Beacon microFIT Supplier

Digital User Guide
Contract Assignments

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Table of Contents

Getting Started

What is Beacon?

Beacon is a new tool that the IESO introduced in 2019 that enables you to manage all of your active microFIT Contracts online. Beacon consolidates all microFIT Contract information into one place and integrates the Contract management functions of the microFIT program, creating a single comprehensive and secure system that allows for accurate and efficient data management.

Beacon is used to view information, manage contractual obligations, and send and receive notifications for existing microFIT Contracts.

microFIT Program Roles

Beacon allows for the following microFIT Program Roles for the purpose of managing the microFIT contract as described below.

Beacon Program Roles

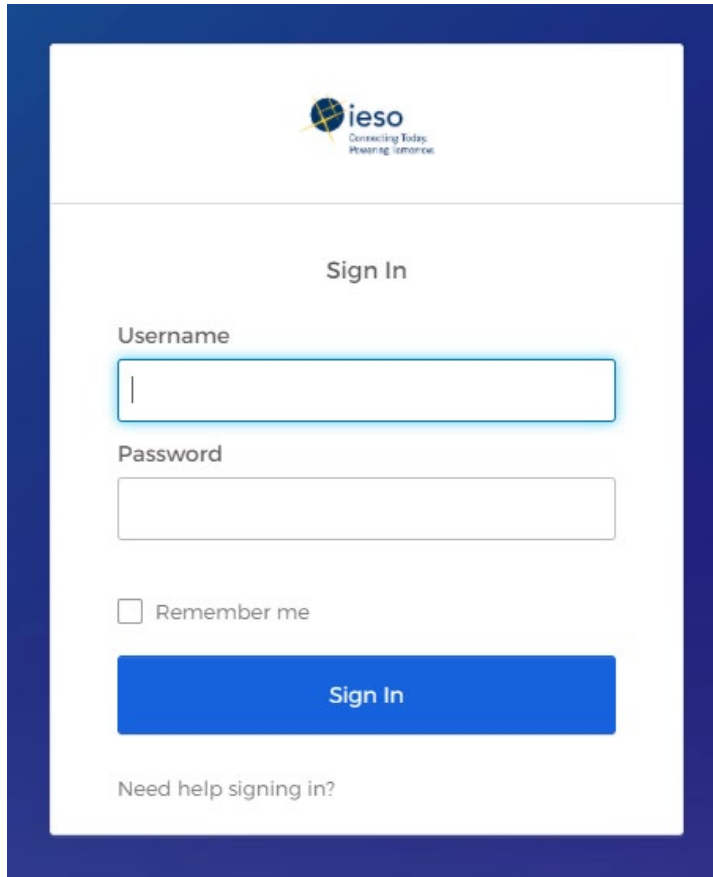| Role	Description
Supplier Approver	The Supplier Approver is the microFIT Contract counterparty or an individual who has the authority to act on the behalf of the Supplier (i.e. a director or executive of a corporation, estate trustee, etc.). References to "you" and "your" throughout this user guide are references to a Supplier Approver. **Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the microFIT Contract.**
Supplier Agent	The Supplier Agent is an optional role assigned by the Supplier Approver in relation to a microFIT Contract. When assigned to a microFIT Contract, a Supplier Agent can view the microFIT Contract and related information and prepare certain types of requests for review and approval by a Supplier Approver. **A Supplier Agent's actions must be reviewed and approved by a Supplier Approver before being submitted to the IESO.**

Role	Description
IESO	The IESO is represented by the Contract Management team that reviews, approves and/or rejects requests submitted by the Supplier Approver to the IESO. The IESO can also initiate certain requests that are to be reviewed by the Supplier Approver.

Sign in to Beacon

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

Procedure

1. Go to **http://www.ieso.ca/Get-Involved/microfit/login**.

2. Enter your account username (your email address) and password

3. If you have set up multiple factors, you can choose which factor you will verify to login. Switch between factors by selecting the drop-down menu arrow next to the authentication icon. Please be aware that you are only required to verify one factor to login.

4. Once you have selected your factor, you will be prompted to provide the answer to your Security Question or your SMS/Voice Call Code. Type in the answer or code and click "Verify". **Please be aware that the answer is case sensitive.**

5. On your My Apps Dashboard, select the tile that says "Online IESO"
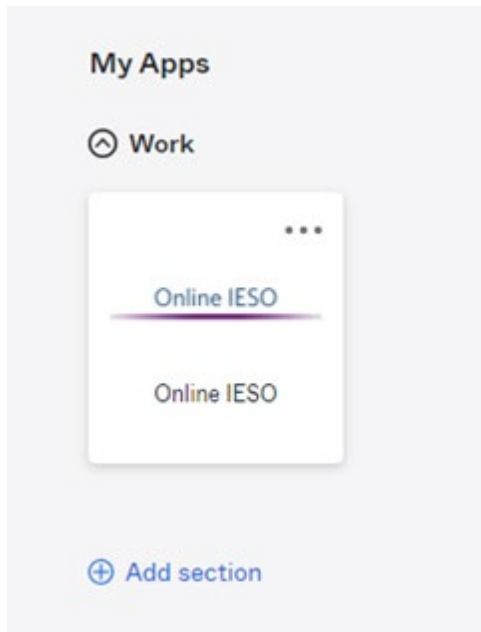
6. Next you will be brought to the Available Programs dashboard. Select the FIT-microFIT Supplier program tile. This will then bring you to the **MY TASKS** page in Beacon.

