



Beacon microFIT Supplier

Digital User Guide

Contract Assignments – Assignee's Guide



Table of Contents

Getting Started	2
Registering Your Login	3
Registering a New Supplier	9
Completing a Contract Assignment Request (Assignee)	12
Execute microFIT Contract Novation and Assignment Agreement (Assignee)	16
Additional Resources	17

Getting Started

Disclaimer

Information on the IESO website shall be used for guidance purposes only and does not amend the microFIT Contract or microFIT Rules under any circumstances. In the event of a discrepancy between the IESO website and the microFIT Contract or microFIT Rules, the microFIT Contract or microFIT Rules, as applicable, will prevail. Nothing on this website shall be binding on the IESO. The IESO reserves the right to modify or amend the information on the IESO website at any time and without notice.

Notwithstanding the Terms of Use on the IESO's website, the Beacon User Guides may not be copied, reproduced, distributed, published, or modified in any way.

The IESO's logos and certification marks and any other product or service name or slogan contained in the Beacon User Guides are trade-marks of the IESO or its licensors and they may not be copied, imitated or used, in whole or in part, without the prior written permission of the IESO or the applicable trade-mark holder.

A microFIT Contract is not automatically assigned when the real estate property containing a microFIT Facility is sold or otherwise conveyed. Further, any change or addition to the Supplier named on a microFIT Contract requires the completion of the IESO's microFIT Contract Assignment Process.

The microFIT Contract Assignment Process requires the participation of both the current Supplier (the "Assignor") and the prospective new Supplier (the "Assignee"), and must be completed through the IESO's online contract management portal, **Beacon**. The following steps will guide the Assignee in completing the Contract Assignment Request.

Before you Begin:

Before an Assignor can assign a microFIT Contract, the following must be completed by the Assignee:

- The Assignee must register for a Beacon account and register a Supplier;
- The Assignee must provide their Supplier ID and Supplier Legal Name to the Assignor;
- The Assignee must set-up a Generator Account with their local distribution company, and
- For microFIT Contracts version 1.5 and above, the Assignee must be an Eligible Participant, as defined in the applicable Eligible Participant.

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. Navigate to [microFIT Overview \(ieso.ca\)](https://ieso.ca/microFIT)
2. Scroll down to the **Beacon** headline. This brings you to the **Registration** section.

Beacon

Beacon is IESO's online contract management tool that enables Suppliers to manage their active microFIT Contracts. All microFIT Contract requests (e.g., assignment, amendment, etc.) must be completed online via Beacon. If you require assistance, email the [microFIT team](#) or call 1-833-413-6348 (MFIT).

Please note that in signing up and using Beacon, you agree to follow and be bound by the [Beacon Terms of Use](#). The IESO may change these Terms of Use at any time. Your use of Beacon following any such change constitutes your agreement to follow and be bound by the Terms of Use, as modified.

Important: After activating your Beacon account, your username is your email address.

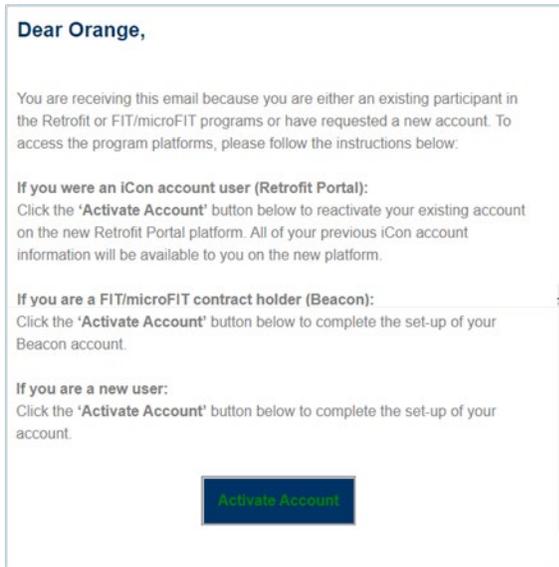
First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Email ID	<input type="text" value="Email ID"/>
	<input type="button" value="Sign me up"/>

Already registered? Login with your username and password.

