

## TIPS FOR ELECTRONIC FILING

Of Certifications required under the Reporting and Record Keeping Requirements (RRR)

1. Passwords have been issued to the CEO (Chief Executive Officer) and CRO (Chief Regulatory Officer or other senior officer).
2. There are two lists of certificates, one for the CEO, and one for CRO (or other senior officer). Submission to the OEB is complete only when electronic certificates are received from both the required signatories. Filing by one signatory only is not a complete certification under the terms of the RRR.
3. Please note that electronic certificates can only be submitted once. Once submitted, if the certification has to be amended or withdrawn, please contact the OEB directly at [market.operations@oeb.gov.on.ca](mailto:market.operations@oeb.gov.on.ca).
4. The Terms of Use document has to be accepted for certificates to become accessible. If you do not accept the Terms of Use, please contact the OEB directly.
5. If you are the second user, your submission must match that of the first user before it will be submitted to the OEB. If your submission from the drop down menu is different from that of the other user, you will get an error message and your form will not be submitted. If the only difference is in the Comments section, the form will be accepted for submission.
6. PDF versions of the certificates are available at:

Electricity Distributor Certificates:

[http://www.oeb.gov.on.ca/OEB/Documents/e-Filing/certificates\\_Electricity\\_Distributor.pdf](http://www.oeb.gov.on.ca/OEB/Documents/e-Filing/certificates_Electricity_Distributor.pdf)

Electricity Transmitter Certificates:

[http://www.oeb.gov.on.ca/OEB/Documents/e-Filing/certificates\\_Electricity\\_Transmitter.pdf](http://www.oeb.gov.on.ca/OEB/Documents/e-Filing/certificates_Electricity_Transmitter.pdf)

Gas Utilities Certificates:

[http://www.oeb.gov.on.ca/OEB/Documents/e-Filing/certificates\\_Gas\\_Utilities.pdf](http://www.oeb.gov.on.ca/OEB/Documents/e-Filing/certificates_Gas_Utilities.pdf)

7. Please see below for a picture by picture walkthrough.

# 1. OEB HOME PAGE

**CLICK**

# 2. CERTIFICATES AVAILABLE AT

**CLICK**

### 3. LOG IN

OEB e-filing Services - Microsoft Internet Explorer provided by Ontario Energy Board

File Edit View Favorites Tools Help

Address <https://www.errr.oeb.gov.on.ca/>

Ontario Energy Board Log On Welcome Help

Welcome to the OEB e-filing Services

April 22, 2008

Please log on

User ID:

Password:  Log On

[Forgot your Password?](#)

Frequently Asked Questions (1 - 2 of 2)

- Tuesday's regular system maintenance shut down?
- On form 2.1.7, what if I get an error message on Save & Exit or Save?

SEARCH

FAQ

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Applet dateTimeFormatterApplet started Internet

### 4. ENTER THE REGULATORY INFORMATION FILING SYSTEM (RIFS)

OEB e-filing Services - Microsoft Internet Explorer provided by Ontario Energy Board

File Edit View Favorites Tools Help

Address <https://www.errr.oeb.gov.on.ca/default.asp>

Ontario Energy Board Log Off My Profile My Portal Help

Welcome Anshula Ohri Last Log On: April 22, 2008

April 22, 2008

SEARCH

FAQ

- [Submit RRR Filing](#)
- SOP Application
- SOP: View Work In-Progress Application
- My Cases
- Case Documents
- Submit an Application
- Submit Other Documents

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<https://www.errr.oeb.gov.on.ca/xmlloader.asp?type=menu&targetType=regular#> Internet

## 5. ENTER YOUR COMPANY

OEB e-filing Services - Microsoft Internet Explorer provided by Ontario Energy Board

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail Print Mail

Address <https://www.errr.oeb.gov.on.ca/default.asp> Go Links

Ontario Energy Board **Select a Company** Log Off My Profile My Portal Help

April 22, 2008

Search

Search found 1 records. Click on a column heading to sort results by the information in that column. Click an arrow at the beginning of a row to view that item.

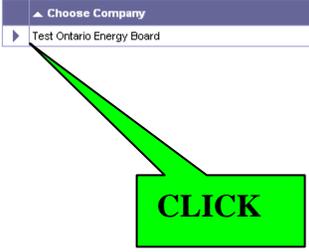
Choose Company	Licence Number	Address line 1	City
▶ Test Ontario Energy Board		2300 Yonge Street	Toronto

FAQ  
Submit RRR Filing  
SOP Application  
SOP: View Work-In-Progress Application  
My Cases  
Case Documents  
Submit an Application  
Submit Other Documents

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Print

Applet dateTimeFormatterApplet started Internet



## 6. CHOOSE YEAR OF SUBMISSION

OEB e-filing Services - Microsoft Internet Explorer provided by Ontario Energy Board

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail Print Mail

Address <https://www.errr.oeb.gov.on.ca/default.asp> Go Links

Ontario Energy Board **CF Company** Log Off My Profile My Portal Help

April 22, 2008

Search

Go to Contacts to access contact information for this company. Required fields are indicated with an asterisk (\*).

