

ONTARIO ENERGY BOARD

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# REGULATORY ELECTRONIC SUBMISSION SYSTEM (RESS) DOCUMENT GUIDE

APRIL 2022



Ontario  
Energy  
Board

**TABLE OF CONTENTS**

**SUPPORT - 5 -**

**Submitting a New Application / Supporting Documentation for an existing File ..... - 6 -**  
**Electronic Document Submission ..... - 7 -**  
**Electronic Signatures ..... - 7 -**  
**Application for New Licence, renewals and amendments..... - 8 -**  
**Intervenor Status and Passwords for RESS ..... - 8 -**  
**Confidential Documents ..... - 8 -**  
**Documents containing personal information ..... - 9 -**  
**Documents Larger than 35 MB –Final Application Version Submitted ..... - 9 -**  
**Sectioning of Large Files (over 35 MB) ..... - 9 -**  
**Document Revisions..... - 9 -**  
**Pre-filed Evidence Bookmarks for Large Files ..... - 10 -**

**DOCUMENT FORMATS ..... - 10 -**

**Searchable, Unrestricted PDF Files..... - 10 -**  
**Header for Evidence/ Exhibits submitted prior to Hearing..... - 11 -**  
**Preferred Header Format for Documents Other Than Exhibits..... - 12 -**  
**Consolidated Document and Pre-filed Evidence Prior to an Oral Hearing ..... - 12 -**  
**Material Filed During the Oral Hearing ..... - 12 -**

**DOCUMENT FILE NAMING CONVENTIONS ..... - 12 -**

**Date Format ..... - 12 -**  
**Document Properties ..... - 13 -**  
**Revisions ..... - 13 -**  
**Application..... - 13 -**  
**Large Application – dividing into sections ..... - 13 -**  
**Cover Letter ..... - 14 -**  
**Cover Letter for Revisions of Submitted Sections of a Large Application ..... - 14 -**  
**Table of Contents for Revisions (Large Application)..... - 14 -**

**Affidavit of Service**..... - 14 -

**NOTE: Affidavits with the Commissioner of Oaths signature will be place on the e-public record. The document must be a searchable PDF scanned as OCR (preferably a PDF/A file)**..... - 14 -

**Intervention Request Letter**..... - 15 -

**Cost Eligibility Request** ..... - 15 -

**Cost Eligibility Objection**..... - 15 -

**Cost Eligibility Reply**..... - 15 -

**Letter of Comment** ..... - 16 -

**Settlement Proposal**..... - 16 -

**Intervenor Evidence** ..... - 16 -

**Interrogatories to Applicant** ..... - 16 -

**Interrogatory Responses From Applicant**..... - 17 -

**Interrogatories on Intervenor Evidence** ..... - 17 -

**Responses to Interrogatories on Intervenor Evidence** ..... - 17 -

**Supplementary Interrogatories to Applicant** ..... - 18 -

**Response by Applicant to Supplementary Interrogatories** ..... - 18 -

**Supplementary Interrogatories on Intervenor Evidence**..... - 18 -

**Responses to Supplementary Interrogatories on Intervenor Evidence** ..... - 19 -

**Motion Filed During a Hearing** ..... - 19 -

**Submission on the Motion** ..... - 19 -

**Submission**..... - 20 -

**Reply Submission or Final Submissions** ..... - 20 -

**Argument-in-Chief**..... - 20 -

**Intervenors’ Argument**..... - 20 -

**Applicant Reply Argument or Final Argument** ..... - 21 -

**Response to Undertaking**..... - 21 -

**Exhibits Filed and Accepted at the Oral Hearing**..... - 21 -

**9uMotion to Vary** ..... - 22 -

**Motion to Review**..... - 22 -

**Draft Rate Order** ..... - 22 -

**Draft Rate Order Appendix** ..... - 22 -

**General Correspondence** ..... - 23 -

**Cost Claim** ..... - 23 -

**Cost Claim Objection ..... - 23 -**  
**Cost Claim Objection Reply ..... - 23 -**  
**Declaration and Undertaking ..... - 24 -**  
**Settlement Proposal..... - 24 -**  
**Settlement Agreement ..... - 24 -**

**SUBMITTING DOCUMENTS BY EMAIL..... - 25 -**  
**Document Submission – Email ..... - 25 -**  
**Email Submission – Subject Line..... - 25 -**  
**Email body – Information Required ..... - 25 -**

## INTRODUCTION

The Ontario Energy Board (OEB) uses a secure, online service - the [Regulatory Electronic Submission System \(RESS\)](#) – to file regulatory documents. This guide covers the basics on how to submit a document and the file naming convention for each document type.

To begin filing through RESS, a User ID and password is required. The [User ID request form](#) can be found on the OEB website under the OEB [Filing systems](#) page. This page also lists the **System Requirements** for using the RESS portal.

If you are **filing confidential material**, please refer to the *Confidential Documents* section of this guide on page 8. Confidential documents must be password protected and filed as a separate RESS upload from non-confidential documents.

Parties are responsible for ensuring that any documents they file with the OEB **do not include personal information** (as that phrase is defined in the *Freedom of Information and Protection of Privacy Act*), unless filed in accordance with rule 9A of the OEB's [Rules of Practice and Procedure](#). If you are **filing documents containing personal information of another person who is not a party to the proceeding**, please refer to the *Documents containing personal information* section of this guide on page 9. Such documents must be password protected and filed as a separate RESS upload from non-confidential documents.

