



GUIDE

Guide To Submitting Forms Using Registration

Issue 3.0

This document describes how to upload forms
required for *settlement* purposes.

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Related Documents

Document ID	Document Title
IMO-FORM-1506	Submission of Information Required for Monthly Fixed Rates
IMO-FORM-1505	Submission of Information Required for Refund Finalization
IMO-FORM-1535	Submission of Information Required for Business Protection Plan Rebate

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List of Figures

None.

List of Tables

None.

Table of Changes

Reference (Section and Paragraph)	Description of Change
Throughout	Name and logo changed to <i>IESO</i> .
Section 2.2	Removed reference to obsolete form IMO_FORM_1511.
Section 3.0	Updated screen captures.

1. Introduction

1.1 Purpose

The purpose of this guide is to provide instructions on uploading Forms via the Market Participant Interface. Automating ensures secure transfer of information.

1.2 Scope

This document provides instructions for completing the form, reviewing user access, and uploading the form into the Registration area of the Market Participant Interface using a secure digital certificate.

1.3 Who Should Use This Document

The information in this document is to be used by all *market participants* required to submit forms to the *IESO* via Registration.

Conventions

The standard conventions followed for this document are as follows:

- The word 'shall' denotes a mandatory requirement;
- Terms and acronyms used in this document that are *italicized* have the meanings ascribed thereto in Chapter 11 of the *market rules*;
- Double quotation marks are used to indicate titles of legislation, publications, forms and other documents.

– End of Section –

2. Naming and Saving of Forms

2.1 Naming Files

Forms when submitted have to be correctly named or they will not be processed. The chart below contains the correct naming convention for each of the forms.

IMO-FORM-1505	CNF-MPShortName_FORM1505B_yyyymm_Vx.xls
IMO-FORM-1506	CNF-MPShortName_FORM1506D_yyyymm_Vx.xls
IMO-FORM-1535	CNF-MPShortName_FORM1535A_yyyymm_Vx.doc
IMO-FORM-1556	CNF-MPShortName_FORM1556_yyyymm_Vx.doc

Where:

MPShortName	Your specific Market Participant short name
Yyyy	Four digit year
Mm	Two digit month (invoice month on which amounts would appear.
Vx	Version of your submission. This is represented by a number (The first submission of that form for the month will be V1. Any other future revisions of that form for that month will be the next version number, V2, V3 etc.)

2.2 Saving Files

- **IMO-Forms 1505 and 1506 can be saved using one of the following methods:**
 - Save the form manually to your workstation using the above naming convention. Select 'File' > 'Save As'.
- OR**
- Complete the required fields in Form 1505 and 1506 and then click the 'Save As' button embedded on the page 3 of the form. The required fields are Market Participant ID, Market Participant name, Market Participant Short name, Trade year, Trade month and version number.

Name:	[Redacted]		
Title:	[Redacted]	Phone 4:	[Redacted]
Date (MM/DD/YYYY):	[Redacted]	Save As:	CSTF-SAMPLE FORM1506D 200310 V1.xls

(Clicking the "Save As" button uses the spreadsheet as your "C" drive in the browser.)

If the required fields are completed correctly, the file will be saved with the proper naming convention.

- **IMO-Form 1535 should be saved using the following method:**

Save the form manually to your workstation using the above naming convention. Select 'File' > 'Save As'.