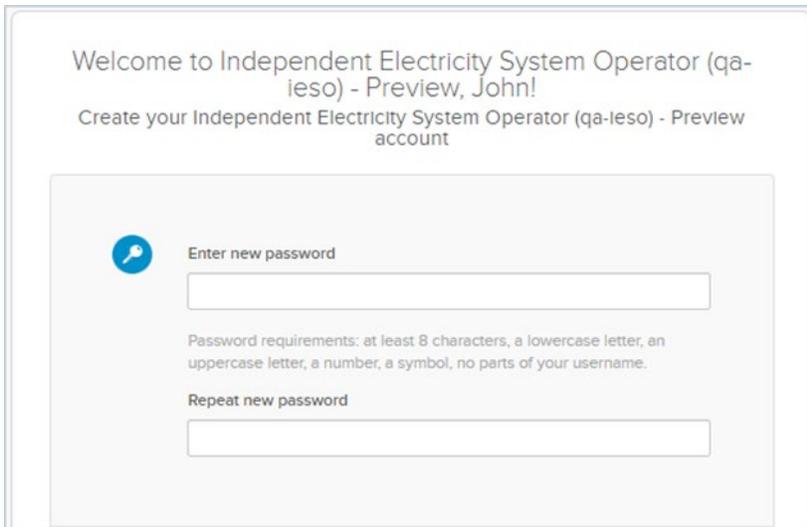


3. Enter your first name, last name and email address.
4. Select Sign me up.

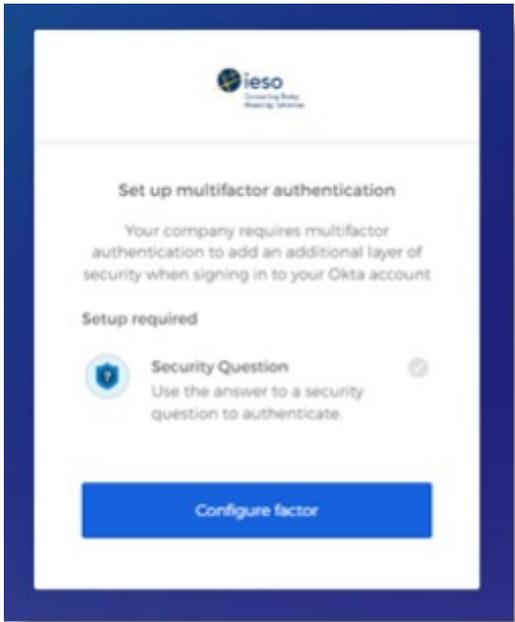
5. You will receive an account activation email shortly. Open the activation email, and then select **Activate Account**.



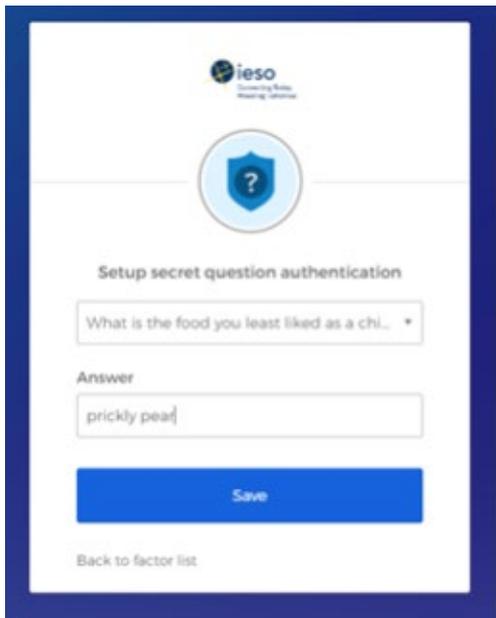
6. Enter a password, with at least 8 characters, a lower case letter, an uppercase letter, a symbol, and no parts of your username.



