

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

## Purpose

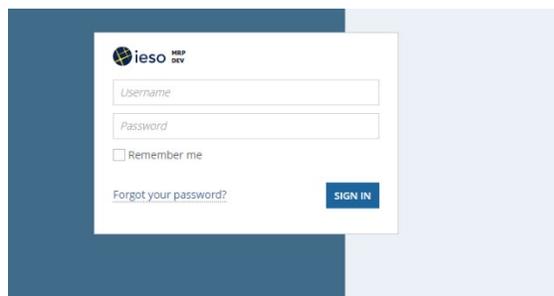
This Quick Take provides step-by-step instructions on how market participants can temporarily modify their reference level data during End-to-End Testing and is related to the procedures that are outlined in section 5 of Market Manual 0.14.2: Reference Level and Reference Quantity Procedures.

## 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.

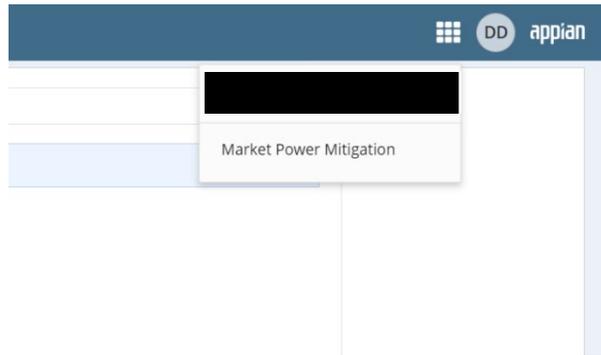
## Steps on how to submit temporarily change reference levels in Online IESO Sandbox

Step	Instruction
Step 1	Log in to Online IESO Sandbox using credentials that are associated with a <i>Dispatch Data Submitter</i> role.

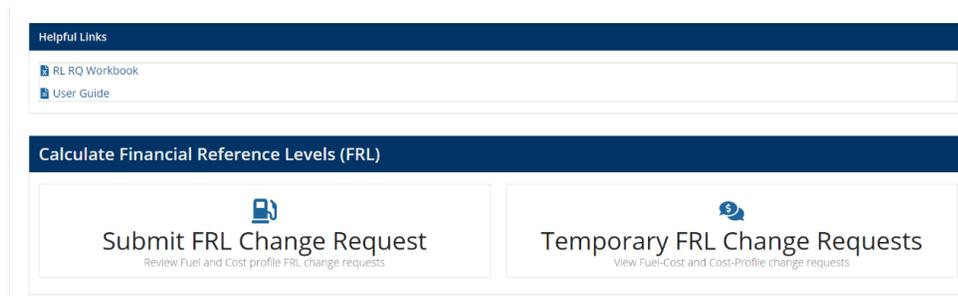


**Step**                      **Instruction**

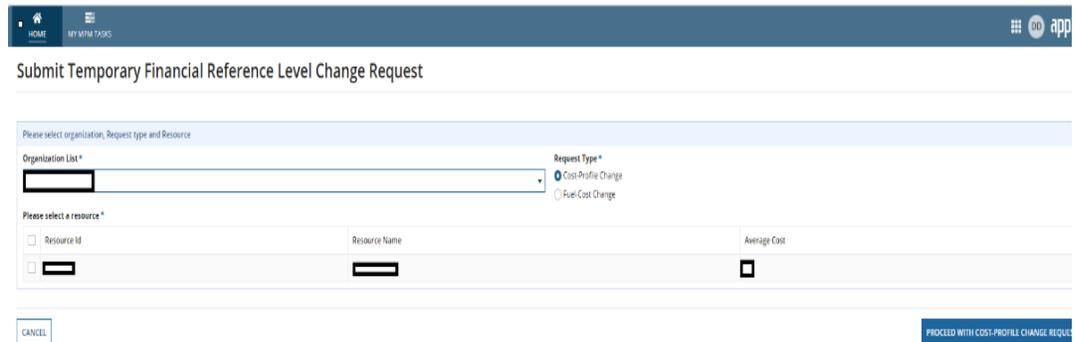
**Step 2**                      Click on the navigation icon and select the **Market Power Mitigation** option from the dropdown menu.



**Step 3**                      To 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.



**Step 4**                      On 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.



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.



Proceed to Step 6A.

---

**Step 5B**                      To submit a change fuel cost change request, click on the **SELECT PARAMETER** button as shown below.

