



Beacon FIT Supplier

Digital User Guide

Registration, Overview and Account Maintenance



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Getting Started

Disclaimer

This document shall be used for guidance purposes only and does not amend the FIT Contract or FIT Rules under any circumstances. In the event of a discrepancy between this guidance document and the FIT Contract or FIT Rules, the FIT Contract or FIT Rules, as applicable, will prevail. Nothing in this document shall be binding on the IESO.

What is Beacon?

Beacon is a new tool that the IESO introduced in 2019 that enables you to manage all of your active FIT Contracts online. Beacon consolidates all FIT Contract information into one place and integrates the Contract management functions of the FIT 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 FIT Contracts.

FIT Program Roles

Beacon allows for the following FIT Program Roles for the purpose of managing the FIT Contract as described below.

Beacon Program Roles

Role	Description
Supplier Approver	<p>The Supplier Approver is the FIT Contract counterparty or an individual who has the authority to act on 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.</p> <p>Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the FIT Contract.</p>
Supplier Agent	<p>The Supplier Agent is an optional role assigned by the Supplier Approver in relation to a FIT Contract. When assigned to a FIT Contract, a Supplier Agent can view the FIT Contract and related information and prepare certain types of requests for review and approval by a Supplier Approver.</p> <p>A Supplier Agent's actions must be reviewed and approved by a Supplier Approver before being submitted to the IESO.</p>

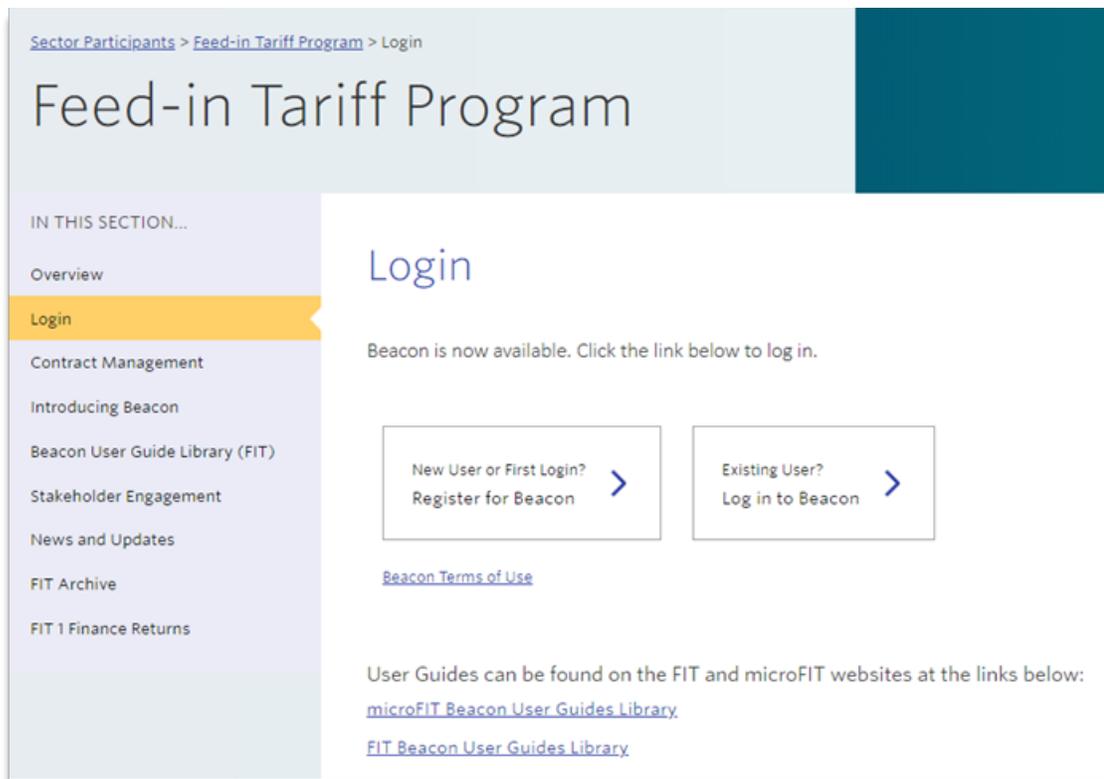
Role	Description
IESO CM FIT Senior Analyst	The IESO CM FIT Senior Analyst is responsible for regular review and processing of requests submitted by the Supplier Approver to the IESO. The IESO CM FIT Senior Analyst can also initiate certain requests that are to be reviewed by the Supplier Approver.
IESO CM FIT Approver	The IESO CM FIT Approver is responsible for final review and approval of certain requests after the completion of the initial review by the IESO CM FIT Senior Analyst.

Registering Your Login

To access Beacon, you must first register your login. You will then be able to access programs offered by the IESO through a secured, cloud-based platform.

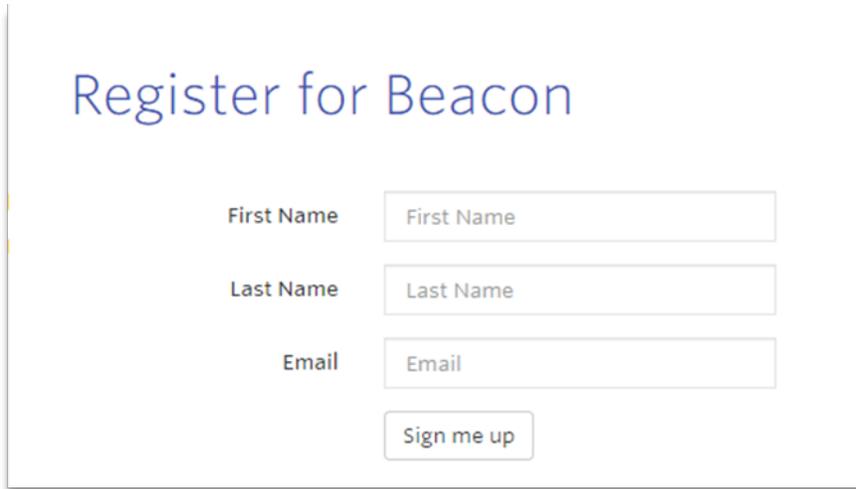
Procedure

1. Go to <https://www.ieso.ca/en/Sector-Participants/Feed-in-Tariff-Program/Login>.
2. Select **Register for Beacon**. This brings you to the **Registration** page.



