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# Guide to Capacity Auction Activities via Online IESO

June 2025

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## **AN IESO MARKETPLACE TRAINING PUBLICATION**

This guide has been prepared to assist in the IESO training of market participants and has been compiled from extracts from the market rules or documents posted on the web site of Ontario's Independent Electricity System Operator. Users of this guide are reminded that they remain responsible for complying with all of their obligations under the market rules and associated policies, standards and procedures relating to the subject matter of this guide, even if such obligations are not specifically referred to herein. While every effort has been made to ensure the provisions of this guide are accurate and up to date, users must be aware that the specific provisions of the market rules or particular document shall govern.

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This issue of the Guide to Capacity Auction Activities via Online IESO outlines how organizations can complete key activities in order to participate in the Capacity Auction.

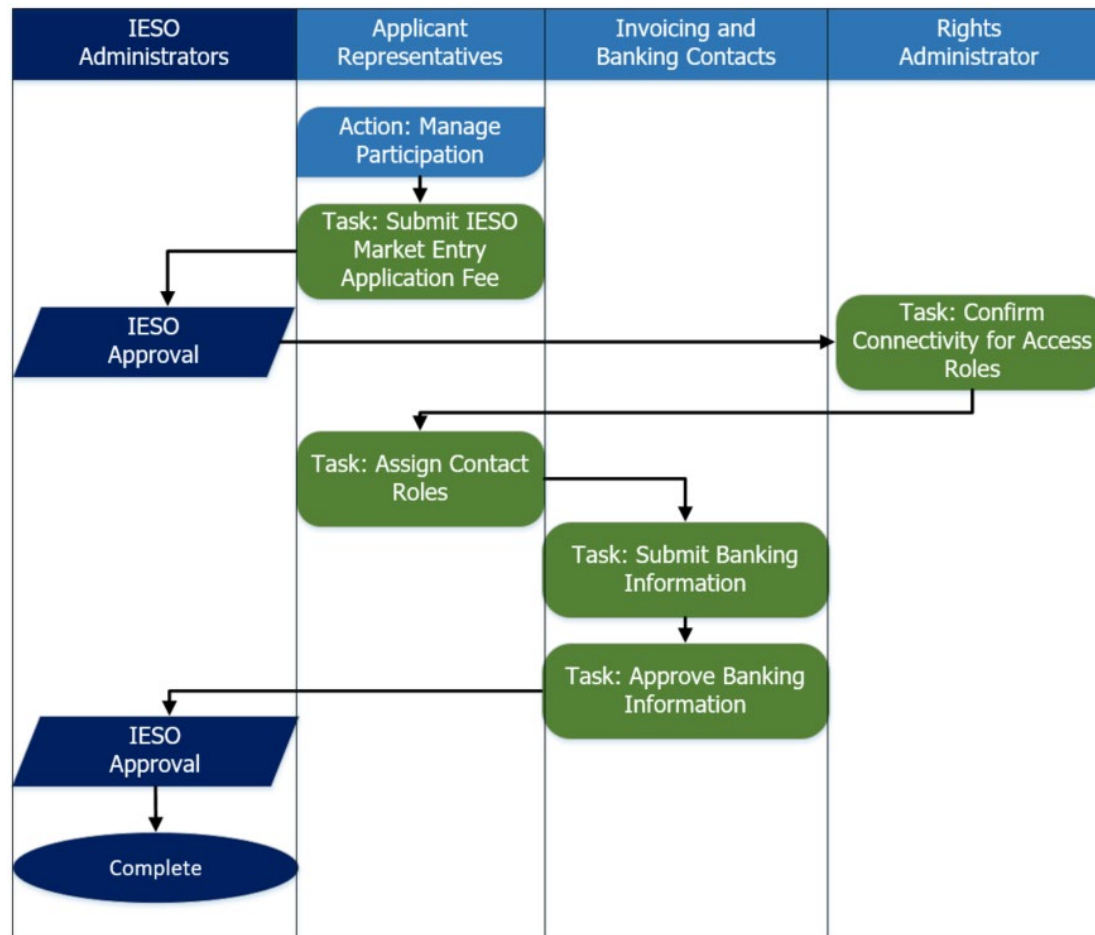
The timelines for each of the milestones that need to be completed for participating in the auction are provided in the “Capacity Auction Timelines” document posted on the [webpage](#).

**Note:**

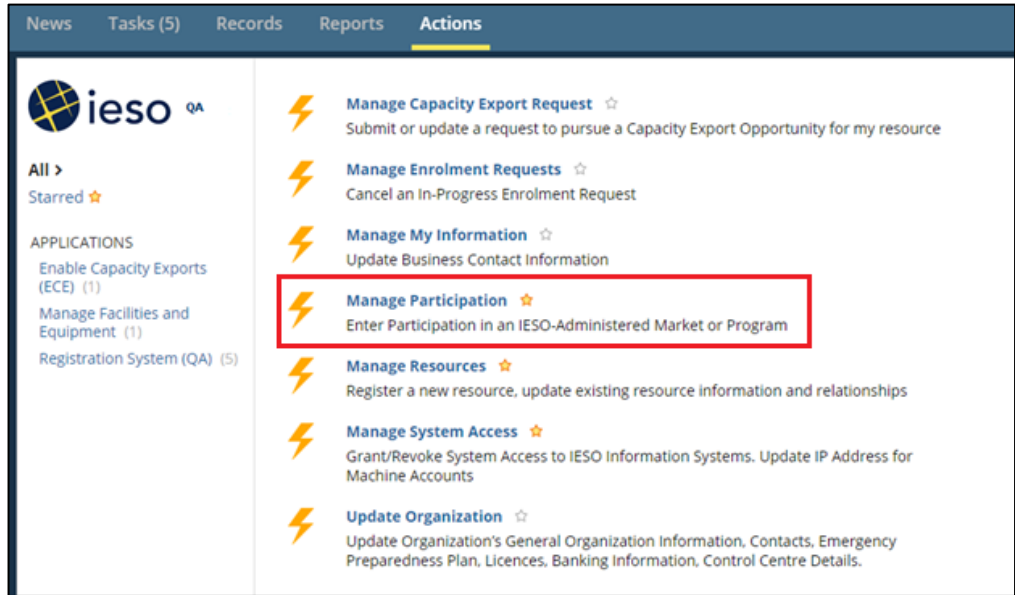

The Market Participant must have an active Gateway account and must be assigned to an appropriate a contact role(s) to complete these activities. Once the Market Participant is assigned to a contact role(s), it may take a day for the IESO system to process the change. Refer to the [IESO Gateway User Guide](#) if you do not have an existing active Gateway account.


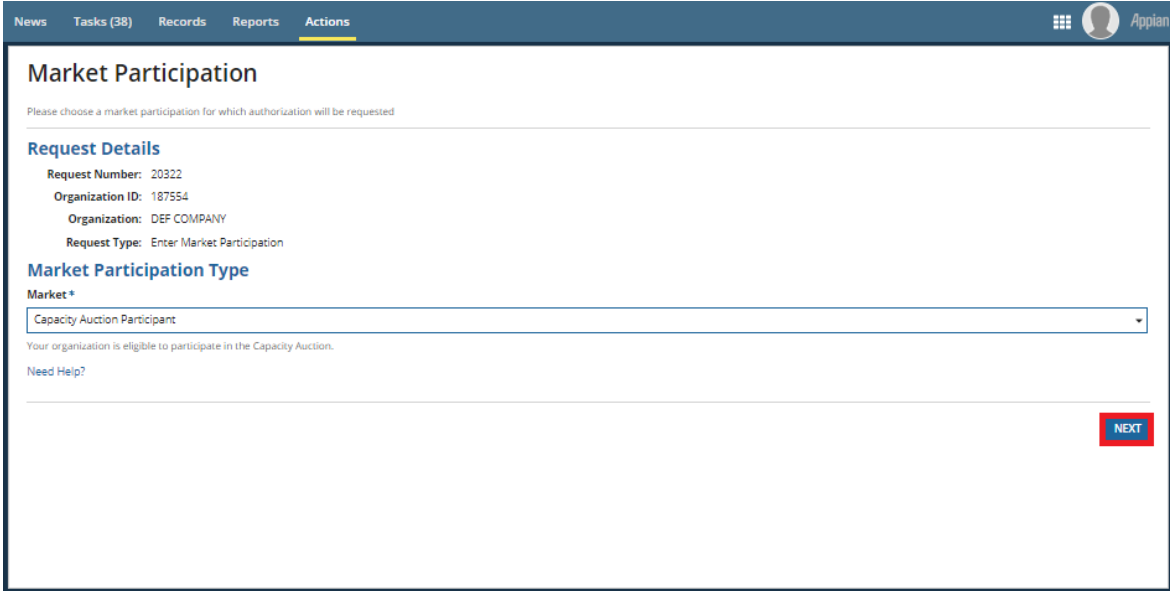
# 1. How to Authorize as a Capacity Auction Participant

The following chapter provides an overview, followed by step-by-step screen captures, describing how to authorize as a capacity auction participant (CAP) using the Online IESO web-based registration system

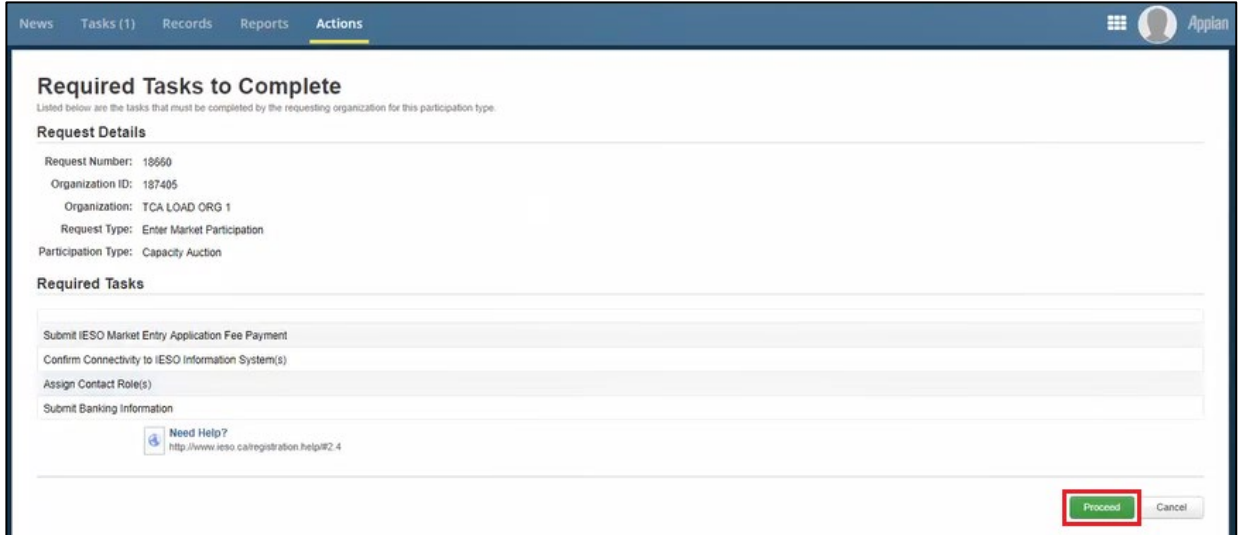



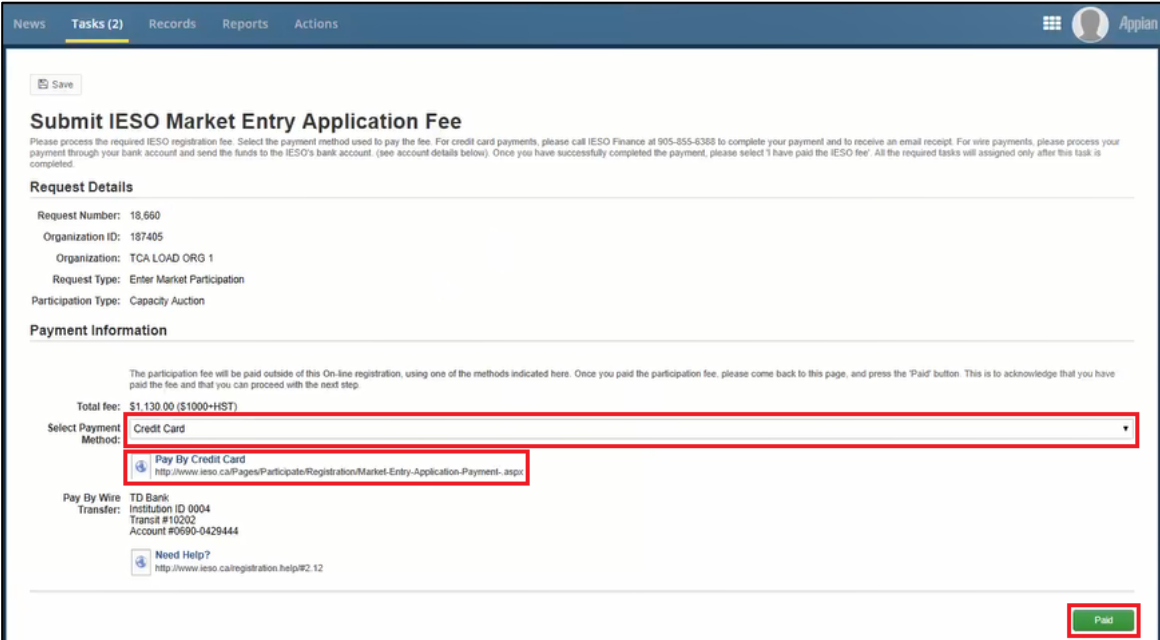
Step	Instruction	Picture
1	<p><b>Action: Manage Participation</b></p> <p>An Applicant Representative Logs in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password and click <b>Sign In</b>.</p> <p>A new user needs to activate their gateway account to access Online IESO.</p>	

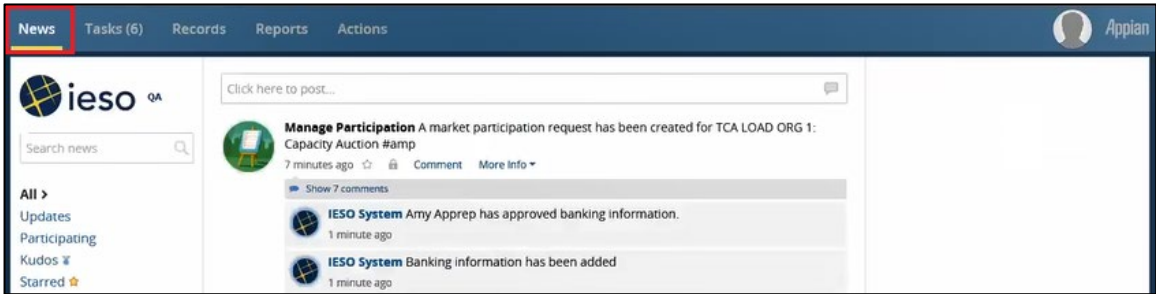
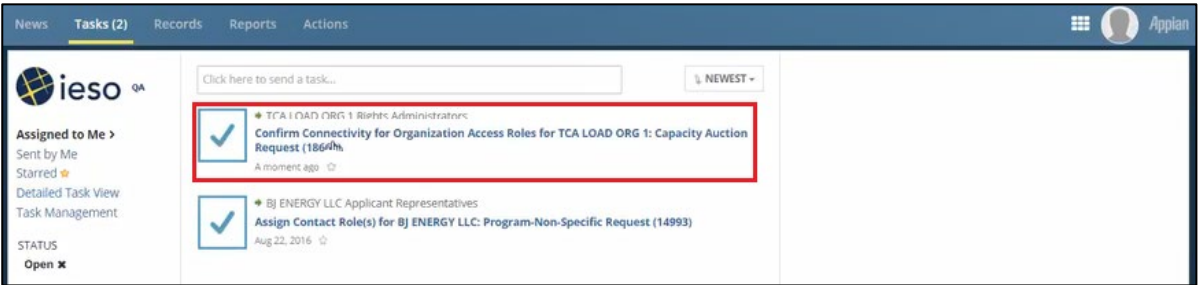
Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Click <b>Manage Participation</b> from the list of available action items displayed on the subsequent screen.</p>	 <p>The screenshot shows the IESO user interface. At the top is a navigation bar with 'News', 'Tasks (5)', 'Records', 'Reports', and 'Actions'. The 'Actions' menu is open, displaying a list of actions. The 'Manage Participation' action, which includes the description 'Enter Participation in an IESO-Administered Market or Program', is highlighted with a red rectangular box. Other actions visible include 'Manage Capacity Export Request', 'Manage Enrolment Requests', 'Manage My Information', 'Manage Resources', 'Manage System Access', and 'Update Organization'.</p>
3	<p>The <b>Choose Organization</b> screen is displayed.</p> <p>Select the check box corresponding to the organization that you wish to become authorized as a capacity auction participant (CAP), and click <b>Next</b>.</p>	 <p>The screenshot shows the 'Choose Organization' screen. It prompts the user to 'Please select the organization you are representing while completing this action.' Below this is a section titled 'Organizations' with a search bar and a list of organizations. The organization 'POWERTRAIL INC.' is selected, indicated by a checked checkbox, and is highlighted with a red rectangular box. Below the list, there is a 'Need Help?' link and a URL. At the bottom right of the screen, the 'Next' button is highlighted with a red rectangular box, along with a 'Cancel' button.</p>

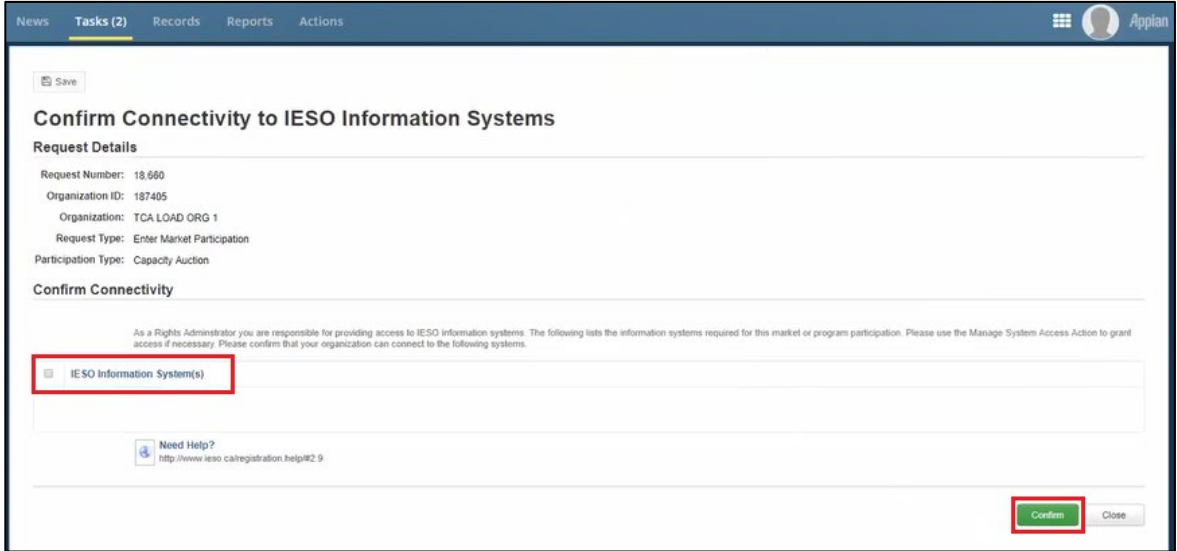
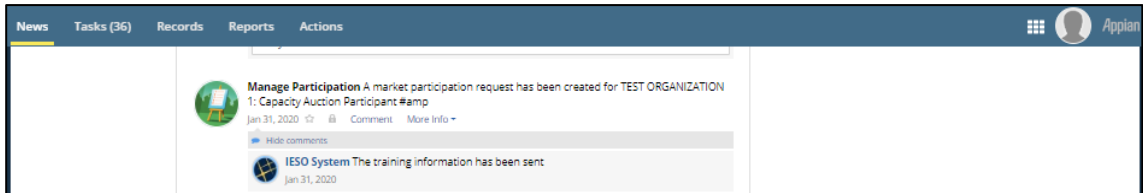
Step	Instruction	Picture
4	<p>The Select Participation Type screen is displayed.</p> <p>In the <b>Action to Complete</b> drop-down list, select <b>Enter Market Participation</b>, and click <b>Next</b>.</p>	
5	<p>The <b>Market Participation</b> screen is displayed.</p> <p>In the <b>Market Participation Type</b> drop-down list, select <b>Capacity Auction Participant</b>, and click Next.</p>	



Step	Instruction	Picture
6	<p>The <b>Required Tasks to Complete</b> screen is displayed for your review – click <b>Proceed</b>.</p> <p>Note: The following required tasks are applicable only to organizations with new Demand Response Resources:</p> <ul style="list-style-type: none"> <li>• Submit IESO Market Entry Application Fee Payment (Applicant Representative)</li> <li>• Confirm Connectivity to IESO Information System(s) (Rights Administrator)</li> <li>• Assign Contact Role(s) (Applicant Representative)</li> <li>• Submit Banking Information (Invoicing and Banking)</li> </ul> <p>For organizations with Capacity Generation Resources, some tasks are not required because they would have already been completed when the organization was first registered with the IESO.</p>	 <p>The screenshot shows the 'Required Tasks to Complete' screen in the IESO portal. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The main heading is 'Required Tasks to Complete', followed by a sub-heading 'Listed below are the tasks that must be completed by the requesting organization for this participation type.' Below this, there is a section for 'Request Details' with the following information: Request Number: 18660, Organization ID: 187495, Organization: TCA LOAD ORG 1, Request Type: Enter Market Participation, and Participation Type: Capacity Auction. A section for 'Required Tasks' lists four tasks: 'Submit IESO Market Entry Application Fee Payment', 'Confirm Connectivity to IESO Information System(s)', 'Assign Contact Role(s)', and 'Submit Banking Information'. At the bottom right, there are two buttons: 'Proceed' (highlighted with a red box) and 'Cancel'. A 'Need Help?' link is also present at the bottom left of the task list.</p>

Step	Instruction	Picture
7	<p><b>Task: Submit IESO Market Entry Application Fee (Applicant Representative)</b></p> <p>Click <b>Tasks</b> on the menu bar at the top of the screen.</p> <p>Click <b>Submit IESO Market Entry Application Fee for &lt;your organization&gt;</b> from the list of available tasks displayed on the subsequent screen.</p> <p>Click <b>Yes</b> to confirm that you accept the task.</p>	
8	<p>The <b>Submit IESO Market Entry Application Fee</b> screen is displayed.</p> <p>Click <b>Pay by Credit Card</b> to link to the external website where you can make the payment.</p> <p>Select the payment method that you used, and click <b>Paid</b>.</p>	

Step	Instruction	Picture
9	Click <b>News</b> on the menu bar at the top of the screen to view the Payment Received notification.	
10	You will also receive an email with the subject line <b>Training Info for &lt;your organization&gt;: Capacity Auction Participant Request</b> . This email provides you with valuable links to training documents and contact information at the IESO.	N/A
11	<p><a href="#">Task: Confirm Connectivity for Access Roles</a></p> <p>Click <b>Tasks</b> on the menu bar at the top of the screen.</p> <p>Click <b>Confirm Connectivity for Organization Access Roles for &lt;your organization&gt;: Capacity Auction Request</b> from the list of available tasks displayed on the subsequent screen.</p>	

Step	Instruction	Picture
	Click <b>Yes</b> to confirm that you accept the task.	
12	After you confirm that you are able to access your participant reports (at the <a href="#">this link</a> ) by logging in with your credentials, select the appropriate check box via the <b>Confirm Connectivity to IESO Information Systems</b> screen, and click <b>Confirm</b> .	
13	Click <b>News</b> on the menu bar at the top of the screen to view the confirmation notification that the task has been completed.	

Step	Instruction	Picture
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14	Task: Assign Contact Roles	
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Click **Tasks** on the menu bar at the top of the screen.

Click **Assign Contact Roles for <your organization>** from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.



15	The <b>Add Mandatory Contact Roles</b> screen is displayed.	
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Select the check box corresponding to Capacity Auction Contact (listed under Contact Role Name), and click **Assign Contacts**.

**Note:** During CAP authorization, the following contacts are mandatory and are applicable to all organizations, regardless of resource type:

- 1) Capacity Auction Contact
- 2) Invoicing and Banking

At a minimum, one contact is required per Contact Role.

### Add Mandatory Contact Roles

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

**Request Details**

Request Number: 19,334  
Organization ID: 187598  
Organization: GENX POWER CORP  
Request Type: Enter Market Participation  
Participation Type: Capacity Auction

**Add Mandatory Contact Roles**

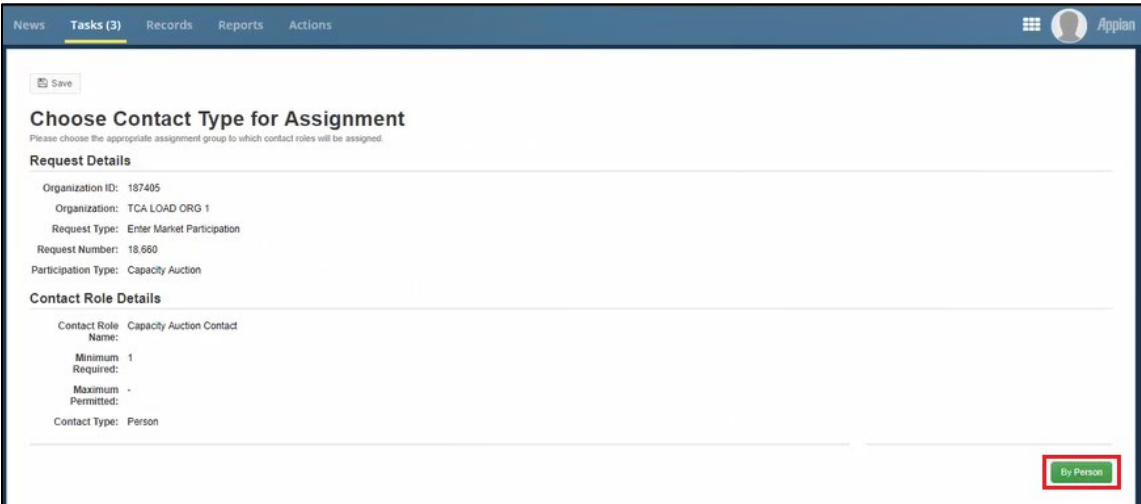
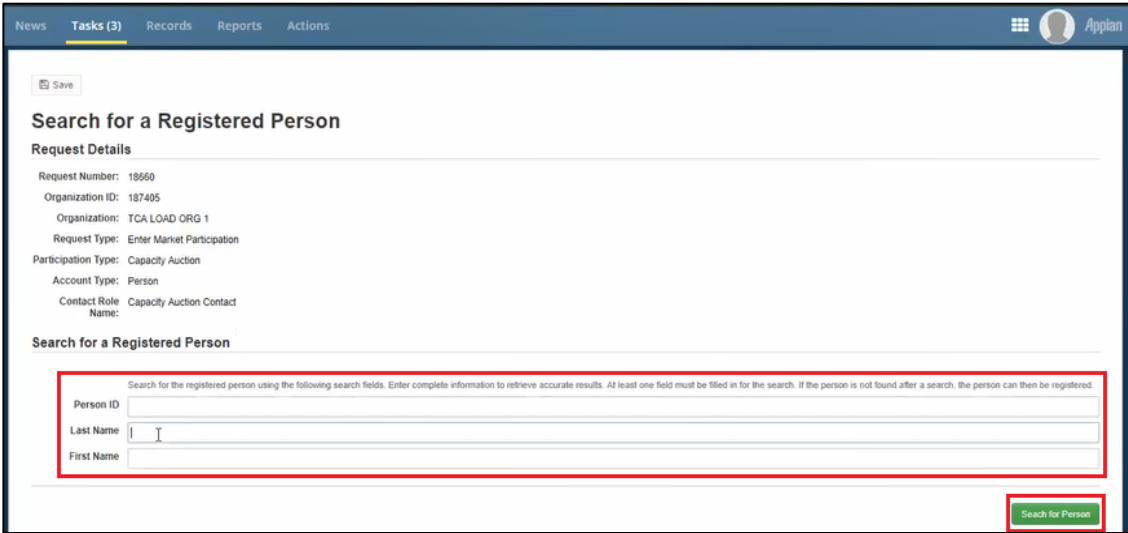
Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

Existing role(s) already assigned for your organization			
Contact Role Name	Description	Min. Required	No. of Existing
No items available			

Role(s) to assign			
Contact Role Name	Description	Min. Required	No. of Existing
<input type="checkbox"/> Capacity Auction Contact	Person responsible for all tasks related to Capacity Auction.	1	0
<input type="checkbox"/> Invoicing and Banking	Person responsible for submitting and maintaining, or approving banking information for your organization.	1	0

[Need Help](http://www.ieso.ca/registration/help/W2.5)  
<http://www.ieso.ca/registration/help/W2.5>

**Assign Contacts**

Step	Instruction	Picture
16	<p>The <b>Choose Contact Type for Assignment</b> screen is displayed for your review – click <b>By Person</b> to proceed.</p>	
17	<p>The <b>Search for a Registered Person</b> screen is displayed.</p> <p>To search for a registered person, enter the name of the registered person in the search fields, and click <b>Search for Person</b>.</p>	

Step	Instruction	Picture
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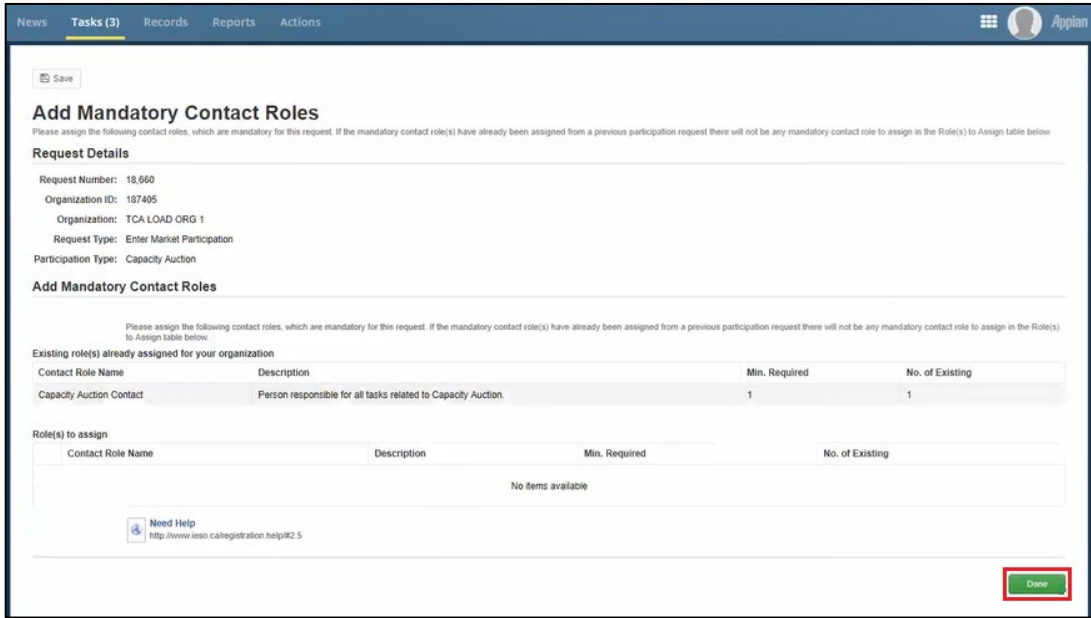
- |    |   |  |
|----|---|--|
| 18 | <p>If a person is registered in the IESO database, that name appears in the <b>Search Results</b> via the <b>Select Registered Person</b> screen – select the corresponding check box, and click <b>Next</b>.</p> <p>If a person is not already in the IESO database, you must register that individual by clicking <b>Register New Person</b>.</p> |  |
|----|---|--|

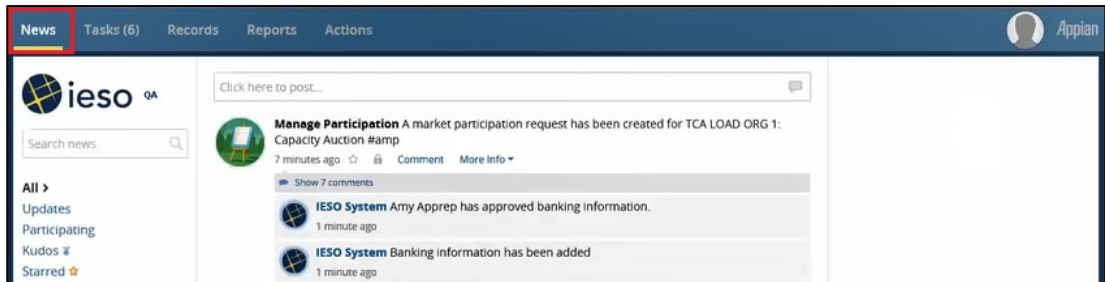
The screenshot shows the 'Select Registered Person' screen. At the top, there are tabs for News, Tasks (3), Records, Reports, and Actions. Below the tabs, there is a 'Save' button. The main heading is 'Select Registered Person'. Underneath, there are 'Request Details' including Request Number, Organization ID, Organization, Request Type, Participation Type, Account Type, and Contact Role. Below this is a 'Search Results' section with a table that has columns for Person ID, Last Name, First Name, Preferred Name, and Middle Name. The table is empty, and a message 'No items available' is displayed. Below the table, there is a section for refining the search with input fields for Person ID, Last Name, and First Name. At the bottom right, there are three buttons: 'Next' (highlighted with a red box), 'Refine Search', and 'Register New Person' (also highlighted with a red box).

- |    |  |  |
|----|--|--|
| 19 | <p>Repeat Steps 18 – 21 after selecting the check box corresponding to <b>Invoicing and Banking</b> listed under <b>Contact Role Name</b>.</p> |  |
|----|--|--|

Role(s) to assign				
	Contact Role Name	Description	Min. Required	No. of Existing
<input checked="" type="checkbox"/>	Invoicing and Banking	Person responsible for submitting and maintaining, or approving banking information for your organization.	1	0

Step	Instruction	Picture
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- |    |   |  |
|----|---|--|
| 20 | <p>After all mandatory contact roles have been added, click <b>Done</b>.</p> <p>The registered person will receive the IESO contact role update notification email.</p> |  |
|----|---|--|

- |    |  |   |
|----|--|---|
| 21 | <p>Click <b>News</b> on the menu bar at the top of the screen to view the notification confirming that this step has been completed.</p> <p>You will also receive an email confirmation notification with the subject line <b>IESO Notice – Contact Update</b>. This email confirms that the roles have been assigned.</p> |  |
|----|--|---|



Step	Instruction	Picture
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22	Assign optional contact roles (if applicable) in a similar manner to mandatory contact roles.	
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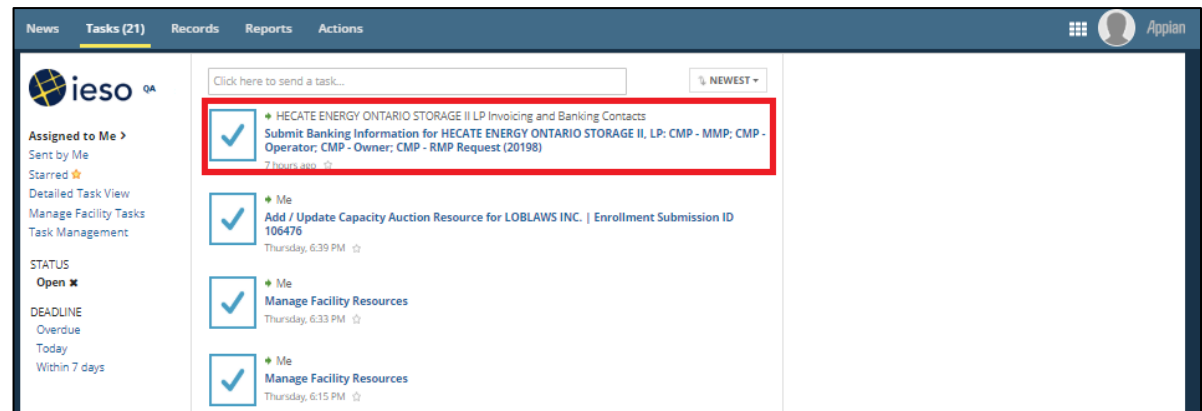
Note: You can also add more than one person per contact role at this point.

23	Task: Submit Banking Information (Invoice and Banking contact role)	
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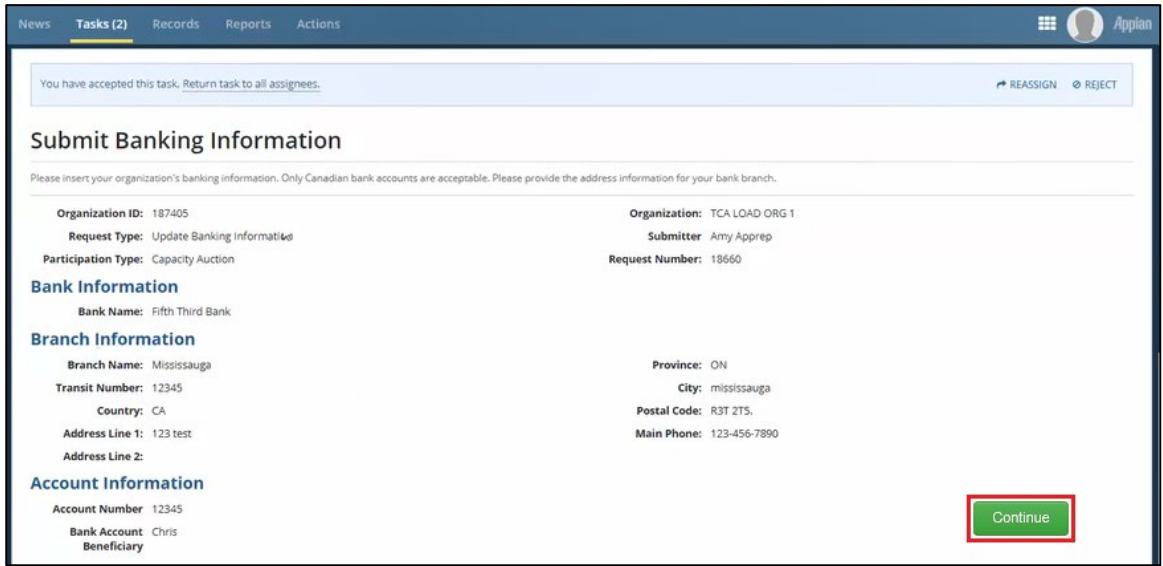
Click **Tasks** on the menu bar at the top of the screen.

