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).
- 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 Once submitted, if the certification has to be amended or withdrawn, please contact the OEB directly at <u>market.operations@oeb.gov.o</u>n.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

Electricity Transmitter Certificates: 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

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

1. OEB HOME PAGE



2. CERTIFICATES AVAILABLE AT



3. LOG IN

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9. OPENING SCREEN

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11. TERMS OF USE CERTIFICATION

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Search	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.	
\mathbb{Q}^{n}	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	
FAQ	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	
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Submit an Application	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.	
Submit Other Documents	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.	
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FAQ	The Wholesaler Tab shows Wholesaler Filings.		
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14. CHOOSE CERTIFICATE

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15. SUBMISSION OF CERTIFICATE

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