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Ontario Power Authority

**FEED-IN TARIFF PROGRAM**

**Registration, Log In and  
My FIT Home Page Instructions  
Version 6.0**

**DATED •, 2009**

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>3</b>
PURPOSE .....	3
HOW TO USE THIS DOCUMENT .....	3
<b>STEP 1 – REGISTRATION.....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 HOW TO REGISTER .....	4
<b>STEP 2 – LOG IN.....</b>	<b>5</b>
2.1 INTRODUCTION .....	5
2.2 HOW TO LOG IN .....	5
<b>STEP 3 – MY FIT HOME PAGE.....</b>	<b>6</b>
3.1 INTRODUCTION .....	6
3.2 HOW TO USE MY FIT HOME PAGE .....	6

## INTRODUCTION

### Purpose

The purpose of this document is to provide you with step-by-step instructions on how to register to participate in the Feed-in Tariff (FIT) Program, log in to your personalized *My FIT home page* and use all the resources and features on the website effectively.

### How to Use this Document

This document is separated into four sections:

- INTRODUCTION
- STEP 1 – REGISTRATION
- STEP 2 – LOG IN
- STEP 3 – MY FIT HOME PAGE

The *INTRODUCTION* section of this document will provide you with the purpose of the Registration, Log In and My FIT Home Page Instructions document, as well as a breakdown of its structure.

Should you require additional information on the FIT Program and FIT Rules, please visit the FIT website or download a copy of the *Program Overview* document also available on the site.

### **Please follow the steps below carefully.**

*STEP 1 – REGISTRATION*: this section of the document will provide you with all the information that you will need to register for the FIT Program online.

*STEP 2 - LOG IN*: this section of the document will guide you through the log in phase which will allow you to access your personalized *My FIT home page*.

*STEP 3 - MY FIT HOME PAGE*: this section of the document will detail the resources and features available to you to complete an application form. These features include connection availability tools, instructions on how to complete an application form and facts on how to track FIT Program communications.

## STEP 1 – REGISTRATION

### 1.1 Introduction

Applicants to the FIT Program will be required to register on the FIT website. When you register, a personalized page will be created that will only be accessible to you through the username and password you select at registration.

Once you have registered you will be able to log in to your *My FIT home page*. This page will provide you with the necessary resources and features to enable you to participate in the FIT Program, such as completing an application form and tracking the communications you receive from the FIT Program team.

### 1.2 How to Register

To register in the FIT Program, click on “Want to register?” on the right-hand side of the website.

On the registration page, you will be required to create your own profile, including a unique username and password. You will also be asked to provide important contact information.

As part of the contact information requirements, you must provide the **legal name of owner** for the Project you are applying for. This is the name that will automatically appear on your application and contract. To change this name, you will be required to contact the Ontario Power Authority (OPA) at [NTD: **Do we provide phone number or email?**]. Please be sure to select the appropriate legal name of owner at the time of registration.

Once you have registered, you will receive an email notification at the email address provided in the contact information section of the registration form. Follow the instructions that you receive in the email notification to activate your account and log in to your *My FIT home page*.



The screenshot shows a vertical layout of the FIT website registration page. At the top, there is a link "Want to register?" which is highlighted with a dashed border and a yellow arrow pointing to it from the right. Below this is a link "Already registered?". Further down, there is a link "Interested in microFIT?". Below that is a section titled "What's New:". Underneath is a "Subscribe:" section with the text "Subscribe to receive email updates on the Feed-in Tariff Program." followed by an "email address:" label, an empty text input field, and a "submit" button.

## STEP 2 – LOG IN

### 2.1 Introduction

After registering for the FIT Program you will receive an email notification with steps on enabling your account. Once you have followed the instructions you will be able to log in to your *My FIT home page*.

### 2.2 How to Log In

To log in to your *My FIT home page*, click on “Already registered?” on the right-hand side of the website.

You will be taken to a new page where you will be required to enter the username and password that you created at the time of registration.

Once you have entered these details you will be able to access your *My FIT home page*.



Want to register?

Already registered?

Interested in  
microFIT?

What's New:

Subscribe:

Subscribe to receive email updates on the Feed-in Tariff Program.

email address:

submit

## STEP 3 – MY FIT HOME PAGE

### 3.1 Introduction

Once you have activated your account, per the instructions in the email notifications you will receive after you have registered, you will be able to log in to your *My FIT home page*.

The purpose of your *My FIT home page* is to provide you with:

- information that will assist you in completing your application form
- the ability to track your communications with the FIT Program team
- the means to manage your applications.