Choose Reporting Period Summary Contacts

Company Name  
Test Ontario Energy Board

Licence

Licence Type  
Electricity Distributor

Licence Effective Date

Licence Number

Licence Status  
Issued

Licence Expiry Date

Choose Report Year

Year
◀ 2006
◀ 2007
◀ 2008
Year

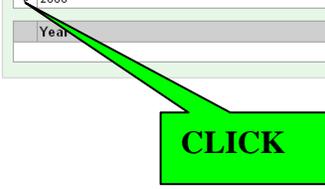
No Records

Submit an Application  
Submit Other Documents

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Cancel

Applet dateTimeFormatterApplet started Internet



## 7. CHOOSE MONTH OF SUBMISSION

Ontario Energy Board  
Company's Filing Year

Company's Year  
Year: 2008  
Company: Test Ontario Energy Board, Toronto, Corporation,

Reporting Period	Status	Latest Submission Date
January 31 January	Work-in-Progress	
April 30 April	Work-in-Progress	
July 31	No Records	
October 31	No Records	

**CLICK**

## 8. CHOOSE TAB FOR UTILITY TYPE

Ontario Energy Board  
Reporting Period

Instructions  
Distributor  
Transmitter  
Retailer  
Wholesaler  
Generator

The filings for the different reporting periods have been listed under 5 tabs.  
The Distributor Tab shows Distributor Filings.  
The Transmitter Tab shows Transmitter Filings.  
The Retailer Tab shows Retailer Filings.  
The Wholesaler Tab shows Wholesaler Filings.  
The Generator Tab shows Generator Filings.  
You will not see any information under a tab if you do not have to submit those filings.

**CLICK**

## 9. OPENING SCREEN

April 22, 2008

Search

Log Off My Profile My Portal Help

Ontario Energy Board Reporting Period

Instructions Distributor Transmitter Retailer Wholesaler Generator

RRR Filing Summary for Period

Reporting Period: April, Filing Year: 2008 for Test Ontario Energy Board, Toronto: Corporation, Status: Work-in-Progress

Submission Due, Extension Deadline, Extension Granted, Latest Submission Date

Distributor

E2.1.1

Report Version	Status	Due	Submitter Name	Submitted On
0	Submitted	April 30, 2008	Mehdi Raza	April 11, 2008
1	Work-in-Progress	April 30, 2008	Mehdi Raza	April 11, 2008

E2.1.2

Report Version	Status	Due	Submitter Name	Submitted On
0	Not Started	May 31, 2008		

E2.1.3

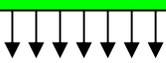
Report Version	Status	Due	Submitter Name	Submitted On
0	Not Started	May 31, 2008		

E2.1.4

Report Version	Status	Due	Submitter Name	Submitted On

Cancel

SCROLL  
DOWN



## 10. CERTIFICATION SECTION OF OPENING SCREEN

Global One - Pivotal eService - Microsoft Internet Explorer provided by Ontario Energy Board

Address: http://10.130.130.193/

Log Off My Profile My Portal Help

Ontario Energy Board Reporting Period

CERTIFICATION

Note: Please make sure that you are in the appropriate section for your authorized forms as Chief Executive Officer (CEO) or Chief Regulatory Officer (CRO). You will not be able to edit your response after you have submitted the forms below. The Certification Forms for April 2008 and onwards will not be available unless you respond to Terms of Use.

Terms of Use CEO or equivalent

Report Version	Accept/Do not accept	Status	Submitter Name	Submitted On
0	I do not accept		Anshula Ohri	April 22, 2008

E2.2.1 CEO or Equivalent

Report Version	Status	Due	Submitter Name	Submitted On
No Records				

E2.2.2 CEO or Equivalent

Report Version	Due	Status	Submitter Name	Submitted On
No Records				

E2.2.3 CEO or Equivalent

Report Version	Due	Status	Submitter Name	Submitted On
No Records				

Terms of Use CRO or equivalent

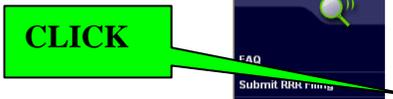
Report Version	Accept/Do not accept	Status	Submitter Name	Submitted On
No Records				

