



# RETROFIT PROGRAM

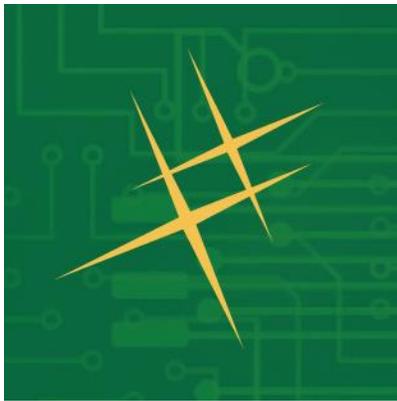
DIGITAL USER GUIDE: LDC ANALYSTS  
AND 3<sup>RD</sup> PARTY EVALUATORS

August, 2019

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# **Getting Started**

# Retrofit Program Roles

Role	Description
<b>Lead DC Analyst</b>	The Lead LDC Analyst manages Retrofit projects for the LDC. They review pre-project applications, facilities and post-project submissions or assign these tasks to another LDC Analyst or a 3rd Party Evaluator. They provide final approval on all pre-project applications and post-project submissions. <b>Note:</b> This title is used to refer to both the LDC Analyst for a single-site application and the LDC Analyst from the Lead LDC for a multi-site application.
<b>Satellite LDC Analyst</b>	Satellite LDC Analysts manage facility reviews for satellite LDCs in a multi-site application. They can conduct facility reviews or assign them to a 3rd Party Evaluator.
<b>3rd Party Evaluator</b>	A 3rd Party Evaluator is an optional surrogate assigned by an LDC Analyst to review a pre-project application, facility, or post-project submission. LDC Analysts must approve any work completed by a 3rd Party Evaluator.
<b>Applicant</b>	The Applicant is the Retrofit project owner. They create the pre-project application and post-project submission or assign an Applicant Representative to create them on their behalf. <b>Only the Applicant can submit pre-project applications or post-project submissions to the LDC.</b>
<b>Applicant Representative</b>	An Applicant Representative is an optional surrogate that creates the pre-project application and post-project submission on the Applicant's behalf.  An Applicant Representative cannot submit pre-project applications or post-project submissions to the LDC.
<b>Satellite LDC Analyst</b>	Satellite LDC Analysts manage facility reviews for satellite LDCs in a multi-site application. They can conduct facility reviews or assign them to a 3 <sup>rd</sup> Party Evaluator.
<b>3rd Party Evaluator</b>	A 3rd Party Evaluator is an optional surrogate assigned by an LDC Analyst to review a pre-project application, facility, or post-project submission. LDC Analysts must approve any work completed by a 3rd Party Evaluator.

# Logging In

- 01 Open the Online IESO login page.
- 02 Enter your username and password.

The screenshot shows the IESO login interface. At the top left is the IESO logo, a globe icon followed by the text 'ieso'. Below the logo are two input fields: 'Username' and 'Password'. The 'Username' field has a small eye icon on the right. Below the password field is a checkbox labeled 'Remember me on this computer' which is checked. To the right of the 'Remember me' checkbox is a blue button labeled 'SIGN IN'. Below the 'SIGN IN' button are two links: 'Forgot your password?' and 'Planned IT Outages'. At the bottom of the form is a 'Legal Disclaimer' box containing text about system ownership and user responsibility. Green lines and dots are overlaid on the screenshot, indicating the steps: a line from step 02 points to the input fields, and a line from step 03 points to the 'SIGN IN' button.

- 03 Click **SIGN IN** to open the Online IESO landing page.

**04** Click the grid icon.



**05** Click Retrofit - LDC Portal to open the Retrofit Portal.

**Note:** If you have not been assigned a reporting role, you will see a different landing page.

Click Retrofit - LDC Portal to open the Retrofit portal.

Click the arrow.



# Retrofit Portal Overview

## Pending Actions

The **Pending Actions** page is where you find assigned tasks for your current applications.

You can search for tasks by application ID, company name, application name, Lead LDC, application status milestone or creation date and then click **RESET** to update the task list.

The screenshot shows the 'Task List' page in the Retrofit Portal. At the top, there is a navigation bar with options like 'PENDING ACTIONS', 'APPLICATIONS', 'BATCH APPLICATION ROUT...', 'BULK UPDATE APPLICANT...', and 'PAPER COPY APPLICATION'. Below this is a search section with the following fields:

- Search By:** Application Id, Company Name, Application Name, Lead LDC (dropdown), Application Status Milestone (dropdown)
- Task Created From:** mm/dd/yyyy
- Task Created To:** mm/dd/yyyy
- Application Track:** (dropdown)
- RESET** button

Below the search filters is a table with the following columns:

Name	Company Name	Application Name	Application ID	Task Created	Lead LDC	Application Status Milestone	Application Track
Edit Pre-Project Application 2000524:			2000524	6/24/2019 1:35 PM EST	Ontario IMO	Pre-project application	
Mark as Paid Advance Invoice for Application 201972: 50 Blue Springs, Waterloo.	Black Management Services and Consulting	50 Blue Springs, Waterloo	201972	6/24/2019 10:51 AM EST	Ontario IMO	Post-project review	Prescriptive
Edit Pre-Project Application 2000521:			2000521	6/21/2019 4:47 PM EST	Ontario IMO	Pre-project application	
Edit Pre-Project Application :				6/20/2019 5:56 PM EST	Ontario IMO	Pre-project application	
Review Pre-Project Application 2000470: Asdf	Torbill Landholdings 1518078 ONT LTD	Asdf	2000470	6/11/2019 3:24 PM EST	Ontario IMO	Pre-project review	Prescriptive & Custom
Review Pre-Project Application 2000501: Lighting Retrofit	Food Co. Unlimited	Lighting Retrofit	2000501	6/11/2019 1:31 PM EST	Ontario IMO	Pre-project review	Prescriptive & Custom
Review Pre-Project Application					Ontario		

Click a task name to begin the task.

Click any header to sort your tasks by that criteria.

Click an application ID to open the application.

# Applications

The **Applications** page includes a record of all your current and historical applications

Enter any application information (for example, application ID or name) and click **SEARCH** to find an application.

You can filter your application list using the drop-down menus.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
2000529	Classic Honda (used Cars)	Classic Cars Honda Js	Samuelc, Justin	May 30, 2019	Ontario IMO	\$5,070.00	Pre-Project Application Under Review	Jun 27, 2019	Pre-project review	N
2000527	T & J Corp	Test Agrifl	J. Rajalakshmi	Jul 24, 2019	Ontario IMO	\$1,100.00	Post-Project Submission Submitted For Approval	Jun 26, 2019	Post-project submission	N
2000526	Testing Rm095975 V3	Testing Rm095975 V3	Yadav, Lokesh	Jun 10, 2019	Ontario IMO	\$1,250.00	Post-Project Submission Approved	Jun 25, 2019	Post-project review	N
2000525	Testing Rm095975 V2	Testing Rm095975 V2	Yadav, Lokesh	Jun 14, 2019	Ontario IMO	\$1,100.00	Transferred to CAS	Jun 24, 2019	Project closed	N
2000525	Testing Rm095975 V2	Testing Rm095975 V2	Yadav, Lokesh	Jun 14, 2019	Ontario IMO	\$1,100.00	Transferred to CAS	Jun 24, 2019	Project closed	N
2000524			test, test		Ontario IMO	\$0.00	Pre-Project Application Saved As Draft		Pre-project application	
2000523	Samuel Son and Co Limited	Test Project	Yarramsetti, Venkateswara Rao	Jul 1, 2019	Ontario IMO	\$1,720.00	Post-Project Submission Saved As Draft	Jun 24, 2019	Post-project submission	N
2000522	Testing Rm095975	Testing Rm095975	Yadav, Lokesh	Jun 28, 2019	Ontario IMO	\$35,820.00	Transferred to CAS	Jun 24, 2019	Project closed	N

Click an application ID to open the application.

Click any header to sort your applications by that criteria.

The status of each application is displayed.

## Batch Application Routing

From the **Batch Application Routing** page, you can route multiple applications at once (see Routing Multiple Application Review Tasks).



The screenshot shows the 'Batch Application Routing' page. At the top, there is a navigation bar with tabs: 'PENDING ACTIONS', 'APPLICATIONS', 'BATCH APPLICATION ROUT...', 'BULK UPDATE APPLICANT...', and 'PAPER COPY APPLICATION'. The 'BATCH APPLICATION ROUT...' tab is selected. Below the navigation bar, the page title is 'Batch Application Routing' with a subtitle 'Select user and click submit to route application'. There is a section titled 'LDC Selection' with the instruction 'Select an LDC to view relevant Applications \*'. Below this is a dropdown menu with the text '--- Select an LDC ---'. At the bottom of the form, there are two buttons: 'CANCEL' on the left and 'ROUTE APPLICATIONS' on the right.

## Bulk Update Applicant/Applicant Representative

From the **Bulk Update Applicant/Applicant Representative** page, you can change the existing Applicant/Applicant Representative on an application (see Changing an Applicant/Applicant Representative).

You can use this feature to reassign multiple existing applications to a different Applicant or Applicant Representative. For example, when an existing Applicant leaves a company, they may have several applications in progress which now have to be assigned to another Applicant or Applicant Representative for further processing.



The screenshot shows the 'Update Bulk Users' page. At the top, there is a navigation bar with tabs: 'PENDING ACTIONS', 'APPLICATIONS', 'BATCH APPLICATION ROUT...', 'BULK UPDATE APPLICANT...', and 'PAPER COPY APPLICATION'. The 'BULK UPDATE APPLICANT...' tab is selected. Below the navigation bar, the page title is 'Update Bulk Users' with a subtitle 'Select one role to update user in existing applications for this LDC group.'. There is a section titled 'User Type \*' with two radio button options: 'Applicant' and 'Applicant Representative'. At the bottom right of the form, there is a 'PROCEED' button.

## Paper Copy Application

If you receive a paper copy of an application, you can submit it on behalf of the Applicant via the **Paper Copy Application** page.

Begin a Paper Copy Retrofit Application

▼ Applicant Details

First Name \*

Last Name \*

Phone Number \*

Address 1 \*

Address 2/Unit #

Address 3

City \*

Province \*

Postal Code \*

Country \*

Select a Country

CANCEL

CONTINUE TO APPLICATION

Enter the Applicant or Applicant Representative's details.

Click **CONTINUE TO APPLICATION**.

This creates a new application for you to complete.

## Application Main Page

Opening an application brings you to the application main page.

