

New Participant Digital Certificate Enrollment Procedure

Now that your account has been setup in the ETS system, you need to access it. As this is a secure site, a digital certificate will be required for your Web browser, Internet Explorer or Netscape. This is a four step process:

STEP 1:

The main contact for your company will fill out the [Participant ETS User Access Request and Authorization](#) form, granting the required access as shown in the example below:



Participant ETS User Access Request and Authorization

STEP 1:

Please fill in the information below and indicate the requested authorization access by placing an "X" in the appropriate box/boxes for each individual at your organization that requires a Digital Certificate to access the Energy Trading System. It is necessary for the Participant's main contact to submit the completed request form via email to: <mailto:cert.admin@aeso.ca> to ensure that the Participant has authorized the Digital Certificate applicant. (For more information, please contact the Certificate Administrator at (403) 538-3434 after Feb. 7/2004 (403) 539-2570)

Applicant Information			
Name:	Joe User		
Position/Department:	Controller		
Email Address:	joe.use@email.com		
Participant Information			
Participant Company Name:	Power to Spare Ltd.		
Authorized By (Participant's Main Contact):	Joe Supervisor		
Email Address:	joe.supervisor@email.com		
User Access Levels Required for Individual			
	Submission Information	Net Settlement Instructions (Contract)	Reports
VIEW	X		X
MODIFY		X	
Descriptions: View Submission Information – the user is able to view your company's submissions. Modify Submission Information – the user is able to modify/enter submission information on behalf of your company. View NSI (Contract) – the user is able to view your company's net settlement instructions (i.e. Direct Sales) Modify NSI (Contract) – the user is able to create/modify net settlement instructions on behalf of your company. View Reports - the user is able to view your company's reports (i.e. monthly statements, historical information)			

STEP 2:

Once the Participant's Main Contact has authorized the request, the applicant must apply online for a digital certificate via the following web site: <https://onsite.soltrus.com/services/AlbertaElectricSystemOperatorETS/digitalidCenter.htm>

Please note that you must use the same browser, on the same computer, to enroll and install your digital ID. Upon verification of enrollment information and request granted by the Digital Certificate Administrator, you will receive an email from Soltrus with instructions on how to "Pick-Up" and "Install" your digital ID. The Expected Service Turnaround for the Digital Certificate is within the 24-hour during regular business hours.

STEP 2:

Once the participant's main contact has authorized the request, the applicant must apply online for a digital certificate via the following Web site:

<https://onsite.soltrus.com/services/AlbertaElectricSystemOperatorETS/digitalidCenter.htm>

The screen shot shown below is an example of what you will see once you log onto the internet address provided for the Digital ID Center.

Select **Enroll** at the screen below.

Alberta Electric System Operator ETS Digital ID Center



ENROLL

Choose this option to enroll for a client Digital ID.



PICK-UP ID

Choose this option if you have enrolled for a Digital ID but have not picked it up.



SEARCH

Choose this option to find the record for a Digital ID. This function is useful for determining whether a Digital ID is Valid, Expired, or Revoked. You may also Download IDs from this option.



RENEW

Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.



REVOKE

Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.



INSTALL CA

Please **NOTE** that you must use the same browser, on the same computer, to enroll and install your digital ID.

THE ENROLL SCREEN

Once you have filled in mandatory fields, scroll to the bottom of the screen and select submit.

Information for the Digital ID

Fill in all fields. Use only the English alphabet with no accented characters. The information marked with a "*" is included in your Digital ID and is available to the public.

First Name: * (required) Nickname or middle initial allowed (example -- Jack B.)	<input type="text" value="JOE"/>
Last Name: * (required) (example -- Doe)	<input type="text" value="USER"/>
Your E-mail Address: * (required) (example -- jbdoe@verisign.com)	<input type="text" value="joe.user@email.com"/>
Title: * (required) (example -- Programmer)	<input type="text" value="Controller"/>
Company: * (required)	<input type="text" value="Power To Spare Ltd."/>
Phone No.: * (required)	<input type="text" value="408-227-XXXX"/>
Locality: * (required) (example -- Mountain View)	<input type="text" value="Calgary"/>
State/Province: * (required) (example -- California)	<input type="text" value="Alberta"/>
Country: * (required) (example -- US)	<input type="text" value="CA"/>

Challenge Phrase

This unique phrase protects you against unauthorized action on your Digital ID and should not be shared with anyone. Do not lose it! It is required to revoke and renew your Digital ID.