Contract Overview

Manage Contracts Page

On the **MANAGE CONTRACTS** page you'll see all of your Contracts.

You can search for Contracts by using these filters.

To see the status of the Contract, hover over the icon.

To see a Contract Record, select the **Business Contract ID**.

To see a Supplier Record, select the **Supplier ID**.

Select any header to sort your Contracts by those criteria.

Contract Record Overview

When you select a **Contract ID**, this brings you to the Contract Record's **Summary** page.

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

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

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

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

To download your Contract, select **Download Contract**.

Contract: FIT-MABCDEF

DOWNLOAD CONTRACT

Summary   Facility Information   Requests   Documents   Contacts   Pricing   Milestones   Related Actions

RECORD LOCKED

	Request ID	Request Type	Date Requested	Requested By
⊙	C8550	Change to Contract Notice Mailing Address	Dec 09, 2022 01:01 PM EST	Jon Snow

Supplier Approver

Contract FIT-MABCDEF

Contract Status:	Executed
Contract Id:	FIT-MABCDEF
Contract Version:	1.3
Contract Type:	microFIT
Nameplate Capacity (kW):	10
Contract Price:	80.2
Supplier Legal Name:	John S Smith
Supplier Id:	662121
LDC:	Hydro One Networks Inc.

Contract Notice Mailing Address
120 Adelaide
Toronto, Ontario L0B 1B0
Canada.

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

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

Managing Assignment Requests

Contract Assignment Requests

During the lifecycle of your microFIT Contract(s), there might be changes to the ownership of the project. After the prospective owner (the "Assignee") has registered a new Supplier, the current Supplier (the "Assignor") can submit a Contract Assignment Request. Once a Contract Assignment Request has been initiated by the Assignor, the Assignee must also complete certain actions in Beacon.

Once both the Assignor and Assignee have completed their respective tasks and the Contract Assignment Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete a Contract Assignment Request in Beacon.

Before you begin

Before a Supplier can assign a microFIT Contract, the following conditions must be completed:

- The Assignee must register for a Beacon account and register a Supplier.
- The Assignee must provide their Supplier ID and Supplier Legal Name to the Assignor.
- The Assignee must set-up a generator account with their Local Distribution Company.
- The Assignor must assign their Connection Agreement to the Assignee.
- The Assignee must be an Eligible Participant, as defined in the Eligible Participant Schedule.

Also, be sure to download any applicable Contract documents you would like to retain for your records, as these will no longer be available to you as the Assignor once the Contract Assignment Request is complete. Please refer to the Downloading and Saving Documents section at the end of this document for further details.

Related Topics

- To register a Supplier, check out *Registering a New Supplier*.

Initiating a Contract Assignment Request (Assignor)

Procedure

> **Note:** Be sure to download any applicable Contract documents you would like to retain for your records, as these will no longer be available to you as the Assignor once the Contract Assignment Request is complete. Please refer to the Downloading and Saving Documents section at the end of this document for further details.

1. Select the **MANAGE CONTRACTS** tab.
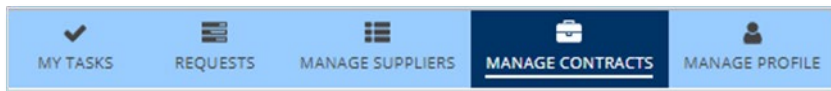
2. **Optional:** Use the filters to find a Contract that you want to initiate the Contract Assignment Request for.

3. Select the **Business Contract ID** to view the Contract that you want to assign.

	Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name
🔍	FIT-MABCDEF	microFIT	Executed	757373	John Smith

4. Select **Related Actions > Contract Assignment**.

5. Choose a reason for the Request, and then enter the reason for submitting the change.
6. Choose a proposed effective date, and then select **NEXT**.

Note: The proposed effective date must be a present or future date.

7. Verify the Supplier and Person information on the Verify Assignor Information page. If the information is correct, select **Y**. If the information is incorrect, select **CANCEL REQUEST**, and then correct the information before you proceed with the Contract Assignment Request.

Note: You must confirm that the information is correct to continue.