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

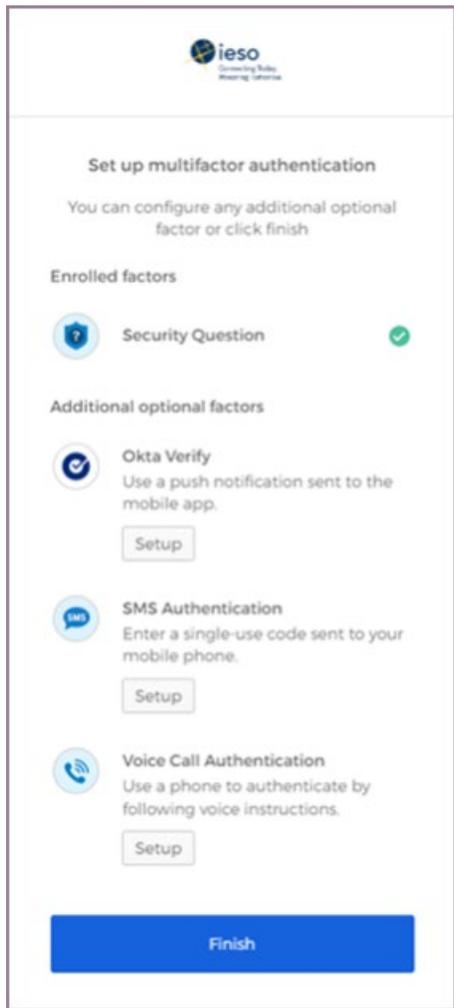


8. Select a Security Question from the drop down menu and input an answer. **Please note that your answer is case sensitive.** In the future when you log in to Beacon, or if you need to reset your password, you may be asked to provide the answer to this question.



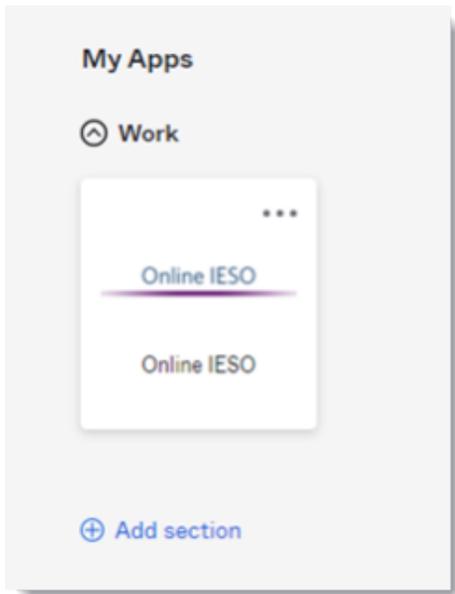
9. Next, you have the option to configure additional factors. **Please be aware that the configuration of additional factors is not required.** In order to do so, select "Setup" under the desired factor and follow the prompts.

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.**



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 Program** tile to enter Beacon.

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

<p>FIT-microFIT Program</p>  <p>Click here to enter Beacon</p> <p><i>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.</i></p>	<p>Industrial Energy Efficiency Program</p>  <p>Register for Industrial Energy Efficiency Program</p> <p><i>The Save on Energy Industrial Energy Efficiency Program (IEEP) is a new program for large industrial consumers in Ontario. It provides financial incentives to implement projects that deliver electricity savings through upgrading of industrial processes. The IEEP is intended to support large, complex, customer-driven solutions that result in verifiable electricity system benefits from implementing proven, commercially available technologies.</i></p>	<p>Retrofit</p>  <p>Register for Retrofit</p> <p><i>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.</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

13. This brings you to the Complete Contact Details page. Enter your contact details, and then select **Submit**.

The screenshot shows a web form titled "Complete Contact Details" under the heading "Input/Verify Contact Information". The form is divided into several sections:

- First Name:** Hannah
- Last Name:** Montana
- Middle Name:** (empty text box)
- Supplier Contact Email:** (empty text box)
- Alternate Email 1:** (empty text box)
- Alternate Email 2:** (empty text box)
- Supplier Contact Address:**
 - Street Address*:** (empty text box with a hint: "e.g. 120 Adelaide Street West, P.O. box")

14. A dialog box is opened, select **Yes**.

The screenshot shows the "Supplier Contact Phone" section of the form, which is partially obscured by a confirmation dialog box. The form fields are:

- Province*:** Ontario
- Postal Code*:** M1K 2R2
- Supplier Contact Phone:**
 - Main Phone*:** 9053211123
 - Extension:** (empty text box)
 - Alternate Phone:** (###) ###-####
 - Extension:** (empty text box)
 - Fax:** (###) ###-####
 - Fax 2:** (###) ###-####

The dialog box asks: "All the contact information you have submitted is correct and ready to submit?" with "NO" and "YES" buttons. A "SUBMIT" button is visible at the bottom right of the form.

15. Select **Open Supplier Registration** page to initiate your **New Supplier Registration** request.

 SAVE DRAFT

Registration Confirmation

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

[Open Supplier Registration page](#)

Registering a New Supplier

To register a new Supplier, you can submit a **Supplier Registration Request**. Once a Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete Supplier Registration Request in Beacon.

Procedure

1. Select the MANAGE SUPPLIERS tab and select Register New Supplier.

MY TASKS REQUESTS **MANAGE SUPPLIERS** MANAGE CONTRACTS MANAGE PROFILE

Available Action(s)

- Register New Supplier
- Add/Remove Contacts for Supplier(s)

2. Choose from the **Supplier Type**, **Contract Version Number**, and **Legal Entity Type** menus.

Register New Supplier

About the Supplier

Supplier Type *
microFIT

Contract Version *
-- Select Contract Version --

Legal Entity Type *
-- Select Legal Entity Type --

Describe Reason for Registration

0 out of 4000 characters entered; 4000 remaining.

Supplier Legal Name (as it will appear on the Contract) *

For microFIT Contracts which an Eligible Participant Schedule applies, the Supplier Legal Name must exactly match the name(s) as it/they appear(s) on the parcel register. For further information, please refer to the applicable Eligible Participant Schedule, found here: <http://www.ieso.ca/en/Get-Involved/microfit/Program-Documents>
Failure to register the Supplier Legal Name correctly will result in cancellation of the Assignment Request.

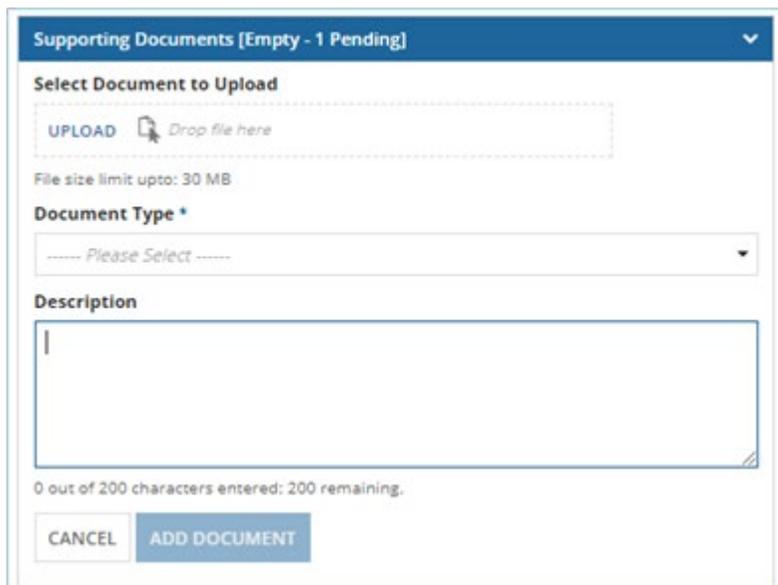
Are you a GST/HST Registrant?*
 Yes No

Are you a Non-Resident of Canada?*
 Yes No

Note: For Contracts version 1.5 or higher, all Supplier Legal Name(s) associated with the Supplier Registration Request must be EXACTLY the same as the names(s) of the property as listed on the Land Transfer document or Parcel Register.