Enter Challenge Phrase: (required) Do not use any punctuation.	<input type="password" value="....."/>
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Optional: Enter Comments

In some cases, your Administrator will instruct you to enter *Shared Secret* (information known only to you and the Administrator) information in this field. The Administrator uses this shared secret to verify that it really is *you* submitting the application. This comment will not be included in your Digital ID.

<input type="text" value="My dogs breed is."/>
--



If all the information above is correct,
click **Submit** to continue.

After selecting **Submit** you will be prompted to **Confirm your E-mail address**. This is where the PIN number will be sent to. You will receive an email similar to the one below.

Dear Joe User,

Thank you for requesting a Digital ID. Your administrator is processing your request, and will notify you when your Digital ID is ready.

If you have questions about your application, please contact your Administrator by replying to this e-mail message.

STEP 3:

HOW TO PICK UP YOUR ID.

Upon verification of enrollment information and request granted by the Digital Certificate Administrator, you will receive an email from Soltrus with instructions on how to "Pick-Up" and "Install" your digital ID.

The Expected Service Turnaround for the Digital Certificate is within 24 regular business hours.

Dear JOE USER,

Your Administrator has approved your Digital ID request. To assure that someone else cannot obtain a Digital ID that contains your personal information, you must retrieve your Digital ID from a secure web site using a unique Personal Identification Number (PIN). You can retrieve your Digital ID by following these simple steps:

Step 1: Visit the Digital ID retrieval web page. If your Administrator has set up a customized location for retrieving your Digital ID, you should visit the URL specified by your Administrator. Otherwise, you can retrieve your ID at

<https://onsite.soltrus.com/services/AlbertaElectricSystemOperatorETS/digitalidCenter.htm>

Step 2: In the form, enter your Personal Identification Number (PIN):

Your PIN is: 77777777

Step 3: Follow the instructions on the page to complete the installation of your Digital ID.

If you have any questions or problems, please contact your Administrator by replying to this e-mail message.

Please NOTE that you must use the same browser, on the same computer, to enroll and install your digital ID.


Click on the link in the above email response, as shown below.

<https://onsite.soltrus.com/services/AlbertaElectricSystemOperatorETS/digitalidCenter.htm>

This will take you back to the digital certificate site where you ENROLLED.

Select **PICK UP ID**.

You will see the following screen.



Digital ID Services

Pick Up Digital ID

Important: This step must be completed using the same computer used to submit the enrollment form.


The Personal Identification Number (PIN) is needed to complete this step. It was contained in an e-mail message sent immediately after the enrollment form was submitted. This was sent by the administrator to the e-mail address entered in the enrollment form.

Copy (Ctrl + c) the PIN number from the e-mail, paste (Ctrl + v) it into the box below, and hit SUBMIT.

After the PIN is submitted, generating the Digital ID will take up to three minutes. Do not interrupt the browser until there is a response.

Enter the Personal Identification Number (PIN):

The PIN is listed in the confirmation e-mail that was sent from the administrator.



Copy and Paste the PIN NUMBER from your Email to the box above and select Submit.

This will install the Certificate into your Web browser.

STEP 4:

Note: This step only needs to be followed one time.

The next step is to install the new ca Certificate Authority. Please click on the link below.

<https://onsite.soltrus.com/services/AlbertaElectricSystemOperatorETS/digitalidCenter.htm>

Select INSTALL CA in the screen below.

Alberta Electric System Operator ETS Digital ID Center



ENROLL

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PICK-UP ID

Choose this option if you have enrolled for a Digital ID but have not picked it up.



SEARCH

Choose this option to find the record for a Digital ID. This function is useful for determining whether a Digital ID is Valid, Expired, or Revoked. You may also Download IDs from this option.



RENEW

Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.



