



Beacon microFIT Supplier

Digital User Guide
Registration, Overview and Account Maintenance



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Getting Started

Disclaimer

Information on the IESO website 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 the IESO website and the microFIT Contract or microFIT Rules, the microFIT Contract or microFIT Rules, as applicable, will prevail. Nothing on this website shall be binding on the IESO. The IESO reserves the right to modify or amend the information on the IESO website at any time and without notice.

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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	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.
Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the microFIT Contract.	

Role	Description
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>
IESO	<p>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.</p>

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 [microFIT Overview \(ieso.ca\)](https://ieso.ca/microFIT)
2. Scroll to **Beacon** headline. This brings you to the **Registration** section.

Beacon

Beacon is IESO's online contract management tool that enables Suppliers to manage their active microFIT Contracts. All microFIT Contract requests (e.g., assignment, amendment, etc.) must be completed online via Beacon. If you require assistance, email the [microFIT team](#) or call 1-833-413-6348 (MFIT).

Please note that in signing up and using Beacon, you agree to follow and be bound by the [Beacon Terms of Use](#). The IESO may change these Terms of Use at any time. Your use of Beacon following any such change constitutes your agreement to follow and be bound by the Terms of Use, as modified.

Important: After activating your Beacon account, your username is your email address.

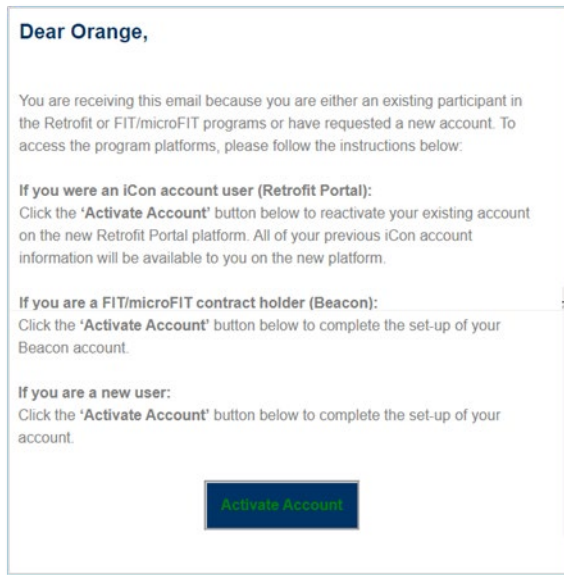
First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Email ID	<input type="text" value="Email ID"/>
	<input type="button" value="Sign me up"/>

Already registered? Login with your username and password.



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

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.

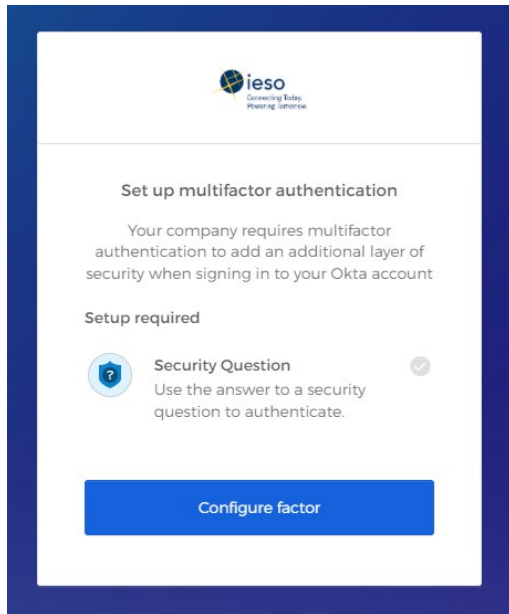
The screenshot shows a registration page with the following content:

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

Below the welcome message is a light gray box containing the password creation form:

- A blue circular icon with a white key symbol is to the left of the "Enter new password" label.
- A text input field for the new password.
- Below the input field, the password requirements are listed: "Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username."
- A label "Repeat new password" is to the left of the second text input field.
- A second text input field for repeating the password.



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



Set up multifactor authentication

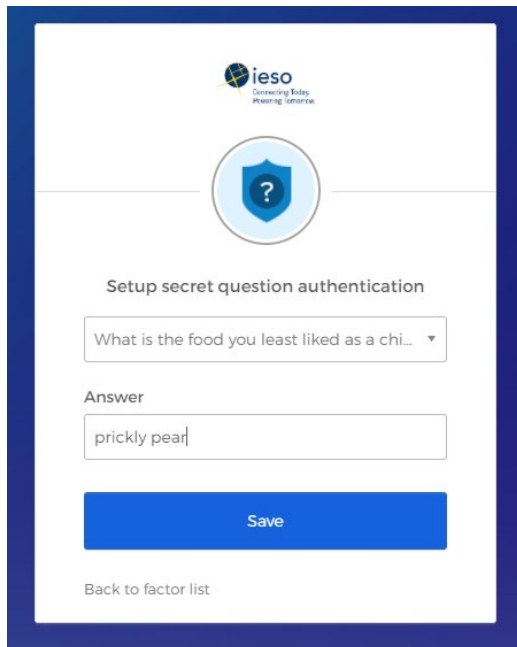
Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Setup required

-  **Security Question** 
Use the answer to a security question to authenticate.

[Configure factor](#)

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.