Verify Supplier Information

I, John Smith, certify that the information below is correct [CONFIRMED] *
● Y ○ N

John Smith [microFIT-757373] [CONFIRMED]

Supplier Legal Name: John Smith	**GST/HST Registrant?** ● Yes ○ No
Supplier Id: 757373	
Supplier Type: microFIT	
Legal Entity Type: Individual	
Non-Resident of Canada? ○ Yes ● No	

Verify Person Information

I, John Smith, certify that the information below is correct [CONFIRMED] *
● Y ○ N

John Smith [CONFIRMED]

Person Name: John Smith	**Address**
Person Id: 959137	44 North St.
Account Id: john.smith@yopmail.com	Wawa, Ontario N1N 1N1
	Canada
	Main Phone
	(416) 967-1111
	Primary Email
	John.Smith@yopmail.com

CANCEL REQUEST   NEXT >

8. Select **NEXT**.

9. Verify the Contract information on the Verify Contract Information page. If the information is correct, select Y. If the information is incorrect, select **CANCEL REQUEST**, and then correct the information before you proceed with the Contract Assignment Request.

Note: You must confirm that the information is correct to continue.

Verify Contract Information

I, John Smith, certify that the information below is correct [CONFIRMED] *

◉ Y ○ N

Contract Notice Address [CONFIRMED]

🖾 **Address**

88 Gadr st.
Kabul 65465
Afghanistan

CANCEL REQUEST   < BACK   NEXT >

10. Select **NEXT**.

11. On the Identify Assignee page, enter the Supplier ID and Supplier Legal Name for the Supplier you want to assign the Contract to, and then select **FIND SUPPLIER**.

Note: The Assignee must be a verified Supplier.

The Supplier ID and Supplier Legal Name should be provided to you directly from the Assignee. The Assignee is provided with a Supplier ID once they have completed the Supplier Registration process.

The Assignee's Supplier ID# and Supplier Legal Name must be entered EXACTLY as it appears on the Assignee's Beacon account. Be mindful that any extra spaces or characters will prevent the tool from finding the Assignee.

| Verify Assignor Information | Verify Contract Information | Identify Assignee | Verify Requirements | Upload Supporting Documents | Review |

Identify Assignee

Supplier Id	Supplier Legal Name
531340	ABC Joint Venture

FIND SUPPLIER

Supplier Overview

Supplier Legal Name: ABC Joint Venture   Supplier Type: microFIT

Supplier Id: 531340   Legal Entity Type: Joint Venture - No Legal Personality

CANCEL REQUEST   < BACK   NEXT >

12. Select **NEXT**.

13. On the Verify Requirements page, confirm that the Assignor requirements have been met, and then select **NEXT**.

Verify Assignor Information	Verify Contract Information	Identify Assignee	**Verify Requirements**	Upload Supporting Documents	Review

Assignor Requirements

	Requirement Met?	
Assignee has provided their Supplier Legal Name and Person ID to the Assignor	● Yes ○ No	REQUIRED
Assignee has registered as a Supplier	● Yes ○ No	REQUIRED
Connection Agreement has been assigned to the Assignee	● Yes ○ No	REQUIRED
Other Supporting Documentation	● Yes ○ No	OPTIONAL

CANCEL REQUEST   < BACK   NEXT >

14. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

Supporting Documents [Empty - 1 Pending]

Select Document to Upload

UPLOAD   Drop file here

File size limit upto: 30 MB

Document Type *

------ Please Select ------

Description

|

0 out of 200 characters entered: 200 remaining.

CANCEL   ADD DOCUMENT

Note: When you submit a Contract Assignment Request, you might be required to submit certain documentation as evidence of certain information (e.g. prescribed forms, parcel register, land transfer documents, etc.). Any uploaded documents will be visible to both the Assignee and Assignor.

15. On the **Review** page, look over all your changes.

16. Ensure to check off all acknowledgments before completing the request.

17. Select **SUBMIT REQUEST**.

18. A dialog box is opened, select **Yes**. Once the Request is submitted, a confirmation page is displayed.

> **Note:** The Request now has a **Request ID** that you can use to track its progress

Related Topics

- To update incorrect or inaccurate information for you, check out *Changing Your Contact Information*.
- To update incorrect or inaccurate information for a Supplier, check out *Submitting a Request to Change a Supplier Record*.
- To update incorrect or inaccurate information on a Contract, check out *Submitting a Request to Change a Contract Record*.

Completing a Contract Assignment Request (Assignee)

If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you on **the My Tasks** tab.

Procedure

1. Select the **MY TASKS** tab.
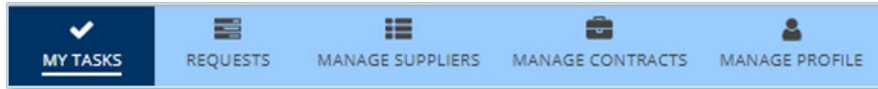
2. Select **Confirm Contract Assignment** for the Request that you want to review. This brings you to the **Request Information** page

Active Request Tasks In-Progress

Request ID	Request Type	Status	Source	Active Task	Status
C4267	Contract Assignment	[DRAFT]	Supplier	Confirm Contract Assignment	☑

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

4. Verify the Supplier and Person information on the Verify Assignee Information page. If the information is correct, select **Y**. If the information is incorrect, select **DECLINE ASSIGNMENT**, and then correct the information before you proceed with the Contract Assignment Request.

