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# **User Guide for Web-based RRR Data Revision Requests**

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Reporting

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## User Guide for Web-based RRR Data Revision Requests

### **Background**

The quality of the data reported under the reporting and record-keeping requirements (RRR) to the OEB is critical to, among other things, the provision of reliable information published in scorecards, yearbooks and other documents and for monitoring the regulated energy sector. Regulated entities are the owners of their reported data, and as such, are responsible for the completeness, accuracy and quality of this data.

Accordingly, it is important that any issues arising with respect to data integrity including corrections to previously filed data be brought to the OEB's attention immediately. Approved changes to RRR data, after the data has been locked will not be included or reflected in documents such as the open data spreadsheets or electricity distributors' annual total costs benchmarking. Please refer to the [scorecard filing schedule](#) for these important dates.

The web-based revision process provides an automated record of requested changes, tracks related communications, and allows regulated entities to include additional information (e.g., Excel, Word, or PDF files) as uploads.

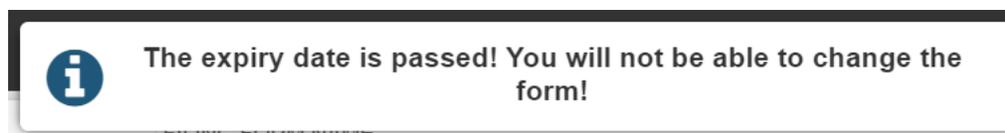
### **User instructions for using the web-based RRR data revision request form**

The instructions in this document provide a step-by-step guide on how to complete the online form and include an overview flowchart of the online form process.

If a filing is submitted before the due date, it may be revised and resubmitted as long as the due date has not passed. The most recent submission supersedes all previously submitted filings.

After the due date has passed, the RRR portal is closed and no further submissions may be made. The last filing submitted prior to the due date becomes the filing on OEB's record.

After the filing due date, if the contents of the input form are changed, these changes will appear in the input form, but on clicking 'Checkmark' the following message appears below, and changes will not be saved or submitted:



A regulated entity must seek approval of the OEB in order to substantiate the requested changes and gain access to the Filing portal to make any changes.

The following steps provide further details on how to submit a web-based data revision request.

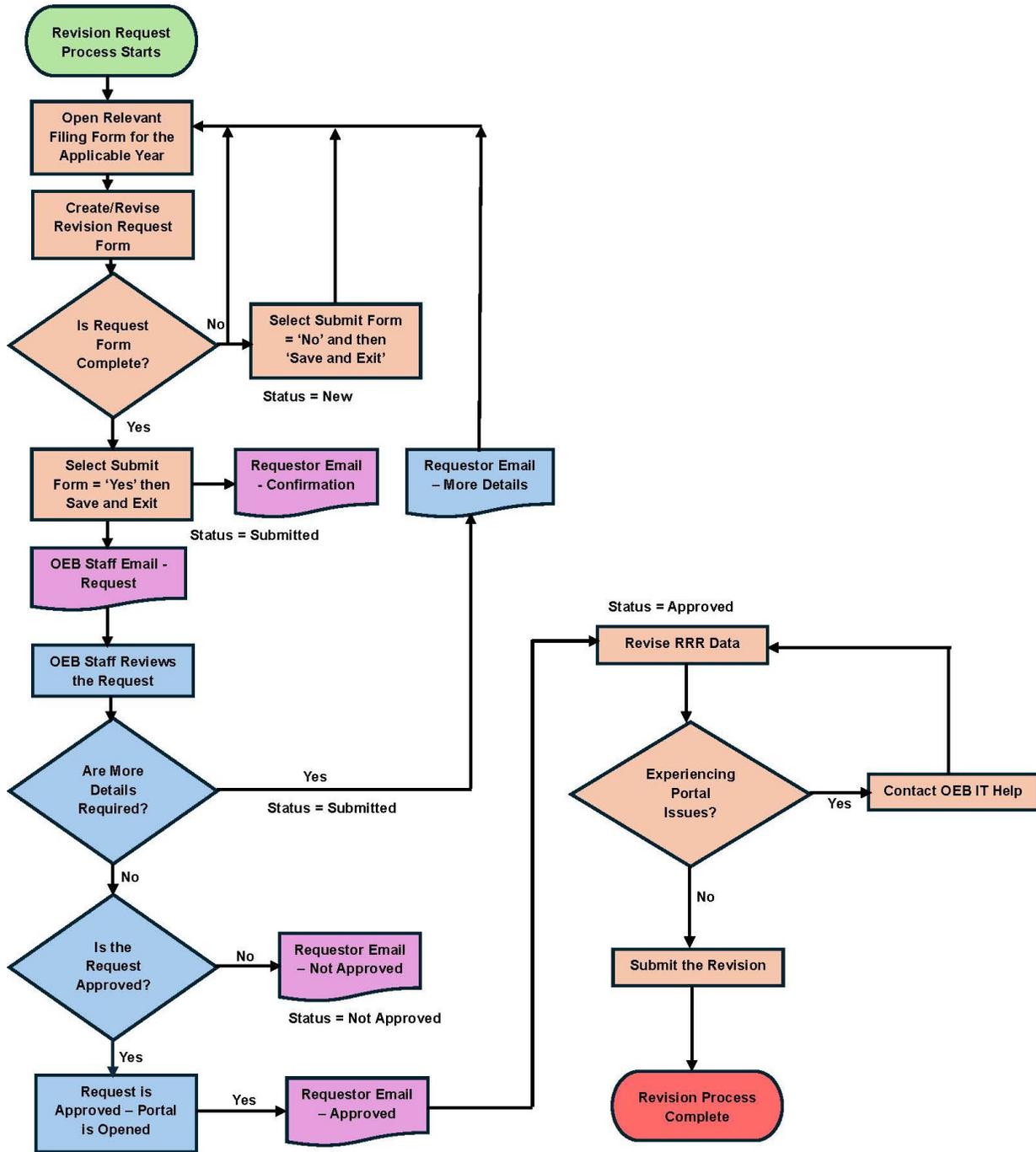
For any technical inquiries on the web-based form, please contact the OEB's IT Help [ithelp@oeb.ca](mailto:ithelp@oeb.ca).