Click **Submit Banking Information for <your organization>: Capacity Auction Request** from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.



Step	Instruction	Picture
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- |    |  |  |
|----|--|--|
| 24 | <p>The <b>Submit Banking Information</b> screen is displayed.</p> <p>All fields marked with a red star are mandatory. Complete the form and click <b>Continue</b>.</p> |  |
|----|--|--|

News Tasks (2) Records Reports Actions

You have accepted this task. Return task to all assignees. REASSIGN REJECT

### Submit Banking Information

Please insert your organization's banking information. Only Canadian bank accounts are acceptable. Please provide the address information for your bank branch.

Organization ID: 187405	Organization: TCA LOAD ORG 1
Request Type: Update Banking Information	Submitter: Amy Apprep
Participation Type: Capacity Auction	Request Number: 18660

#### Bank Information

Bank Name: Fifth Third Bank


#### Branch Information

Branch Name: Mississauga	Province: ON
Transit Number: 12345	City: mississauga
Country: CA	Postal Code: R3T 2T5
Address Line 1: 123 test	Main Phone: 123-456-7890
Address Line 2:	


#### Account Information

Account Number: 12345
Bank Account: Chris Beneficiary

Continue

- |    |   |   |
|----|---|---|
| 25 | <p>Click <b>News</b> on the menu bar at the top of the screen to view the confirmation notification that the form has been completed.</p> |  |
|----|---|---|



Step	Instruction	Picture
26	<p>A second user (Primary Contact, Authorized Representative or other individual in the Invoicing and Banking contact role) must log in to the Online IESO web-based registration system in order to approve the banking information.</p> <p>Note: If the original user who submitted the task tries to also complete this task, an error message is displayed.</p>	<p>You are unable to approve the banking information in this task since the approver cannot be the same person who submitted the information.</p> <p>If you have accepted the task, please click the button below to return the task to the assignee group and request for another user at your organization to approve the banking information.</p>
27	<p><b>Task: Approve Banking Information</b></p> <p>The second user (separate sign-in required) must accept the task by clicking <b>Tasks</b> on the menu bar at the top of the screen, and then clicking <b>Approve Banking Information for &lt;your organization&gt;: Capacity Auction Request</b> from the list of available tasks displayed on the subsequent screen.</p>	
28	Click <b>Yes</b> to confirm that you accept the task.	N/A

Step	Instruction	Picture
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29	Review the information in the form, confirm or edit as required, and click <b>Approve</b> .	
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The screenshot shows the 'Submit Banking Information' form in the Appian system. The form is titled 'Submit Banking Information' and includes a message: 'You have accepted this task. Return task to all assignees.' with 'REASSIGN' and 'REJECT' buttons. The form contains the following information:

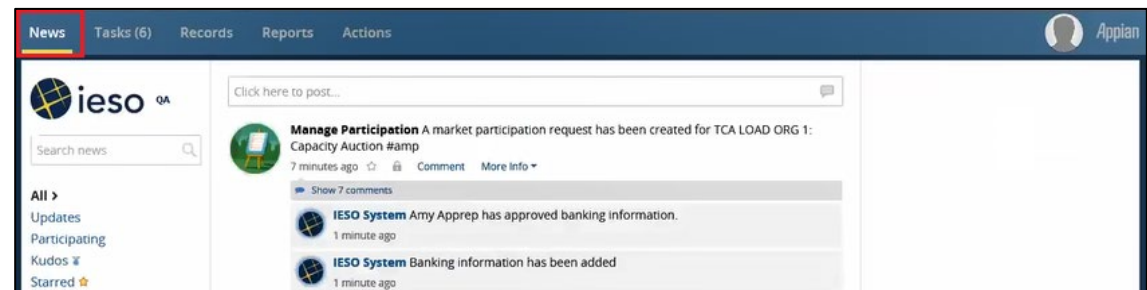
- Organization ID: 187405
- Request Type: Update Banking Information
- Participation Type: Capacity Auction
- Organization: TCA LOAD ORG 1
- Submitter: Amy Apprep
- Request Number: 18660

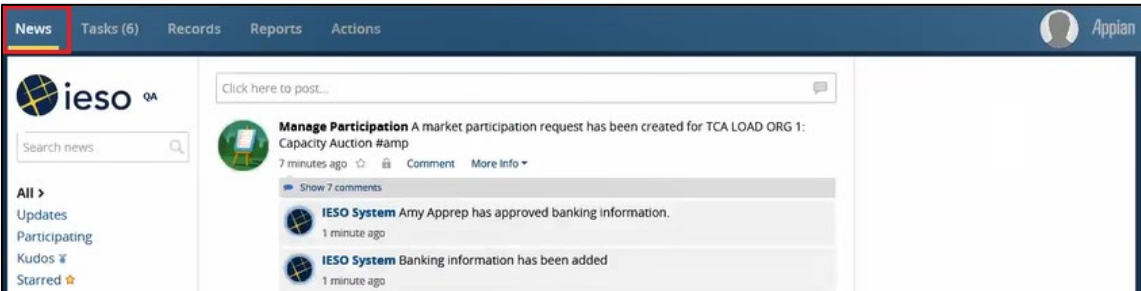
The form is divided into three sections:

- Bank Information:** Bank Name: Fifth Third Bank
- Branch Information:** Branch Name: Mississauga, Transit Number: 12345, Country: CA, Address Line 1: 123 test, Address Line 2:
- Account Information:** Account Number: 12345, Bank Account: Chris Beneficiary

A green 'Approve' button is located at the bottom right of the form.

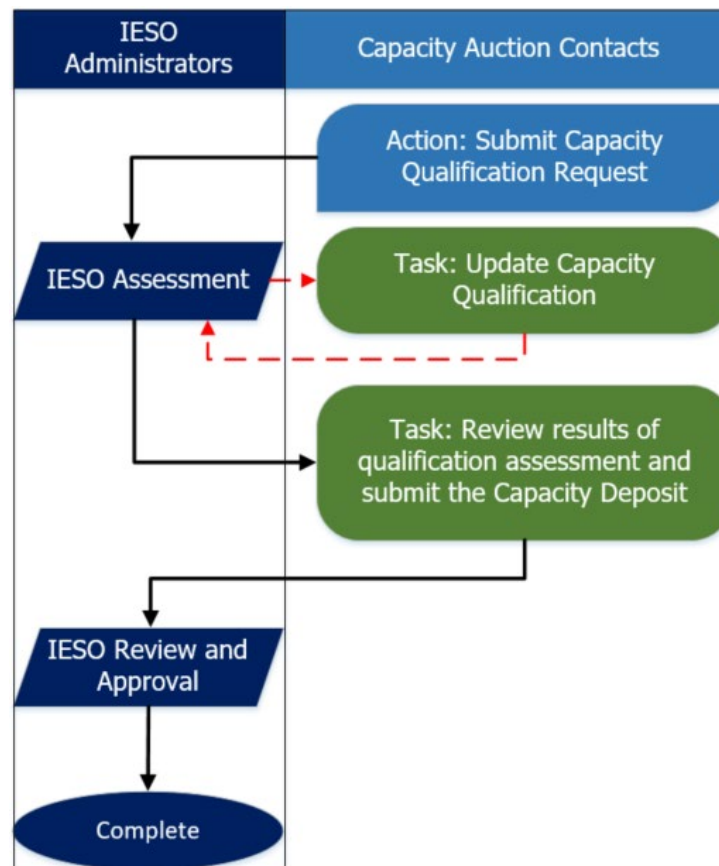
30	The original user can view a confirmation notification that the form has been completed by clicking <b>News</b> on the menu bar at the top of the screen.	
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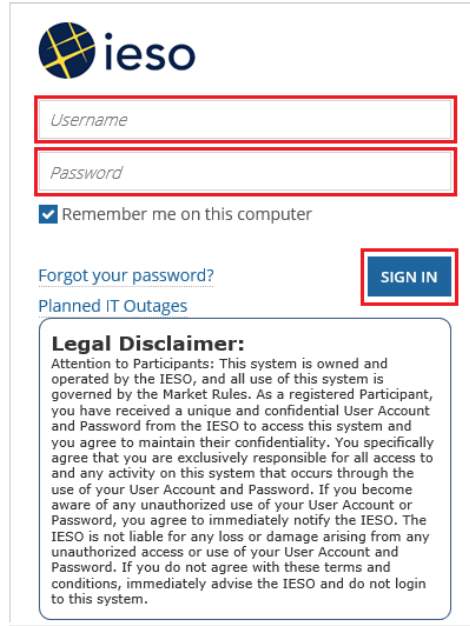
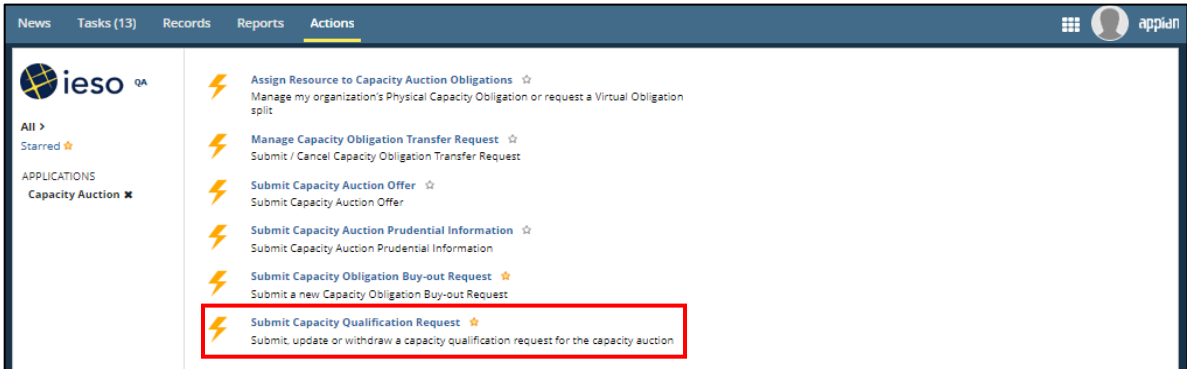


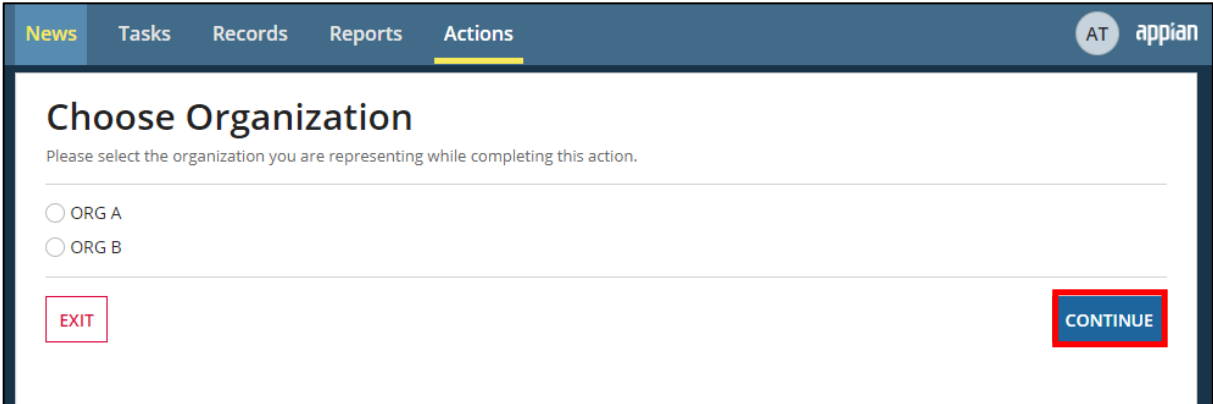
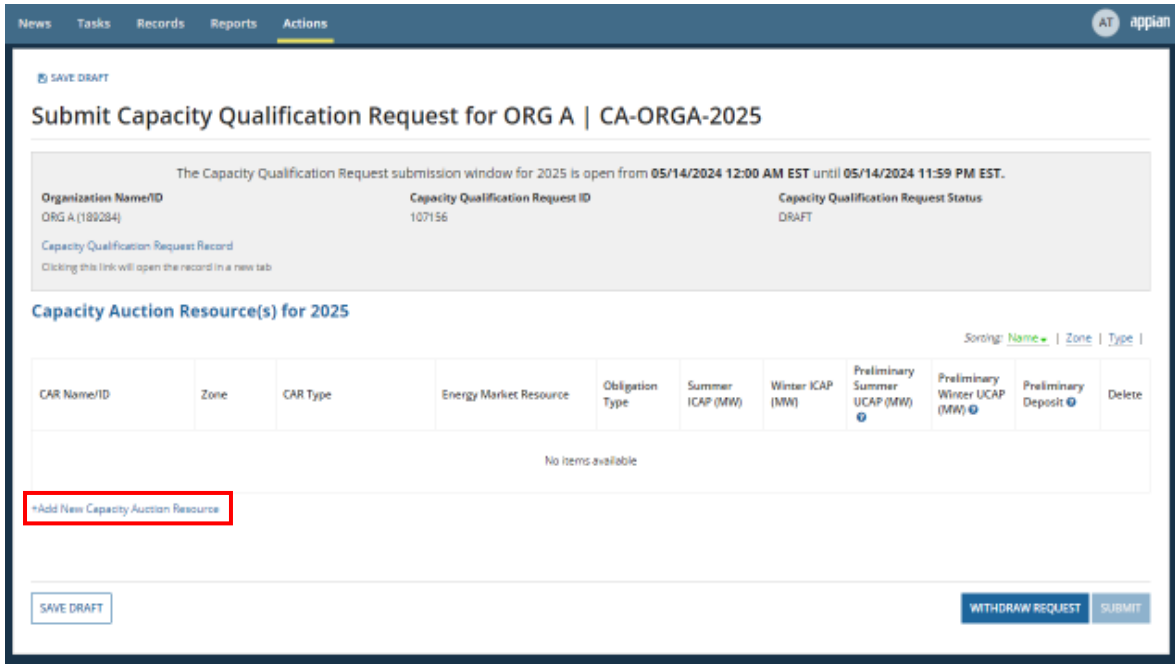
Step	Instruction	Picture
31	<p>After all tasks have been completed, click <b>News</b> on the menu bar at the top of the screen to view a confirmation notification.</p> <p>You will also receive a Registration Approval Notification (RAN) in your email inbox after the IESO has completed the authorization process.</p>	 <p>The screenshot shows the IESO News interface. At the top is a navigation bar with 'News' highlighted, and other tabs for 'Tasks (6)', 'Records', 'Reports', and 'Actions'. A user profile 'Appian' is in the top right. On the left is a sidebar with the IESO logo, a search bar, and a list of filters: 'All &gt;', 'Updates', 'Participating', 'Kudos', and 'Starred'. The main content area features a post titled 'Manage Participation' with a green icon, stating 'A market participation request has been created for TCA LOAD ORG 1: Capacity Auction #amp', posted '7 minutes ago'. Below this are two system messages from 'IESO System': 'Amy Apprep has approved banking information.' and 'Banking information has been added', both posted '1 minute ago'.</p>

## 2. How to Submit a Capacity Qualification Request

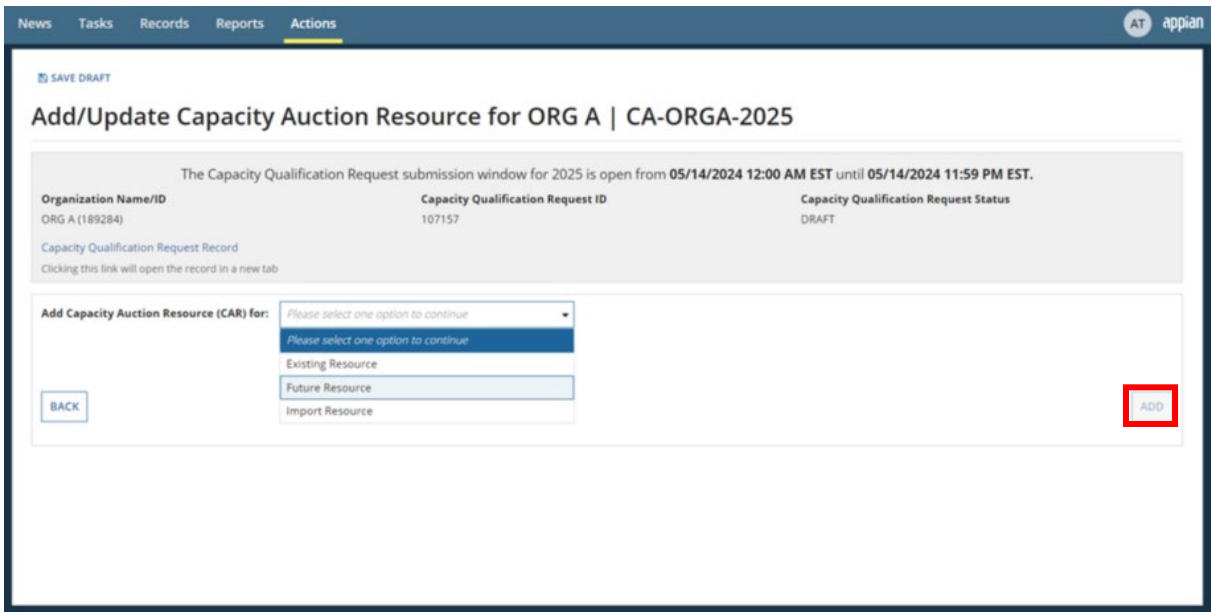
The following flowchart and table provides step-by-step instructions, with accompanying screen captures, describing how to submit a capacity qualification request using the Online IESO web-based registration system. You must receive a Registration Approval Notification (RAN) email authorizing you as a Capacity Auction Participant before you can submit a capacity qualification request using Online IESO. The Capacity Auction Contact is the contact role that can submit a capacity qualification request.

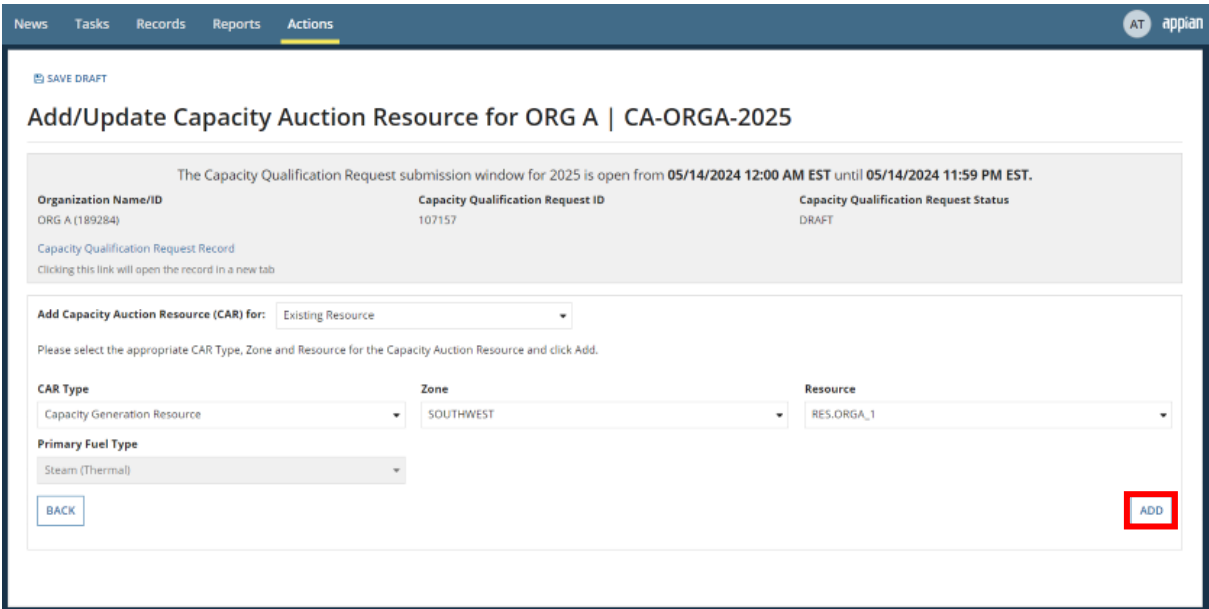


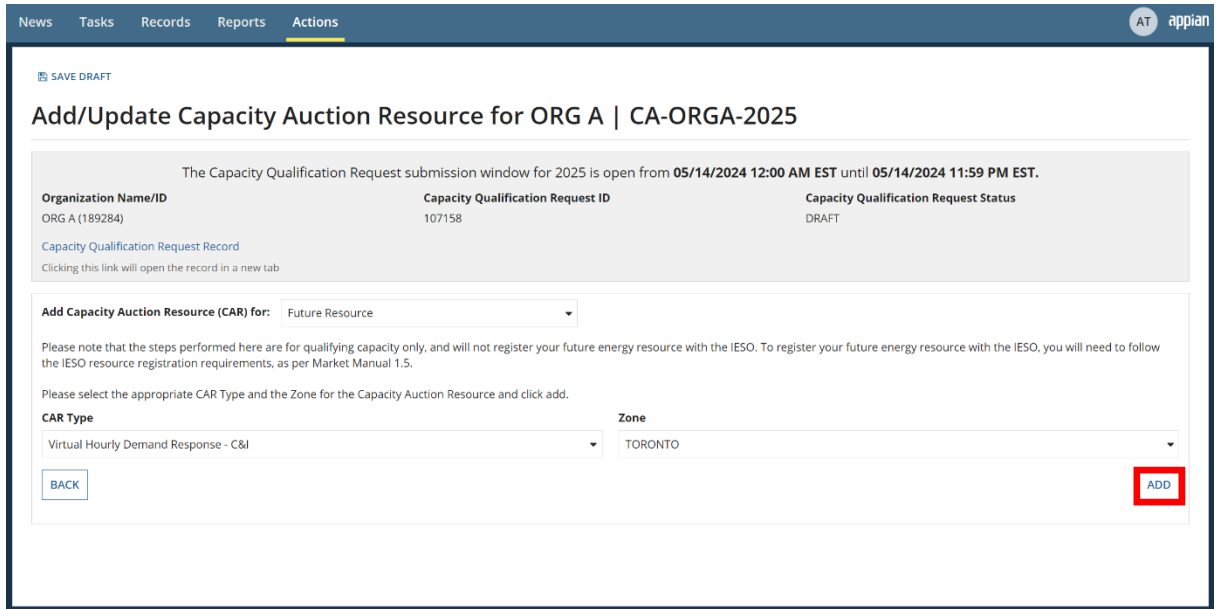
Step	Instruction	Picture
1	<p><b>Action: Submit Capacity Qualification Request.</b></p> <p>The Capacity Auction Contact is the contact role that can submit a capacity qualification request.</p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password, and click <b>Sign In</b>. You must have an active gateway account in order to access Online IESO.</p>	
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Select <b>Submit Capacity Qualification Request</b> from the list of available action items displayed on the screen.</p>	

Step	Instruction	Picture
3	<p>If you are a Capacity Auction Contact for multiple organizations, the <b>Choose Organization</b> screen will appear, select the organization for which you intend to complete a capacity qualification request, and click <b>Continue</b>.</p>	
4	<p>You are navigated to the <b>Submit Capacity Qualification Request</b> window. As you prepare your capacity qualification request, a summary of your draft submission will be displayed here.</p> <p>Click <b>Add New Capacity Auction Resource</b>. The <b>Add/Update Capacity Auction Resource</b> screen appears.</p>	



Step	Instruction	Picture
5	<p>On the <b>Add/Update Capacity Auction Resource</b> screen, choose one of the available options from the drop-down box and click <b>Add</b>.</p> <p>A. To participate with a resource that is already registered in the IESO-Administered Market, select <b>Existing Resource</b> and proceed to Step <b>6A</b>.</p> <p>B. To participate with a demand response resource that is not currently registered in the IESO-Administered Market select <b>Future Resource</b> and proceed to Step <b>6B</b>.</p> <p>C. To participate with an import resource, select <b>Import Resource</b> and proceed to Step <b>6C</b>.</p>	 <p>The screenshot shows the 'Add/Update Capacity Auction Resource for ORG A   CA-ORGA-2025' interface. At the top, there's a navigation bar with 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. Below this, a 'SAVE DRAFT' button is visible. The main heading is 'Add/Update Capacity Auction Resource for ORG A   CA-ORGA-2025'. A message states: 'The Capacity Qualification Request submission window for 2025 is open from 05/14/2024 12:00 AM EST until 05/14/2024 11:59 PM EST.' Below this, a table displays the request details: Organization Name/ID (ORG A (189284)), Capacity Qualification Request ID (107157), and Capacity Qualification Request Status (DRAFT). A link for 'Capacity Qualification Request Record' is provided. The main section is titled 'Add Capacity Auction Resource (CAR) for:' and features a dropdown menu with the prompt 'Please select one option to continue'. The dropdown is open, showing three options: 'Existing Resource', 'Future Resource', and 'Import Resource'. A 'BACK' button is on the left, and an 'ADD' button is on the right, highlighted with a red box.</p>

Step	Instruction	Picture
6A	<p>If you selected <b>Existing Resource</b> from the drop-down box in step 5, additional drop-down boxes will appear.</p> <p>Use the drop-down boxes for <b>CAR Type</b> and <b>Zone</b> to filter your list of available resources.</p> <p>Based on the resource that is selected, the <b>Primary Fuel Type</b> of the chosen resource will be pre-populated.</p> <p>Once you have selected a <b>Resource</b>, click <b>Add</b>. Proceed to Step 7.</p>	

Step	Instruction	Picture
6B	<p>If you selected <b>Future Resource</b> from the drop-down box in step 5, additional drop-down boxes will appear.</p> <p>Use the drop-down boxes to choose a <b>CAR Type</b> and <b>Zone</b> that would apply to the future resource. Since this resource has not yet completed the market registration process, these selections will need to be consistent with how the future resource will qualify for, offer into and participate in the auction, once registration is completed during the forward period.</p> <p>Once you have selected the <b>CAR Type</b> and <b>Zone</b>, click <b>Add</b>. Proceed to Step 7.</p>	 <p>Reminder: if you are qualifying a future resource, the registered owner of that resource must be the Capacity Auction Participant.</p>

Step	Instruction	Picture
6C	<p>If you selected <b>Import Resource</b> from the drop-down box in step 5, additional drop-down boxes will appear that will allow you to submit either a System-Backed Import or Generator-Backed Import Resource.</p> <p><b>Note:</b> You can only submit a System-Backed Import Resource if your resource is designated as such by the IESO.</p> <p>Use the drop-down boxes to choose <b>Capacity Import Resource</b> as your <b>CAR Type</b>, and the <b>Interface</b> where capacity import offers will be offered through. The <b>Resource</b>, <b>CAR Sub Type</b> and <b>Zone</b> will pre-populate based on these selections. Click <b>Add</b>. Proceed to Step 7.</p> <p>If you are qualifying a <b>Generator-Backed Import Resource</b>, go directly to Step 8.</p>	

## 7A This step applies to **Capacity Generation, Hourly Demand Response** and **Capacity Dispatchable Load** resources.

On this screen, you will enter the name of your capacity auction resource if you selected 'Future Resource' on the preceding screen. If you selected an existing resource, that resource name will be pre-populated as the default CAR Name. For either resource, you must also enter the installed capacity (**ICAP**) in MW for the applicable obligation periods.

Enter a 0 value for any obligation period that your resource will not be participating in.

**Note:** The maximum ICAP value that can be submitted for summer or winter cannot exceed either the Maximum Generator Capability (if applicable) of that resource (found in the Capacity Auction Resource Details table displayed) and the zonal limits shown in the column(s) to the

**Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2025**

The Capacity Qualification Request submission window for 2025 is open from **05/14/2024 12:00 AM EST** until **05/14/2024 11:59 PM EST**.

Organization Name/ID: ORG A (189284) | Capacity Qualification Request ID: 107159 | Capacity Qualification Request Status: DRAFT

[Capacity Qualification Request Record](#)  
Clicking this link will open the record in a new tab

Summer Obligation Period: Start Date: 5/1/2025 | End Date: 10/31/2025 | Winter Obligation Period: Start Date: 11/1/2025 | End Date: 4/30/2026

**Capacity Auction Resource (CAR) Details**

Zone: SOUTHWEST | CAR Name \*: RES. ORGA\_1 | Associated Energy Market Resource: RES. ORGA\_1 (189292) | Preliminary CAR Deposit (CAD): \$1,162

CAR Type: Capacity Generation Resource | Obligation Type: PHYSICAL | Primary Fuel Type: Steam (Thermal) | Maximum Generator Capability (MW): 2

**CAR Capacity**

Obligation Period	Total Zonal Capacity Limit Maximum (MW)	ICAP (MW)	Preliminary Availability De-rating Factor	Preliminary Performance Adjustment Factor	Preliminary UCAP (MW)
2025 SUMMER	9999	2	0.3	1	0.6
2025 WINTER	9999	0	0.3	1	0

**\*\*Note:** Displayed values are preliminary estimates only and are subject to change following the IESO capacity qualification assessment\*\*

[BACK](#) [UPDATE](#)

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left of the **ICAP (MW)** column.

A **Preliminary UCAP** (MW) and **Preliminary CAR Deposit** (CAD) will be calculated based on the ICAP value you input. An availability de-rating factor, and performance adjustment factor (PAF) will apply if applicable.

Note: The **Preliminary UCAP** is rounded up to one decimal place.

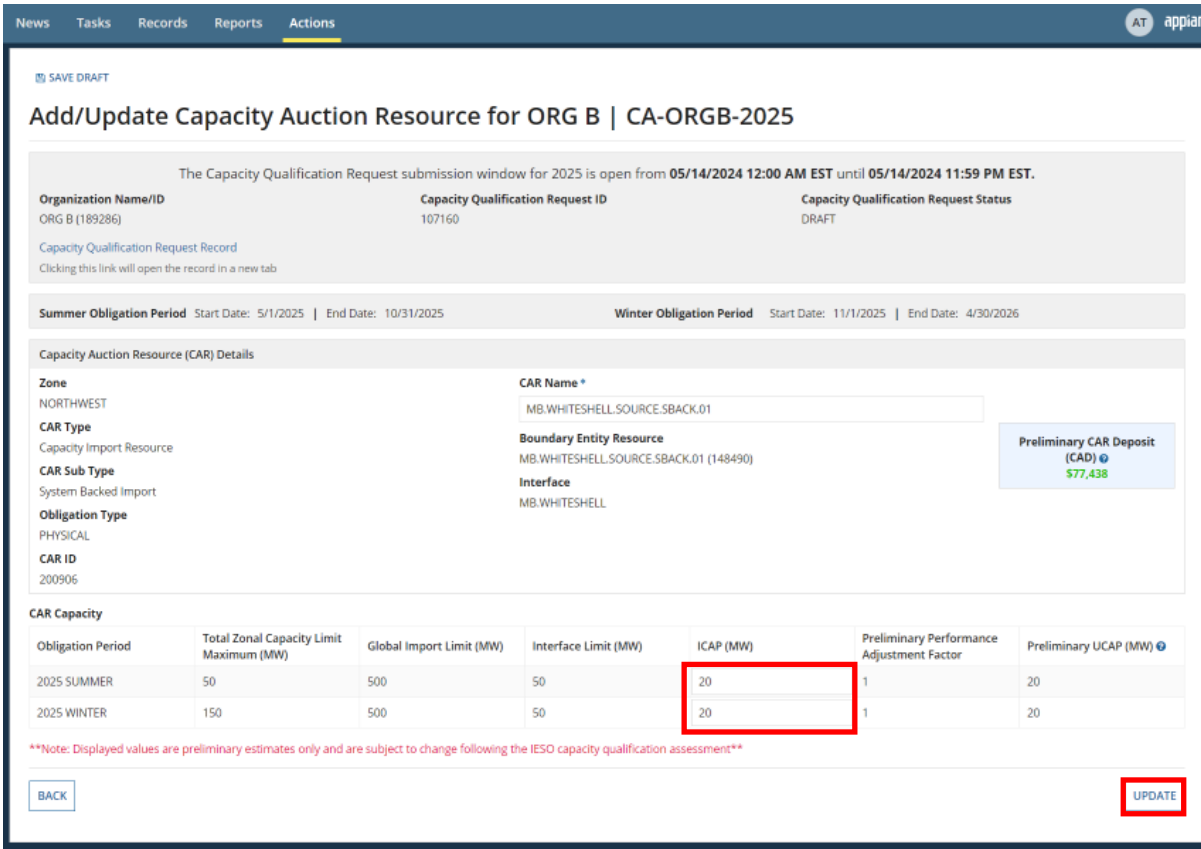
Once you have filled out this information, click **Update**.

Proceed to Step **11**.

Step	Instruction	Picture
7B	<p>This step applies if you are qualifying an existing <b>Capacity Storage Resource</b>.</p> <p>On this screen, you will enter:</p> <ul style="list-style-type: none"> <li>the <b>Full Power Operating Mode</b> (MW)</li> <li>the <b>Energy Rating</b> (MWh)</li> </ul> <p>Enter a 0 value for any obligation period that your resource will not be participating in.</p> <p><b>Note:</b> The maximum ICAP value that can be submitted for summer or winter cannot exceed either the <b>Maximum Generator Capability</b> of that resource (found in the Capacity Auction Resource Details table) and the zonal limits shown in the column(s) to the left of the <b>Full Power Operating Mode (MW)</b> column.</p> <p>An <b>ICAP</b> (MW), <b>Preliminary UCAP</b> (MW) and <b>Preliminary CAR Deposit</b> (CAD) will be calculated based on the values you input. An availability de-rating factor and performance</p>	<p>The screenshot shows the 'Add/Update Capacity Auction Resource for ORG A   CA-ORGA-2025' form. The form includes a header with navigation tabs (News, Tasks, Records, Reports, Actions) and a user profile (AT appian). Below the header, there's a 'SAVE DRAFT' button and a title. The main content area is divided into sections: 'Organization Name/ID', 'Capacity Qualification Request ID', and 'Capacity Qualification Request Status'. The 'Organization Name/ID' is 'ORG A (189284)', the 'Capacity Qualification Request ID' is '107159', and the 'Capacity Qualification Request Status' is 'DRAFT'. There's a link to 'Capacity Qualification Request Record'. Below this, there's a section for 'Summer Obligation Period' and 'Winter Obligation Period'. The 'Summer Obligation Period' has a start date of 5/1/2025 and an end date of 10/31/2025. The 'Winter Obligation Period' has a start date of 11/1/2025 and an end date of 4/30/2026. The 'Capacity Auction Resource (CAR) Details' section includes fields for 'Zone' (SOUTHWEST), 'CAR Type' (Capacity Storage Resource), 'Obligation Type' (PHYSICAL), 'CAR ID' (200905), 'CAR Name *' (RES. ORGA_1), 'Associated Energy Market Resource' (RES. ORGA_1 (189292)), and 'Maximum Generator Capability (MW)' (2). A 'Preliminary CAR Deposit (CAD)' of \$3,872 is shown. The 'CAR Capacity' table has columns for 'Obligation Period', 'Total Zonal Capacity Limit Maximum (MW)', 'Full Power Operating Mode (MW)', 'Energy Rating (MWh)', 'ICAP (MW)', 'Preliminary Availability De-Rating Factor', 'Preliminary Performance Adjustment Factor', and 'Preliminary UCAP (MW)'. The table has two rows: '2025 SUMMER' and '2025 WINTER'. The 'Full Power Operating Mode (MW)' and 'Energy Rating (MWh)' columns are highlighted with a red box. The 'ICAP (MW)' column shows a calculated value of 2. The 'Preliminary UCAP (MW)' column shows a calculated value of 2. The 'UPDATE' button is highlighted with a red box.</p>

Step	Instruction	Picture
	<p>adjustment factor (PAF) will apply if applicable.</p> <p>Note: The <b>ICAP</b> is truncated to one decimal place. The <b>Preliminary UCAP</b> is rounded up to one decimal place.</p> <p>Once you have filled out this information, click <b>Update</b>.</p> <p>Proceed to Step <b>11</b>.</p>	



Step	Instruction	Picture
7C	<p>This step applies if you are qualifying a <b>System-Backed Import Resource</b>.</p> <p>Enter the <b>ICAP</b> (MW) for the resource. Enter a 0 value for any obligation period that your resource will not be participating in.</p> <p><b>Note:</b> The maximum value that can be input as ICAP for summer or winter cannot exceed either the <b>Total Zonal Capacity Limit Maximum</b>, <b>Global Import Limit</b> or <b>Interface Limit</b> shown in the column(s) to the left of the <b>ICAP (MW)</b> column.</p> <p>A <b>Preliminary UCAP</b> (MW) and <b>Preliminary CAR Deposit</b> (CAD) will be calculated based on the ICAP you input. A performance adjustment factor (PAF) will apply, if applicable.</p> <p><b>Note:</b> The <b>Preliminary UCAP</b> is rounded up to one decimal place.</p> <p>Once you have filled out this information, click <b>Update</b>.</p>	 <p>The screenshot shows the 'Add/Update Capacity Auction Resource for ORG B   CA-ORGB-2025' form. The form includes a header with navigation tabs (News, Tasks, Records, Reports, Actions) and a user profile (AT appian). Below the header, there's a 'SAVE DRAFT' button and a title 'Add/Update Capacity Auction Resource for ORG B   CA-ORGB-2025'. The main content area is divided into several sections: a message about the Capacity Qualification Request submission window for 2025, a summary of the request (Organization Name/ID, Capacity Qualification Request ID, Capacity Qualification Request Status), a section for Summer and Winter Obligation Periods, a section for Capacity Auction Resource (CAR) Details, and a table for CAR Capacity. The CAR Details section includes fields for Zone, CAR Name, CAR Type, Capacity Import Resource, CAR Sub Type, System Backed Import, Obligation Type, Interface, and CAR ID. The CAR Capacity table has columns for Obligation Period, Total Zonal Capacity Limit Maximum (MW), Global Import Limit (MW), Interface Limit (MW), ICAP (MW), Preliminary Performance Adjustment Factor, and Preliminary UCAP (MW). The ICAP (MW) column has a red box around the value 20 for both 2025 SUMMER and 2025 WINTER. The Preliminary UCAP (MW) is 20 for both periods. A red box highlights the UPDATE button at the bottom right.</p>

Step	Instruction	Picture
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Proceed to Step **11**.

