

ONTARIO POWER AUTHORITY

June 3, 2010



# Residential and Small Commercial Demand Response (RDR) Report Submission via iCon

# Current Manual Process

---

- Project Completion and Detailed Deactivation/Removal Reports are emailed to an OPA Analyst
- Analyst retrieves information from emails
- Manually removes personal information
- Sends revised reports to Aggregation Operator

# Enhanced Automated Process

---

- Reports will be uploaded to iCon as of Monday June 7
- Information is stored in the secure iCon system
- Uploading and Downloading information is protected through passwords regulated by the LDC
- Reports can be uploaded by a third party contracted by an LDC (password regulated by LDC)
- Reports will no longer be accepted via email, submitting them via iCon is a mandatory process
- LDCs can view submitted reports
- Reports are made available to Aggregation Operators every Monday
- Instruction Manual for new process available on iCon

# Assign an Aggregation Operator/Contractor

---

1. Select the **Manage Program Contacts** option from the green menu
2. Select **Assign Program Contact**
3. Select the LDC you are assigning the Aggregation Operator/LDC Contractor to
4. Select **Residential & Small Commercial Demand Response**
5. Select **Aggregation Operator** or **LDC Contractor**
6. You have the option to
  - a) Select the contact from a list of people who are already OPA contacts and indicate their designationOR
  - b) Enter new Program Contact Information
7. Select **Submit**
8. iCon will ask you to confirm that you are sure this is the information you want to submit
9. Select **OK**
10. A page will appear informing you that you have successfully submitted your Aggregation Operator/LDC Contractor

# Downloading Report Templates

---

- Report formats will remain the same as the standard 2010 Project Completion Reports and Detailed Removal/Deactivation Reports as issued by the OPA
- Can be downloaded from iCon and saved to your system

# Uploading Reports

---

- All fields must be populated unless designated as optional
- Can enter a single report, or upload a batch of reports
- Can view upload status to review upload history

# Uploading Single Reports

---

1. Go to the main iCon website:  
<http://icon.powerauthority.on.ca>
2. Select the Login link in the upper right hand corner of the home page
3. Enter your user id and login
4. Select the **Upload RDR Device Reports** option from the green menu
5. Select **Enter Single Project Completion or Removal/Deactivation Report**
6. Enter information
7. Select **Submit Report**

# Uploading Batch Report

---

1. Select Upload Batch Completion or Removal/Deactivation Report
2. Select **Browse**
3. Select the Project Completion or Removal/Deactivation Report from your system
4. Select **Submit Report**
5. If all fields have been entered correctly, a **Device Report Upload Status** Page will appear informing you of successful upload
6. If there are mistakes or omissions, a **Device Report Upload Status** will appear detailing the row and field the mistake/omission occurred
7. Correct the mistake and repeat upload

# Downloading Reports

---

- Go to the main iCon website:  
<http://icon.powerauthority.on.ca>
- Select the Login link in the upper right hand corner of the home page
- Enter your user id and login
- Select the ***Download RDR Device Reports*** option from the green menu
- Enter the required information
- Select **Go**

# Viewing Reports

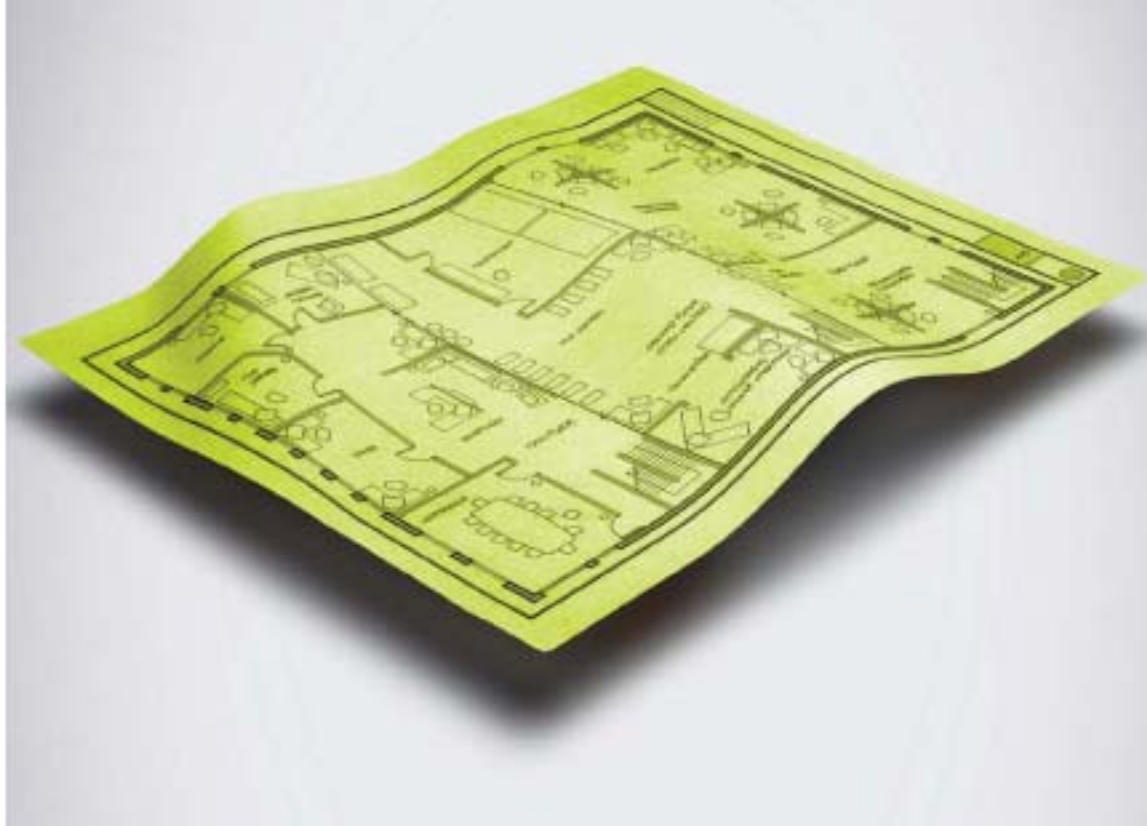
---

1. Select the ***Download RDR Device Reports*** option from the green menu
2. Enter the required information
3. Select **Go**
4. Select desired report
5. Select ***Open*** or ***Save***
6. View Report Information

# Aggregation Operators

---

- An email will be sent every Monday notifying the Aggregation Operator that Project Completion and Device Removal/Deactivation reports are ready to download
- Go to the main iCon website:  
<http://icon.powerauthority.on.ca>
- Select the Login link in the upper right hand corner of the home page
- Enter user id and login
- Select the ***Download RDR Report Templates*** option from the green menu
- Select Report for Download



**Questions or Comments?**

**Contact: Farrah Bourre**

**[Farrah.Bourre@powerauthority.on.ca](mailto:Farrah.Bourre@powerauthority.on.ca) 416.969.6223**