

## Rights Administrator –About the Role

---

Each participant organization needs at least one Rights Administrator – and preferably more – registered with the IESO. In Online IESO, the Rights Administrator has responsibility for requesting access to IESO information systems and designating Applicant Representatives.

### Logging In

---

- Go to <https://online.ieso.ca>
- Enter your IESO user account name and password (the same used for the IESO Portal).
- Note: If you have not already done so, log in at <https://portal.ieso.ca> to set up your secret questions and answers so that you can reset your password yourself.

The first page you see in Online-IESO is the News page with updates of recent activities in the system.

The Actions page allows you to begin a request, while Tasks will show if you have any pending assignments to complete.

### Fulfilling The Role

---

**Review and, if necessary, change your own contact information.**

- On the Actions page, select “Manage My Information”.

Review the business contact information shown and make any necessary changes. Be sure to keep your telephone number and email up to date.

#### Add System Access to IESO Tools

You can request that access be given to a new Person Account or Machine Account (API), or you can request additional access for an existing account.

The types of system access available to your organization depend upon the way the organization is registered to participate in IESO-administered markets

### Rights Administrator Responsibilities:

1. Make requests on behalf of a registered organization to add or remove access to IESO systems for either Person or Machine Accounts (API), according to the organization’s participation.
2. Register Applicant Representatives, who are responsible for registering contacts the IESO will use when reaching out to the organization, along with other registration information.
3. Receive certain notices and complete tasks that are assigned by the IESO. When there is more than one Rights Administrator at an organization, you will all receive notices that are issued to your group and will be able to act as a team.
4. Keep your own contact information up to date.

and programs.

- On the Actions page, select “Manage System Access”. If necessary, indicate the organization you want to add a system user for. Click “Next” and then select “Grant Access Role(s)” to continue.

To avoid registration delays, first search to see if a person is registered. This prevents duplicate registrations. Use the Person ID number to verify that a registered person is the correct contact for your organization.

#### Remove access to IESO Systems

The types of system access you can remove from a Person or Machine Account (API) will depend upon what has been granted to the account.

- On the Actions page, select “Manage System Access”. If necessary, indicate the organization you

want to add a contact for. Click “Next” and then select “Revoke Access Role(s) to continue.

Note: All physical bilateral contracts (PBC) are associated with the person account that created the contract. If your organization has entered into a PBC, ensure that the PBC is not associated with the person whose access role(s) you are revoking. Contact IESO Customer Relations for further assistance.

### Register an Applicant Representative

The Applicant Representative is responsible for tasks related to participation in a market or program, including registered contacts.

- On the Actions page, select “Update Organization”. If necessary, indicate the organization you want to add a contact for. Click “Next” and choose the action “Update Contact(s)” to continue. You can update this contact “By Person” or “By Role” (choose Applicant Representative).

To avoid registration delays, first search to see if a person is registered. This prevents duplicate registrations. Use the Person ID number to verify that a registered person is the correct contact for your organization.

### Remove an Applicant Representative

- On the Actions page, select “Update Organization”. If necessary, indicate the organization you want to add a contact for. Click “Next” and choose the action “Update Contact(s)” to continue. You can update this contact “By Person” or “By Role” (choose Applicant Representative).

### Update an IP address for a machine account

The Rights Administrator can add or remove IP addresses associated with an Machine Account (API) registered for an organization.

It is necessary to have the exact API account name to complete this action.

The normal processing time for updating an IP address is 10 business days.

- On the Actions page, select “Manage System Access”. If necessary, indicate the organization you want to add a contact for. Click “Next” and then select “Update IP Address for a Machine Account” to continue.

### Coordinate with Applicant Representatives

Prudential Requirements and Reliability Compliance contacts require specific system access to work with the IESO. This system access must be assigned by the Rights Administrator.

If the Applicant Representative registers a contact in one of these roles, you will be notified to grant the necessary system access using the “Manage System Access” Action.

### Did you know?

- System Access and Contact roles are currently registered separately.
- You can have multiple registration roles. For example, you may also be the Primary Contact for day-to-day communication with the IESO.
- If you require access to additional IESO information systems for other activities, you can grant yourself access.

Information about Online IESO is available at the **Online IESO Homepage**

For more information, contact IESO Customer Relations:

**Tel:** 1.888.448.7777

**Email:** [customer.relations@ieso.ca](mailto:customer.relations@ieso.ca)



**ieso**

Power to Ontario. On Demand.