



FEED-IN TARIFF PROGRAM

Registration, Log In and My FIT Home Page Instructions *Version 1.0*

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This Registration, Log In and My FIT Home Page Instructions for the Feed-in Tariff Program (the "Program") is provided only to assist you by giving you a general indication of the process for registering to the Program. Please note that this Registration, Log In and My FIT Home Page Instructions does not contain the full details of the Program, and is not binding on the OPA.

Further, the OPA may change, modify, amend or update the Program at any time and without notice. While the OPA will endeavour to keep the Registration, Log In and My FIT Home Page Instructions current, the OPA cannot guarantee its accuracy or completeness.

Please refer to the FIT Contract and FIT Rules for the most up-to-date and binding terms and conditions.

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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 effectively use all the resources and features provided on the FIT Program website.

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

Please follow the steps below carefully.

STEP 1: REGISTRATION

This section provides you with instructions on how to register online for the FIT Program.

STEP 2: LOGIN

This section guides you through the login process that will help you access your personal My FIT home page.

STEP 3: MY FIT HOME PAGE

This section details the resources and features available to assist you in completing an application form. These features include connection availability tools, instructions on how to complete an application form and how to track FIT Program communications.

STEP 1: REGISTRATION

1.1 Introduction

Applicants to the FIT Program will be required to first register on the FIT website. Upon completion of registration, a personalized page will be created that will only be accessible to you by 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 provides you with the necessary resources and features 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 for the FIT Program, click on the “Want to Register” link 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 the owner** of the project you are applying for. This name will automatically appear on your application and contract. To change this name, you must contact the Ontario Power Authority (OPA) via email at FIT@powerauthority.on.ca, or by phone at 1-888-387-3403. Please be sure to identify the appropriate legal name of the owner when you register.

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

The screenshot shows the OPA Renewable Energy Feed-in Tariff Program website. The header includes the OPA logo and the text "Renewable energy Feed-in tariff program". Below the header is a navigation menu with links for "Planning", "Generation", "Conservation", and "Initiatives". The main content area is titled "What is the Feed-in Tariff Program?" and contains a description of the program, a list of eligible energy sources (biomass, biogas, landfill gas, on-shore and off-shore wind, solar photovoltaic (PV), waterpower), and a list of key documents. The right-hand sidebar features a "Want to Register" button highlighted by a yellow arrow, an "Already Registered" button, a search bar, and a "Key Documents" section. The footer includes the OPA logo, the text "Renewable energy Feed-in tariff program", and the copyright notice "©2009 Ontario Power Authority".

STEP 2: LOGIN

2.1 Introduction

After you have registered for the FIT Program, you will receive an email notification setting out the steps for activating your account. Once you have followed these 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 the “Already Registered” link 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 you created at the time of registration.

Once you have entered this information, you will be able to access your My FIT home page.

The screenshot displays the OPA website's 'Renewable energy Feed-in tariff program' page. The header includes the OPA logo and navigation tabs for Planning, Generation, Conservation, and Initiatives. A left sidebar contains links for Background, Renewable Technologies, FIT Program, Contract Requirements, Program Resources, Contact Us, and a Subscribe form. The main content area is titled 'What is the Feed-in Tariff Program?' and provides an overview of the program, listing eligible energy sources (biomass, biogas, landfill gas, on-shore and off-shore wind, solar photovoltaic (PV), and waterpower) and the program's objectives. On the right side, there are three prominent buttons: 'Want to Register', 'Already Registered' (highlighted with a yellow arrow), and 'Interested in microFIT'. Below these buttons is a search bar and a 'Key Documents' section with links to FIT Contact, FIT Program Overview, FIT Price Schedule, FIT Rules, and Standard Definitions. A 'What's New' section at the bottom right features a link to a news item from September 24, 2009, titled 'Green Energy Rules Make Ontario A North American Leader'. The footer contains links for FIT Home, OPA Home, Site Map, Terms and Conditions, and Contact Us, along with copyright information for the Ontario Power Authority.

