## How to file Gas SQR 2.1.9 form

- 1. Go to OEB's home page <u>http://www.oeb.gov.on.ca/</u> e-FilingServices
- 2. Click on Regulatory Document Search i.e, http://www.oeb.gov.on.ca/html/en/tools/efiling\_services.htm
- 3. In section AUDIT PERIODIC REPORTING: (user ID & password required), under "Gas", click on "Utilities SQR Annual Filing".
- 4. You will get the screen below

Ontario Energy E	Board	Log On Welcome Help Velcome to the OEB e-filing Services
December 11, 2007	Please log on	Frequently Asked Questions (1 - 8 of 11) <u>View All</u>
Search	llear ID:	When is next system shut down?
	Decement	On form 2.1.7, what if I get an error message on Save & Exit or Save?
	Password: Log On	How can I PRINT ALL the pages of a blank/filled form?
	Forgot your Password?	What does "Save" Button do?
FAO		What does "Save & Exit" button do?
	WC AT NEC AT NEC AT NEC AT NEC A	What is the recommended Display Property for best form preview?
		• What if I got a pop-up blocker message?
POWERED BY		For 2.1.1, Incremental Costs Incurred: How do I delete the data in this orid?
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- 5. Enter the User ID and Password
- 6. You will get the screen below with your name on top "Welcome XXXXX", click on "Submit RRR Filings" (available on left hand side of the screen).



7. Click on the arrow mark besides your company name

	▲ Choose Company	Licence Number	Address line 1	City
	Enbridge Gas Distribution Inc.		500 Consumers Road	North York
•	Natural Resource Gas Limited		39 Beech Street East	Aylmer
	Test Ontario Energy Board		2300 Yonge Street	Toronto
•	Union Gas Limited		50 Keil Drive North	Chatham

8. Click on the arrow mark besides the year you are filing for

	Year	
€	2007	

9. Click on the arrow mark besides the month of your filing

ŀ	\pril	30		
		Reporting Period	Status	Latest Submission Date
	⇔	April	Not Started	

10. Read and follow the instructions. For the SQR filing, click on the "Annual Filing Forms" tab. Under this tab, G.2.1.9 Gas forms a to g are available for data input.



11. Click the arrow mark besides the form to open the form and start your data entry

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Ontario Energy E	Ontario Energy Board						
December 20, 2007							
Search	Instructions Quarterly Filing Forms	Annual Filing Forr	ns				
	Gas RRR Filing Summary for Period						
<b>()</b> ))	Reporting Period		Filing year St		Status Not Started		
	Submission Due		Evidencian Deadline Evidence Cas Linned, Aynnon, Polician Evidencian Cranted				
FAQ							
Submit RRR Filing			Company Name				
SOP Application			Natural Resource Gas Limited				
SOP: View Work-In-	SDP: View Work In. G.2.1.9 SERVICE OUALITY REQUIREMENTS (SOR) FORM						
Progress Application	Report Version	Status	Due	Submitter Name		Submitted On	
My Cases	♦ 0	Not Started	January 31, 2007				
Case Documents							
Submit an Application							
Other Documents							

**12.** To temporarily save the data inputted click on "Save" button.

Note:

- You will find the "Save" button at the end of the form
- Keep the Submit Form option (located at the bottom left corner) to "No" until you are finally ready to submit all your data entry.
- It is best to save your work frequently to avoid rework and re-entry.

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Ontario Energy B	oard	G.2.1.9 SQR GAS		
cember 20, 2007	Month	Number of Reconnections Completed Within 2 Business Days (1)	Total Number of Reconnections Completed (2)	Number of Days to Reconnect a Customer Percentage (%) (3=1/2*100)
wrete	October			0.00
	November			0.00
	December			0.00
	January			0.00
3	February			0.00
bmit RRR Filing	March			0.00
P Application	April			0.00
P: View Work-In-	May			0.00
gress Application	June			0.00
Cuses	July			0.00
se Documents	August			0.00
	September			0.00
her Documents	Total			0.00
	Submit?			
Other Documents	Submit?	m to the second s		

13. When you have completed entering the data in **all the forms (letters a to g) under G.2.1.9**, change the Submit Form option to "Yes" and click on Save & Exit to finally submit your data.

Note: the data will be submitted only after passing through all validation rules.