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## BY E-MAIL AND WEB POSTING

February 13, 2017

To: All Licensed Unit Sub-Meter Providers  
All Other Interested Parties

### Re: Unit Sub-Meter Provider Reporting Requirements and User Guide

The Ontario Energy Board (OEB), in the [October 29, 2015 letter](#), provided notice of amended [Electricity Reporting & Record Keeping Requirements \(RRR\)](#) which include reporting requirements for licensed Unit Sub-Meter Providers (USMP). USMPs are required to provide specified information with respect to the Ontario Electricity Support Program and Low-income Energy Assistance Program using the [OEB's e-Filing Services portal](#). Information for the 2016 calendar year must be reported by April 30, 2017.

To assist you with the upcoming 2016 calendar year filings, OEB staff has issued the [User Guide for Unit Sub-Meter Providers Reporting in the OEB's e-Filing Services](#). This guide contains instructions for user(s) registration, log-in and steps on how to submit your data in the e-Filing Services portal. Guidance on how to complete the RRR forms, including screenshots and explanations, is also provided.

To complete the filing you will need authorized access to the OEB's portal. Please register your RRR filer personnel by completing and submitting the [Electronic User Form](#) and a User ID and Password will be provided. We anticipate the form for reporting the required information will be available in the portal in early March. OEB staff will notify all USMPs when the portal is available to registered users.

Please forward any inquiries regarding the above matter to [IndustryRelations@ontarioenergyboard.ca](mailto:IndustryRelations@ontarioenergyboard.ca).

Yours truly,

*Original signed by*

Barbara Robertson  
Acting Manager, Audit & Performance Assessment  
Consumer Protection & Industry Performance