> **Note:** You must confirm that the information is correct to continue.

5. Select **NEXT**.

6. On the **Enter Assignee Contract Information** page, enter your generator account information, facility name, and Contract notice mailing address.

Note: You must contact your Local Distribution Company and request to set up a new generator account, which is different from a consumption (load) account.

7. Select **NEXT**.

8. On the **Verify Requirements** page, confirm that the Assignee requirements have been met. If required pre-conditions aren't met, complete all of the pre-conditions before you proceed with the Contract Assignment Request.

9. Select **NEXT**.

10. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

Note: When you submit a Contract Assignment Request, you might be required to submit certain documentation as evidence of certain information (e.g. prescribed forms, parcel register, land transfer documents, etc.).

11. On the **Review** page, choose either **Approve** or **Decline**.

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

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

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

Related Topics

- To update incorrect or inaccurate information for you, check out *Changing Your Contact Information*.

- To update incorrect or inaccurate information for a Supplier, check out *Submitting a Request to Change a Supplier Record*.

Execute Agreement for a Contract Assignment Request (Assignee/Assignor)

Once the Assignor and Assignee have completed their tasks and the IESO has reviewed the submitted Contract Assignment Request and determined that requirements have been met and the assignment can proceed, a Contract Novation Agreement will be generated for the Assignor and the Assignee to review and accept.

Procedure

1. Select the **MANAGE TASKS** Suppliers tab.
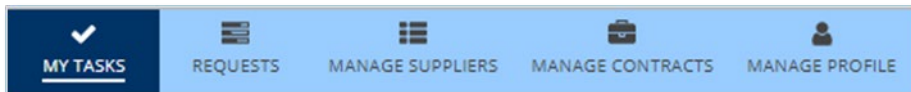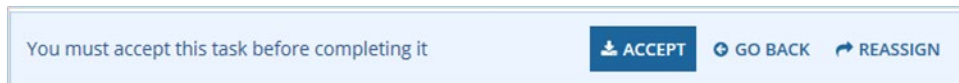

2. Select **Execute Agreement [Assignee/Assignor]** for the Request that you want to review.

This brings you to the **Execute Assignee/Assignor Agreement for Contract Assignment** page.

3. To begin working on the task, select **ACCEPT**.

4. To review all relevant information including the generated Novation Agreement, select **View Novation Agreement**.
5. Once you have reviewed the Novation Agreement and have chosen to accept the Contract Assignment, select **Execute Agreement – Assignee/Assignor**. Please carefully review and check off all of the acknowledgement statements in order to proceed.

Decision
Decision
● Execute Agreement - Assignee
○ Decline Agreement
📄 View Novation Agreement
Please Acknowledge: *
☐ I have read and understood the terms and conditions of the microFIT Contract Assignment.
☐ I attest that all the information in this microFIT Contract Assignment Agreement is true and accurate.
☐ I understand my obligations as an Assignor/Assignee.
☐ I accept the terms and conditions of the microFIT Contract.
☐ I have read and understood the IESO's privacy policy (found at www.ieso.ca), and I consent to the collection, use and disclosure of my personal information as set out in the privacy policy.
☐ I represent and warrant to the IESO that, if I have disclosed a third party's personal information, including the personal information of the Assignor or Assignee, as applicable, I have the consent of the third party to disclose the personal information to the IESO.

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

6. Select **Execute Agreement - Assignee [Assignor]**.

*
☐ I, Thomas Russell, have reviewed the agreement and provided all relevant documentation
EXECUTE AGREEMENT - ASSIGNEE

7. Once both the Assignor and Assignee have individually completed the Execute Agreement task, it is returned to the IESO for a final review. If no further action is required, you will receive a notification from the IESO that provides the final outcome of the Request.

Contract Assignment Request Tasks

Reviewing Requests Submitted by a Supplier Approver

If you are a Supplier Approver for Suppliers or Contracts, you may receive a Supplier Approver Review Request task to review any Requests submitted by other Supplier Approvers of those Suppliers or Contracts.

If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you on the **MY TASKS** tab.