STEP 3: MY FIT HOME PAGE

3.1 Introduction

You will be able to log in to your My FIT home page once you have activated your account. This is done by following the instructions in the email notification provided following registration.

Your My FIT home page will provide you with:

- information and resources to assist you in completing the application form
- the ability to track communications with the FIT Program team
- a place for managing your application(s).

3.2 How to use My FIT home page

There are six main sections on the personalized web page:

1. registration ID
2. My FIT messages
3. create a new application
4. My FIT Program applications
5. resources
6. related documents.

Below is a screenshot of the My FIT home page, followed by a description of each section of the page.

The screenshot shows the My FIT Home Page interface. At the top, there is a navigation bar with the OPA logo and the text "Renewable energy Feed-in tariff program". On the right side of the navigation bar are links for "Home", "Help", "My Profile", and "Logout".

The main content area is titled "My FIT Home Page" and includes a welcome message: "Welcome to your My FIT home page. From this secure website, you will be able to research, prepare, submit and manage your renewable energy projects under the OPA's FIT Program." Below this is a link to "related documents section below".

On the right side of the page, there are three callout boxes:

- 1. Registration ID: FIT-9A1ET
- 2. My FIT Messages: 0 unread messages
- 3. Create a new application

The main content area is divided into three sections:

- 4. My FIT Program Applications: A table with columns: Reference No., Project Name, Status, Status Date, Priority, and Timestamp. It contains two rows: "Example 1" (Submitted) and "Example 2" (Draft).
- 5. Resources: A list of links including "Ontario's Transmission System Map", "Find your local distribution company", and "Connection Availability Tables".
- 6. Related Documents: A list of links including "FIT Rules", "Registration and Application", "Contract", and "Download Adobe PDF Reader".



Registration ID

Your FIT registration ID is a unique alphanumeric nine-character identifier (i.e. FIT-9A1ET) that is generated automatically by the system 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 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 and management of the FIT Program correspondence 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 these messages.

(a) Email notices

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

NOTE: Failure to meet the deadline set out in a notice conveyed by email could have serious consequences for your project. For example, the outcome of failing to respond to a notice can range from forfeiture of the application fee (from \$500 to \$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 regularly for email updates and message postings. Critical program deadlines and other important information will be communicated to you through your My FIT messages box.

3 Create a new application

The “Create a New Application” feature allows you to create an unlimited number of applications to 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 FIT Program application instructions document.

4 My FIT Program applications

The “My FIT program applications” section 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 section. You can sort your saved and submitted applications by each of the following columns:

The screenshot shows the 'My FIT Home Page' with the OPA logo and navigation links. A table titled 'My FIT Program Applications' lists two entries: 'Example 1' (Submitted) and 'Example 2' (Draft). Below the table are six callouts labeled 'a' through 'f' pointing to specific columns. To the right, there are boxes for 'Registration ID: FIT-9A1ET', 'My FIT Messages: 0 unread messages', and a 'Create a new application' button.

Reference No.	Project Name	Status	Status Date	Priority Timestamp
FIT-F707D3P	Example 1	Submitted	26/09/2009 12:29:34	26/09/2009 12:29:34
	Example 2	Draft	26/09/2009 12:30:09	

Callouts: a (Reference No.), b (Project Name), c (Status), d (Status Date), e (Priority Timestamp), f (Priority Timestamp)

a Reference number

All applications will be given a unique alphanumeric 10-character identifier that is generated automatically by the system when you submit your application form. Note that only submitted applications that appear with a lock icon will have a reference number.

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

b Locked/unlocked application

The locked and unlocked icons will indicate whether you can make changes to an application. All draft application forms will be editable. Submitted ones will be automatically locked and you will not be able to make any changes to them after they have been submitted.

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 a name to your project. The name that you provide in this field will appear in the My FIT Program applications section, 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. These stages 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 time-stamp

A priority time-stamp 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 time-stamp will be awarded based on different rules, explained in section 13 of the FIT Rules, as well as in the FIT program overview document.

