How to Submit Temporary Reference Level Change Requests for End-to-End Testing

Purpose

This Quick Take provides step-by-step instructions on how market participants can temporarily modify their reference level data during End-to-End Testing and is related to the procedures that are outlined in section 5 of Market Manual 0.14.2: Reference Level and Reference Quantity Procedures.

Overview

This document outlines the steps on how market participants can request for the IESO to update a resource's reference level fuel cost components (pursuant to Market Rules Chapter 0.7, section 22.5.5) or use an alternate cost profile for a resource (pursuant to Market Rules Chapter 0.7, section 22.5.6) in Online IESO Sandbox. Market participants can use this quick take to support their activities during End-to-End Testing as this feature will only be available in Production when the renewed market is launched at MRP Go-Live.

Steps on how to submit temporarily change reference levels in Online IESO Sandbox

Step	Instruction
Step 1	Log in to Online IESO Sandbox using credentials that are associated with a Dispatch

Data Submitter role.

Username	
Password	
Remember me	
Forgot your password?	SIGN IN
got your password?	SIGN IN



Step 2 Instruction Step 2 Click on the navigation icon and select the Market Power Mitigation option from the dropdown menu. Image: Click on the navigation icon and select the Market Power Mitigation option from the dropdown menu. Image: Click on the navigation icon and select the Market Power Mitigation option from the dropdown menu. Image: Click on the navigation icon and select the Market Power Mitigation option from the dropdown menu. Image: Click on the navigation icon and select the Market Power Mitigation option from the dropdown menu.

Step 3To submit a temporarily change to reference levels, click on the Submit FRL
Change Requests tile from the "Calculate Financial Reference Levels (FRL)"
section of the screen.

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Step 4On the "Submit Temporary Financial Reference Level Change Request" page
select a Request Type and an organization name from the Organization List.
Then select the Resource to submit change request for.

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Submit Temporary Financial Reference Level Cha	ange Request			
Please select organization, Request type and Resource				
Organization List *	•	Request Type * Cost-Profile Change Puel-Cost Change		
Prese service a resource "	Resource Name		Average Cost	
CAVEL	_		-	PROCEED WITH COST-PROFILE CHANGE REQUE

If the **Request Type** selected is Cost-Profile Change, go to Step 5A.

If the **Request Type** selected is Fuel-Cost Change, go to Step 5B.

Step	Instruction				
Step 5A	To submit a cost –profile change request, click on the PROCEED WITH COST PROFILE CHANGE REQUEST button as shown below.				
	CANCEL	PROCEED WITH COST-PROFILE	CHANGE REQUEST		
	Proceed to Step 6A.				
Step 5B	To submit a change fuel c button as shown below.	To submit a change fuel cost change request, click on the SELECT PARAMETE button as shown below.			
	CANCEL	1	SELECT PARAMETER		
	Proceed to Step 6B.				
	Upload supporting docume any). Once all mandatory Note: Unavailable hour	ents on the form and provide a request describilities on the form and provide a request describilities have been populated, click SUBMIT .	ription (if		
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	HE 7	HE 19			
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			0/4000		
	CANCEL		SUBMIT		
	The form is sent to the IE	SO for processing.			
Step 6B	As part of the fuel cost ch	ange request, select the parameter that need	ds to be		

COST CHANGE REQUEST button as shown below.

Parameter List *		
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Dawn Natural Gas Price	Collected	
Service Price Adder	Registered	
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Step 7 Select the applicable **dispatch day** (Today or Tomorrow) and **dispatch hours**. Enter an alternate fuel cost price, upload supporting documents, and provide a request description (if any). Once all mandatory fields have been populated, click **SUBMIT**.

Note: Unavailable hours will be greyed out and cannot be selected.

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Note(s):

The window to submit temporary FRL change requests for the Day-Ahead Market is between 6:00 EPT to 9:30 EPT.

The window to submit temporary FRL change requests for the Real-Time Market is up to 150 minutes prior to the start of each dispatch hour.

If selecting "Tomorrow" as the dispatch day, the user will be blocked to submit change requests from 9:30 EPT to 17:30 EPT.

To View Submitted Change Requests

To view a history of requested temporary changes to reference levels, navigate to the Market Power Mitigation page and select the **Temporary FRL Change Requests** tile.



Renewed Market (After Market Renewal Go-Live)

The Temporary Reference Level Change Request process will become a permanent feature in Online IESO after the renewed market is launched. This will enable Market Participants to temporarily request alternate reference level values for eligible resources to be used for a specific dispatch day and dispatch hours. Approved temporary updates to a resource's reference level data will be reflected in the *Day-Ahead Market Financial Reference Level Values Report* and in the *Realtime Market Financial Reference Level Values Report* and in the *Realtime Market Financial Reference Level Values Report*.

For more information on what documents can be used to support temporary FRL change requests, refer to Section 5.2 of Market Manual 0.14.2: Reference Level and Reference Quantity Procedures.

For more information on reference level reports, refer to Section 4.1 of Market Manual 0.14.2: Reference Level and Reference Quantity Procedures.

Note: All temporary FRL change requests in Online IESO Sandbox will be automatically approved for End-to-End Testing.