Setup secret question authentication

What is the food you least liked as a chi... ▼

Answer

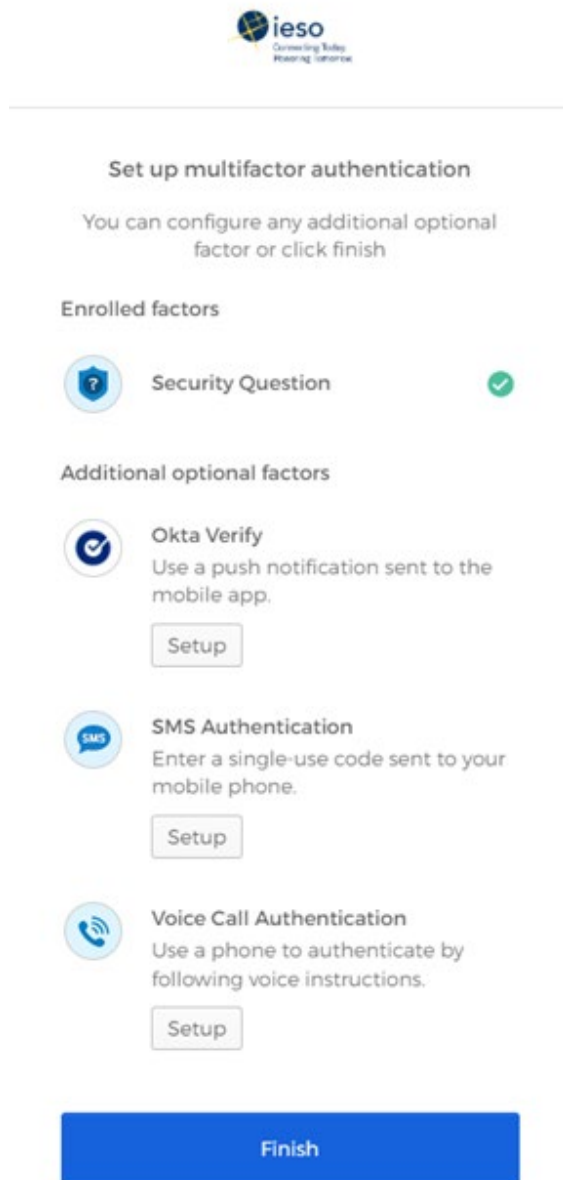
prickly pear

[Save](#)

[Back to factor list](#)

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, followed by the heading "Set up multifactor authentication". Below this is a sub-heading: "You can configure any additional optional factor or click finish". The screen is divided into two sections: "Enrolled factors" and "Additional optional factors".

Enrolled factors: A single item, "Security Question", is listed with a green checkmark icon to its right.

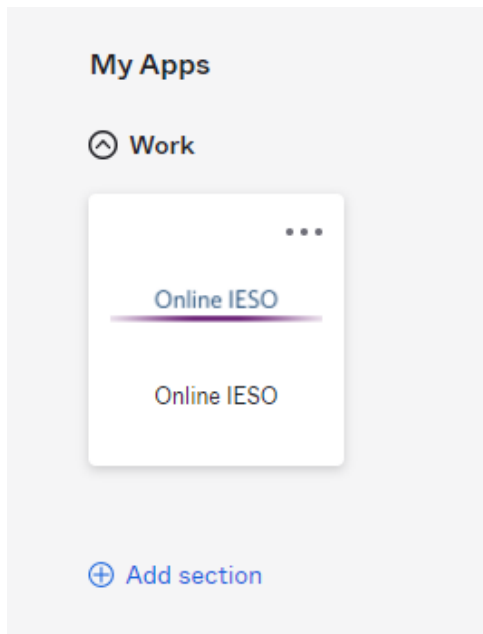
Additional optional factors: Three items are listed, each with a "Setup" button below it:

- Okta Verify:** Use a push notification sent to the mobile app.
- SMS Authentication:** Enter a single-use code sent to your mobile phone.
- Voice Call Authentication:** Use a phone to authenticate by following voice instructions.

At the bottom of the screen is a large blue button labeled "Finish".

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 Program** tile to enter Beacon.

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

<p>FIT-microFIT Program</p>  <p>Click here to enter Beacon</p> <p><i>The Feed-In Tariff (FIT) Program was developed to encourage and promote greater use of renewable energy sources.</i></p> <p><i>The microFIT Program supports the development of small or "micro" renewable electricity generation projects (10 kilowatts (kW) or less in size) such as solar panel installations.</i></p>	<p>Industrial Energy Efficiency Program</p>  <p>Register for Industrial Energy Efficiency Program</p> <p><i>The Save on Energy Industrial Energy Efficiency Program (IEEP) is a new program for large industrial consumers in Ontario. It provides financial incentives to implement projects that deliver electricity savings through upgrading of industrial processes.</i></p> <p><i>The IEEP is intended to support large, complex, customer-driven solutions that result in verifiable electricity system benefits from implementing proven, commercially available technologies.</i></p>	<p>Retrofit</p>  <p>Register for Retrofit</p> <p><i>The Retrofit program is designed to provide a variety of options for businesses, so you can find the right fit for your operations, regardless of your industry.</i></p>
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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 **Submit**.

Input/Verify Contact Information  

Complete Contact Details

First Name
Hannah

Last Name
Montana

Middle Name

Supplier Contact Email



Alternate Email 1

Alternate Email 2

Supplier Contact Address

Street Address *
e.g. 120 Adelaide Street West. P.O. box

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

Input/Verify Contact Information  

Province *
Ontario

Postal Code *
M1K 2R2

Supplier Contact Phone

Main Phone * **Extension**
9053211123

Alternate Phone **Extension**
(###) ###-####


Fax
(###) ###-####

Fax 2
(###) ###-####

Dialog Box:
All the contact information you have submitted is correct and ready to submit?