3. 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.

Note: For Contracts version 1.5 or higher, you must upload either the **Land Transfer** document or **Parcel Register** into the New Supplier Registration Request in Beacon.



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

- Select Document to Upload:** A dashed box containing an "UPLOAD" button with a paper plane icon and the text "Drop file here".
- File size limit upto:** 30 MB.
- Document Type *:** A dropdown menu with the text "----- Please Select -----".
- Description:** A large text input field.
- Character count:** "0 out of 200 characters entered: 200 remaining."
- Buttons:** "CANCEL" and "ADD DOCUMENT".

4. On the Review page, confirm your information, and then select **SUBMIT REQUEST**. If you didn't make any changes, select **VERIFY NO CHANGES**.

Are you a GST/HST Registrant? *
 Yes No

Are you a Non-Resident of Canada? *
 Yes No

Registration Summary

Request Type: New Supplier Registration
Requested By: Jane Thompson

Supplier Information

Supplier Legal Name: Jane Evanne Thompson
Supplier Type: microFIT
Legal Entity Type: Individual

Natural Person(s)

Natural Person	Date of Birth
Jane Evanne Thompson	April 30, 2024

GST/HST Registrant? Yes No
Non-Resident of Canada? Yes No

Uploaded Attachment(s)

Document	Document Description	Document Type
No Documents Uploaded		

[CANCEL REQUEST](#) [< BACK](#) [SUBMIT REQUEST](#)

5. A dialog box is opened, select **YES**.

Submit Changes?

6. Once the Request is submitted, a confirmation page is displayed. The Request is now under IESO review. Please wait for further instructions from the IESO.

Supplier Registration Submitted

Thank you! Your request has been submitted

Request S3387

[Complete Supplier Registration - Submit](#)

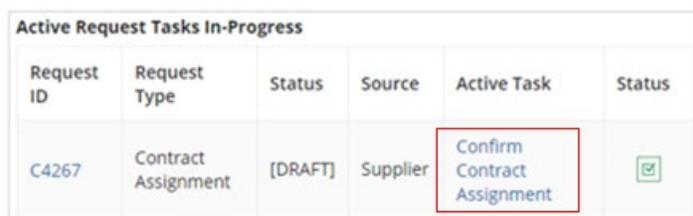
Note: The Request now has a **Request ID** that you can use to track its progress.

Completing a Contract Assignment Request (Assignee)

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

Procedure

1. Go to Beacon: [IESO Gateway - Sign In](#)
2. Enter your account username and password. Select **Sign In**.
3. Once signed in, 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.



Request ID	Request Type	Status	Source	Active Task	Status
C4267	Contract Assignment	[DRAFT]	Supplier	Confirm Contract Assignment	<input checked="" type="checkbox"/>

4. Select the MY TASKS tab. Select Confirm Contract Assignment.
5. Review the information, write down the **Contract ID#**, and then select **NEXT**.
6. Verify the Supplier and Person information on the Verify Assignee Information page. If the information is correct, select **Y** and **NEXT** to proceed. If the information is **not correct**, select **DECLINE ASSIGNMENT**, initiate a Change Request to correct the information. (Please see Registration, Overview & Account Maintenance User Guide for instructions). Once the Change Request is completed, the Assignor can reinitiate the Contract Assignment Request.

Note: You must confirm that the information is correct to continue.

7. On the **Enter Assignee Contract Information** page, enter your generator account information, facility name, and Contract notice mailing address. Select **NEXT** to proceed.