### ***Summary of the web-based RRR data revision request process***

To complete a web-based revision request, the requestor must enter the details of the proposed revision in the online form, which can be accessed below the 'Submit' option of the related filing. These details include type of filing, originally filed data, proposed revisions, materiality and the reasons for the revision. Once the request has been submitted, the requestor will receive a confirmation email that the revision request has been received by the OEB.

The requestor may be contacted to provide additional information or clarification if the online revision form requires updating before it can be processed by OEB staff. Once the request is approved by OEB staff, the requestor will receive a system-generated email confirming that the portal is open for revision and providing the filing deadline. The requestor can enter the portal, submit the necessary RRR data revisions.

An overview of the online form process is provided in the following flowchart:



Please follow the instructions below to complete and submit a RRR data revision request using the Filing System.

**1. To complete an online revision request form to the OEB**

1. Login to RRR Filing System.

a. Choose the reporting year for which the request is made.

**CHOOSE ELECTRICITY REPORTING YEAR**

<input type="checkbox"/>		REPORTING YEAR ↓
<input type="checkbox"/>		2026
<input type="checkbox"/>		2025

b. Choose the Filing Name for which the revision is being proposed.

**COMPLETED FILINGS (12)**

<input type="checkbox"/>		Period	Filing Name	Status
<input type="checkbox"/>		April	E217CONS	Submitted
<input type="checkbox"/>		April	2.1.2	Submitted
<input type="checkbox"/>		April	2.1.5.6	Revised
<input type="checkbox"/>		April	2.1.5.7	Submitted
<input type="checkbox"/>		April	2.1.6	Submitted
<input type="checkbox"/>		April	2.1.7	Submitted
<input type="checkbox"/>		April	2.1.8	Submitted
<input type="checkbox"/>		April	2.1.9	Revised
<input type="checkbox"/>		April	2.1.14	Submitted
<input type="checkbox"/>		April	2.1.16	Revised
<input type="checkbox"/>		April	2.1.19	Submitted

2. Once the Filing is open, you can find the 'Data Revision Request' below the 'Submit?' tab.
  - a. Click on the (+) sign at the top-right corner to open a new request form.

**SUBMIT?**

SUBMIT FORM\*

No ▼

**DATA REVISION REQUEST** +

DATE OF REQUEST   
 REASON FOR THE REVISION   
 STATUS   
 REVISION DEADLINE DATE

3. To save the form, the user will have to ensure that all the mandatory fields marked in red asterisk (\*) are filled in.

**RRR DATA REVISION REQUEST**

**RRR DATA REVISION REQUEST**

\* Note that all fields on this form are required.

