



Beacon microFIT Supplier

Digital User Guide
Registration, Overview and Account Maintenance



Table of Contents

Getting Started	2
What is Beacon?	2
microFIT Program Roles	2
Registering Your Login	4
Beacon Overview	11
Sign in to Beacon	11
My Tasks Page	14
Requests Page	15
Request Record Overview	16
Manage Suppliers Page	19
Supplier Record Overview	20
Manage Contracts Page	21
Contract Record Overview	22
Manage Profile Page	23
Person Record Overview	24
Account Maintenance	25
Changing Your Contact Information	25
Changing Your Email Address	28
Changing Your Password	30
Resetting Your Password	32
Updating your Challenge (“Forgot Password”) Question	33
Additional Resources	34

Getting Started

Disclaimer

This document shall be used for guidance purposes only and does not amend the microFIT Contract or microFIT Rules under any circumstances. In the event of a discrepancy between this guidance document and the microFIT Contract or microFIT Rules, the microFIT Contract or microFIT Rules, as applicable, will prevail. Nothing in this document shall be binding on the IESO.

What is Beacon?

Beacon is a new tool that the IESO introduced in 2019 that enables you to manage all of your active microFIT Contracts online. Beacon consolidates all microFIT Contract information into one place and integrates the Contract management functions of the microFIT program, creating a single comprehensive and secure system that allows for accurate and efficient data management.

Beacon is used to view information, manage contractual obligations, and send and receive notifications for existing microFIT Contracts.

microFIT Program Roles

Beacon allows for the following microFIT Program Roles for the purpose of managing the microFIT contract as described below.

Beacon Program Roles

Role	Description
Supplier Approver	<p>The Supplier Approver is the microFIT Contract counterparty or an individual who has the authority to act on the behalf of the Supplier (i.e. a director or executive of a corporation, estate trustee, etc.). References to “you” and “your” throughout this user guide are references to a Supplier Approver.</p> <p>Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the microFIT Contract.</p>
Supplier Agent	<p>The Supplier Agent is an optional role assigned by the Supplier Approver in relation to a microFIT Contract. When assigned to a microFIT Contract, a Supplier Agent can view the microFIT Contract and related information and prepare certain types of requests for review and approval by a Supplier Approver.</p> <p>A Supplier Agent’s actions must be reviewed and approved by a Supplier Approver before being submitted to the IESO.</p>

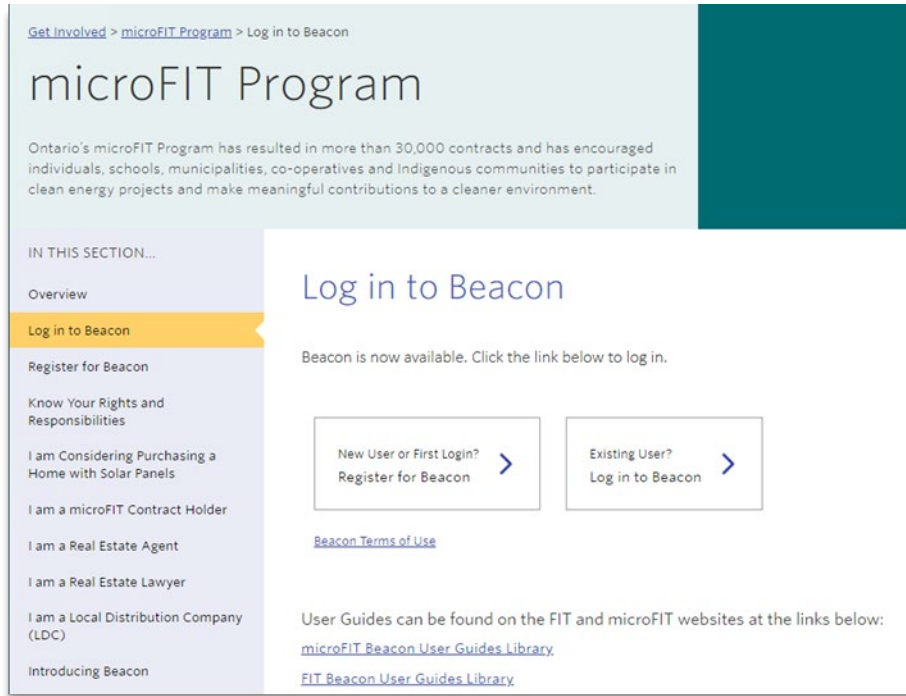
Role	Description
IESO	The IESO is represented by the Contract Management team that reviews, approves and/or rejects requests submitted by the Supplier Approver to the IESO. The IESO can also initiate certain requests that are to be reviewed by the Supplier Approver.

Registering Your Login

To access Beacon, you must first register your login. You will then be able to access programs offered by the IESO through a secured, cloud-based platform.

Procedure

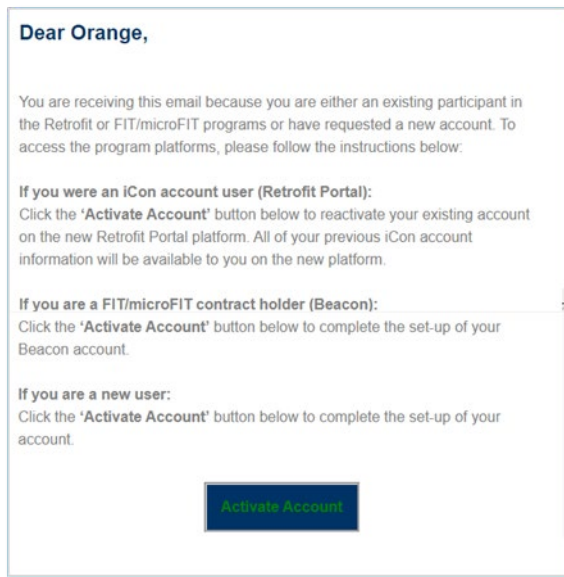
1. Go to <http://www.ieso.ca/Get-Involved/microfit/login>.
2. Select **Register for Beacon**. This brings you to the **Registration** page.



3. Enter your first name, last name and email address.
4. Select **Sign me up**.


The screenshot shows the 'Register for Beacon' form. It has a heading 'Register for Beacon' and three input fields: 'First Name', 'Last Name', and 'Email'. Below the input fields is a 'Sign me up' button.

5. You will receive an account activation email shortly. Open the activation email, and then select **Activate Account**. This brings you to the registration window.



