



Beacon microFIT Supplier

Digital User Guide

Contract Assignments – Assignor's Guide



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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.

A microFIT Contract is not automatically assigned when the real estate property containing a microFIT Facility is sold or otherwise conveyed. Further, any change or addition to the Supplier named on a microFIT Contract requires the completion of the IESO's microFIT Contract Assignment Process.

The microFIT Contract Assignment Process requires the participation of both the current Supplier (the "Assignor") and the prospective new Supplier (the "Assignee"), and must be completed through the IESO's online contract management portal, Beacon. The following steps will guide the Assignor in completing the Contract Assignment Request.

Before you Begin:

Before an Assignor can assign a microFIT Contract, the following must be completed by the Assignee:

- The Assignee must register for a Beacon account and register a Supplier;
- The Assignee must provide their Supplier ID and Supplier Legal Name to the Assignor;
- The Assignee must set-up a Generator Account with their local distribution company, and
- The Assignee must be an Eligible Participant, as defined in the applicable Eligible Participant Schedule.

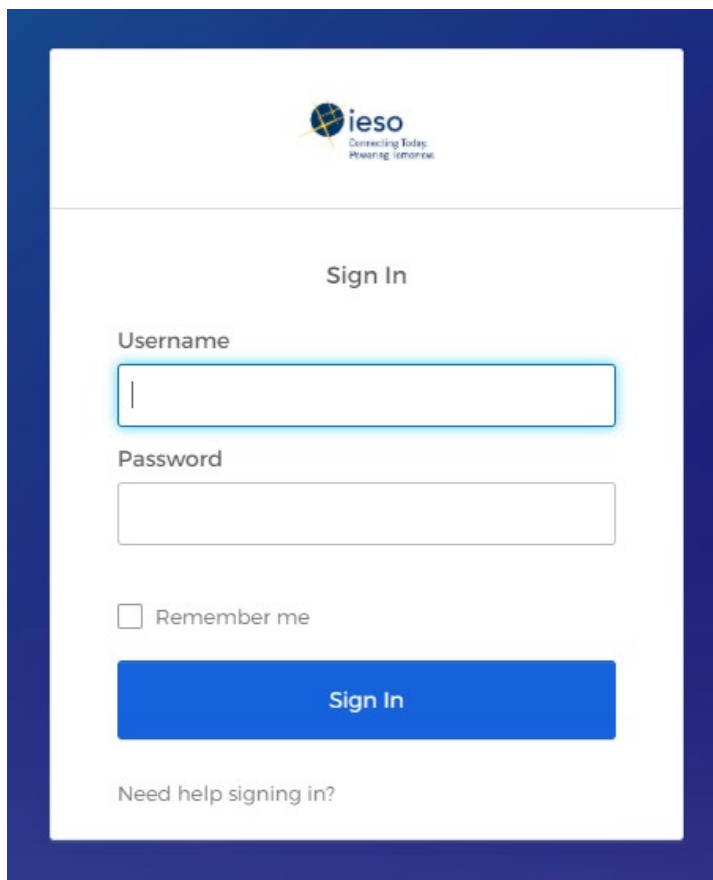
Also, please be sure to download any applicable Contract documents you would like to retain for your records, as these will not be available to you once the microFIT Contract Assignment request is **completed**.

Initiate microFIT Contract Assignment

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. Select "Sign in".



The screenshot shows the IESO Sign In page. At the top is the IESO logo with the tagline "Connecting Today. Powering Tomorrow". Below the logo is the heading "Sign In". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom of the form is a link that says "Need help signing in?".