Procedure

1. Select the **MY TASKS** tab.
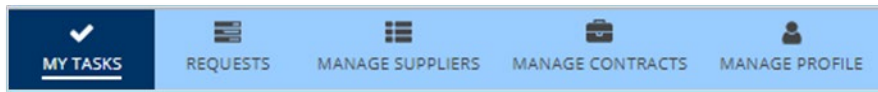
2. Select the **Active Task** for the Request that you want to review. This brings you to the **Review** page.
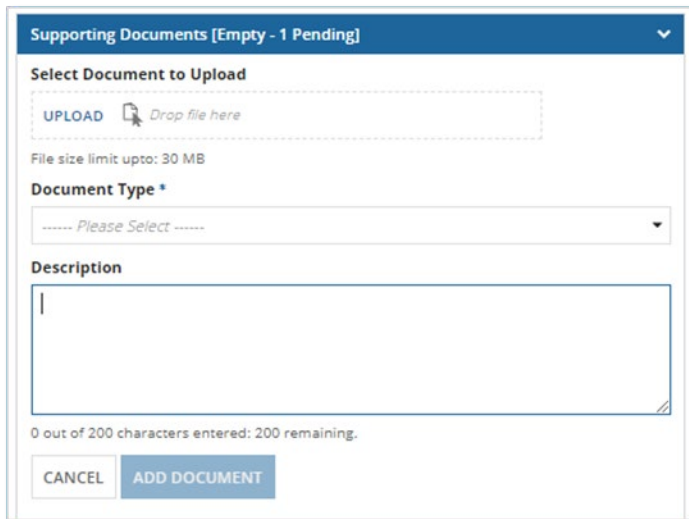
Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
S3174	Change to Supplier Resident Status	[DRAFT]	Supplier	Supplier Approver Review Request	☑

3. To begin working on the task, select **ACCEPT**.

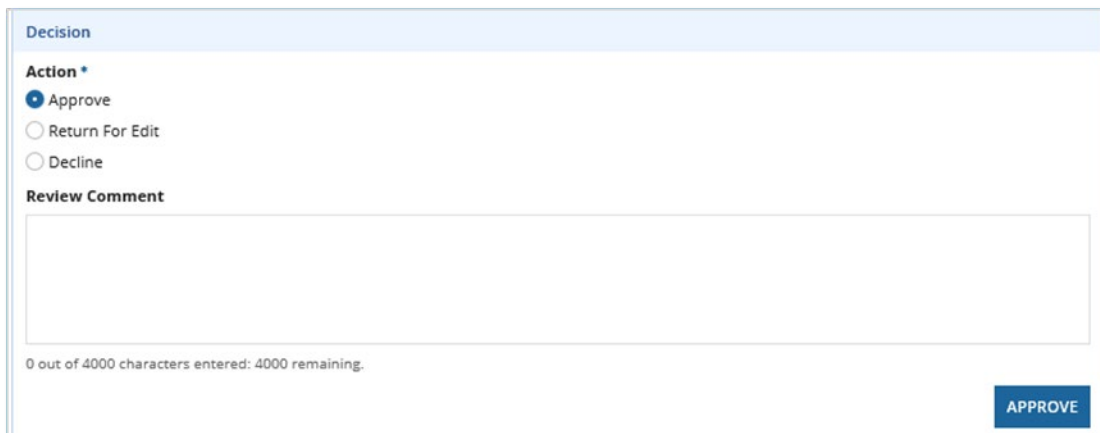You must accept this task before completing it   ⬇ ACCEPT   ⟳ GO BACK   ↱ REASSIGN
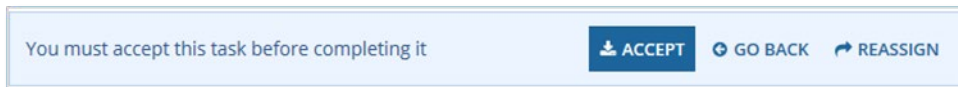
4. Review the values entered and the documents in the Request.

5. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

6. Under Decision, choose either Approve, Return for Edit or Decline.

   a. If you select **Approve**, you can enter an explanatory note or comment to provide additional context to the review task, and then select **Approve**.

   b. If you select **Return for Edit**, you can enter an explanatory note or comment to provide additional context to what needs clarification, and then select **Retun for Edit**.

   c. If you select **Decline**, you can enter an explanatory note or comment to provide additional context for why you declined the Request, and then select **Decline**.

7. A dialog box is opened, select **Yes**.

Depending on your decision, the Request may be under IESO review, returned to the Request initiator for edits, or the Request may be closed, respectively.
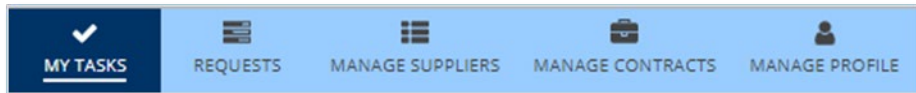
Providing Clarification for Returned Requests

The IESO or a Supplier Approver may return a Request that you submitted back to you for further review.
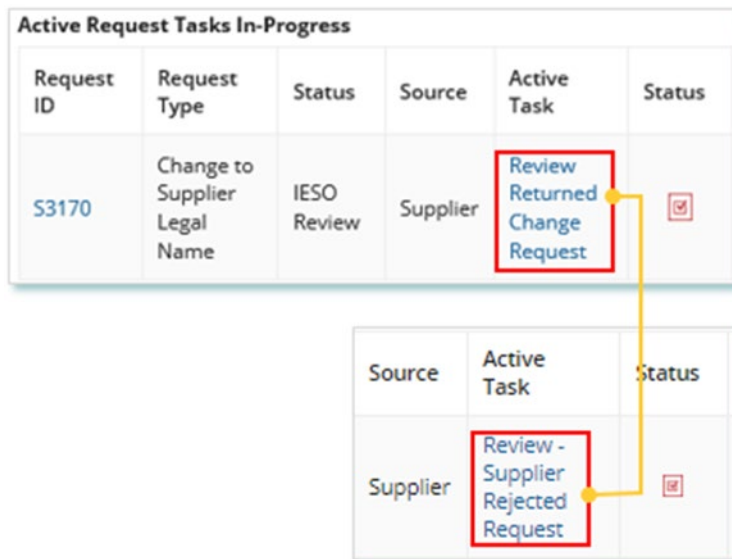
If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you on the **MY TASKS** tab.

