

Schedule E: Online Verification Form

Electricity PPA Entered into Over the Internet: Non-Residential Consumers

For use on or after July 1, 2022

Instructions for using this form:

1. *This form must only be used for non-residential consumers that have entered into a Power Purchase Agreement (PPA) over the internet for electricity generated from a Renewable Generation System.*
2. *In this form, the term “energy retailer” is used to refer to the electricity retailer.*
3. *The online verification process must be automatically terminated if Ontario Regulation 389/10 (General) made under the Energy Consumer Protection Act, 2010 (the ECPA Regulation) or this form so requires. Among other things, the online verification process must be terminated if at any time it appears that verification is taking place on a date that is outside the window allowed by the ECPA Regulation. Where the online verification process must be terminated by reason of the above, a termination message must automatically be displayed on the consumer’s device advising the consumer in plain language the reason why that is the case. The message cannot contain any statements regarding any benefit to the consumer that may be lost as a result of the termination of the online verification process, but must indicate in neutral terms that the PPA will become invalid if it is not verified within the time allowed by the ECPA Regulation and that the consumer’s energy supply arrangements will remain as they are on the date of the consumer’s online verification session.*
4. *The online verification process must be automatically terminated if the consumer clicks any of the boxes in the form that are presented in red font.*
5. *Additional instructions are embedded in the form, in italics.*

Section 1: Consent		
I understand that my responses and information provided during this online Power Purchase Agreement (PPA) verification session are being recorded and maintained for regulatory purposes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that entering and leaving my personal information on a public computer is not recommended.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 2: The Purpose of this PPA Verification Session		
I confirm that I signed up for a PPA over the internet to buy electricity generated from a Renewable Generation System for a business from <i>[insert energy retailer name]</i> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that this online PPA verification session is to confirm that I want to continue with the PPA with <i>[insert energy retailer name]</i> to buy electricity generated from a Renewable Generation System. I understand that I don't have to continue with the PPA with <i>[insert energy retailer name]</i> . I also understand that if I don't confirm the PPA: (a) The business will keep buying electricity like it does today; and (b) The business won't have to pay any cancellation fees associated with the PPA. However, not continuing with the PPA may give rise to penalties or fees under the Associated Equipment Agreement (AEA).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that if I confirm that the business wants to continue with the PPA, the business will be buying electricity generated from a Renewable Generation System from <i>[insert energy retailer name]</i> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>[The following to be included by an energy retailer that also makes telephone verification available]</i> I would prefer to confirm the PPA by telephone. Please have someone call me.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I would like to continue with my online PPA verification session. <i>[If the consumer clicks "Yes", a message inviting the consumer to download or print a copy of their PPA, the Disclosure Statement and price comparisons must automatically be displayed on the consumer's device.]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3: Your Contact and Property Information

Below is information that we have about you and the business. Please review it carefully to make sure it is accurate.

My name is: *[insert name of the person that entered into the PPA]*

The name of the business is: *[insert name of business]*

The address of the business that will be supplied with electricity generated from a Renewable Generation System under the PPA is: *[insert service address]*

The address where electricity bills are sent for the business that will be supplied with electricity generated from a Renewable Generation System under the PPA is: *[insert billing address]*

I confirm that all of the above information is accurate.

Yes

No

[The following additional information and confirmation question is optional, and can be included if desired]

Below is information that we have about the electricity utility account for the business. Please review it carefully to make sure it is accurate.

The electricity utility for the business is: *[insert name of electricity utility]*

The electricity utility account number for the business is: *[insert account number]*

I confirm that all of the above information is accurate.

Yes

No

Section 4: Confirmation that You Were Authorized to Sign Up for the PPA

Please check only one of a or b. If none apply, check here: **None apply**

I confirm that:

a. I am the person whose name is on the electricity bills for the business OR

Yes

b. I have been authorized to sign up for the PPA by the person whose name is on the electricity bills for the business

Yes

Section 5: Getting the PPA, Disclosure Statement and Price Comparisons		
When you signed up for the PPA over the internet, was someone from <i>[insert energy retailer name]</i> or from a company that acts for <i>[insert energy retailer name]</i> with you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you get a copy of the PPA by e-mail from <i>[insert energy retailer name]</i> on <i>[insert month, day, year]</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the e-mail also include a Disclosure Statement that explains basic information about energy PPAs and your rights and responsibilities as an energy consumer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the e-mail also include an Electricity Price Comparison that explains how the prices in <i>[insert energy retailer name's]</i> PPA for electricity generated from a Renewable Generation System compare to the prices charged by your Electricity Utility that serves the business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 6: PPA Length and PPA Price		
I understand that if I confirm the PPA, the business will be buying electricity generated from a Renewable Generation System from <i>[insert energy retailer name]</i> for <i>[insert PPA term]</i> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that the price for electricity generated from a Renewable Generation System under the PPA is <i>[insert details of the electricity PPA price]</i> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that the price for electricity under the PPA only covers the electricity generated by the Renewable Generation System. The business will still receive a bill from its Electricity Utility for its charges, including any electricity that it may need over and above what will be generated by the Renewable Generation System. The business will be responsible for entering into a Net Metering agreement with its Electricity Utility.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that there is no guarantee that the PPA with <i>[insert energy retailer name]</i> will save the business any money on its electricity bill.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 7: Where to Get More Information		
You can get information about energy contracts, energy prices and your rights and responsibilities as an energy consumer from the Ontario Energy Board. The Ontario Energy Board is the independent government agency that oversees the electricity and natural gas sectors in Ontario. To learn more, click here .		

Section 8: Confirming Whether you Want to Continue with the PPA

Not yet, I need more time. I understand that I can come back and finish this online PPA verification session later which will remain available to me until *[insert date]*.

I Need More Time

No, I don't want the PPA. I understand that if I check the box below, the PPA to buy electricity generated by a Renewable Generation System from *[insert energy retailer name]* will become invalid. The business will still have electricity service. The business will not have to pay any cancellation fees associated with the PPA. I understand, however, that not continuing with the PPA may give rise to penalties or other charges payable under the AEA.

I Have Changed My Mind About the PPA

Yes, I want the PPA. I understand that if I check the box below, I am agreeing to buy electricity for the business generated from a Renewable Generation System from *[insert energy retailer name]* at the price and for the length of time set out in Section 6.

I Confirm that I want to Continue with the PPA

To finish this online PPA verification session and confirm your PPA, please read about your right to cancel the PPA below.

I understand that the business can cancel the PPA up to 30 days after it receives the second bill that shows the PPA price. I understand that the business has to pay that bill, but it won't have to pay any cancellation fees associated with the PPA. However, not continuing with the PPA may give rise to penalties or other charges payable under or in respect of the AEA. If the business cancels after that, it may have to pay a cancellation fee for the PPA in addition to any penalties or other charges payable under or in respect of the AEA.

I have read about the right to cancel the PPA after the business receives its second bill.

*[The consumer cannot be allowed to check this box unless the consumer has (i) provided a response in respect of each question or statement in sections 1 to 7; and (ii) the consumer has checked the "I Confirm that I want to Continue with the PPA" box in section 8. If the consumer attempts to check this box without having done both (i) and (ii), an automatic message must be displayed on the consumer's device inviting the consumer to complete the missing information. If the consumer has done both (i) and (ii) and is able to and does check this box, the following must then be displayed on the consumer's device: Your PPA to buy electricity generated from a Renewable Generation System from *[insert energy retailer name]* has been confirmed. Please contact *[insert name of, and telephone number for, the energy retailer]* if you have any questions about your PPA or about when electricity will start to be supplied under the PPA.]*