3. 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

4. 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

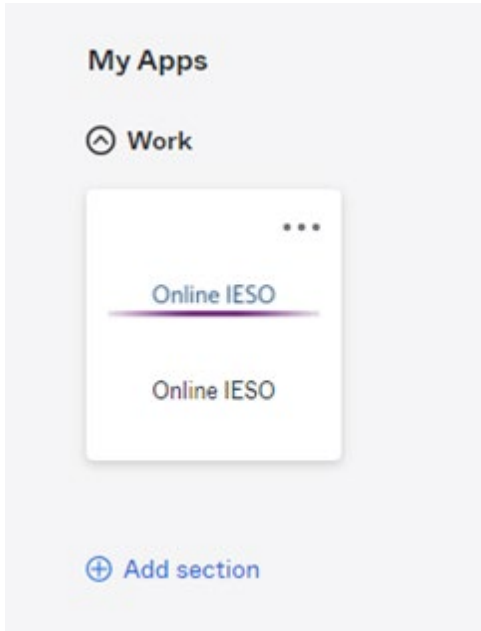
What is the food you least liked as a child?

Do not challenge me on this device again

Verify

Back to sign in

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



6. 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.



7. Select the **MANAGE CONTRACTS** tab. Select the Business **Contract ID** to view the Contract that you want to assign. Select **Related Actions** and then **CONTRACT ASSIGNMENT**.

8. From the drop down, select a **Reason for Request** and provide a brief description for the change and choose a **Proposed Effective Date** by clicking on the date field and selecting date from the calendar. Select **NEXT** to proceed.

Submit Contract Assignment

Request Contract Assignment

Contract ID: FIT-MABCDEF

Reason for Request *

----- Please Select -----

Describe Reason for Change

0 out of 4000 characters entered: 4000 remaining.

Proposed Effective Date *

mm/dd/yyyy

CANCEL REQUEST

NEXT >

9. Verify the Supplier and Person information on the Verify Assignor Information page. If the information is correct, select **Y**. You must confirm that the information is correct to continue. Select **NEXT** to proceed.

Verify Supplier Information

I, John Smith, certify that the information below is correct [CONFIRMED] *

Y N

John Smith [microFIT-757373] [CONFIRMED]

Supplier Legal Name: John Smith GST/HST Registrant? Yes No

Supplier Id: 757373

Supplier Type: microFIT

Legal Entity Type: Individual

Non-Resident of Canada? Yes No

Verify Person Information

I, John Smith, certify that the information below is correct [CONFIRMED] *

Y N

John Smith [CONFIRMED]

Person Name: John Smith Address

Person Id: 959137 44 North St.

Account Id: john.smith@yopmail.com Wawa, Ontario N1N 1N1

Canada

Main Phone

(416) 967-1111

Primary Email

John.Smith@yopmail.com

CANCEL REQUEST

NEXT >

10. Verify the Contract information. If the information is correct, select **Y**. Select **NEXT** to proceed.

Verify Contract Information

I, John Smith, certify that the information below is correct [CONFIRMED] *

Y N

Contract Notice Address [CONFIRMED]

Address

88 Gadr st.
Kabul 65465
Afghanistan

CANCEL REQUEST

< BACK NEXT >

Note: If any information is inaccurate, select **CANCEL REQUEST** and initiate a Change Request to correct the information. (Please see *Registration, Overview & Account Maintenance User Guide* for instructions). Once the Change Request is completed, you can reinstate the Contract Assignment Request.

11. On this page you will identify the proposed Assignee by entering their **Supplier ID** and **Supplier Legal Name**. Please note, you will need to enter the information exactly as entered during registration in order to find the Assignee. Select **FIND SUPPLIER** once identified. Select **NEXT** to proceed.

Verify Assignor Information Verify Contract Information Identify Assignee Verify Requirements Upload Supporting Documents Review

Identify Assignee

Supplier Id Supplier Legal Name

531340 ABC Joint Venture

FIND SUPPLIER

Supplier Overview

Supplier Legal Name: ABC Joint Venture Supplier Type: microFIT

Supplier Id: 531340 Legal Entity Type: Joint Venture - No Legal Personality

CANCEL REQUEST

< BACK NEXT >

Note: The Assignee must be a verified Supplier. The Supplier ID and Supplier Legal Name should be provided to you directly from the Assignee. The Assignee is provided with a Supplier ID once they have completed the Supplier Registration process.