6. Enter a password.

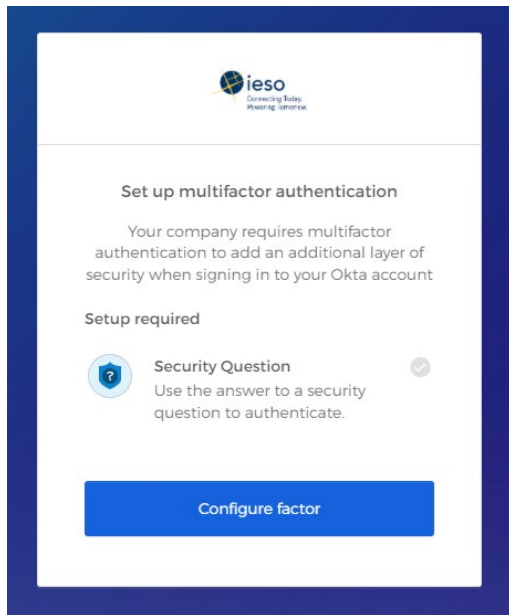
Welcome to Independent Electricity System Operator (qa-ieso) - Preview, John!
Create your Independent Electricity System Operator (qa-ieso) - Preview account

 Enter new password

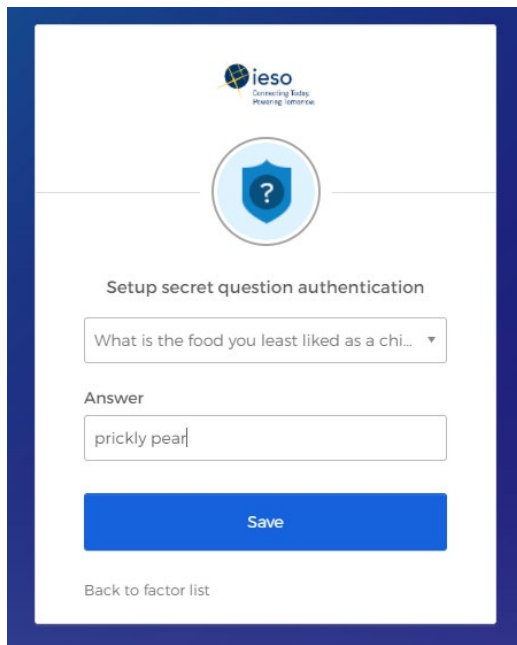
Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username.

Repeat new password

7. Configure your Multi-Factor Authentication (MFA) options, starting with your Security Question. Select "Configure factor" to begin.

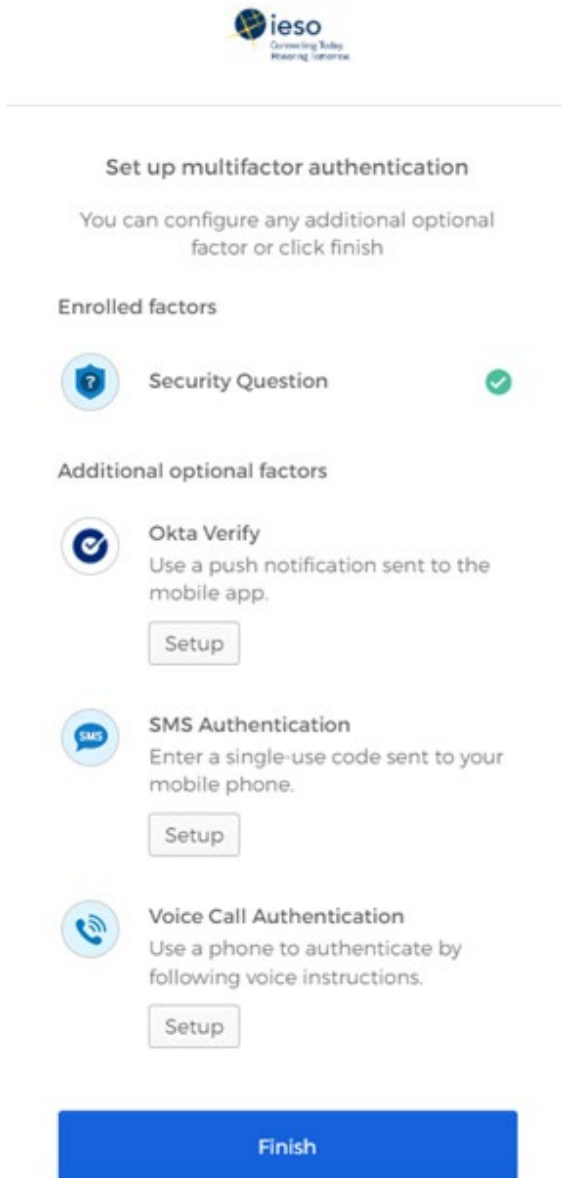


8. Select a Security Question from the drop down menu and input an answer. **Please note that your answer is case sensitive.** In the future when you log in to Beacon, or if you need to reset your password, you may be asked to provide the answer to this question.



9. Next, you have the option to configure additional factors. **Please be aware that the configuration of additional factors is not required.** In order to do so, select "Setup" under the desired factor and follow the prompts.

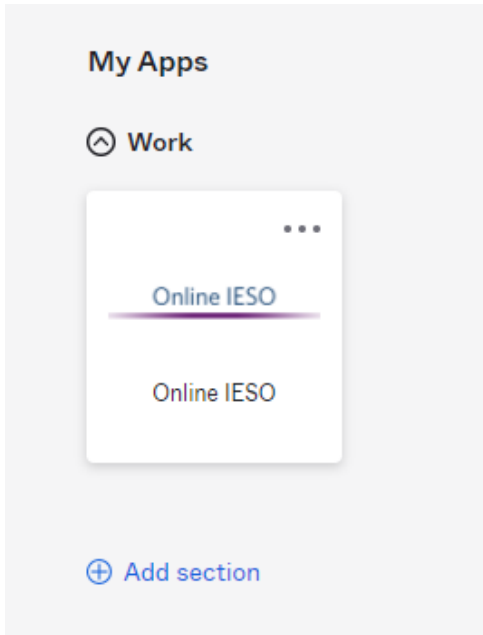
If you wish to configure an additional factor, the IESO recommends that you select SMS Authentication or Voice Call Authentication. **The IESO does not recommend that users configure the Okta Verify option as it requires downloading a second application and is more complicated to set up and use.**



The screenshot shows the IESO logo at the top left. Below it, the heading "Set up multifactor authentication" is displayed. A sub-heading reads "You can configure any additional optional factor or click finish". Under "Enrolled factors", "Security Question" is listed with a green checkmark. Under "Additional optional factors", three options are shown: "Okta Verify" (with a "Setup" button), "SMS Authentication" (with a "Setup" button), and "Voice Call Authentication" (with a "Setup" button"). At the bottom, a large blue "Finish" button is visible.