- 8A** Step 8 applies if you are qualifying a **Generator-Backed Import Resource**.

If you added a Generator-Backed Import Resource in step 6, you will be directed to this screen where you will need to add one or more generation or storage facilities that will contribute to the CAR.

Note: The maximum value that can be input as ICAP for summer or winter cannot exceed either the **Total Zonal Capacity Limit Maximum**, **Global Import Limit** or **Interface Limit** shown in the column(s) to the left of the **ICAP (MW)** column under the CAR Capacity table.

Click **Add New Facility to Capacity Auction Resource**.

Proceed to Step **8B**

News Tasks Records Reports **Actions** AT applian

SAVE DRAFT

### Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2025

The Capacity Qualification Request submission window for 2025 is open from **05/14/2024 12:00 AM EST** until **05/14/2024 11:59 PM EST**.

Organization Name/ID ORG A (189284)	Capacity Qualification Request ID 107161	Capacity Qualification Request Status DRAFT
--	---	--

Capacity Qualification Request Record  
Clicking this link will open the record in a new tab

Summer Obligation Period	Start Date: 5/1/2025   End Date: 10/31/2025	Winter Obligation Period	Start Date: 11/1/2025   End Date: 4/30/2026
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#### Capacity Auction Resource (CAR) Details

Zone NIAGARA	CAR Name * NY.ROSETON.SOURCE.GBACK	Preliminary CAR Deposit (CAD) \$0
CAR Type Capacity Import Resource	Boundary Entity Resource NY.ROSETON.SOURCE.GBACK (189051)	
CAR Sub Type Generator Backed Import	Interface NY.ROSETON	
Obligation Type PHYSICAL		
CAR ID 200907		

#### CAR Capacity

Obligation Period	Total Zonal Capacity Limit Maximum (MW)	Global Import Limit (MW)	Interface Limit (MW)	ICAP (MW)	Total Facility UCAP (MW)	Preliminary Performance Adjustment Factor	Preliminary UCAP (MW)
2025 SUMMER	900	500	500				
2025 WINTER	750	500	500				

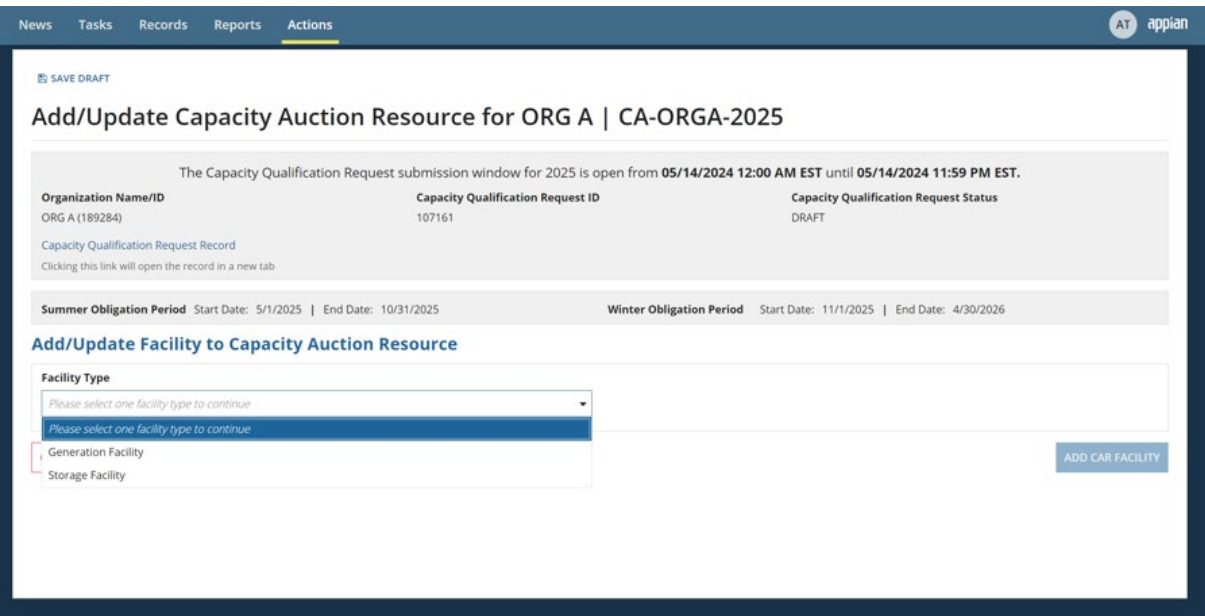
**\*\*Note: Displayed values are preliminary estimates only and are subject to change following the IESO capacity qualification assessment\*\***

#### CAR Facility(ies)

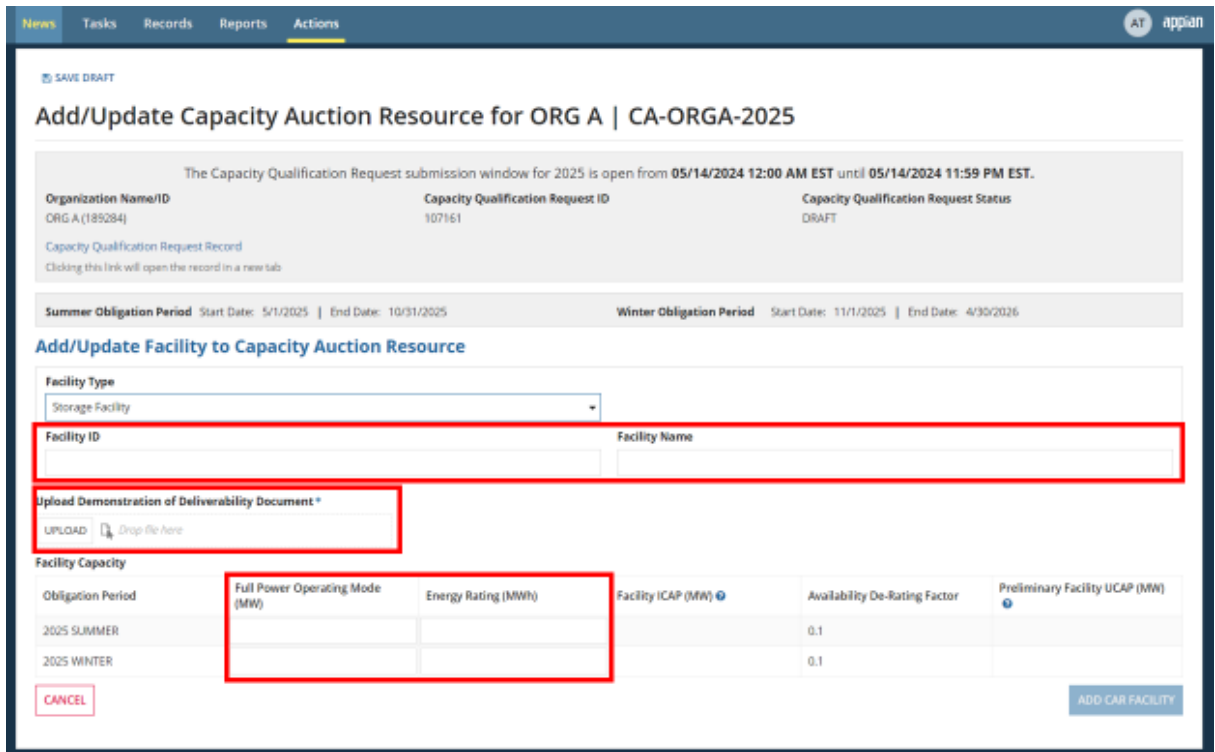
Facility ID	Facility Name	Facility Type	Summer ICAP (MW)	Winter ICAP (MW)	Summer Facility UCAP (MW)	Winter Facility UCAP (MW)	Delete
No items available							

**Add New Facility to Capacity Auction Resource**

BACK

Step	Instruction	Picture
8B	<p>Use the drop-down box to choose a <b>Facility Type</b>:</p> <p>A. If you select <b>Generation Facility</b>, go to Step 9A.</p> <p>B. If you select <b>Storage Facility</b>, go to Step 9B.</p> <p>Upon selecting a <b>Facility Type</b>, the screen will expand.</p>	

Step	Instruction	Picture
9A	<p>This step only applies to <b>Generation Facilities</b> included under a Generator-Backed Import Resource.</p> <p>On the screen, you will enter:</p> <ul style="list-style-type: none"> <li>Facility ID</li> <li>Facility Name</li> <li>Facility Fuel Type</li> <li>Elapsed Time to Dispatch</li> <li>Minimum Loading Point</li> <li>Facility ICAP (MW)</li> <li>External System Accredited UCAP (MW)</li> </ul> <p>Enter a 0 value for any obligation period that your resource will not be participating in.</p> <p>A <b>Preliminary Facility UCAP</b> (MW) will be equal to the External System Accredited UCAP value you input.</p> <p><b>Note:</b> The <b>Preliminary UCAP</b> is rounded up to one decimal place.</p>	

Step	Instruction	Picture
	<p>You will also be required to upload a <b>Demonstration of Deliverability Document</b> for this facility.</p> <p>Once you have filled out this information, click <b>Add CAR Facility</b>.</p> <p>Proceed to Step <b>10</b>.</p>	
9B	<p>This step only applies to <b>Storage Facilities</b> included under a Generator-Backed Import Resource.</p> <p>On the following screen, you will enter:</p> <ul style="list-style-type: none"> <li>Facility ID</li> <li>Facility Name</li> <li>Full Power Operating Mode (MW)</li> <li>Energy Rating (MWh)</li> </ul> <p>Enter a 0 value for any obligation period that your resource will not be participating in.</p> <p>A <b>Facility ICAP</b> (MW) and <b>Preliminary Facility UCAP</b> (MW) will be calculated based on the values you input and</p>	

Step	Instruction	Picture
	<p>the resource's availability de-rating factor.</p> <p>Note: The <b>Facility ICAP</b> is truncated to one decimal place. The <b>Preliminary UCAP</b> is rounded up to one decimal place.</p> <p>You will also be required to upload a <b>Demonstration of Deliverability Document</b> for this facility.</p> <p>Once you have filled out this information, click <b>Add CAR Facility</b>.</p> <p>Proceed to Step <b>10</b>.</p>	

## Step

## Instruction

## Picture

10

This step applies if you are qualifying a **Generator-Backed Import Resource**.

Once you have added the generation/storage facilities included under the capacity auction resource, you will be directed back to the Add/Update Capacity Auction Resource screen where the facilities you added will be summarized in the table under **CAR Facility(ies)**.

The **ICAP (MW)** and **Facility UCAP (MW)** for each facility added under the capacity auction resource will be summed to a single **ICAP** and **Total Facility UCAP** value in the table under **CAR** **Capacity**. A preliminary UCAP will be calculated based on the inputted total ICAP, Total Facility UCAP and the resource's performance adjustment factor (PAF).

The **Preliminary CAR Deposit (CAD)** will also be displayed.

**Add/Update Capacity Auction Resource for ORG A | CA-ORGA-2025**

The Capacity Qualification Request submission window for 2025 is open from **05/14/2024 12:00 AM EST** until **05/14/2024 11:59 PM EST**.

Organization Name/ID	Capacity Qualification Request ID	Capacity Qualification Request Status
ORG A (189284)	107161	DRAFT

[Capacity Qualification Request Record](#)  
Clicking this link will open the record in a new tab

Summer Obligation Period	Start Date	End Date	Winter Obligation Period	Start Date	End Date
	5/1/2025	10/31/2025		11/1/2025	4/30/2026

**Capacity Auction Resource (CAR) Details**

<b>Zone</b> NIAGARA	<b>CAR Name *</b> NY.ROSETON.SOURCE.GBACK	<b>Preliminary CAR Deposit (CAD)</b> \$79,374
<b>CAR Type</b> Capacity Import Resource	<b>Boundary Entity Resource</b> NY.ROSETON.SOURCE.GBACK (189051)	
<b>CAR Sub Type</b> Generator Backed Import	<b>Interface</b> NY.ROSETON	
<b>Obligation Type</b> PHYSICAL		
<b>CAR ID</b> 200907		

**CAR Capacity**

Obligation Period	Total Zonal Capacity Limit Maximum (MW)	Global Import Limit (MW)	Interface Limit (MW)	ICAP (MW)	Total Facility UCAP (MW)	Preliminary Performance Adjustment Factor	Preliminary UCAP (MW)
2025 SUMMER	900	500	500	30	20.5	1	20.5
2025 WINTER	750	500	500	30	20.5	1	20.5

**\*\*Note: Displayed values are preliminary estimates only and are subject to change following the IESO capacity qualification assessment\*\***

**CAR Facility(ies)**

Facility ID	Facility Name	Facility Type	Summer ICAP (MW)	Winter ICAP (MW)	Summer Facility UCAP (MW)	Winter Facility UCAP (MW)	Delete
FACILITY20	FACILITY20	Generation Facility	20	20	19.5	19.5	<a href="#">x</a>
FACILITY10	FACILITY10	Storage Facility	10	10	1	1	<a href="#">x</a>

[+ Add New Facility to Capacity Auction Resource](#)

**UPDATE**

Step	Instruction	Picture
	<p>Note: The maximum value that can be input as ICAP for summer or winter cannot exceed either the <b>Total Zonal Capacity Limit Maximum, Global Import Limit or Interface Limit</b> shown in the column(s) to the left of the <b>ICAP (MW)</b> column under the CAR Capacity table.</p> <p>Repeat steps 8 to 9 to add additional facilities.</p> <p>Once complete, click <b>Update</b>. Proceed to Step <b>11</b>.</p>	



Step	Instruction	Picture
11	<p>You are navigated back to the <b>Submit Capacity Qualification Request</b> screen which now displays a summary of the added capacity auction resource information, including the preliminary deposit balance.</p> <p>You will now be prompted to submit an <b>Attestation</b> for any Capacity Generation Resource, Capacity Storage Resource, Generator-Backed Import Resource, or System-backed Import Resource you are qualifying.</p> <p>Press <b>Click Here</b> within the blue box to navigate to the Review Capacity Qualification Attestation page.</p> <p>If you are not qualifying a resource type that requires an attestation, skip to Step <b>13</b>.</p>	

**Step****Instruction****Picture**

- 12** The **Review Capacity Qualification Request Attestation** screen is displayed.

You may download a copy of the attestation by clicking the **Download the attestation** link found towards the bottom right of the screen.

After completing your review, select the **I have read the entire attestation** checkbox.

If your capacity qualification request includes multiple capacity auction resource types, you will be required to accept multiple attestations. Click **Next** to view and accept each attestation.

Once all attestations have been read, click either **Accept** or **Reject**. If you reject an attestation, the qualification request will be cancelled.

News Tasks (2) Records Reports Actions

AT applian

SAVE DRAFT

### Review Capacity Qualification Request Attestation for ORG A | CA-ORGA-2025

Generation Attestation Generator Backed Import Attestation

Generator-Backed Import Attestation

Associated CAR(s)	
CAR ID	CAR Name
200907	NY.ROSETON.SOURCE.OBACK

Attested terms found within this attestation have the meaning ascribed to them in Chapter 11 of the market rules, which may be found at: <http://www.ieso.ca/Sector-Participants/Market-Operations/Market-Rules-And-Manuals-Library>.

By participating in the capacity auction through use of a boundary entity, and by clicking "ACCEPT" below, you attest to the following:

1. The capacity auction participant is the registered owner as registered in the host control area, or legally owns, holds rights equivalent to ownership, or has an exclusive legal relationship with the legal owner to utilize the facility(ies) or specific equipment within a facility in regards to its own participation in the capacity auction and to satisfy a potential capacity obligation;
2. The capacity auction participant has confirmed with their host control area that the capacity being offered into the capacity auction can be removed from the host control area's planning and real-time timeframes;
3. The resource(s) which the capacity auction participant is/are submitting to the capacity qualification process meets the requirements of a generator-backed capacity auction eligible import resource and a generator-backed import contributor, which are defined as follows:  
  
generator-backed capacity auction eligible import resource means one or more generator-backed import contributors. No portion of the capacity that is being offered into the IESO capacity auction may be over committed capacity.  
  
The definition of generator-backed import contributor is as follows:  
  
generator-backed import contributor means an existing in-service generation facility or storage facility associated with a generator-backed capacity auction eligible import resource, and which is located in a neighbouring control area that has an agreement with the IESO to allow for the trade of capacity, is able to qualify capacity through the capacity qualification process in accordance with the applicable market manual, has been in operation for at least one year prior to the capacity auction, is a resource type that is currently enabled to participate in the IESO's capacity auction, and is able to transmit energy from the generation facility or storage facility to the Ontario border; and
4. You have authority to make this attestation on behalf of the participating capacity auction participant.

☐ I have read the entire attestation

Download the attestation

GO BACK

REJECT ACCEPT

**Step****Instruction****Picture****13**

You are returned to the **Submit Capacity Qualification Request** screen.

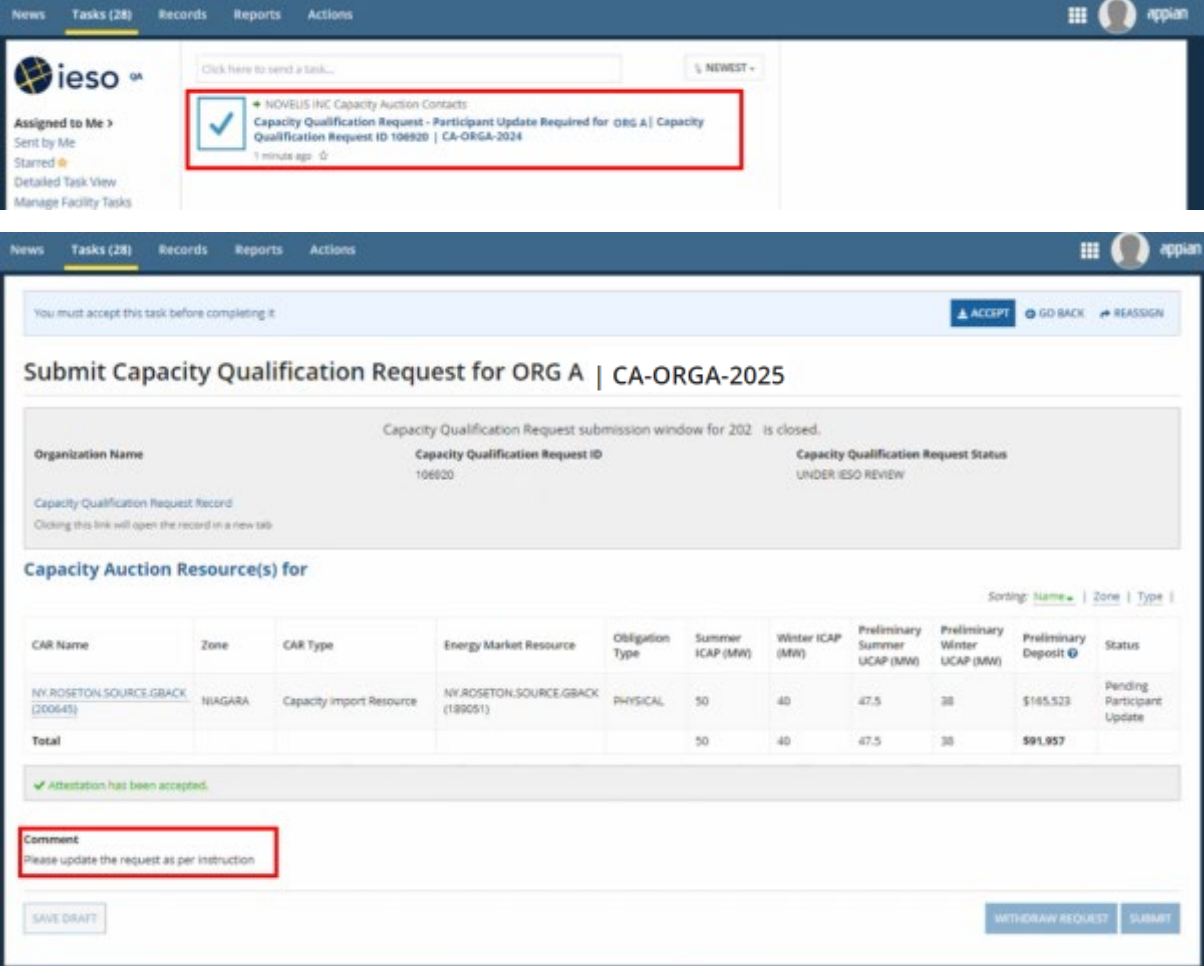
If applicable, a message will show "Attestation has been accepted."

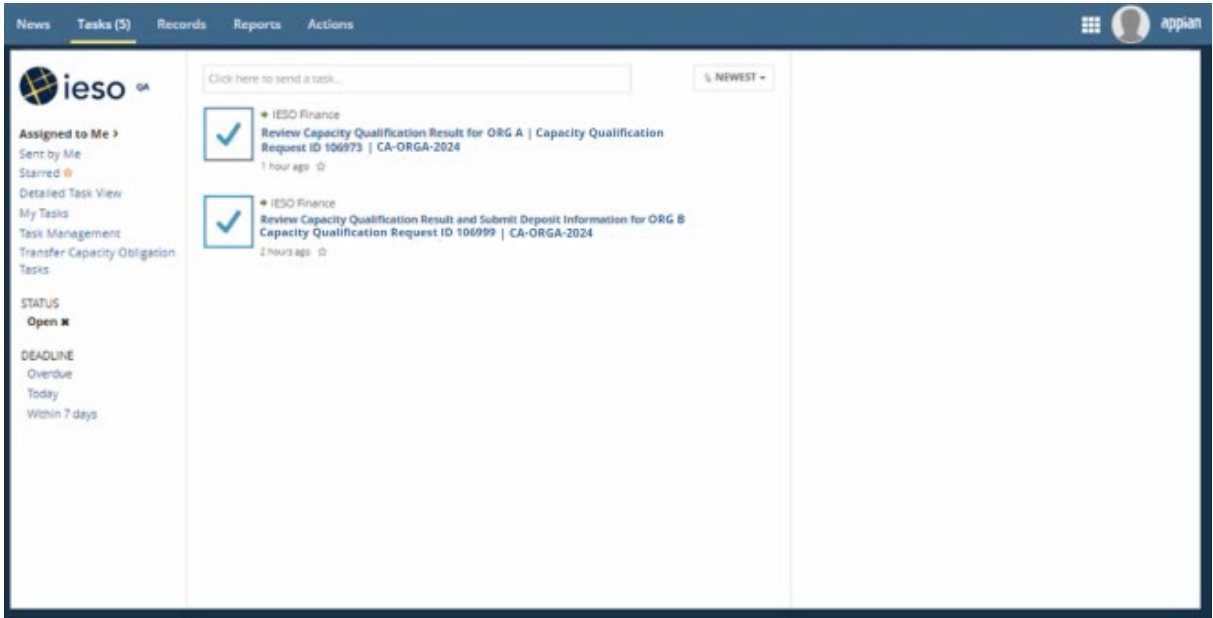
If you wish to qualify additional resources, click the **Add New Capacity Auction Resource** button again and repeat Steps 4-12. You may also modify the capacity auction resources that you have added by clicking on the **CAR Name** within the table. You may also delete capacity auction resources by clicking on the red X icon under the **Delete** column.

Click **Submit** to proceed with submitting your capacity qualification request. A dialog box will display **Are you sure you want to submit?** Click **Yes**.

The screenshot displays the 'Submit Capacity Qualification Request for ORG A | CA-ORGA-2025' interface. At the top, there's a navigation bar with 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. Below this, a 'SAVE DRAFT' button is visible. The main heading is 'Submit Capacity Qualification Request for ORG A | CA-ORGA-2025'. A message states: 'The Capacity Qualification Request submission window for 2025 is open from 05/14/2024 12:00 AM EST until 05/15/2024 11:59 PM EST.' Below this, a table provides details: Organization Name/ID (ORG A (189284)), Capacity Qualification Request ID (107161), and Capacity Qualification Request Status (DRAFT). A link for 'Capacity Qualification Request Record' is also present. The main section is titled 'Capacity Auction Resource(s) for 2025'. It includes a table with columns: CAR Name/ID, Zone, CAR Type, Energy Market Resource, Obligation Type, Summer ICAP (MW), Winter ICAP (MW), Preliminary Summer UCAP (MW), Preliminary Winter UCAP (MW), Preliminary Deposit, and Delete. The table lists two resources: 'RES. ORGA\_1 (200908)' and 'NY. ROSETON. SOURCE. GBACK (200907)'. A 'Total' row shows aggregated values. Below the table, a '+Add New Capacity Auction Resource' button is visible. A green message bar states 'Attestation has been accepted.' At the bottom, there are buttons for 'SAVE DRAFT', 'WITHDRAW REQUEST', and 'SUBMIT'.

CAR Name/ID	Zone	CAR Type	Energy Market Resource	Obligation Type	Summer ICAP (MW)	Winter ICAP (MW)	Preliminary Summer UCAP (MW)	Preliminary Winter UCAP (MW)	Preliminary Deposit	Delete
<a href="#">RES. ORGA_1 (200908)</a>	SOUTHWEST	Capacity Generation Resource	RES. ORGA_1 (189292)	PHYSICAL	2	0	0.6	0	\$1,162	X
<a href="#">NY. ROSETON. SOURCE. GBACK (200907)</a>	NIAGARA	Capacity Import Resource	NY. ROSETON. SOURCE. GBACK (189051)	PHYSICAL	30	30	20.5	20.5	\$79,374	X
<b>Total</b>					32	30	21.1	20.5	<b>\$80,536</b>	

Step	Instruction	Picture
	Note: Once the qualification request submission window closes, no further modifications can be made by the participant to the request.	
14	<p>After the qualification request submission window has closed, the IESO will assess the request.</p> <p>During the assessment, if the IESO requires additional information or modifications to a request, you will receive a task titled <b>Capacity Qualification Request – Participant Update Required</b>. The participant should enter this task to provide the additional information requested by the IESO or to make the requested modifications to the request.</p> <p>Refer to the Comment section at the bottom of this task screen for any instructions provided by the IESO.</p>	 <p>The screenshot displays the IESO Appian interface. The top navigation bar includes 'News', 'Tasks (28)', 'Records', 'Reports', and 'Actions'. The user profile 'applan' is visible in the top right. The main content area shows a task list with a red box highlighting a task titled 'Capacity Qualification Request - Participant Update Required for ORG A   Capacity Qualification Request ID 106920   CA-ORGA-2024'. Below the task list, the task details screen is shown, also with a red box highlighting the 'Comment' section which contains the instruction: 'Please update the request as per instruction'.</p>

Step	Instruction	Picture
	Note: No other information outside of what is being requested by the IESO may be modified, and could lead to rejection of the request if the instructions are not followed.	
15	<p>Once the assessment window has closed, you will receive the following two tasks:</p> <ul style="list-style-type: none"> <li>If you receive a task to <b>Review Capacity Qualification Result and Submit Deposit Information</b>, go to Step <b>16A</b>.</li> <li>If you receive a task to <b>Review Capacity Qualification Result</b>, go to Step <b>16B</b>.</li> </ul>	 <p>The screenshot shows the 'Tasks (5)' tab in the IESO GA system. The left sidebar contains navigation links: 'Assigned to Me', 'Sent by Me', 'Starred', 'Detailed Task View', 'My Tasks', 'Task Management', 'Transfer Capacity Obligation', and 'Tasks'. The main content area displays two tasks, both marked with a blue checkmark icon. The first task is 'IESO Finance Review Capacity Qualification Result for ORG A   Capacity Qualification Request ID 106973   CA-ORGA-2024' with a status of '1 hour ago'. The second task is 'IESO Finance Review Capacity Qualification Result and Submit Deposit Information for ORG B Capacity Qualification Request ID 106999   CA-ORGA-2024' with a status of '2 hours ago'. A 'STATUS' section shows 'Open' and a 'DEADLINE' section shows 'Overdue Today Within 7 days'.</p>

## 16A Task: Review Capacity Qualification Result and Submit Deposit Information

You may review the assessment results here, including the assessed summer UCAP, winter UCAP and assessment status. The deposit required will also be displayed.

You are now required to submit the deposit payment information.

Select the option button corresponding to either **Cash**, **Letter of Credit** or **Cash and Letter of Credit** to indicate the payment method for your deposit. Additional instructions are displayed for the chosen payment method.

If you choose **Letter of Credit**, you must also provide the name of the bank that you wish to use.

If you choose **Cash**, you must use the details provided under the cash deposit instructions to complete the payment. Under the list of cash deposit

News

Tasks (39)

Records

Reports

Actions

appian

You have accepted this task. [Return task to all assignees.](#)

SAVE DRAFT

REASSIGN

REJECT

Review Capacity Qualification Result and Submit Deposit for ORG A | CA-ORGA-2025

Capacity Qualification Request Deposit window for : open from 06/11/2023 12:00 AM EST until 06/12/2023 11:59 PM EST.

Organization Name

Capacity Qualification Request ID

Capacity Qualification Request Status

106943

REQUEST FOR DEPOSIT INFO

Capacity Qualification Request Record

Clicking this link will open the record in a new tab

Auction Deposit Balance is \$487,856.00

Sorting: Name | Zone | Type

CAR Name	Zone	CAR Type	Energy Market Resource	Obligation Type	Summer ICAP (MW)	Winter ICAP (MW)	Summer UCAP (MW)	Winter UCAP (MW)	Deposit	Status
THU6 (200675)	NORTHEAST	Capacity Dispatchable Load Resource	New Energy Resource	PHYSICAL	280	280	140	112	\$487,856	Accepted
Total					280	280	140	112	\$487,856	
Deposit Paid									\$0	
Deposit Balance									\$487,856	

▲ Deposit Information

The following information should be submitted back to the IESO to confirm the payment method, and amount, to which the deposit balance has been paid.

Payment Method: \*

☒ Cash

☐ Letter of Credit

☐ Cash and Letter of Credit

\* Cash Deposit Amount

You must provide an actual cash deposit value greater than \$0.00

Letter of Credit Deposit Amount

\$0.00

Total Deposit Amount

\$0.00

Total Deposit Value can not be less than the required Deposit Balance

▼ Payment Details

Cash Deposit Instructions

TD Bank

Bank Address: 55 King Street West, Toronto, ON, M5K 1A2

Bank Number: 0004

Transit: 10202

Swift: TD0MCATTOR

Account: 0690-0458762

Beneficiary: Independent Electricity System Operator (IESO)

Beneficiary Address: 1600-120 Adelaide Street West, Toronto, ON M5H 1T1

Payment Details Note: CA-BRANTFORD-2029

Comment

WITHDRAW

SUBMIT

Step	Instruction	Picture
	<p>instructions you will see an item called Payment Details</p> <p>Note: This unique identifier ties the payment to the qualification submission and should be added within the Payment Details field generally found in the payment forms of banking institutions.</p> <p>If you choose <b>Cash</b> and <b>Letter of Credit</b>, you will be required to submit the amount to be provided via each method of payment.</p> <p>The <b>Comments</b> field is available if you choose to enter additional information concerning the deposit payment.</p> <p>Once you have completed your deposit task, click <b>Submit</b>. Proceed to Step <b>17</b>.</p>	



Step

Instruction

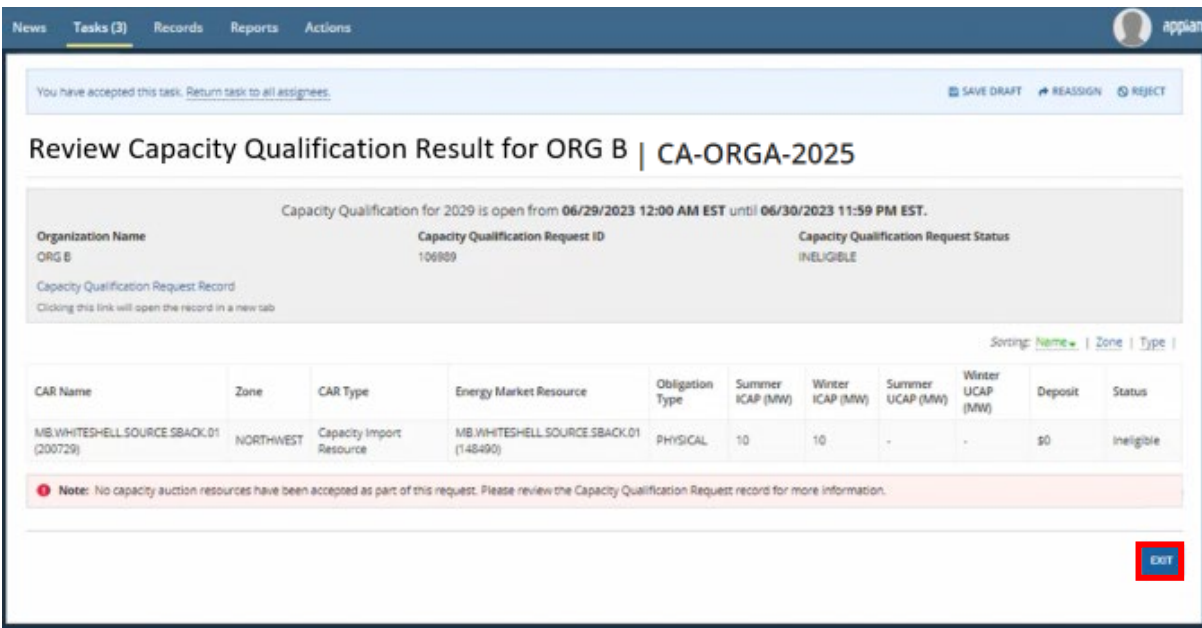
Picture

16B

Task: Review Capacity Qualification Result

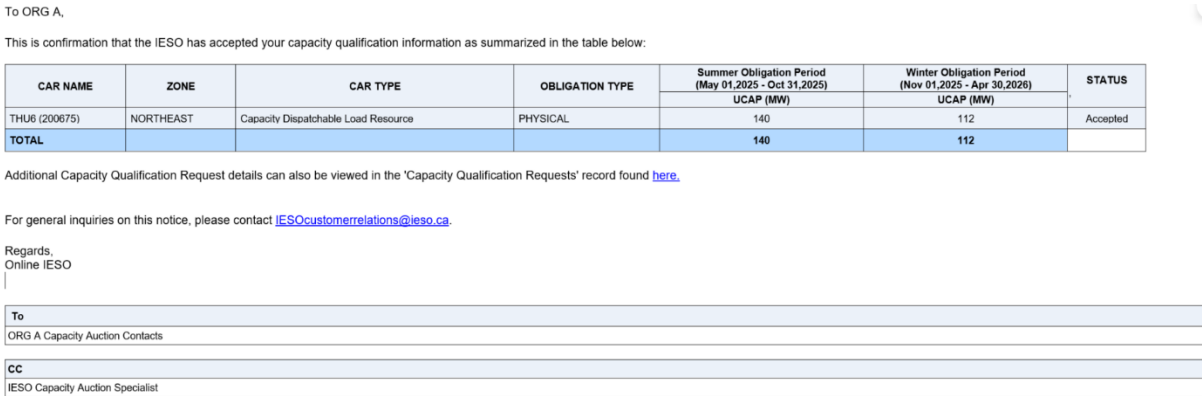
You may click into the task to review the assessment results. No additional action is required as part of this task.

Click **Exit**.



17 The IESO will review and confirm the submitted deposit. If additional information is required, you will receive a task to resubmit your deposit, with instructions.