SUBMIT

16. Select Open Supplier Registration page to initiate your **New Supplier Registration** request.

 Input/Verify Contact Information



HM



 SAVE DRAFT

Submission Confirmation

Your contact information has been saved. To proceed with Supplier Registration, please click the link below:

[Open Supplier Registration page](#)

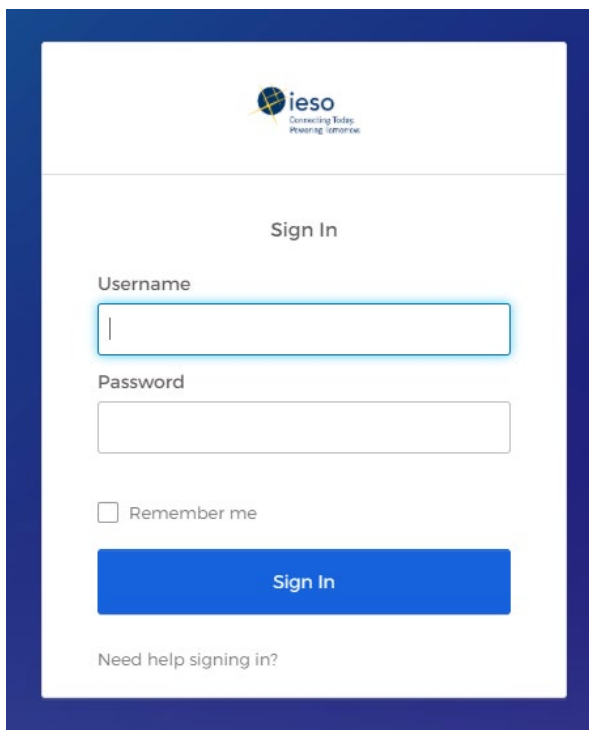
Beacon Overview

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.

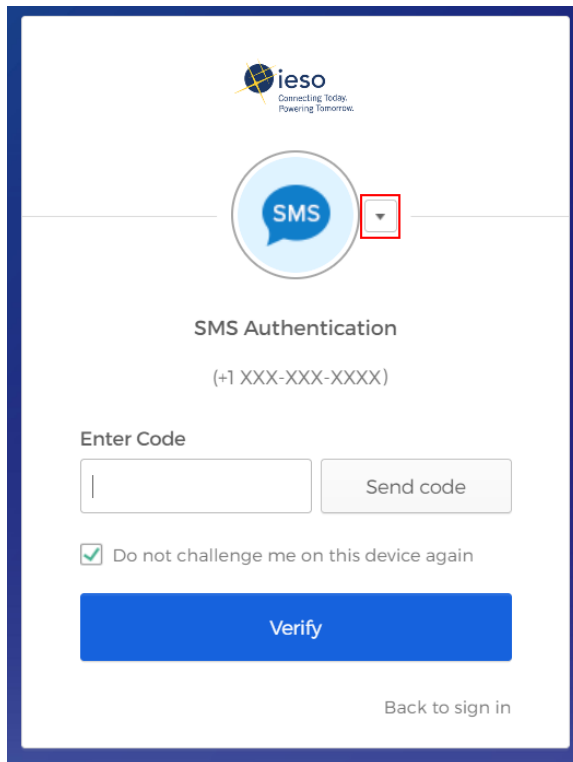
Procedure

1. Go to [IESO Gateway - Sign In](#)
2. Enter your account username (your email address) and password.

A screenshot of the IESO Sign In page. The page has a white background with a blue border. At the top center is the IESO logo, which consists of a stylized globe icon followed by the text "ieso" and the tagline "Connecting Today. Powering tomorrow." below it. Below the logo, the text "Sign In" is centered. Underneath "Sign In" are two input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a blue rectangular button with the text "Sign In" in white. Below the button, the text "Need help signing in?" is displayed.

3. Select **Sign In**.

4. 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

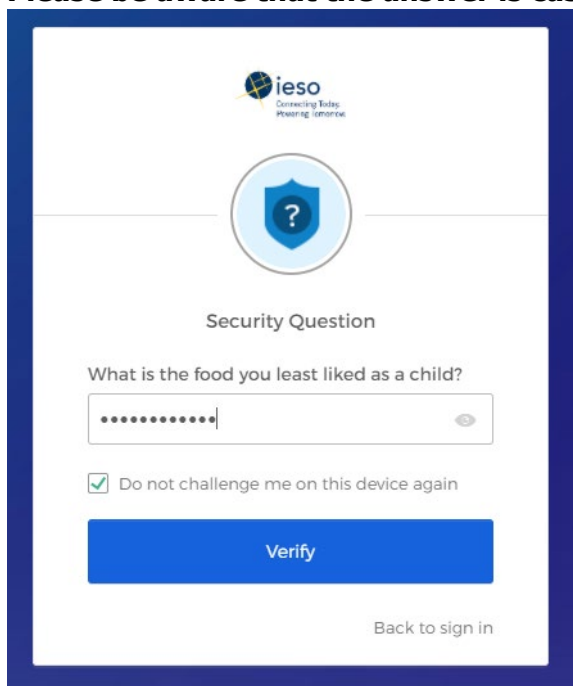
Send code

☒ Do not challenge me on this device again

Verify

Back to sign in

5. 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?