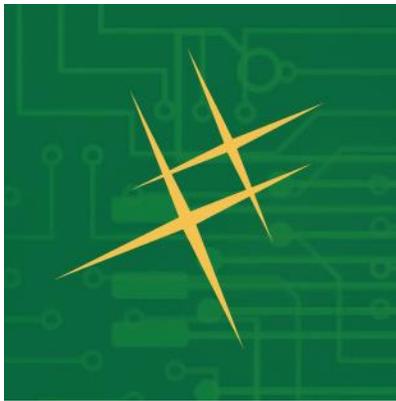
The screenshot shows the main page for a retrofit application. At the top, the title is "Retrofit Application #2000164". Below the title are two tabs: "Summary" and "Related Actions". A progress bar below the tabs shows the application's status: "Pre-Project Application" (active), "Pre-Project Review", "Post-Project Submission", "Post-Project Review", and "Project Closed".

Key information displayed includes:

- Test 1000**: Project name
- Application ID 2000164**: Unique identifier
- Current Status: Pre-Project Application Submitted For Approval**: Current stage of the application
- Lead LDC: TORONTO HYDRO-ELECTRIC SYSTEM LIMITED**: Lead Local Distribution Company
- Head Office App**: A green checkmark indicates this is a multi-site application.
- Submission Date: 3/14/2019**: Date the application was submitted.

Callouts provide additional context:

- Project title**: You can access several tasks from the **Related Actions** tab.
- Application ID**: Application ID
- Project status**: Project status
- Lead LDC for the project**: Lead LDC for the project
- You can manage tasks via your task dashboard.**: You can manage tasks via your task dashboard.
- Begin application review**: Begin application review
- Application submission date**: Application submission date
- Task Dashboard**: TASK DASHBOARD
- Begin Application Review**: BEGIN APPLICATION REVIEW
- Project phase**: The project phase is displayed in the progress bar.
- Navigation**: You can access any section of the application from the main page.
- Checkmark**: The checkmark indicates that this is a multi-site application.



# **Pre-Project Applications**

# Reviewing a Pre-Project Application

The **Lead LDC Analyst** receives an email notification when a pre-project application is submitted for review.

## Routing the Pre-Project Application Review Task

The **Lead LDC Analyst** begins the review process by routing the pre-project application review task.

**01** Click **APPLICATIONS**.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
2000529	Classic Honda (Used Cars)	Classic Cars Honda Js	Samuelc, Justin	May 30, 2019	Ontario IMO	\$5,070.00	Pre-Project Application Under Review	Jun 27, 2019	Pre-project review	N

You can also filter the application list using the drop-down menus.

**02** Enter the application ID.

**03** Click **SEARCH**.

**04** Click the application ID.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status
100000	ACME Inc.	555 Volt Avenue	Dhadiha, Denisa	July 1, 2018	ELECTRA UTILITIES CORPORATION	\$30,000.00	Transferred to CAS

You can also search for a pre-project application using any criteria listed in the header, such as application name, status, etc.

**05** Click **BEGIN APPLICATION REVIEW**.

**06** Select who you want to review the pre-project application.

You can route the task to yourself, another LDC Analyst or a 3<sup>rd</sup> Party Evaluator.  
If you route the task to someone else, you will be provided with a list of people to select from. The list will only include LDC Analysts or 3<sup>rd</sup> Party Evaluators that are registered with your LDC.

**Routing Options**

[Click here to view application record](#)

Where do you want to route application?\*

Myself

Another LDC Analyst

3rd Party evaluator

Application needs a different Lead LDC, return this to the Applicant:

Yes  No

**Fast Track Approved\***

Yes  No

**Skip Facility Review?**

Yes  No

You can return the pre-project application to the Applicant, if it has been sent to your LDC by mistake.

You can flag the pre-project application as **fast track approved**. This does not change the application in any way, but indicates that the review is a priority. **Note** that you won't have the option to fast track a multi-site pre-project application.

You can skip the facility review, if appropriate. **Note** that you won't have the option to skip the facility review in a multi-site pre-project application.

**07** Enter a comment.

**Comment**

Reason

**08** Click **ROUTEAPPLICATION**.

The Lead LDC Analyst will now receive an email notification to route the facility review task.

**Note:** You can search for duplicate pre-project applications if you suspect a pre-project application has already been submitted.

Applicant information is summarized in this section.

Enter the Applicant's address, city or postal code in the corresponding search field.

**Search for Similar Applications**

Field	Current Value
Address 1	120 Adelaide
Address 2/Unit #	
City	Toronto
Postal Code	M6E3H8

**Possible Duplicate Applications**

Application Id	Application Name	Applicant	App Rep	Text Column
2000184	Head Office	Chris Montgomery	John Brown	

123 Anystreet

Pre-project applications with the same address, city or postal code will be listed.

I

## Routing the Facility Review Task

The Lead LDC Analyst routes the facility review task.

### 01 Click PENDING ACTIONS.

**Task List**

Search By:

Application Id:  Company Name:  Application Name:  Lead LDC:  Application Status Milestone:

Task Created From:  Task Created To:  Application Track:

RESET

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Route Facility Review for Pre-Project Application 2000164			2000524	6/24/2019 1:35 PM EST	Ontario IMO	Pre-project application	
Mark as Paid Advance Invoice for Application 201972: 50 Blue Springs, Waterloo	Black Management Services and Consulting	50 Blue Springs, Waterloo	201972	6/24/2019 10:51 AM EST	Ontario IMO	Post-project review	Prescriptive
Edit Pre-Project Application 2000521:			2000521	6/21/2019 4:47 PM EST	Ontario IMO	Pre-project application	
Edit Pre-Project Application :				6/20/2019 5:56 PM EST	Ontario IMO	Pre-project application	
Review Pre-Project Application 2000470: Asdf	Torbill Landholdings 1518078 ONT LTD	Asdf	2000470	6/11/2019 3:24 PM EST	Ontario IMO	Pre-project review	Prescriptive & Custom

### 02 Search for the task by application ID, company name, application name, Lead LDC, application status milestone or creation date.

### 03 Click RESET.

Task Created From:

Task Created To:

RESET

**04** Click Route Facility Review for Pre-Project Application “Project ID: Project Name”.

**Task List**

Search By:

Application Id:  Company Name:  Application Name:  Lead LDC:  Application Status Milestone:

Task Created From:  Task Created To:  Application Track:

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Route Facility Review for Pre-Project Application 2000164			2000524	6/24/2019 1:35 PM EST	Ontario IMO	Pre-project application	
Mark as Paid Advance Invoice for Application 201972: 50 Blue Springs, Waterloo	Black Management Services and Consulting	50 Blue Springs, Waterloo	201972	6/24/2019 10:51 AM EST	Ontario IMO	Post-project review	Prescriptive
Edit Pre-Project Application 2000521:			2000521	6/21/2019 4:47 PM EST	Ontario IMO	Pre-project application	
Edit Pre-Project Application :				6/20/2019 5:56 PM EST	Ontario IMO	Pre-project application	
Review Pre-Project Application 2000470: Asdf	Torbill Landholdings 1518078 ONT LTD	Asdf	2000470	6/11/2019 3:24 PM EST	Ontario IMO	Pre-project review	Prescriptive & Custom

**05** Click ACCEPT.

You must accept this task before completing it

**06** Select who you want to review the facility.

You can route the task to yourself, another LDC Analyst or a 3<sup>rd</sup> Party Evaluator.

If you route the task to someone else, you will be provided with a list of people to select from. The list will only include LDC Analysts or 3<sup>rd</sup> Party Evaluators that are registered with your LDC.

The screenshot shows a web form with the following sections:

- Routing Options**: Includes a link to view application record and a question "Where do you want to route application?" with three radio button options: "Myself", "Another LDC Analyst", and "3rd Party Evaluator".
- Comment**: A section with a "Reason" label and a large text input field.
- Submit**: A green button labeled "SUBMIT" at the bottom right.
- Dropdown**: A dropdown menu with the text "Please select an LDC Analyst \*" and a placeholder "-- Select Analyst --".

Green lines connect the text boxes to the corresponding form elements: from the first text box to the radio buttons, from the second text box to the dropdown menu, from the "Reason" label to the text input field, and from the "SUBMIT" button to the "08" instruction.

**07** Enter a comment.

**08** Click APPLY.

The designated facility reviewer will now receive an email notification to conduct the facility review.

**Note:** For a multi-site pre-project application, each LDC routes their own facility review task, unless the task is reassigned by the Lead LDC Analyst.

A route facility review task is assigned to each LDC involved in the project.

Retrofit Application #102094

Summary News **Related Actions**

**Task List**

<input type="checkbox"/>	Task Name	Status	Assignee	LDC	Task Owner	Task Id
<input type="checkbox"/>	Route Facility Review for Pre-Project, Application 102094: Multi Site Demonstration	Assigned	[Group:22496]	TORONTO HYDRO-ELECTRIC SYSTEM LIMITED		537020415
<input type="checkbox"/>	Route Facility Review for Pre-Project, Application 102094: Multi Site Demonstration	Assigned	[Group:21112]	ALECTRA UTILITIES CORPORATION		537020417

Please select an LDC Analyst for Reassignment

-- Select Analyst --

## Conducting the Facility Review

An **LDC Analyst** or a **3<sup>rd</sup> Party Evaluator** conducts the facility review and enters the results.

**Note:** A 3<sup>rd</sup> Party Evaluator can only provide a recommendation to the Lead LDC Analyst. The final decision to approve, reject or return for edits is made by the Lead LDC Analyst upon receiving the recommendation from a 3<sup>rd</sup> Party Evaluator.

### 01 Click PENDING ACTIONS.

**Task List**

Search By:

Application Id  Company Name  Application Name  Lead LDC  Application Status Milestone

Task Created From  Task Created To  Application Track

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Route Facility Review for Pre-Project Application 2000164			2000524	6/24/2019 1:35 PM EST	Ontario IMO	Pre-project application	
Mark as Paid Advance Invoice for Application 201972: 50 Blue Springs, Waterloo	Black Management Services and Consulting	50 Blue Springs, Waterloo	201972	6/24/2019 10:51 AM EST	Ontario IMO	Post-project review	Prescriptive

### 02 Search for the task by application ID, company name, application name, Lead LDC, application status milestone or creation date.