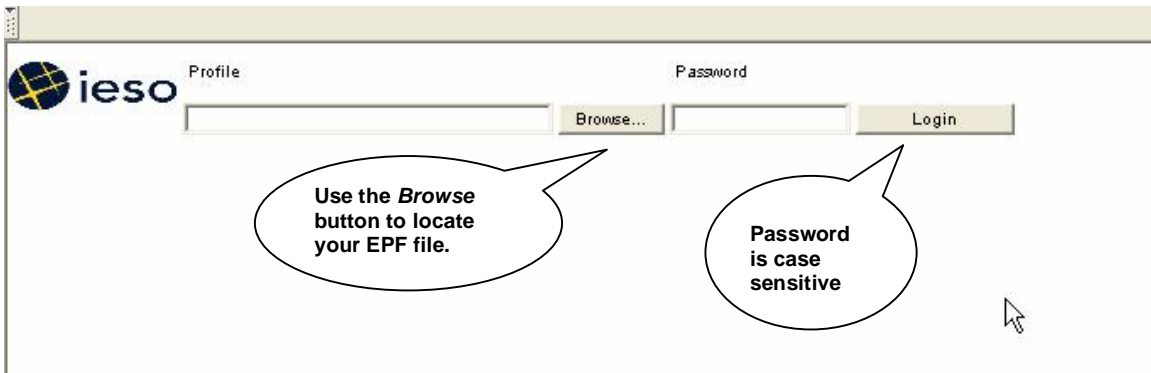
– End of Section –

3. Finding Market Participant ID (MP ID) and Short Name In Registration

Each *market participant* receives a *market participant ID* (MP ID) and Short Name when they submit their Application for Authorization to Participate. The MP ID was generated by the system and is 6 digits. These pieces of information are contained in the “Registration” portion of the MPI tool. To retrieve this information, follow the steps listed below.

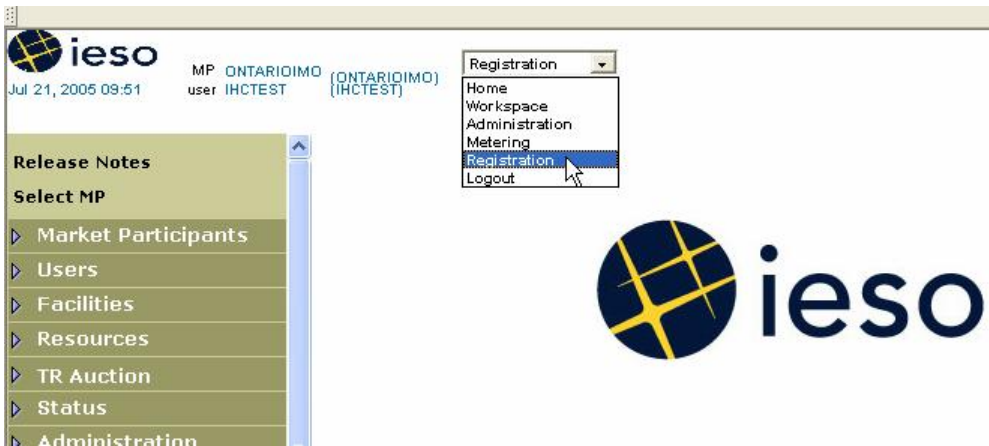
3.1 Step 1

Enter the MPI using your Digital Certificate.



3.2 Step 2

Once you gain access to the system, choose “Registration” from the drop down menu.



3.3 Step 3

Choose *market participant* from the menu. To select a menu item, click the triangle in front of the text.



3.4 Step 4

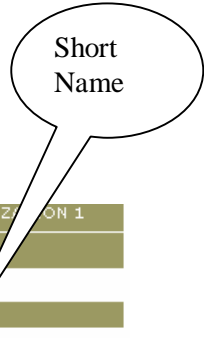
Choose MP Information from the Menu. Then click on the “view” button on the left-hand side of the screen to see the information in the field.



APPLICATIONS:							
ETN	UPDATED ON	UPDATED BY	NAME	EFFECTIVE DATE	REQUEST TYPE	STATUS	ACTION
144473	15-Mar-2002 15:08:06	CHASEM	TEST ORGANIZATION 1	16-Mar-2002	APPLICATION	ACCEPTED	View • Edit • Show All
144472	15-Mar-2002 15:06:37	CHASEM	TEST ORGANIZATION 1	16-Mar-2002	APPLICATION	ACCEPTED	• View • Show All

3.5 Step 5

Identify your MP ID and SHORT Name



MP Information - View		MP ID:	107951	MP NAME:	TEST ORGANIZATION 1
		MP TYPE:	MP	MP STATUS:	ACTIVE
GENERAL INFORMATION					
MP Name:	TEST ORGANIZATION 1	Short Name:	TEST1		
Effective Date:	16-Mar-2002	Credit Support Agreement Effective Date:			
Current Request Type/ Status:	APPLICATION / ACCEPTED	Participation Agreement Effective Date:			
Active Flag (A,B,D):	A	GST Number:	00001		
Type:	MP	QST Number:			
ETN:	144473				

– End of Section –

4. Reviewing User Access in Registration

4.1 Step 1

To verify the users that have access in “Registration” to upload *IESO* Forms, choose Users from the menu.



4.2 Step 2

Choose User System Access.



4.3 Step 3

The users that have access to upload *IESO* forms are identified with System ID as “PL” and Access as “Write”. PL stands for Participant Life cycle and Write access enables that user to upload documents to the MPI.