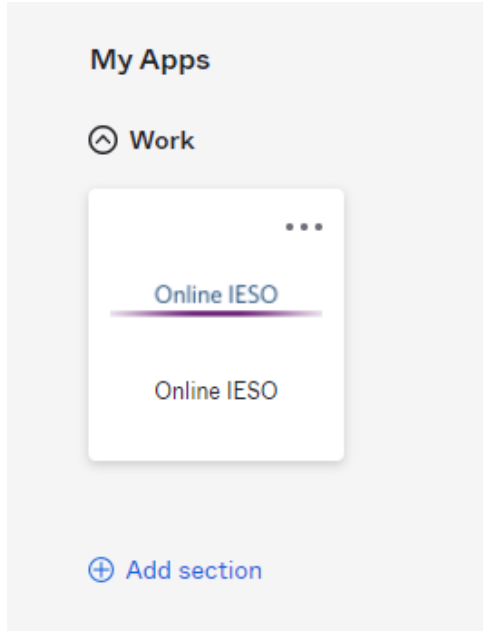
.....

☒ 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 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.

<p>FIT-microFIT Program</p>  <p>Click here to enter Beacon</p> <p><i>The Feed-In Tariff (FIT) Program was developed to encourage and promote greater use of renewable energy sources. The microFIT Program supports the development of small or "micro" renewable electricity generation projects (10 kilowatts (kW) or less in size) such as solar panel installations.</i></p>	<p>Industrial Energy Efficiency Program</p>  <p>Register for Industrial Energy Efficiency Program</p> <p><i>The Save on Energy Industrial Energy Efficiency Program (IEEP) is a new program for large industrial consumers in Ontario. It provides financial incentives to implement projects that deliver electricity savings through upgrading of industrial processes. The IEEP is intended to support large, complex, customer-driven solutions that result in verifiable electricity system benefits from implementing proven, commercially available technologies.</i></p>	<p>Retrofit</p>  <p>Register for Retrofit</p> <p><i>The Retrofit program is designed to provide a variety of options for businesses, so you can find the right fit for your operations, regardless of your industry.</i></p>
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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.

The screenshot shows the 'My Request Tasks' interface. At the top is a ribbon with tabs: MY TASKS (active), REQUESTS, MANAGE SUPPLIERS, MANAGE CONTRACTS, and MANAGE PROFILE. Below the ribbon, there are filter sections for 'Prep/Submitted Only', 'Request ID' (with a search input), 'Task Status', 'Status', and 'Task'. A 'More Filters' link is also present. The main section is titled 'Active Request Tasks In-Progress' and contains a table with the following data:

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		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 system. The top navigation bar includes 'MY TASKS', 'REQUESTS' (active), 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. The left sidebar has a 'REQUESTS' icon. The main content area contains several filter sections: 'Status' (dropdown set to 'OPEN'), 'Request ID' (text input), 'Request Category' (dropdown set to 'Show All'), 'Request Type' (dropdown set to 'Show All'), 'Requested From' and 'Requested Thru' (date pickers), 'Supplier ID' (text input), 'Contract ID' (text input), 'Prepared By' (dropdown set to 'Show All'), and 'Source' (dropdown set to 'Show All'). Below the filters, it says '1 Requests Found'. A table displays the request details:

		Request ID	Request Type	Requested	Requested By	Prepared By	Supplier ID	Final Outcome Decision Date	Final Outcome Decision By
OPEN	<input checked="" type="checkbox"/>	53170	Change to Supplier Legal Name	Jul 16, 2019 09:44 AM EST	John Smith	John Smith	531340		

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.

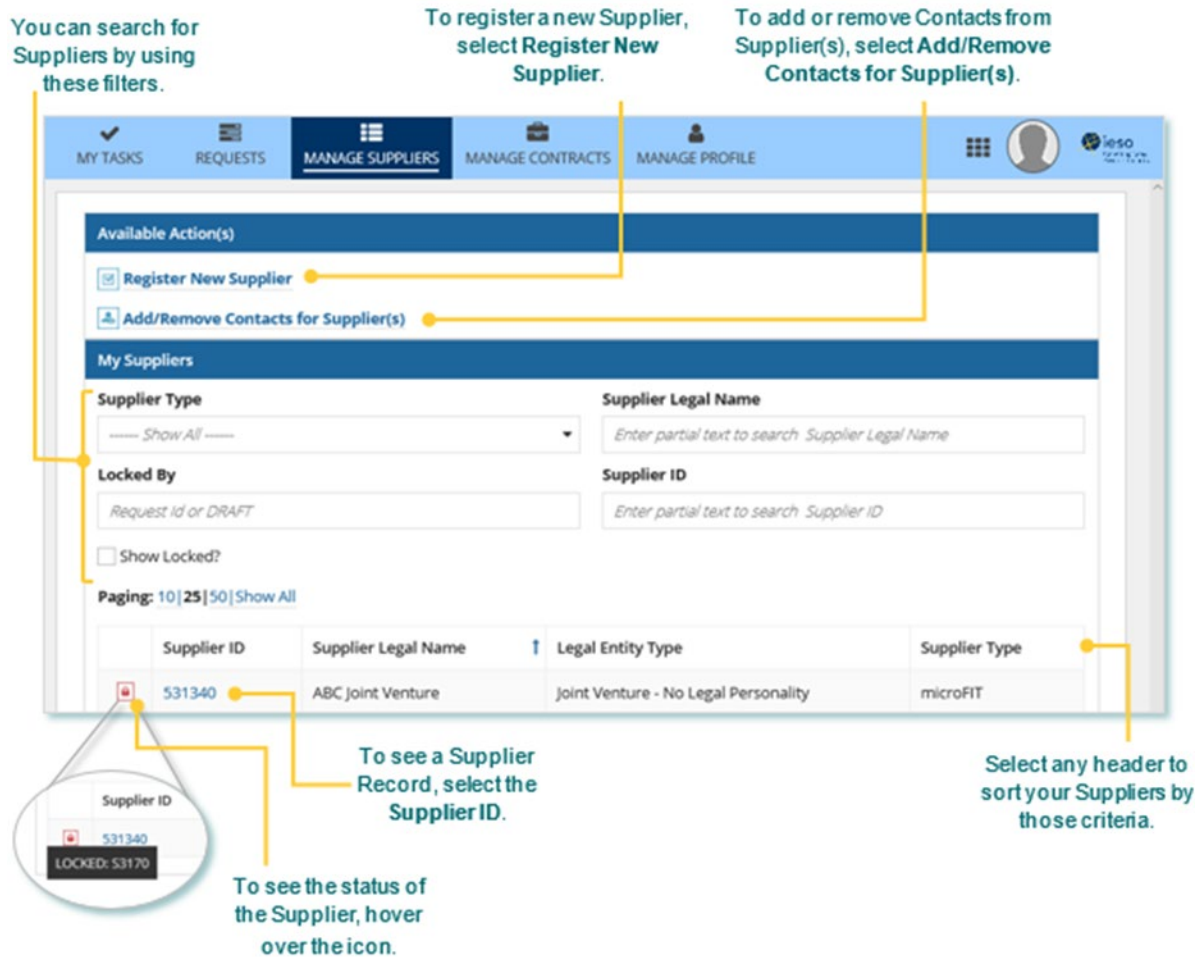
You can also view the **Task History** in the **Summary** page of a Request Record. All of the tasks created and completed for the Record are listed here.