3. Enter your first name, last name and email address.

4. Select **Sign me up**.



The screenshot shows a registration form titled "Register for Beacon". It contains three input fields: "First Name", "Last Name", and "Email", each with a corresponding label to its left. Below the "Email" field is a "Sign me up" button.

5. You will receive an account activation email shortly. Open the activation email, and then select **Activate Account**. This brings you to the registration window.

Dear yy,

The IESO is using Okta to manage their web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page.

Your IESO program administrator has created an Okta user account for you.

Click the '**Activate Account**' button below to complete the set-up of your account.

Activate Account

6. Enter a password.

Welcome to Independent Electricity System Operator (qa-ieso) - Preview, John!
Create your Independent Electricity System Operator (qa-ieso) - Preview account

Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username.

Repeat new password

7. Configure your Multi-Factor Authentication (MFA) options, starting with your Security Question. Select "Configure factor" to begin.

ieso
Connecting Today.
Powering Tomorrow.

Set up multifactor authentication

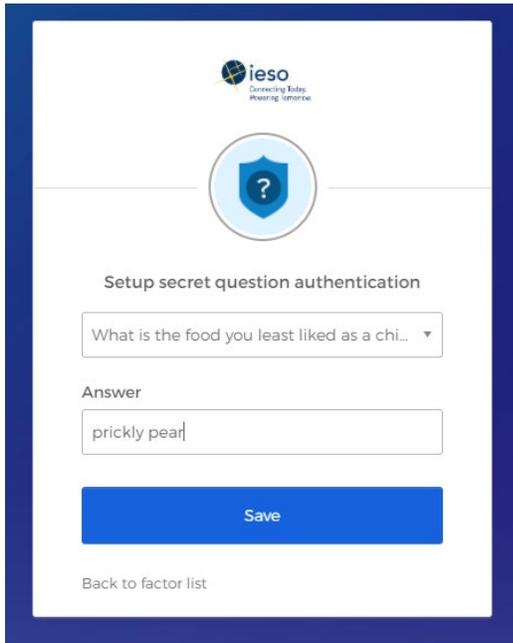
Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Setup required

- Security Question**
Use the answer to a security question to authenticate.

Configure factor

8. Select a Security Question from the drop down menu and input an answer. **Please note that your answer is case sensitive.** In the future when you log in to Beacon, or if you need to reset your password, you may be asked to provide the answer to this question.




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Setup secret question authentication

What is the food you least liked as a chi.. ▾

Answer

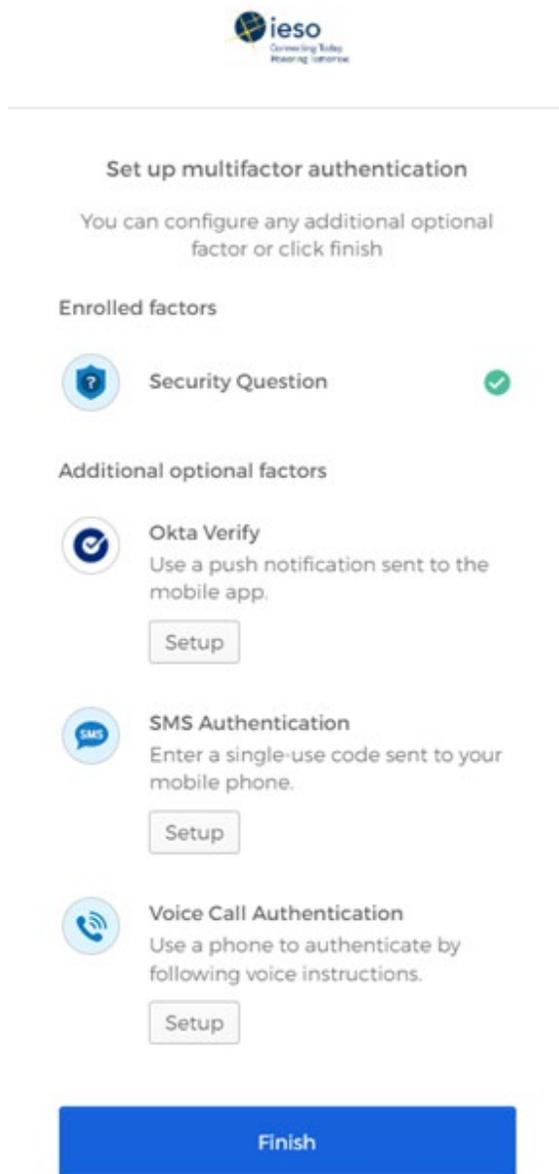
prickly pear

Save

[Back to factor list](#)

9. Next, you have the option to configure additional factors. **Please be aware that the configuration of additional factors is not required.** In order to do so, select “Setup” under the desired factor and follow the prompts.

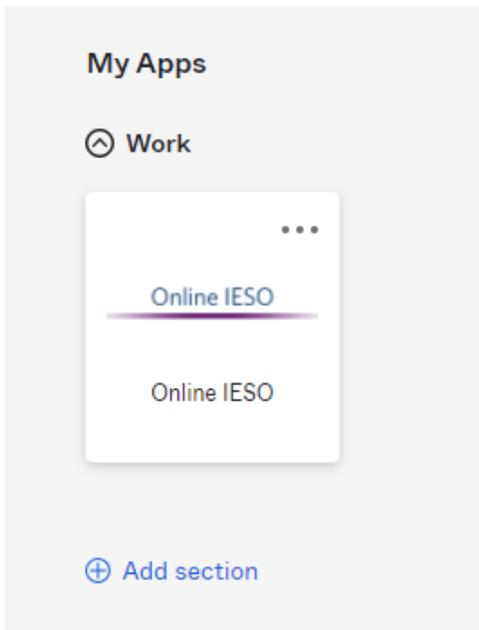
If you wish to configure an additional factor, the IESO recommends that you select SMS Authentication or Voice Call Authentication. **The IESO does not recommend that users configure the Okta Verify option as it requires downloading a second application and is more complicated to set up and use.**



The screenshot shows the IESO logo at the top left. Below it, the heading "Set up multifactor authentication" is displayed. A sub-heading reads "You can configure any additional optional factor or click finish". Under the "Enrolled factors" section, "Security Question" is listed with a green checkmark. The "Additional optional factors" section includes "Okta Verify" (with a "Setup" button), "SMS Authentication" (with a "Setup" button), and "Voice Call Authentication" (with a "Setup" button"). At the bottom, a large blue "Finish" button is visible.