12. On the Verify Requirements page, confirm that the Assignor requirements have been met. Select **NEXT** to proceed.

Requirement	Requirement Met?	Status
Assignee has provided their Supplier Legal Name and Person ID to the Assignor	<input checked="" type="radio"/> Yes <input type="radio"/> No	REQUIRED
Assignee has registered as a Supplier	<input checked="" type="radio"/> Yes <input type="radio"/> No	REQUIRED
Connection Agreement has been assigned to the Assignee	<input checked="" type="radio"/> Yes <input type="radio"/> No	REQUIRED
Other Supporting Documentation	<input checked="" type="radio"/> Yes <input type="radio"/> No	OPTIONAL

13. Next you will be given the opportunity to upload documents, please note documentation is **NOT** required from the Assignor at this time. Select **NEXT** to proceed.
14. During the final Review of the information you are submitting, review each acknowledgment. Ensure to “check” all acknowledgments before selecting **SUBMIT REQUEST**.

Please Acknowledge: *

- This Contract Assignment request is being submitted by me, and not by any third party representative on my behalf.
- I am solely responsible for checking email messages and automated notifications from the IESO sent in relation to this Contract Assignment request.
- I will notify the IESO of any breach of the representations and warranties made in the Contract Assignment, including any unauthorized access to my email address or access Credentials.
- If you are ready to submit the Assignment Request, check this box and click the Submit Assignment Request button below. By checking this box and submitting this Assignment Request, I hereby declare that the information contained in this document and submitted to the IESO is true, complete and accurate.
- By checking this box and submitting this Assignment Request, I hereby declare that the Connection Agreement has been transferred by me to the person to which contract is to be assigned.
- I have read and understood the IESO's privacy policy (found at www.ieso.ca), and I consent to the collection, use and disclosure of my personal information as set out in the privacy policy. I represent and warrant to the IESO that, if I have disclosed a third party's personal information, including the personal information of the Assignor or Assignee, as applicable, I have the consent of the third party to disclose the personal information to the IESO.

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

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

Execute microFIT Contract Novation and Assignment Agreement (Assignor)

Once the Assignee's portion of the microFIT Contract Assignment has been verified by the IESO, a Contract Novation and Assignment Agreement is generated for the Assignor and Assignee to review and accept. The following instructions will guide the Assignor through the steps.

Procedure

1. After logging in to Beacon, select the **MY TASKS** tab. Select **Execute Agreement [Assignor]** for the Request that you want to review. This brings you to the Execute Assignor Agreement for Contract Assignment page.

Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
C6057	Contract Assignment	IESO Review	Supplier	Execute Agreement [Assignor]	<input checked="" type="checkbox"/>

2. To begin working on the task, select **ACCEPT**. Click **View Novation Agreement** to download and view the pdf version of the Contract Novation and Assignment Agreement.
3. Once you have reviewed the Novation Agreement and have chosen to accept the Contract Assignment, select **Execute Agreement – Assignor**. Please carefully review and check off all of the acknowledgement statements in order to proceed.

Decision

Decision

Execute Agreement - Assignor

Decline Agreement

[View Novation Agreement](#)

Please Acknowledge: *

I have read and understood the terms and conditions of the microFIT Contract Assignment.

I attest that all the information in this microFIT Contract Assignment Agreement is true and accurate.

I understand my obligations as an Assignor/Assignee.

I accept the terms and conditions of the microFIT Contract.

I have read and understood the IESO's privacy policy (found at www.ieso.ca), and I consent to the collection, use and disclosure of my personal information as set out in the privacy policy.

I represent and warrant to the IESO that, if I have disclosed a third party's personal information, including the personal information of the Assignor or Assignee, as applicable, I have the consent of the third party to disclose the personal information to the IESO.

Note: Be sure to complete all acknowledgments in order to continue.

4. Select **Execute Agreement – Assignor**.

I, Thomas Russell, have reviewed the agreement and provided all relevant documentation

EXECUTE AGREEMENT - Assignor

5. Once both the Assignor and Assignee have individually completed the Execute Agreement task, it is returned to the IESO for a final review. If no further action is required, you will receive a notification from the IESO that provides the final outcome of the Request.

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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