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VIA E-MAIL AND WEB POSTING

March 24, 2010

To: All Licensed Electricity Distributors

Re: Follow-up to November 23rd Letter – “Clarifying Reporting Requirements Related to Smart Meter Deployment and the Application of Time of Use Pricing”

On November 23rd 2009, the Board issued a letter to all licensed distributors to clarify reporting requirements for smart meter deployment and the application of Time of Use pricing. This letter advised distributors that an online method of submitting quarterly filings would soon be available. The form is now available on the Board’s website; please use this form to submit the next quarterly filing, due on April 12th 2010. Details about the new process are as follows:

- The form is available through E-filing services on the OEB website.
- ‘Regulatory contacts’ will be able to access the form by choosing the Regulatory Electronic Submission System (RESS) link and entering their existing username and password.
- Once logged in, click on the link at the bottom of the column on the left side of the window called “Submit SM/TOU Filing”.
- The following screen will show the months in which filings are due, choose, by month, which quarter’s data is to be entered. For example, for the 1st quarter of 2010 (Jan-Mar) choose April.
- Once data is entered into the form there are two options;
 - Users can save their entry and return to it later for further editing by clicking ‘save’ at the bottom of the screen, the status of the filing will be appear as ‘Work in Progress’.

- Users can submit the form to the Board by clicking 'Yes' under the heading 'Submit Form' at the bottom of the screen, the status will then appear as 'Submitted'. Data will *not* be *filed* with the Board until this has been done.
- LDCs will be able to edit/update data from their current and previous quarters only. For example, the filings due April 10th will be accessible for editing until June. Likewise, filings due in July will be accessible for editing until October.
- If a report is revised after it has been submitted to the Board, the user will have to choose 'Yes' under 'Submit Form' again in order to submit the new data to the Board. Otherwise it will be saved as a work in progress.

Please note that data submitted to the Board in the previous two quarterly filings is being entered into the online system by Board staff on behalf of distributors.

Please send any questions about smart meter and TOU reporting requirements to market.operations@oeb.gov.on.ca.

Sincerely,

Original signed by

John Pickernell
Assistant Board Secretary