



microFIT PROGRAM

Registration, Login and My microFIT Home Page Instructions *Version 1.1*

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This Registration, Login and My microFIT Home Page Instructions for the microFIT Program (the "Program") is provided only to assist you by giving you a general indication of the process for registering to the Program. Please note that this Registration, Login and My microFIT Home Page 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 Registration, Login and My microFIT Home Page 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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INTRODUCTION

Purpose

The purpose of this document is to provide you with step-by-step instructions on how to register for the microFIT Program, log in to your personalized My microFIT home page and effectively use all the resources and features provided on the website.

How to use this document

This document is separated into four sections:

- INTRODUCTION
- STEP 1 – REGISTRATION
- STEP 2 – LOG IN
- STEP 3 – MY microFIT HOME PAGE

The **INTRODUCTION** section of this document will outline the purpose of the online registration, log in and My microFIT Home Page.

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

Please follow the steps below carefully.

STEP 1 – REGISTRATION

This section provides you with instructions on how to register online for the microFIT Program.

STEP 2 – LOG IN

This section guides you through the login process that will help you to access your personal My microFIT home page.

STEP 3 – MY microFIT HOME PAGE

This section details the resources and features available to you to assist in completing an application form. These features include the local distribution company locator tool, instructions on how to complete an application form and facts on how to track microFIT Program communications that you receive from the Ontario Power Authority (OPA).

STEP 1 – REGISTRATION

1.1 Introduction

Applicants to the microFIT Program will be required to register on the microFIT website. Upon completion of registration, a personalized page will be created that will only be accessible to you through the username and password you select at registration.

Once you have registered, you will be able to log in to your My microFIT home page. This page will provide you with the necessary resources and features to enable you to participate in the microFIT Program, such as completing an application form and tracking the communications you receive from the microFIT Program team.

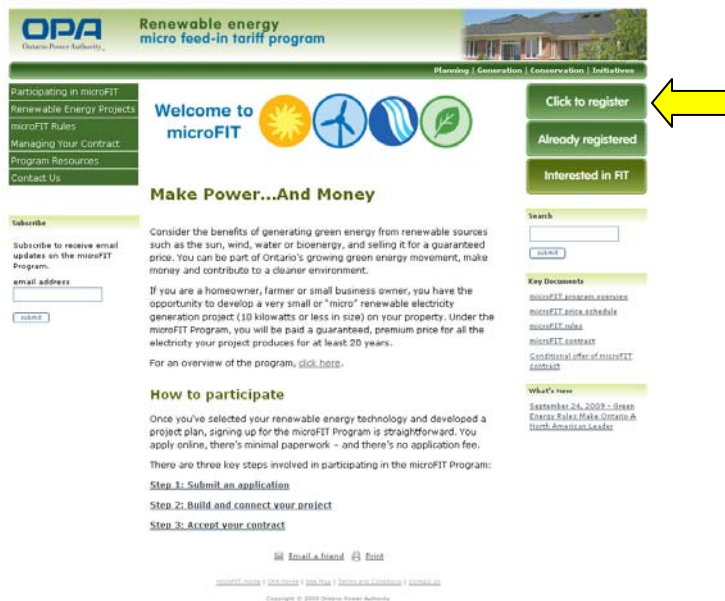
1.2 How to register

To register for the microFIT Program, click the “Click to register” link on the right-hand side of the website.

On the registration page, you will be required to create your own profile, including a unique username and password. You will also be asked to provide important contact information.

As part of the contact information requirements, you must provide the **legal name of the owner** of the project you are applying for. It is very important that you use your legal name, not a nickname or any other name. This is the name that will automatically appear on your application and contract. If you are an individual, you should use the name that appears on your driver’s licence, passport or birth certificate. If you are applying as a business, you should use the name the business was registered under or the name that appears on the articles of incorporation of the business. You should also use this name for your connection agreement and account with your local distribution company.

To change this name, you will be required to contact the OPA by email at microFIT@powerauthority.on.ca, or by phone at 1-888-387-3403. Please be sure to identify the appropriate legal name of the owner when you register.