E2.2.1 CRO or Equivalent

Report Version	Status	Due	Submitter Name	Submitted On
No Records				

Cancel

CLICK



## 11. TERMS OF USE CERTIFICATION

Global One - Pivotal eService - Microsoft Internet Explorer provided by Ontario Energy Board

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://10.130.130.193/

Log Off My Profile My Portal Help

### Ontario Energy Board

#### OEB\_Certification

April 23, 2008

Search

FAQ

Submit RRR Filing

SOP Application

SOP: View Work-In-Progress Application

My Cases

Case Documents

Submit an Application

Submit Other Documents

As per the Ontario Energy Board's ("OEB") Natural Gas Reporting and Record Keeping Requirements and Electricity Reporting and Record Keeping Requirements (collectively referred to as the "RRRs"), all natural gas and electricity distributors and all electricity transmitters are required to certify their compliance with their respective affiliate relationships codes. In the past, licensees have provided this certification by submitting hard copies of their statements in writing. To facilitate the certification process, the OEB has introduced electronic certification through its e-Filing Services. To utilize this electronic certification process, the OEB's Information and Information Technology group will issue a password to each of those individuals who will be responsible for the certification. As outlined in the RRRs, a certification statement is required from both the Chief Executive Officer ("CEO") and the Senior Regulatory Officer or other senior officer of the utility. The use of a unique password is a way in which both the CEO and Senior Regulatory Officer may indicate an association with an electronic document. In other words the password links the electronic document to the signer and forms an electronic signature. In accepting the issuance of an electronic signature password in your name, you must understand and agree to the following:

#### ELECTRONIC SIGNATURE TERMS OF USE.

1. You agree to abide by the OEB e-Filing Services Terms of Use, as outlined at [www.oeb.gov.on.ca/html/en/tools/efiling\\_services\\_tou.htm](http://www.oeb.gov.on.ca/html/en/tools/efiling_services_tou.htm). (Copy and paste the link in another browser to view the Terms of Use).
2. You agree that use of your electronic signature password to electronically sign documents legally binds you to the same extent as you would be bound or obligated by handwritten signatures.
3. You will keep your electronic signature password secure from compromise and will promptly report any evidence that your electronic signature password has been used without your authority.
4. In the event that you no longer hold the position for which you were issued an electronic signature password, you agree to cease use of the password, and to inform the Board of the change so that the password may be deleted from the system.

Agreement

I accept

Submit Form

Submit Form

Yes

SAVE SAVE & EXIT Cancel

Applet dateTimeFormatterApplet started

Internet

## 12. CHOOSE TAB FOR UTILITY TYPE

OEB e-filing Services - Microsoft Internet Explorer provided by Ontario Energy Board

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://www.errr.oeb.gov.on.ca/default.asp

Log Off My Profile My Portal Help

### Ontario Energy Board

#### Reporting Period

April 22, 2008

Search

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Submit RRR Filing

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SOP: View Work-In-Progress Application

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Instructions

Distributor Transmitter Retailer Wholesaler Generator

The filings for the different reporting periods have been listed under 5 tabs.

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The Generator Tab shows Generator Filings.

You will not see any information under a tab if you do not have to submit those filings.

CLICK

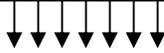
Cancel

Applet dateTimeFormatterApplet started

Internet

### 13. OPENING SCREEN

**SCROLL DOWN**



### 14. CHOOSE CERTIFICATE

**SELECT ONE AT A TIME**



Electricity:  
Distributors: 3 certificates  
Transmitters: 3 certificates

Gas:  
Distributors: 5 certificates

## 15. SUBMISSION OF CERTIFICATE

Global One - Pivotal eService - Microsoft Internet Explorer provided by Ontario Energy Board

Address: http://10.130.130.193/

Ontario Energy Board OEB\_E2\_2\_2

April 23, 2008

Search

FAQ

Submit RRR Filing

SOP Application

SOP: View Work-In-

Progress Application

My Cases

Case Documents

Submit an Application

Submit Other Documents

Response

I certify that where

Brantford Power Inc.

shares information services with an affiliate,

Brantford Power Inc.

has, during the preceding financial year, implemented appropriate computer data management and access protocols in accordance with subsection 2.2.2 of the Affiliate Relationship Code for Electricity Distributors and Transmitters.

No

If you have answered "No", provide the reason and outline plans to come into compliance

Submit Form

Submit

SAVE SAVE & EXIT Cancel

Applet: dateTimeFormatterApplet started Internet

Select "No" to save without submitting.

Select "Yes" to submit to the OEB.

CLICK