Once the IESO confirms that the deposit has been accepted, you will receive a confirmation email reflecting the qualification results. You can also view your Capacity Qualification Request details

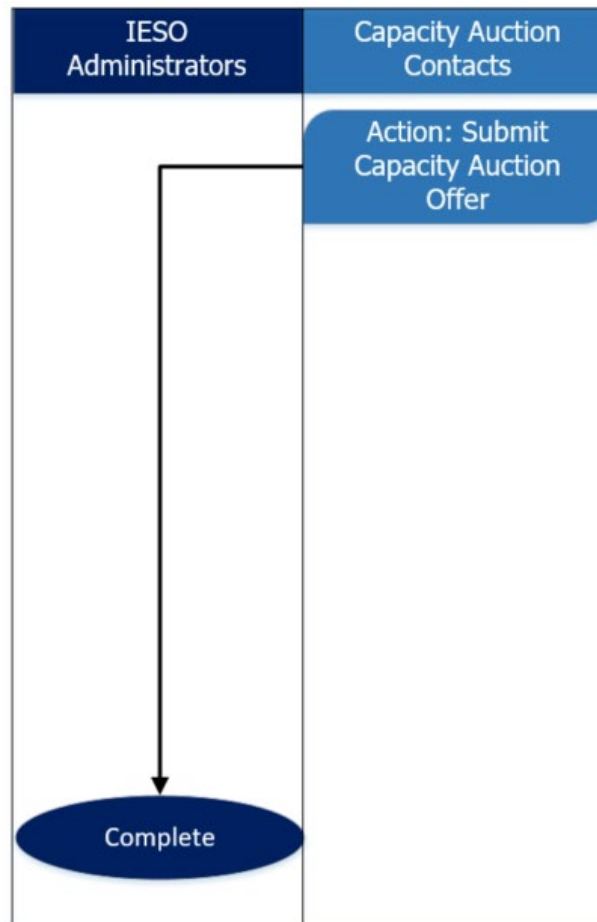


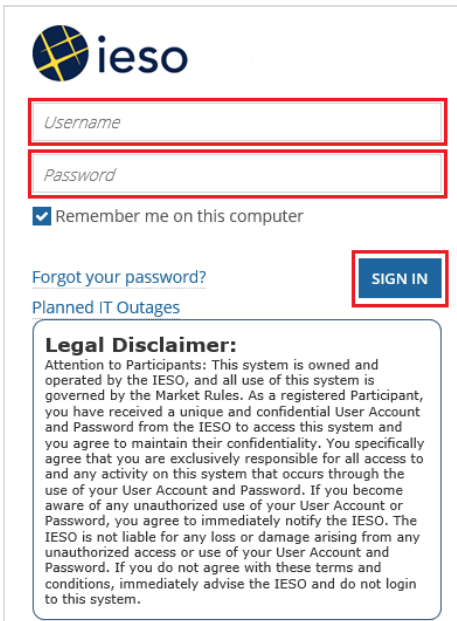
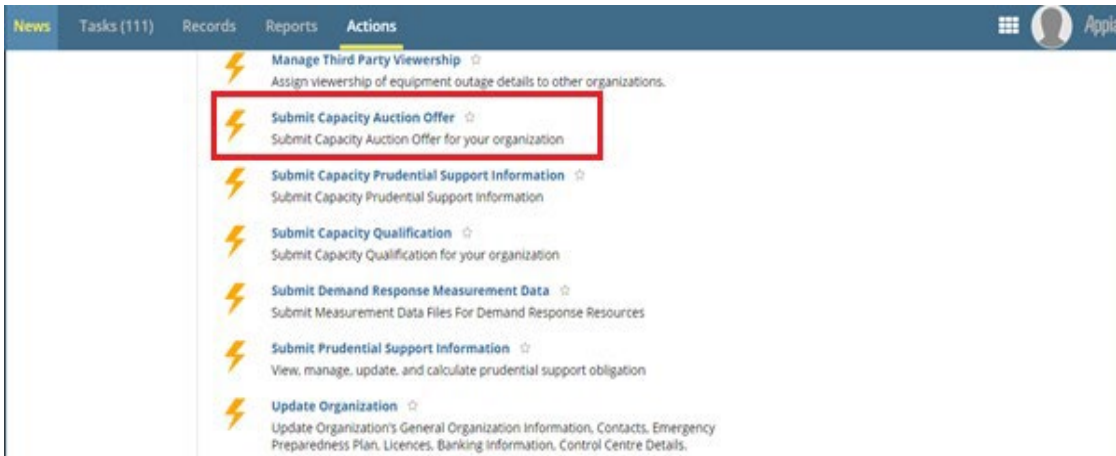



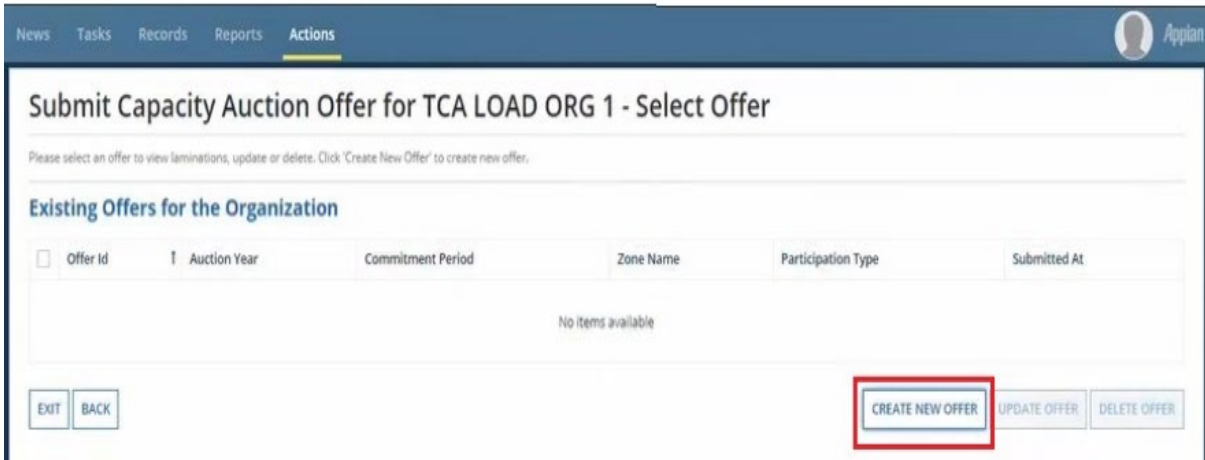
Step	Instruction	Picture
	<p>under the <b>Capacity Qualification Requests</b> record found in the Records tab in Online IESO.</p> <p>You are now qualified to submit offers into the Capacity Auction.</p>	

### 3. How to Offer Capacity

The following table provides step-by-step instructions, with accompanying screen captures, describing how to offer capacity into the auction using the Online IESO web-based registration system.



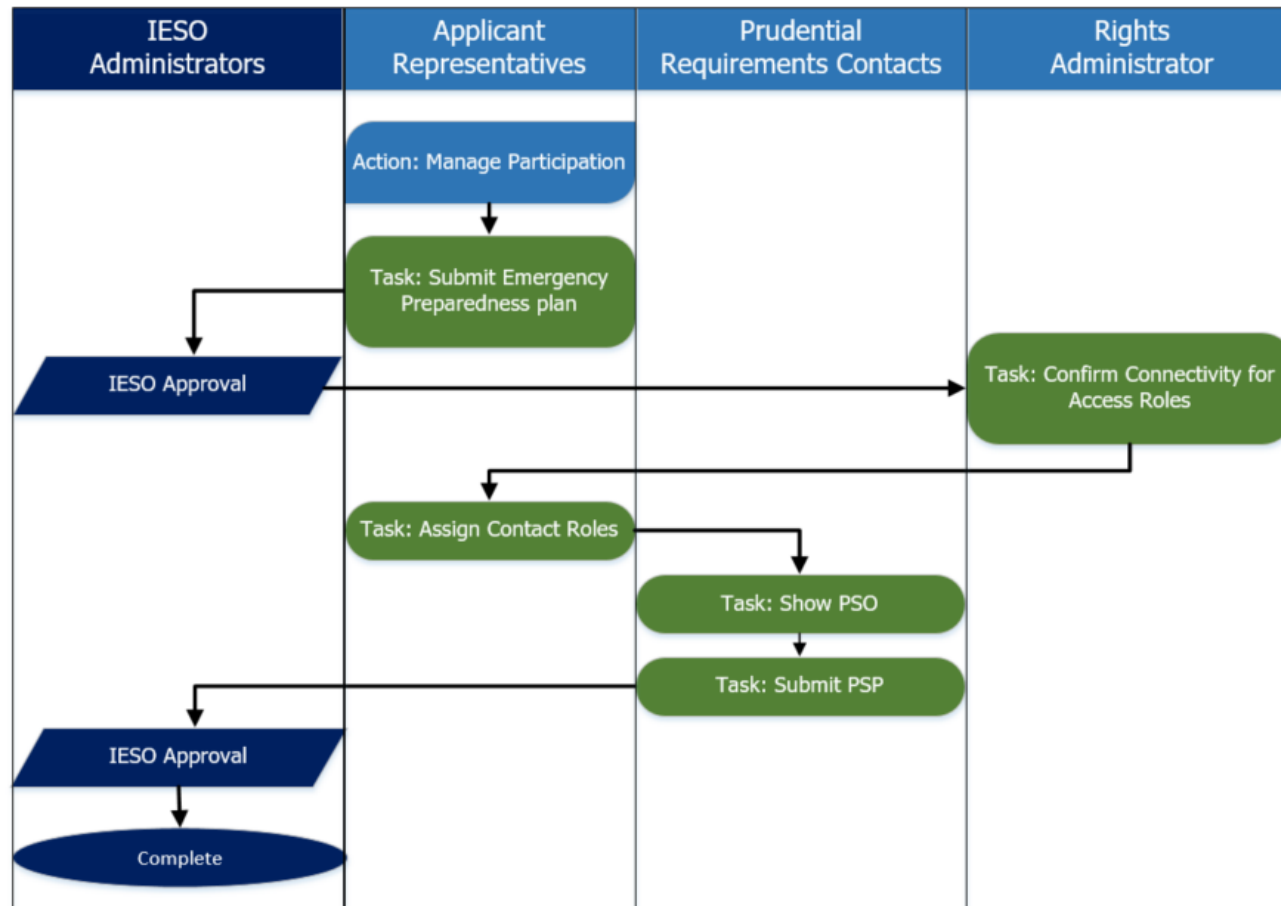
Step	Instruction	Picture
1	<p><b>Action: Submit Capacity Auction Offer</b></p> <p>The person in your organization registered as the Capacity Auction Contact should log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password and click <b>Sign In</b>.</p>	
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Click <b>Submit Capacity Auction Offer</b> from the list of available action items displayed on the subsequent screen.</p>	

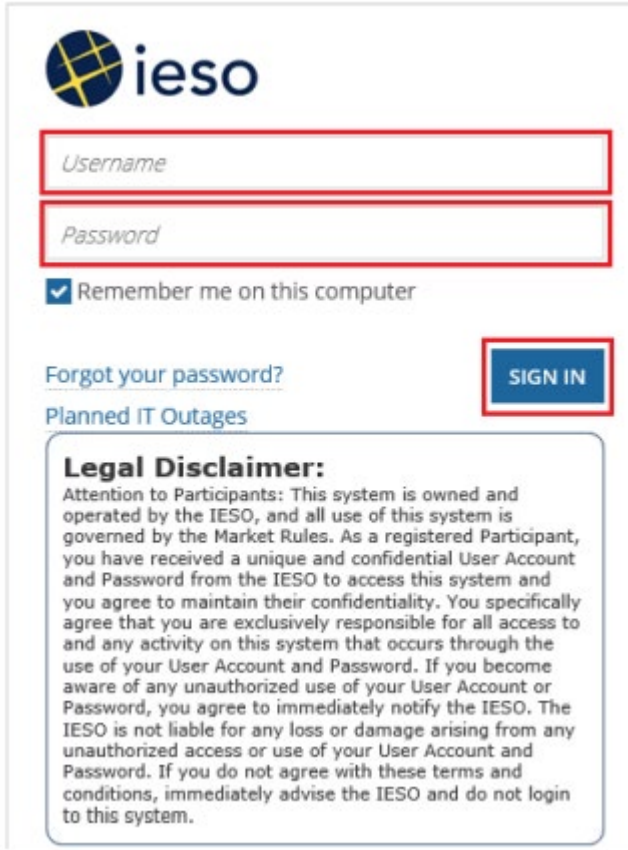
Step	Instruction	Picture
3	<p>The <b>Submit Capacity Auction Offer – Select Organization</b> screen is displayed.</p> <p>Select the option button corresponding to the desired organization, and click <b>Continue</b>.</p>	
4	<p>A list of existing offers for your organization, if any, is displayed. You have the option to either update any of these existing offers, or create a new offer.</p> <p>To create a new offer, click <b>Create New Offer</b>.</p>	

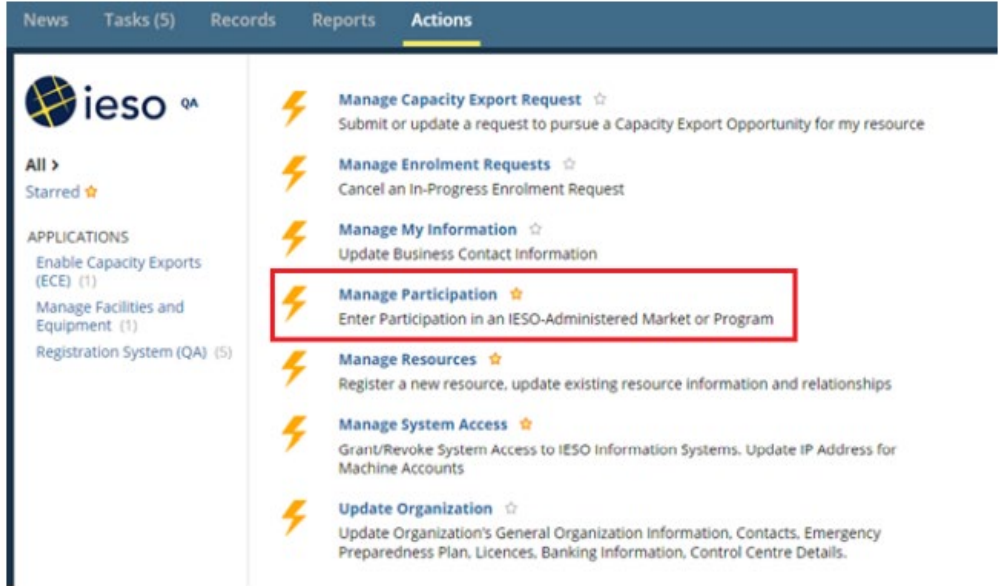

Step	Instruction	Picture
5	<p>Select the desired Obligation Period (i.e., Summer or Winter), from the <b>Obligation Period</b> drop down list.</p> <p>Only Obligation Periods that a resource has capacity qualified for will appear in the drop down list.</p> <p>Select the <b>Capacity Auction Resource</b> for which you wish to submit an offer. The UCAP amount that was qualified for the CAR will be displayed. As capacity is added to an offer, the Remaining UCAP field will be updated.</p> <p>Submit your offer by first entering the price and cumulative quantity for each lamination.</p> <p>The flag field allows you to indicate whether any quantity associated with the lamination will be offered and subsequently cleared in full or as partial for each lamination. You can submit up to 20 laminations for each resource.</p> <p>Click <b>Submit</b> to complete the offer.</p>	

## 4. How to Authorize as a Capacity Market Participant



The following flow chart and table provides step-by-step instructions, with accompanying screen captures, describing how to become authorized as a Capacity Market Participant (CMP) using the Online IESO web-based registration system.

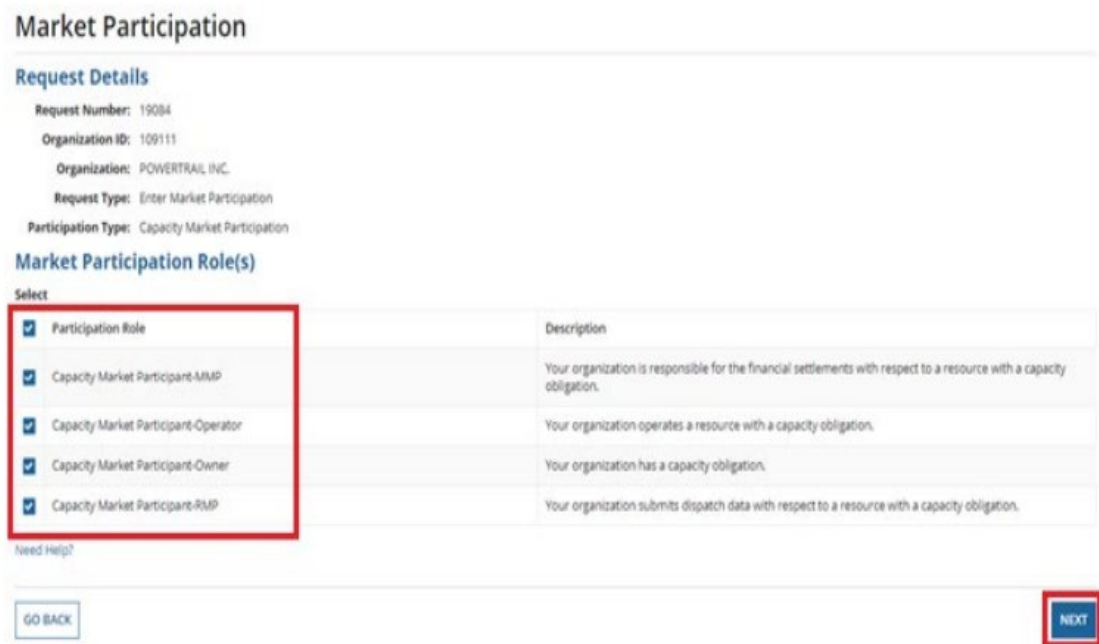




Step	Instruction	Picture
1	<p><a href="#">Action: Manage Participation</a></p> <p>Log in to the Online IESO web-based registration system using this link.</p> <p>Enter your Username and Password, and click <b>Sign In</b>.</p>	 A screenshot of the IESO login page. At the top left is the IESO logo, which consists of a stylized globe icon followed by the text "ieso". Below the logo are two input fields: the first is labeled "Username" and the second is labeled "Password". Both fields are outlined with a red border. Below the password field is a checkbox with a blue checkmark and the text "Remember me on this computer". To the right of the input fields is a blue button with the text "SIGN IN" in white, also outlined with a red border. Below the input fields are two links: "Forgot your password?" and "Planned IT Outages". At the bottom of the page is a "Legal Disclaimer" section, which contains a paragraph of text about the system's ownership and user responsibilities.

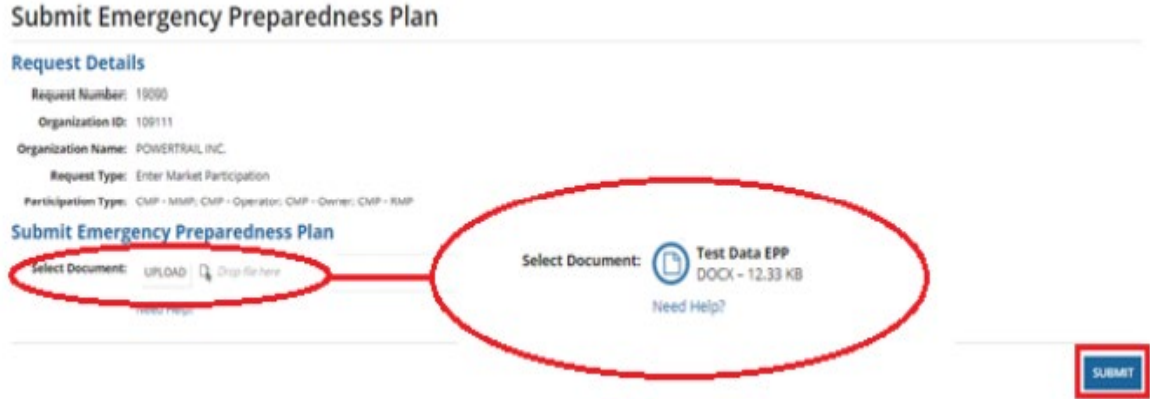
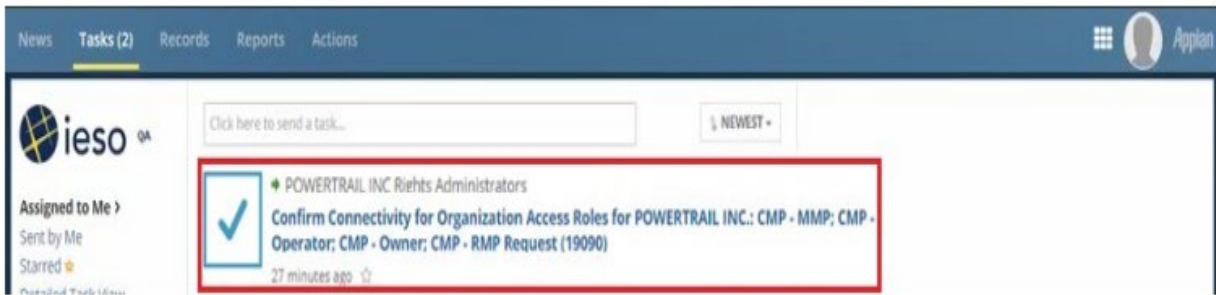
Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Click <b>Manage Participation</b> from the list of available action items displayed on the subsequent screen.</p>	
3	<p>The <b>Choose Organization</b> screen is displayed.</p> <p>Select the check box corresponding to the organization that you wish to become authorized as a Capacity Market Participant (CMP), and click <b>Next</b>.</p>	



Step	Instruction	Picture
4	<p>The Select <b>Participation Type</b> screen is displayed.</p> <p>In the <b>Action to Complete</b> drop-down list, select <b>Enter Market Participation</b>, and click Next.</p>	 <p><b>Select Participation Type</b></p> <p><b>Request Details</b></p> <p>Request Number: 19084 Organization ID: 109111 Organization: POWERTRAIL INC.</p> <p><b>Action to Complete</b></p> <p>Select: Enter Market Participation</p> <p><a href="http://www.ieso.ca/registration/help/2.0">Need Help?</a></p> <p><b>Next</b> Cancel</p>
5	<p>The <b>Market Participation</b> screen is displayed.</p> <p>In the <b>Market Participation Type</b> drop-down list, select <b>Capacity Market Participation</b>, and click Next.</p> <p>Note: An organization will only be able to complete the Capacity Market Participant authorization if they've received a capacity obligation in the capacity auction</p>	 <p><b>Market Participation</b></p> <p>Please choose a market participation for which authorization will be requested</p> <p><b>Request Details</b></p> <p>Request Number: 19084 Organization ID: 109111 Organization: POWERTRAIL INC. Request Type: Enter Market Participation</p> <p><b>Market Participation Type</b></p> <p>Market * Capacity Market Participation</p> <p><a href="#">Need Help?</a></p> <p><b>NEXT</b></p>

Step	Instruction	Picture												
6	<p>Select the appropriate check boxes to select the Market Participant Role(s) for your organization.</p> <p>Note: You can select multiple roles. If multiple organizations will take on roles, select only the role that applies to your organization. The CAP organization must become the CMP - Owner.</p> <p>The following steps assume that your organization is taking on all four roles. Click <b>Next</b> to proceed.</p>	 <p>The screenshot shows the 'Market Participation' form. Under 'Request Details', the following information is displayed: Request Number: 19084, Organization ID: 109111, Organization: POWERTRAIL INC., Request Type: Enter Market Participation, and Participation Type: Capacity Market Participation. The 'Market Participation Role(s)' section has a 'Select' header and a table with five rows, each with a checked checkbox, a role name, and a description. A red box highlights the first four roles: Participation Role, Capacity Market Participant-MMP, Capacity Market Participant-Operator, and Capacity Market Participant-Owner. At the bottom, there are 'GO BACK' and 'NEXT' buttons, with the 'NEXT' button highlighted by a red box.</p> <table><tr><th>Participation Role</th><th>Description</th></tr><tr><td><input checked="" type="checkbox"/> Participation Role</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Capacity Market Participant-MMP</td><td>Your organization is responsible for the financial settlements with respect to a resource with a capacity obligation.</td></tr><tr><td><input checked="" type="checkbox"/> Capacity Market Participant-Operator</td><td>Your organization operates a resource with a capacity obligation.</td></tr><tr><td><input checked="" type="checkbox"/> Capacity Market Participant-Owner</td><td>Your organization has a capacity obligation.</td></tr><tr><td><input checked="" type="checkbox"/> Capacity Market Participant-RMP</td><td>Your organization submits dispatch data with respect to a resource with a capacity obligation.</td></tr></table>	Participation Role	Description	<input checked="" type="checkbox"/> Participation Role		<input checked="" type="checkbox"/> Capacity Market Participant-MMP	Your organization is responsible for the financial settlements with respect to a resource with a capacity obligation.	<input checked="" type="checkbox"/> Capacity Market Participant-Operator	Your organization operates a resource with a capacity obligation.	<input checked="" type="checkbox"/> Capacity Market Participant-Owner	Your organization has a capacity obligation.	<input checked="" type="checkbox"/> Capacity Market Participant-RMP	Your organization submits dispatch data with respect to a resource with a capacity obligation.
Participation Role	Description													
<input checked="" type="checkbox"/> Participation Role														
<input checked="" type="checkbox"/> Capacity Market Participant-MMP	Your organization is responsible for the financial settlements with respect to a resource with a capacity obligation.													
<input checked="" type="checkbox"/> Capacity Market Participant-Operator	Your organization operates a resource with a capacity obligation.													
<input checked="" type="checkbox"/> Capacity Market Participant-Owner	Your organization has a capacity obligation.													
<input checked="" type="checkbox"/> Capacity Market Participant-RMP	Your organization submits dispatch data with respect to a resource with a capacity obligation.													

Step	Instruction	Picture
7	<p>Online IESO automatically determines the next steps and displays these steps on the <b>Required Tasks</b> to Complete screen (depending on the roles selected).</p> <p>Make note of these tasks, and click <b>Proceed</b>. These tasks will also be shown on the News screen.</p> <p><b>Note:</b> If you are new organization to IESO you will be required to submit the entire next set of required tasks.</p>	
8	<p><b>Task: Submit Emergency Preparedness Plan</b></p> <p>Click <b>Tasks</b> on the menu bar at the top of the screen.</p> <p>Click <b>Upload Emergency Preparedness Plan</b> for from the list of available tasks displayed on the subsequent screen.</p> <p>Click <b>Yes</b> to confirm that you accept the task.</p>	

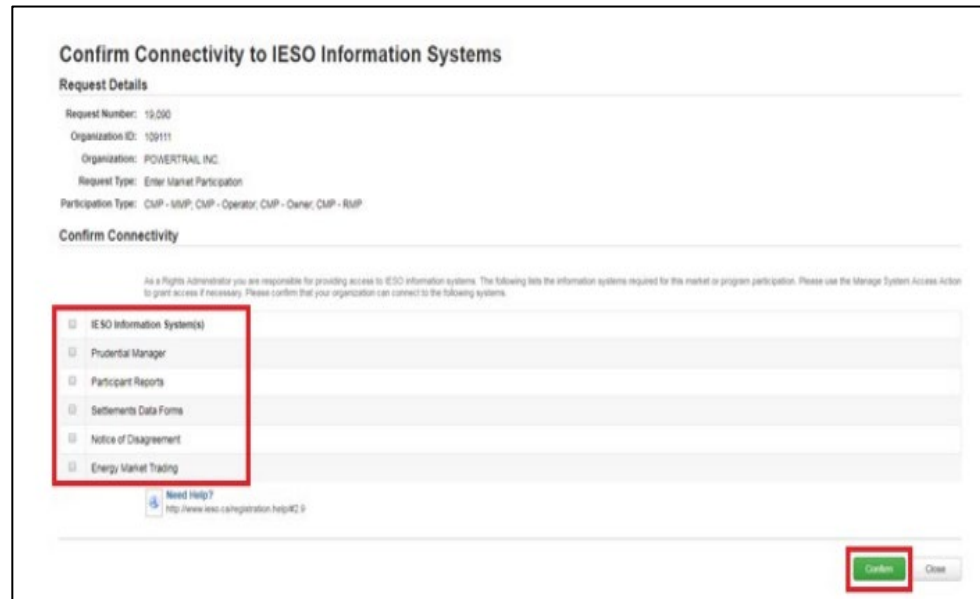
Step	Instruction	Picture
9	<p>Click <b>Accept</b> at the top of the <b>Submit Emergency Preparedness Plan</b> screen, click <b>Upload</b> to attach the Emergency Preparedness Plan PDF file, and click <b>Submit</b>.</p> <p>If your organization has previously submitted the Emergency Preparedness Plan, then it will be available for selection or you can choose to upload a new plan.</p> <p>Further instructions on how to complete an Emergency Preparedness Plan are available <a href="#">here</a>.</p>	
10	<p>Click <b>Tasks</b> on the menu bar at the top of the screen.</p> <p>Click <b>Confirm Connectivity</b> for <b>Organization Access Roles</b> for from the list of available tasks displayed on the subsequent screen.</p> <p>Click <b>Yes</b> to confirm that you accept the task.</p>	

## Step Instruction

## Picture

- 11** Separately, confirm that your organization can connect to the tasks listed, then select the appropriate check box(es) via the **Confirm Connectivity to IESO Information Systems** screen, and click Confirm.

Note: The Applicant Representative will receive this task.



- 12** Task: Assign Contact Roles

Click **Tasks** on the menu bar at the top of the screen.

Click **Assign Contact Role(s)** for **<your organization>** from the list of available tasks displayed on the subsequent screen.

Click **Yes** to confirm that you accept the task.

Note: A CMP has more mandatory contact roles than a CAP.



## Step Instruction

## Picture

**13** Online IESO automatically determines the contact roles that apply to the CMP roles that you previously selected.

Select the contact role that you wish to assign (you must assign roles one at a time), and click **Assign Contacts**.

At a minimum, one contact is required per Contact Role. If you already have pre-existing contacts assigned, then you are not required to assign any additional contacts.

**Note:** Mandatory Contact Roles are the same for all organizations regardless of resource type.

### Add Mandatory Contact Roles

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

**Request Details**

Request Number: 19,090  
Organization ID: 109111  
Organization: POWERTRAIL INC.  
Request Type: Enter Market Participation  
Participation Type: CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP

**Add Mandatory Contact Roles**

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

Existing role(s) already assigned for your organization

Contact Role Name	Description	Min. Required	No. of Existing
Invoicing and Banking	Person responsible for submitting and maintaining, or approving banking information for your organization.	1	1
Prudential Requirements	Person responsible for submitting prudential information and is the point of contact for any issues regarding prudentials (margin calls, warnings and defaults) for your organization.	1	1
Emergency Preparedness Plan	Person responsible for submitting and updating the Emergency Preparedness Plan for your organization.	1	1
Dispatch Data Submitter	Person or Section responsible for submitting and/or changing the bids or offers for your organization.	1	3

Role(s) to assign

Contact Role Name	Description	Min. Required	No. of Existing
<input checked="" type="checkbox"/> Equipment Registration Specialist	Person responsible to submit attributes to their equipment, facility and resources for your organization.	1	0
<input type="checkbox"/> Revenue Metering	Person responsible for viewing the master data for registered meter installations and in-flight data submitted during a meter registration request. The Revenue Metering Contact for a transmitter organization is responsible for approving Site Registration Reports for transmission delivery points.	1	0
<input type="checkbox"/> Notice of Disagreement	Person responsible for submitting Notices of Disagreement for settlement statements for your organization.	1	0
<input type="checkbox"/> Control Room Section	Control room section for your organization.	1	0

[Need Help  
http://www.ieso.ca/registration/help/KQ.5](http://www.ieso.ca/registration/help/KQ.5)

**Assign Contacts**

**Step Instruction****Picture**

- 14** The **Choose Contact Type for Assignment** screen is displayed – review and click by Person.

Click **Search for Person** to search for a person registered in the IESO database.

The image shows two screenshots of a web application interface. The top screenshot is titled "Choose Contact Type for Assignment" and includes a sub-header "Please choose the appropriate assignment group to which contact roles will be assigned". It contains two sections: "Request Details" and "Contact Role Details". The "Request Details" section shows: Organization ID: 109111, Organization: POWERTRAIL, INC., Request Type: Enter Market Participation, Request Number: 19.090, and Participation Type: CMP - MWP, CMP - Operator, CMP - Owner, CMP - RWP. The "Contact Role Details" section shows: Contact Role Name: Equipment Registration Specialist, Minimum: 1, Required: (checkbox), Maximum: (checkbox), and Contact Type: Person. A green button labeled "By Person" is highlighted with a red box. The bottom screenshot is titled "Search for a Registered Person" and includes a sub-header "Search for the registered person using the following search fields. Enter complete information to retrieve accurate results. At least one field must be filled in for the search. If the person is not found after a search, the person can then be registered". It contains a "Request Details" section with the same information as the top screenshot, plus "Account Type: Person". Below this is a "Search for a Registered Person" section with three input fields: "Person ID", "Last Name", and "First Name". A green button labeled "Search for Person" is highlighted with a red box.

**Choose Contact Type for Assignment**  
Please choose the appropriate assignment group to which contact roles will be assigned

**Request Details**

Organization ID: 109111  
Organization: POWERTRAIL, INC.  
Request Type: Enter Market Participation  
Request Number: 19.090  
Participation Type: CMP - MWP, CMP - Operator, CMP - Owner, CMP - RWP

**Contact Role Details**

Contact Role Name: Equipment Registration Specialist  
Minimum: 1  
Required: ☐  
Maximum: ☐  
Contact Type: Person

**By Person**

**Search for a Registered Person**  
Search for the registered person using the following search fields. Enter complete information to retrieve accurate results. At least one field must be filled in for the search. If the person is not found after a search, the person can then be registered

**Request Details**

Request Number: 19090  
Organization ID: 109111  
Organization: POWERTRAIL, INC.  
Request Type: Enter Market Participation  
Participation Type: CMP - MWP, CMP - Operator, CMP - Owner, CMP - RWP  
Account Type: Person  
Contact Role Name: Equipment Registration Specialist

**Search for a Registered Person**

Person ID:   
Last Name:   
First Name:

**Search for Person**

## Step Instruction

## Picture

- 15** If a person is registered in the IESO database, that name appears in the Search Results via the **Select Registered Person** screen. Select the corresponding check box, and click Next.

If a person is not already in the IESO database, you must register that individual by clicking **Register New Person**, and providing their contact information.

Repeat for each contact role. Once all mandatory roles have been assigned, click **Done**.

### Select Registered Person

**Request Details**

Request Number: 1000  
 Organization ID: 10011  
 Organization: POWERTRAIL INC.  
 Request Type: Enter Market Participation  
 Participation Type: CDP - MSP, CDP - Operator, CDP - Owner, CDP - ROP  
 Account Type: Person  
 Contact Role: Equipment Registration Specialist  
 Name:

**Search Results**

Person ID	Last Name	First Name	Preferred Name	Middle Name
<input type="checkbox"/> 2123	Boring	Berry		
<input type="checkbox"/> 2124	Tenison	Claudio		
<input type="checkbox"/> 2125	Lovelsdy	Olvy		
<input type="checkbox"/> 2127	Branch	Terry		
<input type="checkbox"/> 2130	Gibson	Brent		
<input type="checkbox"/> 121440	Papenthal	Debra		
<input type="checkbox"/> 121050	Amos	Chris		
<input type="checkbox"/> 100010	Van Nest	Greg		
<input type="checkbox"/> 05000	Brown	Paul		
<input type="checkbox"/> 101200	Fraser	Pat		

If you do not see the correct person, please refine your search in the fields below.

Person ID:   
 Last Name:   
 First Name:

### Register a New Person

**Request Details**

Request Number: 10000  
 Organization ID: 10011  
 Organization: POWERTRAIL INC.  
 Request Type: Enter Market Participation  
 Contact Role: Notice of Disagreement  
 Name:

Please fill in the mandatory information below. The address fields have been populated with the organization's registered address but can be modified. Please note an email will be sent to this person upon registration.

**Person Information**

\*First Name:  \*Address Line 1:

\*Last Name:  Address Line 2:

\*Main Phone:  Address Line 3:

Example: 123-456-7890 Address Line 4:

Main Phone Extension:  \*City:

Numbers only \*Province/State:

\*Main Email:  Outside Canada or USA, select N/A

\*Postal Code/Zip Code:

Example: A0T 2T0 or 12345. If unknown, use N/A

\*Country:

<http://www.ieso.ca/registration-help/01-0>



## Step Instruction

## Picture

- 16** After all roles are filled with the appropriate registered person(s), the **Add Mandatory Contact Roles** screen is displayed – click **Done**.

### Add Mandatory Contact Roles

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

**Request Details**

Request Number: 19-280  
Organization ID: 109111  
Organization: POWERTRAIL INC.  
Request Type: Enter Market Participation  
Participation Type: CMP - MMP, CMP - Operator, CMP - Demand, CMP - RSP

**Add Mandatory Contact Roles**

Please assign the following contact roles, which are mandatory for this request. If the mandatory contact role(s) have already been assigned from a previous participation request there will not be any mandatory contact role to assign in the Role(s) to Assign table below.

Existing role(s) already assigned for your organization

Contact Role Name	Description	Min. Required	No. of Existing
Equipment Registration Specialist	Person responsible to submit attributes to their equipment, facility and resources for your organization.	1	1
Trading and Bidding	Person responsible for submitting and maintaining, or approving bidding information for your organization.	1	1
Prudential Requirements	Person responsible for submitting prudential information and is the point of contact for any issues regarding prudentials (margin calls, warnings and defaults) for your organization.	1	1
Emergency Preparedness Plan	Person responsible for submitting and updating the Emergency Preparedness Plan for your organization.	1	1
Revenue Metering	Person responsible for meeting the meter data for registered meter installations and in-flight data submitted during a meter registration request. The Revenue Metering Contact for a transmitter organization is responsible for approving Site Registration Reports for transmission delivery points.	1	1
Notice of Disagreement	Person responsible for submitting Notices of Disagreement for settlement statements for your organization.	1	1
Dispatch Data Submitter	Person or Section responsible for submitting and/or changing the bids or offers for your organization.	1	2
Control Room Section	Control room section for your organization.	1	1

1 2 3 4 5 6 7 8 9 10 11 12

Role(s) to assign

Contact Role Name	Description	Min. Required	No. of Existing
No items available			

[Need Help?](http://www.ieso.com/registration-help/403)  
<http://www.ieso.com/registration-help/403>

Done

## Step Instruction

## Picture

- 17** The **Assign Optional Contact Roles** screen is displayed – click **Done**.

**Assign Optional Contact Roles**

Please assign any desired optional contact roles with this request. Note that you can only assign contact roles that are newly accessible as a result of this enrollment request. Contact roles that are already available must be assigned through Update Organization.

**Request Details**

Request Number: 19090  
 Organization ID: 106111  
 Organization: POWERTRAIL, INC.  
 Request Type: Enter Market Participation  
 Participation Type: CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP

**Optional Contact Roles**

The contact roles available below are only contact roles that are newly available as a result of this request. Contact roles that are already available as a result of existing participations must be updated through the "Update Organization" action. To assign these contact roles, please select "Assign Contacts". If done, select "Done".

Name	For Person or Section
<input type="checkbox"/> Contributor Information Contact	Person
<input type="checkbox"/> Control Room Section	Section

[Need Help?](#)  
<http://www.ieso.ca/registration/help/102>

**Done** **Assign Contacts**

- 18** You can verify completion on the **News** screen and viewing a notification that contact roles assignment has been completed.