Task History			
> Close Request - Closed			
> Notify Impacted Parties - Send Notification			
> Perform Analyst Review - Approve			
> Review Returned Change Request - Request Updated			
v 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.

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



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 with a navigation bar at the top containing 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS' (selected), and 'MANAGE PROFILE'. Below the navigation bar is a section for 'Available Action(s)'. The main area contains a filter panel with the following fields:

- Contract Id**: Text input with placeholder 'Enter partial text to search Contract Id'
- Contract Version**: Dropdown menu
- LDC**: Dropdown menu with 'Show All' option
- Locked By**: Text input with placeholder 'Request Id or DRAFT'
- Lock Status**: Dropdown menu with 'Show All' option
- Supplier Type**: Dropdown menu with 'Show All' option
- Supplier Id**: Text input with placeholder 'Enter partial text to search Supplier Id'
- Supplier Legal Name**: Text input with placeholder 'Enter partial text to search Supplier Legal Name'
- Contract Status**: Dropdown menu with 'Show All' option

Below the filters, the pagination shows 'Paging: 10 | 25 | 50 | Show All' and '2 Contracts'. The table below lists the contracts:

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
 FIT-MAB CDEF	microFIT	Executed	662121	John S Smith	Hydro One Networks Inc.	1.3

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-MABCEDEF

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-MABCEDEF

Contract Status: Executed

Contract Id: FIT-MABCEDEF

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

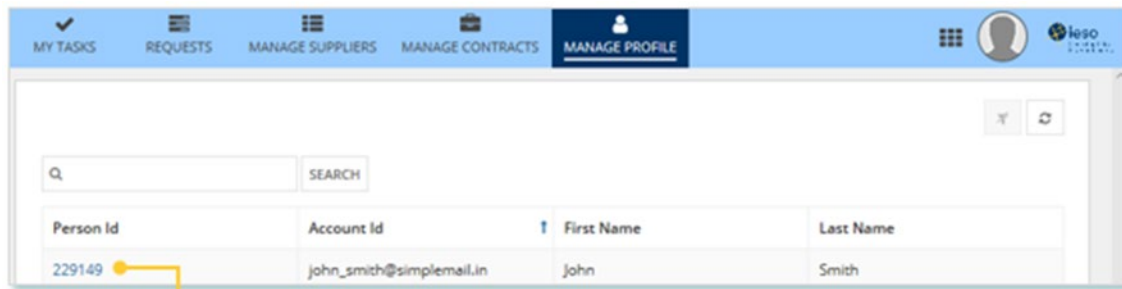
120 Adelaide Street West,
Toronto, Ontario X1X 2X2
Canada.

DOWNLOAD CONTRACT

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.



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.

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

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

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

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

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

To update your profile, select **Update Profile**.

Person: jon snow [855156]

Summary Requests Suppliers Contracts LDC Documents Related Actions

RECORD LOCKED

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

[Update Password and/or Challenge Questions](#)

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

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

Account Maintenance

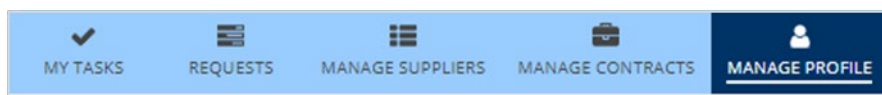
Changing Your Contact Information

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

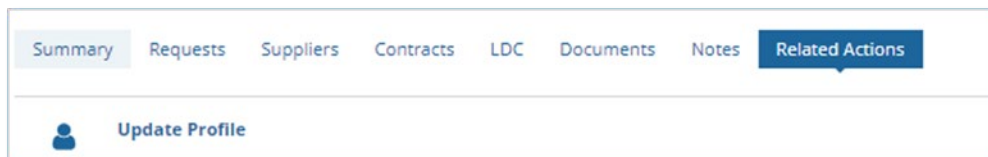
1. Select the **Manage Profile** tab.