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

5

Resources

Several resources are accessible on your My FIT home page and the FIT website to provide you with information on the transmission system, completing FIT project applications in general, or preparing to meet with a local distribution company or transmitter.

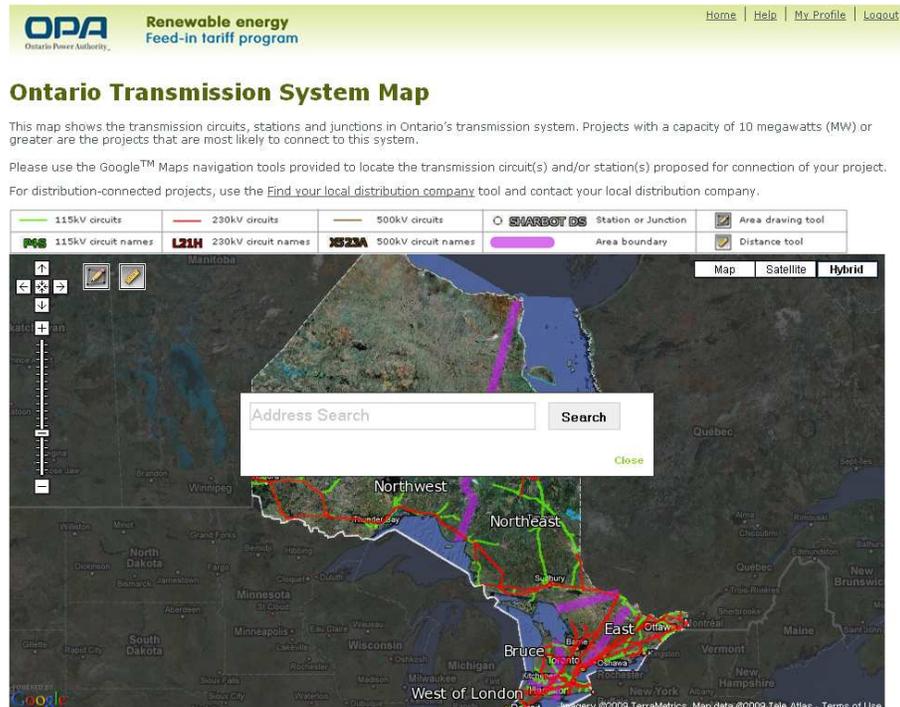
These resources are:

- (a) Ontario transmission system map tool

The Ontario transmission system map tool is a Google Maps™-based application to assist you in identifying the locations and names of electricity transmission facilities for connection purposes. This information should be useful in preparing for an initial meeting with your local distribution company or transmitter, when more specific connection details for the proposed project will be discussed.

The map tool shows transmission circuits and stations. A circuit refers to the wires that conduct electricity along a transmission line. A transmission line can consist of multiple circuits. A transformer station (TS) or distribution station (DS) 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.

Shown below is a sample screenshot of the map tool.



The transmission lines shown on the map tool include high-voltage circuits at 115 kilovolts (kV) and 230 kV levels. The 115 kV lines are shown in green and the 230 kV lines are shown in red. The locations of 500 kV circuits are not included on the map because connection to these facilities requires special studies. Proponent seeking to connect to a 500 kV circuit will need to contact Hydro One Networks Inc. directly (this is the only transmitter in Ontario that owns these facilities).

Some 115 kV and 230 kV circuits shown on the map tool may be critical inter-area or interconnection circuits with neighbouring jurisdictions and may not be available for connecting new renewable supply. The popup boxes in the map tool, as well as the connection availability table – circuits, discussed in section 5(b) below, indicate which circuits are eligible for connection and the nominal availability for the connection of new generation.

Names and numbers of transmission circuits and stations are labeled on the map (e.g., V74R). If a name or number is not visible, zoom in on the corresponding facility until it is displayed. To see connection information for the facility, click on the circuit or station label. This will open a popup box that provides the connection-related information. These connection details should be noted to prepare for the next steps in the application process. Using the name of the facility, the connection information can also be found by referring to the connection availability tables, described in section 5(b) below.