**News** Tasks (44) Records Reports Actions

**Manage Participation** A market participation request has been created for HECATE ENERGY ONTARIO STORAGE II, LP; CMP - MMP; CMP - Operator; CMP - Owner; CMP - RMP #amp  
 Jan 21, 2020 [Comment](#) [More Info](#)

[Hide comments](#)

- IESO System** Payment received  
Jan 21, 2020
- IESO System** The training information has been sent  
Jan 21, 2020
- IESO System** The configuration instructions have been sent  
Jan 21, 2020
- CA Tester5** An emergency preparedness plan has been submitted for approval  
Jan 21, 2020
- IESO System** The emergency preparedness plan has been approved  
Jan 21, 2020
- Amy Apprep** Banking information has been submitted for approval  
Jan 22, 2020
- CA Tester5** Connectivity to IESO Information System(s) has been confirmed.  
Jan 22, 2020
- CA Tester5** Contact role assignment has been completed  
Jan 22, 2020

Step	Instruction	Picture
19	<p data-bbox="317 220 684 285">Task: Show PSO (Prudential Support Obligation)</p> <p data-bbox="317 305 730 375">Click <b>Tasks</b> on the menu bar at the top of the screen.</p> <p data-bbox="317 394 743 537">Click <b>Show PSO for &lt;your organizations&gt;</b> from the list of available tasks displayed on the subsequent screen.</p> <p data-bbox="317 557 695 626">Click <b>Yes</b> to confirm that you accept the task.</p> <p data-bbox="317 646 764 782">Note: This task is made available after the Prudential Requirements contact is assigned as part of Assign Contact Role(s).</p>	 <p>The screenshot shows the IESO 'Tasks' page. The 'Tasks (2)' tab is selected in the top navigation bar. On the left, there's a sidebar with 'Assigned to Me', 'Sent by Me', and 'Starred' sections. The main content area displays a task card for 'POWERTRAIL INC Prudential Requirements Contacts' with the title 'Show PSO for POWERTRAIL INC. - Request Number:19090' and a timestamp of '42 minutes ago'. A red rectangular box highlights this task card.</p>

**Step Instruction****Picture**

- 20** The Capacity Prudential Support Information screen is displayed - click **Submit**.

### Capacity Prudential Support Information

This is the capacity prudential support obligation for POWERTRAIL INC.

#### Capacity Prudential Support Obligation

Capacity Prudential \$12,650.00  
Support Obligation:

#### Capacity Prudential Support Obligation Details

Commitment Details:

Auction Capacity (MW)	Year	Season	Zone	Type	Clearing Price
11	2019	WINTER	BRUCE	PHYSICAL	\$100.00

Total Commitment 11  
Capacity (MW):  
Availability \$25,300.00  
Payment:  
Business Days: 23  
Capacity Support 50  
Obligation  
Percentage:  
Capacity PSO Prior \$12,650.00  
To Reduction:  
Agency Name:  
Credit Rating:  
Credit Rating \$0.00  
Reduction:  
Good Payment 0  
Years:  
Payment History \$0.00  
Reduction:

Submit

## Step Instruction

## Picture

### 21 Task: Submit PSP (Prudential Support Posted)

Click **Tasks** on the menu bar at the top of the screen.

Click **Submit PSP for <your organizations>** from the list of available tasks displayed on the subsequent screen.

Enter the required prudential support obligation amount in the **Actual Amount to be Posted** field, select the Payment Method from the **Payment Method** drop-down list (the Letter of Credit must be provided per the template), enter bank name in the **Bank field**, and click **Submit** to confirm the information submission.

Following the submission, you may proceed with sending the funds to the IESO using the payment method specified.

The screenshot displays the IESO online portal interface. The top navigation bar includes 'News', 'Tasks (23)', 'Records', 'Reports', and 'Actions'. The 'Tasks (23)' tab is active, showing a list of tasks. A red box highlights the task 'Submit PSP for DEF COMPANY - Request Number: 20223'. Below this, the 'Submit Capacity Prudential Support Information For DEF COMPANY' form is shown. The form includes fields for 'Actual Amount to be Posted' (\$80), 'Payment Method' (Letter of Credit), 'Bank' (TD), and 'Confirming Bank' (TD). It also displays 'Capacity Prudential Support Obligation' details, including 'Obligation Period' (2021 SUMMER), 'Commitment Details' table, and 'Agency Name' information.

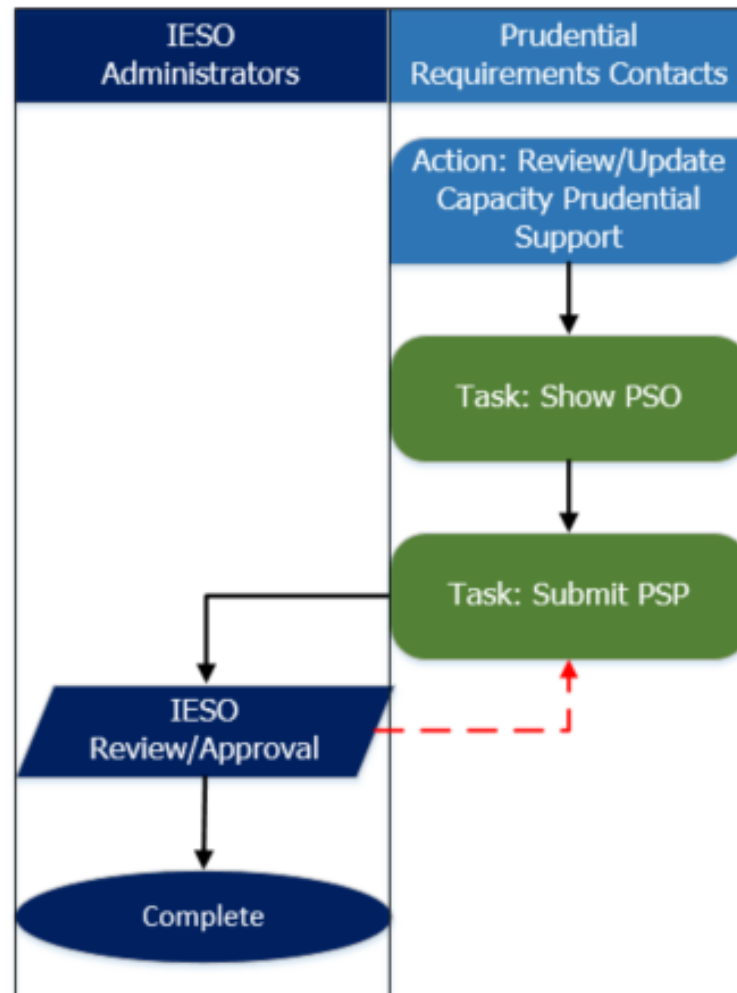
Zone / CAR	CAR Type	Auction Capacity (MW)	Clearing Price (\$)
+ EAST		5	

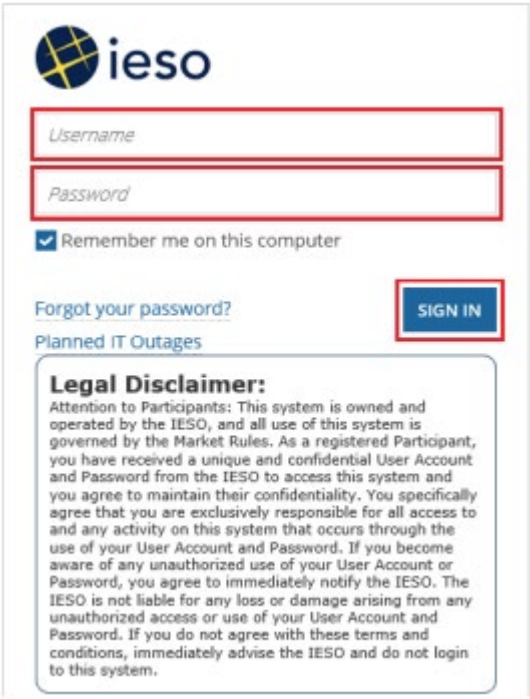
Total Auction Capacity (MW)	Agency Name
5	
Availability Payment	Credit Rating
\$1,120.00	
Capacity Prudential Support Obligation Percentage	Credit Rating Reduction
	\$0.00
Capacity PSO Prior To Reduction	Good Payment Years
\$560.00	0
Business Days	Payment History Reduction
4	\$0.00

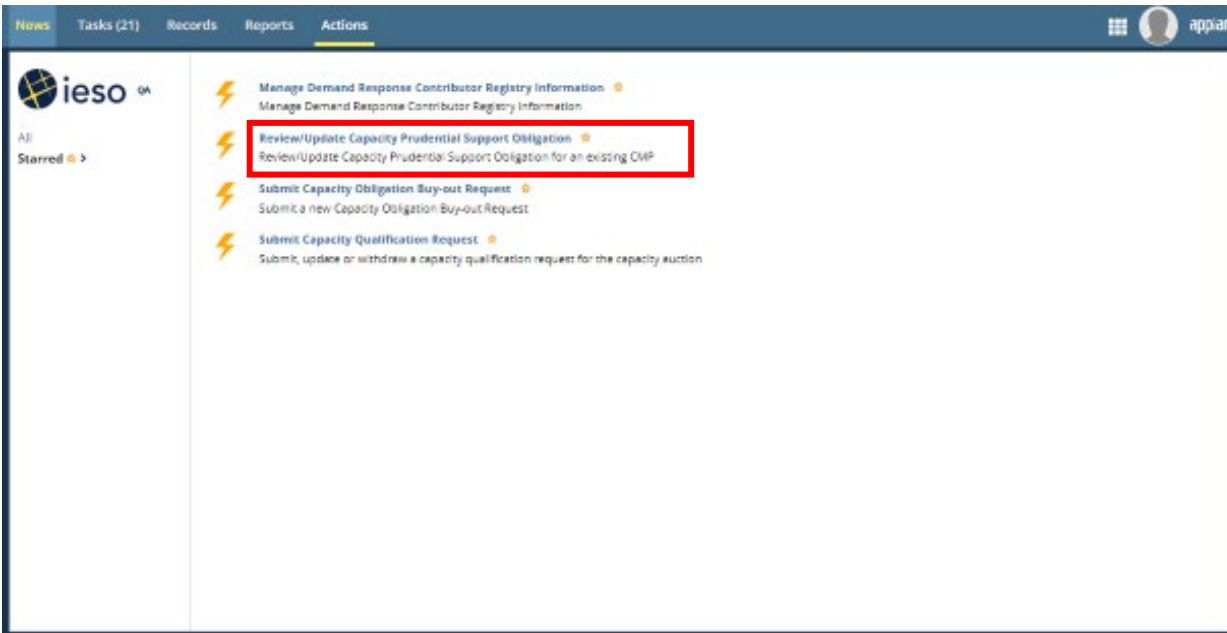
**SUBMIT**

## 5. How to Review/Update Capacity Prudential Support

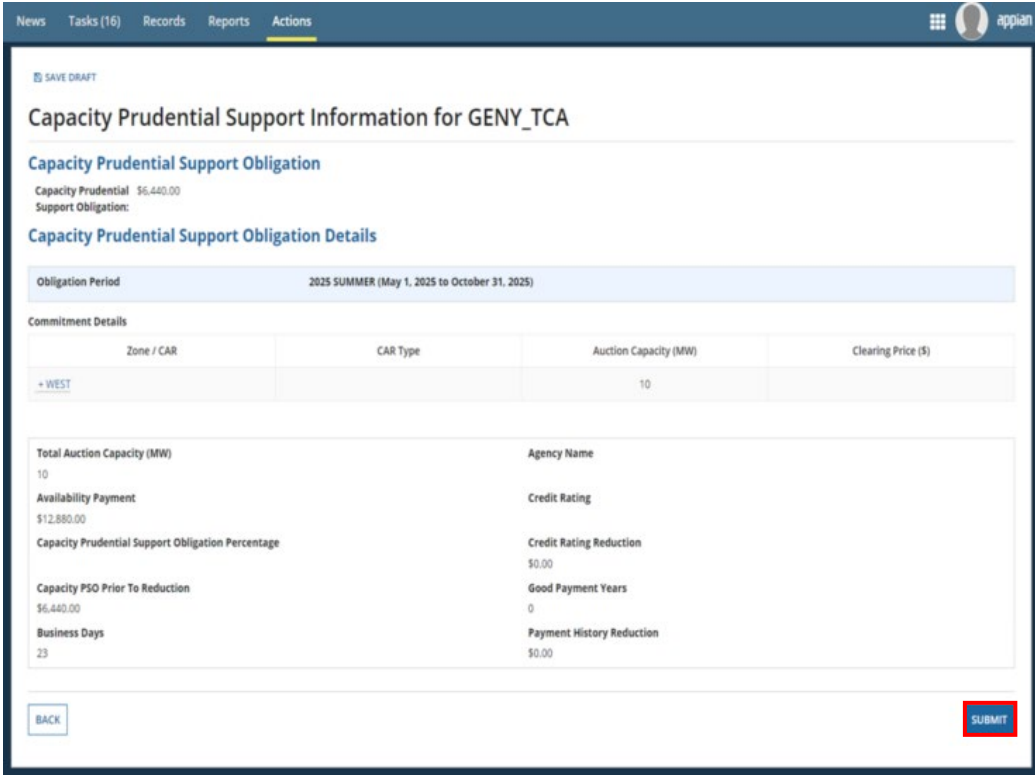
The following chapter provides step-by-step instructions, with accompanying screen captures, describing the process for reviewing/updating capacity prudential support using the Online IESO web-based system.

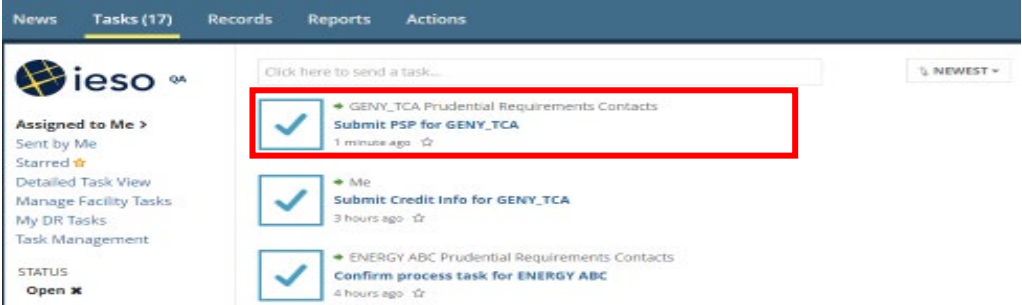
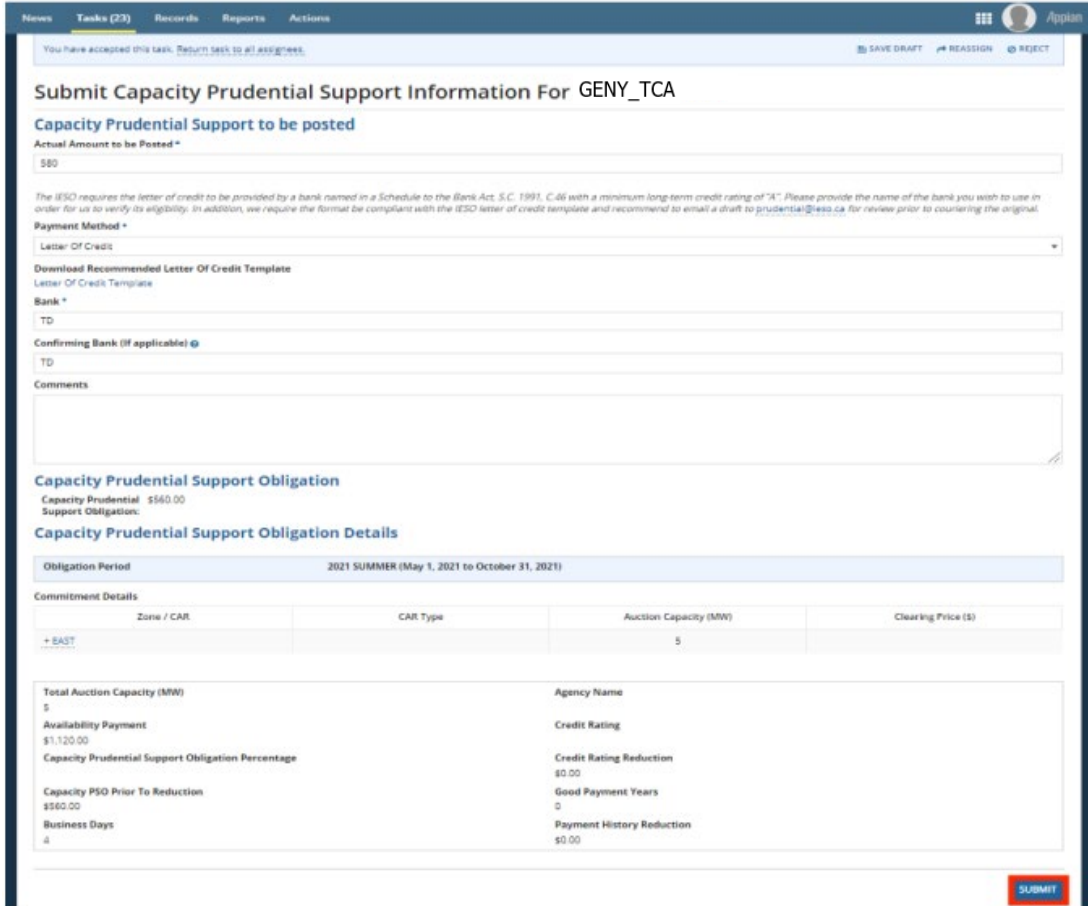


Step	Instruction	Picture
1	<p><a href="#">Action: Review/Update Capacity Prudential Support.</a></p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password and click <b>Sign In</b>.</p>	 <p>The screenshot shows the IESO login interface. At the top is the IESO logo. Below it are two text input fields labeled 'Username' and 'Password', both highlighted with red borders. Under the 'Username' field is a checked checkbox with the text 'Remember me on this computer'. To the right of the 'Password' field is a blue button with the text 'SIGN IN', also highlighted with a red border. Below these fields are two links: 'Forgot your password?' and 'Planned IT Outages'. At the bottom of the page is a 'Legal Disclaimer' section with a title and a paragraph of text regarding system ownership and user responsibility.</p>

Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the page.</p> <p>Select <b>Review/Update Capacity Prudential Support Obligation</b> from the list of available action items displayed on the subsequent screen.</p>	 <p>The screenshot shows the IESO GA web application interface. At the top, there is a navigation bar with tabs for 'News', 'Tasks (21)', 'Records', 'Reports', and 'Actions'. The 'Actions' tab is currently selected. On the left side, there is a sidebar with the IESO logo and a 'Starred' section. The main content area displays a list of actions, each preceded by a yellow lightning bolt icon. The second item in the list, 'Review/Update Capacity Prudential Support Obligation', is highlighted with a red rectangular box. Below it is a sub-item: 'Review/Update Capacity Prudential Support Obligation for an existing OMP'. Other visible actions include 'Manage Demand Response Contributor Registry Information', 'Submit Capacity Obligation Buy-out Request', and 'Submit Capacity Qualification Request'.</p>

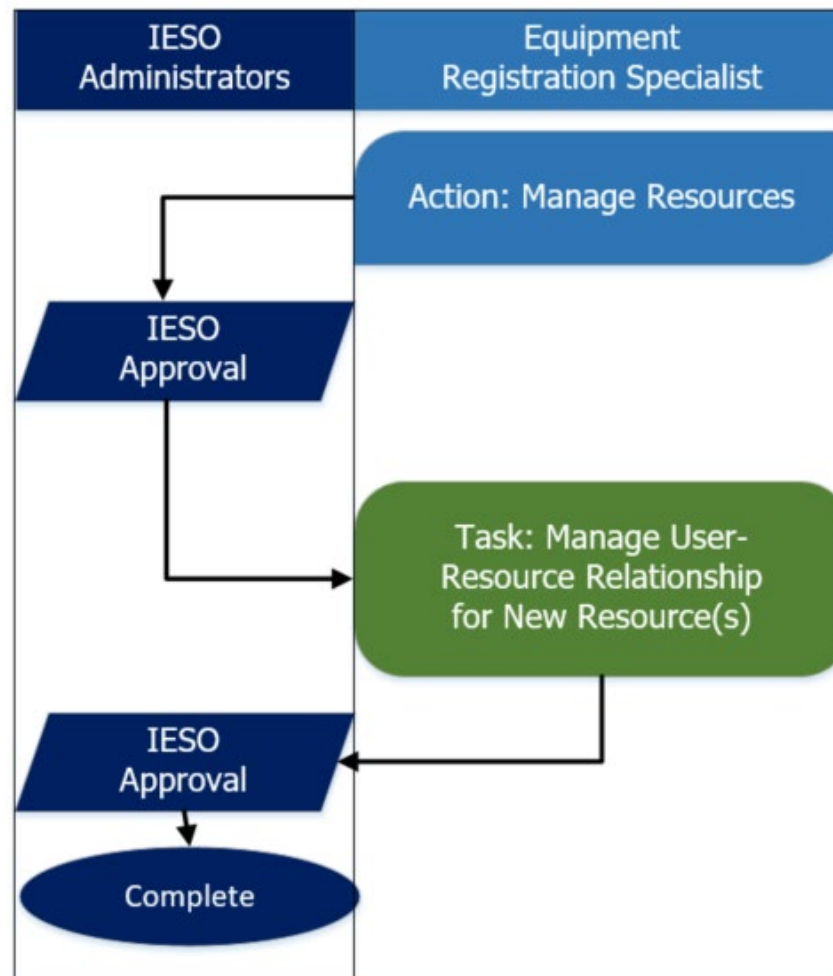


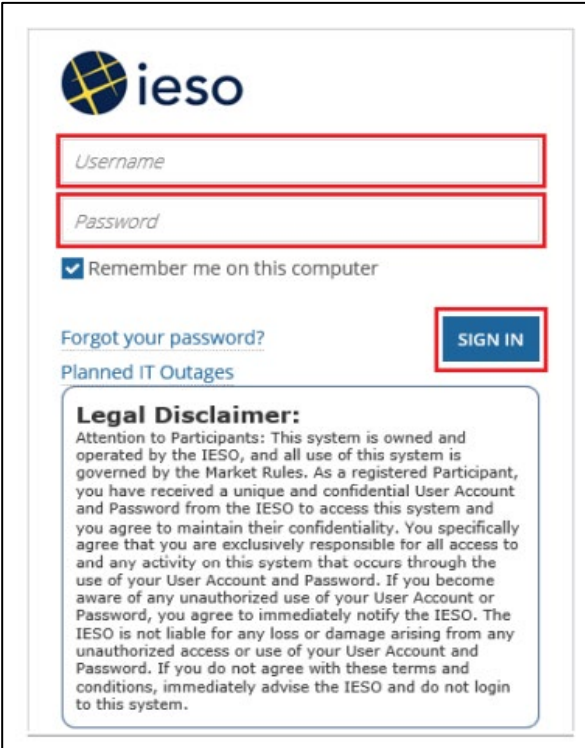
Step	Instruction	Picture
3	<p>On the following screen, the <b>Capacity Prudential Support Information</b> screen is displayed and displays the estimated PSO amount for the upcoming obligation.</p> <p>If your existing prudential support covers the required amount, then click <b>Back</b>. No additional action is required.</p> <p>If you need to post additional prudential support, click <b>Submit</b>. A dialog box will confirm <b>Do you wish to continue?</b> Click <b>Yes</b>.</p>	



Step	Instruction	Picture
4	<p>Task: Submit PSP (Prudential Support Posted)</p> <p>Once IESO confirms the prudential support, a task will be generated in Online IESO. Click <b>Tasks</b> on the menu bar at the top of the screen.</p> <p>Click <b>Submit PSP for &lt;your organizations&gt;</b> from the list of available tasks displayed on the subsequent screen.</p> <p>Enter the required prudential support obligation amount in the <b>Actual Amount</b> to be Posted field, select the Payment Method from the <b>Payment Method</b> drop-down list (the Letter of Credit must be provided per the template), enter bank name in the <b>Bank field</b>, and click <b>Submit</b> to confirm the information submission.</p> <p>Following the submission, you may proceed with sending the funds to the IESO using the payment method specified.</p>	 

## 6. How to Register a Virtual Demand Response Resource

The following table provides step-by-step instructions, with accompanying screen captures, describing how to register/update virtual Demand Response Resources using the Online IESO web-based registration system.



Step	Instruction	Picture
1	<p data-bbox="310 277 663 310"><b>Action: Manage Resources</b></p> <p data-bbox="310 329 728 435">Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="310 454 695 521">Enter your Username and Password, and click <b>Sign In</b>.</p>	 <p>The screenshot shows the IESO login interface. At the top is the IESO logo. Below it are two text input fields labeled 'Username' and 'Password', each outlined with a red rectangle. Under the 'Username' field is a checked checkbox with the text 'Remember me on this computer'. To the right of the 'Password' field is a blue button with the text 'SIGN IN', also outlined with a red rectangle. Below these fields are two links: 'Forgot your password?' and 'Planned IT Outages'. At the bottom of the page is a 'Legal Disclaimer' section with the following text: 'Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.'</p>

Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Select <b>Manage Resources</b> from the list of available action items displayed on the subsequent screen.</p> <p>Note: In order to assign capacity, if you already have resources assigned to your virtual CARs, use the Manage Demand Response Contributor Registry Information action (7: How to Manage Contributors for Virtual HDR Resources).</p>	 <p>The screenshot shows the top navigation bar of the IESO QA system. The bar has a dark blue background with white text for the menu items: 'News', 'Tasks (6)', 'Records', 'Reports', and 'Actions'. The 'Actions' item is highlighted with a red rectangular box. Below the menu bar, the IESO logo and 'QA' are visible on the left, and a text box on the right says 'Click here to post...'.</p>
3	<p>The <b>Manage Resources</b> screen is displayed. Select the option corresponding to <b>Register Resources for Virtual Capacity Obligations</b>, and click Next.</p>	 <p>The screenshot shows the 'Manage Resources' screen. At the top, there's a 'SAVE DRAFT' button. Below it, the title 'Manage Resources' is centered. A list of actions is displayed under the heading 'Select an Action'. The option 'Register Resources for Virtual Capacity Obligations' is highlighted with a red rectangular box. To the right of this list, there's a description: 'Register hourly demand response (HDR) resources to fulfill Virtual Capacity Obligations'. At the bottom of the screen, there are two buttons: 'CANCEL' on the left and 'NEXT' on the right.</p>

**Step Instruction****Picture**

- 4** On the following screen, select from the drop down list the name of the organization that owns the equipment associated to the resource you intend on managing, and click **Next**.

News Tasks ( ) Records Reports Actions

SAVE DRAFT

### Manage Resources

**Action**  
Register Resources for Virtual Capacity Obligations

Register hourly demand response (HDR) resources to fulfill Virtual Capacity Obligations

**Owner Organization \***  
--- Select an Organization ---

Select which organization owns the equipment associated to the resources you intend on managing

BACK NEXT

- 5** The Request New Virtual Resource(s) screen is displayed. Select the check box corresponding to the zone(s) requiring a resource, and click **Next**.
- Note: After finishing this process, a virtual resource is assigned to your virtual obligation.

News Tasks (7) Records Reports Actions

SAVE DRAFT

### Request New Virtual Resource(s)

Select Virtual Resource Zones Assign Metered Market Participant and Registered Market Participant Assign User-Resource Relationships

**Request Details**

Organization: RODAN ENERGY SOLUTIONS INC (109680) Request Number: 4730

**Organization Authorization**

✓ Your organization has been authorized as a Capacity Market Participant - Owner

**Select Virtual Resource Zones**

Zone Name	Summer Obligations	Winter Obligations	Existing Resource(s)	Actions
BRUCE	• 2020 • 2021	• 2020 • 2021		<input type="checkbox"/> Request Virtual HDR Resource
EAST	• 2020	• 2020	LENNVOX-LT.ENERCOP_DRA	Request In Progress ⚠

CANCEL NEXT

## Step Instruction

- 6** Identify the Metered Market Participant (MMP), the Registered Market Participant (RMP), and the Virtual DR Resource Type for each resource, and click **Submit Request**.

Note: After the IESO approves the resource modelling name, another task is initiated.

## Picture

The screenshot displays the 'Register Virtual Resources' web application. The top navigation bar includes 'News', 'Tasks (7)', 'Records', 'Reports', and 'Actions'. The main content area is titled 'Register Virtual Resources' and includes a 'SAVE DRAFT' button. Below the title, there are three tabs: 'Select Virtual Resource Zones', 'Assign Metered Market Participant and Registered Market Participant', and 'Assign User-Resource Relationships'. The 'Assign Metered Market Participant and Registered Market Participant' tab is active.

**Request Details**

Organization: RODAN ENERGY SOLUTIONS INC (109680) Request Number: 4730

**Assign Metered Market Participant (MMP) and Registered Market Participant (RMP)**

**Instructions**

Please identify the Metered Market Participant (MMP) and Registered Market Participant (RMP) for each new virtual resource. If your organization is not fulfilling both of these roles, a task will be issued to the selected company to accept this role assignment after the IESO has reviewed your request. Once all roles have been accepted a task will be issued to each unique RMP in this request to assign user-resource relationships for their assigned resources.

**BRUCE**

**Resource Name**  
BRUCE-LT.ENERCORP\_DRA  
Note: This is a preliminary name that will be reviewed by IESO

**Demand Response Owner**  
RODAN ENERGY SOLUTIONS INC

**Virtual DR Resource Type \***  
☒ Commercial & Industrial  
☐ Residential

**Metered Market Participant (MMP) \***  
RODAN ENERGY SOLUTIONS INC

**Registered Market Participant (RMP) \***  
RODAN ENERGY SOLUTIONS INC

**Demand Response Auction Resource Obligations**

Obligation Period	Obligation (MW)
Summer 2020	4.5
Winter 2020	4.5

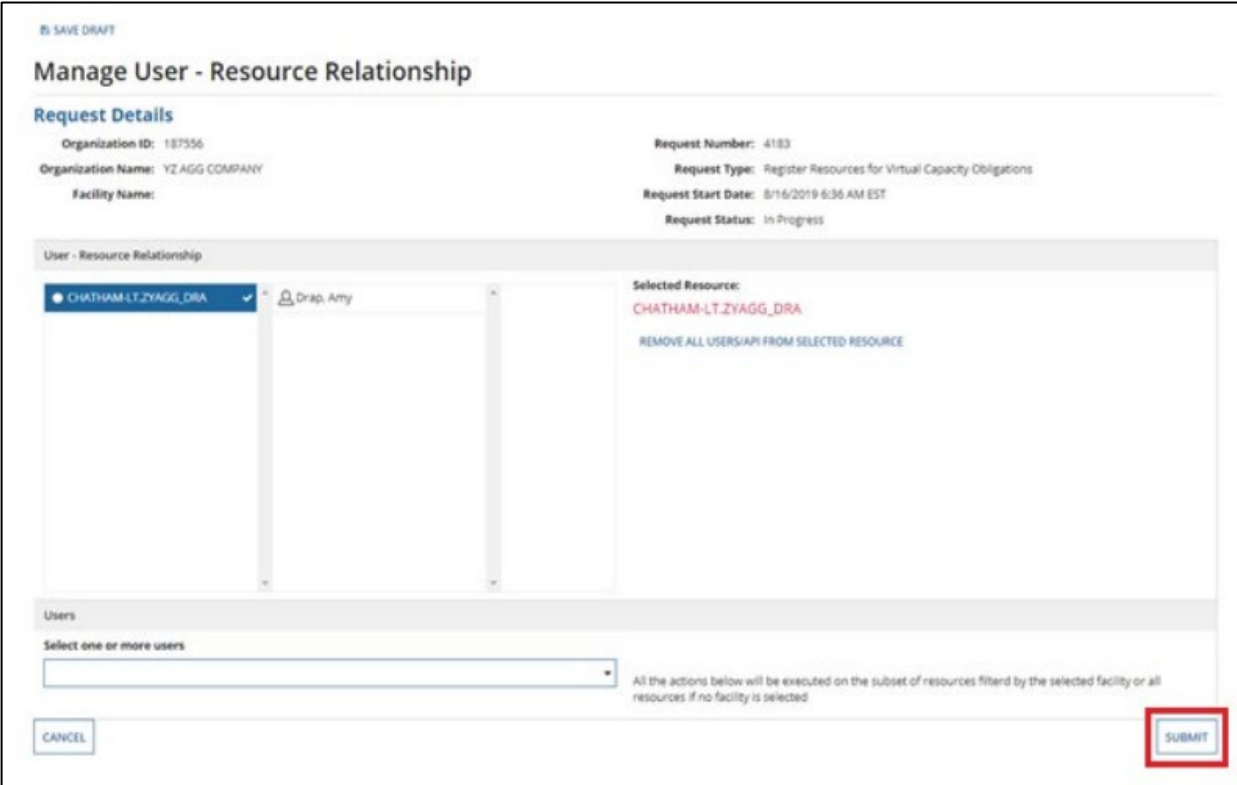
**Capacity Auction Resource Obligations**

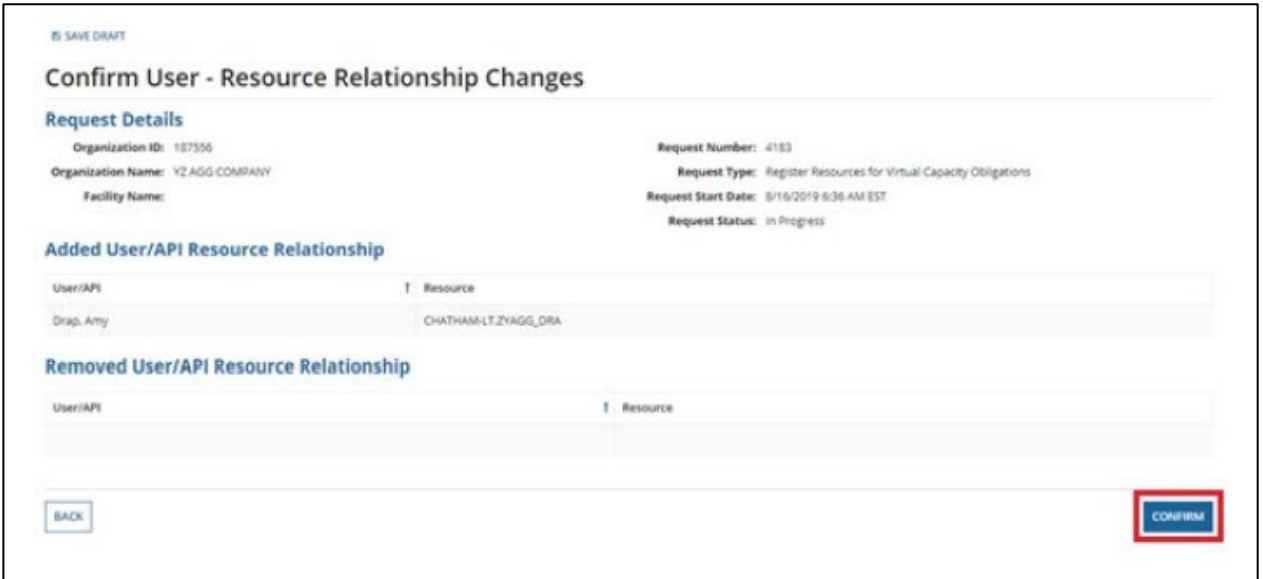
Obligation Period	CAR ID	CAR Name	CAR Type	Obligation (MW)
Summer 2021	100343	Rodan1	Virtual Hourly Demand Response - C&I	50
Winter 2021	100343	Rodan1	Virtual Hourly Demand Response - C&I	50
Summer 2021	100344	Rodan2	Virtual Hourly Demand Response - Residential	5
Winter 2021	100344	Rodan2	Virtual Hourly Demand Response - Residential	5

**CANCEL** **SUBMIT REQUEST**

Step	Instruction	Picture
7	<p><b>Task: Manage User -Resource Relationship for New Resource(s)</b></p> <p>Click <b>Tasks</b> on the menu bar at the top of the screen. Select <b>Manage User - Resource Relationship</b> for <b>New Resources &lt;your organization&gt;</b> from the list of available tasks displayed on the subsequent screen.</p> <p>The Manage User – Resource Relationship screen is displayed. Select the appropriate resource(s), and click Add Selected User(s) to all Resources.</p> <p>Note: An Applicant Representative can compete this. It takes a day for the IESO system to process the change.</p>	