### 03 Click RESET.

Task Created From  Task Created To

**04** Click Review Facility for Pre-Project Application “Project ID: Project Name”.

Name	Company Name	Application Name	Application Id	Task Created ↓	Lead LDC	Application Status Milestone
Route Facility Review for Pre-Project Application 2000164	Acme Electric	Test 1000	2000164	3/17/2019 9:17 PM EST	TORONTO HYDRO-ELECTRIC SYSTEM LIMITED	Pre-project review

**05** Click the green arrow to open the facility.

▼ Manage Facilities

Updated?	Facility Name	Address 1	City	Estimated Facility Capped Incentive Amount	Project Description	Status	
No	Acme Electric - Site 2	40 Bond Street	Richmond Hill	\$7,000.00	Retrofit Upgrades	Complete	ALECTRA UTILITIES CORPORATION
No	Acme Electric	123 Any Street	Toronto	\$5,250.00	MultiSite Example	Complete	→

**Note:** In a multi-site pre-project application, 3<sup>rd</sup> Party Evaluators and Satellite LDC Analysts will not be able to view facilities from other LDCs.

No	Acme Electric - Site 2	40 Bond Street	Richmond Hill	\$7,000.00	Retrofit Upgrades	Complete	ALECTRA UTILITIES CORPORATION
No	Acme Electric	123 Any Street	Toronto	\$5,250.00	MultiSite Example	Complete	→

**06** Complete the **Pre Project Site Visit Information** section.

The screenshot shows a form titled "Pre Project Site Visit Information" with the following fields and callouts:

- Site Visit Name:** Callout: "Enter the site visit name."
- Site Visit Date:** Callout: "Select the site visit date."
- Notes:** Callout: "Enter a note, if required."
- Evaluator Assigned:** Callout: "Enter your name."
- Evaluator Company:** Callout: "Enter your company's name."
- Site Visit Document:** Callout: "Upload any documents related to the site visit."

**Note:** Documents uploaded into the Site Visit Information section are only made available to the LDC Analyst and 3<sup>rd</sup> Party Evaluator.

**07** Click **SUBMIT** to submit the site visit information.

The screenshot shows the bottom of the form with a "Comment" text area, a "BACK TO APPLICATION" button, and a "SUBMIT" button. A callout line points from the text "Click SUBMIT to submit the site visit information." to the "SUBMIT" button.

08 Enter a comment.

09 Click **RECOMMEND ACCEPT**, if the facility meets the required criteria.

Comment

RECOMMEND PROJECT RECOMMEND EDITS RECOMMEND ACCEPT

You can recommend rejecting the facility, if it does not meet the required criteria.

You can recommend edits to the facility, if required.

The pre-project application reviewer will receive an email notification to review the pre-project application once the facility is reviewed by an LDC Analyst.

The 3<sup>rd</sup> Party Evaluator's recommendation will be in the **History and Comments** section.

History and Comments						
User	User Role	Action Type	Action	Submitted To	Date and Time (EST)	Comment
Dheval Vyas	Alectra Utilities Corporation Facility Analyst	Reviewed by Satellite LDC	Recommend Accept	Lead LDC Analyst	03/17/2019 04:57 PM	

The pre-project application reviewer will receive an email notification to review the pre-project application once the facility is reviewed by an LDC Analyst.

**Note:** The LDC Analyst can return the facility review task to the 3rd Party Evaluator, if required.

Select **Return for Review**. Enter a comment.

▼ Manage Facilities

Return for Review?	Updated?	Facility Name	Address 1	City	Estimated Facility Capped Incentive Amount	Project Description	Status
<input checked="" type="checkbox"/>	No	IESO Lighting	120 Adelaide	Toronto	\$60,000.00	Lighting Retrofit	Complete →

Comment

SEND BACK TO FACILITY REVIEW
RETURN AS INELIGIBLE
RETURN FOR REVISION TO APPLICANT/APP REP
ALLOW LDC EDITS

ACCEPT

Click **SEND BACK TO FACILITY REVIEW**.

The 3rd Party Evaluator will now receive an email notification to complete the facility review.

## Reviewing the Pre-Project Application

An LDC Analyst or a 3rd Party Evaluator reviews the pre-project application.

### 01 Click PENDING ACTIONS.

The screenshot shows the 'Task List' interface with the following search filters:

- Application Id:**
- Company Name:**
- Application Name:**
- Lead LDC:**
- Application Status Milestone:**
- Task Created From:**
- Task Created To:**
- Application Track:**

A **RESET** button is located below the filters.

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Review Pre-Project Application 2000164			2000524	6/24/2019 1:35 PM EST	Ontario ILMO	Pre-project application	
Mark as Paid Advance Invoice for Application 201972: 50 Blue Springs, Waterloo	Black Management Services and Consulting	50 Blue Springs, Waterloo	201972	6/24/2019 10:51 AM EST	Ontario ILMO	Post-project review	Prescriptive
Edit Pre-Project Application 2000521:			2000521	6/21/2019 4:47 PM EST	Ontario ILMO	Pre-project application	
Edit Pre-Project Application:				6/20/2019 5:56 PM EST	Ontario ILMO	Pre-project application	
Review Pre-Project Application 2000470: AsdF	Torbill Landholdings 1518078 ONT LTD	AsdF	2000470	6/11/2019 3:24 PM EST	Ontario ILMO	Pre-project review	Prescriptive & Custom

### 02 Search for the task by application ID, company name, application name, Lead LDC, application status milestone or creation date.

### 03 Click RESET.

This close-up shows the date input fields for 'Task Created From' and 'Task Created To', both containing the placeholder 'mm/dd/yyyy', and a **RESET** button positioned below them.

**04** Click Review Pre-Project Application: “Project ID: Project Name”.

Name	Company Name	Application Name	Application Id	Task Created ↓	Lead LDC	Application Status Milestone
Review Pre-Project Application for 2000164: Test 1000, 40 Bond Street	Acme Electric	Test 1000	2000164	3/17/2019 9:17 PM EST	TORONTO HYDRO-ELECTRIC SYSTEM LIMITED	Pre-project review

**05** Click the green arrow to open the facility.

No	Acme Electric	123 Any Street	Toronto	\$5,250.00	MultiSite Example	Complete
----	---------------	----------------	---------	------------	-------------------	----------

**06** Review the Pre Project Site Visit Information section.

**Pre Project Site Visit Information**

<p><b>Site Visit Name</b></p> <p>Validation <input type="text"/></p> <p><b>Site Visit Date</b></p> <p>11/09/2018 <input type="text"/></p> <p><b>Notes</b></p> <p>Base Case Measures Not Verified - Recommend Rejecting this application</p>	<p><b>Evaluator Assigned</b></p> <p>Ali El-Sayed <input type="text"/></p> <p><b>Evaluator Company</b></p> <p>IESO <input type="text"/></p> <p><b>Site Visit Document</b></p> <p> <input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/> </p>
---	--

**07** Click **APPLY**.

A horizontal navigation bar with a white background and a thin green border. On the left, there is a button labeled "BACK TO APPLICATION". On the right, there is a green button labeled "APPLY". A green line connects the text "Click APPLY" from step 07 to the "APPLY" button.

**08** Complete the **EM&V Details** section.

A form titled "EM&V Details" with a dropdown arrow on the left. It contains four input fields arranged in a 2x2 grid: "Contact Name" (top-left), "Contact Phone" (top-right), "Company" (bottom-left), and "Contact Email" (bottom-right). The form has a thin green border.

**09** Enter a comment.

A comment box with a label "Comment" and a text area. Below the text area is a row of four buttons: "RETURN AS INELIGIBLE" (highlighted in red), "RETURN FOR REVISION TO APPLICANT/APP REP", "ALLOW LDC EDITS", and "ACCEPT" (highlighted in green). Green lines connect the text "Enter a comment" to the text area and the other text blocks to their respective buttons.

You can return the pre-project application as ineligible if it is not eligible for an incentive.

You can return the pre-project application to the Applicant/Applicant Representative for revisions.

**10** Click **ACCEPT**, if the pre-project application meets the required criteria.

If a 3<sup>rd</sup> Party Evaluator reviews the pre-project application, an LDC Analyst must review their recommendation and complete a final pre-project application review. They can choose to approve or reject the pre-project application regardless of the 3<sup>rd</sup> Party Evaluator’s recommendation.

▼ History and Comments

User	User Role	Action Type	Action	Submitted To	Date and Time (EST)	Comment
Dhaval Vyas	Toronto Hydro-electric System Limited Facility Evaluator	Reviewed by Satellite Third Party Reviewer	Recommend Accept	Facility Analyst	11/12/2018 02:08 PM	Accept

The 3rd Party Evaluator’s recommendation will be in the **History and Comments** section.

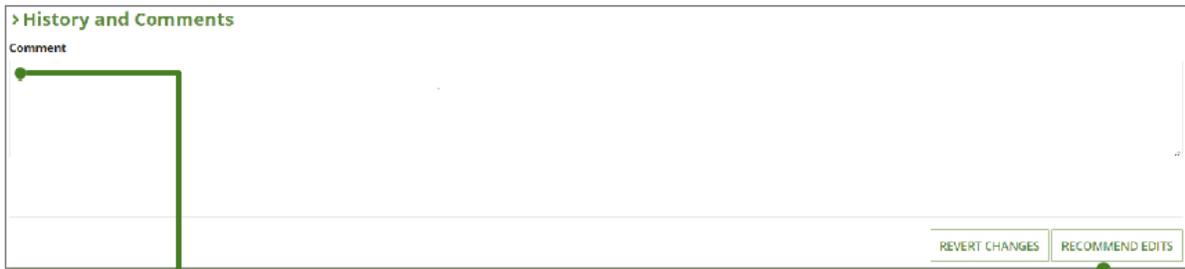
The Applicant/Applicant Representative will receive an email notification regarding their pre-project application status once it has been reviewed by an LDC Analyst.

**Note:** You can edit the pre-project application and send an updated version to the Applicant/Applicant Representative for confirmation, rather than returning it for revisions.

Click **ALLOW LDC EDITS** to open an editable version of the pre-project application.



A screenshot of a web interface showing a review panel. At the top is a large text area labeled "Comment". Below it is a row of four buttons: "RETURN AS INELIGIBLE" (in red), "RETURN FOR REVISION TO APPLICANT/APP REP", "ALLOW LDC EDITS", and "ACCEPT" (in green). A green line with a dot at the end points from the text above to the "ALLOW LDC EDITS" button.



A screenshot of a web interface showing a "History and Comments" section. It has a title "> History and Comments" and a "Comment" text area. Below the text area are two buttons: "REVERT CHANGES" and "RECOMMEND EDITS". A green line with a dot at the end points from the text below to the "RECOMMEND EDITS" button.

