

OEB Filing Services – Electronic User Form Frequently Asked Questions (FAQ)

1. What permissions do each access type grant?

RESS User

RESS Users have access to submit applications and documents on behalf of their company in a regulatory proceeding.

RRR Filer

RRR Filers have access to enter the RRR filing system portal to view and complete the distributors' RRR filings.

RRR Signing Officer

RRR Signing Officers have access to certify the completeness and accuracy of the quarterly and annual RRR filings. The distributor can designate individuals who are responsible for signing off on the RRR filings. Examples of signing officers include, but are not limited to, President, Chief Financial Officer, or other officer of the company with equivalent signing authority. The RRR Signing Officer will also have access to complete all RRR filings (RRR filer access).

Chief Executive Officer

Chief Executive Officers (CEO) have access to submit filings required by the Chief Executive Officer, RRR filings including the Certification on RRR filings and have access to complete all RRR filings (RRR filer access).

Chief Information Security Officer

Gas: Chief Information Security Officers (CISO) have access to co-certify on the reported cyber security readiness report.

2. What happens if our CEO is unavailable for sign-off or if we do not have a CEO?

Under extenuating circumstances, the Chief Executive Officer can delegate its required tasks to another person in the organization. Only a Chief Executive Officer has the authority to make this request. If this is the case, please make a comment regarding this within the form and ensure that the Chief Executive Officer is submitting the request.

If your entity does not have a Chief Executive Officer, then you are required to identify one representative who will be held accountable for submissions required by the Chief Executive Officer. If this is the case, please make a comment regarding this within the form.

3. Who is responsible for user maintenance?

The regulatory contacts are responsible for ensuring only the required contacts have access on behalf of their company. The regulatory contacts can submit the [Electronic User Form](#) to update or remove user access.