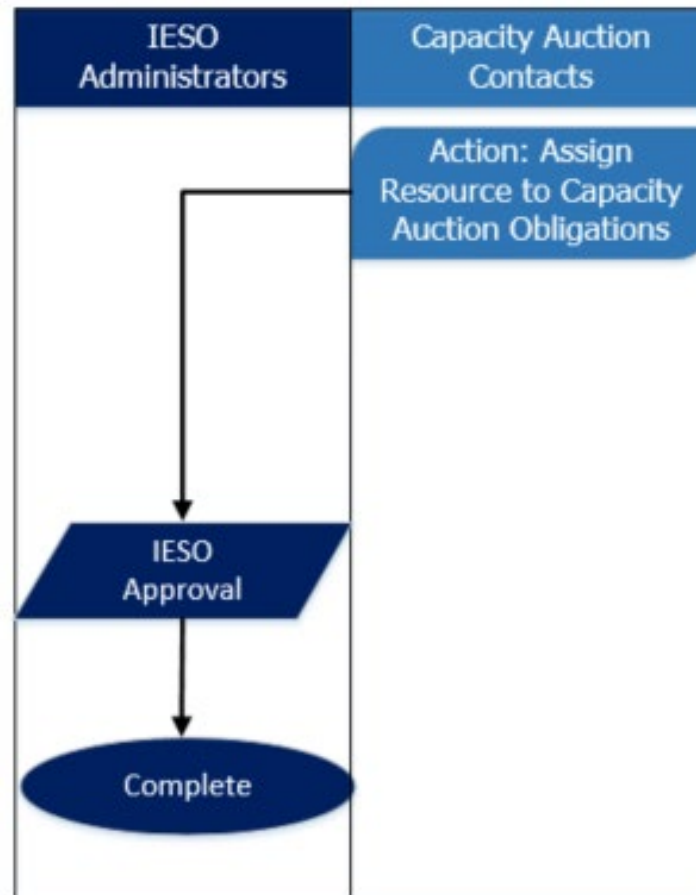


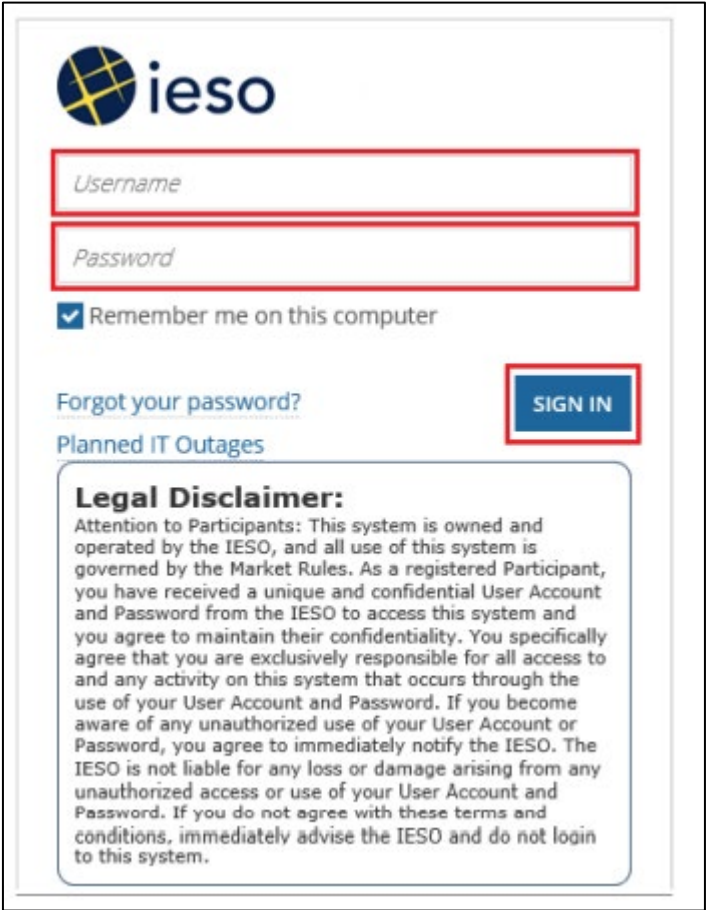
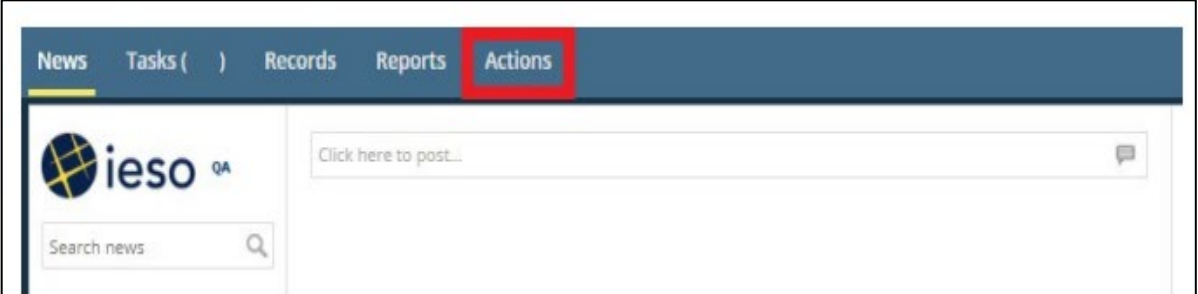
Step	Instruction	Picture
8	Review/confirm your selection, and click <b>Submit</b> .	 <p>The screenshot shows the 'Manage User - Resource Relationship' page. At the top, there's a 'Request Details' section with fields for Organization ID (187556), Organization Name (YZ AGG COMPANY), Facility Name, Request Number (4183), Request Type (Register Resources for Virtual Capacity Obligations), Request Start Date (8/16/2019 6:36 AM EST), and Request Status (In Progress). Below this is a 'User - Resource Relationship' section with a list of users. 'Drap, Amy' is selected. To the right, the 'Selected Resource' is 'CHATHAM-LT.ZYAGG_DRA' with a button to 'REMOVE ALL USERS/AP FROM SELECTED RESOURCE'. At the bottom, there's a 'Users' section with a 'Select one or more users' dropdown, a 'CANCEL' button, and a 'SUBMIT' button highlighted with a red box.</p>

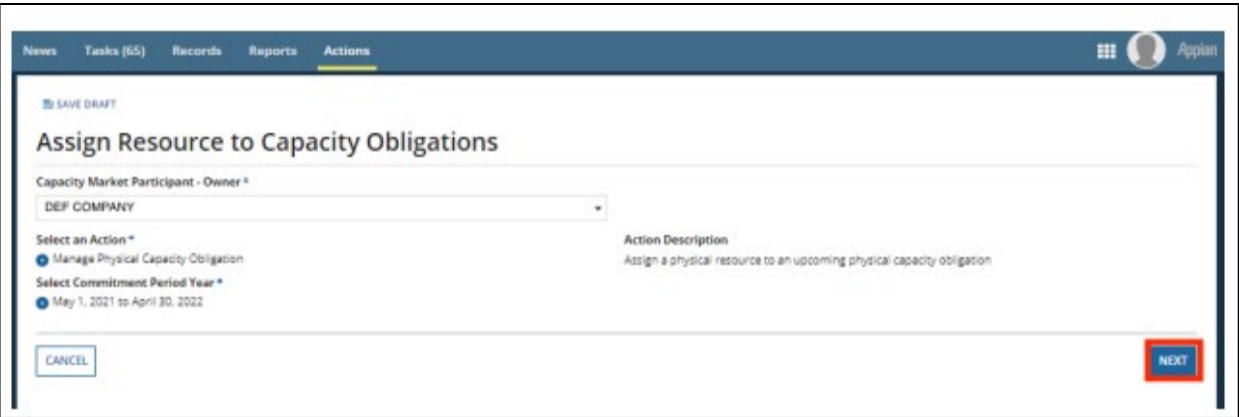
Step	Instruction	Picture
9	<p>The Confirm User – Resource Relationship Changes screen is displayed.</p> <p>Click <b>Confirm</b>.</p> <p>Note: The IESO issues a Registration Approval Notice (RAN) after completing an assessment of the submission</p>	 <p>The screenshot displays the 'Confirm User - Resource Relationship Changes' interface. At the top left, there is a 'SAVE DRAFT' link. The main title is 'Confirm User - Resource Relationship Changes'. Below this, the 'Request Details' section includes: Organization ID: 187556, Organization Name: YZ AGG COMPANY, Facility Name: (empty), Request Number: 4183, Request Type: Register Resources for Virtual Capacity Obligations, Request Start Date: 8/16/2019 8:36 AM EST, and Request Status: In Progress. The 'Added User/API Resource Relationship' section shows a table with one entry: User/API: Drap, Army and Resource: CHATHAM/LT.ZYAGG_DRA. The 'Removed User/API Resource Relationship' section is currently empty. At the bottom, there are two buttons: 'BACK' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red rectangular box.</p>

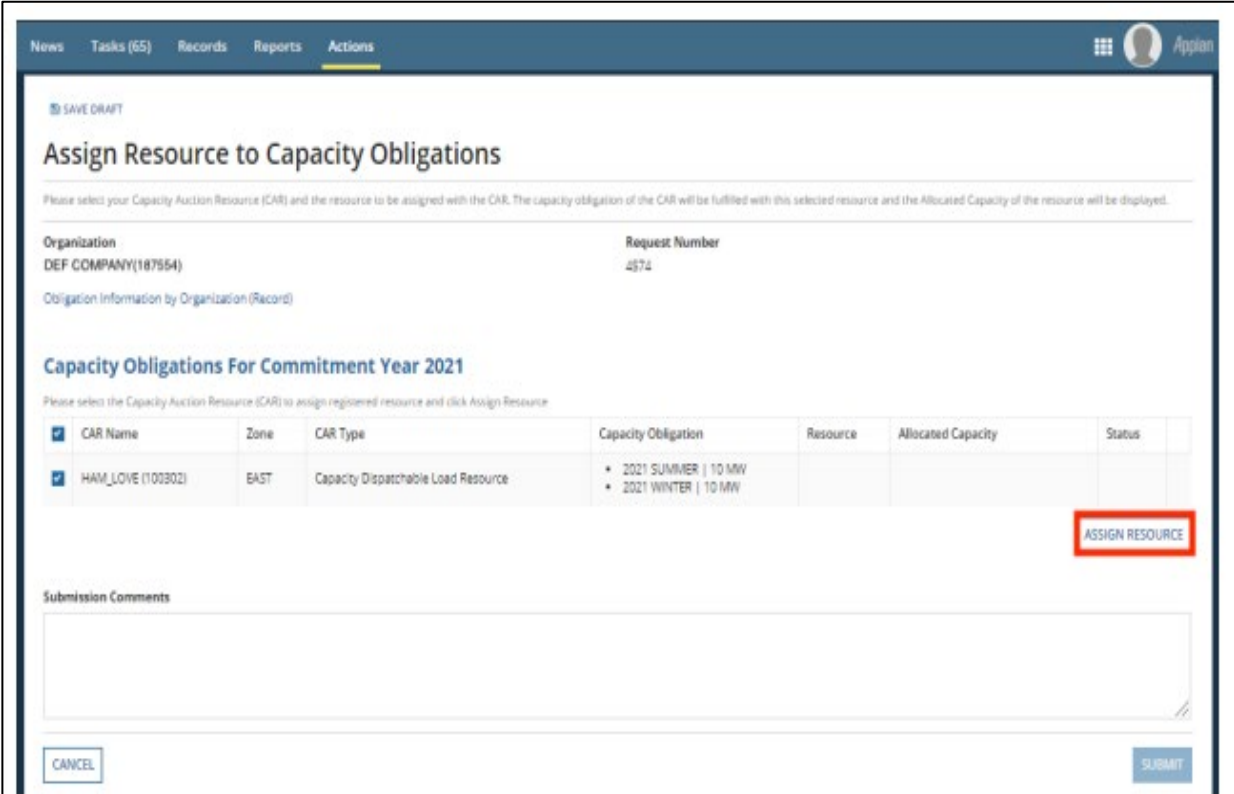
## 7. How to Assign a New Physical DR Resource to an Obligation

The following table provides step-by-step instructions, with accompanying screen captures, describing how to assign physical resources to a Capacity Obligation using the Online IESO web-based registration system.



Step	Instruction	Picture
1	<p><b>Action: Assign Resource to Capacity Obligation</b></p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>. Enter your Username and Password, and click <b>Sign In</b>.</p>	
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Select <b>Assign Resource to Capacity Auction Obligations</b> from the list of available action items displayed on the subsequent screen.</p>	

Step	Instruction	Picture
3	<p>The <b>Assign Resource to Capacity Obligations</b> screen is displayed. Select the CMP name from the drop -down list.</p> <p>Online IESO will pre -select the available action(s). If needed, select the <b>Action</b> and <b>Commitment Year</b>, and click <b>Next</b>.</p>	

Step	Instruction	Picture
4	<p>On the following screen, your capacity obligations for the selected commitment period will be displayed.</p> <p>Choose the desired capacity obligation and click <b>Assign Resource</b>.</p>	 <p>The screenshot displays the 'Assign Resource to Capacity Obligations' page. At the top, there's a navigation bar with 'News', 'Tasks (65)', 'Records', 'Reports', and 'Actions'. Below this, a 'SAVE DRAFT' button is visible. The main heading is 'Assign Resource to Capacity Obligations'. A sub-header states: 'Please select your Capacity Auction Resource (CAR) and the resource to be assigned with the CAR. The capacity obligation of the CAR will be fulfilled with this selected resource and the Allocated Capacity of the resource will be displayed.' Below this, there are fields for 'Organization' (DEF COMPANY(187554)) and 'Request Number' (4574). A section titled 'Capacity Obligations For Commitment Year 2021' contains a table. The table has columns: CAR Name, Zone, CAR Type, Capacity Obligation, Resource, Allocated Capacity, and Status. The first row shows 'HAM_LOVE (100302)' in the 'CAR Name' column, 'EAST' in 'Zone', 'Capacity Dispatchable Load Resource' in 'CAR Type', and two entries in 'Capacity Obligation': '2021 SUMMER   10 MW' and '2021 WINTER   10 MW'. The 'Resource' and 'Allocated Capacity' columns are empty. The 'Status' column is also empty. A red box highlights the 'ASSIGN RESOURCE' button located at the bottom right of the table. Below the table is a 'Submission Comments' text area. At the bottom of the page, there are 'CANCEL' and 'SUBMIT' buttons.</p>

## Step Instruction

## Picture

- 5 Your available resources will be shown.
- Select one resource that will satisfy the capacity obligation and click **Add Resource Assignment**.
- Click **Submit** at the bottom of the page.

The screenshot shows a web application interface for assigning resources to capacity obligations. The top navigation bar includes 'News', 'Tasks (78)', 'Records', 'Reports', and 'Actions'. The main heading is 'Assign Resource to Capacity Obligations'. Below this, there is a note: 'Please select your Capacity Auction Resource (CAR) and the resource to be assigned with the CAR. The capacity obligation of the CAR will be fulfilled with this selected resource and the Allocated Capacity of the resource will be displayed.' The form displays the following information:

- Organization: DEF COMPANY(187654)
- Request number: 4582
- Obligation Information by Organization (Record)

The main section is titled 'CAR HAM\_LOVE (100302) | Capacity Dispatchable Load Resource | TORONTO'. It contains a table for 'Capacity Obligations' with the following data:

Obligation Period	Capacity Obligation (MW)	Allocated Capacity (MW)
2021 SUMMER	10	
2021 WINTER	10	

Below the table is the 'Available Resources\*' section, which includes a note: 'Please select a resource that was not available during capacity enrollment and click Add Resource Assignments'. It shows a list of resources with a checkbox and a 'Resource' column. The resource 'PICKERINGA-LT.SS2 (101798)' is selected, and its facility 'PICKERING GS A (105599)' is displayed. There are two buttons: 'BACK TO CARS TABLE' and 'ADD RESOURCE ASSIGNMENT' (highlighted with a red box). At the bottom, there is a 'Submission Comments' text area, a 'CANCEL' button, and a 'SUBMIT' button (highlighted with a red box).

- 6 From the pop-out box, click **Yes** to confirm the assignment.

The screenshot shows a confirmation pop-out box with the text: 'Are you sure you want to add the assignment of Resource PICKERINGA-LT.SS2 (101798) to CAR HAM\_LOVE (100302) ?'. There are two buttons: 'NO' and 'YES' (highlighted with a red box).

**Step Instruction****Picture**

- 7** Upon approval, you will receive an email from the IESO summarizing the resource assignment.

*- This is an automated message: Do not reply to this Email Address -*

The IESO has approved the capacity obligation physical resource assignment for DEF COMPANY. as part of Request #4584

CAR Name	CAR TYPE	Resource	Zone	Obligation Id	Obligation Period	Capacity Obligation (MW)	Allocated Capacity (MW)
HAM_LOVE (100302)	Capacity Dispatchable Load Resource	PICKERINGA-LT.SS2 (101798)	TORONTO	1075	2021 SUMMER	10 MW	0 MW ⚠
				1076	2021 WINTER	10 MW	0 MW ⚠

⚠ Please note that the resource capability is lower than the capacity obligation.

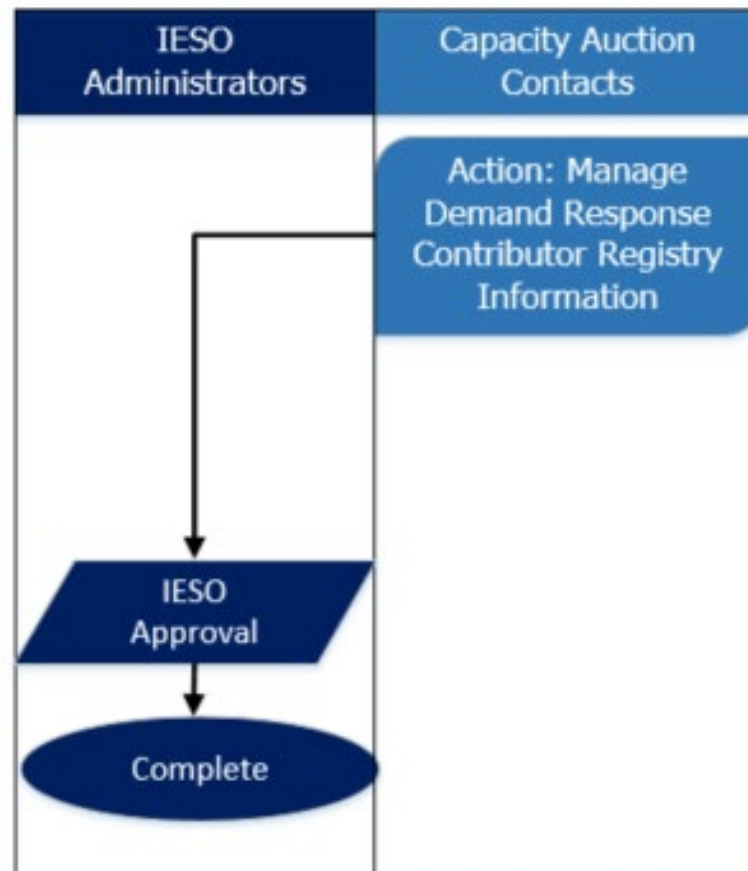
Sincerely,  
IESO

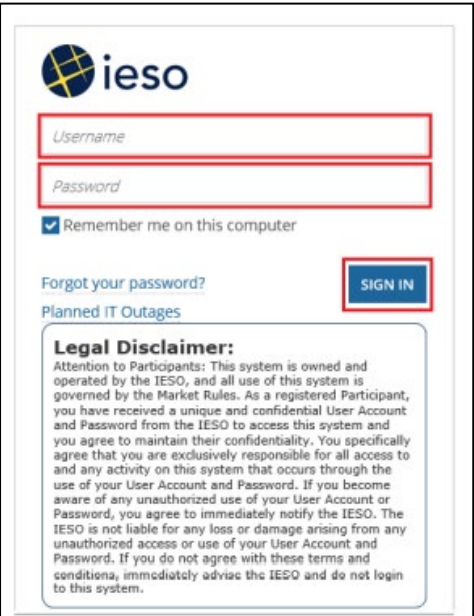
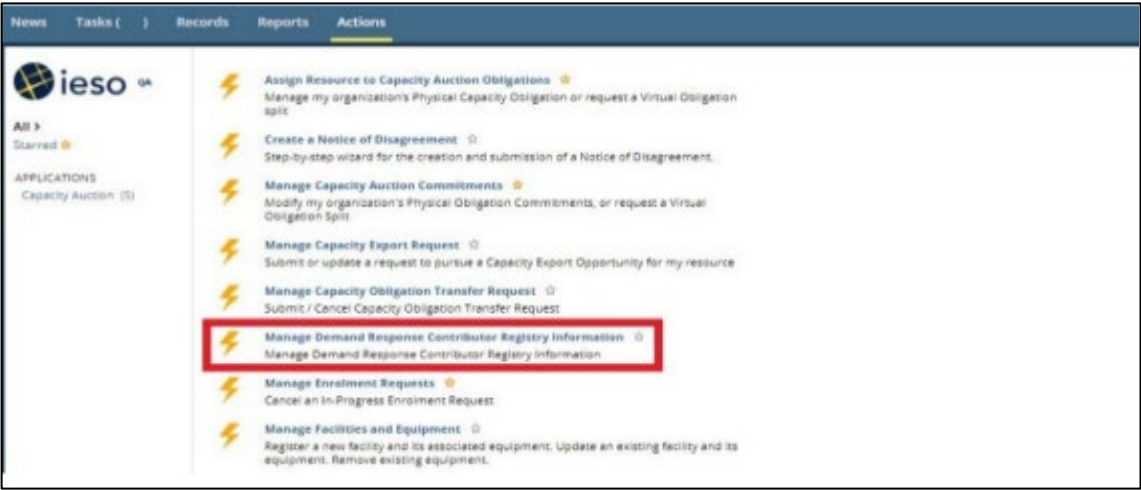
**To**  
IESO Enrolment Specialist


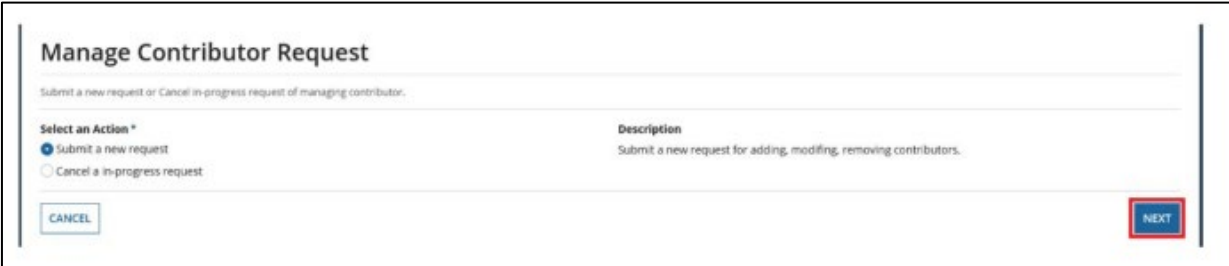



## 8. How to Manage Contributors for Virtual HDR Resources

The following table provides step-by-step instructions, with accompanying screen captures, describing how to manage contributors using the Online IESO web-based registration system.

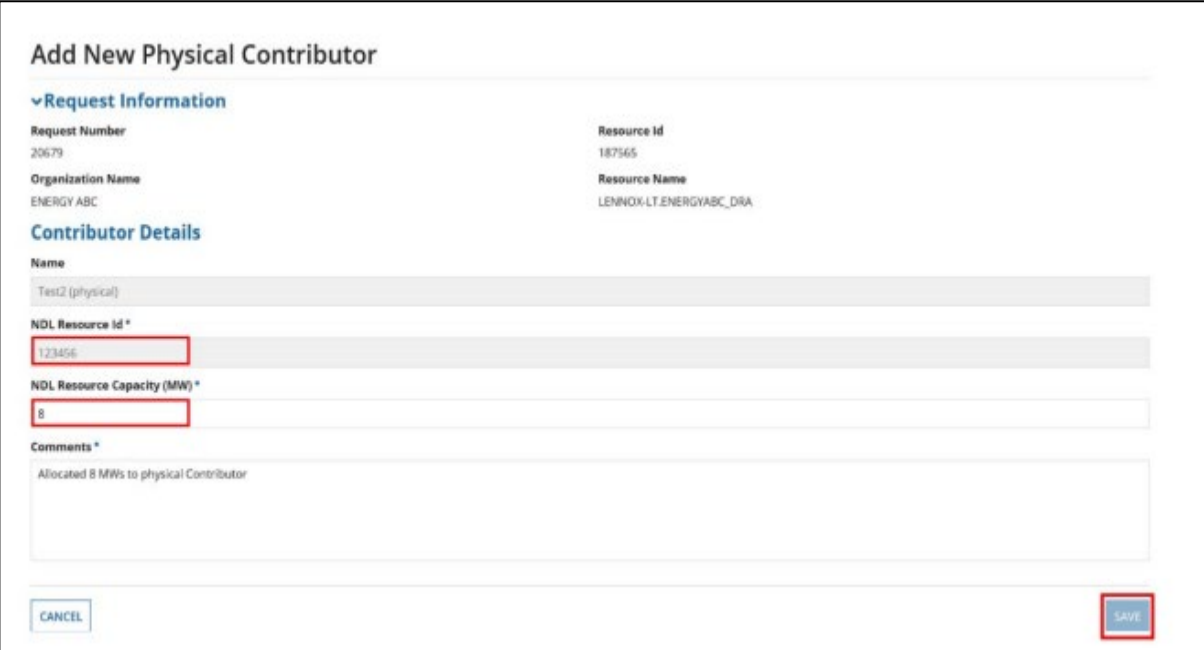


Step	Instruction	Picture
1	<p><b>Action: Manage Demand Response Contributor Management Registry</b></p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password, and click <b>Sign In</b>.</p>	
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Select <b>Manage Demand Response Contributor Registry Information</b> from the list of available action items displayed on the subsequent screen.</p> <p>Note: This allows you to:</p> <ul style="list-style-type: none"> <li>Register new Virtual or Physical contributors to a Demand Response Resource.</li> </ul> <p>Modify or remove Virtual or Physical contributors associated to a Demand Response Resource.</p>	

Step	Instruction	Picture
3	Select the organization you will be representing while completing this action, and click <b>Next</b> .	
4	<p>If your organization already has a request open under another resource, then the <b>Manage Contributor Request</b> screen is displayed, giving the option to submit a new request or to cancel an in-progress request. Choose “Submit a new request”, and click <b>Next</b>.</p> <p>Note: It is possible to cancel the request, provided that the request has not passed final approval.</p>	
5	On the following screen, select a Demand Response Resource from the drop-down list.	

Step	Instruction	Picture
6 (C&I)	<p>Commercial and Institutional (C&amp;I) Resources</p> <p>The screen is populated with registration data for the selected resource.</p> <p>Click Add Virtual Contributor or Add Physical Contributor (based on your requirements).</p>	<p>The screenshot displays the 'Contributor Management' interface for a specific resource. It is organized into several sections:</p> <ul style="list-style-type: none"> <li><b>Request Information:</b> Includes fields for Request Number (20679), Organization Name (ENERGY ABC), Resource Id (187565), and Resource Name (LENNOX-LT.ENERGYABC_ORA).</li> <li><b>Timelines for Request:</b> Shows the Proposed Effective Date (June 1, 2020), Request Submission Deadline (May 11, 2020), and Business Days Left to Submit a Completed Request (3).</li> <li><b>Select Demand Response Resource:</b> A dropdown menu currently showing '187565 - EAST - Auction - C&amp;I'.</li> <li><b>Resource Capacity:</b> Contains fields for Capacity Obligation (MW) (12), Obligation Period (2020 - Summer), Total Contributors Capacity (MW) (0.000), and Commitment Capacity (MW) (0). At the bottom of this section, two buttons are highlighted with red boxes: '+ ADD VIRTUAL CONTRIBUTOR' and '+ ADD PHYSICAL CONTRIBUTOR'.</li> </ul> <p>Navigation buttons 'BACK' and 'SUBMIT' are located at the bottom left and right of the page, respectively.</p>

Step	Instruction	Picture												
7 (C&I)	<p>For virtual contributors, provide details for each contributor using the form (an asterisk indicates a mandatory item), and click <b>Save Contributor</b> to create a virtual contributor.</p> <p>Design Updates: The requirement to submit a record of installation (ROI) has been removed. CMPs will now be required to submit a copy of an LDC Statement (issued within three months of the contributor effective date) with each metering installation</p> <p>'Premise ID' field is removed</p> <p>'Data Acquisition Method' extended to include 'other'</p> <p>SLD only required if the Demand Response type is selected as Behind the Meter Generation</p>	<p><b>Add New Virtual Contributor</b></p> <p><b>Request Information</b></p> <p>Request Number: 20679 Organization Name: ENERGY ABC</p> <p>Resource Id: 187565 Resource Name: LENNOX-LT.ENERGYABC_DRA</p> <p><b>Contributor Information</b></p> <p>Name *: Test1 Address *: 123 street west Format: Street, City, ON, Postal Code Load Class Type *: Industrial Demand Response Type *: Behind the Meter Generation (BAG) Data Acquisition Method *: LDC Provided Auction Capacity (MW) *: 4 Format: #.### numerical value. Requirement is 3 decimal places. Comment:</p> <p>LDC Name *: ALECTRA UTILITIES CORPORATION LDC Account Number *: 555555555</p> <p>Identify Contributor participation in other IESO Demand Response Program or Energy Efficiency Initiatives? *: No If yes, indicate which Demand Response programs or Energy Efficiency initiatives</p> <p>I have informed the host LDC that this contributor is participating in the Capacity Auction during the identified obligation period *: Yes</p> <p><b>LDC Statement</b></p> <p>An LDC Statement is required for each metering installation that is associated with the LDC account number indicated in the Contributor details.</p> <p>Number of Meter Installations *: 1</p> <table border="1"> <thead> <tr> <th>LDC Statement ID</th> <th>LDC Statement File</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>188186</td> <td>LENNOX-LT.ENERGYABC_DRA_LDC_188186_20200507_v1</td> <td>LDC attached X</td> </tr> </tbody> </table> <p><b>Single Line Diagram</b></p> <p>An SLD submission is required when the Contributor Demand Response type is declared as Behind the Meter Generator.</p> <table border="1"> <thead> <tr> <th>SLD ID</th> <th>SLD File</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>188187</td> <td>LENNOX-LT.ENERGYABC_DRA_SLD_188187_20200507_v1</td> <td>SLD attached X</td> </tr> </tbody> </table> <p>CANCEL SAVE CONTRIBUTOR</p>	LDC Statement ID	LDC Statement File	Description	188186	LENNOX-LT.ENERGYABC_DRA_LDC_188186_20200507_v1	LDC attached X	SLD ID	SLD File	Description	188187	LENNOX-LT.ENERGYABC_DRA_SLD_188187_20200507_v1	SLD attached X
LDC Statement ID	LDC Statement File	Description												
188186	LENNOX-LT.ENERGYABC_DRA_LDC_188186_20200507_v1	LDC attached X												
SLD ID	SLD File	Description												
188187	LENNOX-LT.ENERGYABC_DRA_SLD_188187_20200507_v1	SLD attached X												

Step	Instruction	Picture
8 (C&I)	<p>For physical contributors, provide details for each contributor using the form (a red asterisk indicates a mandatory item).</p> <p>If the resource ID type is invalid, the system will check and return the following error message:</p> <p>“Error: NDL Resource ID not available where one or more parameters are not valid: (1) NDL Resource ID has already been registered as a physical contributor (2) Associated NDL metering installation active for less than two months. (3) Resource ID not fully registered as an NDL.”</p> <p>Click <b>Save</b> to add a physical Contributor.</p>	

**Step Instruction****Picture**

**9** Upon completing the forms, you can view added contributor(s) on the **Contributor Management** screen in the **New Contributors Added** section, and then click Submit.

Finally, on the Submit Request – Confirmation screen, select Click Here to Finish Submission.

Contributor Management - 187565 - EAST - Auction - C&I

▼Request Information

Request Number 20679	Resource Id 187565
Organization Name ENERGY ABC	Resource Name LENNOX-CT.ENERGYABC_DRA

▼Timelines for Request

Proposed Effective Date June 1, 2020	Business Days Left to Submit a Completed Request 1
Request Submission Deadline May 11, 2020	

Selected Demand Response Resource  
187565 - EAST - Auction - C&I

▼Resource Capacity

Capacity Obligation (MW) 12	Total Contributors Capacity (MW) ⓘ 12,000
Obligation Period ⓘ 2020 - Summer	Commitment Capacity (MW) 12,000

+ ADD VIRTUAL CONTRIBUTOR + ADD PHYSICAL CONTRIBUTOR

▼New Contributors Added

Id	Name	Type	Auction Capacity (MW)	Status	NDL Status	DELETE
188190	Test2 (physical)	PHYSICAL	8	PENDING	PENDING	X
188188	Test1	VIRTUAL	4	PENDING		X

BACK SUBMIT

Step	Instruction	Picture
10 (C&I)	<p>Once the request has been submitted by the CMP, Online IESO will generate a separate task for the Non - Dispatchable Load (NDL) <b>Revenue Metering Contact</b> to approve the capacity allocated to the physical contributor.</p> <p>The NDL Revenue Metering Contact must log in to the Online IESO web - based registration system in order to approve the request.</p> <p>Click <b>Tasks</b> on the menu bar at the top of the screen and select <b>Begin Reviewing NDL Resources</b> from the list of tasks. Once selected, the NDL Revenue Metering Contact must first <b>Accept</b> the task before completing it. Under <b>Submitted Contributors</b>, click on the <b>Contributor ID</b> to see contributor details.</p>	 <p>The screenshot shows the Online IESO web interface. At the top, there is a navigation bar with 'News', 'Tasks (231)', 'Records', 'Reports', and 'Actions'. The 'Tasks (231)' tab is highlighted with a red box. Below the navigation bar, the 'ieso QA' logo is visible on the left. In the center, there is a search bar with the placeholder text 'Click here to send a task...'. To the right of the search bar, there is a 'NEWEST' button. Below the search bar, a task is listed with a blue checkmark icon. The task title is 'Begin Reviewing NDL Resources For Request #: 20679 DR Resource: 187565 - EAST - Auction - C&amp;I'. Below the task title, it says '6 minutes ago'.</p>



**Step Instruction****Picture**

- 11** Next, review **Contributor Details**, update comments as needed, and click **Approve**. On the main screen, click **Submit**.
- (C&I)**

### Review NDL Resource Contributors

**Request Information**  
Request Number  
20679  
Organization Name  
ENERGY ABC

Resource Id  
187565  
Resource Name  
LENNOX-LT.ENERGYABC\_DRA

**Contributor Details**  
Name Test2 (physical)  
NDL Resource Id 123456  
NDL Resource 8  
Capacity (MW)

Comments  
Approved

Comments History  
Amy Drap - 5/11/2020 2:30 PM EST: Allocated 8 MWs to physical Contributor

BACK

APPROVE

REJECT

### Review NDL Resource Contributors - 187565 - EAST - Auction - C&I

**Request Information**  
Request Number  
20679  
Organization Name  
ENERGY ABC


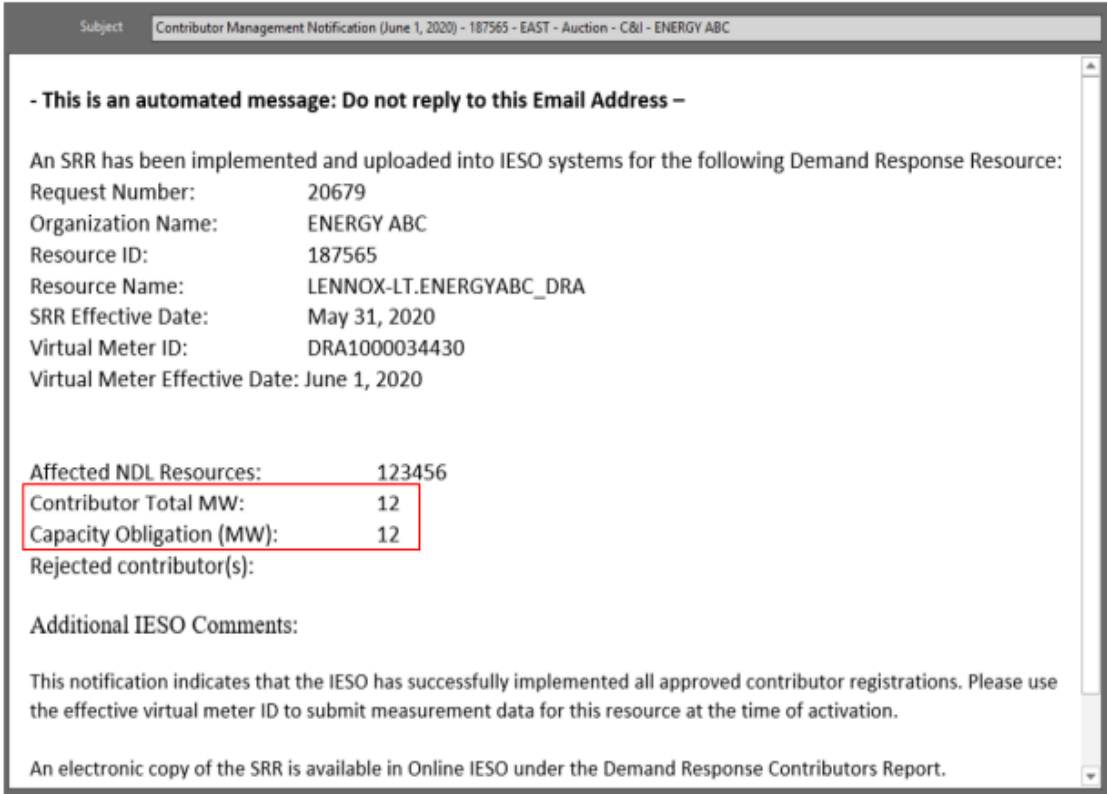
Resource Id  
187565  
Resource Name  
LENNOX-LT.ENERGYABC\_DRA

**Timelines for Request**  
Proposed Effective Date  
June 1, 2020  
Request Submission Deadline  
May 11, 2020  
Business Days Left to Submit a Completed Request  
1

**Submitted Contributors**  
Select Id to review or modify contributor.

Id	Name	NDL Resource ID	NDL Status	Action	Capacity (MW)
188190	Test2 (physical)	123456	APPROVED	ADD	8

SUBMIT

Step	Instruction	Picture
12 (C&I)	Finally, at the Review NDL Resource – Confirmation screen select <b>Click Here to Finish Review</b> .	
13 (C&I)	<p>Scenario #1 – IESO Approves a Contributor Request</p> <p>Once the IESO has reviewed and approved all contributor registrations within a request, an email notification is sent to the CMP's Contributor Information Contact (CIC) summarizing the registration details.</p>	

Step	Instruction	Picture
14 (C&I)	<p>Scenario #2 – IESO Rejects a Contributor Request</p> <p>Monthly Contributor Management Registrations will be processed by “individual contributors” and not by “monthly task”</p> <p>Registration requests will move forward with the contributors that have been approved.</p> <p>CMPs will be notified of all Rejected Contributors via email notification.</p> <p>If a physical contributor has been rejected by the IESO or removed by the CMP, the NDL Revenue Metering Contact of the physical load will receive a separate email notification indicating the removal of their facility from the Demand Response Resource.</p> <p>The Online IESO contributor management process has been modified to eliminate the need for NDL Approval before removing physical contributors.</p>	<p><b>Subject:</b> Contributor Management Notification (June 1, 2020) - 187565 - EAST - Auction - C&amp;I - ENERGY ABC</p> <p><b>- This is an automated message: Do not reply to this Email Address -</b></p> <p>An SRR has been implemented and uploaded into IESO systems for the following Demand Response Resource:</p> <p>Request Number: 20679  Organization Name: ENERGY ABC  Resource ID: 187565  Resource Name: LENNOX-LT.ENERGYABC_DRA  SRR Effective Date: May 31, 2020  Virtual Meter ID: DRA1000034430  Virtual Meter Effective Date: June 1, 2020</p> <p>Affected NDL Resources: 123456</p> <p>Contributor Total MW: 4  Capacity Obligation (MW): 12  Rejected contributor(s): Test2 (physical)</p> <p>Additional IESO Comments:</p> <p>This notification indicates that the IESO has successfully implemented all approved contributor registrations. Please use the effective virtual meter ID to submit measurement data for this resource at the time of activation.</p> <p>An electronic copy of the SRR is available in Online IESO under the Demand Response Contributors Report.</p> <hr/> <p><b>Subject:</b> Contributor Management Notification (June 1, 2020) - 187565 - EAST - Auction - C&amp;I - ENERGY ABC</p> <p><b>- This is an automated message: Do not reply to this Email Address -</b></p> <p>This notification indicates that one or more of your facilities enrolled in a Demand Response Market Participant's contributor portfolio has been removed from the following resource:</p> <p>Request Number: 20679  Organization Name: ENERGY ABC  Resource Name: LENNOX-LT.ENERGYABC_DRA  Effective Date: June 1, 2020  Removed NDL Resources: 123456</p> <p>IESO</p>

**Step Instruction****Picture**

- 15 (C&I)** The Online IESO system will save the Rejected Contributors registration information and present it to the user (CMP) for the subsequent month's registration with a **Rejected** status.