10. Once you have configured your desired factors, click on the “Finish” button in order to be directed into your My Apps Dashboard.

11. On your dashboard, select the tile that says "Online IESO".



12. 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.

Welcome to the IESO Programs dashboard. Please select the program you wish to participate in below to proceed to the appropriate site.

A screenshot of the IESO Programs dashboard. It features two main program tiles. The left tile is titled "FIT-microFIT Supplier" and has a green background. It includes an image of solar panels in a field and a "Start Supplier Request" button. Below the image is a paragraph of text explaining the FIT and microFIT programs. The right tile is titled "Retrofit" and has a white background. It features the "SAVE ON ENERGY" logo with the tagline "POWER WHAT'S NEXT" and a "Register for Retrofit" button. Below the logo is a paragraph of text describing the Retrofit program.

13. If you are a current contact on a FIT contract accessing Beacon for the first time, you will be prompted to begin your Verification Tasks. Please refer to the **Verification Tasks** user guide for further instructions on completing those tasks.

14. If you are a new user, this brings you to the Complete Contact Details page. Enter your contact details, and then select **Register Supplier Contact**.

The screenshot shows a web form titled "Complete Contact Details" for registering a supplier contact. The form is divided into several sections with blue headers:

- First Name:** John
- Last Name:** Smith
- Middle Name:** (empty field)
- Supplier Contact Email:**
 - Alternate Email 1:** (empty field)
 - Alternate Email 2:** (empty field)
- Supplier Contact Address:**
 - Street Address *:** (empty field, example: e.g. 120 Adelaide Street West, P.O. box)
 - Additional Mailing Information (optional):** (empty field, example: Apartment, suite, unit, rural route, etc)
 - Country *:** (dropdown menu, "Select Country")
 - City *:** (empty field)
 - Postal Code *:** (empty field)
- Supplier Contact Phone:**
 - Main Phone *:** (empty field, format: (###) ###-####) and **Extension:** (empty field)
 - Alternate Phone:** (empty field, format: (###) ###-####) and **Extension:** (empty field)
 - Fax:** (empty field, format: (###) ###-####)
 - Fax 2:** (empty field, format: (###) ###-####)

A blue button labeled "REGISTER SUPPLIER CONTACT" is located at the bottom right of the form.

15. A dialog box is opened, select **Yes**. This brings you to the Registration Confirmation page.

The dialog box contains the following text: "All the contact information you have submitted is correct and register as a Supplier Contact?". Below the text are two buttons: "NO" and "YES".

16. Select Open Supplier Registration page. You now have access to Beacon.

 SAVE DRAFT

Registration Confirmation

Your Contact registration is complete. To proceed with Supplier Registration please click the link below

[Open Supplier Registration page](#)

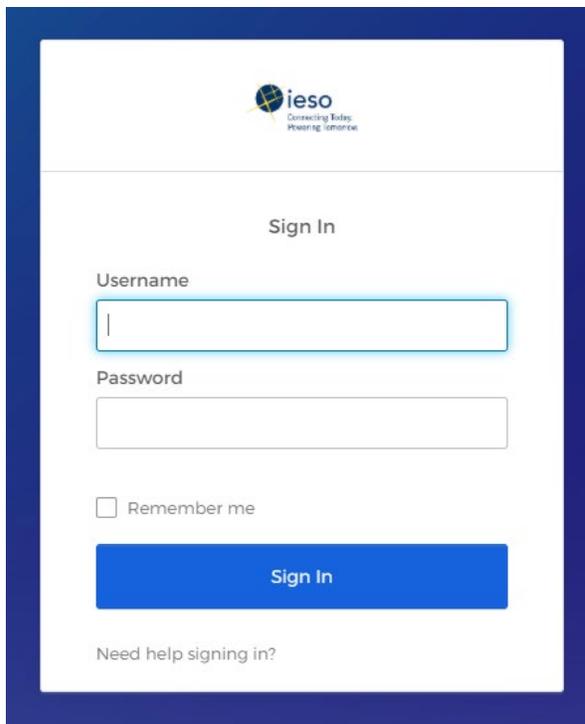
Beacon Overview

Sign in to Beacon

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

Procedure

1. Go to <https://www.ieso.ca/en/Sector-Participants/Feed-in-Tariff-Program/Login>.
2. Enter your account username (your email address) and password.

A screenshot of the IESO Sign In page. The page features the IESO logo at the top, which includes a globe icon and the text "ieso Connecting Today. Powering Tomorrow." Below the logo is the heading "Sign In". There are two input fields: "Username" and "Password". The "Username" field is highlighted with a blue border. Below the "Password" field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Need help signing in?".

3. Select **Sign In**.

- 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.

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SMS

SMS Authentication
(+1 XXX-XXX-XXXX)

Enter Code

Send code

Do not challenge me on this device again

Verify

Back to sign in

- 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.**

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Security Question

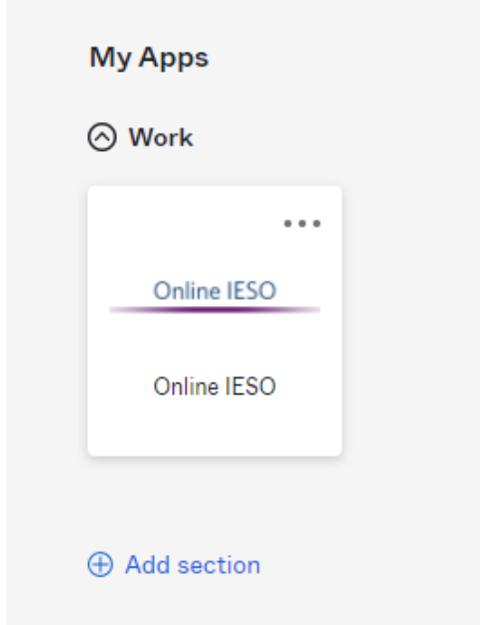
What is the food you least liked as a child?

