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# Beacon FIT Supplier

Digital User Guide  
Secured Lender Management



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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><b>Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the FIT Contract.</b></p>
Supplier Agent	<p>The Supplier Agent is an <i>optional</i> 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><b>A Supplier Agent’s actions must be reviewed and approved by a Supplier Approver before being submitted to the IESO.</b></p>

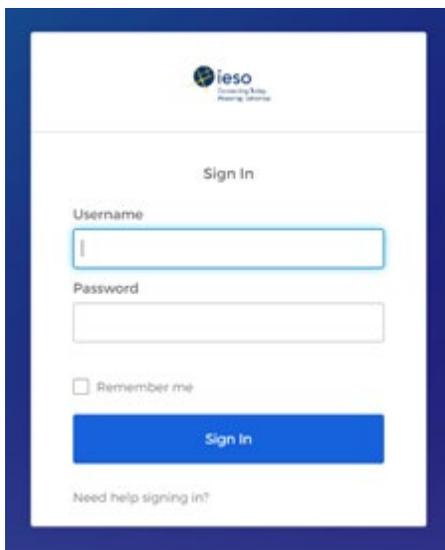
Role	Description
IESO CM FIT Analyst	The IESO CM FIT Senior Analyst is responsible for regular review and processing of requests submitted by the Supplier Approver to the IESO. The IESO CM FIT Senior Analyst can also initiate certain requests that are to be reviewed by the Supplier Approver.
IESO CM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

## 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.

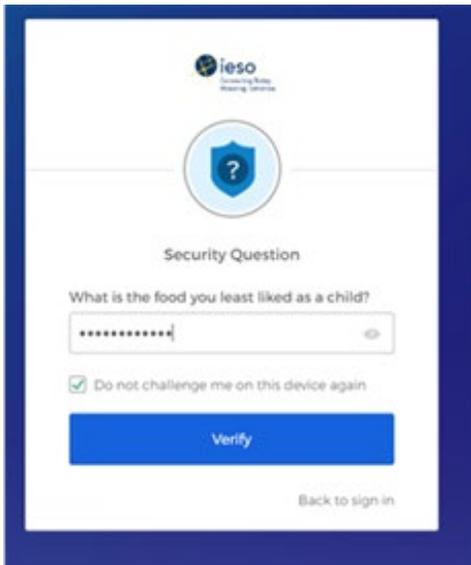
### Procedure

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.

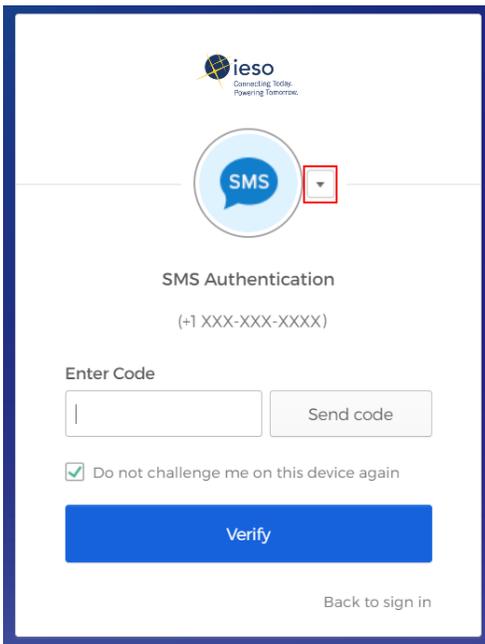


The screenshot shows a web page for signing in to the IESO Beacon system. At the top left is the IESO logo with the tagline 'Connecting Energy. Making Ontario Work.' Below the logo is the heading 'Sign In'. There are two text input fields: one for 'Username' and one for 'Password'. Below the password field is a checkbox labeled 'Remember me'. A blue button with the text 'Sign In' is positioned below the checkbox. At the bottom of the form area, there is a link that reads 'Need help signing in?'.

