 2 weeks before you begin SIT.

### Who signs the form?

Your main executive contact.

## Self-Certification for Cutover Readiness

### **What is the form used for?**

Submit this form to certify that you are ready to exit testing and enter into production operations. The form includes a self-assessment that we use to evaluate your overall readiness.

### **Who needs to submit the form?**

LDCs only.

### **When should you submit the form?**

After completing qualification testing.

### **Who signs the form?**

Your main executive contact.

## Smart Metering Entity (SME) - LDC Agreement

### What is the form used for?

The SME-LDC Agreement is the legal contract between your company and the IESO (the SME for Ontario).

This agreement covers a number of topics, including:

- Roles and responsibilities of the IESO and the LDC
- MDM/R terms of service (these are the business rules)
- Confidentiality
- Liability
- The dispute resolution process

Be sure to review the business rules in the *Terms of Service* document before you sign this agreement. When you sign the agreement, you are agreeing to abide by the agreement as well as the terms of service. Once the OEB approves the *Terms of Service* document, it will be available at <http://www.smi-ieso.ca/index.asp>.

### Who needs to submit the form?

LDCs only.

### When should you submit the form?

Submit the agreement before you begin system integration testing (SIT).

### Who signs the form?

Authorized representatives of the IESO and the LDC must sign the agreement before your company can proceed with the rest of the registration and enrollment process.

## Additional Information

**Smart Metering Documents** (available at <http://www.smi-ieso.ca/index.asp>)

### IESO Training Materials

#### Accessing reports (settlement statements and invoices)

The following materials are available on the IESO Marketplace Training web pages:

- [\*Quick Take 15: Retrieving Reports via IESO Reports Site\*](#)
- [\*Quick Take 12: Accessing IESO Reports Formatted in XML\*](#)
- Tool simulations:
  - [Retrieve a Settlement Statement Using the IESO Reports Site](#)
  - [Retrieve an Invoice Using the IESO Reports Site](#)