Once you have located your project on the map by typing the address into the Search box, you can use the other map functions to investigate connection information. While the map tool identifies the transformer stations and transmission circuits to which distribution systems connect, it does not provide any information on the distribution system feeders. Information on these can be obtained during the initial meeting with the local distribution company to which your project will be connected.

The basic Google MapsTM functions of the map tool – panning, zooming, distance measurement and drawing – are located in the upper left-hand corner of the map. To pan across the map, click and drag the cursor over the map surface. To zoom in or out of the map, use the magnifying glass icons, use the mouse scroll wheel, or double-click any point on the map with the mouse buttons (e.g., left button to zoom in and right button to zoom out).

The measurement tool, shown by a ruler icon, can be used to approximate the distances between any two points. This information is useful if you are planning a generation facility not situated directly adjacent to existing transmission facilities and need to plan a connection route. After clicking the ruler icon, click on two points on the map to display the distance between the points. Extra points can be added to build up a path for more complex routes. The drawing tool, shown by a pencil icon, can be used to mark or delineate any location on the map.

(b) Connection 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. Below is an excerpt from the connection availability table – circuits.

Figure 1: Connection availability table – circuits (sample excerpt)

Circuit	Circuit Availability (MW)	Area	Area Availability (MW)	Name of Transmitter
C25H	200	East	1500	Hydro One Networks Inc.
C27P	140	East	1500	Hydro One Networks Inc.
C28C	200	East	1500	Hydro One Networks Inc.
C3S	350	East	1500	Hydro One Networks Inc.
C7BM	0	East	1500	Hydro One Networks Inc.
D5A	50	East	1500	Hydro One Networks Inc.

If you are planning to connect to the IESO-controlled grid at a point along a transmission line, refer to the connection availability table – circuits (circuit table). This table lists the capacity (in megawatts [MW]) 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, refer to the connection availability table stations (station table). This table indicates the amount of generation that can be accommodated by the transformers in each station. The values indicate the technical capability of the transformers, assuming no new generation connections beyond those projects contracted under the Renewable Energy Standard Offer Program.

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. Similarly, there may be other technical and/or commercial factors that can be uncovered during this test that restrict the amount of generation that can be connected to less than the amount shown on the table.

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 you meet with your local distribution company or transmitter about connecting your project.

For connections through a distribution feeder, you need to contact the local distribution company to determine which transformer station or distribution station the local network feeds into. The local distribution company in your area of interest can be identified by using the local distribution company locator tool described in section 5(c) below.

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

(c) Local distribution company locator tool

Projects that are 10,000 kW and under will typically connect at the distribution system level. For projects of this magnitude, one of the first steps in applying to the FIT Program is to meet with the local distribution company responsible for the distribution system through which your project will be connected to the grid to discuss connection options.

By entering the first three digits of the postal code where your renewable energy project will be located, the local distribution company locator tool will help you identify the relevant company. In some instances, more than one name will be displayed. You will then have to determine which one is relevant to your project.



Find your Local Distribution Company

Enter the first three characters of your postal code.

Submit

(d) Transmission system planning

The transmission system expansion plan, currently under construction, will be graphically represented through a Google-based map that will provide updates on the progress of FIT applications and contracts. These applications and contracts will be marked on the map and you will be able to zoom in to view application clusters in more detail. Each marked project application point will feature an "on-point" rollover with a description and link to additional information.

Map tool currently under development.



Related documents

The related documents section on your My FIT home page will include FIT Program-related documents, such as the FIT Rules, pricing schedule, contract and related exhibits, and application and related exhibits.

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

Do not forget to review the application instructions document for full details on how to apply to the FIT Program. This document can be found in the related documents section of your My FIT home page.

Should you require additional information please do not hesitate to contact us by email at FIT@powerauthority.on.ca, or by telephone at 1-888-387-3403.