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# LT2 Window 1 Registration – Process Overview & Best Practices

Applicable to the LT2(e-1) RFP and LT1(c-1) RFP  
August 21, 2025



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# 1. Disclaimer

This document and the information contained herein is provided for informational purposes only. The IESO has prepared this document based on information currently available to the IESO and reasonable assumptions associated therewith. The IESO provides no guarantee, representation, or warranty, express or implied, with respect to any statement or information contained herein and disclaims any liability in connection therewith. The IESO undertakes no obligation to revise or update any information contained in this document as a result of new information, future events or otherwise. In the event there is any conflict or inconsistency between this document and the LT2(e-1) RFP or LT2(c-1) RFP, any IESO contract, any legislation or regulation, or other procurement document, the terms in the RFP, contract, legislation, regulation, or procurement document, as applicable, govern.

All capitalized terms in this document have the meaning as ascribed to them in the LT2(e-1) RFP or LT2(c-1) RFP.

The purpose of this document is to provide a general overview and guidance about the LT2 Window 1 registration process. This document is not comprehensive and does not replace any provisions in the LT2(e-1) RFP and LT2(c-1) RFP. In particular, refer to Section 3.1 and Section 3.4 of the LT2(e-1) RFP and LT2(c-1) RFP for Registration timelines, instructions and requirements.

## 2. Registration – Process Overview & Best Practices

**To participate in the LT2(e-1) RFP or LT2(c-1) RFP, Proponents must register by the set date as indicated in the respective Schedule. The IESO is providing the following overview and reminders about the Registration process.**

### 2.1 The Registration Period

The registration deadlines for the LT2(e-1) RFP and LT2 (c-1) RFP can be found in Section 3.1 of the LT2(e-1) RFP or LT2 (c-1) RFP, as applicable, and are currently set at:

**LT2(e-1) RFP Proponent's deadline for registration:** September 4, 2025 at 11:59:59 PM EPT

**LT2(c-1) RFP Proponent's deadline for registration:** October 3, 2025 at 11:59:59 PM EPT

Interested Proponents who wish to participate in the LT2(e-1) RFP and LT2(c-1) RFP **must** register their projects by the applicable Proponent's deadline for registration, as set out in the Schedule, in accordance with Section 3.4(a) of LT2(e-1) RFP or LT2(c-1) RFP, as applicable.

Be sure to monitor the LT2 webpage for any Addenda, including, without limitation, updates to the Schedule, as the IESO reserves the right to accelerate or postpone any of the dates set out in the LT2(e-1) RFP and LT2(c-1) RFP. Should the IESO amend the Schedule, it will be disclosed by Addendum and posted on the Website.

### 2.2 The Registration Fee

Proponents are required to submit a Registration Fee of **\$500 CAD** with each Registration Form (LT2(e-1)PF-REG100 or LT2(c-1)PF-REG100) for **each individual proposed project**, as outlined in Section 3.4(b) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable.

Proponents are reminded that third-party banking fees (e.g., wire transfer charges) may result in the IESO receiving less than the full amount of \$500.

**Example:**

If a \$500 wire transfer is sent, the Proponent's bank may deduct a \$15 fee, resulting in the IESO receiving only \$485. To avoid this, Proponents should confirm applicable fees with their financial institution and adjust the payment amount accordingly (e.g., send \$515 so that \$500 is received by the IESO).

The IESO strongly encourages Proponents to submit their Registration Fee well in advance of the applicable Proponent's deadline for registration. This will help ensure that any banking or processing delays can be resolved before the applicable Proponent's deadline for registration .

## 2.3 The Registration Documents

In addition to submitting the Registration Fee, Proponents must submit the following two registration documents for each individual project they wish to register:

1. Registration Form: LT2(e-1/c-1) PF-REG100
  - a. This is a PDF formatted Prescribed Form, which includes attestations regarding eligibility and that the Registration Fee has been paid and the Registration workbook has been completed and attached; and
2. Registration Workbook: LT2(e-1/c-1) PF-RW100
  - a. This is an Excel document, which requires information, such as Proponent and project information, and contact information, to be entered.

These documents are found on the [Long-Term 2 RFP](#) webpage, under both the Energy documents section and the Capacity documents section. Ensure the correct version of these forms (Energy or Capacity) is submitted based on which of the LT2(e-1) RFP or LT2(c-1) RFP registration is being undertaken.

## 2.4 LT2 Registration Submission – Step-by-Step Process

All applicable registration documents must be submitted via **email to [LT2.RFP@ieso.ca](mailto:LT2.RFP@ieso.ca)**. Follow the steps below to ensure a successful registration:

### Step 1: Submit the Registration Fee

Send the Registration Fee via **electronic funds transfer or wire** to the IESO, as outlined in **Section 3.4(b)** of the LT2 RFP.

### Step 2: Notify the IESO of the Payment

Once the payment has been sent, email the IESO at both of the emails provided below:

[LT2.RFP@ieso.ca](mailto:LT2.RFP@ieso.ca)

[ieso.treasury@ieso.ca](mailto:ieso.treasury@ieso.ca)

Include the details of the Registration Fee payment, as specified in **Section 3.4(b)** of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable.

### Step 3: Submit the Registration Documents

Email the completed registration documents to [LT2.RFP@ieso.ca](mailto:LT2.RFP@ieso.ca) in accordance with Section 3.4(a) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable.

As a reminder, Proponents must include both required documents, regardless of whether they are registering for **Energy or Capacity**:

- **Registration Form:** LT2(**e**-1) PF-REG100 or LT2(**c**-1) PF-REG100
- **Registration Workbook:** LT2(**e**-1) PF-RW100 or LT2(**c**-1) PF-RW100

The payment notification (Step 2) and submission of registration documents (Step 3) can be submitted via separate emails, or can be combined into a single email, provided that all required information is included.

**IMPORTANT NOTE:** Proponents are advised that the IESO's firewall may reject emails containing attachments when originating from certain public email platforms such as **gmail.com; yahoo.com; hotmail.com; msn.com; sympatico.ca; rogers.com and similar public email systems**. Proponents are strongly encouraged to utilize email systems operating on private servers for the electronic submission of a Proposal.

## 2.5 Registering Multiple Projects

If a Proponent is planning to register more than one project, note the following requirements:

### 1. Separate documentation:

Each individual project must have its own set of required registration documents (the registration form and the registration workbook).

### 2. Registration Fees:

- A separate Registration Fee of \$500 CAD applies to each project.
- IESO encourages Proponents to make separate registration fee payments for each project. However, Proponents may choose to submit one combined payment covering multiple projects. If doing so, the Proponent must provide the IESO with the required payment details for each project, as outlined in Section 3.4(b) of the LT2 RFP. This information may be sent in a single email or in separate emails for each project.

### 3. Email submissions:

When submitting the registration documents to the IESO, Proponents are to send a separate email for each project being registered.

#### **Example:**

A Proponent wishes to register three projects. They should:

- Make three separate Registration Fee payments and send three separate emails to the IESO (LT2 and Treasury) with payment details.
- Send three separate emails to the IESO with the corresponding registration documents.

## 2.6 Registration Outcome

Once the Proponent's deadline for registration has passed, the IESO will respond to all Proponents who have submitted registration materials. The successfully registered Proponents will receive a Unique Project ID associated with their proposal.

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