<small>REPORTING ENTITY NAME:</small>	Test – ABC Ltd., Toronto: Corporation ED-2003-0001 Issued
<small>LICENCE TYPE:</small>	Electricity Distributor
<small>CONTACT PERSON*</small>	<last name>9992, <first name>; +1 (123) 123-1234 emailname9992@email.xyz <span style="float: right;">▼</span>
<small>DATE OF REQUEST:</small>	January 09, 2026
<small>FISCAL YEAR FOR WHICH THE REVISION RELATES</small>	2025
<small>REPORTING YEAR:</small>	2026
<small>FISCAL PERIOD FOR WHICH THE REVISION RELATES</small>	April
<small>FILING NAME</small>	2.1.2
<small>QUARTERLY OR ANNUAL FILING*</small>	<span style="float: right;">▼</span>
<small>REQUEST STATUS</small>	New

**DATA TO BE CHANGED**

As Filed:  
\*

As Revised:  
\*

Materiality (describe why/how the revision is material):  
[See Board Letter Dated February 2010.](#)  
 \*

Reason for the revision, including an explanation of why/how the data as filed was or has become inaccurate. Where the request relates to a revision to RRR data that was accepted and relied upon in a Board proceeding, include the EB number for the proceeding and the date of the relevant decision or order.  
 \*

When finished, save the form.  
 If you have any questions please contact performance.assessment@ontarioenergyboard.ca.

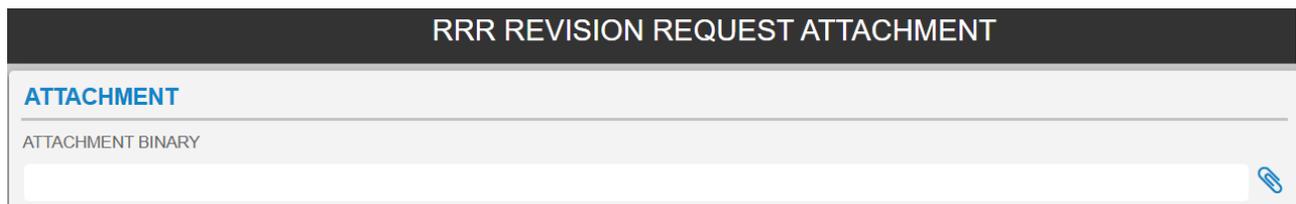
- a. Once all the required fields are entered, save the form first by clicking on the checkmark (✓) on the top right of the screen.



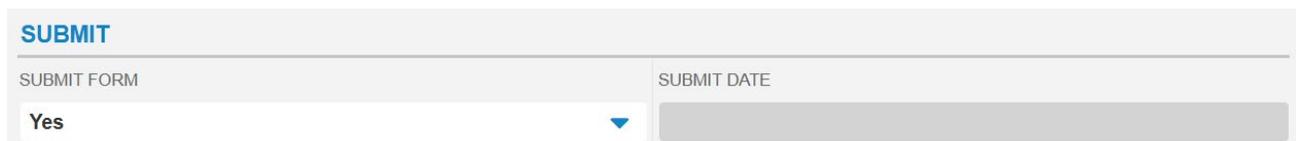
4. Only after the form is saved should the user proceed to upload any applicable attachment(s) by clicking on the add attachment sign (+). Where the revision request is related to multiple data changes or a large data set, attachments (e.g., Excel, PDF or Word) should be added to provide the details of 'As Filed' and 'As Revised' sections.



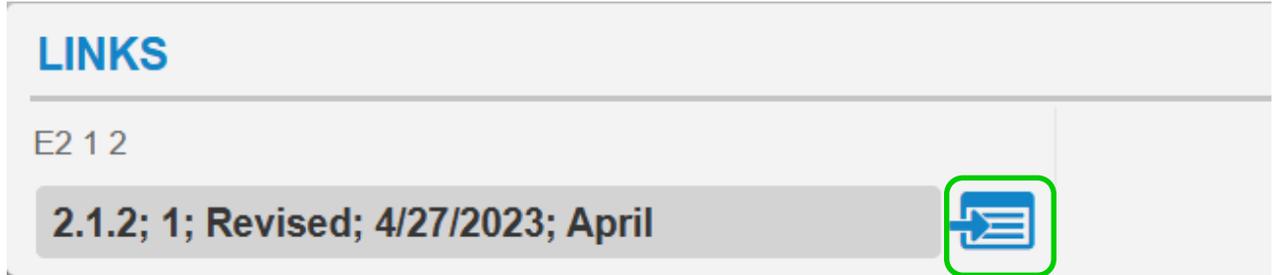
- a. Clicking on the add attachment sign (+) will open another window where the user can select and upload a file as attachment. Click checkmark to save your attachment. A prompt stating 'Attachment Saved' will appear at the top-screen.