### 3.2 How to Use My FIT Home Page

This section will outline in detail the key tools and features available on your *My FIT home page*.

There are six main components available to you on your personalized website:

- Registration ID
- My FIT Messages
- Create a new application
- My FIT Program Applications
- Resources
- Related Documents

Below is a screen shot of the *My FIT home page*. Following this visual is a description of each of the components on the page.

The screenshot shows the My FIT Home Page interface. At the top, there is a navigation bar with 'OPA' on the left and 'Home | Help | My Profile | Logout' on the right. Below the navigation bar is the main heading 'My FIT Home Page'. The page content is divided into several sections, each highlighted with a numbered callout:

- 1** Registration ID: FIT-2791R
- 2** My FIT Messages: 0 unread messages
- 3** Create a new application
- 4** My FIT Program Applications table
- 5** Resources section with links to 'Ontario's Transmission System Map' and 'Find your Local Distribution Company'
- 6** Related Documents section with links to 'Draft FIT Rules - July 10, 2009', 'FIT Pricing Schedule Draft July 8, 2009', and 'Download Adobe PDF Reader'

Reference No.	Project Name	Status	Status Date	Priority	Timestamp
	New Application	Draft	12/08/2009 15:21:26		
FIT-FLS110W	Any Facility	Submitted	12/08/2009 15:26:45		12/08/2009 15:26:45



## Registration ID

Your Registration ID is a unique alpha-numeric five character identifier that is generated automatically when you register to create your *My FIT home page*.

You will be asked to provide your unique Registration ID when communicating with the OPA, the Renewable Energy Facilitation Office (REFO) or other entities about your participation in the FIT Program.

This number is different from the reference number which is assigned to each application separately. More information on the reference number is provided below.



## My FIT Messages

The *My FIT Messages* feature provides you with easy access to the FIT Program correspondence that you will be receiving from the FIT Program team.

When you submit an Application Form electronically, you will receive email communications from the FIT Program team. A copy of this correspondence will also appear on the *My FIT Messages* feature of the site. In your *My FIT Messages*, you will be able to read, sort and delete your messages.

### (a) Email Notices

When the OPA sends out a communication to you about the status of your application or contract, a message will be posted on your *My FIT Messages*. An email advising you that a message was posted on your *My FIT Messages* box will be sent to the email address provided during registration. In most cases, messages posted on your *My FIT Messages* box will require some action on your part. It is important that you follow the instructions in the message carefully.

**NOTE:** Failure to meet the deadline set out in a notice could have serious outcomes for your project. For example, the consequences of failing to respond to a notice can range from the forfeiture of the Application Fee (\$500 – \$5,000), to forfeiture of the Application Security (e.g. \$1,000,000 for a 100,000 kW wind project), to loss of a FIT Contract.

It is your responsibility to check for updates and message postings.

### 3 Create a New Application

The *Create a new application* feature allows you to create an unlimited number of applications for the FIT Program.

When you submit an application form electronically to participate in the FIT Program, you will receive communications by email from the FIT Program team.

More detailed instructions on how to complete an application form can be found in the Application Instructions document available here [\[add link\]](#).

### 4 My FIT Program Applications

The *My FIT Program Applications* feature provides you with easy access to the application forms you have created and either saved as a draft or submitted electronically.

Key information from all your saved and submitted Application Forms will be displayed in the *My FIT Program Applications* feature. You can sort your saved and submitted applications by each of the following columns:

My FIT Program Applications					
Reference No.	 Project Name	Status	Status Date	Priority	Timestamp
	 New Application	Draft	12/08/2009 15:21:26		
FIT-FLS1I0W	 Any Facility	Submitted	12/08/2009 15:26:45	12/08/2009 15:26:45	

- a
- b
- c
- d
- e
- f

#### a Reference No.

All applications will be given a unique auto-generated alpha-numeric 10 character identifier when you submit your application form. Note that only submitted applications, which are locked, will have a reference number.

You will be able to sort your projects alphabetically by reference number.

**b** Locked/Unlocked Application

All draft application forms will be editable, while submitted ones will be automatically locked and you will not be able to make any changes to them. The locked and unlocked icons will show you whether you can make changes to an application or not.

You will be able to sort your projects by whether they are locked or unlocked.

**c** Project Name

When completing an application form, you will be required to assign your project a name. The name that you provide in this field will appear in the *My FIT Program Applications* feature, making it easier for you to identify your projects.

You will be able to sort your projects alphabetically.