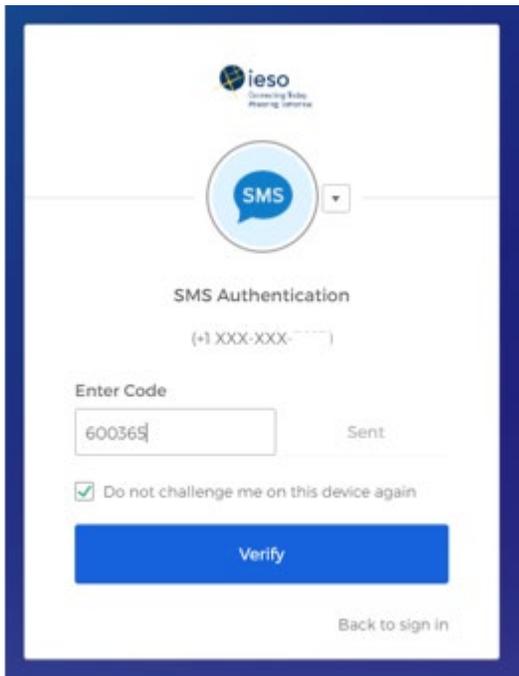
3. If you have set up Security Question Authentication you will be prompted to provide the answer to your security question. Note that the answer is case sensitive. Type in the answer to your security question that you set when you initially registered and click "Verify".



4. If you have set up SMS Authentication in addition to Security Question Authentication, you can choose which factor you will verify to login. One of the two will appear by default and you can switch to the other factor by selecting the drop-down menu arrow next to the authentication icon. You only have to verify one factor to login.
5. To continue with SMS Authentication, select "send code". You will receive a numeric code via text message to your mobile phone.



6. Then enter the code you receive through text message and click "Verify".



ieso  
Connecting Today.  
Powering Tomorrow.

SMS

SMS Authentication  
(+1 XXX-XXX-XXXX)

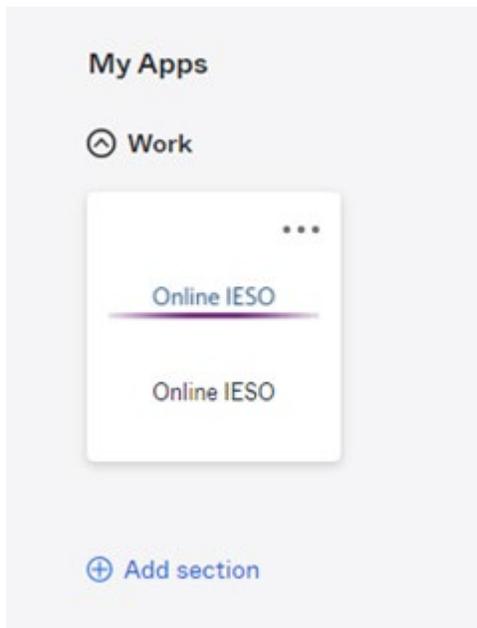
Enter Code  
600365 Sent

Do not challenge me on this device again

Verify

Back to sign in

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



8. 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.

**FIT-microFIT Supplier**



**Start Supplier Request**

*The Feed-In Tariff (FIT) Program was developed to encourage and promote greater use of renewable energy sources.  
The microFIT Program supports the development of small or "micro" renewable electricity generation projects (10 kilowatts (kW) or less in size) such as solar panel installations.*

**Retrofit**



**Register for Retrofit**

*The Retrofit program is designed to provide a variety of options for businesses, so you can find the right fit for your operations, regardless of your industry.*

# 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 initiate a Contract Request, select **Submit Contract Changes**.

The screenshot shows the 'Manage Contracts' interface. At the top, there is a navigation bar with 'MY TASKS', 'REQUESTS', 'MANAGE SUPPLIERS', 'MANAGE CONTRACTS', and 'MANAGE PROFILE'. Below this is a section for 'Available Action(s)' with three options: 'Submit Contract Changes', 'Create New Secured Lender Agreement', and 'Submit Contracts Assignment'. The main area contains several filter fields: 'Contract id' (with value 'F-111'), 'Contract Version', 'LDC' (with a 'Show All' link), 'Locked By' (with value 'Request id or DRAFT'), and 'Lock Status'. To the right, there are fields for 'Supplier Type' (with a 'Show All' link), 'Supplier id' (with a search prompt), 'Supplier Legal Name' (with a search prompt), and 'Contract Status' (with a 'Show All' link). Below the filters, there is a table with one contract record. The table has columns for 'Business Contract id', 'Type', 'Status', 'Supplier id', 'Supplier Legal Name', 'LDC', and 'Version'. The record shows 'F-111111-SPV-222-333', 'FIT', 'COD', '002668', 'Orange Town Community Farm Ltd.', 'Great Canadian Hydro Ltd.', and '1.3.0'. A 'Paging: 10 | 25 | 50 | Show All' and 'CLEAR FILTERS' button are also visible.