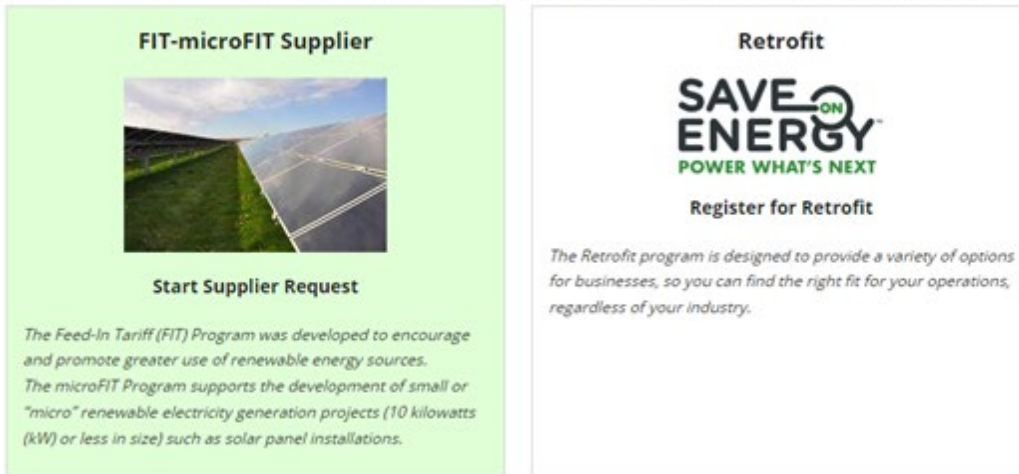
10. Once you have configured your desired factors, click on the "Finish" button in order to be directed into your My Apps Dashboard.

11. On your dashboard, select the tile that says "Online IESO".



12. Next you will be brought to the Available Programs dashboard. Select the FIT-microFIT Supplier program tile. This will then bring you to the **MY TASKS** page in Beacon.

Welcome to the IESO Programs dashboard. Please select the program you wish to participate in below to proceed to the appropriate site.



13. If you are a current contact on a microFIT contract accessing Beacon for the first time, you will be prompted to begin your Verification Tasks. Please refer to the **Verification Tasks** user guide for further instructions on completing those tasks.

14. If you are a new user, this brings you to the Complete Contact Details page. Enter your contact details, and then select **Register Supplier Contact**.

The screenshot shows a web form titled "Complete Contact Details" for registering a supplier contact. The form is organized into several sections, each with a blue header bar:

- First Name:** Input field containing "John".
- Last Name:** Input field containing "Smith".
- Middle Name:** Empty input field.
- Supplier Contact Email:** Section with two input fields for "Alternate Email 1" and "Alternate Email 2", both currently empty.
- Supplier Contact Address:** Section with multiple input fields:
 - Street Address *:** Input field with a placeholder example: "e.g. 120 Adelaide Street West, P.O. box".
 - Additional Mailing Information (optional):** Input field with a placeholder: "Apartment, suite, unit, rural route, etc".
 - Country *:** A dropdown menu currently showing "Select Country".
 - City *:** Empty input field.
 - Postal Code *:** Empty input field.
- Supplier Contact Phone:** Section with four input fields:
 - Main Phone *:** Input field with placeholder "(###) ###-####".
 - Extension:** Empty input field.
 - Alternate Phone:** Input field with placeholder "(###) ###-####".
 - Extension:** Empty input field.
 - Fax:** Input field with placeholder "(###) ###-####".
 - Fax 2:** Input field with placeholder "(###) ###-####".

At the bottom right of the form, there is a blue button labeled "REGISTER SUPPLIER CONTACT".

15. A dialog box is opened, select **Yes**. This brings you to the Registration Confirmation page.

The dialog box contains the following text: "All the contact information you have submitted is correct and register as a Supplier Contact?". Below the text are two buttons: a white button with the text "NO" and a blue button with the text "YES".

16. Select Open Supplier Registration page. You now have access to Beacon.

 SAVE DRAFT

Registration Confirmation

Your Contact registration is complete. To proceed with Supplier Registration please click the link below

[Open Supplier Registration page](#)

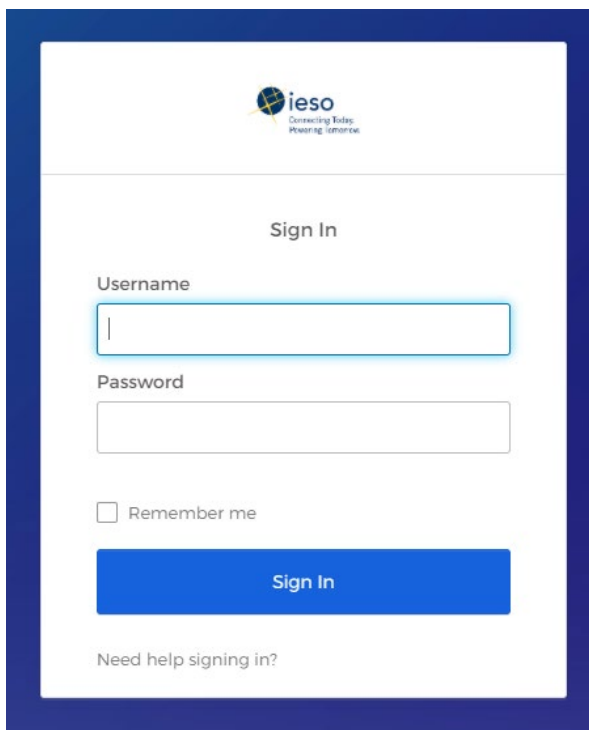
Beacon Overview

Sign in to Beacon

To begin managing your microFIT Contracts, sign in to Beacon. You can sign in to Beacon on your computer, mobile, or tablet device.

Procedure

1. Go to <http://www.ieso.ca/Get-Involved/microfit/login>.
2. Enter your account username (your email address) and password.

A screenshot of the IESO Sign In page. The page features the IESO logo at the top, which includes a globe icon and the text "ieso Connecting Today. Powering Tomorrow." Below the logo is the heading "Sign In". There are two input fields: "Username" and "Password". The "Username" field is currently empty and has a blue border. Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Sign In". Below the button is a link that says "Need help signing in?".

3. Select **Sign In**.

- If you have set up multiple factors, you can choose which factor you will verify to login. Switch between factors by selecting the drop-down menu arrow next to the authentication icon. Please be aware that you are only required to verify one factor to login.

ieso
Connecting Today.
Powering Tomorrow.

SMS

SMS Authentication
(+1 XXX-XXX-XXXX)

Enter Code

Send code

Do not challenge me on this device again

Verify

Back to sign in

- Once you have selected your factor, you will be prompted to provide the answer to your Security Question or your SMS/Voice Call Code. Type in the answer or code and click "Verify". **Please be aware that the answer is case sensitive.**

ieso
Connecting Today.
Powering Tomorrow.

?

Security Question

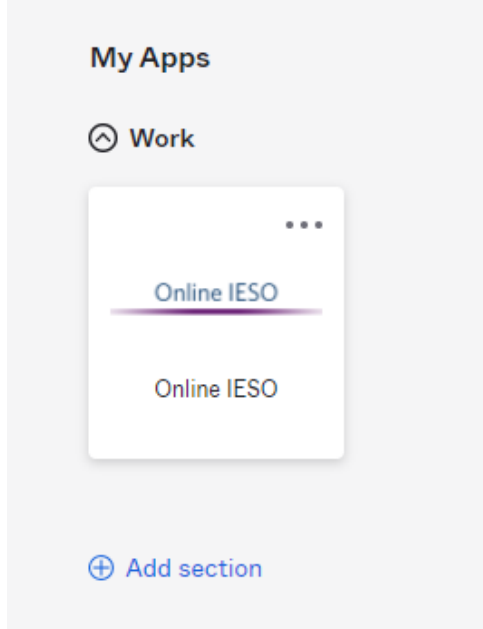
What is the food you least liked as a child?