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 web form titled "Request - Update to Contact Information". It contains the following fields and information:

- Request Type:** Update to Contact Information
- Person Name:** John Smith
- Requested By:** John Smith
- Person ID:** 934104
- Submission Reason:** Other
- Supplier Type:** Unassigned
- Submission Reason *:** A dropdown menu with "Other" selected.
- Describe Reason for Change *:** A large text area for description.
- Character count:** 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 web form titled "Supporting Documents [Empty - 1 Pending]". It contains the following fields and information:

- Select Document to Upload:** A dashed box with an "UPLOAD" button and a "Drop file here" instruction.
- File size limit:** upto: 30 MB
- Document Type *:** A dropdown menu with "Please Select" as the current selection.
- Description:** A text area for description.
- Character count:** 0 out of 200 characters entered: 200 remaining.
- 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](#)

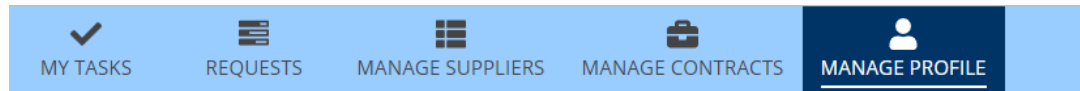
Changing Your Email Address

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

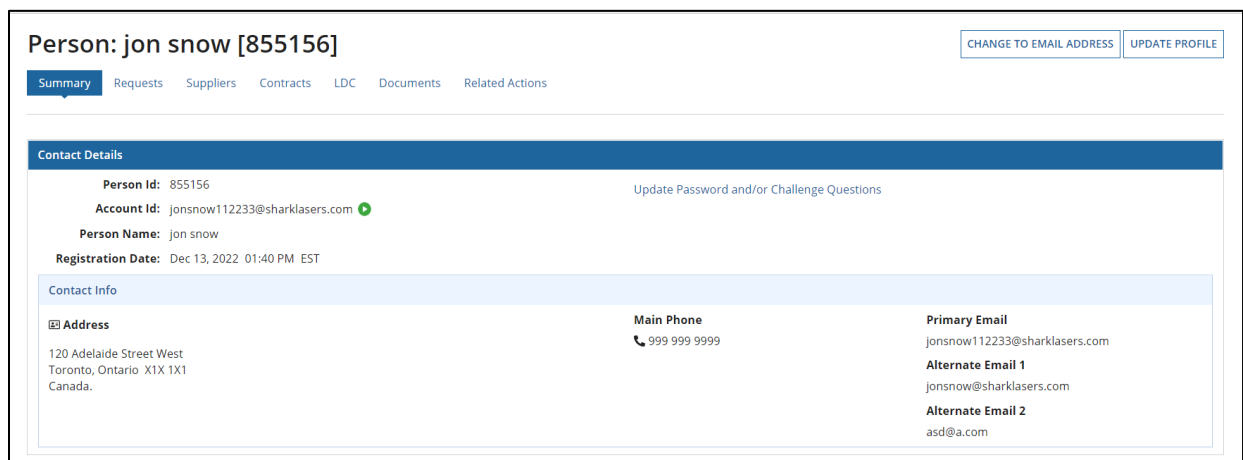
1. Select the **MANAGE PROFILE** tab.



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

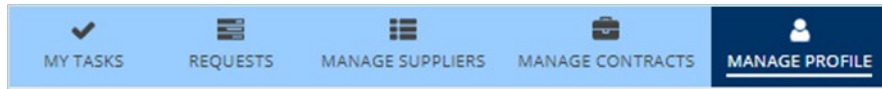
8. Once approved by the IESO, an email will be sent to the email address with instructions on how to log on using the new email address.

Changing Your Password

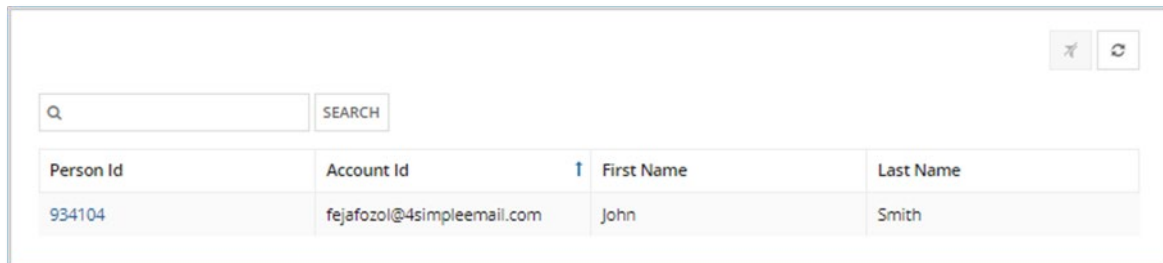
The following instructions will guide you through how to change your account password in Beacon.

Procedure

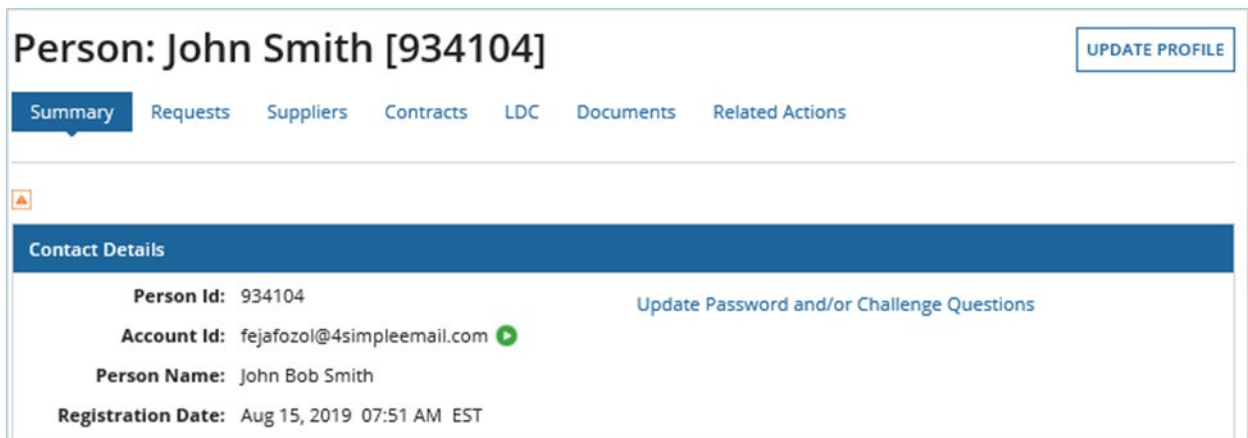
1. Select the **Manage Profile** tab.