5. To submit the revision request, select 'Yes' from the dropdown under the Submit tab. Click on the 'Checkmark' at the top to save and submit your revision request. An acknowledgement email will be sent to the requestor to confirm that the revision request has been received and will be reviewed by the OEB.



- To view the filing for which the data revision is requested, click on the blue card icon under the 'Links' tab.



## 2. To view an online revision request form to the OEB

Click on 'RRR Revision Request' selection on the Navigation Bar and select 'RRR Revision Request Status'.



A window will show the status of all submissions.

MY COMPANY'S RRR CHANGE REQUESTS								
BASIC SEARCH								
RRR Data Revision Requests						My Company's RRR Change Requests		
RESULTS								
RRR Data Revision Requests (5)								
<input type="checkbox"/>	Contact Person	Date of Request	Filing	Period to which the revision relates	Reporting Entity Name	RRR Section Reference	Status	Submit Date
<input type="checkbox"/>	Alibhai, Sh...	October 0...	Quarterly - Q3 - July...	Quarterly - Q3 - ...	Test Electricity Distribu...	Quarterly - Q3 - July 1 - September 30 - Electricity Distributor - 2.1...	Submitted	October 07, 2019
<input type="checkbox"/>	Alibhai, Sh...	October 0...	Quarterly - Q3 - July...	Quarterly - Q3 - ...	Test Electricity Distribu...	Quarterly - Q3 - July 1 - September 30 - Electricity Distributor - 2.1...	Not Approved	October 07, 2019
<input type="checkbox"/>	Alibhai, Sh...	October 0...	Quarterly - Q3 - July...	Quarterly - Q3 - ...	Test Electricity Distribu...	Quarterly - Q3 - July 1 - September 30 - Electricity Distributor - 2.1...	New	
<input type="checkbox"/>	Alibhai, Sh...	Septemb...	Annual - January 1 - ...	Annual - Janua...	Test Electricity Distribu...	Annual - January 1 - December 31 - Electricity Distributor - 2.1.4 - ...	Approved	September 24, 2019
<input type="checkbox"/>	Alibhai, Sh...	Septemb...	Annual - January 1 - ...	Annual - Janua...	Test Electricity Distribu...	Annual - January 1 - December 31 - Electricity Distributor - 2.1.4 - ...	Completed	September 23, 2019

The status categories are as follows:

- **New:** RRR Revision Request that is saved but not submitted to OEB.
- **Submitted:** RRR Revision Request that is submitted to OEB.
- **Approved:** Submitted RRR Revision Request that has been approved by OEB.
- **Not Approved:** Submitted RRR Revision Request not approved by OEB.

Please note that revisions should only be completed in the RRR Filing System for requests that have been approved by OEB staff. If additional revisions are required, please submit a new request for OEB staff approval.

If you know in advance that you will be unable to meet the due date, you can request an extension to the filing date by emailing Industry Relations at [industryrelations@oeb.ca](mailto:industryrelations@oeb.ca).

Alternatively, if the requestor does not wish to submit the form at a particular time, but would like to save the changes instead, the requestor could select 'No' from 'Submit Form' dropdown box and click the checkmark located in the top right corner of the form screen and the revision request status will remain '**New**'.

Please note that requests that have a status of '**New**' are editable and have not been submitted to the OEB.

The following are examples of the types of communications generated by the system when a RRR data revision request is submitted:

### ***3.1 Confirmation of Submission***

- a) After a request is submitted, a system-generated email is sent to the requestor to notify them that the request has been submitted to the OEB.

At this stage, the status of the request is '**Submitted**'.

### ***3.2 Request is Approved***

- a) If the revision request is approved, OEB staff will open the RRR filing portal and set the revision filing deadline.

After which, the status of the request changes to '**Approved**'.

- b) A system-generated email is sent to the requestor notifying them that the request has been approved and providing the revision filing deadline.

### ***3.3 Request is Not Approved***

- a) If the request is not approved, a system-generated email is sent to the requestor notifying them of the decision. If applicable, the email may include the reasons for the disapproval.

The status of the request changes to '**Not Approved**'.