Do not challenge me on this device again

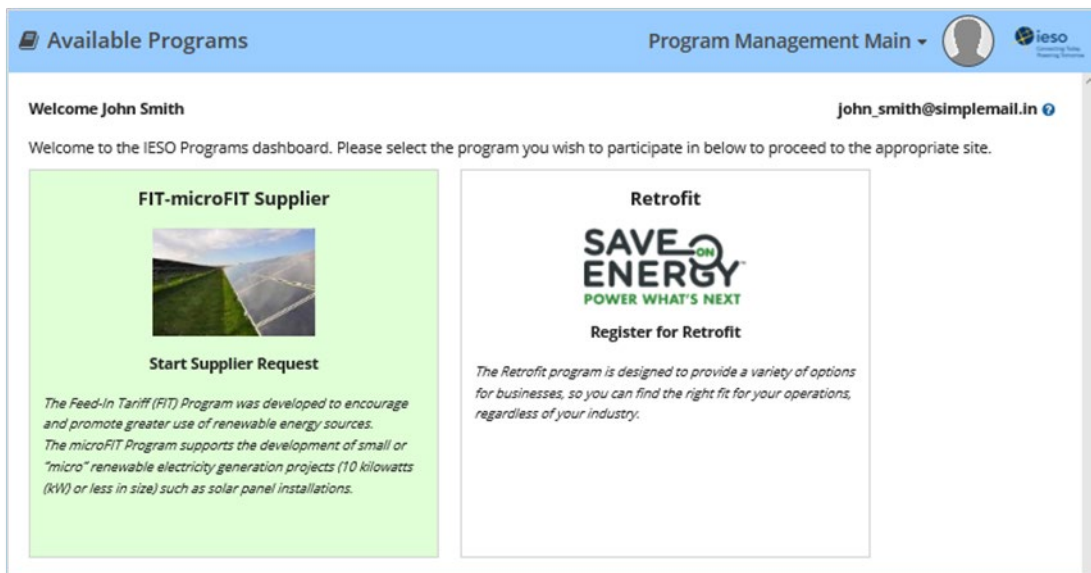
Verify

Back to sign in

6. On your My Apps Dashboard, select the tile that says "Online IESO"



7. Next you will be brought to the Available Programs Dashboard. Select the FIT-microFIT Supplier program tile. This will then bring you to the **MY TASKS** page in Beacon.



My Tasks Page

When you sign in and select the Beacon program from your dashboard, you arrive at the **My Tasks** page. Here, you'll see any active Request tasks that are assigned to you and your saved Request drafts.

You can search for Requests by using these filters.

To navigate to different sections of the portal, use the tabs on the ribbon.

Request ID	Request Type	Status	Source	Active Task	Status	Assigned To	Assigned On	Deadline	Requested On	Requested By
S3170	Change to Supplier Legal Name	IESO Review	Supplier	Review Returned Change Request	Assigned	John Smith	Jul 16, 2019 09:51 AM EST	Jul 26, 2019 05:00 PM EST	Jul 16, 2019 09:44 AM EST	John Smith

To see a Request Record, select the Request ID.

To begin a task, select the active task name.

To see the Request's current status, hover over the Status icon.

Select any header to sort your active Request tasks by those criteria.

Requests Page

On the **Requests** page you'll see the active and closed Requests that are related to you, your Suppliers, or your Contracts.

You can search for Requests by using these filters.

To see all Requests, change Status from OPEN to show all.

The screenshot shows the 'REQUESTS' page in a software application. The top navigation bar includes 'MY TASKS', 'REQUESTS' (active), 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. The main content area contains several filter sections: 'Status' (set to 'OPEN'), 'Request ID', 'Request Category' (set to 'Show All'), 'Request Type' (set to 'Show All'), 'Requested From' and 'Requested Thru' (date pickers), 'Supplier ID', 'Contract ID', 'Prepared By' (set to 'Show All'), and 'Source' (set to 'Show All'). Below the filters, a table displays '1 Requests Found'. The table has columns for 'Request ID', 'Request Type', 'Requested', 'Requested By', 'Prepared By', 'Supplier ID', 'Final Outcome Decision Date', and 'Final Outcome Decision By'. A single row is visible with the following data: 'OPEN' (with a dropdown arrow), 'S3170', 'Change to Supplier Legal Name', 'Jul 16, 2019 09:44 AM EST', 'John Smith', 'John Smith', '531340', and empty cells for the final two columns. Annotations with yellow lines point to the 'Status' dropdown, the 'Request ID' field, the 'Request ID' column header, and the 'Final Outcome Decision By' column header.

To see a Request Record, select the Request ID.

Select any header to sort your Request tasks by those criteria.

Request Record Overview

When you select a **Request ID**, this brings you to the Request Record's **Summary** page. The following figure shows the Record for an active Request:

To view and download documents related to the Request, select the **Attachments** tab.

To see the available actions that you can take, select the **Related Actions** tab.

The **Milestone** bar shows the progress of the Request.

Request P13016 - Verify Information

Summary Attachments Related Actions

Submitted IESO Review Closed

OPEN

Pending Task(s)

Task Name	Status	Assigned To	Assigned On	Due By
Review Returned Change Request	<input checked="" type="checkbox"/>	John Smith	Feb 09, 2023 10:13 AM EST	Mar 11, 2023 05:00 PM EST

Pre-process microFIT Contact Request - Return to Supplier for Edit

Time	Performed By	Role	Reason
Feb 09, 2023 10:13 AM EST	IESO	Contract Management	Additional Information Required

Comment

Please provide additional information regarding the changes requested.

The **Comment** section shows the comments from the IESO regarding the Request.

The **Pending Task(s)** table shows details about the task(s) assigned to you or to others.

The following figure shows the Record for a closed Request:

To view and download documents related to the Request, select the **Attachments** tab.

To see the available actions that you can take, select the **Related Actions** tab.

The **Milestone** bar shows the progress of the Request.

Request P13016 - Verify Information

Summary | Message to Supplier | Attachments | Related Actions

Submitted | IESO Review | Closed

OPEN

Notify Impacted Parties - Send Notification

Time	Performed By	Role	Reason
Feb 10, 2023 01:38 PM EST	IESO	Contract Management	

Comment
< No Comment >

Request - Verify Information

Request ID: P13016	Person Name: John Smith	Outcome: Approved
Request Type: Verify Information	Person ID: 89625	Outcome Reason: As per Contract Terms and Conditions.
Request SubType: Person Information	Supplier Type: microFIT	Reviewed On: Feb 10, 2023 01:33 PM EST
Requested On: Feb 09, 2023 10:08 AM EST		
Requested By: IESO		
Submission Reason: Verification of Person Information		

The **Comment** section shows the comments from the IESO regarding the Request.

