Beacon microFIT Supplier

Digital User Guide
Contract Assignments – Assignee’s Guide
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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 Assignee 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
- For microFIT Contracts version 1.5 and above, the Assignee must be an Eligible Participant, as defined in the applicable Eligible Participant.
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


2. Select Register for Beacon. This brings you to the Registration page.

3. Enter your first name, last name and email address.

4. Select Register.
5. You will receive an account activation email shortly. Open the activation email, and then select **Activate Account**.

6. Enter a password, with at least 8 characters, a lower case letter, an uppercase letter, a symbol, and no parts of your username.
7. Configure your Multi-Factor Authentication (MFA) options, starting with your Security Question. Select “Configure factor” to begin.

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.
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.**

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 Supplier program tile.
13. This brings you to the Complete Contact Details page. Enter your contact details, and then select **Register Supplier Contact**.

14. A dialog box is opened, select **Yes**.
15. Select **Open Supplier Registration page**. You now have access to Beacon.

Registering a New Supplier

To register a new Supplier, you can submit a **Supplier Registration Request**. Once a Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete Supplier Registration Request in Beacon.

**Procedure**

1. Select the **MANAGE SUPPLIERS** tab and select **Register New Supplier**.

2. Choose from the Supplier Type, Legal Entity Type, and Reason for Registration menus.
Note: For Contracts version 1.5 or higher, all Supplier Legal Name(s) associated with the Supplier Registration Request must be EXACTLY the same as the names(s) of the property as listed on the Land Transfer document or Parcel Register.

3. 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.

Note: For Contracts version 1.5 or higher, you must upload either the Land Transfer document or Parcel Register into the New Supplier Registration Request in Beacon.
4. On the Review page, confirm your information, and then select **SUBMIT REQUEST**. If you didn’t make any changes, select **VERIFY NO CHANGES**.

5. A dialog box is opened, select **YES**.

6. Once the Request is submitted, a confirmation page is displayed. The Request is now under IESO review. Please wait for further instructions from the IESO.

**Note:** The Request now has a **Request ID** that you can use to track its progress.
Completing a Contract Assignment Request (Assignee)

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 Beacon: [https://gateway.ieso.ca/](https://gateway.ieso.ca/).

2. Enter your account username and password. Select **Sign In**.

3. Once signed in, you will 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.

4. Select the **MY TASKS** tab. Select **Confirm Contract Assignment**.

5. Review the information, write down the **Contract ID#**, and then select **NEXT**.

6. Verify the Supplier and Person information on the Verify Assignee Information page. If the information is correct, select **Y** and **NEXT** to proceed. If the information is **not correct**, select **DECLINE ASSIGNMENT**, initiate a Change Request to correct the information. (Please see Registration, Overview & Account Maintenance User Guide for instructions). Once the Change Request is completed, the Assignor can reinitiate the Contract Assignment Request.

**Note:** You must confirm that the information is correct to continue.
7. On the **Enter Assignee Contract Information** page, enter your generator account information, facility name, and Contract notice mailing address. Select **NEXT** to proceed.

**Note:** You must contact your Local Distribution Company and request to set up a new generator account, which is different from a consumption (load) account.
8. On the Verify Requirements page, confirm that the Assignee requirements have been met. Select NEXT to proceed.

9. 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.

Note: When you submit a Contract Assignment Request, you might be required to submit certain documentation as evidence of certain information (e.g. prescribed forms, parcel register, land transfer documents, etc.).
10. On the **Review** page, choose either **Approve** or **Decline**.

   a. If you select **Approve**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **SUBMIT REQUEST**.

   b. If you select **Decline**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **DECLINE**.

Once the Request is submitted, a confirmation page is displayed. The Request is now under IESO review. Please wait for further instructions from the IESO.
Execute microFIT Contract Novation and Assignment Agreement (Assignee)

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 Assignee through the steps.

Procedure

1. After logging in to Beacon, select the **MY TASKS** tab. Select **Execute Agreement [Assignee]** for the Request that you want to review. This brings you to the Execute Assignee 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 – Assignee**. 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 – Assignee**.

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