Contributor Management - 187565 - EAST - Auction - C&I

Request Information

Request Number: 20690

Organization Name: ENERGY ABC

Resource ID: 187565

Resource Name: LENNOX LT.ENERGYABC\_DRA

Timelines for Request

Proposed Effective Date: July 1, 2020

Request Submission Deadline: June 11, 2020

Business Days Left to Submit a Completed Request: 21

Select Demand Response Resource \*

187565 - EAST - Auction - C&I

Resource Capacity

Capacity Obligation (MW): 12

Obligation Period: 30700 - Summer

Total Contributors Capacity (MW): 4,000

Commitment Capacity (MW): 4,000

Contributor Registry

id	Name	Type	Auction Capacity (MW)	DELETE
188188	Test1	VIRTUAL	4	X

Previously Rejected Contributors

id	Name	Type	Auction Capacity (MW)	Status	MDL Status	Effective Date	DELETE
188190	Test2 (physical)	PHYSICAL	8	REJECTED	APPROVED	6/1/2020	X

BACK SUBMIT

- 16 (C&I)** Click **Reports** on the menu bar at the top of the screen, and select **Demand Response – Contributors Report** to view the **Registered Active Contributors** list for each zone/Demand Response Resource by month.
- You can view your **Site Registration Report (SRR)** by clicking the hyperlinks at the bottom of the screen.

News Tasks (116) Records Reports Actions

ieso QA

Search reports

All >

Demand Response - Contributor Tracking Report  
Manage Contributor Request / Task Report

Demand Response - Contributors Report  
Manage Contributor - Demand Response Contributors Report

## Step Instruction

## Picture

Select Export Results to Excel to export the Contributors Report to Excel.

The **Contributors Report** is now available for download as an Excel workbook.

### Demand Response - Contributors Report

Select Year  
2020

Select Report Month  
June

Export Contributor Data to Excel

#### ENERGY ABC - Contributor Registry as of June, 01, 2020

Contributor ID	Zone	Registered Contributor Name	Contributor MW's	Resource ID	NDL Resource ID	Virtual Meter Point ID	Contributor Type	LDC Name	LDC Account #	DR Type	Data Acquisition Method	Effective Date	Record End Date
188188	EAST	Test1	4.000	187565		DRA1000034630	VIRTUAL	ALECTRA	111111111	BAG	LDC Provided	6/1/2020	12/31/5000
188190	EAST	Test2 (physical)	8.000	123456			PHYSICAL					6/1/2020	12/31/5000

#### Zone Totals as of June, 01, 2020

Zone	Total Contributor MW's	Obligation MW's
EAST	12.000	12.000
ZONE TOTAL	12.000	12.000

#### ENERGY ABC - DR Resource Active SRR's as of June, 01, 2020

Resource Id	Zone	SRR File	SRR Effective Date	SRR End Date
187565	EAST	LENNEX-LT.ENERGYABC_DRA_SRR_187565_20200601_v1	6/1/2020	12/31/5000

Active Residential Contributor Document's are NOT found for June, 01, 2020

**Step Instruction****Picture**

- 17** Residential Resources
- (Res)** The **Contributor Management** screen is populated with registration data for the selected resource.
- Click Add Monthly Residential Contributor Group.

Contributor Management - 187536 - SOUTHWEST - Auction - Residential

▼ Request Information

Request Number 19351	Resource Id 187536
Organization Name FWRN LP	Resource Name MIDDLEPORT-LT.FWRNLP_DRA

▼ Timelines for Request

Proposed Effective Date October 1, 2019	Business Days Left to Submit a Completed Request 15
Request Submission Deadline September 11, 2019	

Selected Demand Response Resource  
187536 - SOUTHWEST - Auction - Residential

▼ Resource Capacity

Capacity Obligation (MW) 30	Total Contributors Capacity (MW) ⓘ 0.000
Obligation Period ⓘ 2019 - Summer	Commitment Capacity (MW) 0

+ ADD MONTHLY RESIDENTIAL CONTRIBUTOR GROUP

▼ To be Removed Contributors

Id	Name	Type	Auction Capacity (MW)	Status	# of Control Contributors	# of Treatment Contributors	DELETE
187543	MIDDLEPORT-LT.FWRNLP_DRA	RESIDENTIAL	20	PENDING	350	2	X

BACK SUBMIT



**Step Instruction****Picture**

**19 (Res)** Upon completing the forms, you can view added contributor(s) on the **Contributor Management** screen in the **New Contributors Added** section.

Click **Submit**, and complete the submission by selecting **Click Here to Finish Submission**.

### Contributor Management - 187536 - SOUTHWEST - Auction - Residential

Request Information

Request Number

19351

Organization Name

PWRN LP

Resource Id

187536

Resource Name

MIDDLEPORT-LT.FWRNLP\_DRA

Timelines for Request

Proposed Effective Date

October 1, 2019

Request Submission Deadline

September 11, 2019

Business Days Left to Submit a Completed Request

15

Selected Demand Response Resource

187536 - SOUTHWEST - Auction - Residential

Resource Capacity

Capacity Obligation (MW)

30

Obligation Period

2019 - Summer

Total Contributors Capacity (MW)

30,000

Commitment Capacity (MW)

0

New Contributors Added

Id	Name	Type	Auction Capacity (MW)	Status	# of Control Contributors	# of Treatment Contributors	DELETE
187651	MIDDLEPORT-LT.FWRNLP_DRA	RESIDENTIAL	30	PENDING	400	200	X

To be Removed Contributors

Id	Name	Type	Auction Capacity (MW)	Status	# of Control Contributors	# of Treatment Contributors	DELETE
187543	MIDDLEPORT-LT.FWRNLP_DRA	RESIDENTIAL	20	PENDING	350	2	X

BACK

SUBMIT

### Submit Request - Confirmation

Request Information

Request Number

19351

Organization Name

PWRN LP

Contributor Effective Month

October, 2019

Resource Id

187536

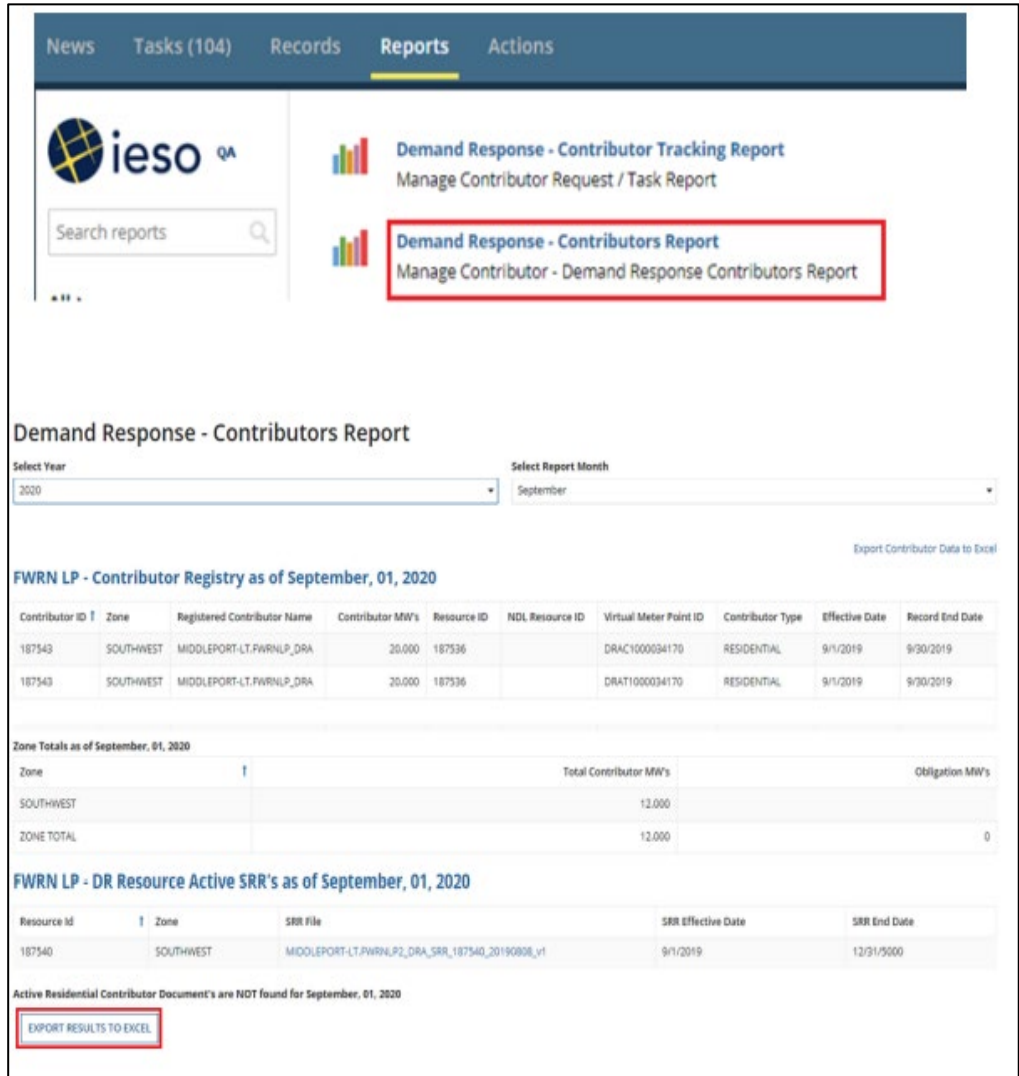
Resource Name

MIDDLEPORT-LT.FWRNLP\_DRA

Request has been submitted successfully

CLICK HERE TO FINISH SUBMISSION

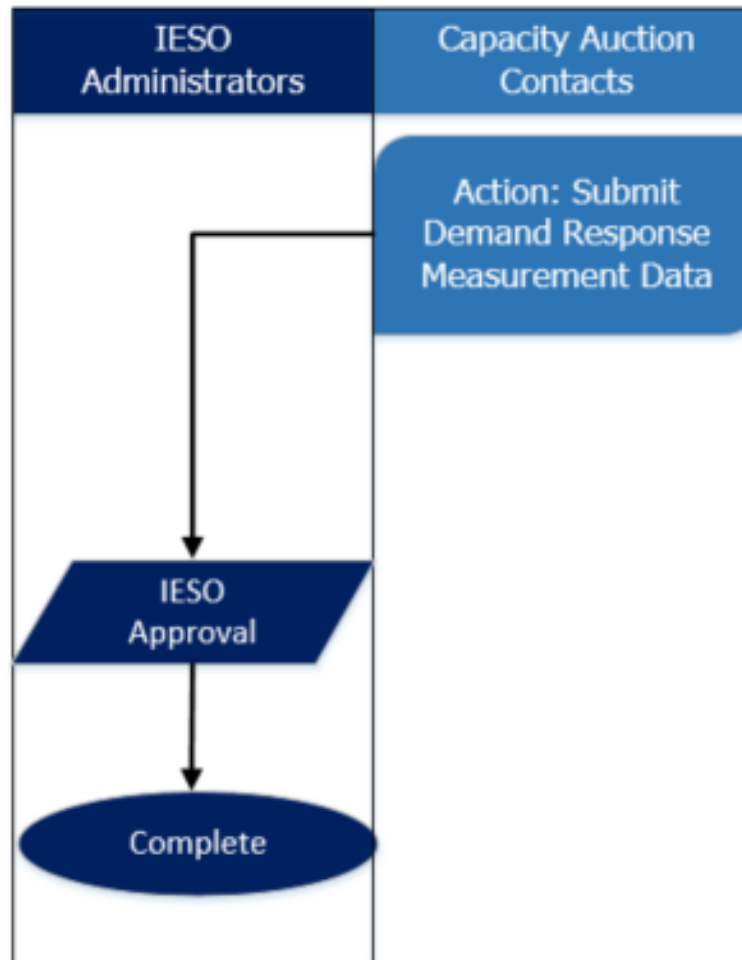


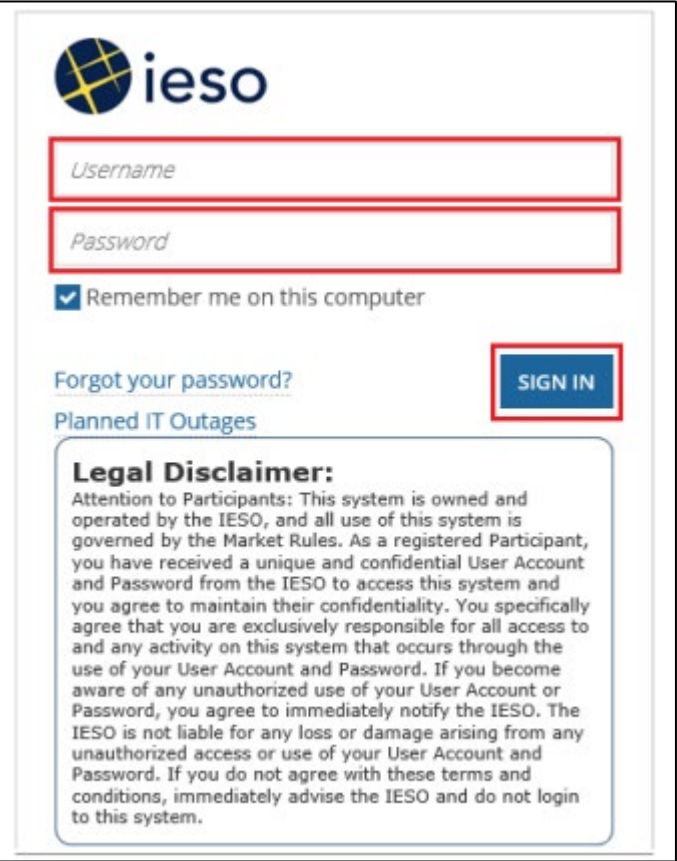
Step	Instruction	Picture
20 (Res)	An email notification is sent after the IESO has approved the submission.	N/A
21 (Res)	<p>Click <b>Reports</b> on the menu bar at the top of the screen, and select <b>Demand Response – Contributors Report</b> to view the registered active contributors list for each zone/Demand Response Resource by month.</p> <p>Select <b>Export Results to Excel</b> to export the <b>Contributors Report</b> to Excel.</p> <p>The <b>Contributors Report</b> is now available for download as an Excel workbook.</p>	 <p>The screenshot shows the IESO web application interface. At the top, there is a navigation bar with 'News', 'Tasks (104)', 'Records', 'Reports' (highlighted), and 'Actions'. Below this, the 'Demand Response - Contributors Report' is selected and highlighted with a red box. The main content area displays the 'Demand Response - Contributors Report' for September 2020. It includes a table of registered contributors for the Southwest zone, a summary table showing 12,000 MW of total contributor capacity, and a table of active SRRs. At the bottom, the 'EXPORT RESULTS TO EXCEL' button is highlighted with a red box.</p>

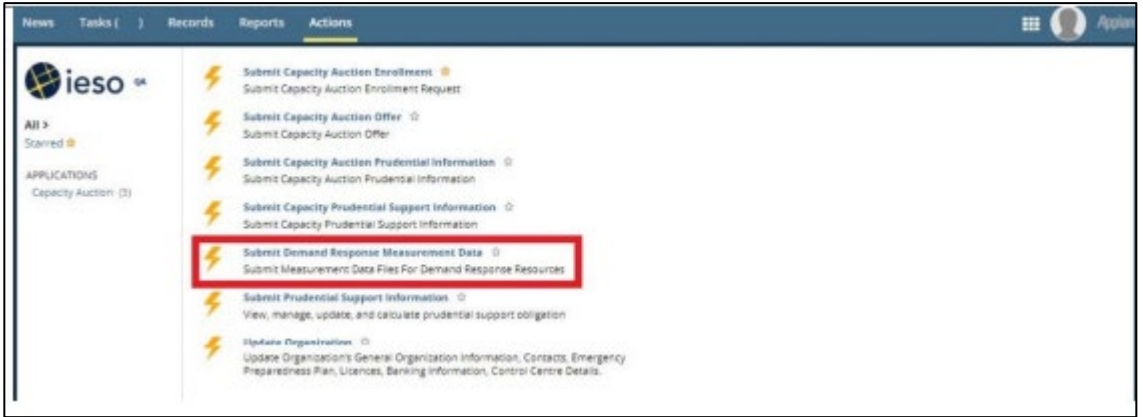
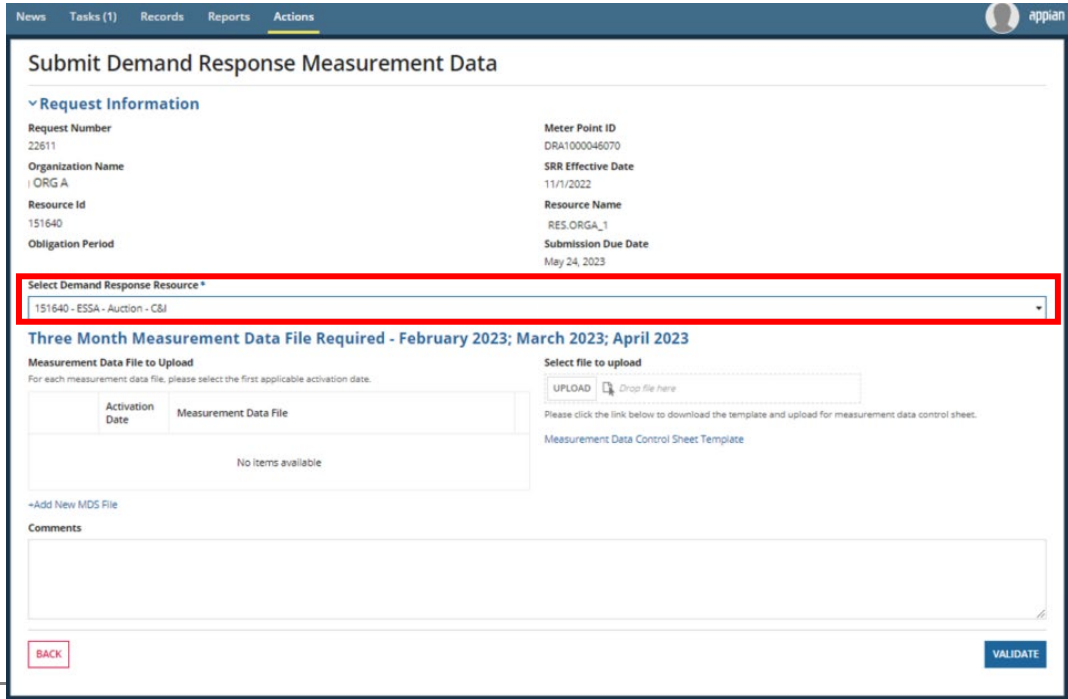
Step	Instruction	Picture										
22 (Res)	Select the desired Residential Contributor File, and use the pop-up on the screen to download the file.	<div><p>ENERGY ABC - Residential Contributor Document's as of May, 01, 2017</p><table><tr><th>Resource Id</th><th>Zone</th><th>Residential Contributor File</th><th>Effective Date</th><th>End Date</th></tr><tr><td>143357</td><td>WEST</td><td>CHATHAM-LT-ENERGY-ABC_DRA_RES_143394_20170501_v1</td><td>5/1/2017</td><td>5/31/2017</td></tr></table></div>	Resource Id	Zone	Residential Contributor File	Effective Date	End Date	143357	WEST	CHATHAM-LT-ENERGY-ABC_DRA_RES_143394_20170501_v1	5/1/2017	5/31/2017
Resource Id	Zone	Residential Contributor File	Effective Date	End Date								
143357	WEST	CHATHAM-LT-ENERGY-ABC_DRA_RES_143394_20170501_v1	5/1/2017	5/31/2017								

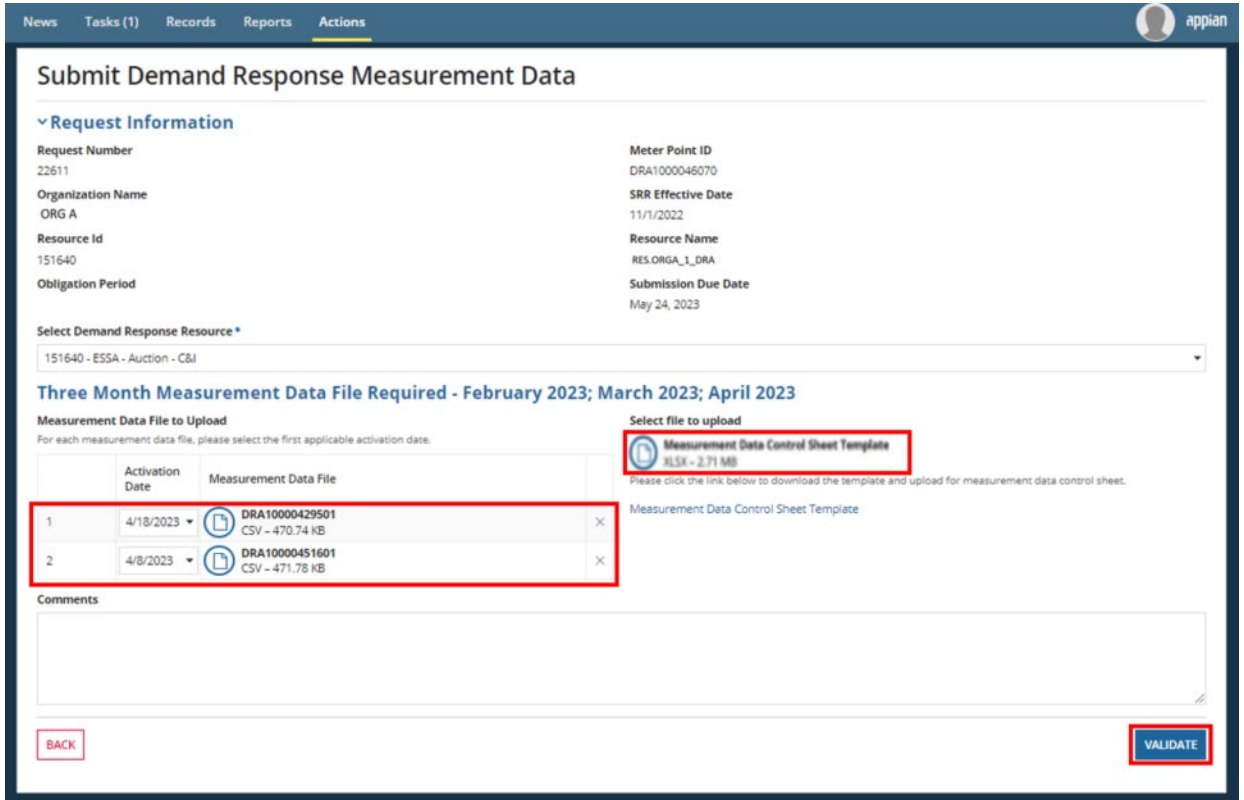
## 9. How to Submit Demand Response Measurement Data

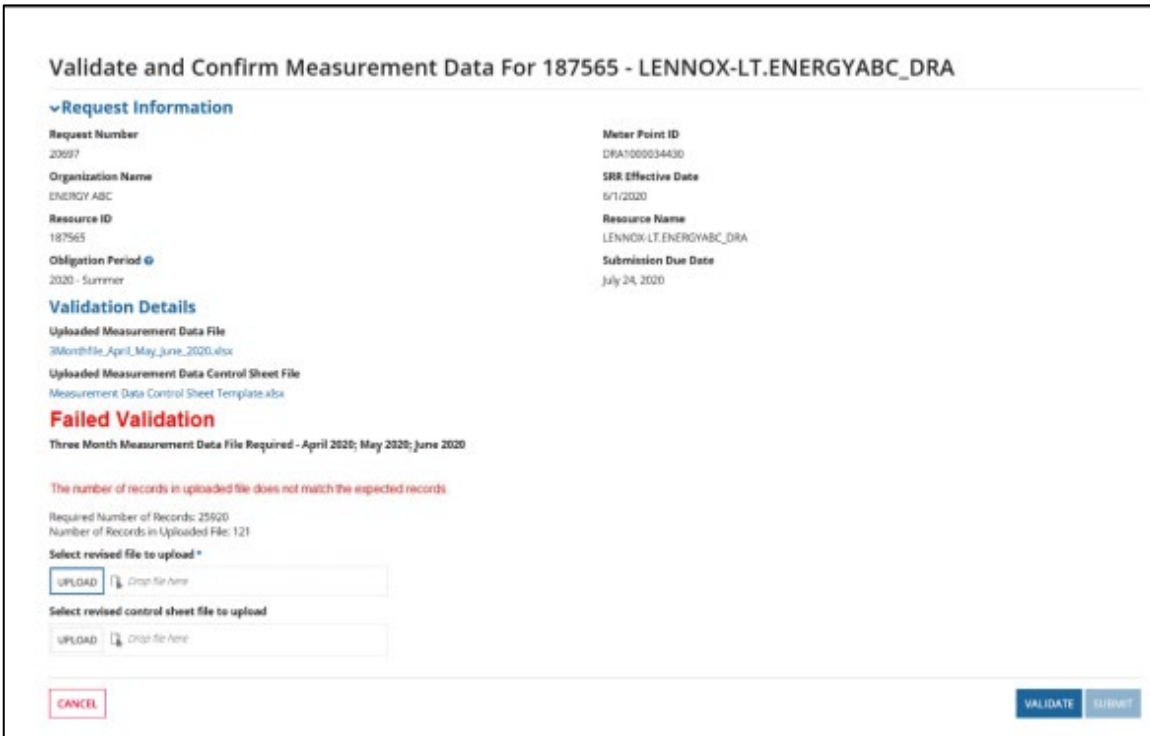
The following table provides step-by-step instructions, with accompanying screen captures, describing how to submit demand response measurement data using the Online IESO web-based registration system.

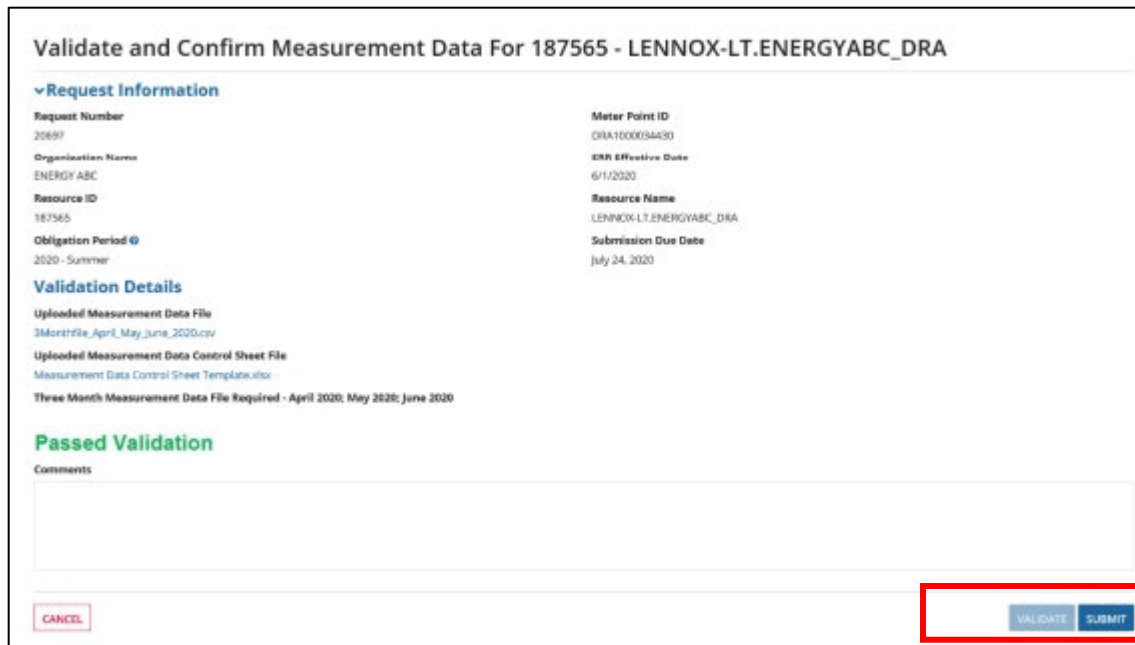



Step	Instruction	Picture
1	<p data-bbox="331 215 716 285"><b>Action: Submit Demand Response Measurement Data</b></p> <p data-bbox="331 305 737 410">Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p data-bbox="331 430 716 500">Enter your Username and Password, and click <b>Sign In</b>.</p>	 <p>The screenshot shows the IESO login interface. At the top left is the IESO logo. Below it are two input fields: 'Username' and 'Password'. Both fields are outlined with a red rectangle. Below the 'Password' field is a checkbox with the text 'Remember me on this computer'. To the right of the 'Password' field is a blue button with the text 'SIGN IN', which is also outlined with a red rectangle. Below the login fields are two links: 'Forgot your password?' and 'Planned IT Outages'. At the bottom of the page is a 'Legal Disclaimer' box. The disclaimer text reads: 'Attention to Participants: This system is owned and operated by the IESO, and all use of this system is governed by the Market Rules. As a registered Participant, you have received a unique and confidential User Account and Password from the IESO to access this system and you agree to maintain their confidentiality. You specifically agree that you are exclusively responsible for all access to and any activity on this system that occurs through the use of your User Account and Password. If you become aware of any unauthorized use of your User Account or Password, you agree to immediately notify the IESO. The IESO is not liable for any loss or damage arising from any unauthorized access or use of your User Account and Password. If you do not agree with these terms and conditions, immediately advise the IESO and do not login to this system.'</p>

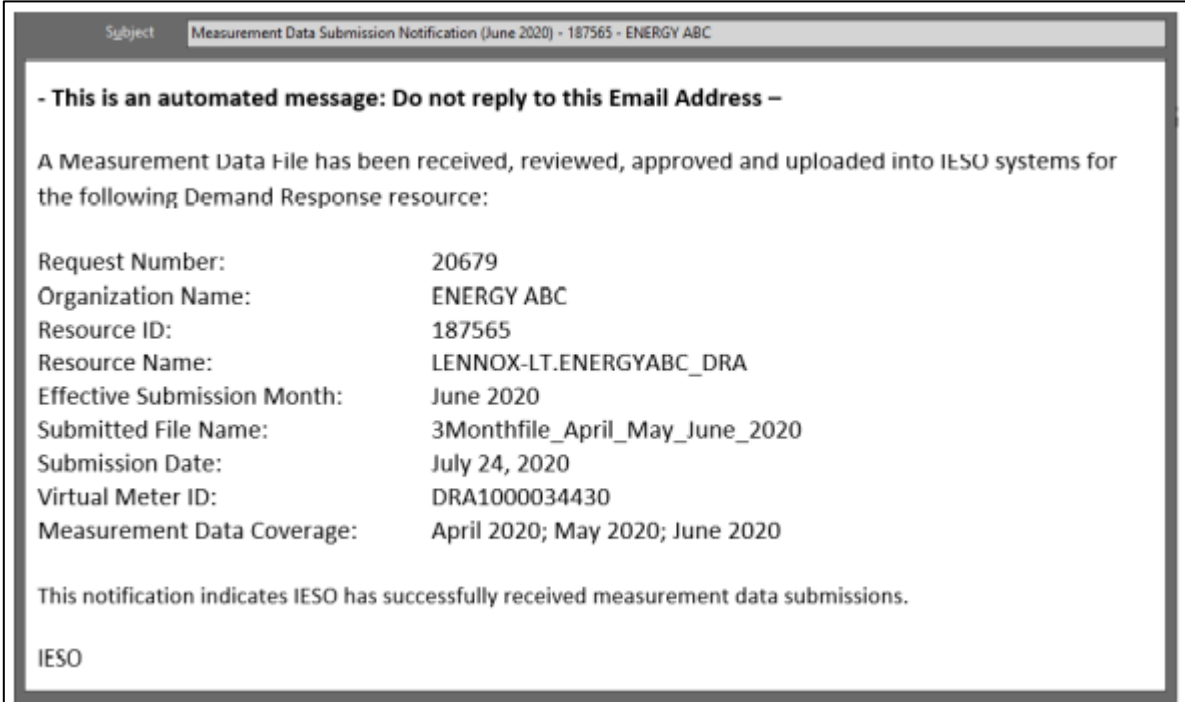
Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the screen.</p> <p>Select <b>Submit Demand Response Measurement Data</b> from the list of available action items displayed on the subsequent screen.</p> <p>Note: This allows you to submit Virtual Measurement data with a virtual meter point ID associated to a Demand Response Resource</p>	 <p>The screenshot shows the IESO Actions menu. The 'Submit Demand Response Measurement Data' option is highlighted with a red box. Other options include 'Submit Capacity Auction Enrollment', 'Submit Capacity Auction Offer', 'Submit Capacity Auction Prudential Information', 'Submit Capacity Auction Prudential Support Information', 'Submit Prudential Support Information', and 'Update Organizations'.</p>
3	<p>Select a <b>Demand Response Resource</b> from the drop-down list. The page will expand as shown.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Measurement Data Control Sheet Template is available to download in the task</li> <li>2. Measurement Data Submissions will be required based on Activation</li> <li>3. Each submission will require a Measurement Data File based on the months indicated</li> </ol> <p>Multiple measurement data files can be uploaded to</p>	 <p>The screenshot shows the 'Submit Demand Response Measurement Data' form. The 'Select Demand Response Resource' dropdown is highlighted with a red box, showing '151640 - ESSA - Auction - C&amp;I'. The form includes fields for Request Number, Organization Name, Resource Id, Obligation Period, Meter Point ID, SRR Effective Date, Resource Name, and Submission Due Date. It also has a section for 'Three Month Measurement Data File Required' and a 'Measurement Data File to Upload' section with a table for Activation Date and Measurement Data File. A 'Select file to upload' section with an 'UPLOAD' button and a 'Drop file here' area is also present. A 'Comments' section is at the bottom, and 'BACK' and 'VALIDATE' buttons are at the bottom right.</p>

Step	Instruction	Picture
	<p>support contributor outage management.</p> <p>Note: The system will indicate the data required in the measurement submission (i.e., months of interest).</p>	
4	<p>The screen is populated with registration data for the selected resource.</p> <p>Click <b>Upload</b> to locate and upload multiple measurement data files (in CSV format only). You are required to select the applicable activation date for each measurement data file.</p> <p>If more than one activation date is applicable to a file, specify all the activation dates in the comment box.</p> <p>Once uploaded, click <b>Validate</b>.</p>	 <p>The screenshot displays the 'Submit Demand Response Measurement Data' interface. At the top, there's a navigation bar with 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The main heading is 'Submit Demand Response Measurement Data'. Below this, a 'Request Information' section shows details like Request Number (22611), Organization Name (ORG A), Resource Id (151640), and Obligation Period. A dropdown menu for 'Select Demand Response Resource' is set to '151640 - ESSA - Auction - C&amp;I'. A blue banner indicates 'Three Month Measurement Data File Required - February 2023; March 2023; April 2023'. The 'Measurement Data File to Upload' section has a table with two rows of files, both with activation dates of 4/8/2023. A 'Measurement Data Control Sheet Template' (XLSX - 2.71 MB) is highlighted with a red box. A 'VALIDATE' button is also highlighted with a red box.</p>

Step	Instruction	Picture
5 (C&I)	<p>Example of a Failed Validation</p> <p>The screen is populated with results when the validation process is complete. The validation will check:</p> <ol style="list-style-type: none"> <li>1. That the files formats meets requirements;</li> <li>2. The required months of data is submitted.</li> </ol> <p>Specific errors will be identified if the data does not pass validation.</p> <p>In this example, the number of records did not match what was expected (i.e., uploaded the wrong month).</p>	 <p>The screenshot displays a web application titled "Validate and Confirm Measurement Data For 187565 - LENNOX-LT.ENERGYABC_DRA". It is divided into two main sections: "Request Information" and "Validation Details".</p> <p><b>Request Information:</b></p> <ul style="list-style-type: none"> <li><b>Request Number:</b> 20697</li> <li><b>Organization Name:</b> ENERGY ABC</li> <li><b>Resource ID:</b> 187565</li> <li><b>Obligation Period:</b> 2020 - Summer</li> <li><b>Meter Point ID:</b> DRA1000034430</li> <li><b>SRR Effective Date:</b> 6/1/2020</li> <li><b>Resource Name:</b> LENNOX-LT.ENERGYABC_DRA</li> <li><b>Submission Due Date:</b> July 24, 2020</li> </ul> <p><b>Validation Details:</b></p> <ul style="list-style-type: none"> <li><b>Uploaded Measurement Data File:</b> 3MonthFile_April_May_June_2020.xlsx</li> <li><b>Uploaded Measurement Data Control Sheet File:</b> Measurement Data Control Sheet Template.xlsx</li> </ul> <p><b>Failed Validation:</b></p> <p>Three Month Measurement Data File Required - April 2020; May 2020; June 2020</p> <p>The number of records in uploaded file does not match the expected records.</p> <p>Required Number of Records: 25920 Number of Records in Uploaded File: 121</p> <p>Select revised file to upload *</p> <p>UPLOAD <input type="text" value="Drop file here"/></p> <p>Select revised control sheet file to upload</p> <p>UPLOAD <input type="text" value="Drop file here"/></p> <p>At the bottom, there are three buttons: "CANCEL" (pink), "VALIDATE" (blue), and "SUBMIT" (blue).</p>