Do not challenge me on this device again

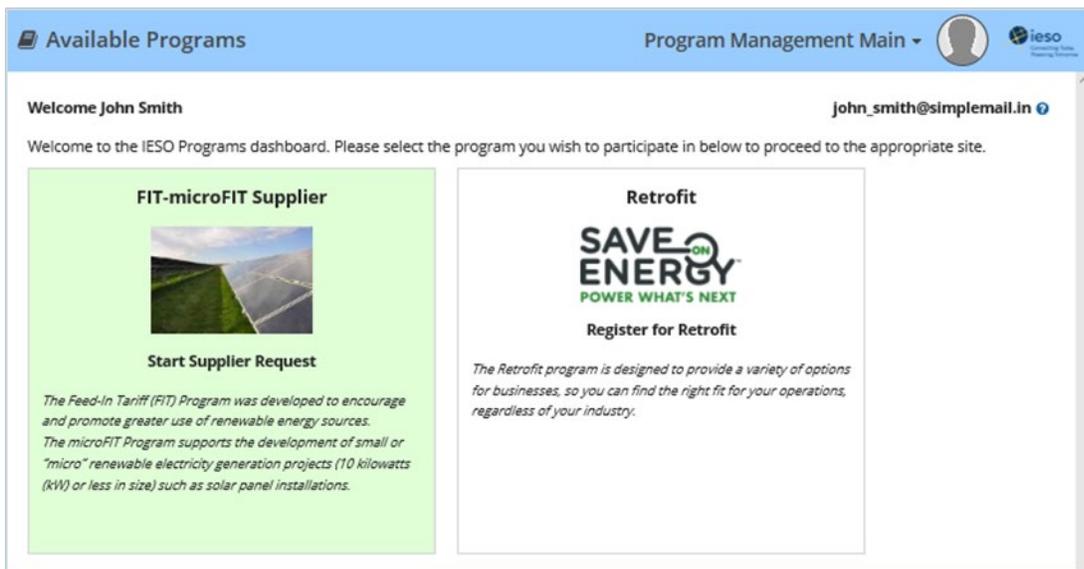
Verify

Back to sign in

6. On your My Apps Dashboard, select the tile that says "Online IESO"



7. 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.



My Tasks Page

When you sign in and select the Beacon program from your dashboard, you arrive at the **My Tasks** page. Here, you'll see any active Request tasks that are assigned to you and your saved Request drafts.

You can search for Requests by using these filters.

To navigate to different sections of the portal, use the tabs on the ribbon.

Request ID	Request Type	Status	Source	Active Task	Status	Assigned To	Assigned On	Deadline	Requested On	Requested By
S3170	Change to Supplier Legal Name	IESO Review	Supplier	Review Returned Change Request	Assigned	John Smith	Jul 16, 2019 09:51 AM EST	Jul 26, 2019 05:00 PM EST	Jul 16, 2019 09:44 AM EST	John Smith

To see a Request Record, select the Request ID.

To begin a task, select the active task name.

To see the Request's current status, hover over the Status icon.

Select any header to sort your active Request tasks by those criteria.

Requests Page

On the **Requests** page you'll see the active and closed Requests that are related to you, your Suppliers, or your Contracts.

You can search for Requests by using these filters.

To see all Requests, change Status from OPEN to show all.

The screenshot shows the 'REQUESTS' page in a software application. The top navigation bar includes 'MY TASKS', 'REQUESTS' (active), 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. The main content area contains several filter sections: 'Status' (set to 'OPEN'), 'Request ID', 'Request Category' (set to 'Show All'), 'Request Type' (set to 'Show All'), 'Requested From' and 'Requested Thru' (date pickers), 'Supplier ID', 'Contract ID', 'Prepared By' (set to 'Show All'), and 'Source' (set to 'Show All'). Below the filters, a table displays '1 Requests Found'. The table has columns for 'Request ID', 'Request Type', 'Requested', 'Requested By', 'Prepared By', 'Supplier ID', 'Final Outcome Decision Date', and 'Final Outcome Decision By'. A single row is visible with the following data: 'OPEN' (with a dropdown arrow), 'S3170', 'Change to Supplier Legal Name', 'Jul 16, 2019 09:44 AM EST', 'John Smith', 'John Smith', '531340', and empty cells for the final two columns. Annotations with yellow lines and dots point to the 'Status' dropdown, the 'Request ID' field, the 'Request ID' column header, and the 'Final Outcome Decision By' column header.

To see a Request Record, select the Request ID.

Select any header to sort your Request tasks by those criteria.

Request Record Overview

When you select a **Request ID**, this brings you to the Request Record's **Summary** page. The following figure shows the Record for an active Request:

To view and download documents related to the Request, select the **Attachments** tab.

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

The **Milestone** bar shows the progress of the Request.

Supplier Request [S3090]

Summary | Attachments | Related Actions

Submitted | IESO Review | Closed

OPEN

Pending Task(s)

Task Name	Status	Assigned To	Assigned On	Due By
Review Returned Change Request	<input checked="" type="checkbox"/>	John Smith	Jul 15, 2019 08:17 AM EST	Jul 25, 2019 05:00 PM EST

Perform Analyst Review - Return To Supplier For Edit

Time	Performed By	Role	Reason
Jul 15, 2019 08:17 AM EST	Arya Analyst	IESO CM FIT Senior Analysts	Additional Review Required

Comment
Tellus in metus vulputate eu scelerisque felis. At auctor urna nunc id cursus.

Request - Change to Supplier Address

Request ID: S3090	Supplier: ABC Corporation
Request Type: Change to Supplier Address	Supplier ID: 934358
Requested On: Jul 15, 2019 08:16 AM EST	Supplier Type: FIT
Requested By: John Smith	Legal Entity Type: Corporation
Submission Reason: Merger / Acquisition / Amalgamation	
Submission Explanation: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dui accumsan sit amet nulla.	

The **Pending Task(s)** table shows details about the task(s) assigned to you or to others.

The following figure shows the Record for a closed Request:

Supplier Registration [S3089]

Summary | Supplier Info | Partners | Parents | Bank Accounts | Attachments | Related Actions

Submitted | IESO Review | Closed

Close Request - Closed

Time	Performed By	Role	Reason
Jul 15, 2019 08:14 AM EST	SYSTEM - AUTO	IESO	

Comment
< No Comment >

Request - New Supplier Registration

Request ID: S3089	Supplier: ABC Corporation	Outcome: Approved
Request Type: New Supplier Registration	Supplier ID: 934358	Outcome Reason: As per Contract Terms and Conditions.
Requested On: Jul 15, 2019 08:10 AM EST	Supplier Type: FIT	Reviewed By: Arya Analyst
Requested By: John Smith	Legal Entity Type: Corporation	Reviewed On: Jul 15, 2019 08:14 AM EST
Submission Reason: Registering Supplier for a Contract Assignment		Completed On: Jul 15, 2019 08:14 AM EST

You can also view the **Task History** in the **Summary** page of a Request Record. All of the tasks created and completed for the Record are listed here.