USER ID	USER NAME	SYSTEM ID	ACCESS	EFFECTIVE DATE	END DATE	UPDATED ON	UPDATED BY	ACTION
TEST1	Test User	TR Auction	WRITE	16-Mar-2002	31-Dec-5000	11-Mar-2003 16:10:49	campbels	• View • Edit
TEST2	User, Test	PL	WRITE	25-Mar-2003	31-Dec-5000	25-Mar-2003 07:21:27	CHASEM	• View • Edit

[PREVIOUS](#)

– End of Section –

5. Uploading Forms in Registration

5.1 Step 1

Choose Documents from the menu. Then choose Upload Documents.



5.2 Step 2

Complete the required fields to upload the form. Required fields are indicated with an asterisk (*). MP ID, MP Name and Entity ID are automatically pre-populated by the system.

Click on List on the right side of “Doc Type”.

The 'UPLOAD A NEW FILE' form contains the following fields and controls:

- MP ID (*): 107951
- MP Name (*): TEST ORGANIZATION 1
- Doc Type (*): [Empty] List (circled)
- Entity Search (Applies to Resources or Facilities only): [Empty] Search
- Entity ID (*): [Empty]
- Entity Name: [Empty]
- File Description (*): [Empty]
- Keywords (*): [Empty]
- File Name (*): [Empty] Browse...
- Buttons: Upload, Clear

5.3 Step 3

Choose IMO FORM_XXXX from the document list by finding the correct form name and clicking on the Select button as shown below.

DOC_OEB	1500000	1500000	Participant	20-Jun-2000 11:33:59	BACKMANK	Select
DOC_MP_PROFILE	500000	500000	Participant	15-Jun-2000 00:00:00	BACKMANK	Select
DOC_IMO_FORM1506	50000000	50000000	Participant	24-Mar-2003 17:19:05	CHASEM	Select
DOC_GENERIC	1000000	500000	Facility	05-May-2000 18:05:05	ALPHAPL1	Select
DOC_GENERATION	1500000	500000	Facility	05-May-2000 18:05:12	ALPHAPL1	Select

5.4 Step 4

Type in the File Description and Keywords. Please conform to the standards listed below.

File Description: IMO Form XXXX (substitute the XXXX with the appropriate form number)

Keywords: Trade Month and Year

UPLOAD A NEW FILE

MP ID (*):	<input type="text" value="107951"/>	
MP Name (*):	<input type="text" value="TEST ORGANIZATION 1"/>	
Doc Type (*):	<input type="text" value="DOC_IMO_FORM1506"/>	List
<i>Entity Search (Applies to Resources or Facilities only):</i>	<input type="text"/>	Search
Entity ID (*):	<input type="text" value="107951"/>	
Entity Name:	<input type="text"/>	
File Description (*):	<input type="text" value="IMO Form 1506"/>	
Keywords (*):	<input type="text" value="October 2003"/>	
File Name (*):	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Upload"/> <input type="button" value="Clear"/>		

5.5 Step 5

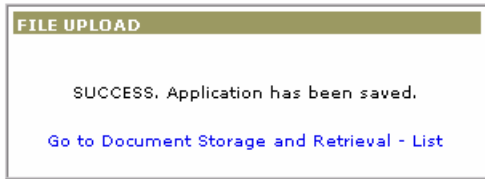
Click the Browse button to choose the saved file you would like uploaded. Make sure that the file has been named correctly. (See Section 2 of this document for the naming convention of the file.) Once the necessary fields are completed, click on the Upload button.

UPLOAD A NEW FILE

MP ID (*):	<input type="text" value="107951"/>
MP Name (*):	<input type="text" value="TEST ORGANIZATION 1"/>
Doc Type (*):	<input type="text" value="DOC_IMO_FORM1506"/> List
<i>Entity Search (Applies to Resources or Facilities only):</i>	<input type="text"/> Search
Entity ID (*):	<input type="text" value="107951"/>
Entity Name:	<input type="text"/>
File Description (*):	<input type="text" value="IMO Form 1506"/>
Keywords (*):	<input type="text" value="October 2003"/>
File Name (*):	<input type="text" value="C:\CNF-SAMPLE_FORM1506D_200310_V1.xls"/> <input type="button" value="Browse..."/>

5.6 Step 6

The following message will appear if the document has been uploaded successfully. If you do not receive the message below proceed to Step 7 to see if the document has been uploaded.



References

Document Name	Document ID

– End of Document –