Enter a comment describing the changes you've made.

Click **RECOMMEND EDITS**.

The Applicant/Applicant Representative will receive an email notification to review the updated pre-project application.

# Reviewing an Advance Incentive Request

If a project includes a social housing facility or Monitoring and Targeting measure, the Applicant/Applicant Representative can include an advance incentive request with their pre-project application.

The pre-project application reviewer must review the request and approve an advance incentive amount.

**01** Click the green arrow to open the facility.

Manage Facilities							
Return for Review?	Updated?	Facility Name	Address 1	City	Estimated Facility Capped Incentive Amount	Project Description	Status
<input type="checkbox"/>	No	Social Housing Adder and advance	120 Adelaide St	Toronto	\$900.00	Lighting	Incomplete

**02** Review the advance incentive request details.

**Basic Details**

**Facility Name** test

**Facility Type** Multi-Residential - Social Housing Provider

**Ownership Type** Owner

**Electric Utility Account** 112121212121

**Approve the requested Social Housing Adder? \***  Y  N

**What percentage of your incentive do you want to receive in advance?** 50

**Estimated Project Start Date** Jun 27, 2019

**Estimated Project End Date** Jun 28, 2019

**Description** test

The facility is a social housing facility and is therefore eligible for an advance incentive.

The Applicant is requesting 50% of their incentive in advance.

You can reject the request, if appropriate.

**03** Select Y to approve the Social Housing Adder.

**04** Enter the approved advance incentive amount.

Advance Incentive	
Total Advance Incentive	\$0.00
Estimated SHA Amount	\$900.00
Max SHA Advance Incentive	\$900.00
Approved SHA Advance Incentive (\$)*	<input type="text"/>

**05** Click **SUBMIT**.

Comment

The advance incentive details will now appear in the Estimated Calculation Results section of the pre-project application.

**06** Enter the purchase order number, if required.

Advance Incentive	
Total Approved Advance Incentive	\$500.00
Total Approved Advance Incentive	\$500.00
Maximum SHA Incentive	\$900.00
Estimated SHA Incentive	\$900.00
Purchase Order Number	<input type="text"/>

The advance incentive details will now appear in the Estimated Calculation Results section of the pre-project application.

**07** Enter a comment.

> History and Comments

Comment

Approve

Advance Incentive Invoice Required? \*

Yes  No

RETURN AS INELIGIBLE RETURN FOR REVISION TO APPLICANT/APP REP ALLQW LDC EDITS ACCEPT

**08** Select **Yes** to indicate that an advance incentive invoice is required.

**09** Click **ACCEPT**.

The Applicant/Applicant Representative will now receive an email notification to submit an advance incentive invoice.

# Reviewing an Advance Incentive Invoice

If an advance incentive invoice is submitted, an LDC Analyst or a 3rd Party Evaluator reviews it and marks it as paid.

**01** Click **APPLICATIONS**.

You can also filter the application list using the drop-down menus.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
2000246	westin harbour castle	Asdf	Yallala, Sivetha	Apr 2, 2019	Ontario IMO	\$5,005.00	Pre-Project Advance Incentive Invoice Submitted	Apr 1, 2019	Pre-project review	N

You can also search for an application using any criteria listed in the header, such as application name, status, etc.

The application status is **Pre-Project Advance Incentive Invoice Submitted**.

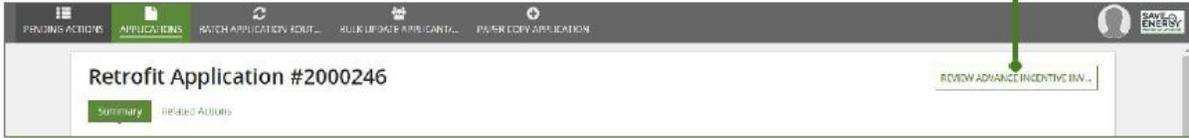
**02** Enter the application ID.

**03** Click **SEARCH**.

**04** Click the application ID.

ID	Application Name	Applicant
102107	Lighting	Yune Yuan

**05** Click REVIEW ADVANCE INCENTIVE INVOICE.



**06** Click the invoice file name to open it.

**07** Review the invoice.



You can return the invoice to the Applicant, if required.

**08** Enter a comment.

**09** Click ACCEPT.

**10** Click Mark Advance Incentive Invoice Paid.

Retrofit Application #102107

Summary News **Related Actions**

✓ Mark Advance Incentive Invoice Paid

**11** Select Yes.

Advance Incentive Invoice

Invoice Paid \*

Yes

No

Lighting

CANCEL SUBMIT

**12** Click **SUBMIT**.

The Applicant/Applicant Representative will receive an email notification that the invoice has been marked as paid.

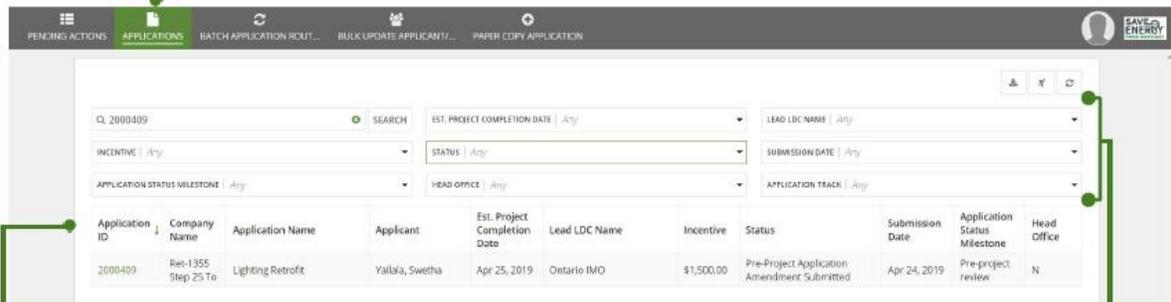
# Reviewing an Amended Pre-Project Application

The Applicant/Applicant Representative can submit an amended pre-project application after the pre-project application has been approved. The Lead LDC Analyst will receive an email notification to review the amended pre-project application.

## Routing the Pre-Project Application Review Task

The Lead LDC Analyst routes the pre-project application review task.

### 01 Click APPLICATIONS.



You can also search for an application using any criteria listed in the header, such as application name, status, etc.

You can also filter the application list using the drop-down menus.

### 02 Enter the application ID.

### 03 Click SEARCH.

### 04 Click the application ID.

### 05 Click BEGIN APPLICATION REVIEW.



**06** Select who you want to review the pre-project application.

Please route the Application Review for Yuhe Yuan's Application  
Select user and click submit to route application

**Routing Options**  
Click here to view application record

Where do you want to route application? \*

Myself  
 Another LDC Analyst  
 3rd Party Evaluator

Application needs a different Lead LDC, return this to the Applicant  
 Yes  No

Fast Track Approved \*  
 Yes  No

Skip Facility Review?  
 Yes  No

**07** Select whether you want to fast track the pre-project application.

**08** Select **Yes**, to skip the facility review. A facility review is not required for an amended pre-project application.

**09** Enter a comment.

**Comment**  
Reason

**10** Click **ROUTE APPLICATION**.

The designated pre-project application reviewer will now receive an email notification to review the pre-project application.

## Reviewing the Amended Pre-Project Application

An LDC Analyst or a 3rd Party Evaluator reviews the amended pre-project application.

### 01 Click PENDING ACTIONS.

The screenshot shows a web application interface with a top navigation bar containing 'PENDING ACTIONS', 'APPLICATIONS', 'BATCH APPLICATION ROUT...', 'BULK UPDATE APPLICANT...', and 'PAPER COPY APPLICATION'. The main content area is titled 'Task List' and features a search section with the following fields:

- Application Id:** 2000409
- Company Name:** (empty)
- Application Name:** (empty)
- Lead LDC:** --- Select a Value ---
- Application Status Milestone:** --- Select a Value ---
- Task Created From:** mm/dd/yyyy
- Task Created To:** mm/dd/yyyy
- Application Track:** --- Select a Value ---

A 'RESET' button is located below the search filters. Below the search section is a table with the following data:

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Review Pre-Project Application 2000409: Lighting Retrofit Amendment Version: 1	Ret-1355 Step 25 To	Lighting Retrofit	2000409	6/27/2019 1:43 PM EST	Ontario IMO	Pre-project review	Prescriptive & Custom

### 02 Search for the task by application ID, company name, application name, Lead LDC, application status milestone or creation date.

### 03 Click RESET.

This close-up shows the 'Task Created From' and 'Task Created To' date input fields, both containing the placeholder text 'mm/dd/yyyy'. A 'RESET' button is positioned below these fields.

## 04 Click Review Pre-Project Application "ID: Project Name".

**Task List**

Search By:

Application Id: 2000409  
 Company Name: [text box]  
 Application Name: [text box]  
 Lead LDC: --- Select a value ---  
 Application Status Milestone: --- Select a value ---

Task Created From: mm/dd/yyyy  
 Task Created To: mm/dd/yyyy  
 Application Track: --- Select a value ---

RESET

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Review Pre-Project Application 2000409: Lighting Retrofit Amendment Version: 1	Ret-1355 Step 25 To	Lighting Retrofit	2000409	6/27/2019 1:43 PM EST	Ontario IMO	Pre-project review	Prescriptive & Custom

## 05 Review the pre-project application amendments in the Updated Fields section.

A list of updated pre-project application fields is provided.

The old and new values for each updated field are provided.

Updated Fields

Field Name	Old Value	New Value
Other Financial Incentives	N	Y
Funding Provider		NRCan
Funding Program Name		Social Assistance
Total Funding Amount		200.0
Funding Comments		Received funding last month

5 items

**06** Review the pre-project application.

**07** Enter a comment.

> History and Comments

Comment

Accept Amendment

Advance Incentive Invoice Required:\*  
 Yes  No

Invoice Documents

Invoice Type	Invoice Accepted	Upload Date	Document Name
Initial	✓	11/12/2018 1:31 PM EST	Test Invoice.docx

RETURN AS INELIGIBLE ALLOW LDC EDITS ACCEPT

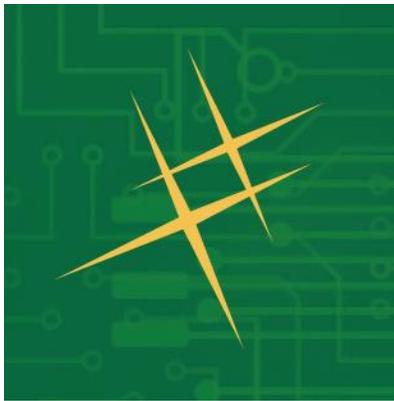
**08** Click **ACCEPT**, if the amended pre-project application meets the required criteria.