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 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.

The screenshot displays the 'Summary' page for Contract F-000111-SPV-111-111. The navigation bar includes tabs for Summary, Facility Information, Securities & Fees, Secured Lenders, Requests, Documents, Contacts, Pricing & Participation, Milestones, Force Majeure, and Related Actions. A 'DOWNLOAD CONTRACT' button is located in the top right corner. A yellow banner at the top of the main content area reads 'RECORD LOCKED'. Below this is a table with the following data:

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

Below the table, there is a 'Supplier Approver' section and a detailed contract information section. The contract details include:

- Contract Status: COO
- Contract ID: F-000111-SPV-111-111
- Contract Version: 1.3.0
- Contract Type: FIT
- Application Id: FIT-FDK2ROW
- Contract Capacity (kW): 498
- Nameplate Capacity (kW): 498
- 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 Analyst: [Not Set]

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

# Secured Lender Requests

## Submitting a Request to create a new Secured Lender Agreement

During the lifecycle of your FIT Contract(s), changes may have occurred that precipitate a need to create a new Secured Lender Agreement. To add Contracts to a new or existing Secured Lender Agreement, you can initiate a Change to Secured Lender Request.

Once a Change to Secured Lender Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to submit a request to create a new Secured Lender in Beacon. For more detailed instructions on next steps and the request process in general you can view the comprehensive [FIT Beacon User Guide - Contract Management](#).

**Note:** If you have an existing Secured Lender Agreement and have changed your Secured Lender, please terminate the existing Secured Lender Agreement by submitting a request to Remove Contracts from Secured Lender Agreement, before creating a new Secured Lender Agreement.

### Procedure

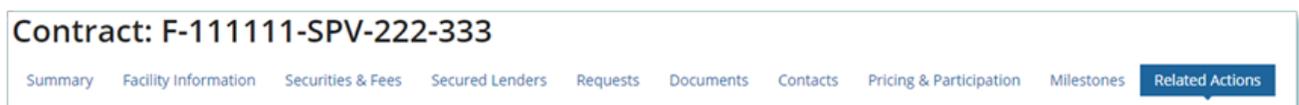
1. Select the **MANAGE CONTRACTS** tab.



2. Select the Contract of interest.

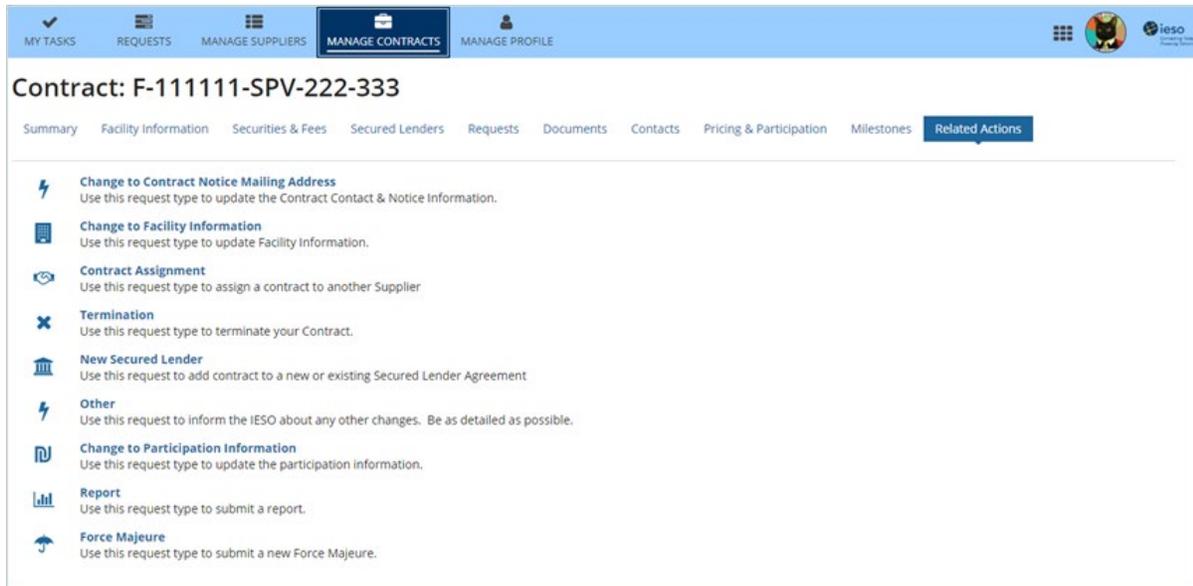
Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name
F-111111-SPV-222-333	FIT	COD	002668	Orange Town Community Farm Ltd.