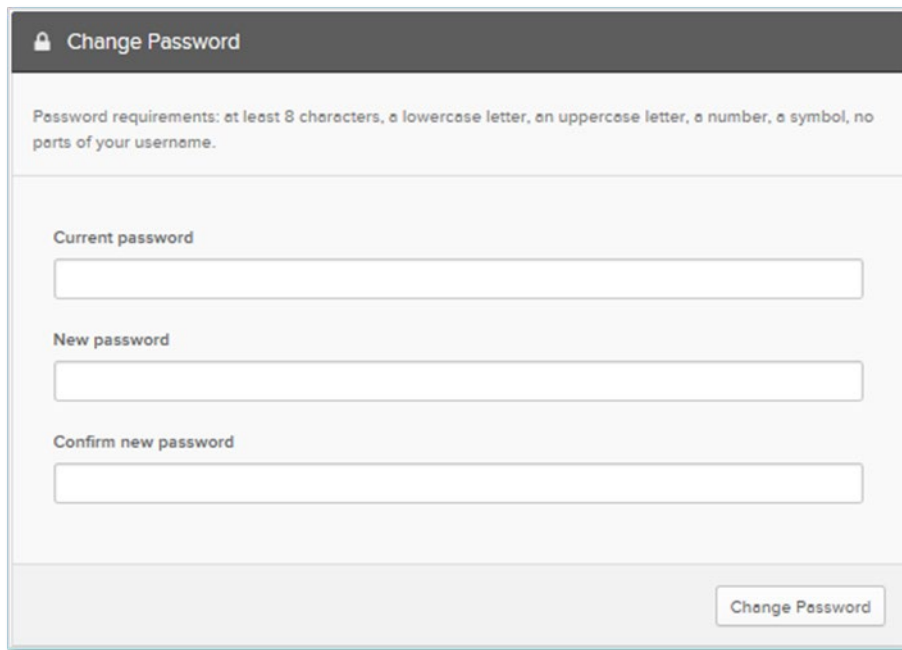
2. To view your account's Person Record, select your **Person ID**.



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.



A screenshot of a web form titled "Change Password". The form has a dark header bar with a lock icon and the title. Below the header, there is a text block stating password requirements: "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". At the bottom right of the form is a button labeled "Change Password".

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



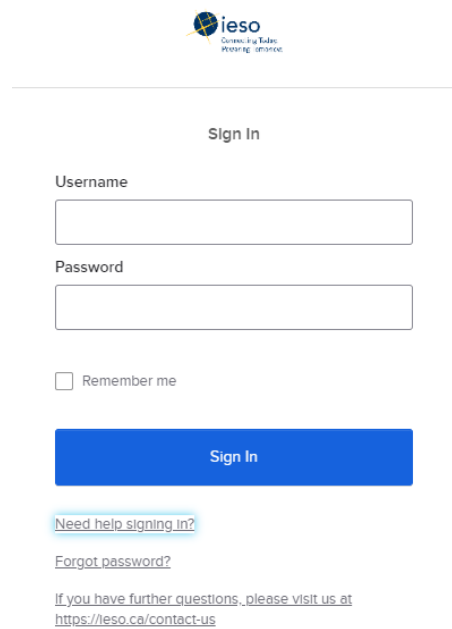
A screenshot of the same "Change Password" form, but now it displays a success message. The message is in a light green box with a checkmark icon and the text "Password changed successfully." The "Change Password" button is still visible at the bottom right.

Resetting Your Password

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

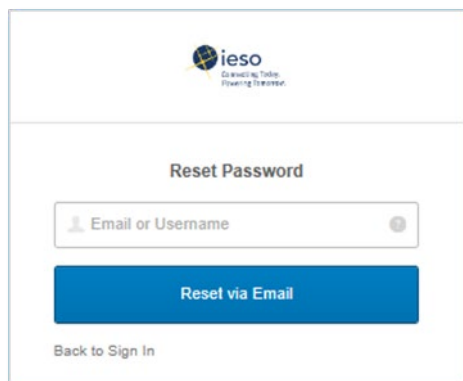
Procedure

1. Go to [IESO Gateway - Sign In](#)
2. Select **Need help signing in?** to show more options.
3. Select **Forgot Password?**



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 "Sign In" heading. There are two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. Below the button are two links: "Need help signing in?" and "Forgot password?". At the bottom, there is a link that says "If you have further questions, please visit us at https://ieso.ca/contact-us".

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



The screenshot shows the IESO Reset Password page. At the top is the IESO logo with the tagline "Connecting Today. Powering Tomorrow." Below the logo is the "Reset Password" heading. There is a single input field labeled "Email or Username" with a search icon on the right. Below the input field is a blue button labeled "Reset via Email". At the bottom, there is a link that says "Back to Sign In".