Task History

- > Close Request - Closed
- > Notify Impacted Parties - Send Notification
- > Perform Analyst Review - Approve
- > Review Returned Change Request - Request Updated
- > Pre-process microFIT Contact Request - Return to Supplier for Edit

Time	Performed By	Role	Reason
Feb 09, 2023 10:13 AM EST	IESO	Contract Management	Additional Information Required

Comment
Please provide additional information regarding the changes requested.

- > Complete Person Verification - Submit

To expand the task Record, select the arrow (>).

The **Comment** section shows the comments from the IESO regarding the Request.

Manage Suppliers Page

On the Manage Suppliers page you'll see all of your Suppliers.

You can search for Suppliers by using these filters.

To register a new Supplier, select **Register New Supplier**.

To add or remove Contacts from Supplier(s), select **Add/Remove Contacts for Supplier(s)**.

The screenshot shows the 'MANAGE SUPPLIERS' page. At the top, there is a navigation bar with tabs for 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. Below this is an 'Available Action(s)' section with two buttons: 'Register New Supplier' and 'Add/Remove Contacts for Supplier(s)'. The main area is titled 'My Suppliers' and contains several search filters: 'Supplier Type' (a dropdown menu), 'Supplier Legal Name' (a text input field), 'Locked By' (a text input field), and 'Supplier ID' (a text input field). There is also a 'Show Locked?' checkbox and a 'Paging: 10 | 25 | 50 | Show All' link. Below the filters is a table with columns: 'Supplier ID', 'Supplier Legal Name', 'Legal Entity Type', and 'Supplier Type'. The first row of data shows '934358', 'ABC Corporation', 'Corporation', and 'FIT'. A callout bubble points to the 'Supplier ID' column header, and another callout bubble points to the 'Supplier ID' cell '934358'.

A callout bubble showing a supplier record. It has a title 'Supplier', a lock icon, the ID '934358', and the status 'LOCKED: S3090'.

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

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

Select any header to sort your Suppliers by those criteria.

Supplier Record Overview

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

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

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

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

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

Supplier: ABC Corporation [934358]

Summary Partners Parents Bank Accounts Requests Contracts Notes Documents Contacts Related Actions

RECORD LOCKED

Request ID	Request Type	Date Requested	Requested By
S3090	Change to Supplier Address	Jul 15, 2019 08:16 AM EST	John Smith

Supplier Information

Supplier Legal Name: ABC Corporation
Supplier Id: 934358
Supplier Type: FIT
Legal Entity Type: Corporation
GST/HST Registrant? Yes No
Canada Revenue Agency GST/HST Number: 100000
Economic Interest Held: 55.000 Yes No
Control Party? Yes No
Non-Resident of Canada? Yes No

Supplier Address >

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

Manage Contracts Page

On the Manage Contracts page you'll see all of your Contracts.

You can search for Contracts by using these filters.

Select any of these available actions to initiate a Contract Request against a Contract.

The screenshot shows the 'Manage Contracts' page with a navigation bar at the top containing 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. Below the navigation bar is a section titled 'Manage Contracts' with a sub-section 'Available Action(s)' containing three buttons: 'Submit Contract Changes', 'Create New Secured Lender Agreement', and 'Re-Assign Contracts'. Below this are several filter fields: 'Contract Id', 'Contract Version', 'LDC', 'Locked By', 'Lock Status', 'Supplier Type', 'Supplier Id', 'Supplier Legal Name', and 'Contract Status'. At the bottom, there is a table with 10 contracts. The first row is highlighted and has a tooltip showing 'F-00123' and 'LOCKED: C4545'. The table columns are: Business Contract Id, Type, Status, Supplier Id, Supplier Legal Name, LDC, and Version.



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.

To see the status of the Contract, hover over the icon to the left of the **Business Contract ID**.

Contract Record Overview

When you select a **Business 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 view and download documents related to the Contract, select the **Documents** tab.

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

To download your contract, select the **Download Contract** tab.

Contract: F-000111-SPV-111-111

Summary | Facility Information | Securities & Fees | Secured Lenders | Requests | Documents | Contacts | Pricing & Participation | Milestones | Force Majeure | Related Actions | DOWNLOAD CONTRACT

RECORD LOCKED

Request ID	Request Type	Date Requested	Requested By
C16113	Change to Contract Notice Mailing Address	Mar 22, 2023 10:27 AM EST	Test Assignee

Supplier Approver

Contract F-000266-88G-130-203

Contract Status: **COO**

Contract Id: F-000111-SPV-111-111

Contract Version: 1.3.0

Contract Type: FIT

Application Id: FIT-F0K2R0W

Contract Capacity: 498 (kW)

Nameplate Capacity: 498 (kW)

Contract Price: 16.4

Supplier Legal Name: John Smith

Supplier Id: 744503

LDC: Hydro One Networks Inc.

Contract Notice Mailing Address
123 ABC Street
Toronto, Ontario X1X 1T0
Canada.

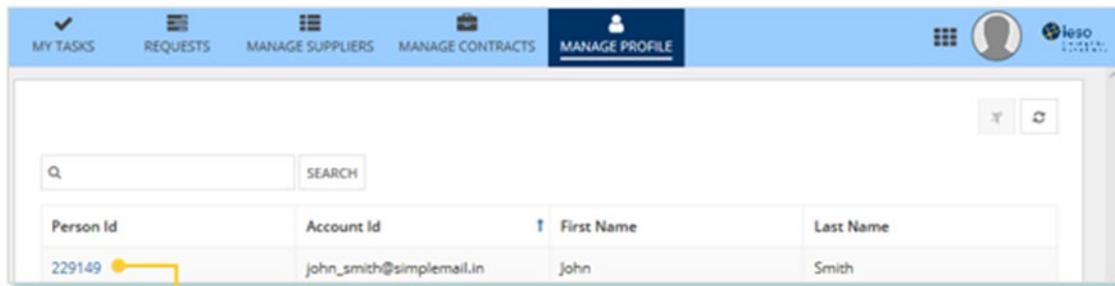
Facility Address
1234 ABC Street
Toronto, Ontario A1A 2B2
Canada.