**NOTE:** In order to adhere to the RESS guidelines, the portable document format (PDF) software, Adobe Professional Version 7 – or higher, is required to create searchable PDF documents, specifically a PDF/A file, which is the standard for long-term document archiving.

## SUPPORT

- Contact the Office of the Registrar at [registrar@oeb.ca](mailto:registrar@oeb.ca) for **general information** relating to the RESS Guide
- **RESS User ID request forms** can be sent by email to [registrar@oeb.ca](mailto:registrar@oeb.ca), and you will be notified by email with your log-in information
- **Technical questions** can be directed to the OEB IT team at [ithelp@oeb.ca](mailto:ithelp@oeb.ca)

**HOW TO SUBMIT A DOCUMENT TO THE OEB USING RESS**

Item	Description	Guidelines for Submitting Documents
1.	<p><b>Submitting a New Application / Supporting Documentation for an existing File</b></p>	<p>Once you have obtained your RESS User ID, log-in to the <b>Regulatory Electronic Submission System (RESS)</b> portal at <a href="https://p-pes.ontarioenergyboard.ca/PivotalUX/">https://p-pes.ontarioenergyboard.ca/PivotalUX/</a>.</p> <p><b>New Application</b>                      On the left-side navigation bar select “<b>Submit an Application</b>” and enter the following information:</p> <ul style="list-style-type: none"> <li>• Name of applicant/organization</li> <li>• Contact name/Contact number/Contact email</li> <li>• Energy type (e.g. electricity, gas, generic)</li> <li>• Application type (e.g. facilities, rates, MAADs)</li> </ul> <p><b>Supporting Documentation for an existing file</b>                      On the left-side navigation bar, select “<b>Other Documents</b>” and enter the following information:</p> <ul style="list-style-type: none"> <li>• Name of applicant</li> <li>• Case number</li> <li>• Organization name that is submitting the document</li> <li>• Contact name of person submitting the document on behalf of the organization</li> <li>• Contact number/contact email</li> <li>• Indicator of applicant or intervenor</li> <li>• Document description</li> </ul> <p>If the document being submitted is not self-explanatory or self-contained, include a cover letter with a brief description of the submission.</p> <p>A brief description can also be added in the open text field please provide a brief synopsis of the submission that would be helpful in classifying this document or understanding your menu selections in the mandatory fields above.</p> <p>If a confidential document is being filed, please indicate in this field with an all-caps: <b>CONFIDENTIAL.</b></p>

Item	Description	Guidelines for Submitting Documents
		<p>If a document that contains personal information of another person who is not a party to the proceeding is being filed, please indicate in this field with an all-caps: <b>CONFIDENTIAL – PERSONAL INFORMATION</b>.</p> <p><b>NOTE:</b> information in this field is not retained as part of the record of a proceeding.</p> <p>Submitters can do the following:</p> <ul style="list-style-type: none"> <li>• Upload multiple documents in one RESS submission. If</li> <li>• If a file exceeds 35 MB, submit it in sections.</li> <li>• Use the browse button to upload documents – a similar process to how documents are attached using email.</li> </ul>
2.	<b>Electronic Document Submission</b>	<ul style="list-style-type: none"> <li>• Submit through the OEB <a href="#">RESS web portal</a>.</li> <li>• Convert all documents to a searchable PDF/A or PDF format before submitting through RESS unless otherwise specified through by OEB staff (e.g. Excel).</li> <li>• Only scan documents that do not have electronic equivalents (e.g., historic hard copies and maps). When scanning, use an Optical Character Recognition (<b>OCR</b>) scanner (rather than an image-only scanner) in order to make the document searchable.</li> <li>• <b>Confidential documents</b> must be password protected and uploaded securely through RESS. The password must be provided in the Application Description field of the RESS upload. See item 6 (Confidential Documents) on page 8 for more details.</li> </ul> <p><b>NOTE:</b> Parties are responsible for ensuring that any documents they file with the OEB <b>do not include personal information</b> (as that phrase is defined in the <i>Freedom of Information and Protection of Privacy Act</i>), unless filed in accordance with rule 9A of the OEB’s <a href="#">Rules of Practice and Procedure</a>. See item 7 (Documents containing personal information) on page 9 for more details.</p>
3.	<b>Electronic Signatures</b>	<p>Acceptable formats for electronic signatures include certificate-based signatures in Adobe and/or scanning a wet signature.</p>