Once you have registered, you will receive an email notification at the email address provided in the contact information section of the registration form. Follow the instructions you receive in the email notification to activate your account and log in to your My microFIT home page.

You will also be provided with a registration ID number. This number may be required if you need to contact any provincial ministry offices or the Renewable Energy Facilitation Office for assistance with your project (www.ontario.ca/renewableenergyprojects).

STEP 2 – LOG IN

2.1 Introduction

After you have registered for the microFIT Program, you will receive an email notification setting out the steps for activating your account. You will be able to log in to your My microFIT home page once you have followed the instructions.

2.2 How to log in

To log in to your My microFIT home page, click the “Already registered” link on the right-hand side of the website.

You will be taken to a new page where you will be required to enter the username and password you created at the time of registration.

Once you have entered these details and clicked on the login button, you will be able to access your My microFIT home page.

The screenshot shows the OPA (Ontario Power Authority) website for the Renewable Energy micro feed-in tariff program. The header includes the OPA logo and the program name. A navigation menu on the left lists options like 'Participating in microFIT', 'Renewable Energy Projects', 'microFIT Rules', 'Managing Your Contract', 'Program Resources', and 'Contact Us'. The main content area features a 'Welcome to microFIT' message with icons for solar, wind, water, and biomass, followed by a 'Make Power...And Money' section. The right sidebar contains three buttons: 'Click to register', 'Already registered' (highlighted with a yellow arrow), and 'Interested in FIT'. Below these are search and key documents sections.

STEP 3 – MY microFIT HOME PAGE

3.1 Introduction

After you have activated your account by following the instructions in the email notification provided following registration, you will be able to log in to your My microFIT home page.

Your My microFIT home page will provide you with:

- information and resources to assist you in completing the application form
- the ability to track your communications with the microFIT Program team
- a place for managing your application(s).

3.2 How to use My microFIT home page

There are six main sections on the personalized webpage:

1. registration ID
2. My microFIT messages
3. create a new application
4. My microFIT Program applications
5. resources
6. related documents

Below is a screenshot of the My microFIT home page, followed by a description of each section on the page.

The screenshot shows the My microFIT Home Page interface. At the top, there is a header for the Ontario Power Authority (OPA) Renewable energy micro feed-in tariff program. Below the header is a navigation bar with links for Home, Help, My Profile, and Logout. The main content area is titled "My microFIT Home Page" and includes a welcome message, instructions, and several sections: "My microFIT Program Applications" (a table with columns for Reference No., Project Name, Capacity, Status, and Status Date), "Resources" (with links for finding a local distribution company and related links), and "Related Documents" (with links for program overview, registration and application instructions, rules, price schedule, contract, and conditional offer). On the right side, there are three callout boxes: "Registration ID: FIT-UYTFY4" (1), "My microFIT Messages: 2 unread messages" (2), and "Create a new application" (3). The "My microFIT Program Applications" table is highlighted with a callout (4). The "Resources" section is highlighted with a callout (5). The "Related Documents" section is highlighted with a callout (6).

OPA Renewable energy
Ontario Power Authority micro feed-in tariff program

Home | Help | My Profile | Logout

My microFIT Home Page

Welcome to your microFIT home page. From this secure website, you will be able to research, prepare, submit and manage your renewable energy projects under the OPA's microFIT Program.

Instructions

To make sure that your renewable energy project qualifies for the microFIT Program, please thoroughly review the program rules and contract.

My microFIT Program Applications

Reference No.	Project Name	Capacity	Status	Status Date
FIT-MH9RWZ2	Example 1	9 kW	Submitted	2009-10-01
	Example 2	N/A	Draft	2009-10-01

Resources

[Find your local distribution company](#)
[List of related links](#)

Related Documents

[microFIT Program Overview](#)
[microFIT Registration Instructions](#)
[microFIT Application Instructions](#)
[microFIT Rules](#)
[microFIT Price Schedule](#)
[microFIT Contract](#)
[Conditional Offer of microFIT Contract](#)

Download Adobe PDF Reader

Registration ID: FIT-UYTFY4

My microFIT Messages: 2 unread messages

Create a new application

1 Registration ID

Your microFIT registration ID is a unique alphanumeric nine-character identifier (i.e. FIT-UYTFY4) that is generated automatically by the system when you register to create your My microFIT home page.