3. Click on the **Related Actions** tab in the Contract record.



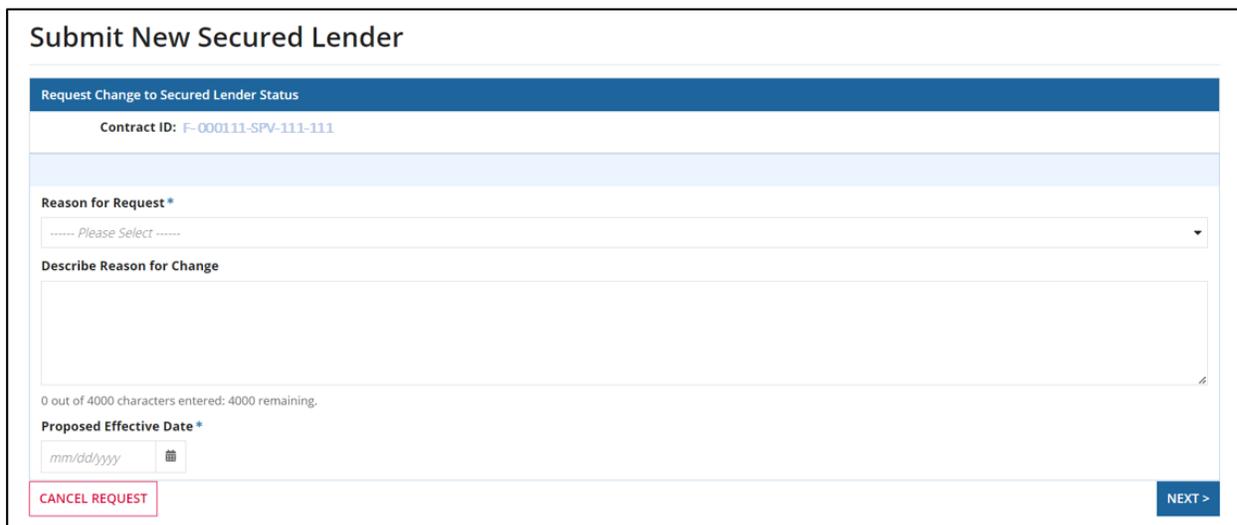
**Note:** Some Request Types allow for multiple Contracts to be changed at the same time. In order to complete a multiple Contract Change request contact your Contract Analyst for further instructions.

4. Select the New Secured Lender request type.



The screenshot shows the IESO Manage Contracts interface for Contract F-111111-SPV-222-333. The 'Related Actions' tab is active, displaying a list of request types. The 'New Secured Lender' option is highlighted, with the description: 'Use this request to add contract to a new or existing Secured Lender Agreement'.

5. On the **Submit New Secured Lender** page, enter the reason for the request and the proposed effective date, and then select **NEXT** .



