



microFIT PROGRAM

Application Instructions *Version 1.1*

September 30, 2009

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This Application Instructions for the microFIT Program (the "Program") is provided only to assist you by giving you a general indication of the process for applying to the Program. Please note that this Application Instructions does not contain the full details of the Program, and is not binding on the OPA.

Further, the OPA may change, modify, amend or update the Program at any time and without notice. While the OPA will endeavour to keep the Application Instructions current, the OPA cannot guarantee its accuracy or completeness.

Please refer to the microFIT Contract and microFIT Rules for the most up-to-date and binding terms and conditions.

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SECTION 1: INTRODUCTION

1.1 Purpose

This document will provide you with step-by-step instructions on how to apply to the microFIT Program and how to effectively use all the resources and features provided on the microFIT Program website.

1.2 How to use this document

The document has been prepared on the assumption that you have read and understood the microFIT Rules, and have also reviewed the microFIT Program registration instructions.

Should you require additional information on the microFIT Program and microFIT Rules, please visit the microFIT Program website or download a copy of the microFIT Program overview also available on the site.

The **APPLICATION SUBMISSION** section of this document provides you with directions and describes the information you will need to complete and submit an application form electronically. If you do not have all the information you need to complete the application form in one session, you may save a draft copy. Instructions on this feature are outlined in section 2.2 (c) of this document.

SECTION 2: APPLICATION SUBMISSION

2.1 Completing an application form

Once you have registered to participate in the microFIT Program and have logged in to your My microFIT home page, you will be able to create and submit an application.

To begin creating a new application, click on the link Create a new application.

The website allows you to work on your application in more than one session. You can save your completed fields for the next session. For example, if you are working through the application form and realize that you do not have on hand all the information needed, you can save the application and it will be displayed as a draft in your My microFIT Program applications box on your My microFIT home page. Note that you will not receive your project reference number until you successfully complete your electronic submission of the completed application form.

To ensure that the registrant is the owner, the legal name and primary contact information will be pre-populated on the application form. If you are preparing an application under a different legal entity name, you must register that new legal name for the program to set up a new My microFIT home page and application form for this new owner.

(a) The application form

(i) Section 1 – General applicant information

This section requires you to provide contact information about the applicant, anyone identified as the secondary contact, as well as the applicant's type of business. It also contains fields that will become part of the microFIT contract, including the name to appear on the contract.

(ii) Section 2 – Project eligibility requirements

This section highlights the project eligibility requirements set out in section 2 of the microFIT Rules.

Section 2 of the application form requires you to identify the fuel source, contract capacity and local distribution company customer account information. If the project is incremental to an existing project, information must be provided about the existing generation facility.

(iii) Section 3 - Declarations

To complete the submission process, you must check the following boxes declaring:

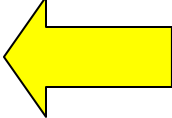
- (A) that the information contained in your application form is complete and accurate, to the best of your knowledge
- (B) that you allow the information provided in the application form to be shared with your local distribution company
- (C) that you have read and understood that your project must meet domestic content requirements in order to be eligible for a microFIT contract.

Failure to check these three boxes will result in your application **not** being submitted.

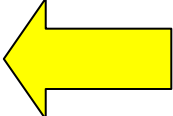
(b) Information bubbles

The information bubbles can be found throughout the application form and provide you with useful details on the specific information that is being requested.

To view an information bubble, move your mouse over the information bubble icon as shown below:

12. Indicate which renewable energy technology will be used by the proposed microFIT project:*
- Biogas ⓘ
 - Landfill gas ⓘ
 - Renewable biomass ⓘ
 - Solar photovoltaic (PV) ⓘ
 - Water
 - Wind ⓘ
- 

When you have moved your mouse over the icon, the information related to the particular question will appear in a popup window; as seen below:

12. Indicate which renewable energy technology will be used by the proposed microFIT project:*
- Biogas ⓘ
 - Landfill gas ⓘ
 - Renewable biomass ⓘ
 - Solar photovoltaic (PV) ⓘ
 - Water
 - Wind ⓘ
- Solar photovoltaic (PV) refers to solar panels that are used to convert solar energy into electricity.
- 

2.2 Submitting an online application form

You will find a number of action options at the bottom of your application form. Each option is explained below.

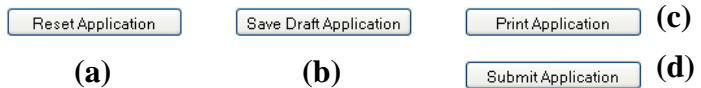
Section 3 - Declaration

Required fields are marked *

If you are ready to submit the application form, check this box and click the Submit Application button below. By checking this box and submitting this application form, I hereby declare that the information contained in this document and submitted to the OPA is, to the best of my knowledge, complete and accurate.*

By checking this box and submitting a registration or connection request, I authorize collection by the applicable local distribution company and/or the OPA, of the information set out in the registration or connection request and otherwise collected in accordance with the terms hereof, and the use of such information for the purposes set out in or incidental to these microFIT Program Rules and the connection offering, agreement, and for the purpose of offering, managing and directing the microFIT Program generally.*

By checking this box and submitting this application, I hereby declare that I have read and understood the domestic content requirements for the microFIT program. I understand that if my project does not meet the domestic content requirements, then my project will not be eligible for a microFIT contract.*



(a) Reset application

The “Reset Application” button allows you to clear **all** the information you have entered into the application form.

(b) Save draft application

The “Save Draft Application” feature allows you to save an application form before it is submitted. When you wish to return to the application form, you will be able to do so from your My microFIT home page. All your application forms (draft and submitted) can be found in the My microFIT Program applications section.

Please remember to save your application form before exiting the page, otherwise the information you have entered on the form will be lost.

(c) Print application

The “Print Application” button will allow you to print a copy of the application form. The online application form is designed to display only the questions you need to answer based on conditional display logic. However, when you click the Print Application button, all questions on the form will be printed, including those that you may not need to answer.

(d) Submit application

The “Submit Application” button will:

- validate the application form you are attempting to submit
- if completed properly, submit your application form electronically.

When you have submitted your application form electronically, you will be assigned a reference number as well as a time-stamp showing the time you submitted. Both pieces of information will feature prominently on your My microFIT home page in the My microFIT Program applications section.

Thank you for your interest in the microFIT Program. We look forward to receiving your application in the near future.

Do not forget to review the application instructions for full details on how to apply to the microFIT Program. This document can be found in the related documents section of your My microFIT home page.

Should you require additional information, please do not hesitate to contact us by email at microFIT@powerauthority.on.ca or telephone at 1-888-387-3403.