**d** Status

The *Status* column will indicate which stage of the application process your application is in. Statuses can include: Draft, Submitted, Complete, Pending TAT, etc.

You will be able to sort the status of your projects alphabetically.

**e** Status Date

The *Status Date* column will indicate when the last status change occurred to your application.

You can sort your applications based on the date they were last changed.

**f** Priority Timestamp

A priority timestamp is assigned to each application based on the time and date that your application was submitted. This time-stamp will determine the order in which your project is assessed for connection capacity.

Please note that during the program launch period, your timestamp will be awarded based on different rules, explained in Section 13 of the FIT Rules, as well as in the FIT Program Overview.

You will be able to sort your projects based on the date and time of your timestamp.

5

Resources

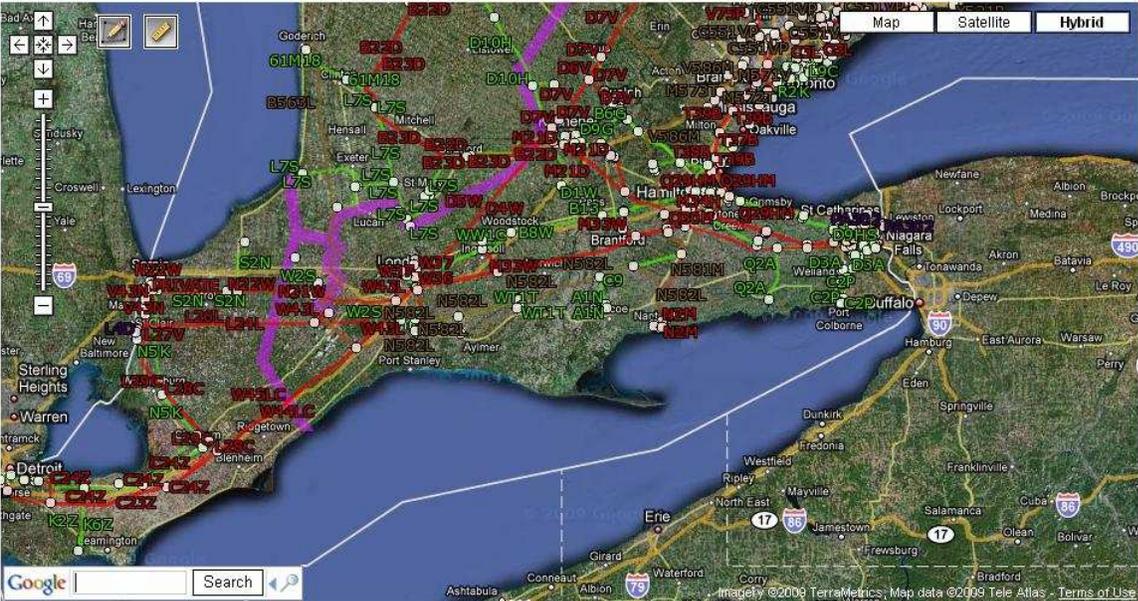
To provide you with information on the transmission system, the status of FIT project applications and related transmission project status, several applications have been developed and are accessible on your *My FIT home page*. These resources are as follows:

(a) Ontario Transmission System Map

The Ontario Transmission System Map tool is a Google Maps-based application to assist applicants in identifying the locations and names of electricity transmission facilities (circuits, transformer stations, junctions, etc.) near planned FIT projects for connection purposes. This information should be useful to applicants in preparing for an initial meeting with the local distribution company or transmitter, when more specific connection details for the proposed project will be discussed.

Ontario Transmission System Map

Below is a map of the Ontario transmission system. It uses Google Maps so it should be easy to use.



The transmission lines shown on the map tool include high-voltage circuits at 115 kilovolts (kV) and 230 kV levels. A circuit refers to the wires that conduct electricity along a transmission line, and a “line” can consist of multiple circuits. The locations of 500 kV circuits are not included on the map for security reasons. If a proponent is seeking to connect to a 500 kV circuit, it will be necessary to contact Hydro One Networks Inc., the only transmitter in Ontario that owns these facilities. A transformer station (TS) can be a terminating point of a transmission line

and/or a station for supplying local loads or distribution feeder lines. A junction (JCT) is an identifiable location on a line.

Some 115 kV and 230 kV circuits shown on the map tool are critical inter-area or interconnection circuits with neighbouring provinces or the United States. These circuits are not available for connecting new renewable projects and are only included for completeness. Some other transmission circuits are marked “idle” and are slated for decommissioning. The transmission availability tables indicate which circuits are ineligible for connection.