Primary Contract < Not Set >
Analyst:

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

Manage Profile Page

On the **Manage Profile** page you'll see your basic account profile information.



The screenshot shows the 'Manage Profile' page in a web application. The top navigation bar includes 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. Below the navigation bar is a search bar with a 'SEARCH' button. A table displays the following data:

Person Id	Account Id	First Name	Last Name
229149	john_smith@simplemail.in	John	Smith

To see a Person Record, select the Person ID.

Person Record Overview

An individual user's detailed profile information is contained on the Person Record. The Person Record is linked to an account, which the individual user can access to manage all applicable Suppliers and Contracts.

When you select a **Person ID**, this brings you to the Person 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 view and download documents related to the Contract, select the **Documents** tab.

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

To change your email address, select **Change to Email Address**.

To update your profile, select **Update Profile**.

The screenshot displays the 'Person Record Summary' for John Smith [669357]. At the top right, there are two buttons: 'CHANGE TO EMAIL ADDRESS' and 'UPDATE PROFILE'. Below the header is a navigation bar with tabs: Summary, Requests, Suppliers, Contracts, LDC, Documents, and Related Actions. A yellow banner indicates 'RECORD LOCKED'. Below this is a table with the following data:

Request ID	Request Type	Date Requested	Requested By
P13092	Update to Contact Information	Mar 27, 2023 01:39 PM EST	John Smith

Below the table is the 'Contact Details' section, which includes:

- Person ID: 669357
- Account ID: ieso.beacon+testassignee@gmail.com
- Person Name: John Smith
- Registration Date: Mar 27, 2023 01:31 PM EST

There is a link 'Update Password and/or Challenge Questions' next to the Account ID. Below this is the 'Contact Info' section, which includes:

- Address: 123 ABC Avenue, Toronto T1T 1T0, Albania.
- Main Phone: 12345678960
- Primary Email: ieso.beacon+testassignee@gmail.com

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

To change your password and/or your security question(s). Select **Update Password and/or Challenge Questions**.

Account Maintenance

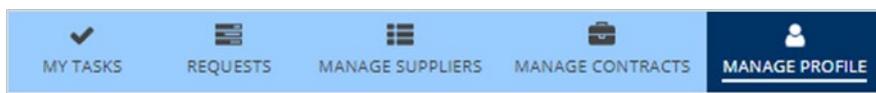
Changing Your Contact Information

To update your contact information on your Person Record, you can submit an Update to Contact Information Request.

Once an Update to Contact Information Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete an Update to Contact Information Request in Beacon.

Procedure

1. Select the **Manage Profile** tab.



2. To view your account's Person Record, select your **Person ID**.



3. Select **Related Actions > Update Profile**.



4. On the **Contact Information** page, choose a submission reason, and then enter a description for your Request.

The screenshot shows a web form titled "Request - Update to Contact Information". The form contains the following fields and values:

- Request Type:** Update to Contact Information
- Person Name:** John Smith
- Requested By:** John Smith
- Person ID:** 934104
- Submission Reason:** Other
- Supplier Type:** Unassigned

Below these fields, there is a "Submission Reason *" dropdown menu with "Other" selected. Underneath is a "Describe Reason for Change *" text area, which is currently empty. At the bottom of the text area, it says "0 out of 4000 characters entered: 4000 remaining."

5. Make changes to your contact information, and then select **Next**.
6. 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.

The screenshot shows a web form titled "Supporting Documents [Empty - 1 Pending]". The form contains the following fields and elements:

- Select Document to Upload:** A dashed box containing an "UPLOAD" button and a "Drop file here" instruction.
- File size limit:** upto: 30 MB
- Document Type *:** A dropdown menu with "Please Select" as the current selection.
- Description:** A text area, currently empty.

At the bottom of the form, it says "0 out of 200 characters entered: 200 remaining." Below the text area are two buttons: "CANCEL" and "ADD DOCUMENT".

7. On the **Review** page, look over all your changes, and then select **Submit Request**.

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

Submit Changes?

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

Update to Contact Information Submitted

Thank you! Your request has been submitted

[Request P1841](#)

Changing Your Email Address

During the term of your FIT Contract(s), there might be changes to the email address associated with the Person record.

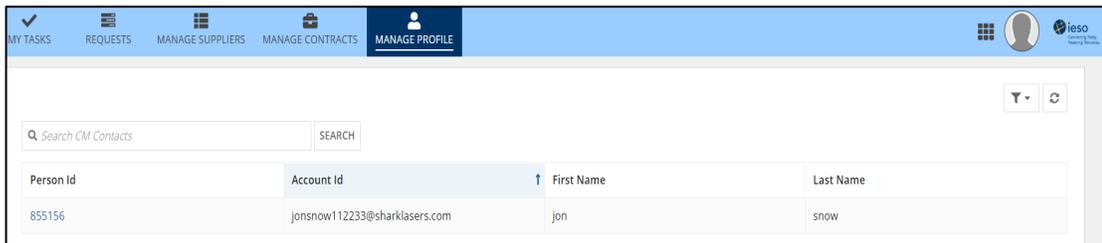
The following instructions will guide you through how to change the email address associated with the Person record in Beacon.