Item	Description	Guidelines for Submitting Documents
		<p>A certificate-based signature has encrypted information that is unique to its user and identifies the person signing the document. Users can sign a PDF document with a password-protected, certificate-based signature, by creating a digital ID in Adobe Acrobat or Adobe Reader. For further information on certificate-based signatures in Adobe Acrobat, please refer to the following link: <a href="https://helpx.adobe.com/ca/acrobat/kb/certificate-signatures.html">https://helpx.adobe.com/ca/acrobat/kb/certificate-signatures.html</a>.</p> <p>The other option is scanning a wet signature. This is an acceptable format for an electronic signature but please ensure that the document is searchable by using the OCR function on the scanner.</p>
4.	<b>Application for New Licence, renewals and amendments</b>	<p><a href="#">Licence application forms</a> can be found on the OEB website.</p>
5.	<b>Intervenor Status and Passwords for RESS</b>	<p>Intervenor status is granted by the Ontario Energy Board within the proceeding.</p> <ul style="list-style-type: none"> <li>• A valid <a href="#">user ID and password</a> is required to file an intervention request letter through RESS.</li> <li>• As an alternative, an individual may intervene via email at <a href="mailto:registrar@oeb.ca">registrar@oeb.ca</a>.</li> </ul>
6.	<b>Confidential Documents</b>	<p>The OEB <a href="#">Practice Direction on Confidential Filings</a> must be followed, unless otherwise directed:</p> <ul style="list-style-type: none"> <li>• File a table which sets out for each piece of information for which confidential treatment is requested: (i) the specific page(s) that are redacted; (ii) whether the redacted information fits within a presumptively confidential category included in the OEB’s <a href="#">Practice Direction on Confidential Filings</a>, if applicable; and (iii) where (ii) does not apply, the basis for the confidentiality claim and the reasons why public disclosure of that information would be detrimental</li> <li>• Confidential filings must be password-protected and filed as a separate RESS upload.</li> <li>• The password must be included in the Application Description field.</li> <li>• The password should contain at least six characters, including a mix of upper and lower case letters, a number and a special character (Example: Honi#1)</li> <li>• The word <b>CONFIDENTIAL</b> in all caps must be included in the Application Description field</li> </ul>



Item	Description	Guidelines for Submitting Documents
		<p><b>NOTE:</b> include <b>CONFIDENTIAL</b> at the beginning of the file name of each individual file in the upload. (Example: CONFIDENTIAL_EGI_APPL_QRAM_20200125.pdf )</p>
7.	<p><b>Documents containing personal information</b></p>	<p>Where a document that contains personal information of another person who is not a party to the proceeding is being filed through RESS:</p> <ul style="list-style-type: none"> <li>• The document shall be filed in accordance with rule 9A of the OEB’s <a href="#">Rules of Practice and Procedure</a>.</li> <li>• A table is to be provided which sets out for each piece of redacted personal information: (i) the specific page(s) that contain the personal information; and (ii) the basis for the personal information claim with specific reference to how the redacted information fits within the definition of personal information set out in section 2 of the <i>Freedom of Information and Protection of Privacy Act</i>.</li> <li>• The unredacted document which includes the personal information must be password-protected and filed as a separate RESS upload.</li> <li>• The password must be included in the Application Description field.</li> <li>• The password should contain at least six characters, including a mix of upper and lower case letters, a number and a special character (Example: Honi#1)</li> <li>• The word CONFIDENTIAL – PERSONAL INFORMATION in all caps must be included in the Application Description field.</li> </ul> <p><b>NOTE:</b> include <b>CONFIDENTIAL – PERSONAL INFORMATION</b> at the beginning of the file name of each individual file in the upload. (Example: CONFIDENTIAL— PERSONAL INFORMATION _ EGI_APPL_QRAM_20200125.pdf )</p>
8.	<p><b>Documents Larger than 35 MB –Final Application Version Submitted</b></p>	<p>For documents submitted via RESS, each attachment must be 35 MB or less.</p> <p>Sectioning of large files - Submitters should divide large documents into logical sections. Refer to Section on ‘File Naming Conventions’ for guidance.</p>
9.	<p><b>Sectioning of Large Files (over 35 MB)</b></p>	<p>Each of these sections would be created from the compilation of numerous smaller PDF files that automatically turn into bookmarks during the Adobe creation process to become a large PDF document.</p>
10.	<p><b>Document Revisions</b></p>	<ul style="list-style-type: none"> <li>• Revised documents should be submitted in searchable, unrestricted PDF format. Refer to the guide on the e-Filing Services web page called the “<i>RESS Quick Visual Guide</i>”</li> </ul>

Item	Description	Guidelines for Submitting Documents
		<ul style="list-style-type: none"> <li>• Adobe Acrobat Professional version 7 or higher makes it easy to replace an inserted bookmark in a PDF file for revised documents.</li> <li>• Revisions to the application or supporting evidence will require re-submission of the document or its section into RESS with a separate cover letter and a separate, extracted Table of Contents (TOC). These should be kept together when submitting into RESS.</li> <li>• The document file name should remain the same except for the date.</li> <li>• Revise any TOC with a “/u1” adjacent to the TOC item that was modified. Use “/u2” for a second revision, “/u3” for a third, etc. (NOTE: /u = update)</li> <li>• For large documents, the TOC is submitted as a separate PDF document extracted from the main document/application.</li> </ul> <p>Examples follow in these Guidelines.</p>
11.	<b>Pre-filed Evidence Bookmarks for Large Files</b>	<p>Large documents must be bookmarked. A large, consolidated PDF file can be created from multiple smaller PDF files. Follow the naming conventions for bookmarks in section on ‘Document File Naming Conventions’. Refer also to the document, <i>RESS Quick Visual Guide</i> for PDF file creation instructions.</p>

