



Beacon microFIT Supplier

Digital User Guide

Contract Assignments – Assignor's Guide



Table of Contents

Getting Started	2
Initiate microFIT Contract Assignment	3
Execute microFIT Contract Novation and Assignment Agreement (Assignor)	9
Additional Resources	10

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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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.

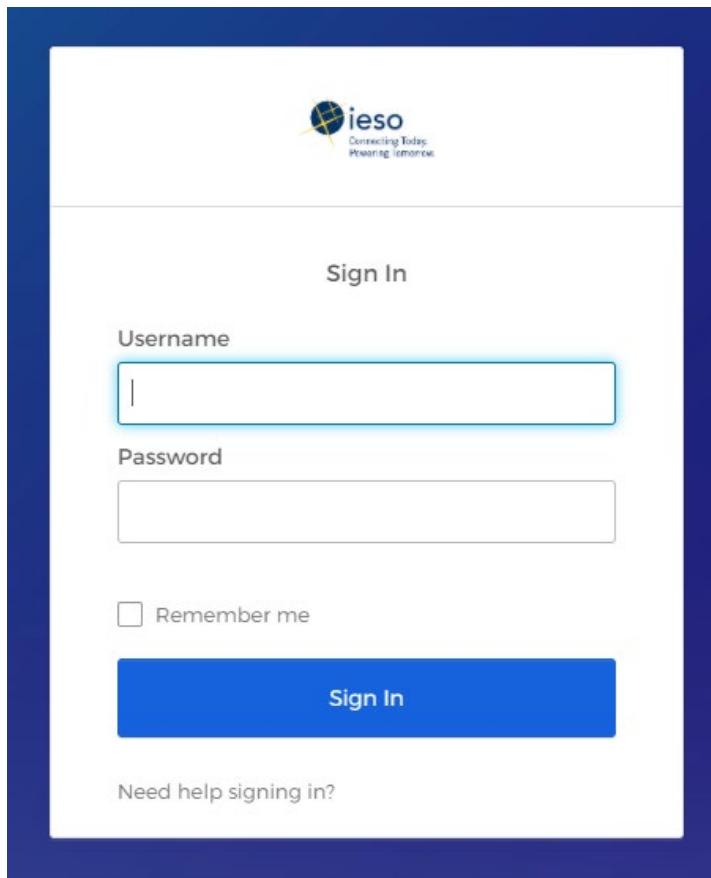
Also, please be sure to download any applicable Contract documents you would like to retain for your records, as these will not be available to you once the microFIT Contract Assignment request is **completed**.

Initiate microFIT Contract Assignment

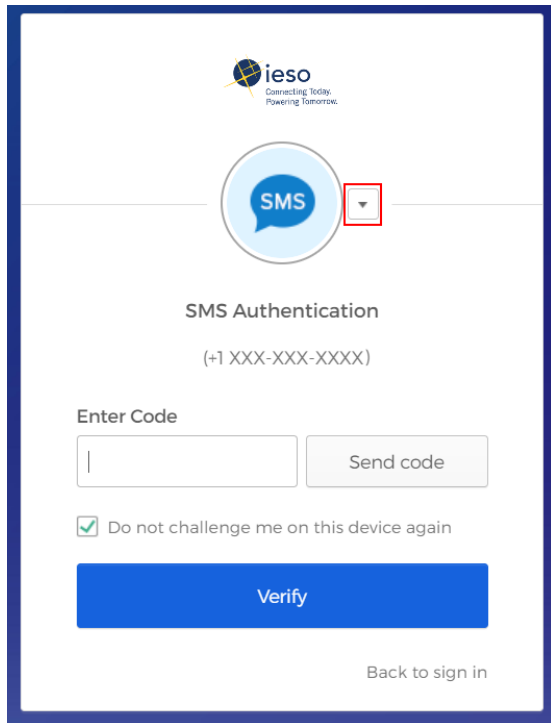
To begin managing your microFIT Contracts, sign in to Beacon. You can sign in to Beacon on your computer, mobile, or tablet device.

Procedure

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

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, there 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 large blue button with the text "Sign In" in white. Below the button, the text "Need help signing in?" is displayed.