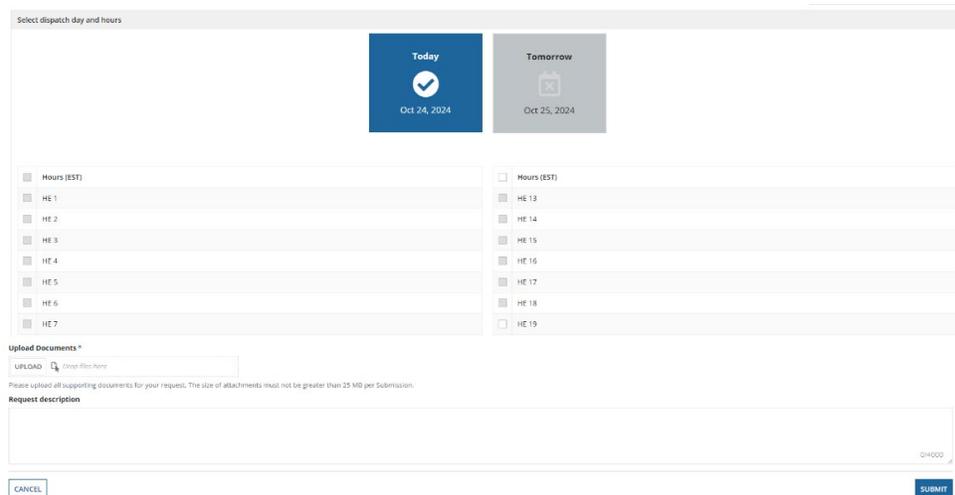


Proceed to Step 6B.

---

**Step 6A**                      Select the applicable **dispatch day** (Today or Tomorrow) and **dispatch hours**. Upload supporting documents on the form 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.



The form is sent to the IESO for processing.

---

**Step 6B**                      As part of the fuel cost change request, select the parameter that needs to be updated from the **Parameter List** and click on the **PROCEED WITH FUEL-COST CHANGE REQUEST** button as shown below.

---

**Step**

**Instruction**

Please select a parameter

Parameter List *	
<input type="checkbox"/> Parameter	Registered
<input type="checkbox"/> Fixed Fuel Price	Registered
<input type="checkbox"/> Dawn Natural Gas Price	Collected
<input type="checkbox"/> Service Price Adder	Registered

[GO BACK](#) [PROCEED WITH FUEL-COST CHANGE REQUEST](#)

Proceed to Step 7.

**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.

Select dispatch day and hours

**Today**  Mar 28, 2025

**Tomorrow**  Mar 29, 2025

Hours (EST)	Hours (EST)
<input type="checkbox"/> HE 1	<input type="checkbox"/> HE 13
<input type="checkbox"/> HE 2	<input type="checkbox"/> HE 14
<input type="checkbox"/> HE 3	<input type="checkbox"/> HE 15
<input type="checkbox"/> HE 4	<input type="checkbox"/> HE 16
<input type="checkbox"/> HE 5	<input type="checkbox"/> HE 17
<input type="checkbox"/> HE 6	<input type="checkbox"/> HE 18
<input type="checkbox"/> HE 7	<input type="checkbox"/> HE 19
<input type="checkbox"/> HE 8	<input type="checkbox"/> HE 20
<input type="checkbox"/> HE 9	<input type="checkbox"/> HE 21
<input type="checkbox"/> HE 10	<input type="checkbox"/> HE 22
<input type="checkbox"/> HE 11	<input type="checkbox"/> HE 23
<input type="checkbox"/> HE 12	<input type="checkbox"/> HE 24

12 items 12 items

ALTERNATE FUEL COST PRICE: Alternate fuel price value must be submitted in the same units specified next to parameter name. If actual fuel cost price for this parameter is registered in non-CAD currency (e.g., USD), alternate fuel cost price must be converted to CAD before submission.

**Alternate Fuel Cost Price**

**Dawn Natural Gas Price (\$/MMBtu)**

**Upload Documents \***

UPLOAD Drop files here

Please upload all supporting documents for your request. The size of attachments must not be greater than 25 MB per Submission.

**Request description**

0/4000

[CANCEL](#) [SUBMIT](#)

Note(s):

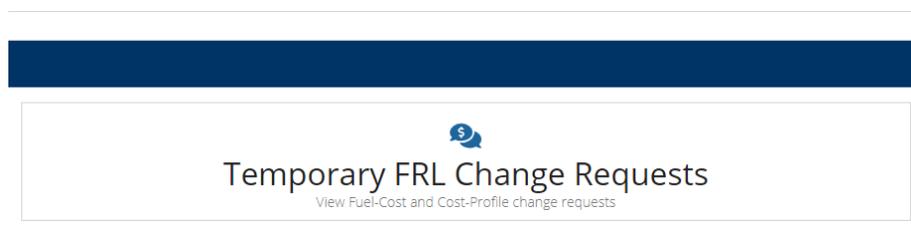
The window to submit temporary FRL change requests for the Day-Ahead Market is between 6:00 EPT to 9:30 EPT.

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*.

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.