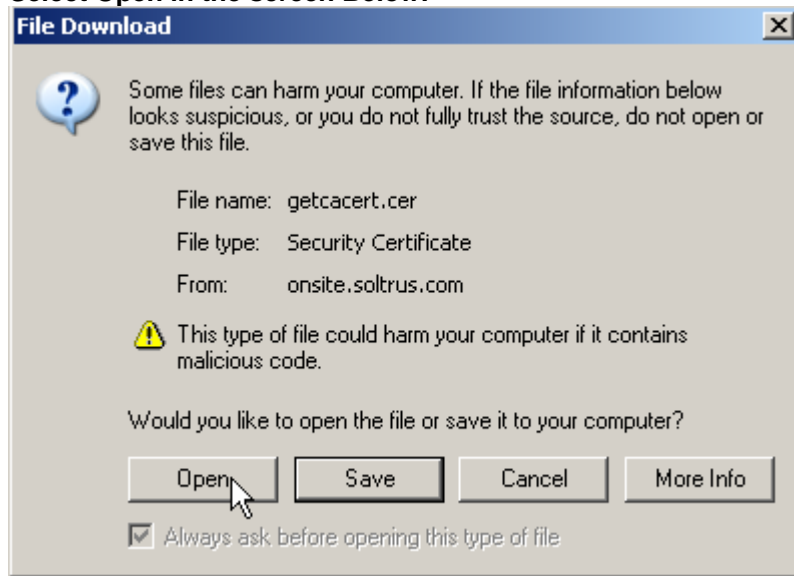
REVOKE

Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

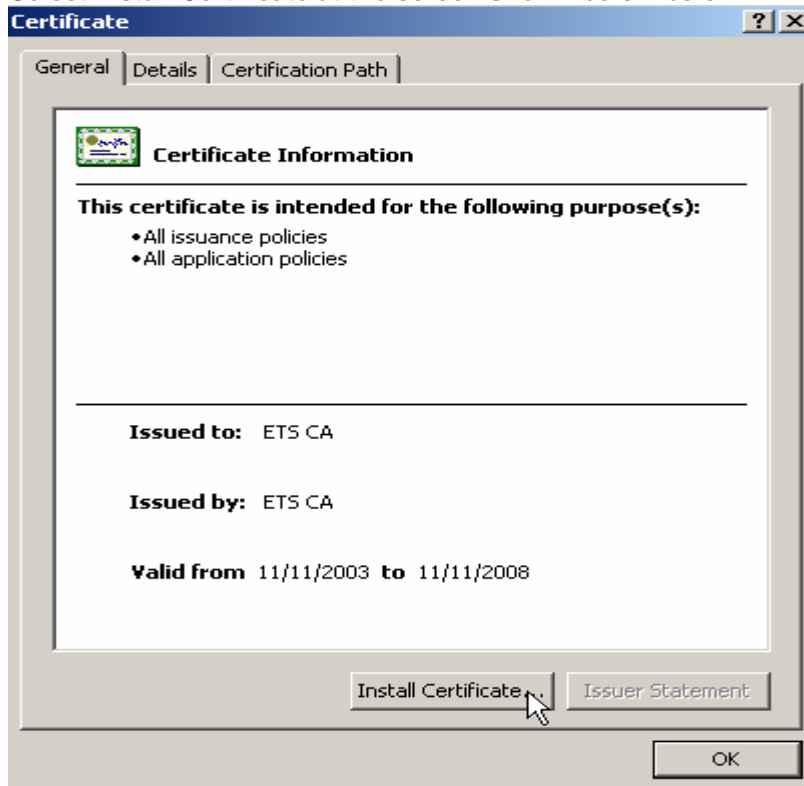


INSTALL CA

Select Open in the screen Below.



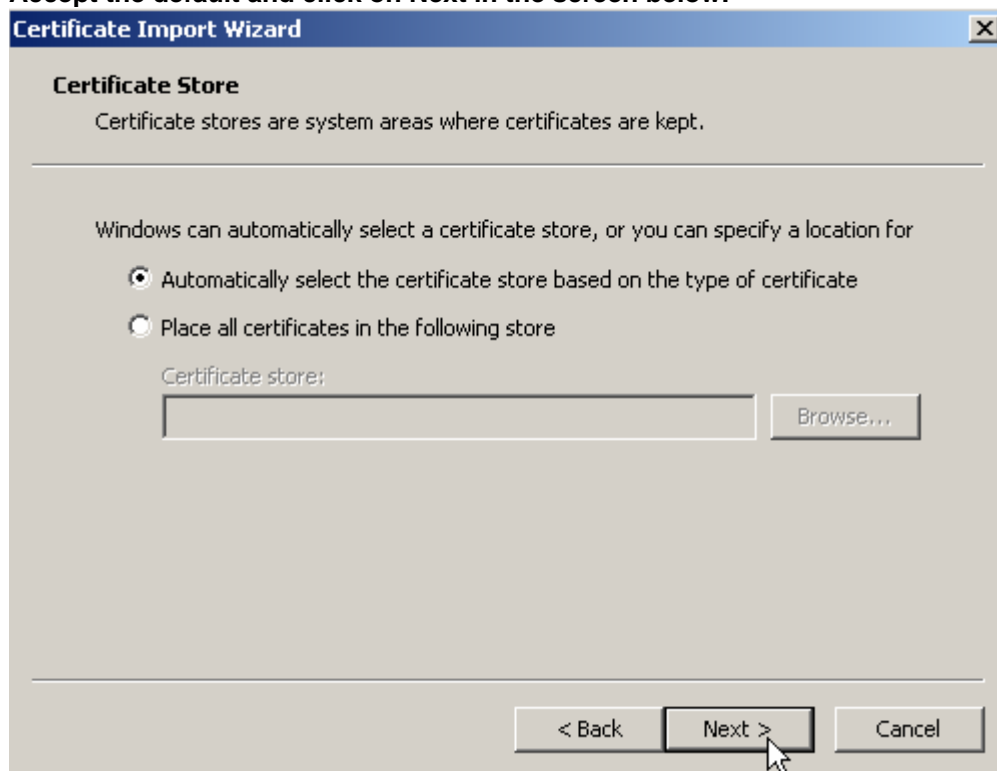
Select Install Certificate at the screen shown below below.