The screenshot shows the 'Submit New Secured Lender' form. The contract ID is F-000111-SPV-111-111. The 'Reason for Request' dropdown menu is set to 'Please Select'. The 'Describe Reason for Change' text area is empty. The 'Proposed Effective Date' is set to mm/dd/yyyy. The form includes a 'CANCEL REQUEST' button and a 'NEXT >' button.

6. On the **Enter Changes** page, enter the required Secured Lender information, and then select **NEXT**.

**Note:** If you have an existing Secured Lender Agreement that you are trying to edit and you do not see it in Beacon you can include the Agreement Number to flag it for the reviewer.

Existing Secured Lenders [0]

**NO SECURED LENDERS**

Secured Lender Agreement Requested

**Agreement Number**

*Enter Agreement Number if Existing Agreement*

**Secured Lender Name \***

**Secured Lender Type \***

*----- Please Select -----*

Secured Lender Address

**Street Address \***

*e.g. 120 Adelaide Street West, P.O. box*

**Additional Mailing Information (optional)**

*Apartment, suite, unit, rural route, c/o*

**Country \***

*Select Country*

**City \***

**Postal Code \***

Secured Lender Contact Info

**Contact Name \***

CANCEL REQUEST

NEXT >

- 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 submit a Contract Change Request, you might be required to submit certain documentation as evidence of certain information (e.g. legal entity type, resident status, etc.).

- On the **Review** page, look over all your changes, and then select **SUBMIT REQUEST**.

9. 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.

**Change to Secured Lender Status New Secured Lender Request Submitted**

Thank you! Your request has been submitted

**Request C5045**

[Prepare Change Request - Submit](#)

# Submitting a Request to update information in an existing Secured Lender Agreement

During the lifecycle of your FIT Contract(s), changes may have occurred that precipitate a need to update the information related to your Secured Lender Agreement. This may include contact information or lender name and type. To update information in your existing Secured Lender Agreement, you can initiate an Update Secured Lender Agreement Request.

Once an update Secured Lender Agreement Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to submit a request.

## Procedure

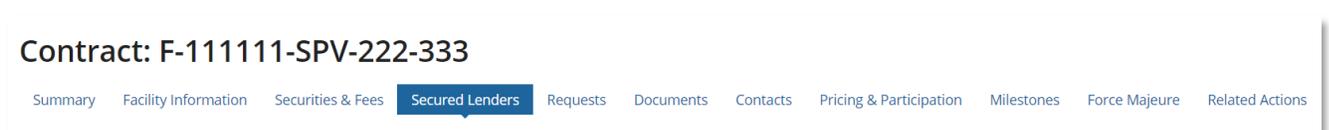
1. Select the **MANAGE CONTRACTS** tab.



2. Select the Contract of interest.

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name
F-111111-SPV-222-333	FIT	COD	002668	Orange Town Community Farm Ltd.

3. Select the **Secured Lender** tab in the Contract record.



4. Navigate to the Secured Lender record by click on the **name** of the existing Secured Lender



5. Select the **Related Actions** tab in the Secured Lender Record.
6. Select the request type **Update Secured Lender Agreement**.

**Test Secured Lender Agreement [849489]**

Summary   Requests   Contracts   **Related Actions**

-  **Update Secured Lender Agreement**  
Update Existing Secured Lender Information
-  **Add Secured Lender Contracts**
-  **Remove Secured Lender Contracts**

7. On the **Submit Change to Secured Lender Status** page, enter the required information, and then select **NEXT**.

**Change to Secured Lender Status - Update Existing Secured Lender Information**

Agreement Number  
849489

Secured Lender Name  
Test Secured Lender Agreement

Secured Lender Type  
Agree

Last Amended On  
June 06, 2022

**Secured Lender Address**

Street Address \*  
123 Main Street

Additional Mailing Information (optional)  
Apartment, suite, unit, floor, suite, etc.