Procedure

1. Select the **MY TASKS** tab.

2. Select the **Active Task** for the Request you want to work on.

3. On each page, make changes to the fields that require updates.
4. On the **Supporting Documents page**, review any documents added by other users
5. **Optional**: To upload supporting documents, select **+UPLOAD NEW DOCUMENT**. Attach a document, choose a document type, enter a description, and then select **ADD DOCUMENT**.

Note: When you respond to a Request to provide clarification, you might be required to submit certain documentation as requested by the IESO. This will be specified in the task details.

6. Review the changes summarized on the **Review** page.
7. Under Decision, choose either Request Updated or Cancel.
   a. If you select Request Updated, you can enter an explanatory note or comment to provide additional context on what was clarified, and then select **Request Updated**.

b. If you select **Cancel**, you can enter an explanatory note or comment to provide additional context for why you cancelled the Request, and then select **Cancel**.

Decision
Decision*
● Request Updated
○ Cancel
Request Updated Comment
0 out of 4000 characters entered: 4000 remaining.
BACK REQUEST UPDATED

8. A dialog box is opened, select **Yes**.

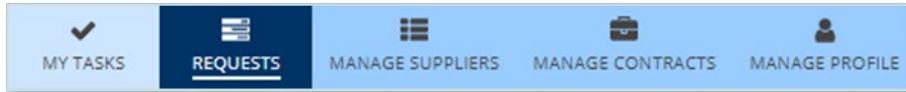| Acknowledge? |
| --- |
| NO   YES |

Cancelling a Submitted Request
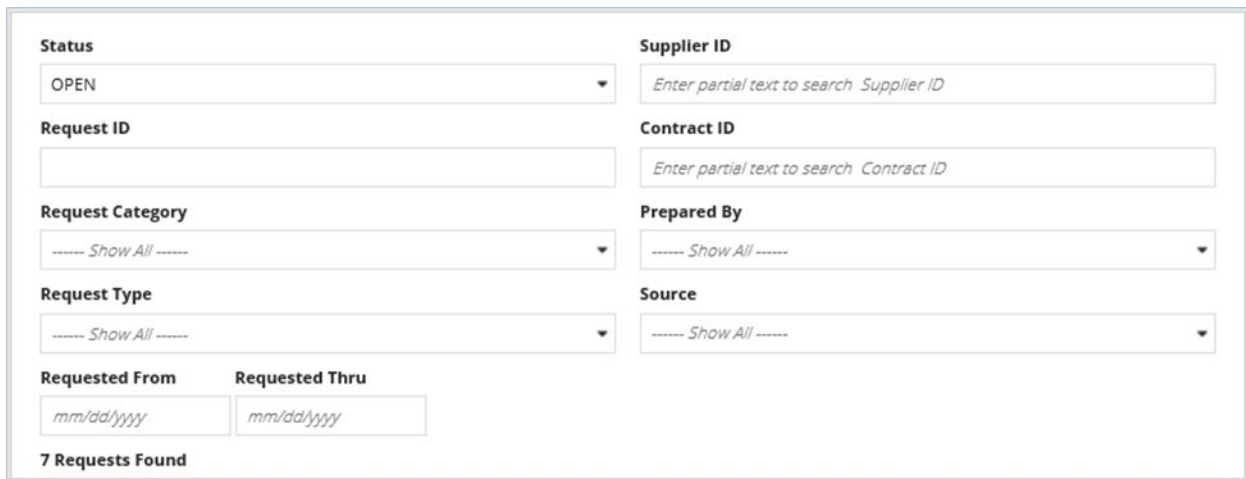
You can cancel a Request that you submitted.

> **Note:** You can cancel a Request only if you initiated the Request and before the IESO has accepted the Request for review.

Procedure

1. Select the **Requests** tab.

2. **Optional:** Use the filters to search for the Request that you want to cancel.

3. Select the **Request ID** to view the Request Record that you want to cancel.

4. Select **CANCEL REQUEST**.

5. On the **Confirm Cancellation of Request** page, enter the reason for cancelling the Request.

6. Select **CANCEL REQUEST**.

7. A dialog box is opened, select **Yes**.

8. Refresh your page.

9. The Request status is now "CLOSED" and the outcome is "Cancelled".

Providing Acknowledgement of a Request Outcome

If the IESO approves or declines your Request, you may receive a **Provide Acknowledgement** task where you must acknowledge the IESO's decision.