If a 3<sup>rd</sup> Party Evaluator reviews the pre-project application, an LDC Analyst must review their recommendation and complete a final pre-project application review. They can choose to approve or reject the pre-project application regardless of the 3<sup>rd</sup> Party Evaluator’s recommendation.

The 3<sup>rd</sup> Party Evaluator’s recommendation will be in the **History and Comments** section.

History and Comments						
User	User Role	Action Type	Action	Submitted To	Date and Time (EST)	Comment
Dhaival Vyas	Toronto Hydro-electric System Limited Facility Analyst	Reviewed by Satellite Third Party Reviewer	Recommend Accept	Lead LDC Analyst	11/12/2018 02:08 PM	Accept

The Applicant/Applicant Representative will receive an email notification regarding their pre-project application status once it has been reviewed by an LDC Analyst.



# **Post-Project Submission**

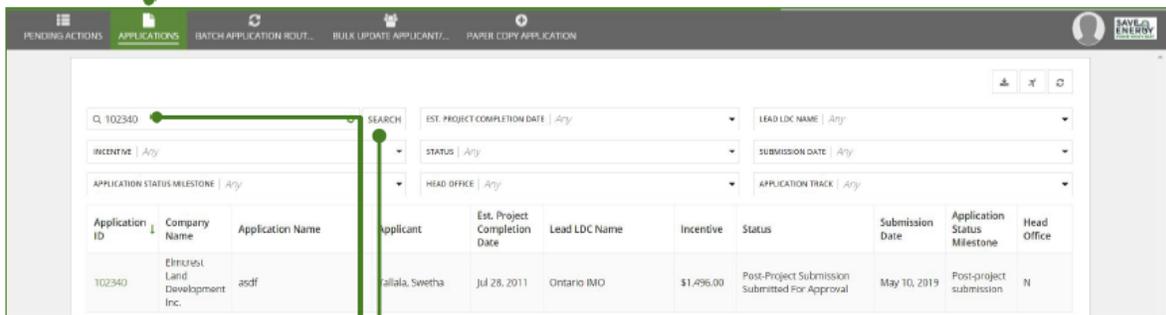
# Reviewing a Post-Project Submission

The Lead LDC Analyst receives an email notification when a post-project submission is submitted for review.

## Routing the Post-Project Submission Review Task

The Lead LDC Analyst begins the post-project submission review process by routing the post-project submission review task.

**01** Click **APPLICATIONS**.



**02** Enter the application ID.

**03** Click **SEARCH**.

## 04 Click the application ID.

Navigation: PENDING ACTIONS | APPLICATIONS | BATCH APPLICATION ROUT... | BULK UPDATE APPLICANT... | PAPER COPY APPLICATION

Search: Q 102340 SEARCH

Filters: EST. PROJECT COMPLETION DATE | Any | LEAD LDC NAME | Any | INCENTIVE | Any | STATUS | Any | SUBMISSION DATE | Any | APPLICATION STATUS MILESTONE | Any | HEAD OFFICE | Any | APPLICATION TRACK | Any

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
102340	Elmorest Land Development Inc.	asdf	Yallala, Swetha	Jul 28, 2011	Ontario IMO	\$1,496.00	Post-Project Submission Submitted For Approval	May 10, 2019	Post-project submission	N

## 05 Click BEGIN APPLICATION REVIEW.

Navigation: PENDING ACTIONS | APPLICATIONS | BATCH APPLICATION ROUT... | BULK UPDATE APPLICANT... | PAPER COPY APPLICATION

Application Title: Retrofit Application #102340

Buttons: TASK DASHBOARD | BEGIN APPLICATION REVIEW

Summary | Related Actions

**06** Select who you want to review the post-project submission.

You can route the task to yourself, another LDC Analyst or a 3<sup>rd</sup> Party Evaluator.

You can return the post-project submission to the Applicant, if it has been sent to your LDC by mistake.

Please route the Application Review for Yuhe Yuan's Application

Select user and click submit to route application

▼ Routing Options

Click here to view application record

Where do you want to route application? \*

Myself

Another LDC Analyst

3rd Party Evaluator

Application needs a different Lead LDC, return this to the Applicant

Yes  No

▼ Comment

Reason

CANCEL ROUTE APPLICATION

**07** Enter a comment.

**08** Click ROUTE APPLICATION.

The Lead LDC Analyst or 3rd Party Evaluator (if applicable) will now receive an email notification to route the post-project submission facility review task.

## Routing the Facility Review Task

The Lead LDC Analyst routes the facility review task.

### 01 Click PENDING ACTIONS.

The screenshot shows the 'Task List' interface. At the top, there is a navigation bar with several tabs: 'PENDING ACTIONS', 'APPLICATIONS', 'BATCH APPLICATION ROUT...', 'BULK UPDATE APPLICANT...', and 'PAPER COPY APPLICATION'. The 'PENDING ACTIONS' tab is selected. Below the navigation bar, there is a search section with the following fields:

- Search By:** Application Id (102340), Company Name, Application Name, Lead LDC (--- Select a Value ---), Application Status Milestone (--- Select a Value ---)
- Task Created From:** mm/dd/yyyy
- Task Created To:** mm/dd/yyyy
- Application Track:** --- Select a Value ---

A 'RESET' button is located below the search fields. Below the search section is a table with the following data:

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Route Facility Review for Pre-Project Application 102340	Elmcrest Land Development Inc.	asdf	102340	6/27/2019 1:55 PM EST	Ontario IMO	Post-project submission	Prescriptive

### 02 Search for the task by application ID, company name, application name, Lead LDC, application status milestone or creation date.

### 03 Click RESET.

This close-up shows the 'Task Created From' and 'Task Created To' date input fields, both containing the placeholder text 'mm/dd/yyyy'. Below these fields is a 'RESET' button, which is highlighted by a green line originating from step 03.

**04** Click **Route Facility Review for Post-Project Application "ID: Project Name"**.

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Route Facility Review for Pre-Project Application 102340	Elmcrest Land Development Inc.	asdf	102340	6/27/2019 1:55 PM EST	Ontario IMO	Post-project submission	Prescriptive

**05** Click **ACCEPT**.

**06** Select who you want to review the facility.

You can route the task to yourself, another LDC Analyst or a 3<sup>rd</sup> Party Evaluator.

If you route the task to someone else, you will be provided with a list of people to select from.

The list will only include LDC Analysts or 3<sup>rd</sup> Party Evaluators that are registered with your LDC.

**Routing Options**

Click here to view application record

Where do you want to route application? \*

Myself  
 Another LDC Analyst  
 3rd Party Evaluator

**Comment**

Reason

**07** Enter a comment.

**08** Click **SUBMIT**.

The designated facility reviewer will now receive an email notification to conduct the facility review.

**Note:** For a multi-site post-project submission, each LDC routes their own facility review task, unless the task is reassigned by the Lead LDC Analyst.

Retrofit Application #102094

Summary News **Related Actions**

**Task List**

<input type="checkbox"/> Task Name	Status	Assignee	LDC	Task Owner	Task Id
<input type="checkbox"/> Route Facility Review for Pre-Project, Application 102094: Multi Site Demonstration	Assigned	[Group:22496]	TORONTO HYDRO-ELECTRIC SYSTEM LIMITED		537020416
<input type="checkbox"/> Route Facility Review for Pre-Project, Application 102094: Multi Site Demonstration	Assigned	[Group:21112]	ALECTRA UTILITIES CORPORATION		537020417

Please select an LDC Analyst for Reassignment

-- Select Analyst --

A Route Facility Review task is assigned to each LDC involved in the project.

## Conducting the Facility Review

An **LDC Analyst** or a **3<sup>rd</sup> Party Evaluator** conducts the facility review and enters the results.

### 01 Click **PENDING ACTIONS**.

**Task List**

Search By:

Application Id:  Company Name:  Application Name:  Lead LDC:  Application Status Milestone:

Task Created From:  Task Created To:  Application Track:

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Review Facility for Pre-Project Application 102340	Elmcrest Land Development Inc.	asdf	102340	6/27/2019 1:55 PM EST	Ontario IMO	Post-project submission	Prescriptive

### 02 Search for the task by application ID, company name, application name, Lead LDC, application status milestone or creation date.

### 03 Click **RESET**.

Task Created From:  Task Created To:

### 04 Click **Review Facility for Post-Project Application "ID: Project Name"**.

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Review Facility for Pre-Project Application 102340	Elmcrest Land Development Inc.	asdf	102340	6/27/2019 1:55 PM EST	Ontario IMO	Post-project submission	Prescriptive

**05** Click the green arrow to open the facility:

No	Acme Electric	123 Any Street	Toronto	\$5,250.00		Complete	
----	---------------	----------------	---------	------------	--	----------	--

**Note:** For a multi-site post-project submission, 3<sup>rd</sup> Party Evaluators and Satellite LDC Analysts will only be able to view facilities for their LDC. Only the Lead LDC Analyst can view all facilities.

▼ Manage Facilities

Updated?	Facility Name	Address 1	City	Estimated Facility Capped Incentive Amount	Project Description	Status	
No	Acme Electric - Site 2	40 Bond Street	Richmond Hill	\$7,000.00	Retrofit Upgrades	Complete	ALECTRA UTILITIES CORPORATION
No	Acme Electric	123 Any Street	Toronto	\$5,250.00	MultiSite Example	Complete	

**06** Complete the **Post Project Site Visit Information** section.

▼ Pre Project Site Visit Information

Enter the site visit name.

Enter a note, if required.

Select the site visit date.

Enter your name.

Enter your company's name.

Upload any documents related to the site visit.

Site Visit Name

Site Visit Date

Notes

Evaluator Assigned

Evaluator Company

Site Visit Document

UPLOAD

**07** Click **SUBMIT** to submit the site visit information.

A screenshot of a web form titled "Comment". It features a large text input area and two buttons at the bottom: "BACK TO APPLICATION" on the left and "SUBMIT" on the right. A green line originates from the "SUBMIT" button and extends upwards and to the left, ending near the instruction for step 07.