**DOCUMENT FORMATS**

Item	Description	Guidelines for Document Formats
1.	<b>Searchable, Unrestricted PDF Files</b>	<p>Create documents in original software such as Word or Excel and then convert them into a PDF/A document in order to protect the integrity of the document.</p> <p>The PDF/A file format is an ISO-standardized format of PDF and is used primarily for archiving and long-term preservation of electronic records. With PDF/A, users cannot add links to external documents or websites and encryption is not allowed. You can create a PDF/A file by directly converting a Word or Excel spreadsheet to PDF/A. You can also conform a PDF document to PDF/A by utilizing the “Save As” function in the document and selecting PDF/A option in settings. If you cannot select or create PDF/A file format, the next acceptable format is a searchable PDF document.</p> <p>If a searchable PDF document cannot be created, then the OEB will accept a scanned, OCR PDF document. Most scanners create image-only, non-searchable PDF files as a default setting.</p>

Item	Description	Guidelines for Document Formats
		<p>However, scanners can create searchable PDF documents by using the Optical Character Recognition (OCR) function that is available on most of these devices. By utilizing the OCR function, Adobe Acrobat can add an invisible layer of searchable text while maintain the original appearance of the document. The resulting <b>searchable</b> file is referred as an <i>image+text</i> PDF.</p> <p>Some scanners will also have a PDF/A file format option for scanned documents which should be selected if available. In selecting this option, scanners will be able to create OCR PDF/A documents.</p> <p>All PDF/A or PDF documents should be <b>unrestricted</b> and this can be done by setting document security settings appropriately (i.e. <i>No Password Protection</i> applied to the document).</p> <p><b>Note:</b> Excel files should be converted to PDF, unless otherwise directed by the OEB.</p>
2.	<p><b>Header for Evidence/ Exhibits submitted prior to Hearing</b></p>	<p>The header must include: Date “Filed” or “Updated”, Case Number, Description/Exhibit (Letter, Tab Number, Schedule Number), Page x of y. See sample below:</p> <p>Filed: 2006-02-20 (yyyymmdd)                      EB-2006-0034                      Exhibit I                      Tab 18                      Schedule 1                      Page 1 of 3</p> <p>No footer information is required.</p> <p>Updates must include the following information in the header:                      Updated: 2006-02-28 (yyyymmdd)                      EB-2006-0034                      Exhibit I                      Tab 18                      Schedule 1                      Page 1 of 3</p>

Item	Description	Guidelines for Document Formats
3.	<b>Preferred Header Format for Documents Other Than Exhibits</b>	<p>Optional: Where there are no exhibit numbers assigned, documents may also use the same format as outlined in 2. Above.</p> <p>Filed: 2006-02-20 (yyyymmdd)            EB-2006-0034            SEC Interrogatory Responses            Page 1 of 3</p>
4.	<b>Consolidated Document and Pre-filed Evidence Prior to an Oral Hearing</b>	<p>The applicant must consolidate all hearing-related documents, including application, applicant evidence, interrogatories and interrogatory responses, intervenor evidence, responses to interrogatories on intervenor evidence, responses to supplementary interrogatories, and settlement proposals into one single PDF document prior to an oral hearing.</p> <ul style="list-style-type: none"> <li>• Submit documentation and revisions by sections, each smaller than 35 MB (e.g., Exhibit A, Exhibit B, etc.).</li> </ul> <p>The OEB may request other parties to consolidate their documents as well.</p>
5.	<b>Material Filed During the Oral Hearing</b>	<p>Once the final pre-hearing application and evidence is uploaded onto RESS, any new material filed at the hearing should be submitted electronically through RESS or by email to <a href="mailto:registrar@oeb.ca">registrar@oeb.ca</a>. This can include updated evidence, responses to undertakings, and new exhibits.</p>

## DOCUMENT FILE NAMING CONVENTIONS

The file submitter is responsible for naming the electronic document using the RESS naming conventions. This name becomes the filename used for searching.

Item	Description	Guidelines for Document File Naming Conventions
1.	<b>Date Format</b>	<p>All file names require a date format as yyyymmdd. This is the date of the document.</p> <p>Example: 20200201. This represents February, 1, 2020.</p>