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

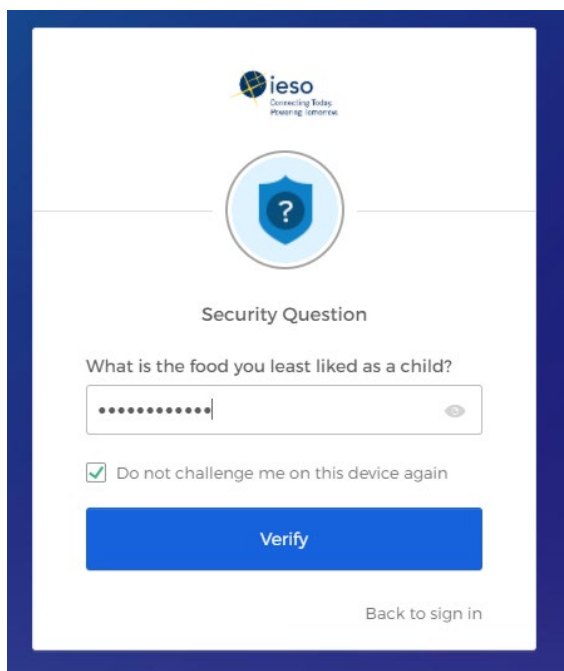
Send code

☒ 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

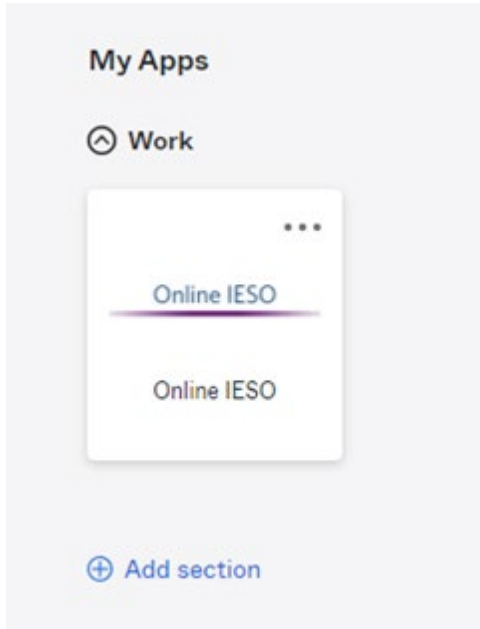
What is the food you least liked as a child?

☒ 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 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.

FIT-microFIT Program	Industrial Energy Efficiency Program	Retrofit
		
Click here to enter Beacon	Register for Industrial Energy Efficiency Program	Register for Retrofit
<p>The Feed-In Tariff (FIT) Program was developed to encourage and promote greater use of renewable energy sources.</p> <p>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.</p>	<p>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.</p> <p>The IEEP is intended to support large, complex, customer-driven solutions that result in verifiable electricity system benefits from implementing proven, commercially available technologies.</p>	<p>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.</p>

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**.

The screenshot shows the 'MANAGE CONTRACTS' tab selected in the top navigation bar. Below it, the 'Related Actions' dropdown menu is open, displaying four options: 'Change to Contract Notice Mailing Address', 'Change to Facility Information', 'Contract Assignment' (highlighted with a red box), and 'Termination'. Each option includes a brief description of its function.

Note: If this action is locked, please navigate to your **MY TASKS** tab and ensure to have all three Verification Tasks completed prior to initiating this request.

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.

The screenshot shows the 'Submit Contract Assignment' form. It includes a header 'Request Contract Assignment' and a 'Contract ID' field with the value 'FIT-MABCODEF'. Below this is a 'Reason for Request' dropdown menu with the placeholder text 'Please Select'. A text area labeled 'Describe Reason for Change' is provided for a description, with a character count '0 out of 4000 characters entered: 4000 remaining.' Below the text area is a 'Proposed Effective Date' field with a date picker icon. At the bottom, there are two buttons: 'CANCEL REQUEST' and '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.

The screenshot shows two stacked forms. The top form, 'Verify Supplier Information', has a confirmation header and a green bar indicating 'John Smith [microFIT-757373] [CONFIRMED]'. Below this, fields for 'Supplier Legal Name', 'Supplier Id', 'Supplier Type', 'Legal Entity Type', and 'Non-Resident of Canada?' are shown, along with a 'GST/HST Registrant?' toggle. The bottom form, 'Verify Person Information', also has a confirmation header and a green bar for 'John Smith [CONFIRMED]'. It contains fields for 'Person Name', 'Person Id', 'Account Id', 'Address', 'Main Phone', and 'Primary Email'. At the bottom of each form are 'CANCEL REQUEST' and 'NEXT >' buttons.

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: 44 North St.
Person Id: 959137 Wawa, Ontario N1N 1N1
Account Id: john.smith@yopmail.com 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.

The screenshot shows the 'Verify Contract Information' form. It includes a confirmation header, a green bar for 'Contract Notice Address [CONFIRMED]', and an address field. At the bottom are 'CANCEL REQUEST', '< BACK', and 'NEXT >' buttons.

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 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.

Submit Contract Assignment

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. During the final Review of the information you are submitting, review each acknowledgment. Ensure to “check” all acknowledgments before selecting **SUBMIT REQUEST**.

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

**Independent Electricity
System Operator**

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Toronto, Ontario M5H 1T1

E-mail: microFIT.contract@ieso.ca

ieso.ca



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