While the map tool identifies the transformer stations and transmission circuits to which distribution systems connect, the map does not provide any information on the distribution system feeders. Information on distribution feeders can be obtained from during your initial meeting with the local distribution company.

### **Using the Map Tool**

The basic Google Maps functions of the map tool – panning, zooming, distance measurement and drawing – are located on the top left-hand side of the application. To pan across the map, click and drag the cursor over the map surface. To zoom into the map, double-click any point on the map. To zoom in or out, click the magnifying glass icons. Names and numbers of transmission circuits, transformer stations, switching stations (SS) and junctions are displayed on the map – if a name or number is not visible, zoom in on the corresponding facility until it is displayed.

The measurement tool can be used to approximate distances between two points. This information is useful if you are planning a generation facility not situated directly adjacent to existing transmission and need to plan a connection route. To use this tool, select the ruler icon in the upper left hand corner of the map tool. Next, click on a second point on the map and a straight-line measurement will be displayed. For more complex routes, extra points can be added to build up the path.

(b) Local Distribution Company Locator Tool

One of the first steps to apply to the FIT Program is to meet with your local distribution company to discuss options for connecting your project to the grid. Projects that connect to the distribution system are typically 10 megawatts and under.

The local distribution company locator tool identifies your local distribution company using the first three digits of the postal code where your renewable energy project will be located.

Enter the first three characters of your postal code.

Submit

(c) Transmission Availability Tables

Connection availability tables have been developed to provide you with a general indication of the electricity system's ability to accommodate new renewable generation projects. Projects can either connect to the electricity system through the Independent Electricity System Operator (IESO)-controlled grid or through the distribution system.

Example:

**Transmission Availability Table - Transmission connected**

Circuit Name	Voltage (kV)	Circuit Availability (MW)	Area	Area Availability (MW)	Transmitter
15M1	115	125	Northwest	100	Hydro One Networks Inc.
29M1	115	61	Northwest	100	Hydro One Networks Inc.
56M1	115	29	Northwest	100	Hydro One Networks Inc.
57M1	115	74	Northwest	100	Hydro One Networks Inc.
61M18	115	54	West of London	800	Hydro One Networks Inc.
79M1	115	50	East	2000	Hydro One Networks Inc.
A1B	115	0	Northwest	100	Hydro One Networks Inc.
A1T	115	0	West of London	800	Hydro One Networks Inc.
A2	115	40	East	2000	Hydro One Networks Inc.

The IESO-controlled grid operates at voltages of 115 kV or greater and is used to transport large quantities of electricity across long distances. The distribution system connects to most end-use customers. It typically operates at voltages below 50 kV.

If you are planning to connect to the IESO-controlled grid at a point along a transmission line, you should refer to the circuit table. This table lists the capacity (in megawatts) available for each transmission circuit for connecting new generation. If you are planning to connect at a transformer station, distribution station, or through the distribution system, you should refer to the transformer station table. This table indicates the amount of generation that can be accommodated by the transformers in each station.

For connections through a distribution feeder, you need to contact your local distribution company to determine which transformer station or distribution station the local network feeds into.

The tables also include area limits. These refer to technical limitations on the bulk transfer of electricity from one section of the province to another. The limits should be noted before meeting with the local distribution company about the project.

For projects connecting at transmission voltages, the tables can be used to identify which transmitter in Ontario is the owner of the circuit or transformer station. You can then contact the appropriate transmitter to schedule an initial meeting.

The values shown in the tables are intended only to provide general guidance to applicants. Generation capacities exceeding the levels indicated in the tables can sometimes be accommodated once projects are assessed using the transmission availability test. Other technical factors may be uncovered during this test that restricts the amount of generation that can be connected.

The Ontario Transmission Map Tool is also provided to assist with identifying nearby circuits, transformer stations or distribution stations anywhere in Ontario. Alternatively, this information can be obtained by contacting the local distribution company.



## **Related Documents**

The *Related Documents* feature on your *My FIT Home Page* will include FIT Program related documents such as the FIT Rules and the FIT Pricing Schedule.

Thank you for your interest in the FIT Program. We look forward to receiving your application in the near future.

Do not forget to review the Application Instructions document for full details on how to apply for the FIT Program. This document can be found in *Related Documents* feature of your *My FIT Home Page*.

Should you require additional information, please do not hesitate to contact us via email at [FIT@powerauthority.on.ca](mailto:FIT@powerauthority.on.ca) or telephone at **[INSERT NUMBER HERE]**.