The screenshot shows a web form titled "Enter Assignee Contract Information" with a navigation bar at the top containing: Request Information, Verify Assignee Information, Enter Assignee Contract Information (active), Verify Requirements, Upload Supporting Documents, and Review. The form fields are as follows:

- Bluewater Power Distribution Corporation Generator Account Name ***: Text input field with placeholder "Enter your Supplier Legal Name". Below it, a note reads: "This should be the Supplier Legal Name - 'John Smith'".
- Bluewater Power Distribution Corporation Generator Account No ***: Text input field.
- Facility Name ***: Text input field.
- Contract Notice Mailing Address** (Section Header):
 - Street Address ***: Text input field with placeholder "e.g. 120 Adelaide Street West, P.O. box".
 - Additional Mailing Information (optional)**: Text input field with placeholder "Apartment, suite, unit, rural route, c/o".
 - Country ***: Dropdown menu with placeholder "Select Country".
 - City ***: Text input field.
 - Postal Code ***: Text input field.

At the bottom right of the form are two buttons: "< BACK" and "NEXT >".

Note: You must contact your Local Distribution Company and request to set up a new generator account, which is different from a consumption (load) account.

8. On the **Verify Requirements** page, confirm that the Assignee requirements have been met. Select **NEXT** to proceed.

SAVE DRAFT

Confirm Contract Assignment Information

Request Information Verify Assignee Information Enter Assignee Contract Information **Verify Requirements** Upload Supporting Documents Review

Assignee Requirements	Requirement Met?	
Assignee is an Eligible Participant	<input type="radio"/> Yes <input type="radio"/> No	REQUIRED
Parcel Register or Land Transfer Document	<input type="radio"/> Yes <input type="radio"/> No	REQUIRED
Set-up Generator Account with LDC	<input type="radio"/> Yes <input type="radio"/> No	REQUIRED

Requirements contained in the FIT/microFIT Contract and applicable FIT/microFIT Rules must be satisfied for contract assignments. Please refer to the Review Page for representations and warranties required to submit this assignment request.

< BACK NEXT >

> Task History

9. **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.

Supporting Documents [Empty - 1 Pending]

Select Document to Upload

UPLOAD Drop file here

File size limit upto: 30 MB

Document Type *
----- Please Select -----

Description

0 out of 200 characters entered: 200 remaining.

CANCEL ADD DOCUMENT

Note: When you submit a Contract Assignment Request, you might be required to submit certain documentation as evidence of certain information (e.g. prescribed forms, parcel register, land transfer documents, etc.).

10. On the **Review** page, you will find two Acknowledgement sections. Please read them carefully and complete accordingly.

Please acknowledge your Authority: *

If this request is being submitted by a NATURAL PERSON: I am the prospective new Supplier (the "Assignee"). This Contract Assignment request is being submitted by me, on my own behalf and in my own name, and not by any third party representative on my behalf; or

If this request is being submitted by a NON-NATURAL PERSON: I am the president, officer or director of the Assignee and I have the authority to legally bind the Assignee.

Please acknowledge: *

I have not provided access to my "BEACON" account to any other person.

I am solely responsible for completing the assignee portion of the Contract Assignment request and agree that the request may be cancelled if the request is not completed by the due date listed in Beacon.

I acknowledge that I have read and understand the Beacon Terms of Use available on the "BEACON" account associated with this assignment request.

I will notify the IESO of any breach of the representations and warranties made in the Contract Assignment, including any unauthorized access to my access Credentials.

By checking this box and submitting the Assignment Request, I hereby declare that the Connection Agreement has been transferred to me by the current microFIT Supplier.

By checking this box and submitting the Assignment Request, I hereby declare that the information contained in this document and submitted to the IESO is true, complete and accurate.

I have read and understood the IESO's Privacy Policy (found at www.ieso.ca), and I consent to the collection, use and disclosure of my personal information as set out in the Privacy Policy. I represent and warrant to the IESO that, if I have disclosed a third party's personal information, including the personal information of the Assignor or Assignee, as applicable, I have the consent of the third party to disclose the personal information to the IESO.