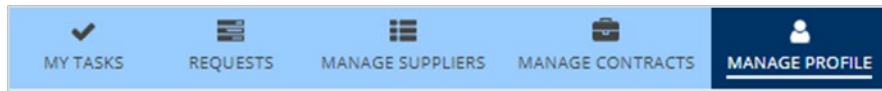
5. Follow the instructions sent to your email to reset your password.

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

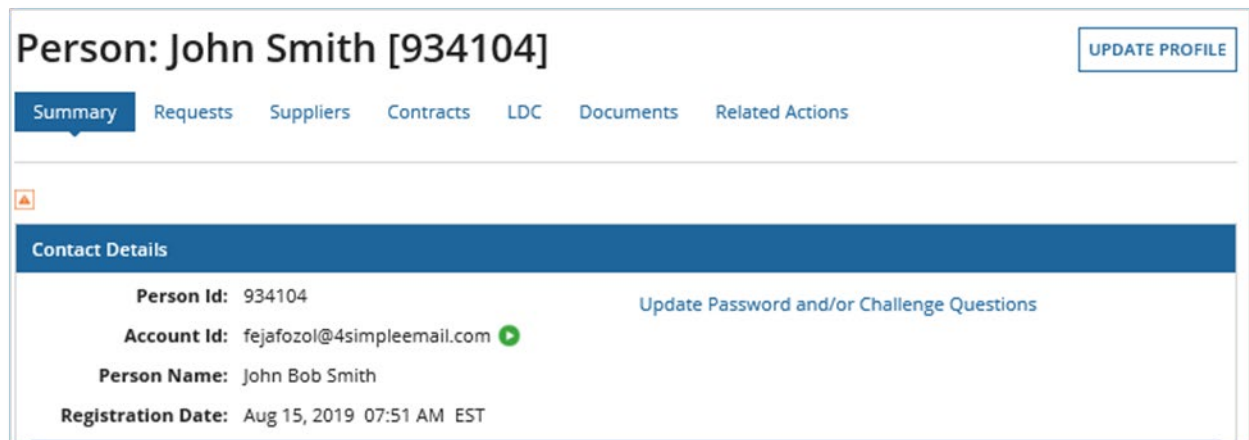
1. Select the **Manage Profile** tab.



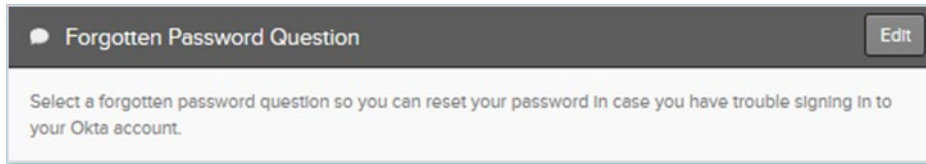
2. To view your account's Person Record, select your **Person ID**.



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

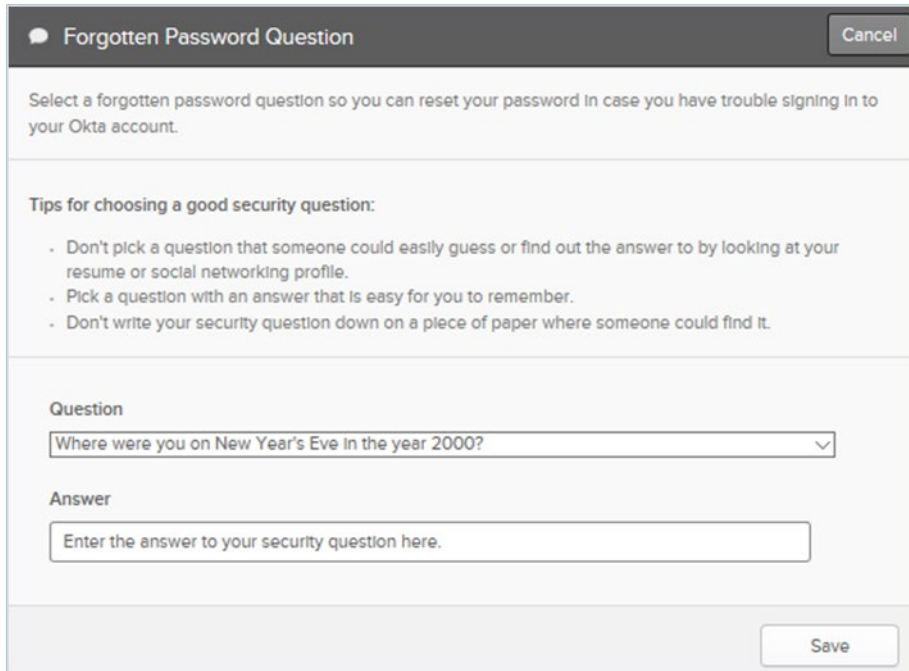


4. From the **Forgotten Password Question** section, select **Edit**.



The screenshot shows a dialog box titled "Forgotten Password Question". In the top right corner, there is a button labeled "Edit". Below the title bar, the text reads: "Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account."

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.



The screenshot shows the "Forgotten Password Question" dialog box with the "Cancel" button in the top right. Below the introductory text, there is a section titled "Tips for choosing a good security question:" followed by three bullet points: "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.", and "Don't write your security question down on a piece of paper where someone could find it." Below the tips, there is a "Question" dropdown menu with the selected option "Where were you on New Year's Eve in the year 2000?". Underneath is an "Answer" text input field with the placeholder text "Enter the answer to your security question here.". At the bottom right, there is a "Save" button.

Additional Resources

Additional resources can be found at the following links:

microFIT Homepage: [microFIT Overview \(ieso.ca\)](https://microFIT.ieso.ca)

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ieso.ca



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