Country \*  
Canada

City \*  
Cityville

Province \*  
Ontario

Postal Code \*  
AGA 0A0

**Secured Lender Contact Info**

Contact Name  
John Smith

Contact Phone for John Smith

Main Phone (123) 456-7898	Extension
Alternate Phone (123) 456-7898	Extension
Fax (123) 456-7898	
Fax 2 (123) 456-7898	

Contact Email for John Smith

Primary Email  
john.smith@email.com

**Secured Lender Contracts Impacted**

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
 I-11111-SPN-222-333	III	N/P	002668	Orange Town Community Farm Ltd.	Great Canadian Hydro Ltd.	1.3.0

**CANCEL REQUEST** **NEXT** >

8. **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 submit a Contract Change Request, you might be required to submit certain documentation as evidence of certain information (e.g. legal entity type, resident status, etc.).

9. On the **Review** page, look over all your changes, and then select **SUBMIT REQUEST**.
10. 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.

Change to Secured Lender Status Update Existing Secured Lender Information Request Submitted

Thank you! Your request has been submitted

[Request C1049](#)

## Submitting a Request to Add Contracts to a Secured Lender Agreement

During the lifecycle of your FIT Contract(s), changes may have occurred that precipitate a need to add new contracts to your Secured Lender Agreement. To add contracts to your existing Secured Lender Agreement, you can initiate an Add Secured Lender Contracts Request.

Once an Add Secured Lender Contracts Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to submit a request.

### Procedure

1. Select the **MANAGE CONTRACTS** tab.



2. Select the Contract of interest.

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name
F-111111-SPV-222-333	FIT	COD	002668	Orange Town Community Farm Ltd.

3. Select the **Secured Lender** tab in the Contract record.

#### Contract: F-111111-SPV-222-333

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

4. Navigate to the Secured Lender record by clicking on the **name** of the existing Secured Lender

#### Contract: F-111111-SPV-222-333

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

##### Secured Lenders [1]

[> Test Secured Lender Agreement](#)

Agreement Number	Secured Lender Type	Agreement Date	Last Amended Date	Contact Name
849489	Agent	June 06, 2022		John Smith

5. Select the **Related Actions** tab in the Secured Lender Record

Test Secured Lender Agreement [849489]

Summary Requests Contracts **Related Actions**

-  **Update Secured Lender Agreement**  
Update Existing Secured Lender Information
-  **Add Secured Lender Contracts**
-  **Remove Secured Lender Contracts**

6. Select the request type **Add Secured Lender Contracts**
7. On the **Submit Change to Secured Lender Status** page, select the contracts to be added to the agreement, and then select **NEXT**.

Enter Secured Lender Changes Upload Supporting Documents Review

Request - Change to Secured Lender Status

Type of Request: Add Secured Lender Contracts  
Secured Lender: [849489] Test Secured Lender Agreement  
Supplier Type: FIT  
Requested By: betty.king

Proposed Effective Date \*  
06/06/2022

Submission Reason \*  
Other

Describe Reason for Request \*  
ok

2 out of 4000 characters entered. 3998 remaining.

Change to Secured Lender Status - Add Secured Lender Contracts

> Test Secured Lender Agreement

Agreement Number	Secured Lender Type	Agreement Date	Last Amended Date	Contact Name
849489	Agent	June 06, 2022		John Smith

Contracts Available [1]

<input checked="" type="checkbox"/>	Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version	Approvers
<input checked="" type="checkbox"/>	F-22222-SPV-111-333	FIT	COD	048824	Solar Facility Supplier Name	Toronto Hydro-Electric System Limited	1.3.0	

**ADD SELECTED [1]** CLEAR SELECTED [1]

Contracts Selected [0]

<input type="checkbox"/>	Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version	Approvers
No Contracts Available								

CANCEL REQUEST **NEXT >**

8. **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 submit a Contract Change Request, you might be required to submit certain documentation as evidence of certain information (e.g. legal entity type, resident status, etc.).

9. On the **Review** page, look over all your changes, and then select **SUBMIT REQUEST**.

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

Submit Changes?

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

## Change to Secured Lender Status Add Secured Lender Contracts Request Submitted

Thank you! Your request has been submitted

[Request C1053](#)

# Submitting a Request to Remove Contracts from Secured Lender Agreement

During the lifecycle of your FIT Contract(s), changes may have occurred that precipitate a need to remove contracts from your Secured Lender Agreement. To remove contracts from your existing Secured Lender Agreement, you can initiate a Remove Secured Lender Contracts Request.