If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you under **MY TASKS**.

Procedure

1. Select the **MY TASKS** tab.
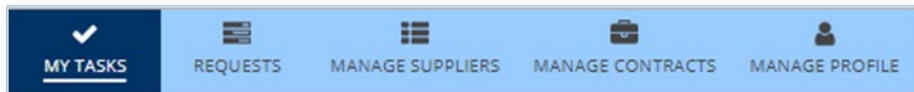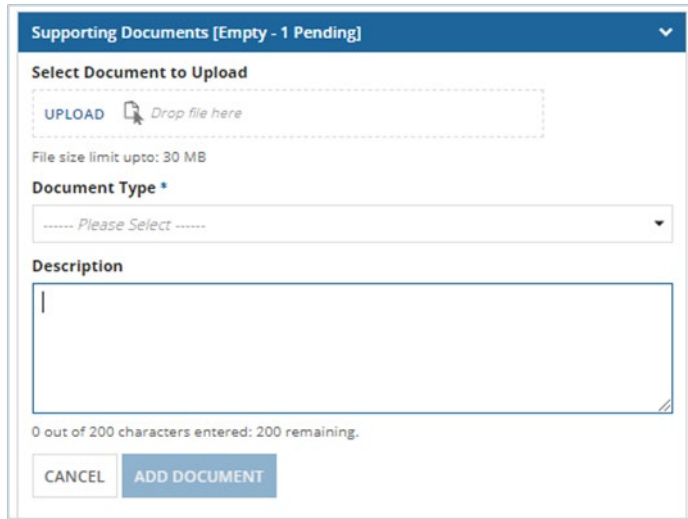
2. Select the Provide Acknowledgement task. This brings you to the **Pending Acknowledgement** page.

Active Request Tasks In-Progress

Request ID	Request Type	Status	Source	Active Task	Status
S3370	Change to Supplier HST-GST Status/Number	Pending Acknowledgement	Supplier	Provide Acknowledgement	☑
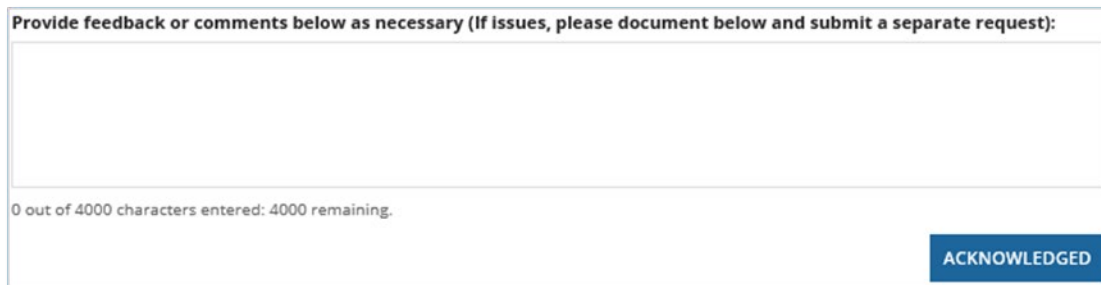
3. Review the information and any documents added by other users.

4. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

5. **Optional:** You can enter an explanatory note or comment to provide additional context to the Request for acknowledgement in the comment field provided.

6. Select **Acknowledged**.

7. A dialog box is opened, select **Yes**.

Viewing Request Notifications

When a decision has been made by the IESO for a Request, you may receive a notification message and/or document that can be found in your Request records.

Procedure

1. Select the **REQUESTS** tab

2. In the **Request Search** section, change Status to **CLOSED**.

3. **Optional:** Use the other filters to search for the Request record you want to view.

Status		Supplier ID		Final Outcome	
CLOSED ▼		Enter partial text to search Supplier ID		—— Show All —— ▼	
Request ID		**Contract ID**		**Final Outcome Decision Date From**	
S3251		Enter partial text to search Contract ID		mm/dd/yyyy	
Request Category		**Prepared By**		**Final Outcome Decision Date Thru**	
—— Show All —— ▼		—— Show All —— ▼		mm/dd/yyyy	
Request Type		**Source**			
—— Show All —— ▼		—— Show All —— ▼			

Requested From   **Requested Thru**

mm/dd/yyyy	mm/dd/yyyy

1 Requests Found

		Request ID	Request Type	Requested ↓	Requested By	Prepared By	Supplier ID	Final Outcome Decision Date	Final Outcome Decision By
CLOSED	✕	S3251	Change to Supplier Resident Status	Jul 25, 2019 10:33 AM EST	John Smith	John Smith	221524	Jul 25, 2019 10:35 AM EST	IESO

4. Select the **Request ID** to view the Request Record.

1 Requests Found

		Request ID	Request Type	Requested ↓
CLOSED	✕	S3251	Change to Supplier Resident Status	Jul 25, 2019 10:33 AM EST

5. To see notification messages from IESO, select the **Message to Supplier** tab.

Summary	Message To Supplier	Attachments	Related Actions

Notification to Supplier [Change to Supplier Resident Status]

Dear John Smith,

The Change to Supplier Resident Status (Request ID #S3251) submitted for the subject microFIT Contract has been Declined by the IESO.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Turpis massa sed elementum tempus egestas sed sed. Sed sed risus pretium quam vulputate dignissim suspendisse in. Quis imperdiet massa tincidunt nunc pulvinar sapien et ligula ullamcorper.