Item	Description	Guidelines for Document File Naming Conventions
		<b>Date on documents must be fixed dates (not automatically reset to current date).</b>
2.	<b>Document Properties</b>	Ensure that the <b>document properties</b> for submitted files <b>are left blank.</b>
3.	<b>Revisions</b>	<p>Any revisions or updates to material previously submitted should have the same name as the original submitted material, with a new date.</p> <p>Sample: EGI_APPL_QRAM_20200125.pdf                      Revised submitted document as EGI_APPL_QRAM_20200228.pdf</p>
4.	<b>Application</b>	<p>When the complete document size is less than 35 MB, use the following nomenclature:                      Example format: &lt;from org&gt;_APPL_Doc Type_yyyymmdd. pdf                      “from org” is the applicant.</p> <p>Sample: EGI_APPL_QRAM_yyyymmdd.pdf                      Enbridge Gas Inc. submits an application and its associated evidence.                      Bookmarks and Table of Contents may be helpful for applications that have several sections.                      A cover letter should be part of application as the first page. All cover letters should be part of the complete PDF application with the most recent letter found first.</p>
5.	<b>Large Application – dividing into sections</b>	<p>When the size of the complete application is larger than 35 MB or large enough to warrant bookmarked sections, use the following convention:                      Example format: &lt;from org&gt;_Ex X_Section Name_yyyymmdd.pdf</p> <p>Large applications need to be submitted in sections as follows:                      EGI_Ex A_Administration_yyyymmdd.pdf                      EGI_Ex B_Cost of Capital_yyyymmdd.pdf</p> <p><b>An Exhibit filed under each section should be bookmarked as follows:</b>                      Example format: Exhibit letter/number Tab#-Schedule#_Description                      A description is needed only when there is a revision, Appendix or attachment.</p> <p>Sample: A1-2-1_Appendix B                      B1-3-2_Attachment                      C2-3-1_corrected 20200302</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>As a section is revised, it must be re-submitted into RESS with a new date.</p> <p>The following are sample exhibit sections that can be submitted as bookmarks when they are consolidated as one large document for the final pre-hearing submission:</p> <p>Ex A_ Administration                      Ex B_ Cost of Capital                      Ex C_ Cost of Service                      Ex D_ Rate Base                      Ex E_ Revenue Requirement                      Ex F_ Regulatory Assets                      Ex G_ Cost Allocation                      Ex H_ Rate Design</p>
6.	<b>Cover Letter</b>	Cover letters should be integrated with the consolidated, searchable PDF / PDF/A document. Exceptions are noted below.
7.	<b>Cover Letter for Revisions of Submitted Sections of a Large Application</b>	<p>The cover letter retains its original name with a date change.</p> <p>Sample: EGI_APPL_CovLtr_yyyymmdd.pdf                      Enbridge Gas Inc. submits a cover letter describing its revisions to its application:</p>
8.	<b>Table of Contents for Revisions (Large Application)</b>	<p>The table of contents must be submitted as a separate PDF file when separate PDF sections are submitted. This is in addition to having the table of contents as part of the first section of the application.</p> <p>Example format: &lt;from org&gt;_TOC_yyyymmdd.pdf</p> <p>Sample: EGI_TOC_yyyymmdd.pdf</p> <p>Enbridge Gas Inc. submits a revised TOC extracted from its original document.</p> <p>The TOC must reflect changes made by indicating - adjacent to the content line - items that have been revised with /u1 for a first revision, /u2 for a second revision, etc.</p>
9.	<b>Affidavit of Service</b>  <b>NOTE: Affidavits with the Commissioner of Oaths signature will be place on the e-</b>	<p>Example format: &lt;from org&gt;_Affidavit_yyyymmdd.pdf</p> <p>“from org” is the organization submitting an Affidavit of Service or Publication.                      “yyymmdd” is the date that the Affidavit is dated.</p> <p>Sample: EGI_Affidavit_yyyymmdd</p>

Item	Description	Guidelines for Document File Naming Conventions
	<b>public record. The document must be a searchable PDF scanned as OCR (preferably a PDF/A file)</b>	Enbridge Gas Inc. submits an Affidavit of Service or Publication.
10.	<b>Intervention Request Letter</b>	<p>Those without a user ID may submit this document via email instead of the RESS web portal.</p> <p>Example format: &lt;from org&gt;_IntrvREQ_yyyymmdd</p> <p>“from org” is the organization that is submitting the letter.                      “yyymmdd” is the date that the Intervention Request Letter is dated.</p> <p>Sample: SEC_IntrvREQ_yyyymmdd                      School Energy Coalition submits intervention request letter.</p>
11.	<b>Cost Eligibility Request</b>	<p>Example format: &lt;from org&gt;_CostREQ_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Eligibility Request                      “yyymmdd” is the date that the Cost Eligibility Request is dated.</p> <p>Sample: SEC_CostREQ_yyyymmdd.pdf                      School Energy Coalition submits a Cost Eligibility Request</p>
12.	<b>Cost Eligibility Objection</b>	<p>Example format: &lt;from org&gt;_CostObj_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Eligibility Request                      “yyymmdd” is the date that the Cost Eligibility Objection is dated.</p> <p>Sample: EGI_CostObj_yyyymmdd.pdf                      Enbridge Gas Inc. submits a Cost Eligibility Objection</p>
13.	<b>Cost Eligibility Reply</b>	<p>Example format: &lt;from org&gt;_CostReply_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Eligibility Reply to an objection.                      “yyymmdd” is the date that the Cost Eligibility Reply is dated.</p> <p>Sample: SEC_CostReply_yyyymmdd.pdf                      School Energy Coalition submits a Cost Eligibility Reply</p>

Item	Description	Guidelines for Document File Naming Conventions
14.	<b>Letter of Comment</b>	<p>Those submitting a letter of comment may not have a logon user ID or password set up for them for RESS submission. In those circumstances, submit this document by email at <a href="mailto:registrar@oeb.ca">registrar@oeb.ca</a> or using the Letter of Comment form available through the OEB.ca website. The following format may be used for the letter of comment if emailed.</p> <p>Example format: &lt;from org&gt;_LtrComment_yyyymmdd</p> <p>“from org” is the organization or person requesting a comment. “yyyymmdd” is the date that the letter of Letter of Comment is dated.</p> <p>Sample: JohnDoe_LOC_yyyymmdd John Doe submits a letter of comment.</p>
15.	<b>Settlement Proposal</b>	<p>Example format: &lt;from org&gt;_SettlementP_yyyymmdd.pdf</p> <p>“from org” is the applicant who is submitting the settlement proposal. “yyyymmdd” is the date that the settlement Proposal is dated.</p> <p>Sample: EGI_SettlementP_yyyymmdd.pdf Enbridge Gas Inc. submits a settlement proposal.</p> <p>If there is an oral hearing, the settlement proposal should also be included as a bookmarked section in the consolidated PDF document as follows:</p> <p>Bookmark Sample: Ex N_Settlement Proposal</p>
16.	<b>Intervenor Evidence</b>	<p>Each set of evidence from an intervenor must be submitted as one PDF document.</p> <p>Example format: &lt;from org&gt;_EVD_yyyymmdd.pdf</p> <p>“from org” is the organization providing evidence. “yyyymmdd” is the date that the Evidence is dated.</p> <p>Sample: SEC_EVD_yyyymmdd.pdf School Energy Coalition submits evidence.</p>
17.	<b>Interrogatories to Applicant</b>	<p>Each set of interrogatories from an organization must be submitted as one document.</p>