Each Assignee has read and understood the microFIT Rules and the microFIT Contract. Each Assignee declares that it has prepared and carefully reviewed this Assignment Request and that the information contained in or submitted with this Assignment Request is true, complete and accurate in all respects and that the Assignment Request satisfies all microFIT eligibility requirements including: a. Each Assignee is an Eligible Participant pursuant to the microFIT Eligible Participant Schedule. b. If the Assignee is an Individual or Farmer, the Assignee has only one microFIT Project and does not have multiple Applications active at the time of this Assignment Request in accordance with the microFIT Rules.

The Assignee(s) acknowledge(s) the collection, use and disclosure/sharing of information as set out in Section 6.2 of the microFIT Rules, and consent(s) to such collection, use and disclosure/sharing of information as described in Section 6.2 of the microFIT Rules.

Decision

Decision

Approve

Decline

Return for Edit

Comment

11. Choose either **Approve** or **Decline**.

- a. If you select **Approve**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **SUBMIT REQUEST**.
- b. If you select **Decline**, you can enter an explanatory note or comment to provide additional context to the Contract Assignment Request, and then select **DECLINE**.

Decision

Decision

Approve

Decline

Comment

0 out of 4000 characters entered: 4000 remaining.

< BACK

Once the Request is submitted, a confirmation page is displayed. The Request is now under IESO review. Please wait for further instructions from the IESO.

Execute microFIT Contract Novation and Assignment Agreement (Assignee)

Once the Assignee's portion of the microFIT Contract Assignment has been verified by the IESO, a Contract Novation and Assignment Agreement is generated for the Assignor and Assignee to review and accept. The following instructions will guide the Assignee through the steps.

Procedure

1. After logging in to Beacon, select the **MY TASKS** tab. Select **Execute Agreement [Assignee]** for the Request that you want to review. This brings you to the Execute Assignee Agreement for Contract Assignment page.

Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
C6057	Contract Assignment	IESO Review	Supplier	Execute Agreement [Assignee]	<input checked="" type="checkbox"/>

2. To begin working on the task, select **ACCEPT**. Click **View Novation Agreement** to download and view the pdf version of the Contract Novation and Assignment Agreement.
3. Once you have reviewed the Novation Agreement and have chosen to accept the Contract Assignment, select **Execute Agreement – Assignee**. Please carefully review and check off all of the acknowledgement statements in order to proceed.

Decision

Decision

Execute Agreement - Assignee

Decline Agreement

[View Novation Agreement](#)

Please Acknowledge: *

I have read and understood the terms and conditions of the microFIT Contract Assignment.

I attest that all the information in this microFIT Contract Assignment Agreement is true and accurate.

I understand my obligations as an Assignor/Assignee.

I accept the terms and conditions of the microFIT Contract.

I have read and understood the IESO's privacy policy (found at www.ieso.ca), and I consent to the collection, use and disclosure of my personal information as set out in the privacy policy.

I represent and warrant to the IESO that, if I have disclosed a third party's personal information, including the personal information of the Assignor or Assignee, as applicable, I have the consent of the third party to disclose the personal information to the IESO.

Note: Be sure to complete all acknowledgments in order to continue.

4. Select Execute Agreement – Assignee.

I, Thomas Russell, have reviewed the agreement and provided all relevant documentation

EXECUTE AGREEMENT - ASSIGNEE

5. Once both the Assignor and Assignee have individually completed the Execute Agreement task, it is returned to the IESO for a final review. If no further action is required, you will receive a notification from the IESO that provides the final outcome of the Request.

Additional Resources

Additional resources can be found at the following links:

microFIT Homepage: [microFIT Overview \(ieso.ca\)](https://www.ieso.ca/microFIT-Overview)

**Independent Electricity
System Operator**

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

E-mail: microFIT.Contract@ieso.ca

ieso.ca

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

 facebook.com/OntarioIESO

 linkedin.com/company/IESO