Procedure

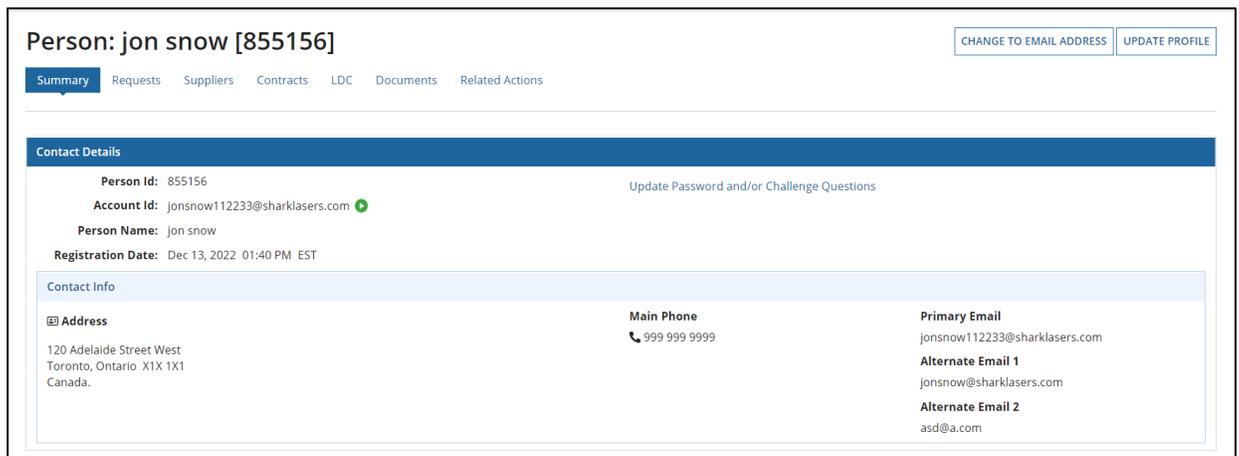
1. Select the **MANAGE PROFILE** tab.



2. Select the **Person Id**.



3. Select **CHANGE TO EMAIL ADDRESS** on the top right corner.



4. Under the **Reason For Change Email To Email Address** dropdown, select **Email Address is outdated/inactive**.
5. Enter a description in the **Reason for Change to Email Address**.
6. Enter the new email address in the **Email Address** field.

7. Click **SUBMIT**

Reason for Change to Email Address *

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

Reason for Change to Email Address *

0 out of 4000 characters entered: 4000 remaining.

Email Address *

Previous Value:

CANCEL REQUEST

SUBMIT

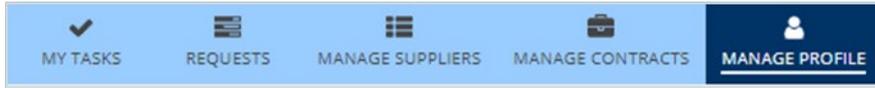
8. Once approved by the IESO, an email will be sent to the email address with instructions on how to log on using the new email address.

Changing Your Password

The following instructions will guide you through how to change your account password in Beacon.

Procedure

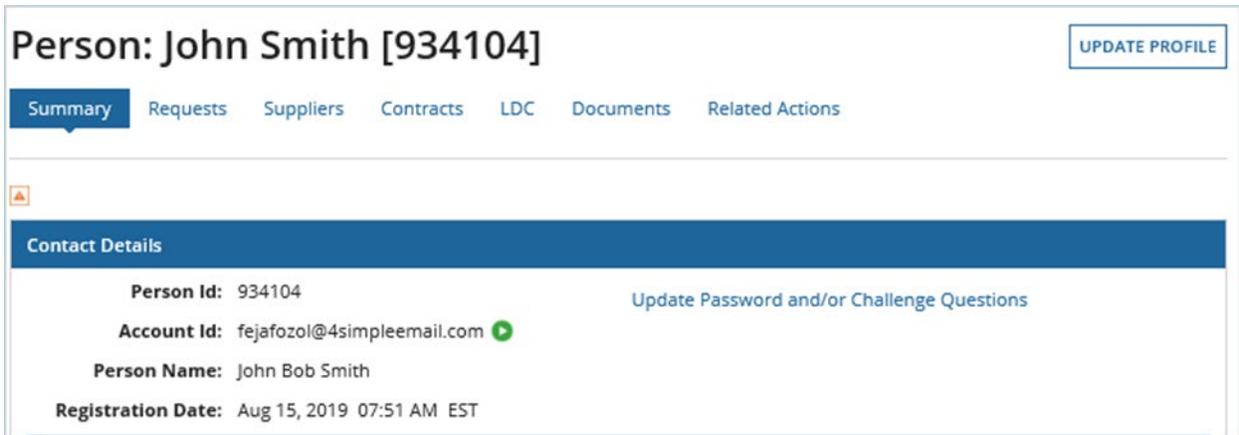
1. Select the **Manage Profile** tab.



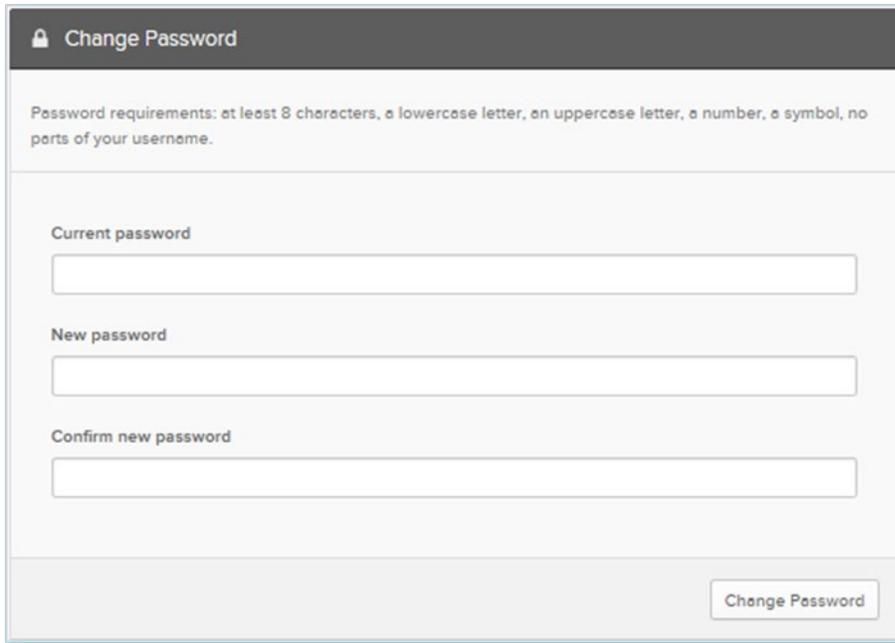
2. To view your account's Person Record, select your **Person ID**.



3. Select **Update Password and/or Challenge Questions**. Your Account page opens in a new tab.



4. Under the **Change Password** section, enter your current password and new password.



Change Password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username.