**08** Review the **Actual Calculation Results** section.

Actual Calculation Results	
Energy, Demand, and Incentive Information	
Actual Application Eligible Cost	\$100,000.00 Estimated value: \$100,000.000
Actual Application Incentive Amount	\$1,925.00 Estimated value: \$1,750.000
Actual Application Energy Saving	21,228.190 kWh Estimated value: 4,093,000kwh
Actual Application Demand Reduction	5,880 KW Estimated value: 1,300KW
Application Remaining Incentive Amount	\$1,925.00

**09** Enter a comment.

**10** Click **RECOMMEND ACCEPT**, if the facility meets the required criteria.

You can recommend rejecting the facility, if it does not meet the required criteria.

You can recommend edits to the facility, if required.

A screenshot of a web form titled "Comment". It features a large text input area and three buttons at the bottom: "RECOMMEND REJECT" (pink), "RECOMMEND EDITS" (grey), and "RECOMMEND ACCEPT" (green). Three green lines originate from the buttons and point to the instructions for steps 09 and 10. The "RECOMMEND REJECT" button is connected to the instruction for step 09. The "RECOMMEND EDITS" and "RECOMMEND ACCEPT" buttons are connected to the instruction for step 10.

If a 3<sup>rd</sup> Party Evaluator reviews the facility, an LDC Analyst must review their recommendation and complete a final facility review.

▼ History and Comments

User	User Role	Action Type	Action	Submitted To	Date and Time (EST)	Comment
Dhaval Vyas	Toronto Hydro-electric System Limited Facility Evaluator	Reviewed by Satellite Third Party Reviewer	Recommend Accept	Facility Analyst	11/12/2018 02:08 PM	Accept

The 3rd Party Evaluator's recommendation will be in the **History and Comments** section.

The post-project submission reviewer will receive an email notification to review the post-project submission once the facility is reviewed by an LDC Analyst.

**Note:** The LDC Analyst can return the facility review task to the 3rd Party Evaluator, if required.

Select Return for Review.

▼ Manage Facilities

Return for Review?	Updated?	Facility Name	Address 1	City	Estimated Facility Capped Incentive Amount	Project Description	Status
<input checked="" type="checkbox"/>	No	IESO Lighting	120 Adelaide	Toronto	\$50,000.00	Lighting Retrofits	Complete →

Enter a comment.

Comment

SEND BACK TO FACILITY REVIEW      RETURN AS INELIGIBLE      RETURN FOR REVISION TO APPLICANT/APP REP      ALLOW LDC EDITS      ACCEPT

Click SEND BACK TO FACILITY REVIEW.

The 3rd Party Evaluator will now receive an email notification to complete the facility review again.

## Reviewing the Post-Project Submission

An LDC Analyst or a 3<sup>rd</sup> Party Evaluator reviews the post-project submission.

### 01 Click PENDING ACTIONS.

The screenshot shows the 'Task List' interface with the following search filters:

- Application id: 102340
- Company Name: [Empty]
- Application Name: [Empty]
- Lead LDC: --- Select a Value ---
- Application Status Milestone: --- Select a Value ---
- Task Created From: mm/dd/yyyy
- Task Created To: mm/dd/yyyy
- Application Track: --- Select a Value ---

A 'RESET' button is located below the search filters. Below the filters is a table with the following data:

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Review Post-Project Application 102340: asdf	Elmcrest Land Development Inc.	asdf	102340	6/27/2019 1:55 PM EST	Ontario IMO	Post-project submission	Prescriptive

### 02 Search for the task by application ID, company name, application name, Lead LDC, application status milestone or creation date.

### 03 Click RESET.

The close-up shows the 'Task Created From' and 'Task Created To' date pickers, both containing the placeholder text 'mm/dd/yyyy'. A 'RESET' button is positioned below the 'Task Created From' field.

### 04 Click Review Post-Project Application "ID: Project Name".

Name	Company Name	Application Name	Application Id	Task Created	Lead LDC	Application Status Milestone	Application Track
Review Facility for Pre-Project Application 102340	Elmcrest Land Development Inc.	asdf	102340	6/27/2019 1:55 PM EST	Ontario IMO	Post-project submission	Prescriptive

**05** Click the **green arrow** to open the facility.

No	Acme Electric	123 Any Street	Toronto	\$5,250.00		Complete	
----	---------------	----------------	---------	------------	--	----------	--

**06** Review the **Post Project Site Visit Information** section.

**Post Project Site Visit Information**

<p><b>Site Visit Name</b></p> <p>Validation <input type="text"/></p>	<p><b>Evaluator Assigned</b></p> <p>Ali El-Sayed <input type="text"/></p>
<p><b>Site Visit Date</b></p> <p>11/09/2018 <input type="text"/></p>	<p><b>Evaluator Company</b></p> <p>IESO <input type="text"/></p>
<p><b>Notes</b></p> <p>Base Case Measures Not Verified - Recommend Rejecting this application</p>	<p><b>Site Visit Document</b></p> <p> <input type="button" value="UPLOAD"/> <input type="text"/> </p>

Review any documents related to the site vi

**Note:** Documents uploaded into the Site Visit Information section are only made available to the LDC Analyst and 3<sup>rd</sup> Party Evaluator.

**07** Click **SUBMIT** to submit the site visit information.

**08** Complete the **EM&V Details** section.

▼EM&V Details

Contact Name	Contact Phone
Company	Contact Email

**09** Enter a comment.

**10** Select **Yes** to indicate that a final invoice is required.

> History and Comments

**Comment**

Accept

**Final Invoice Required? \***

Yes  No

If you select **No**, you can submit the invoice on behalf of the Applicant/Applicant Representative (see **Initiating Reimbursement - LDC Submits the Invoice**).

You can return the post-project submission as ineligible if it is not eligible for an incentive.

You can return the post-project submission to the Applicant/Applicant Representative if edits are required.

**11** Click **ACCEPT** if the post-project submission meets the required criteria.

**12** Click **YES**.

**Approve Application?**

If the remaining balance of the application is negative, you must reclaim this money from the applicant.

If a 3<sup>rd</sup> Party Evaluator reviews the post-project submission, an LDC Analyst must review their recommendation and complete a final post-project submission review. They can choose to approve or reject the post-project submission regardless of the 3<sup>rd</sup> Party Evaluator's recommendation.

The 3<sup>rd</sup> Party Evaluator's recommendation will be in the **History and Comments** section.

History and Comments							
User	User Role	Action Type	Action	Submitted To	Date and Time (EST)	Comment	
Dhaval Vyas	Toronto Hydro-electric System Limited Facility Analyst	Reviewed by Satellite Third Party Reviewer	Recommend Accept	Lead LDC Analyst	11/12/2018 02:08 PM	Accept	

The Applicant/Applicant Representative will receive an email notification regarding their post-project submission status once it has been reviewed by an LDC Analyst.

**Note:** You can edit the post-project submission and send an updated version to the Applicant/Applicant Representative for confirmation, rather than returning it for revisions.

Click **ALLOW LDC EDITS** to open an editable version of the post-project submission.

Comment

SEND BACK TO FACILITY REVIEW

RETURN AS INELIGIBLE

RETURN FOR REVISION TO APPLICANT/APP REP

ALLOW LDC EDITS

ACCEPT

Enter a comment describing the changes you've made.

Click **RECOMMEND EDITS**.

> History and Comments

Comment

SEND BACK TO FACILITY REVIEW

REVERT CHANGES

RECOMMEND EDITS

The Applicant/Applicant Representative will receive an email notification to review the updated post-project submission.

## Initiating Reimbursement (Applicant Submits the Invoice)

Once a post-project submission is approved, the Lead LDC Analyst needs to review the invoice and then mark it as paid in order to initiate reimbursement.

**Note:** An LDC Analyst can submit an invoice on behalf of the Applicant/Applicant Representative. See Initiating Reimbursement (LDC Submits the Invoice).

### 01 Click APPLICATIONS.

You can also filter the application list using the drop-down menus.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
2000384	My Test Company	Api Test Application	Tester, Retrofit	Apr 17, 2019	Ontario IMO	\$640.00	Post-Project Final Invoice Submitted	Apr 17, 2019	Post-project review	N

You can also search for an application using any criteria listed in the header, such as application name, status, etc.

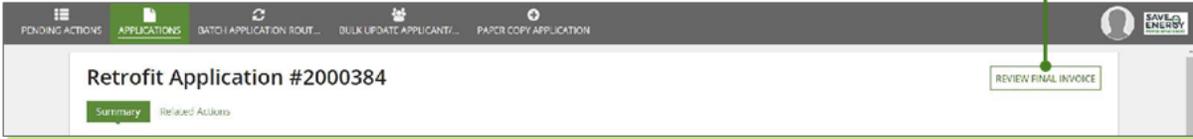
### 02 Enter the application ID.

### 03 Click SEARCH.

### 04 Click the application ID.

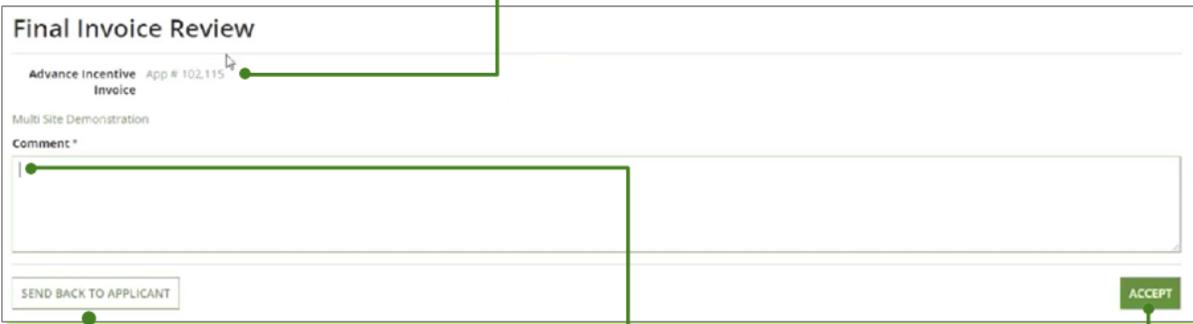
Application ID	Company Name	Application Name	Applicant
2000384	My Test Company	Api Test Application	Tester, Retrofit

**05** Click **REVIEW FINAL INVOICE**.



**06** Click the invoice file name to open it.

**07** Review the invoice.



You can return the invoice to the Applicant, if required.

**08** Enter a comment.

**09** Click **ACCEPT**.

Invoice Documents				
Invoice Type	Invoice Accepted	Invoice Paid	Upload Date	Document Name
Final	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/19/2018 12:47 PM EST	Working Exercise Template.xism

The invoice is now marked as accepted.

