**Data Verification Request For Change Form**

**Request Details**

|  |  |
| --- | --- |
| MSP ID |  |
| MSP Name |  |
| Prepared By |  |
| Facility |  |
| Meter Installation ID |  |
| Request Date |  |

**Attribute Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Data Attribute Description on the Screen** | **Value on the Screen** | **Value in the Existing Paper Data Registry** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |

**Data Verification Request For Change Instructions**

1. **General**

If there is a discrepancy between the existing meter information in Online IESO and the official paper meter registration documents that have been submitted, than Online IESO must be updated before it can be verified and become the official registry. Missing information does not have to be verified.

There are two scenarios for incorrect data in Online IESO:

1. The data was incorrectly entered into the electronic database by IESO
	1. This data must be corrected in the database by a ‘Data Verification Request For Change Form’
2. Incorrect data was submitted by the MSP and registered
	1. If incorrect data was registered, the data must be ‘Verified’ as it is. The incorrect data must be declared and be updated using Online IESO ‘Update Meter Installation’ action
3. **Instructions**

After the MSP has identified a meter attribute(s) in Online IESO that is different from the official paper meter registration documents, the following steps apply:

1. Complete the ‘Data Verification Request For Change Form’
2. Email the completed form in MS WORD format to Metering.Installations@ieso.ca. In the subject line of the email include the following “Data Verification RFC for FACILITY NAME, METER INSTALLATION ID”.
3. The form will be processed by the IESO and a reply email will be sent when the Data Request for Change has been implemented.
4. The updated meter installation data is now ready for verification.