Step	Instruction	Picture
6 (C&I)	<p>Example of a Passed Validation</p> <p>The screen is populated with the results when the validation process is complete. Click <b>Next MSD File to Validate</b>. The same validation process will be done for the second file.</p> <p>Important Note: The process of completing the validation for the three -month file can take up to one minute because of the number of records.</p> <p>Do not navigate away from the screen during this time.</p>	
7 (C&I)	<p>A confirmation page is displayed after the files has been successfully validated.</p> <p>Click <b>Finish</b> to complete the process.</p>	

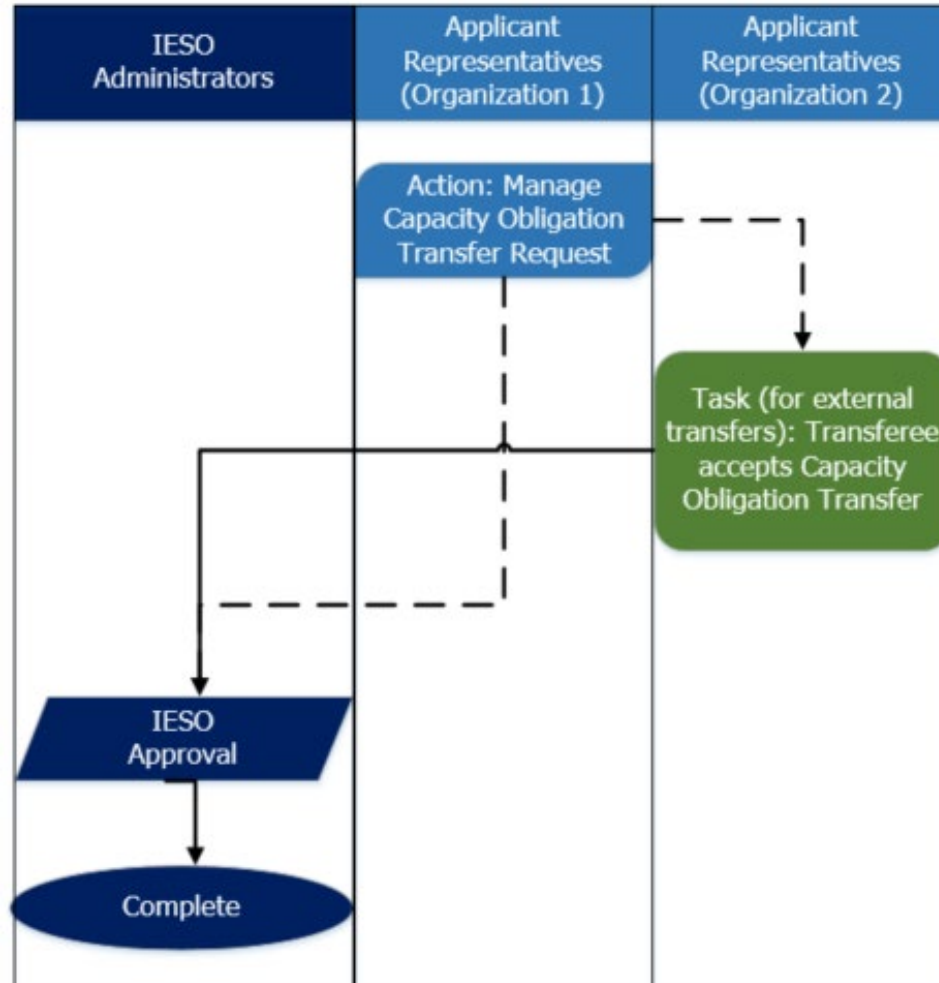


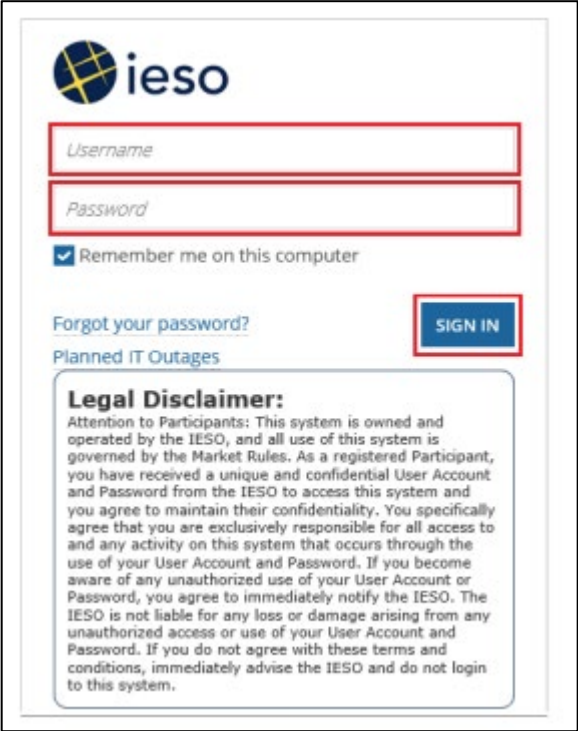
Step	Instruction	Picture																		
8 (C&I)	An email notification is sent after the IESO has implemented and approved the measurement data submission	 The screenshot shows an email interface. At the top, the subject line reads: "Measurement Data Submission Notification (June 2020) - 187565 - ENERGY ABC". Below this, a bold warning states: "- This is an automated message: Do not reply to this Email Address -". The main body of the email contains the following text: <p>A Measurement Data File has been received, reviewed, approved and uploaded into IESO systems for the following Demand Response resource:</p> <table><tr><td>Request Number:</td><td>20679</td></tr><tr><td>Organization Name:</td><td>ENERGY ABC</td></tr><tr><td>Resource ID:</td><td>187565</td></tr><tr><td>Resource Name:</td><td>LENNOX-LT.ENERGYABC_DRA</td></tr><tr><td>Effective Submission Month:</td><td>June 2020</td></tr><tr><td>Submitted File Name:</td><td>3Monthfile_April_May_June_2020</td></tr><tr><td>Submission Date:</td><td>July 24, 2020</td></tr><tr><td>Virtual Meter ID:</td><td>DRA1000034430</td></tr><tr><td>Measurement Data Coverage:</td><td>April 2020; May 2020; June 2020</td></tr></table> <p>This notification indicates IESO has successfully received measurement data submissions.</p> <p>IESO</p>	Request Number:	20679	Organization Name:	ENERGY ABC	Resource ID:	187565	Resource Name:	LENNOX-LT.ENERGYABC_DRA	Effective Submission Month:	June 2020	Submitted File Name:	3Monthfile_April_May_June_2020	Submission Date:	July 24, 2020	Virtual Meter ID:	DRA1000034430	Measurement Data Coverage:	April 2020; May 2020; June 2020
Request Number:	20679																			
Organization Name:	ENERGY ABC																			
Resource ID:	187565																			
Resource Name:	LENNOX-LT.ENERGYABC_DRA																			
Effective Submission Month:	June 2020																			
Submitted File Name:	3Monthfile_April_May_June_2020																			
Submission Date:	July 24, 2020																			
Virtual Meter ID:	DRA1000034430																			
Measurement Data Coverage:	April 2020; May 2020; June 2020																			

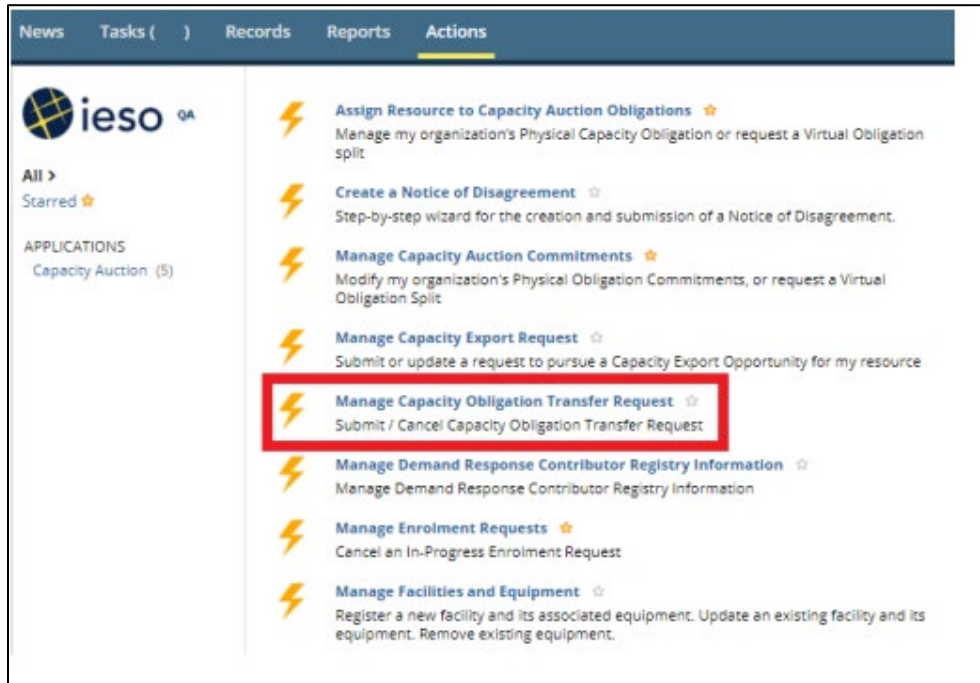
Step	Instruction	Picture																										
9 (C&I)	<p>To view measurement submissions for each zone/DR resource by month, select <b>Demand Response - Measurement Data Submission Report</b> in the Reports tab.</p> <p>Note: You can view all the details of your submissions for any previous month.</p> <p>Select <b>Export Results to Excel</b> to export the Measurement Data Submission Report to Excel.</p>	<div><div><div><div>Demand Response - Measurement Data Submission Report</div><div>Report Filters:</div><div><div>Submission Year:</div><div>2020</div></div><div><div>DRMP Name:</div><div>ENERGY ABC</div></div><div><div>Effective Submission Month:</div><div>June</div></div></div><div><p><small>*Note: "Obligation Period" refers to each of the two six-month seasonal periods, the same as seasonal commitment period defined in the Demand Response Auction. In the Capacity Auction, the term "Commitment Period" refers to the entire length of time (i.e. 1 year) over which each auction secures capacity.</small></p><table><tr><th>DRMP Name</th><th>Zone Name</th><th>Resource ID</th><th>Resource Name</th><th>Virtual Meter Point ID</th><th>SRR Effective Date</th><th>Measurement File Type</th><th>Final Status</th><th>Submission Date</th><th>Re-Submission Date</th><th>Obligation Id</th><th>Obligation Period*</th><th>Effective submission date</th></tr><tr><td>ENERGY ABC</td><td>EAST</td><td>187565</td><td>LENNOX-LT.ENERGYABC_DRA</td><td>DRA1000034430</td><td>6/1/2020</td><td>Three Month</td><td>Submitted</td><td>7/24/2020</td><td></td><td>0001</td><td>Summer 2020</td><td>6/1/2020</td></tr></table><div>EXPORT RESULTS TO EXCEL</div></div></div></div>	DRMP Name	Zone Name	Resource ID	Resource Name	Virtual Meter Point ID	SRR Effective Date	Measurement File Type	Final Status	Submission Date	Re-Submission Date	Obligation Id	Obligation Period*	Effective submission date	ENERGY ABC	EAST	187565	LENNOX-LT.ENERGYABC_DRA	DRA1000034430	6/1/2020	Three Month	Submitted	7/24/2020		0001	Summer 2020	6/1/2020
DRMP Name	Zone Name	Resource ID	Resource Name	Virtual Meter Point ID	SRR Effective Date	Measurement File Type	Final Status	Submission Date	Re-Submission Date	Obligation Id	Obligation Period*	Effective submission date																
ENERGY ABC	EAST	187565	LENNOX-LT.ENERGYABC_DRA	DRA1000034430	6/1/2020	Three Month	Submitted	7/24/2020		0001	Summer 2020	6/1/2020																

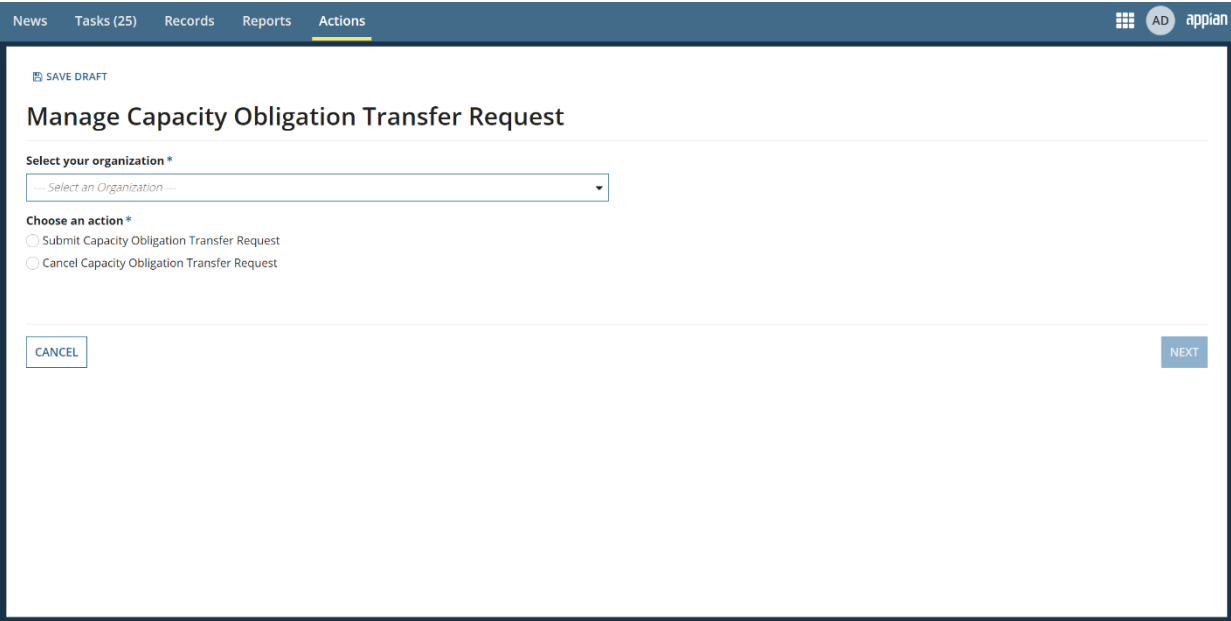
## 10. How to Complete a Capacity Obligation Transfer Request

The following chapter provides step-by-step instructions, with accompanying screen captures, describing the process for completing a capacity obligation transfer request using the Online IESO web-based system.

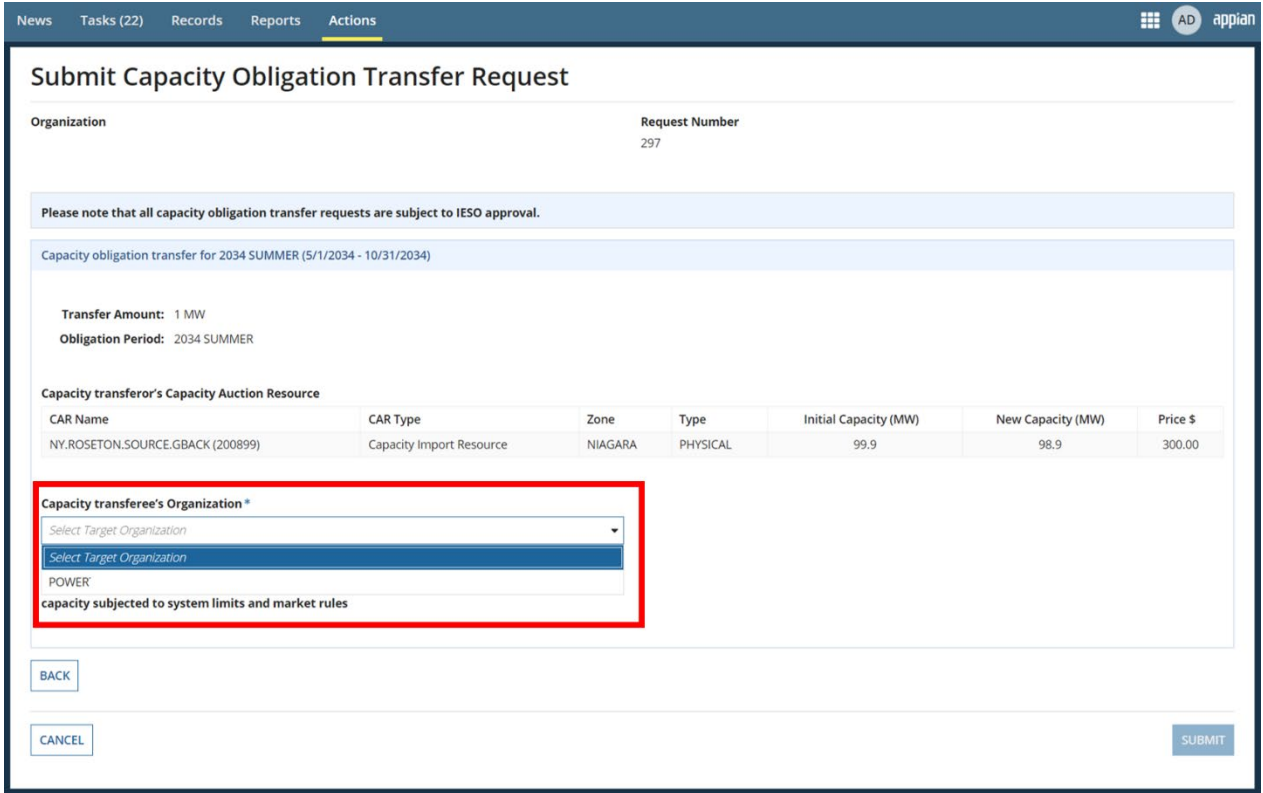


Step	Instruction	Picture
1	<p><b>Action: Manage Capacity Obligation Transfer Request</b></p> <p>The Capacity Auction Contact is the contact role that can submit a transfer request.</p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password and click <b>Sign In</b>.</p>	 <p>The screenshot shows the IESO login interface. At the top is the IESO logo. Below it are two text input fields labeled 'Username' and 'Password', which are highlighted with red borders. Under the 'Password' field is a checkbox with the text 'Remember me on this computer'. To the right of this checkbox is a blue button with the text 'SIGN IN', also highlighted with a red border. Below these elements are two links: 'Forgot your password?' and 'Planned IT Outages'. At the bottom of the login area is a 'Legal Disclaimer' section, which contains a paragraph of text regarding system ownership, confidentiality, and liability.</p>

Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the page.</p> <p>Select <b>Manage Capacity Obligation Transfer Request</b> from the list of available action items displayed on the subsequent screen.</p> <p>Note: This action allows you to transfer some or all of a resource's capacity obligation to another organization, or to another CAR within your own organization.</p>	 <p>The screenshot shows the IESO online portal's 'Actions' menu. The menu bar at the top includes 'News', 'Tasks ( )', 'Records', 'Reports', and 'Actions' (which is highlighted). On the left sidebar, there is a logo for 'ieso QA', a section for 'All &gt;' with a 'Starred' icon, and a section for 'APPLICATIONS' with 'Capacity Auction (5)'. The main content area lists several actions, each preceded by a lightning bolt icon. The action 'Manage Capacity Obligation Transfer Request' is highlighted with a red rectangular box. Below it, the description reads 'Submit / Cancel Capacity Obligation Transfer Request'. Other visible actions include 'Assign Resource to Capacity Auction Obligations', 'Create a Notice of Disagreement', 'Manage Capacity Auction Commitments', 'Manage Capacity Export Request', 'Manage Demand Response Contributor Registry Information', 'Manage Enrolment Requests', and 'Manage Facilities and Equipment'.</p>

Step	Instruction	Picture
3	<p>Select your organization name from the drop-down list and choose whether you wish to <b>Submit</b> or <b>Cancel</b> a capacity obligation transfer request.</p> <p>Click <b>Next</b>.</p> <p>To cancel a transfer request, skip to Step 9.</p>	 <p>The screenshot shows the 'Manage Capacity Obligation Transfer Request' form in the Appian interface. The top navigation bar includes 'News', 'Tasks (25)', 'Records', 'Reports', and 'Actions'. The form has a 'SAVE DRAFT' button in the top left. The main content area contains a 'Select your organization *' dropdown menu with the placeholder text '---Select an Organization ---'. Below this is a 'Choose an action *' section with two radio buttons: 'Submit Capacity Obligation Transfer Request' and 'Cancel Capacity Obligation Transfer Request'. At the bottom of the form, there are two buttons: 'CANCEL' on the left and 'NEXT' on the right.</p>

Step	Instruction	Picture
4	<p>On the following screen, you will select the applicable obligation period in which you wish to make the transfer request using the drop down list.</p> <p><b>Note:</b> the transfer can only be made within the same obligation period(i.e. Not between a summer and winter obligation period.)</p> <p>Based on the obligation period that is selected, the applicable Capacity Auction Resource (CAR) data relevant to your organization will be displayed on the screen. As part of this request, you will need to identify:</p> <ul style="list-style-type: none"> <li>• The CAR from which you wish to transfer the obligation from;</li> <li>• The amount of capacity you wish to transfer;</li> <li>• The organization to which you wish to transfer capacity, or if to your own organization, the CAR that will receive the obligation.</li> </ul>	

Step	Instruction	Picture
	<p>Each transfer request can only be submitted for one CAR at a time, and can be accepted by only one CAR.</p> <p>Click <b>Submit</b>.</p>	
5	<p>If the transfer is to another organization, you will need to identify the receiving organization to which the transfer will take place. This can be selected in the <b>Capacity Transferee's Organization</b> drop-down list. If the transfer is to your own organization, proceed to <b>Step 8</b>.</p> <p><b>Note:</b> Online IESO will only display organizations that are eligible to receive the transfer.</p> <p>Click <b>Submit</b>. A task will be issued to the Capacity Auction Contact of the receiving organization.</p>	
6	<p><b>Task: Accept Capacity Obligation Transfer</b></p>	



Step	Instruction	Picture
	<p>As part of accepting the capacity obligation transfer, the receiving organization (Transferee) must identify the CAR that will receive the capacity. Online IESO will limit the receiver to CAR's with the following characteristics:</p> <ul style="list-style-type: none"> <li>• The CAR must have surplus capacity (i.e., qualified capacity not cleared in the auction);</li> <li>• The CAR must be in a zone that's not at its zonal/zonal group limit (i.e. zonal/zonal group limits will not be exceeded as a result of the transfer).</li> </ul> <p>Once a CAR has been selected, the Revised Capacity Obligation, Revised Cleared ICAP and Price will be displayed.</p> <p>Note: A revised blended capacity auction clearing price will be determined for transfers between zones with different clearing prices.</p> <p>Click <b>Accept</b>, and the request will go to the IESO for approval.</p>	

Step	Instruction	Picture
	As part of the approval process, the IESO will evaluate whether any additional deposit or prudential amount is required and will coordinate this accordingly. If the receiving organization chooses to reject the transfer request, an email will be sent to the transferor to inform them.	
7	If the receiving organization accepts the capacity using a CAR that is not yet registered, or if they are not a Capacity Market Participant (CMP), they must become a CMP, register the resource and use the <b>Assign Resource to Capacity Obligation</b> action in Online IESO.	<See steps for CMP authorization, Register a Resource and Assign Resource to Capacity Obligation>

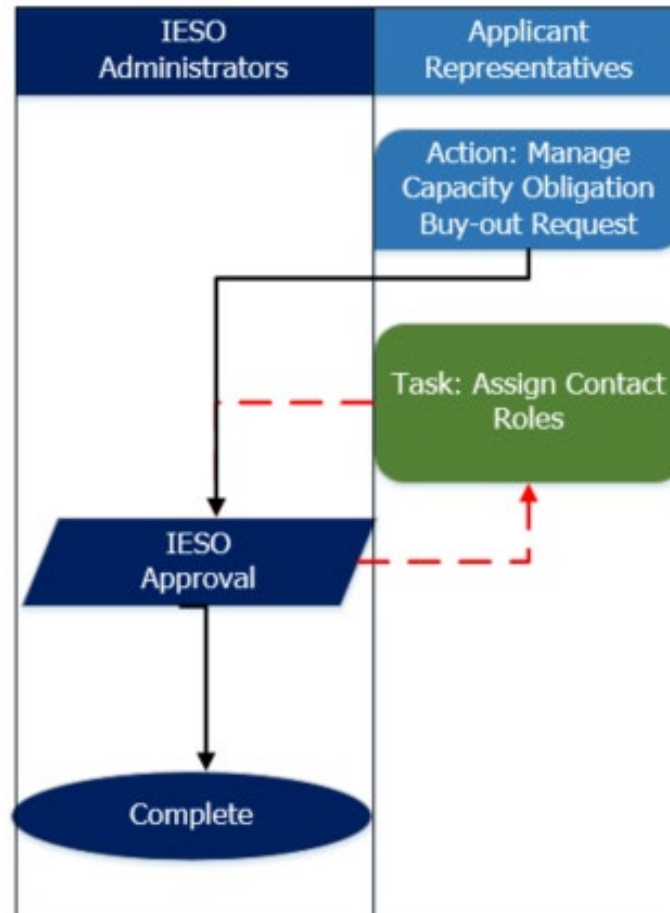
Step	Instruction	Picture
8	<p>If the transfer is to your own organization, the screen will display your available CAR data for the selected obligation period.</p> <p>The upper portion of the table (Capacity transferor's CAR) displays the source obligation information, while the lower portion of the table (Capacity transferee's CAR) displays the destination obligation information.</p> <p>Choose one transferee CAR to receive the transfer. Once a CAR has been selected, the Revised Capacity Obligation, Revised Cleared ICAP and Price will be displayed.</p> <p>Click <b>Submit</b>, and the request will go to the IESO for approval.</p> <p>As part of the approval process, the IESO will evaluate whether any additional deposit or prudential amount is required and will coordinate this accordingly.</p> <p>You can view your transfer request details under the <b>Capacity Obligation Transfer Request</b> record.</p>	

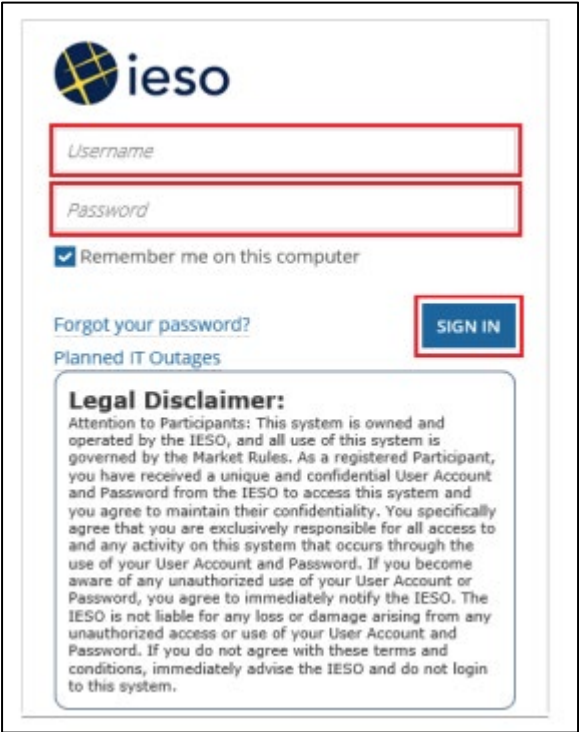
Step	Instruction	Picture
9	<p>If your submitted transfer is to another organization and you wish to cancel, you may do so up to the point the receiving organization processes their task.</p> <p><b>Note:</b> Once the task is processed by the Transferee, the option to cancel is not available.</p> <p>To cancel, click <b>Actions</b> on the menu bar at the top of the page. Select <b>Manage Capacity Obligation Transfer Request</b> from the list of available action items displayed on the subsequent screen.</p> <p>Choose the request you wish to cancel by selecting the check box, enter the cancellation reason in the field that's provided, and click <b>Submit</b>. If your transfer is to your own organization, there is no option to cancel it in Online IESO after the request has been submitted to the IESO.</p>	

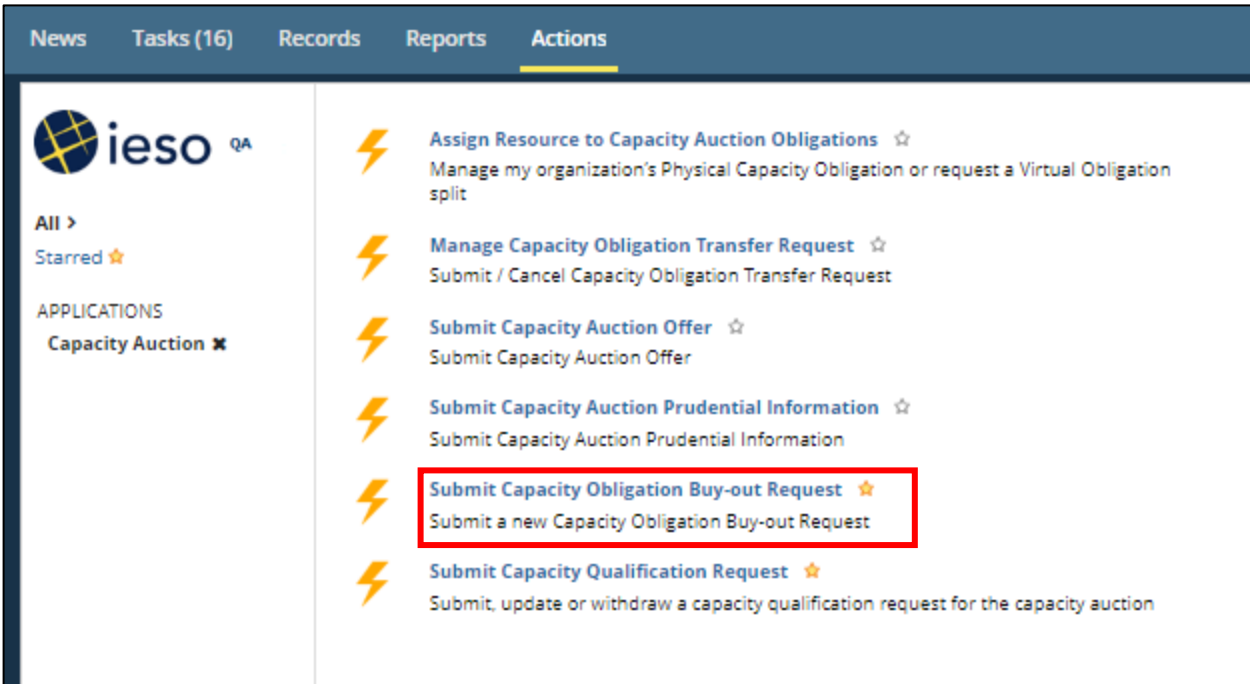
Step	Instruction	Picture
	<p>Note: if you wish to submit a second transfer request from the same capacity obligation, you must wait until the first transfer request has been approved by the IESO. Approval includes satisfying any revised prudential or deposit requirements.</p>	

## 11. How to Complete a Capacity Obligation Buy-out Request

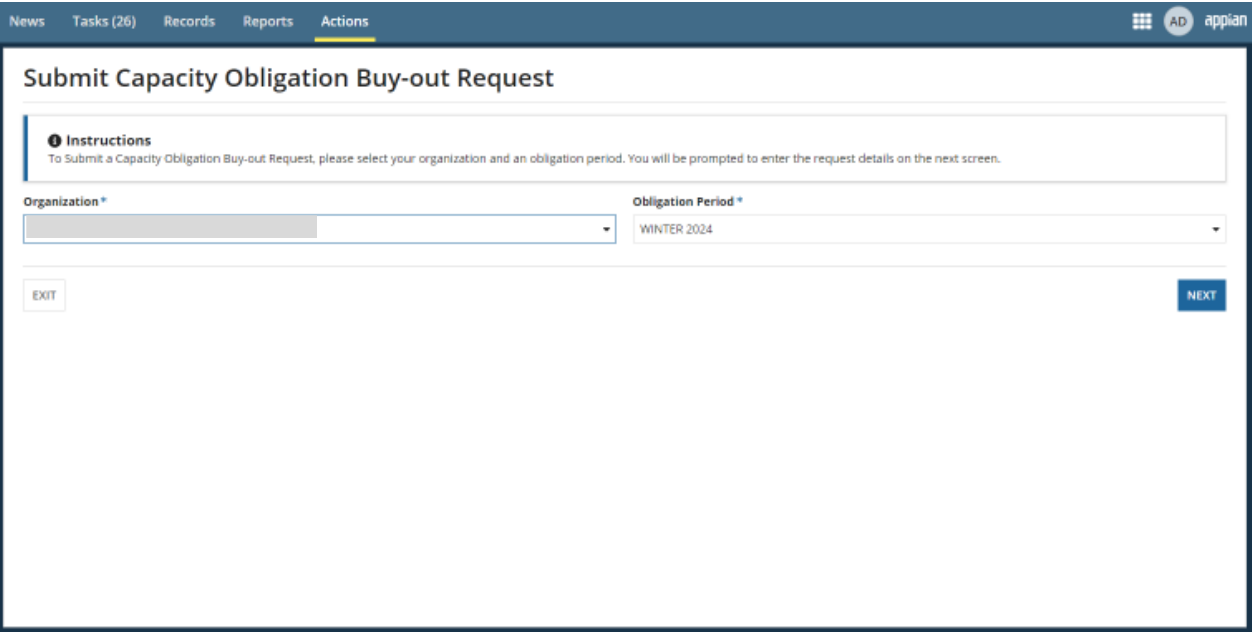
The following table provides step-by-step instructions, with accompanying screen captures, describing the process for completing a capacity obligation buy-out request using the Online IESO web-based system.



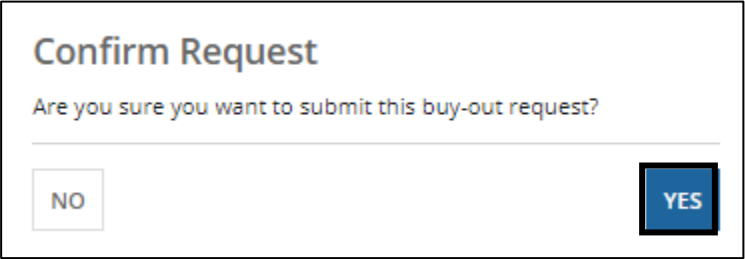
Step	Instruction	Picture
1	<p><b>Action: Manage Capacity Obligation Buy-out Request</b></p> <p>The Capacity Auction Contact is the contact role that can submit a buy-out request.</p> <p>Log in to the Online IESO web-based registration system using this <a href="#">link</a>.</p> <p>Enter your Username and Password and click <b>Sign In</b>.</p>	

Step	Instruction	Picture
2	<p>Click <b>Actions</b> on the menu bar at the top of the page.</p> <p>To submit a buy-out request (either partial, for a portion of the capacity obligation, or full, for the entire capacity obligation), select <b>Submit Capacity Obligation Buy-out Request</b> from the list of available action items displayed on the subsequent screen.</p>	



Step	Instruction	Picture
3	<p>Select your <b>Organization</b> name from the drop-down list and the <b>Obligation Period</b> for which you want to buy-out the capacity obligation.</p> <p>Click <b>Next</b>.</p>	

Step	Instruction	Picture
4	<p>On the following screen, you will be presented with a table of all the Capacity Auction Resources (CARs) relevant to your organization. As part of this buy-out request, you will need to identify:</p> <ul style="list-style-type: none"> <li>The CAR associated with the capacity obligation of which, the buy-out is for;</li> <li>The amount of capacity you wish to buy-out;</li> <li>The effective date of the buy-out.</li> </ul> <p>IESO requires that you provide a reason for the buy-out request in the comment box.</p> <p>Each buy-out request is submitted for one CAR at a time. Click <b>Submit</b>.</p> <p><b>Note:</b> The revised capacity obligation after subtracting the buy-out capacity must be a minimum of 1 MW for a partial buy-out, or 0 MW for a full buy out.</p> <p>The effective date of buy-out date must be at least two (2) business days out from the request date.</p>	<p>The screenshot shows the 'Submit Capacity Obligation Buy-out Request' form. At the top, there are tabs for News, Tasks (26), Records, Reports, and Actions. Below the title, there are instructions: 'Select the CAR associated with this buy-out request, and provide the buy-out capacity and effective day of buy-out.' and 'Please note that all capacity obligation buy-out requests are subject to IESO approval. Once reviewed, you will be notified of the status of your request.'</p> <p>The form includes fields for 'Organization Name' and 'Obligation Period' (set to WINTER 2024). Below this is a table of 'Available Capacity Obligations' with columns: Capacity Obligation ID, CAR Name, CAR Type, Zone, Type, Capacity Obligation (MW), Cleared ICAP (MW), and Price. Two rows are visible: one for PQ.MACLAREN.SOURCE.GBACK and one for NY.ROSETON.SOURCE.GBACK. The first row is selected with a checkbox.</p> <p>Below the table is the 'Buy-out Details' section. It contains a red box around the 'Buy-out Capacity (MW)*' field (set to 1) and the 'Effective Date of Buy-out*' field (set to 11/04/2024). Below this are fields for 'Capacity Obligation after Buy-out' (set to 9) and 'Cleared ICAP after Buy-out' (set to 10). There is also a 'Comments' section with an 'Add Comment' button and a text area for providing additional notes.</p> <p>At the bottom right, there are 'EXIT', 'BACK', and 'SUBMIT' buttons.</p>

Step	Instruction	Picture
5	<p>A dialog box will display asking you to confirm the submission of the buy-out request. Click <b>Yes</b>.</p> <p>An approval email will be issued within two (2) business days of receipt of the buy-out request. Within the following five (5) business days, an email will be sent by the IESO to confirm other buy-out details, including buy-out settlement amounts and revised capacity prudential support.</p> <p>You may also go to the <b>Records</b> page to view the buy-out requests submitted and their status under <b>Capacity Obligation Buy-out Requests</b>.</p> <p>Note: A buy-out request cannot be withdrawn once it is submitted.</p>	

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## 12. Additional Resources

- [Market Manual 12: Capacity Auctions](#)
- [Market Manual 7.3: Outage Management](#)
- [Submitting, Revising and Cancelling Energy Bids](#)
- [Submitting, Revising and Cancelling Energy Offers](#)
- [Submitting, Revising and Cancelling Import Offers and Export Bids](#)
- [Online IESO Roles and Responsibilities](#)
- [IESO Gateway User Guide](#)
- [Capacity Auction \(ieso.ca\)](#)