You can also view the **Task History** in the **Summary** page of a Request Record. All of the tasks created and completed for the Record are listed here.

Task History

- > Close Request - Closed
- > Notify Impacted Parties - Send Notification
- > Perform Analyst Review - Approve
- > Review Returned Change Request - Request Updated
- > Pre-process microFIT Contact Request - Return to Supplier for Edit

Time	Performed By	Role	Reason
Feb 09, 2023 10:13 AM EST	IESO	Contract Management	Additional Information Required

Comment
Please provide additional information regarding the changes requested.

- > Complete Person Verification - Submit

To expand the task Record, select the arrow (>).

The **Comment** section shows the comments from the IESO regarding the Request.

Manage Suppliers Page

On the Manage Suppliers page you'll see all of your Suppliers.

You can search for Suppliers by using these filters.

To register a new Supplier, select Register New Supplier.

To add or remove Contacts from Supplier(s), select Add/Remove Contacts for Supplier(s).

The screenshot shows the 'MANAGE SUPPLIERS' tab in a web application. At the top, there are navigation tabs: MY TASKS, REQUESTS, MANAGE SUPPLIERS (active), MANAGE CONTRACTS, and MANAGE PROFILE. Below the navigation is a header with a grid icon, a user profile icon, and the 'ieso' logo. The main content area is divided into sections. The 'Available Action(s)' section contains two buttons: 'Register New Supplier' and 'Add/Remove Contacts for Supplier(s)'. Below this is the 'My Suppliers' section, which includes search filters for 'Supplier Type' (a dropdown menu), 'Supplier Legal Name' (a text input), 'Locked By' (a text input), and 'Supplier ID' (a text input). There is also a 'Show Locked?' checkbox and a 'Paging: 10 | 25 | 50 | Show All' option. A table lists suppliers with columns for 'Supplier ID', 'Supplier Legal Name', 'Legal Entity Type', and 'Supplier Type'. The first row shows '531340', 'ABC Joint Venture', 'Joint Venture - No Legal Personality', and 'microFIT'. A callout bubble points to the 'Supplier ID' column header, and another callout bubble points to the 'Supplier ID' cell '531340'.



To see a Supplier Record, select the Supplier ID.

To see the status of the Supplier, hover over the icon.

Select any header to sort your Suppliers by those criteria.

Supplier Record Overview

When you select a Supplier ID, this brings you to the Supplier Record's Summary page.

If there is an active Request or a draft related to a Supplier, the Record will be locked.

To see all the active and closed Requests that are related to the Supplier, select the Request tab.

To view and download documents related to the Supplier, select the Documents tab.

To see the available actions that you can take, select the Related Actions tab.

Supplier: ABC Joint Venture [531340]

Summary Partners Requests Contracts Notes Documents Contacts Related Actions

RECORD LOCKED

Request ID	Request Type	Date Requested	Requested By
S3170	Change to Supplier Legal Name	Jul 16, 2019 09:44 AM EST	John Smith

Supplier Information

Supplier Legal Name: ABC Joint Venture
Supplier Id: 531340
Supplier Type: microFIT
Legal Entity Type: Joint Venture - No Legal Personality
GST/HST Registrant? Yes No
Non-Resident of Canada? Yes No

The Record Locked table shows information about the Request that is locking the Supplier. For more details, select the Request ID.

Manage Contracts Page

On the Manage Contracts page you'll see all of your Contracts.

You can search for Contracts by using these filters.

The screenshot shows the 'Manage Contracts' page interface. At the top, there is a navigation bar with tabs for 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS' (which is active), and 'MANAGE PROFILE'. Below the navigation bar is a section for 'Available Action(s)'. The main area contains several search filters: 'Contract Id' (text input), 'Contract Version' (dropdown), 'LDC' (dropdown), 'Locked By' (text input), 'Lock Status' (dropdown), 'Supplier Type' (dropdown), 'Supplier Id' (text input), 'Supplier Legal Name' (text input), and 'Contract Status' (dropdown). Below the filters, there is a 'Paging' section showing '10 | 25 | 50 | Show All' and a table with '2 Contracts'. The table has columns for 'Business Contract Id', 'Type', 'Status', 'Supplier Id', 'Supplier Legal Name', 'LDC', and 'Version'. The first row shows a contract with ID 'FIT-MABCEDEF', Type 'microFIT', Status 'Executed', Supplier Id '662121', Supplier Legal Name 'John S Smith', LDC 'Hydro One Networks Inc.', and Version '1.3'. A 'LOCKED' icon is visible next to the contract ID.

To see the status of the Contract, hover over the icon.

To see a Contract Record, select the **Business Contract ID**.

To see a Supplier Record, select the **Supplier ID**.

Select any header to sort your Contracts by those criteria.

Contract Record Overview

When you select a **Business Contract ID**, this brings you to the Contract Record's **Summary** page.

If there is an active Request or a draft related to a Contract, the Record will be locked.

To see all the active and closed Requests that are related to the Contract, select the **Request** tab.

To see the available actions that you can take, select the **Related Actions** tab.

To view and download documents related to the Contract, select the **Documents** tab.

To download your Contract, select **Download Contract**.

Contract: FIT-MABCDEF DOWNLOAD CONTRACT

Summary Facility Information **Requests** Documents Contacts Pricing Milestones Related Actions

RECORD LOCKED

Request ID	Request Type	Date Requested	Requested By
CB550	Change to Contract Notice Mailing Address	Dec 09, 2022 01:01 PM EST	Jon Snow

[Supplier Approver](#)

Contract FIT-MABCDEF

Contract Status: Executed

Contract Id: FIT-MABCDEF

Contract Version: 1.3

Contract Type: microFIT

Nameplate Capacity (kW): 10

Contract Price: 80.2

Supplier Legal Name: John S Smith

Supplier Id: 662121

LDC: Hydro One Networks Inc.

Contract Notice Mailing Address

120 Adelaide
Toronto, Ontario L0B 1B0
Canada.

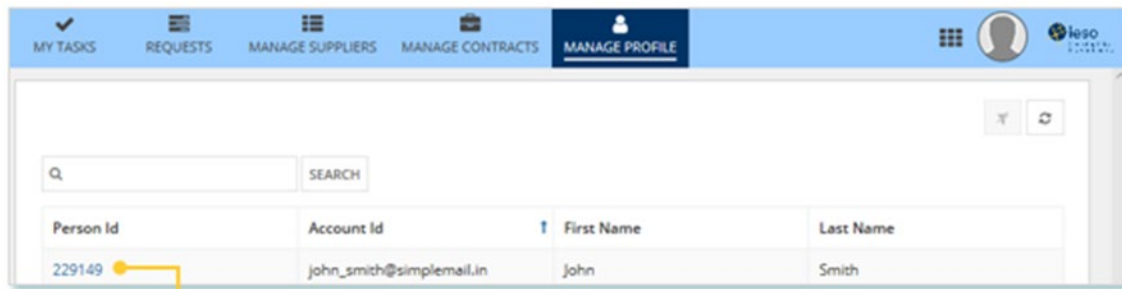
Facility Address

120 Adelaide Street West,
Toronto, Ontario X1X 2X2
Canada.

The **Record Locked** table shows information about the Request that is locking the Contract. For more details, select the **Request ID**.