Once a Remove Secured Lender Contracts Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to submit a request.

## Procedure

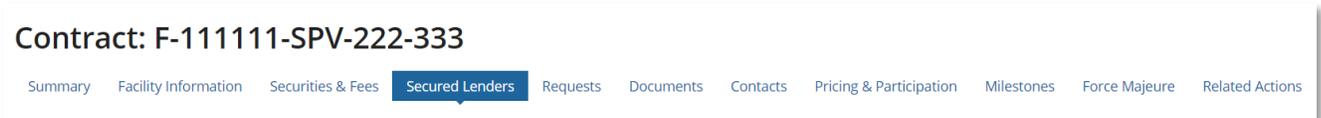
1. Select the **MANAGE CONTRACTS** tab.



2. Select the Contract of interest.

Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name
F-111111-SPV-222-333	FIT	COD	002668	Orange Town Community Farm Ltd.

3. Select the **Secured Lender** tab in the Contract record.



4. Navigate to the Secured Lender record by clicking on the **name** of the existing Secured Lender



5. Select the **Related Actions** tab in the Secured Lender Record

### Test Secured Lender Agreement [849489]

Summary Requests Contracts **Related Actions**

-  [Update Secured Lender Agreement](#)  
Update Existing Secured Lender Information
-  [Add Secured Lender Contracts](#)
-  [Remove Secured Lender Contracts](#)

6. Select the request type **Remove Secured Lender Contracts**

7. On the **Enter Changes** page, select the contracts to be removed from the agreement, and then select **NEXT**.

### Submit Change to Secured Lender Status

Enter Secured Lender Changes Upload Supporting Documents Review

**Request - Change to Secured Lender Status**

Type of Request: Remove Secured Lender Contracts  
Secured Lender: [849489] Test Secured Lender Agreement  
Supplier Type: FIT  
Requested By: betty.king

Proposed Effective Date\*  
06/07/2022

Submission Reason\*  
Removing Secured Lender Information

Describe Reason for Request  
removing contract  
17 out of 4000 characters entered; 3983 remaining.

**Change to Secured Lender Status - Remove Secured Lender Contracts**

> **Test Secured Lender Agreement**

Agreement Number	Secured Lender Type	Agreement Date	Last Amended Date	Contact Name
849489	Agent	June 06, 2022	June 06, 2022	John Smith

Select Contracts to Remove

Test Secured Lender Agreement Contracts

<input type="checkbox"/>	Business Contract Id	Type	Status	Supplier Id	Supplier Legal Name	LDC	Version
<input type="checkbox"/>	F-111111-SPV-222-333	FIT	NTP	002668	Orange Town Community Farm Ltd.	Great Canadian Hydro Ltd.	1.3.0
<input checked="" type="checkbox"/>	F-22222-SPV-111-333	FIT	COD	048824	Solar Facility Supplier Name	Toronto Hydro-Electric System Limited	1.3.0

[CANCEL REQUEST](#) [NEXT >](#)

**Note:** If you remove all contracts from a Secured Lender Agreement, the Secured Lender Agreement will be terminated.

8. **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 submit a Contract Change Request, you might be required to submit certain documentation as evidence of certain information (e.g. legal entity type, resident status, etc.).

9. On the **Review** page, look over all your changes, and then select **SUBMIT REQUEST**.
10. A dialog box is opened, select **Yes**. Once the Request is submitted, a confirmation page is displayed.

Submit Changes?

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

### Change to Secured Lender Status Remove Secured Lender Contracts Request Submitted

Thank you! Your request has been submitted

[Request C1054](#)

## 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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**Independent Electricity  
System Operator**

1600-120 Adelaide Street West  
Toronto, Ontario M5H 1T1

E-mail: [FIT.Contract@ieso.ca](mailto:FIT.Contract@ieso.ca)

[ieso.ca](http://ieso.ca)

 [@IESO\\_Tweets](https://twitter.com/IESO_Tweets)

 [facebook.com/OntarioIESO](https://facebook.com/OntarioIESO)

 [linkedin.com/company/IESO](https://linkedin.com/company/IESO)