This number is different from the reference number assigned to each project application. More information on the reference number is provided below.

2 My microFIT messages

The “My microFIT messages” feature provides you with easy access to and management of the microFIT Program correspondence you receive from the microFIT Program team.

When you submit an application form electronically, you will receive email communications from the microFIT Program team. A copy of this correspondence will also appear on the My microFIT messages section of the page. In your My microFIT messages, you will be able to read, sort and delete these messages.

3 Create a new application

The “Create a new application” feature allows you to create an unlimited number of applications to the microFIT Program.

You will receive communications by email from the microFIT Program team when you submit an application form electronically to participate in the microFIT Program.

More detailed instructions on how to complete an application form can be found in the microFIT Program application instructions.

4

My microFIT Program applications

The “My microFIT Program applications” section provides you with easy access to the application forms you have created and either saved as a draft or submitted electronically.

Key information from all your saved and submitted application forms will be displayed in the My microFIT Program applications section. You can sort your saved and submitted applications by each of the following columns:

The screenshot shows the OPA (Ontario Power Authority) microFIT Home Page. At the top, there is a header with the OPA logo and the text "Renewable energy micro feed-in tariff program". Below the header is a navigation bar with links for "Home", "Help", "My Profile", and "Logout". The main content area is titled "My microFIT Home Page" and includes a welcome message, "Instructions", and a table titled "My microFIT Program Applications". To the right of the table are three buttons: "Registration ID: FIT-UYTFY4", "My microFIT Messages 2 unread messages", and "Create a new application".

Reference No.	Project Name	Capacity	Status	Status Date
FIT-MH9RWZ2	Example 1	9 kW	Submitted	2009-10-01
	Example 2	N/A	Draft	2009-10-01

Below the table, six circular callouts labeled 'a' through 'f' point to specific columns: 'a' points to Reference No., 'b' to the lock icon, 'c' to Project Name, 'd' to Capacity, 'e' to Status, and 'f' to Status Date.

a

Reference No.

All applications will be given a unique, alphanumeric 10-character identifier generated automatically by the system when you submit your application form. Note that only applications with a submitted status will have a reference number.

You will be able to sort your projects alphabetically by reference number.

b

Locked/unlocked application

The locked and unlocked icons will show you whether you can make changes to an application. All draft application forms will be editable. Submitted ones will be automatically locked and you will not be able to make any changes to them.

You will be able to sort your projects by whether they are locked or unlocked.

c Project name

When completing an application form, you will be required to assign a name to your project. The name you provide in this field will appear in the My microFIT Program applications section, making it easier for you to identify your projects.

You will be able to sort your projects alphabetically.

d Capacity

When completing the application form, you will be required to indicate the nameplate capacity of your proposed microFIT project, in kilowatts (kW). The capacity you provide in this field will be associated with the specific project identified in the application form in the My microFIT Program Applications section.

You will be able to sort your projects by their capacity in descending or ascending order.

e Status

The status column will indicate which stage of the application process your application is in. Examples of status names include draft (for applications partially completed) and submitted (for completed applications).

You will be able to sort the status of your projects alphabetically.

f Status date

The status date column will indicate when the last status change to your application occurred.

You can sort your application forms based on the date the status was last changed.

5

Resources

- (a) Local distribution company locator tool

One of the first things you need to do once you have submitted your application for the microFIT Program is to request that your local distribution company connect your project to its distribution system. This tool will assist you in determining which local distribution company services the location of your project.

By entering the first three digits of the postal code where your renewable energy project will be located, the local distribution company locator tool will help you identify the relevant local distribution company. In some instances, more than one company name will be displayed. You will then have to determine which one is relevant to your project.



Enter the first three characters of the postal code for the location of your project.

6

Related documents

The related documents section on your My microFIT home page will include microFIT Program-related documents such as the microFIT Rules and the FIT pricing schedule.

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.