Item	Description	Guidelines for Document File Naming Conventions
		<p>Example format: &lt;from org&gt;_IR_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization asking a question.                      “to org” is applicant responding to the question.                      “yyyymmdd” is the date the Interrogatory is dated.</p> <p>Sample: SEC_IR_EGI_yyyymmdd                      School Energy Coalition submits an interrogatory to the applicant Enbridge Gas Inc.</p>
18.	<b>Interrogatory Responses From Applicant</b>	<p>Submit each set of interrogatory responses to an organization as one document. Begin each response on a new page. The response should include the initial interrogatory.</p> <p>Example format: &lt;from org&gt;_IRR_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the applicant responding to a question.                      “to org” is the organization that asked the question.                      “yyyymmdd” is the date that the Interrogatory Response is dated.</p> <p>Sample: EGI_IRR_SEC_yyyymmdd                      Enbridge Gas Inc. is the applicant who submits a response to the School Energy Coalition Interrogatories.</p>
19.	<b>Interrogatories on Intervenor Evidence</b>	<p>Submit each set of interrogatories to an organization as one document.</p> <p>Example format: &lt;from org&gt;_IR_EVD_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization asking an interrogatory.                      “to org” is the organization being asked the interrogatory.                      “yyyymmdd” is the date that the Interrogatory is dated.</p> <p>Sample: CCC_IR_EVD_SEC_yyyymmdd                      Consumers Council of Canada submits an Interrogatory on evidence of School Energy Coalition</p>
20.	<b>Responses to Interrogatories on Intervenor Evidence</b>	<p>Submit each set of interrogatory responses to an organization as one document. Begin each response on a new page. The response should include the initial interrogatory.</p> <p>Example format: &lt;from org&gt;_IRR_EVD_&lt;to org&gt;_yyyymmdd.pdf</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>“from org” is the organization responding to the question.                      “to org” is the organization who asked the question.                      “yyyymmdd” is the date that the Interrogatory Response is dated.</p> <p>Sample: SEC_IRR_EVD_CCC_yyyymmdd                      School Energy Coalition responds to the interrogatories of Consumers Council of Canada</p>
21.	<p><b>Supplementary Interrogatories to Applicant</b></p>	<p>Submit each set of supplementary interrogatories from an organization as one document.                      Example format: &lt;from org&gt;_IR_SUPP_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization asking a question.                      “to org” is the applicant.                      “yyyymmdd” is the date that the Interrogatory is dated.</p> <p>Sample: CCC_IR_SUPP_EGI_yyyymmdd                      Consumers Council of Canada submits a supplementary interrogatory to Enbridge Gas Inc.</p>
22.	<p><b>Response by Applicant to Supplementary Interrogatories</b></p>	<p>Submit each set of supplementary interrogatory responses to an organization as one document. Begin each response on a new page. The response should include the initial supplementary interrogatory.                      Example format: &lt;from org&gt;_IRR_SUPP_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the applicant.                      “to org” is the organization that asked the supplementary interrogatory.                      “yyyymmdd” is the date that the response to Supplementary Interrogatory is dated.</p> <p>Sample: EGD_IRR_SUPP_CCC_yyyymmdd                      Enbridge Gas Inc. submits a response to Consumers Council of Canada supplementary interrogatories.</p>
23.	<p><b>Supplementary Interrogatories on Intervenor Evidence</b></p>	<p>Submit each set of supplementary interrogatories to an organization as one document.                      Example format: &lt;from org&gt;_IR_SUPP_EVD_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization asking a supplementary interrogatory.</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>“to org” is the organization responding to the supplementary interrogatory.                      “yyyymmdd” is the date that the Supplementary Interrogatory is dated.</p> <p>Sample: CCC_IR_SUPP_EVD_SEC                      CCC submits a supplementary interrogatory on evidence of School Energy Coalition.</p>
24.	<p><b>Responses to Supplementary Interrogatories on Intervenor Evidence</b></p>	<p>Submit each set of supplementary interrogatory responses to an organization as one document. Begin each response on a new page. The response should include the initial supplementary interrogatory.</p> <p>Example format: &lt;from org&gt;_IRR_SUPP_EVD_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization responding to a supplementary interrogatory.                      “to org” is the organization that asked a supplementary interrogatory.                      “yyyymmdd” is the date that the response to Supplementary Interrogatory is dated.</p> <p>Sample: SEC_IRR_SUPP_EVD_CCC_yyyyymmdd                      School Energy Coalition responds to Consumers Council of Canada supplementary interrogatories on SEC evidence.</p>
25.	<p><b>Motion Filed During a Hearing</b></p>	<p>Example format: &lt;from org&gt;_Motion_topic_yyyyymmdd.pdf</p> <p>“from org” is the organization filing the motion.                      “yyyymmdd” is the date that the Motion is dated.</p> <p>Sample: IESO_Motion_Late Intervention_yyyyymmdd.pdf                      Independent Electricity System Operator submits a Motion.</p>
26.	<p><b>Submission on the Motion</b></p>	<p>Ensure that the same wording for the motion topic is used. This is part of a motion.</p> <p>Example format: &lt;from org&gt;_SUB_Motion_topic_yyyyymmdd.pdf</p> <p>“from org” is the organization responding to the motion.                      “yyyymmdd” is the date that the Submission on Motion is dated.</p> <p>Sample: IESO_SUB_Motion_Late Intervention_yyyyymmdd.pdf                      Independent Electricity System Operator responds to a Motion.</p>