**10** Click MARK FINAL INVOICE PAID.

### Retrofit Application #100000

Summary News Related Actions

[MARK FINAL INVOICE PAID](#)

**11** Select Yes.

### Retrofit Application #100000

Summary **Related Actions**

#### Incentive Invoice

Application ID  
100000

Invoice Paid \*  
 Yes  
 No

HST Exempt  
 Yes  
 No

If you select "Y" for "HST Exempt!"; you will not be reimbursed the HST amount for this application by the IESO.

[CANCEL](#)

#### Application Details

Details

Application Funding Mechanism \*  
 Full Cost Recovery  
 Pay for Performance

[APPLY](#)

**12** Select the Application Funding Mechanism.

### 13 Select whether the project is HST exempt.

**Retrofit Application #100000**

Summary Related Actions

---

**Incentive Invoice**

**Application ID**  
100000

**Invoice Paid \***  
 Yes  
 No

**HST Exempt**  
 Yes  
 No

If you select "Y" for "HST Exempt", you will not be reimbursed the HST amount for this application by the IESO.

CANCEL APPLY

**Note:** If you select the Pay for Performance funding mechanism, you must select No under HST Exempt.

### 14 Click APPLY.

**Invoice Paid \***  
 Yes  
 No

**HST Exempt**  
 Yes  
 No

If you select "Y" for "HST Exempt", you will not be reimbursed the HST amount for this application by the IESO.

CANCEL APPLY

If your CDM Plan only includes the Full Cost Recovery funding mechanism, you will not see the Pay for Performance option.

The application will now be processed by the IESO.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
100000	ACME Inc.	555 Volt Avenue	Dhaddha, Denisa	July 1, 2018	ALECTRA UTILITIES CORPORATION	\$30,000.00	Transferred to CAS	Aug 7, 2018	Project closed	N

The application status is **Transferred to CAS.**

The application status milestone is **Project closed.**

**Note:** If you select the Pay for Performance application funding mechanism, the application will not be settled until the IESO Evaluations team verifies the results.

In Reported Results, the payment status will appear as **Application Ready for Evaluation – P4P**, and the total incentive amount will be the same as the value documented in the Retrofit portal.

LDC Application ID	Lead LDC	Program Name	IESO Reporting Period	Project Completion Date	Total Incentive (\$)	Total Demand Savings (kW)	Total Energy Savings (kWh)	Payment Status
100000	ALECTRA UTILITIES CORPORATION	SAVE ON ENERGY RETROFIT PROGRAM	June 2019	07/01/2018	\$30,000.00	57.00 kW	532,698 kWh	Application Ready for Evaluation - P4P

Once the IESO Evaluations team has verified the results, the total incentive amount and payment status will be updated in Reported Results.

LDC Application ID	Lead LDC	Program Name	IESO Reporting Period	Project Completion Date	Total Incentive (\$)	Total Demand Savings (kW)	Total Energy Savings (kWh)	Payment Status
100000	ALECTRA UTILITIES CORPORATION	SAVE ON ENERGY RETROFIT PROGRAM	June 2019	07/01/2018	\$35,000.00	57.00 kW	532,698 kWh	Ready for Payment

Note that these values do not update.

**Note:** If you select the Full Cost Recovery application funding mechanism, the payment status in Reported Results will be Ready for Payment and the total incentive amount will be the same as the value documented in the Retrofit portal.

LDC Application ID	Lead LDC	Program Name	IESO Reporting Period	Project Completion Date	Total Incentive (\$)	Total Demand Savings (kW)	Total Energy Savings (kWh)	Payment Status
100000	ALECTRA UTILITIES CORPORATION	SAVE ON ENERGY RETROFIT PROGRAM	June 2019	07/01/2018	\$5,000.00	6.00 kW	42,000 kWh	Ready for Payment

## Initiating Reimbursement (LDC Submits the Invoice)

An LDC Analyst can submit an invoice on behalf of the Applicant/Applicant Representative and then mark it as paid to initiate reimbursement.

### 01 Click APPLICATIONS.

You can also filter the application list using the drop-down menus.

You can also search for an application using any criteria listed in the header, such as application name, status, etc.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
2000526	Testing Rm095975 V3	Testing Rm095975 V3	Yadav, Lokesh	Jun 18, 2019	Ontario IMO	\$1,256.00	Post-Project Submission Approved	Jun 25, 2019	Post-project review	N

### 02 Enter the application ID.

### 03 Click SEARCH.

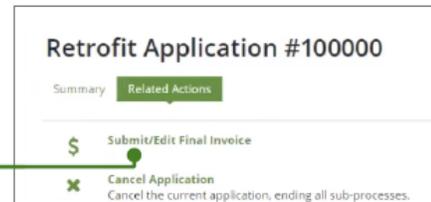
### 04 Click the application ID.

Application ID	Company Name	Application Name	Applicant
2000526	Testing Rm095975 V3	Testing Rm095975 V3	Yadav, Lokesh

**05** Click **Related Actions**.



**06** Click **Submit/Edit Final Invoice**.



You can also drag a file to the **Drop file here** field.

**07** Click **UPLOAD**.

A screenshot of the 'Application Invoice Submission' form. It includes fields for 'Invoice Amount' (\$30,000.00), address ('555 Volt Avenue, Ottawa'), and a 'Comment' text area. A 'Final Invoice\*' section contains an 'UPLOAD' button and a 'Drop file here' field. The 'UPLOAD' button is highlighted with a green dot and a line pointing to step 07. A 'CANCEL' button is at the bottom left, and an 'ACCEPT' button is at the bottom right.

**08** Double-click the invoice document you want to attach.

**09** Enter a comment.

**10** Click **ACCEPT**.

**11** Click Mark Final Invoice Paid.

**Retrofit Application #100000**

Summary **Related Actions**

- Mark Final Invoice Paid
- Submit/Edit Final Invoice
- Cancel Application  
Cancel the current application, ending all sub-processes.

**12** Select Yes.

**Retrofit Application #100000**

Summary **Related Actions**

---

**Incentive Invoice**

Application ID  
100000

Invoice Paid \*

Yes

No

HST Exempt

Yes

No

If you select "Y" for "HST exempt", you will not be reimbursed the HST amount for this application by the IESO.

**Application Details**

Details

Application Funding Mechanism \*

Full Cost Recovery

Pay for Performance

**13** Select the Application Funding Mechanism.

**14** Select whether the project is HST exempt.

Retrofit Application #100000

Summary **Related Actions**

### Incentive Invoice

Application ID  
100000

Invoice Paid \*

Yes  
 No

HST Exempt \*

Yes  
 No

If you select "Y" for "HST Exempt", you will not be reimbursed the HST amount for this application by the IESO.

Application Details  
Details

Application Funding Mechanism \*

Full Cost Recovery  
 Pay for Performance

If your CDM Plan only includes Full Cost Recovery, you will not see the Pay for Performance option.

**Note:** If you select the **Pay for Performance** application funding mechanism, you must select **No** under HST Exempt.

**15** Click **APPLY**.

HST Exempt

Yes  
 No

If you select "Y" for "HST Exempt", you will not be reimbursed the HST amount for this application by the IESO.

The application will now be processed by the IESO.

Application ID	Company Name	Application Name	Applicant	Est. Project Completion Date	Lead LDC Name	Incentive	Status	Submission Date	Application Status Milestone	Head Office
100000	ACME Inc.	555 Volt Avenue	Dhaddha, Denisa	July 1, 2018	ALECTRA UTILITIES CORPORATION	\$30,000.00	Transferred to CAS	Aug 7, 2018	Project closed	N

The application status is **Transferred to CAS.**

The application status milestone is **Project closed.**

**Note:** If you select the Pay for Performance application funding mechanism, the application will not be settled until the IESO Evaluations team verifies the results.

In Reported Results, the payment status will appear as **Application Ready for Evaluation – P4P**, and the total incentive amount will be the same as the value documented in the Retrofit portal.

LDC Application ID	Lead LDC	Program Name	IESO Reporting Period	Project Completion Date	Total Incentive (\$)	Total Demand Savings (kW)	Total Energy Savings (kWh)	Payment Status
100000	ALECTRA UTILITIES CORPORATION	SAVE ON ENERGY RETROFIT PROGRAM	June 2019	07/01/2018	\$30,000.00	57.00 kW	532,698 kWh	Application Ready for Evaluation - P4P

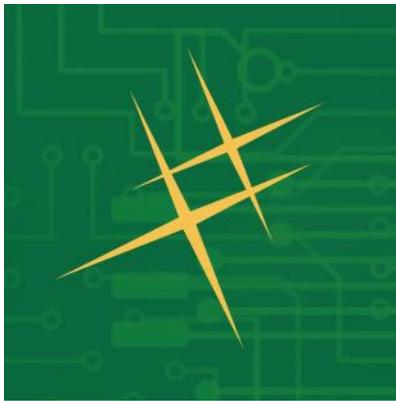
Once the IESO Evaluations team has verified the results, the total incentive amount and payment status will be updated in Reported Results.

LDC Application ID	Lead LDC	Program Name	IESO Reporting Period	Project Completion Date	Total Incentive (\$)	Total Demand Savings (kW)	Total Energy Savings (kWh)	Payment Status
100000	ALECTRA UTILITIES CORPORATION	SAVE ON ENERGY RETROFIT PROGRAM	June 2019	07/01/2018	\$35,000.00	57.00 kW	532,698 kWh	Ready for Payment

**Note that these values do not update.**

**Note:** If you select the Full Cost Recovery application funding mechanism, the payment status in Reported Results will be Ready for Payment and the total incentive amount will be the same as the value documented in the Retrofit portal.

LDC Application ID	Lead LDC	Program Name	IESO Reporting Period	Project Completion Date	Total Incentive (\$)	Total Demand Savings (kW)	Total Energy Savings (kWh)	Payment Status
100000	ALECTRA UTILITIES CORPORATION	SAVE ON ENERGY RETROFIT PROGRAM	June 2019	07/01/2018	\$5,000.00	6.00 kW	42,000 kWh	Ready for Payment

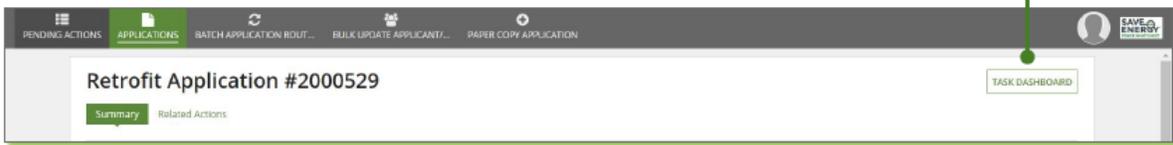


# **Managing Tasks**

# Reassigning a Task

The Lead LDC Analyst can reassign tasks associated with a pre-project application or post-project submission.