Manage Profile Page

On the **Manage Profile** page you'll see your basic account profile information.



The screenshot shows the 'Manage Profile' page in a web application. The top navigation bar includes 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. Below the navigation bar is a search bar with a 'SEARCH' button. The main content area displays a table with the following data:

Person Id	Account Id	First Name	Last Name
229149	john_smith@simplemail.in	John	Smith

To see a Person Record, select the Person ID.

Person Record Overview

An individual user's detailed profile information is contained on the Person Record. The Person Record is linked to an account, which the individual user can access to manage all applicable Suppliers and Contracts.

When you select a **Person ID**, this brings you to the Person Record's **Summary** page.

The screenshot shows the 'Person Record Summary' page for 'jon snow [855156]'. The page has a navigation bar with tabs: Summary, Requests, Suppliers, Contracts, LDC, Documents, and Related Actions. On the right, there are two buttons: 'CHANGE TO EMAIL ADDRESS' and 'UPDATE PROFILE'. Below the navigation bar is a 'RECORD LOCKED' section with a table of request information. Below that is a 'Contact Details' section with fields for Person ID, Account ID, Person Name, and Registration Date. There is also a 'Contact Info' section with address, phone, and email details. A 'Update Password and/or Challenge Questions' link is visible in the Contact Details section.

Callout 1: If there is an active Request or a draft related to a Person, the Record will be locked.

Callout 2: To see all the active and closed Requests that are related to the Person, select the **Requests** tab.

Callout 3: To view and download documents related to the Person, select the **Documents** tab.

Callout 4: To see the available actions that you can take, select the **Related Actions** tab.

Callout 5: To update your email address, select **Change To Email Address**.

Callout 6: To update your profile, select **Update Profile**.

Callout 7: The **Record Locked** table shows information about the Request that is locking the Person Record. For more details, select the **Request ID**.

Callout 8: To change your password and/or your security question(s), select **Update Password and/or Challenge Questions**.

Request ID	Request Type	Date Requested	Requested By
P4180	Update to Contact Information	Dec 13, 2022 01:46 PM EST	Jon Snow

Contact Details

Person ID: 855156
 Account ID: jonsnow112233@sharklasers.com
 Person Name: jon snow
 Registration Date: Dec 13, 2022 01:40 PM EST

Contact Info

Address
 120 Adelaide Street West
 Toronto, Ontario X1X 1X1
 Canada.

Main Phone
 999 999 9999

Primary Email
 jonsnow112233@sharklasers.com

Alternate Email 1
 jonsnow@sharklasers.com

Alternate Email 2
 asd@a.com

Account Maintenance

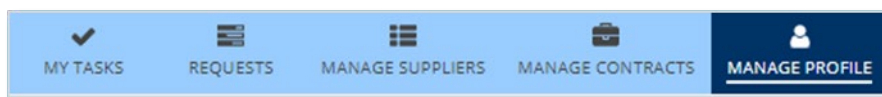
Changing Your Contact Information

To update your contact information on your Person Record, you can submit an Update to Contact Information Request.

Once an Update to Contact Information Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete an Update to Contact Information Request in Beacon.

Procedure

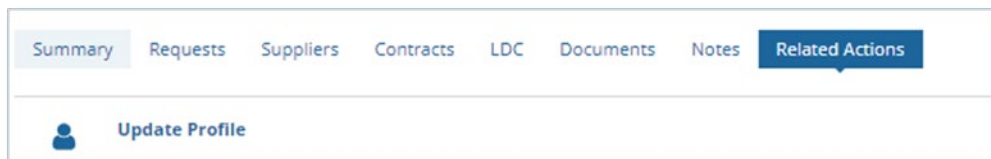
1. Select the **Manage Profile** tab.



2. To view your account's Person Record, select your **Person ID**.



3. Select **Related Actions > Update Profile**.



4. On the **Contact Information** page, choose a submission reason, and then enter a description for your Request.

The screenshot shows a form titled "Request - Update to Contact Information". It contains the following fields and values:

- Request Type:** Update to Contact Information
- Person Name:** John Smith
- Requested By:** John Smith
- Person ID:** 934104
- Submission Reason:** Other
- Supplier Type:** Unassigned

Below these fields, there is a "Submission Reason *" dropdown menu with "Other" selected. Underneath is a "Describe Reason for Change *" text area, which is currently empty. At the bottom of the text area, it says "0 out of 4000 characters entered: 4000 remaining."

5. Make changes to your contact information, and then select **Next**.
6. Optional: On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the ADD DOCUMENT icon.

The screenshot shows a form titled "Supporting Documents [Empty - 1 Pending]". It contains the following fields and elements:

- Select Document to Upload:** A dashed box with "UPLOAD" and "Drop file here" text.
- File size limit:** upto: 30 MB
- Document Type *:** A dropdown menu with "Please Select" as the current selection.
- Description:** A text area, currently empty.

At the bottom of the form, it says "0 out of 200 characters entered: 200 remaining." Below the text area are two buttons: "CANCEL" and "ADD DOCUMENT".

Note: When you submit an Update to Contact Information Request, you might be required to submit certain documentation as evidence of certain information (e.g. marriage license, etc.).

7. On the **Review** page, look over all your changes, and then select **Submit Request**.

8. A dialog box is opened, select **Yes**. Once the Request is submitted, a confirmation page is displayed.

Submit Changes?

Note: The Request now has a Request ID that you can use to track its progress.

Update to Contact Information Submitted

Thank you! Your request has been submitted

[Request P1841](#)

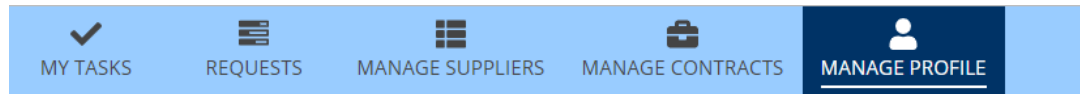
Changing Your Email Address

During the term of your microFIT Contract(s), there might be changes to the email address associated with the Person record.

The following instructions will guide you through how to change the email address associated with the Person record in Beacon.