Item	Description	Guidelines for Document File Naming Conventions
27.	<b>Submission</b>	<p>Example format: &lt;from org&gt;_SUB_topic_yyyymmdd.pdf</p> <p>“from org” is the submitter. “yyymmdd” is the date that the Submission is dated.</p> <p>Sample: HVAC_SUB_Customer Care_yyyymmdd.pdf HVAC Coalition Inc. submits a submission on the topic of Customer Care.</p>
28.	<b>Reply Submission or Final Submissions</b>	<p>Example format: &lt;from org&gt;_ReplySUB_yyyymmdd.pdf Example format: &lt;from org&gt;_FinalSUB_yyyymmdd.pdf</p> <p>“from org” is the applicant who is replying with a reply or final submission. “yyymmdd” is the date that the Reply Submission is dated.</p> <p>Sample: EGI_ReplySUB_yyyymmdd.pdf Enbridge Gas Inc. submits its reply submission.</p> <p>Sample: EGI_FinalSUB_yyyymmdd.pdf Enbridge Gas Inc. submits its final submission.</p>
29.	<b>Argument-in-Chief</b>	<p>Example format: &lt;from org&gt;_ARGChief_yyyymmdd.pdf</p> <p>“from org” is the applicant. “yyymmdd” is the date that the Argument-in-Chief is dated.</p> <p>Sample: EGI_ARGChief_yyyymmdd.pdf Enbridge Gas Inc. submits its argument in chief.</p>
30.	<b>Intervenors’ Argument</b>	<p>Example format: &lt;from org&gt;_ARG_yyyymmdd.pdf</p> <p>“from org” is the intervenor. “yyymmdd” is the date that the Intervenor Argument is dated.</p> <p>Sample: SEC_ARG_yyyymmdd.pdf The School Energy Coalition submits its argument to the OEB.</p>

Item	Description	Guidelines for Document File Naming Conventions
31.	<p><b>Applicant Reply Argument or Final Argument</b></p>	<p>Example format: &lt;from org&gt;_ReplyARG_yyyymmdd.pdf                      Example format: &lt;from org&gt;_FinalARG_yyyymmdd.pdf                      “from org” is the applicant.                      “yyymmdd” is that the date that the Reply Argument/Final Argument is dated.</p> <p>Sample: EGI_ReplyARG_yyyymmdd.pdf                      Enbridge Gas Inc. submits its reply argument.</p> <p>Sample: EGI_FinalARG_yyyymmdd.pdf                      Enbridge Gas Inc. submits its final argument.</p>
32.	<p><b>Response to Undertaking</b>                      (Undertakings become part of Exhibit J)</p>	<p>Response to the undertaking to be submitted in RESS.</p> <p>Example format: &lt;from org&gt;_Ex_J#.n_Brief Description_yyyymmdd.pdf                      “from org” is the organization who is submitting the response to undertaking.                      “J#.n”, where # is the day of the hearing and n is the number of the exhibit.                      “yyymmdd” is the date that the undertaking is dated.</p> <p>Sample: EGI_Ex_J1.1_Customer Survey_yyyymmdd.pdf                      Enbridge Gas Inc. submits its response to undertaking J1.1 .</p>
33.	<p><b>Exhibits Filed and Accepted at the Oral Hearing.</b>                      (This material becomes part of Exhibit K)</p>	<p>Material filed at the oral hearing is given an exhibit number and becomes part of the public record if accepted by the Panel.</p> <p>If paper copy material at the oral hearing, 6 copies are required, with additional copies dependant on number of attendees at the hearing.</p> <p>The official electronic copy of accepted material marked as an exhibit must be submitted into RESS within 24 hours. Use the following naming convention:</p> <p>Example format: &lt;from org&gt;_Ex_K#.n_Brief Description_yyyymmdd.pdf                      “from org” is the organization who is submitting the exhibit.                      “K#.n”, where # is the day of the hearing and n is the number of the exhibit.                      “yyymmdd” is the date that the exhibit was filed at the hearing.</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>Sample: TCE_Ex_K1.1_Table IR#3 to EProbe_yyyymmdd.pdf                      TransCanada Energy Ltd. submits Board accepted Exhibit K1.1 with a brief description.</p>
34.	<b>9uMotion to Vary</b>	<p>&lt;from org&gt;_Motion_Vary_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a motion.                      “yyyymmdd” is the date that the Motion to Vary is dated.</p> <p>Sample: IESO_Motion_Vary_yyyymmdd.pdf                      Independent Electricity System Operator submits a motion to vary.</p>
35.	<b>Motion to Review</b>	<p>&lt;from org&gt;_Motion_Review_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a motion.                      “yyyymmdd” is the date that the Motion to Review is dated.</p> <p>Sample: IESO_Motion_Review_yyyymmdd.pdf                      Independent Electricity System Operator submits a motion to review.</p>
36.	<b>Draft Rate Order</b>	<p>Example format: &lt;from org&gt;_DRF_RO_yyyymmdd.pdf</p> <p>“from org” is the applicant that is submitting the draft rate order.                      “yyyymmdd” is the date that the Draft Rate Order is dated.</p> <p>Sample: EGI_DRF_RO_yyyymmdd.pdf                      Enbridge Gas Inc. submits draft rate order.</p>
37.	<b>Draft Rate Order Appendix</b>	<p>Each Appendix must be sent as a separate document.</p> <p>Example format: &lt;from org&gt;_DRF_RO_APPD_X_yyyymmdd.pdf</p> <p>“from org” is the organization that is submitting the rate order appendix.                      X identifies the particular Appendix if there is more than one.                      “yyyymmdd” is the date that the Draft Rate Order Appendix is dated.</p> <p>Sample: EGI_DRF_RO_APPD_yyyymmdd.pdf                      Enbridge Gas Inc. submits appendix to draft rate order.</p>

