

Roles and Responsibilities

The following roles are required at each organization to maintain participation with the IESO. When your organization first registers with the IESO, one Authorized Representative, one Primary Contact and one Applicant Representative role will have been created for your organization by the IESO.

Authorized Representative

- Signs the Participation Agreement between the organization and the IESO.
- Designates additional or replacement Authorized Representatives using the IESO Registration System.
- Registers Primary Contacts for the organization, using the Registration System (tip: once a Primary Contact is registered, he or she can add other Primary Contacts using the Registration System).
- Receive occasional communications from the IESO, for example during a Registration System audit.

Primary Contact

- Adds other Primary Contacts for the organization, using the IESO Registration System.
- Registers Rights Administrators using the Registration System. A Rights Administrator is responsible for granting and revoking system access for the organization to IESO Information Systems.
- Receives day-to-day communications from the IESO and Registration System notifications relevant to this role.

Rights Administrator

- Registers Applicant Representatives. Applicant Representatives are responsible for submitting

registration requests for the organization, such as contact roles, licenses and main contact information changes.

- Grants Access to IESO Systems for people and machine accounts from the organization, using the IESO Registration System.
- Revokes Access to IESO Systems for your people and machine accounts from the organization, using the IESO Registration System.
- Receives notifications, following up as necessary, from the IESO Registration System.
- Receives communications from the IESO as required, for example when there are updates to the Registration System.

Applicant Representative

- Initiates a variety of registration activities, such as:
 - Updating contacts using the Registration System
 - Submitting requests for new participation in markets or programs
 - Updating documents such as licenses
 - Registering Facility and Revenue Meter Installations
- Completes tasks when they are assigned in the Registration System
- Receives communications from the IESO as required, for example when there are updates to the Registration System.

Participation Contact

- Completes tasks as they are assigned depending on their participation. For example, a Prudential Requirement Contact is required to submit prudential information.
- The role is created as needed depending on the market or program participation

Registration System Hierarchy

