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**Getting Started**

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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
2. Enter your account username (your email address) and password. Select “Sign in”.

![Sign In Form](image-url)
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.

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.
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.

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.

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

![Verify Contract Information](image)

**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 reinitiate 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.

![Identify Assignee](image)

**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.

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.

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.

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.

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

4. Select **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