Item	Description	Guidelines for Document File Naming Conventions
38.	<b>General Correspondence</b>	<p>This document cannot be submitted through the web portal unless it is related to a case with an assigned case number.</p> <p>Example format: &lt;from org&gt;_LTR_(topic)_yyyymmdd.pdf</p> <p>“from org” is the organization or person issuing a letter.                      “yyyymmdd” is the date that the General Correspondence is dated.</p> <p>Sample: JohnDoe_LTR_Rate_Increase_yyyyymmdd.pdf                      Joe Doe submits General Correspondence.</p>
39.	<b>Cost Claim</b>	<p>Cost Claims are <a href="#">filed online</a> through RESS. Refer to the <a href="#">User Guide for Submitting Online Cost Claims</a>.</p>
40.	<b>Cost Claim Objection</b>	<p>Example format: &lt;from org&gt;_CostsObj_yyyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Claim Objection                      “yyyymmdd” is the date that the Cost Claim Objection is dated.</p> <p>Sample: EGI_CostsObj_yyyyymmdd.pdf                      Enbridge Gas Inc. submits a Cost Claim Objection</p>
41.	<b>Cost Claim Objection Reply</b>	<p>Example format: &lt;from org&gt;_CostsObjReply_yyyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Claim Objection                      “yyyymmdd” is the date that the Cost Claim Objection Reply is dated.</p> <p>Sample: SEC_CostsObjReply_yyyyymmdd.pdf                      School Energy Coalition submits a Cost Claim Objection Reply</p>

Item	Description	Guidelines for Document File Naming Conventions
42.	<b>Declaration and Undertaking</b>	<p>Example format: &lt;from org&gt;_Dec&amp;Undertaking_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Declaration and Undertaking                      “yyymmdd” is the date that the Declaration and Undertaking is dated.</p> <p>Sample: SEC_Dec&amp;Undertaking_yyyymmdd.pdf                      School Energy Coalition submits a Declaration and Undertaking</p>
43.	<b>Settlement Proposal</b>	<p>Example format: &lt;from org&gt;_SettlementProposal_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Settlement Proposal                      “yyymmdd” is the date that the Settlement Proposal is dated.</p> <p>Sample: EGI_SettlementProposal_yyyymmdd.pdf                      Enbridge Gas Inc. submits a Settlement Proposal.</p>
44.	<b>Settlement Agreement</b>	<p>Example format: &lt;from org&gt;_SettlementAgrmt_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Settlement Agreement                      “yyymmdd” is the date that the Settlement Agreement is dated.</p> <p>Sample: EGI_SettlementAgrmt_yyyymmdd.pdf                      Enbridge Gas Inc. submits a Settlement Agreement</p>



## SUBMITTING DOCUMENTS BY EMAIL

Document submission through RESS is principal method of submitting material in a regulatory proceeding. However, there are situations where technological capabilities or login access to RESS is limited or not available. Refer to the following table for alternative methods.

Item	Description	Guidelines for Other Methods of Submitting Documents
1.	<b>Document Submission – Email</b>	Email should only be used in the following situations to submit documents: <ul style="list-style-type: none"> <li>• the web portal (RESS) is not available</li> <li>• submitting a general letter that is not case-specific</li> <li>• the email address to use is <a href="mailto:registrar@oeb.ca">registrar@oeb.ca</a></li> </ul>
2.	<b>Email Submission – Subject Line</b>	Subject line should include the case number, the name of the applicant and a brief description of the attachments. Samples: <ul style="list-style-type: none"> <li>• EB-2008-0001 <i>Applicant</i> Intervenor Evidence</li> <li>• EB-2008-0002 <i>Applicant</i> Motion re Interrogatory Responses</li> <li>• EB-2008-0003 Comment re: <i>Applicant's</i> Gas Supply Plan</li> </ul>
3.	<b>Email body – Information Required</b>	<p><b>Any information pertaining to a case contained in the body of the email will generally not be considered part of the record.</b></p> <p>If you want the information to be part of the record, the information needs to be an attached PDF document. The email itself is not considered the cover letter.</p>