Procedure

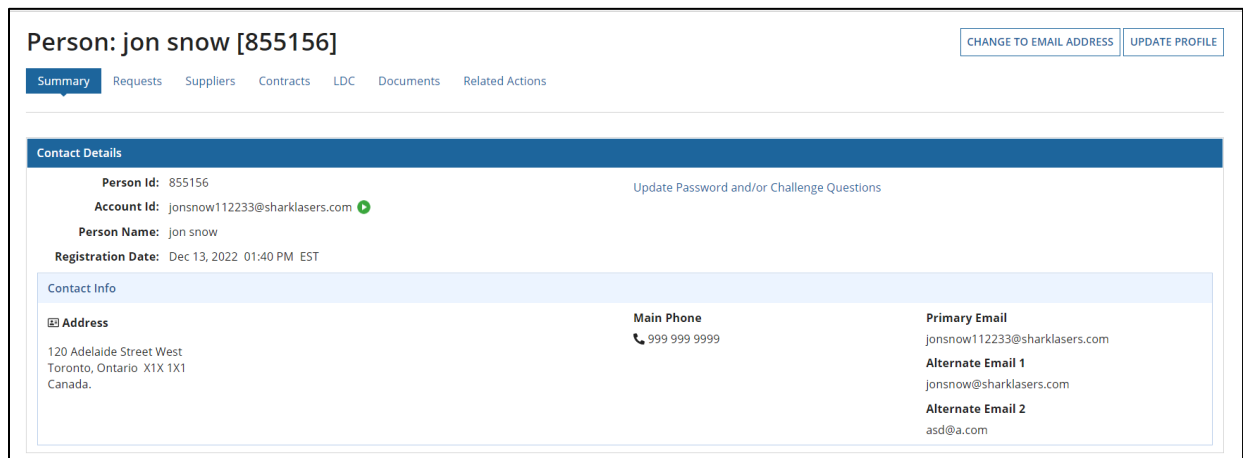
1. Select the **MANAGE PROFILE** tab.



2. Select the **Person Id.**



3. Select **CHANGE TO EMAIL ADDRESS** on the top right corner.



4. Under the **Reason For Change Email To Email Address** dropdown, select **Email Address is outdated/inactive**.
5. Enter a description in the **Reason for Change to Email Address**.
6. Enter the new email address in the **Email Address** field.
7. Click **SUBMIT**

Reason for Change to Email Address *
----- Please Select -----

Reason for Change to Email Address *

0 out of 4000 characters entered; 4000 remaining.

Email Address *

Previous Value:

CANCEL REQUEST **SUBMIT**

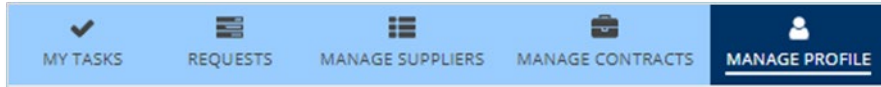
8. Once approved by the IESO, an email will be sent to the email address with instructions on how to log on using the new email address.

Changing Your Password

The following instructions will guide you through how to change your account password in Beacon.

Procedure

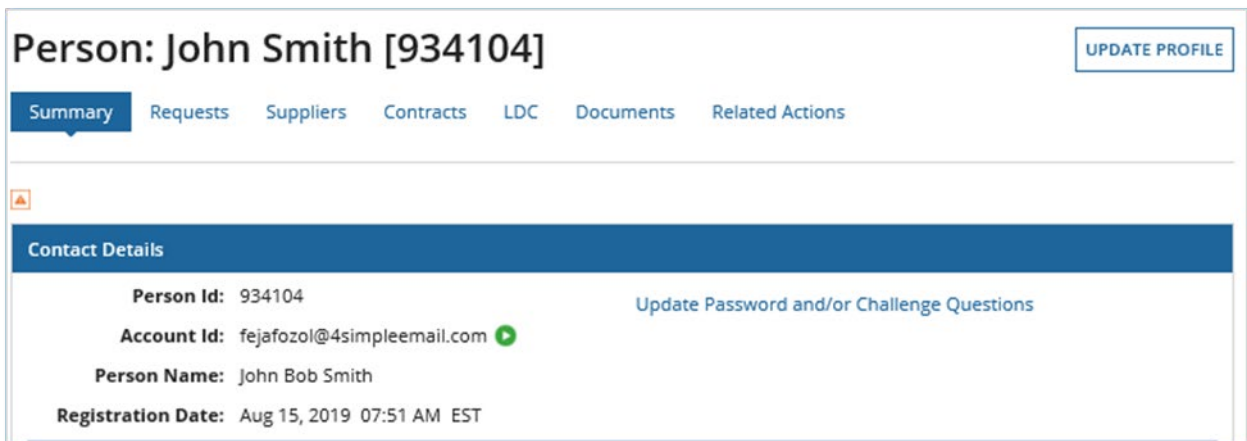
1. Select the **Manage Profile** tab.



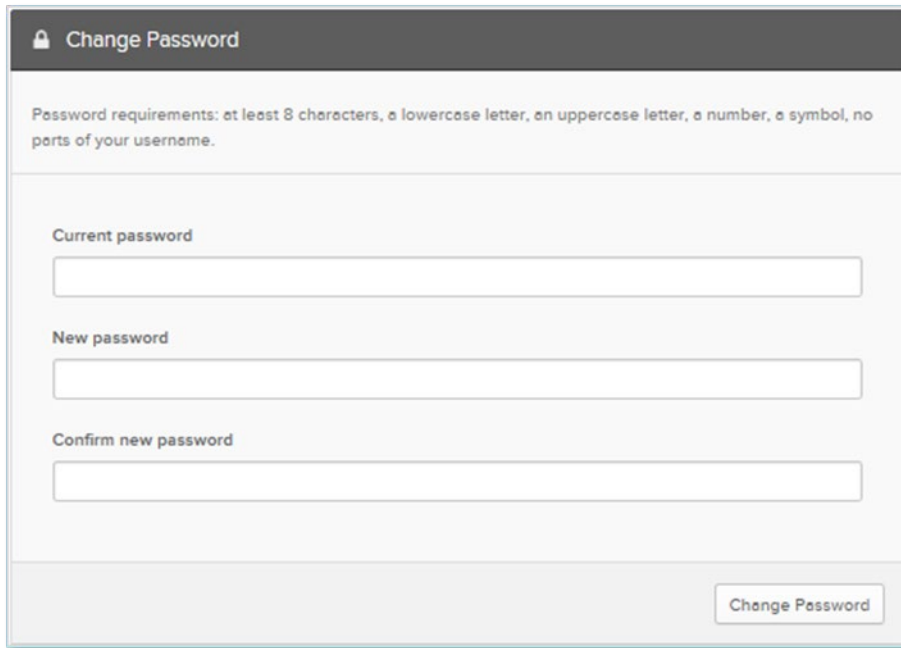
2. To view your account's Person Record, select your **Person ID**.