If you have any questions, don't hesitate to contact the IESO Contract Management Team via your microFIT Supplier Account or email as required.

Regards,

microFIT.contract@ieso.ca

IESO Contract Management Team

6. To download and see notification documents sent from the IESO, select the **Attachments** tab.

Summary	Message To Supplier	Attachments	Related Actions

Select any documents below and click on **'DOWNLOAD DOCUMENTS'** to access them

	Document Name	IESO Updated Document Name	Document Description	Document Type	Submitted By
☑	SUPPLIER NOTIFICATION [123 Hospital [microFIT-221524]]			Supplier Notification Document	IESO

Documents selected - [1]

DOWNLOAD DOCUMENT	CLEAR SELECTION

7. Check the box for the notification document, and then select **DOWNLOAD DOCUMENT**.

8. A dialog box is opened, select **Yes**.

A Task will be created to Download document. Refresh the page to view the task link below

NO		YES

9. Refresh your page.

10. Select DOWNLOAD DOCUMENTS.

Download Documents

⊞ Note: Click on any available links below to view document task

Task Name	Created On
Download Documents	7/25/2019 10:49 AM EST

11. Select a document name to begin downloading it.

Note: These documents will be available for download for 24 hours.

Download Documents

This task will be available for 24 hours . Please make sure to download the documents before that.

Document Name
CM -microFIT - 221524 - Change to Supplier - Supplier Notificati- IESO Deploy - 20190725103623 - SUPPLIER NOTIFICATI-221524

DONE

12. Select **DONE**.

13. A dialog box is opened, select **Yes**.

The task will be cleared and you will have to generate a new request to download these documents. Are you sure you want to close it?

NO   YES

Downloading and Saving Documents

For your records, you can download and save documents related to your Suppliers, your Contracts, your profile account and/or any related Requests submitted.

Procedure

1. Select the tab that contains the Record you want to view.

    a. To download a Supplier document, select the **Manage Suppliers** tab.

    b. To download a Contract document, select the **Manage Contracts** tab.

    c. To download a Person document, select the **Manage Profile** tab.

2. Select the **ID** for the Record that you want to view.

Supplier ID
🔍   531340

3. Select the **Documents** tab.

Summary	Requests	Contracts	Notes	Documents	Contacts	Related Actions

4. **Optional:** Use the filters to find a document that you want to download.

Summary	Requests	Contracts	Notes	Documents	Contacts	Related Actions

Request ID

Enter partial text to search for Request Id

Document Type

------ Please Select ------

Document Name

Enter partial text to search for Document Name

Document Description

Enter partial text to search for description

IESO Document Name

Enter partial text to search for IESO Document Name

CLEAR FILTERS

5. Check the box(es) for the document(s) that you want to download.

Select any documents below and click on 'DOWNLOAD DOCUMENTS' to access them

	Request ID	Document Name	IESO Updated Document Name	Document Description	Document Type	Submitted By	Available On
☑	S3167	African_Lion	Document 2	Supporting document 2	New Supplier Registration Supporting Document	John Smith	Jul 16, 2019 09:25 AM EST
☑	S3167	New-attachment	Document 1	Supporting document 1 for new supplier registration	New Supplier Registration Supporting Document	John Smith	Jul 16, 2019 09:25 AM EST

Documents selected - [2]

DOWNLOAD DOCUMENT   CLEAR SELECTION

6. Select **DOWNLOAD DOCUMENT**.

7. A dialog box is opened, select **Yes**.

A Task will be created to Download document. Refresh the page to view the task link below

NO   YES

8. Refresh your page.

9. Select **Download Documents**.

Download Documents

🗓 **Note: Click on any available links below to view document task**

Task Name	Created On
Download Documents	7/4/2019 2:23 PM EST

10. To begin saving documents, select the document name for the document(s) that you want to download.

Download Documents

This task will be available for 24 hours. Please make sure to download the documents before that.

Document Name
CM -microFIT - 531340 - New Supplier Regist- New Supplier Regist- John Smith - 20190716043717 - Document 2
CM -microFIT - 531340 - New Supplier Regist- New Supplier Regist- John Smith - 20190716043731 - Document 1

DONE

Note: These documents will be available for download for 24 hours.

11. Select **DONE**.

12. A dialog box is opened, select **Yes**.

The task will be cleared and you will have to generate a new request to download these documents. Are you sure you want to close it?

NO   YES

Additional Resources

Additional resources can be found at the following links:

microFIT Homepage: http://www.ieso.ca/Get-Involved/microfit/news-overview

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Powering Tomorrow.