**01** Click **TASK DASHBOARD**.



**02** Select the task you want to reassign.



**03** Select who you want to reassign the task to.

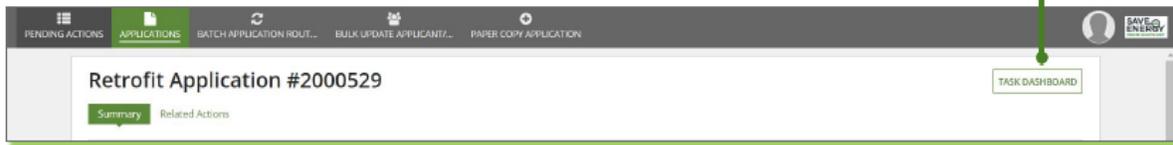
**04** Click **REASSIGN**.

The designated person will now receive an email notification to complete the assigned task.

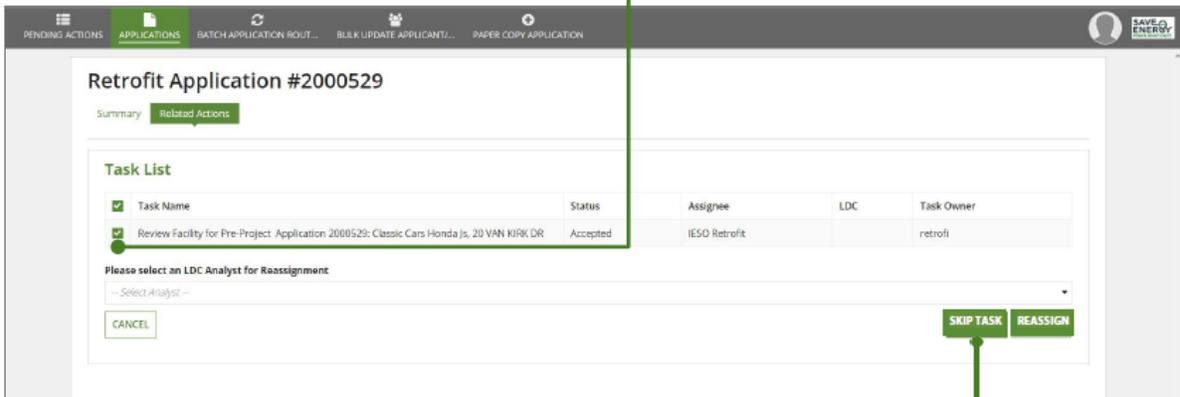
# Skipping a Task

The Lead LDC Analyst can skip tasks associated with a pre-project application or post-project submission.

**01** Click **TASK DASHBOARD**.



**02** Select the task you want to skip.



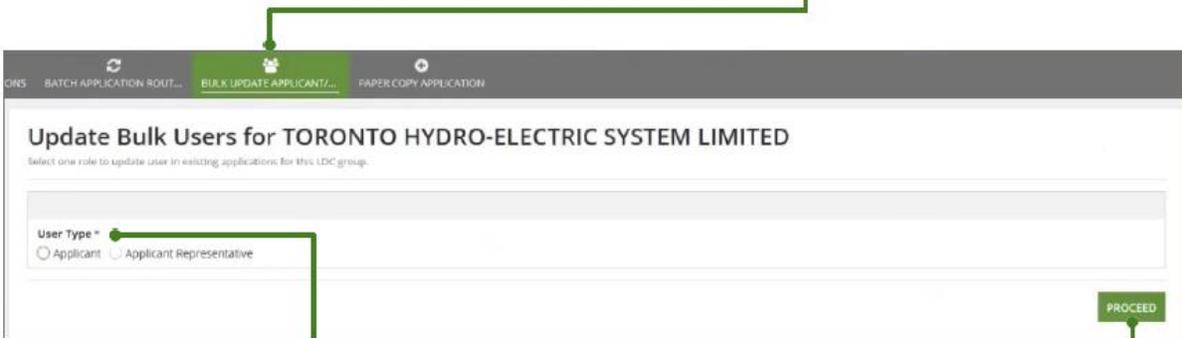
**03** Click **SKIP TASK**.

The task will now be removed from the task list.

# Changing an Applicant/Applicant Representative

The Lead LDC Analyst can change the Applicant/Applicant Representative associated with a project.

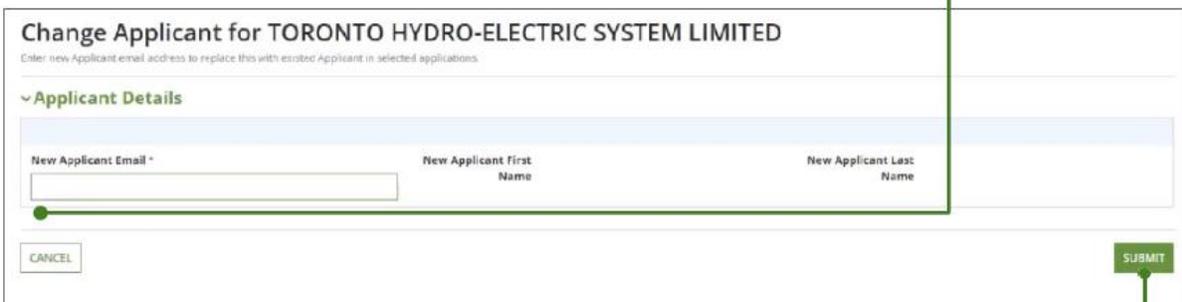
**01** Click **BULK UPDATE APPLICANT/APPLICANT REPRESENTATIVE.**



**02** Select the user type.

**03** Click **PROCEED.**

**04** Enter the new Applicant's/Applicant Representative's email address.



**05** Click **SUBMIT.**

**06** Select the application(s) you want to assign to the new Applicant/Applicant Representative.

Applications associated with existing person as Applicant

Select Application(s) to change Applicant \*

<input type="checkbox"/>	Application Id	Application Name	Applicant Name	Started On	Est. Project Start Date	Est. Project Completion Date	Incentive	Status
<input type="checkbox"/>	101557	Yuhe - So Fresh	Swetha Yallala	7/24/2018 3:09 AM EST	7/23/2018 7:00 PM EST	7/23/2018 7:00 PM EST	\$1,000.00	Pre-Project Application Under Review
<input type="checkbox"/>	101560	Test Company ABC	Yuhe Yuan	7/24/2018 3:38 AM EST	7/23/2018 7:00 PM EST	7/30/2018 7:00 PM EST	\$100.00	Pre-Project Application Saved As Draft
<input checked="" type="checkbox"/>	101566	Multi-Site Application Test Company Project	Yuhe Yuan	7/24/2018 6:34 AM EST	7/23/2018 7:00 PM EST	7/30/2018 7:00 PM EST	\$1,150.00	Pre-Project Application Approved
<input type="checkbox"/>	101568	Yuhe - 928	Yuhe Yuan	7/24/2018 7:02 AM EST	7/23/2018 7:00 PM EST	7/23/2018 7:00 PM EST	\$1,000.00	Pre-Project Application Approved

« < 1 - 10 of 363 > »

CANCEL SUBMIT

**07** Click **SUBMIT**.

**08** Click **YES**.

Clicking on submit will replace existing Applicant with new Applicant

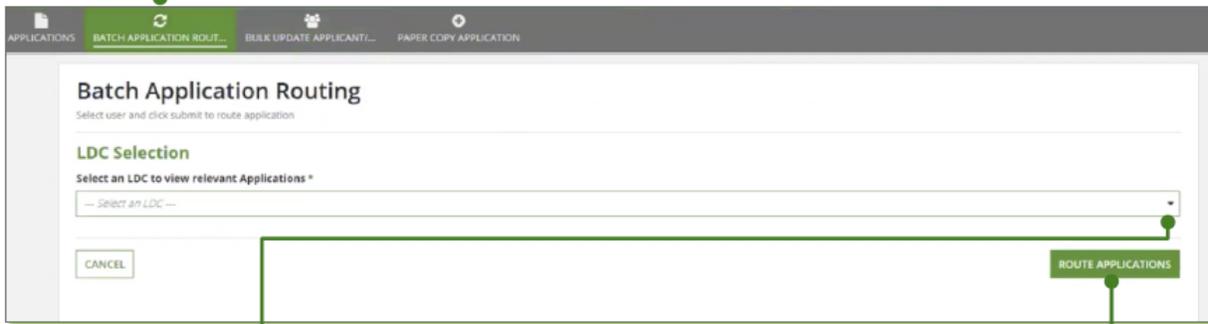
NO YES

The new Applicant/Applicant Representative will now replace the existing Applicant/Applicant Representative on the selected application(s).

# Routing Multiple Application Review Tasks

The Lead LDC Analyst can route multiple application review tasks at once.

**01** Click **BATCH APPLICATION ROUTING**.



**02** Select the LDC.

**03** Click **ROUTE APPLICATIONS**.

**04** Select the applications you want to route.

Applications						
Select Applications to Route *						
<input type="checkbox"/>	Id	Applicant	Pre-App Lead LDC	Pre-App Third Party Reviewer	Submitted Date	Fast Track Eligible
<input type="checkbox"/>	102001	Swetha Yallala			9/24/2018 8:38 AM EST	No
<input type="checkbox"/>	102058	Chris Montgomery			11/5/2018 8:52 AM EST	No
<input checked="" type="checkbox"/>	102108	Swetha Yallala			11/12/2018 8:47 AM EST	No
<input checked="" type="checkbox"/>	101594	Swetha Yallala			7/26/2018 7:11 AM EST	No
<input checked="" type="checkbox"/>	101604	Swetha Yallala			7/26/2018 9:28 AM EST	Yes

**05** Select who you want to route the applications to.

Routing Options

Where do you want to route the applications? \*

Myself

Another LDC Analyst

3rd Party Evaluator

Please select a 3rd Party Evaluator \*

ldctthirdparty2

**06** Enter a comment.

Applications need a different Lead LDC. return this to the Applicant

Yes  No

Comment

Reason

Please review all applications

CANCEL

ROUTE APPLICATIONS

**07** Click **ROUTEAPPLICATIONS**.

The LDC Analyst or 3rd Party Evaluator will now receive an email notification to review the selected applications.

**SAVE ON ENERGY**<sup>™</sup>  
**POWER WHAT'S NEXT**