3. Select **Update Password and/or Challenge Questions**. Your Account page opens in a new tab.



4. Under the **Change Password** section, enter your current password and new password.



The screenshot shows a web form titled "Change Password" with a lock icon. Below the title, it states: "Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username." The form contains three input fields: "Current password", "New password", and "Confirm new password". A "Change Password" button is located at the bottom right of the form.

5. Select **Change Password**. Once your password has been successfully changed, a confirmation message is displayed.



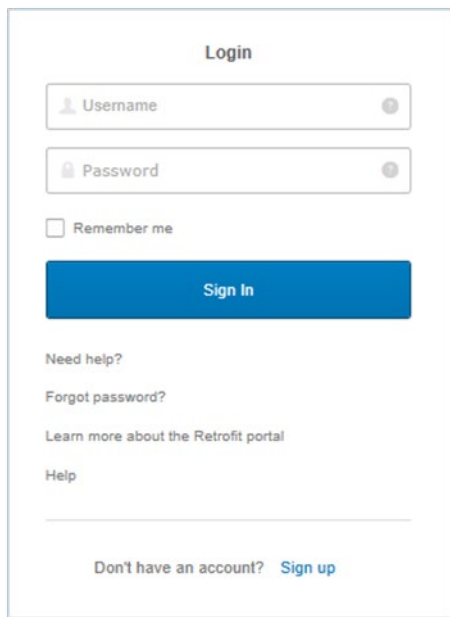
The screenshot shows a confirmation message box with a green checkmark icon and the text "Password changed successfully." The box is titled "Change Password" with a lock icon.

Resetting Your Password

If you forgot your password, you can reset it on the Beacon sign in page.

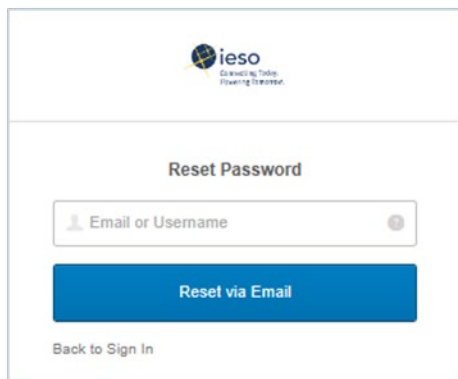
Procedure

1. Go to <http://www.ieso.ca/Get-Involved/microfit/login>.
2. Select **Need help?** to show more options.
3. Select **Forgot Password?**



The screenshot shows the IESO Login page. At the top, it says "Login". Below that are two input fields: "Username" and "Password", each with a small eye icon to its right. Underneath the password field is a checkbox labeled "Remember me". A large blue button labeled "Sign In" is positioned below the checkbox. At the bottom of the form, there are several links: "Need help?", "Forgot password?", "Learn more about the Retrofit portal", and "Help". At the very bottom, there is a link that says "Don't have an account? Sign up".

4. Enter your email, and then select **Reset via Email**.



The screenshot shows the IESO Reset Password page. At the top, it features the IESO logo with the tagline "Powering Tomorrow". Below the logo, it says "Reset Password". There is a single input field labeled "Email or Username" with an eye icon to its right. A large blue button labeled "Reset via Email" is located below the input field. At the bottom left of the page, there is a link that says "Back to Sign In".

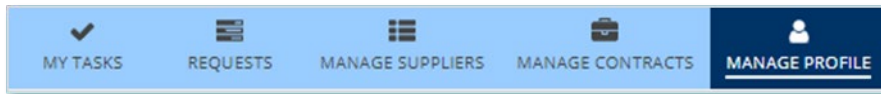
5. Follow the instructions sent to your email to reset your password.

Updating your Challenge (“Forgot Password”) Question

You can make changes to your challenge (“forgot password”) question. If you forget your password, this question is used to verify you. The following instructions will guide you through how to update your account’s challenge question in Beacon.

Procedure

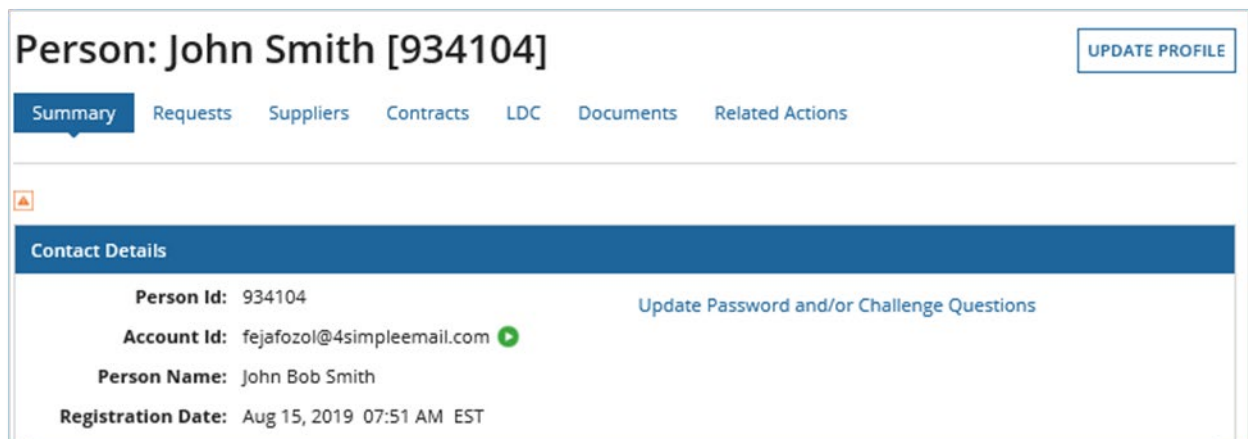
1. Select the **Manage Profile** tab.



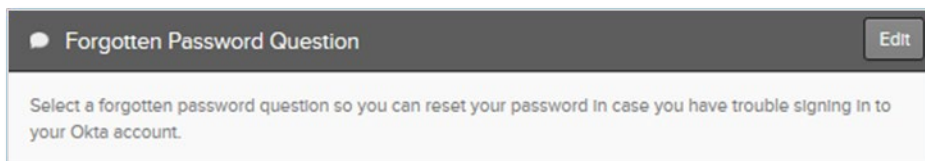
2. To view your account’s Person Record, select your **Person ID**.



3. Select **Update Password and/or Challenge Questions**. Your **Account** page opens in a new tab.



4. From the **Forgotten Password Question** section, select **Edit**.



5. Choose a new question and enter the answer to the question. Select **Save**. Your question has been updated. If you forget your password, this question will be used to verify you.

Forgotten Password Question

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

Tips for choosing a good security question:

- Don't pick a question that someone could easily guess or find out the answer to by looking at your resume or social networking profile.
- Pick a question with an answer that is easy for you to remember.
- Don't write your security question down on a piece of paper where someone could find it.

Question

Where were you on New Year's Eve in the year 2000?

Answer

Enter the answer to your security question here.

Save

Additional Resources

Additional resources can be found at the following links:

microFIT Homepage: <http://www.ieso.ca/Get-Involved/microfit/news-overview>

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