Current password

New password

Confirm new password

Change Password

5. Select **Change Password**. Once your password has been successfully changed, a confirmation message is displayed.



Change Password

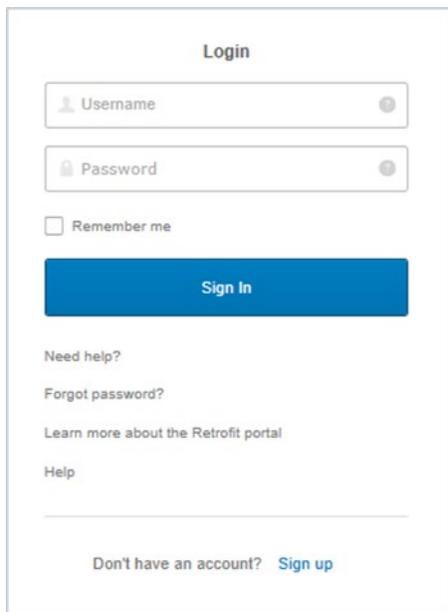
✓ Password changed successfully.

Resetting Your Password

If you forgot your password, you can reset it on the Beacon sign in page.

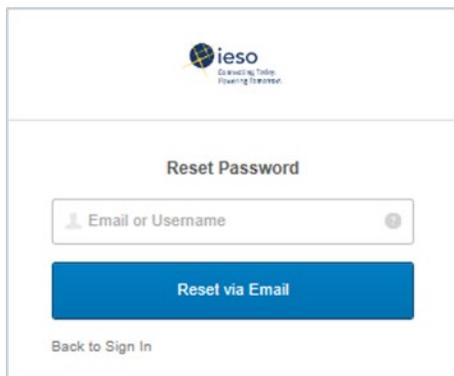
Procedure

1. Go to <http://www.ieso.ca/Get-Involved/FIT/login>.
2. Select **Need help?** to show more options.
3. Select **Forgot Password?**



The screenshot shows the IESO Login page. At the top, it says "Login". Below this are two input fields: "Username" and "Password", each with a small eye icon to its right. Underneath the password field is a checkbox labeled "Remember me". A large blue button labeled "Sign In" is positioned below the checkbox. Further down, there are four links: "Need help?", "Forgot password?", "Learn more about the Retrofit portal", and "Help". At the bottom of the form, there is a link that says "Don't have an account? Sign up".

4. Enter your email, and then select **Reset via Email**.



The screenshot shows the IESO Reset Password page. At the top, it features the IESO logo with the tagline "Powering Tomorrow". Below the logo, it says "Reset Password". There is a single input field labeled "Email or Username" with an eye icon to its right. A large blue button labeled "Reset via Email" is located below the input field. At the bottom left of the page, there is a link that says "Back to Sign In".

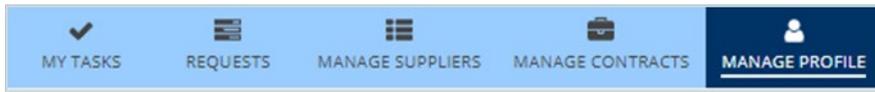
5. Follow the instructions sent to your email to reset your password.

Updating your Challenge (“Forgot Password”) Question

You can make changes to your challenge (“forgot password”) question. If you forget your password, this question is used to verify you. The following instructions will guide you through how to update your account’s challenge question in Beacon.

Procedure

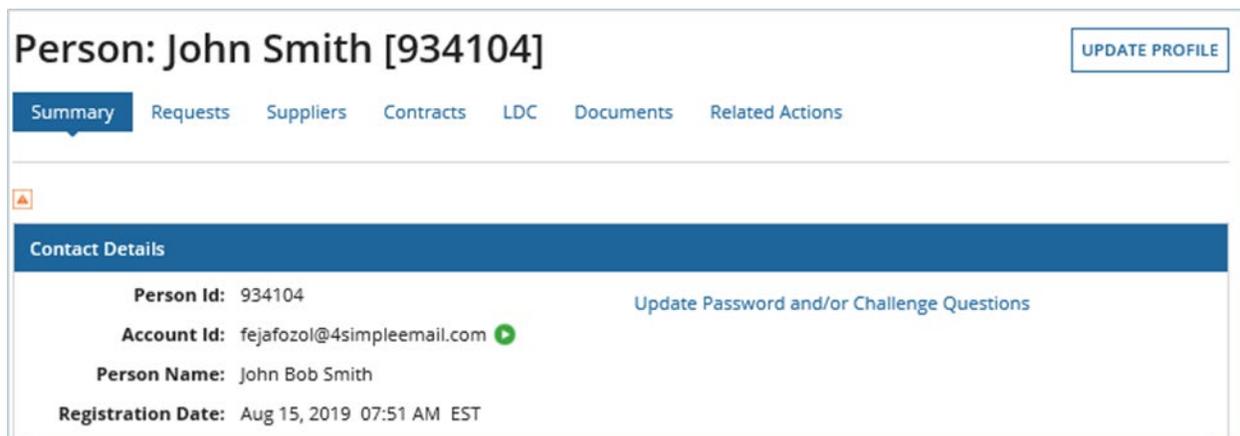
1. Select the **Manage Profile** tab.



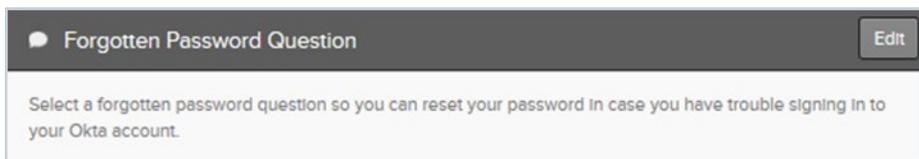
2. To view your account’s Person Record, select your **Person ID**.



3. Select **Update Password and/or Challenge Questions**. Your **Account** page opens in a new tab.



4. From the **Forgotten Password Question** section, select **Edit**.



5. Choose a new question and enter the answer to the question. Select **Save**. Your question has been updated. If you forget your password, this question will be used to verify you.

Forgotten Password Question Cancel

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

Tips for choosing a good security question:

- Don't pick a question that someone could easily guess or find out the answer to by looking at your resume or social networking profile.
- Pick a question with an answer that is easy for you to remember.
- Don't write your security question down on a piece of paper where someone could find it.

Question

Where were you on New Year's Eve in the year 2000? ▾

Answer

Enter the answer to your security question here.

Save

Additional Resources

Additional resources can be found at the following links:

FIT Homepage: <http://www.ieso.ca/Get-Involved/FIT/news-overview>

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