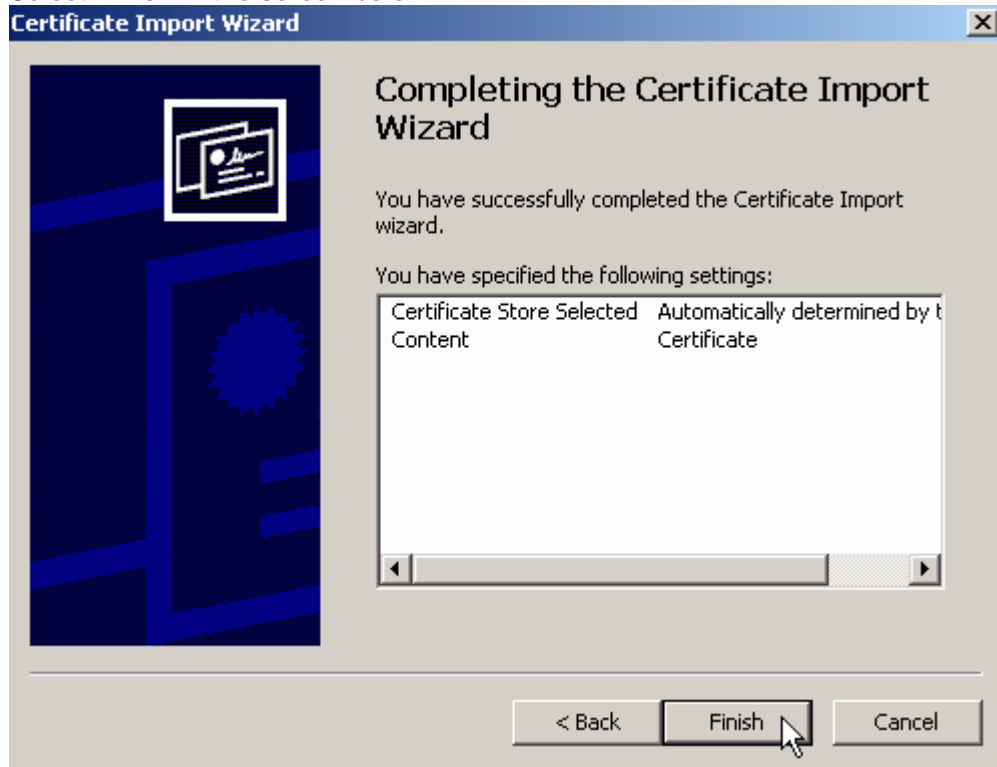
Select Next in the screen below.



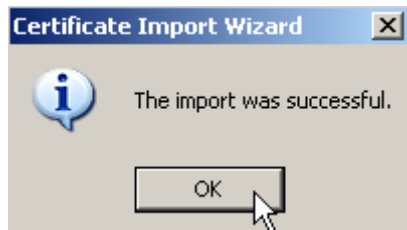
Accept the default and click on Next in the screen below.



Select Finish in the screen below.



Click on OK



If there is another screen open, click on OK to close it.

You should now be able to access the ETS Secured Web site located at:

<http://www.aeso.ca>

Then click on the ETS Login Button in the upper right hand corner of the screen.



If you are having difficulties please contact our support site by calling:

(403) 538-3434
After Feb. 7, 2004 (403) 539-2570
Or email: cert.admin@aesoc.ca