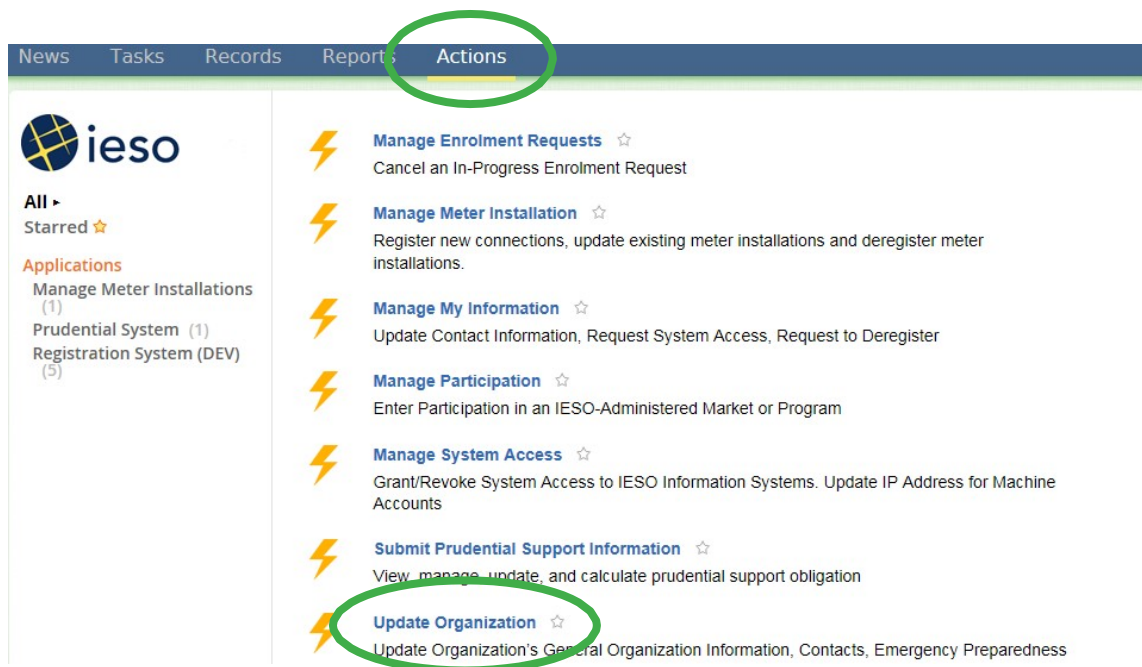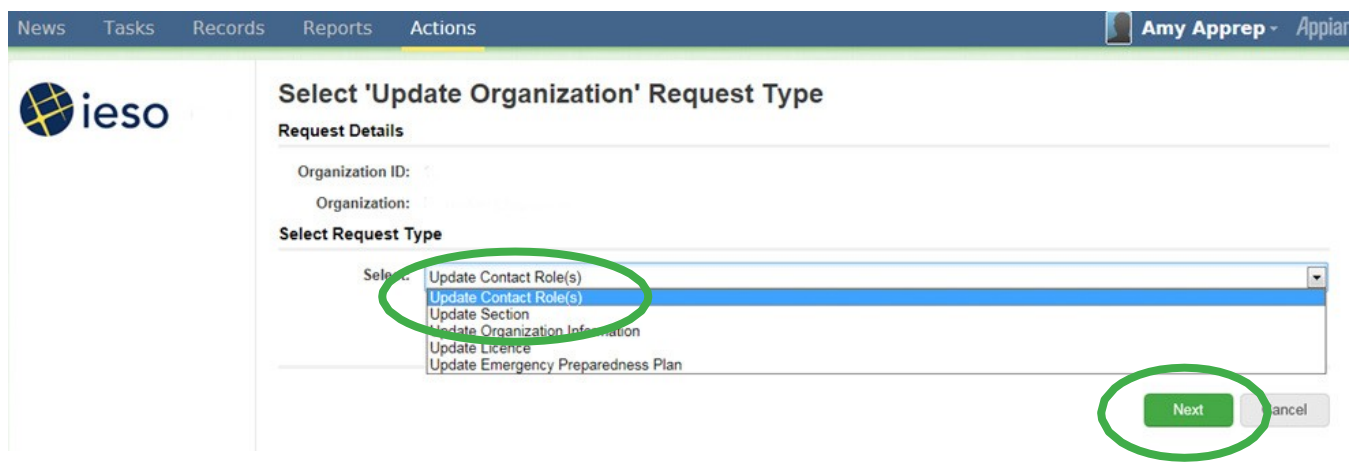1. Under 'Actions', choose, 'Update Organization'.

2. Select the organization you are adding a contact for, or if there is only one, your organization is automatically selected.

Select 'Update Contact Role(s)' and choose 'Next'.

3. Choose to search 'By Person'.

4. Enter the person's name and choose 'Search for Person'.

5. If the person is not registered, choose 'Register New Person'. Otherwise, go to step 8.

6. Enter the Person Information and choose 'Next'.

7. Review your new person details and choose 'Confirm'.

8. Select the person you wish to register in a new role and choose 'Next'.

9. Choose the required contact role and choose 'Add Contact'.

10. Choose 'Done'.

11. Choose 'Confirm

Confirm Contact Role(s)

Request Details

Organization ID:

Organization:

Request Type: Update Contact Role(s) by Person

Person Name: Jane Doe

Contact Role(s) to be Added

Contact Role Name	Description	Min. Required	No. of Existing	Max. Permitted	Status
Information Technology	Person or Section responsible for communicating with the IESO about information technology services, projects and changes for your organization.	0	1	-	

Contact Role(s) Summary

This is the list of contact role(s) the person/section will have after you click 'Confirm'.

Contact Role Name	Description	Min. Required	No. of Existing	Max. Permitted	Status
Information Technology	Person or Section responsible for communicating with the IESO about information technology services, projects and changes for your organization.	0	1	-	
Meter Trouble Report	Person or Section responsible for monitoring metering data and the response of the Meter Service Provider, and responding to the late notification of Meter Trouble Reports for your organization.	1	1	1	Existing

Go Back   Confirm   Cancel

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

For more information, contact IESO Customer Relations:

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