

# Quick Reference Guide

## FOIP Sign-Up Process

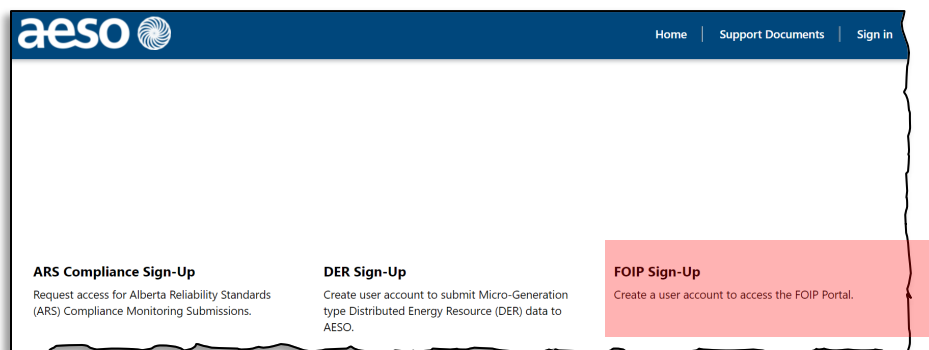
**Purpose:** The following quick reference guide will show you how to create a user account to access the AESO's FOIP Portal.

### Precondition(s):

1. User does not have an existing user account in the FOIP Portal.
2. User has an email account, either personal or a company email account if acting on behalf of a company or organization.

### Step 1: Complete and submit required information in FOIP Sign-up page.

1. Go to the AESO Portal page by following this link >> <https://aeso-portal.powerappsportals.com/>
2. Click on "FOIP Sign-up"



3. Enter the: a) information in the sign-up fields, b) the generated code and c) click "Submit".



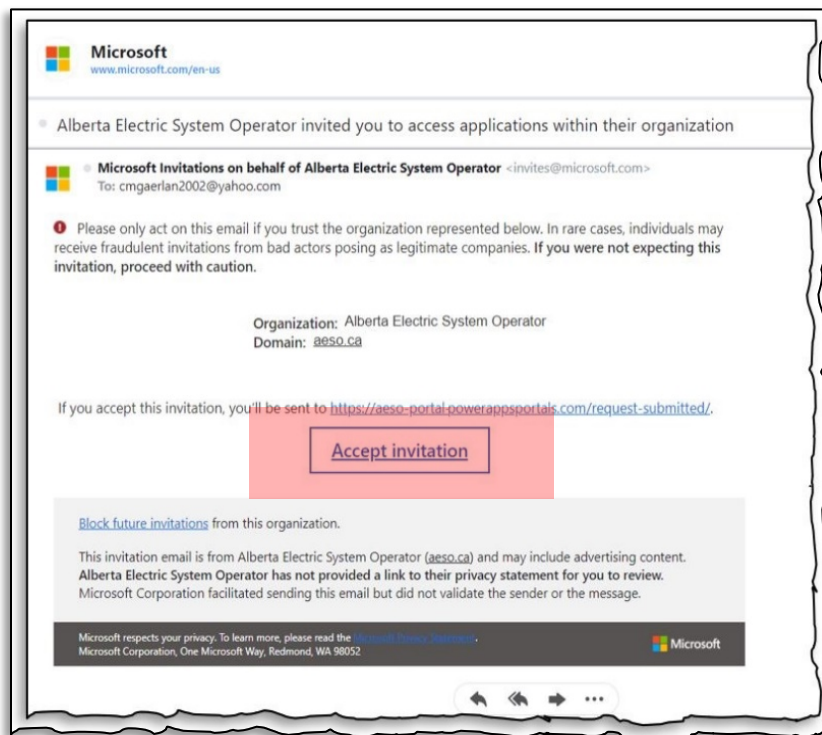
4. After clicking “Submit”, the following message will appear:

Thank you for signing up to access the FOIP Portal!  
 The FOIP Portal is part of a suite of AESO online portals. Depending on your applicable scenario, you can expect the following:

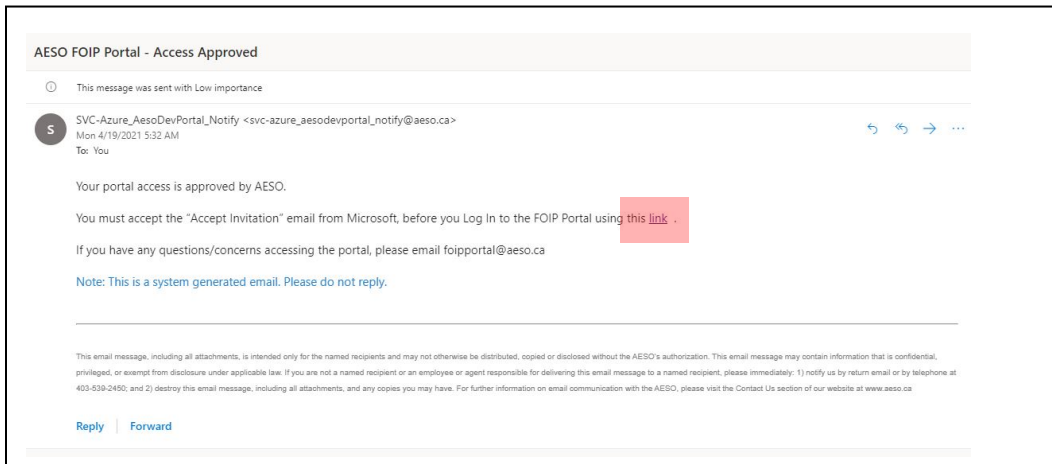
- If this is your first time signing up to one of our portals,
  1. You will receive an email invite from Microsoft on behalf of the AESO.
  2. You must click on ‘Accept Invitation’ to enable your access. Please follow any instructions as requested.
  3. You will receive a confirmation email with a link to the FOIP Portal login page.
- If you have previously signed up for one of our portals, you will receive a confirmation email with a link to the FOIP Portal login page.

**Step 2: Accept invitation to enable your access.**

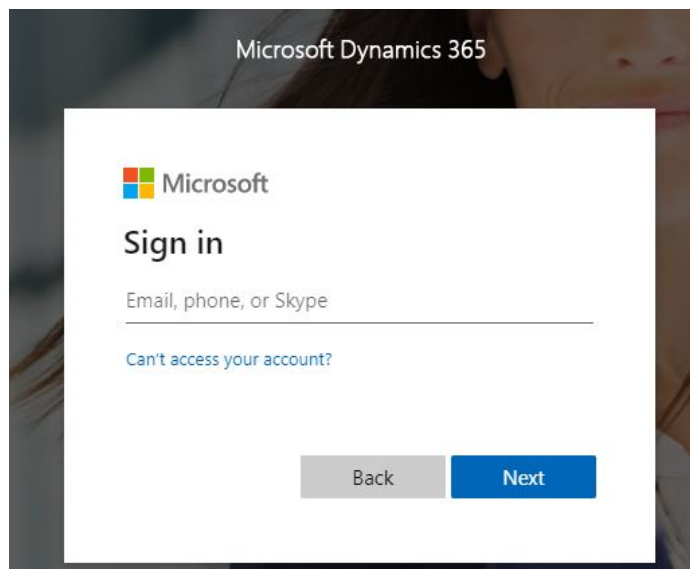
1. Check your email inbox for an invitation from “Microsoft Invitations on behalf of Alberta Electric System Operator”.
2. Open the email and click on the “Accept Invitation” link.



- Once access is approved, you will receive another email with a link to the FOIP Portal.



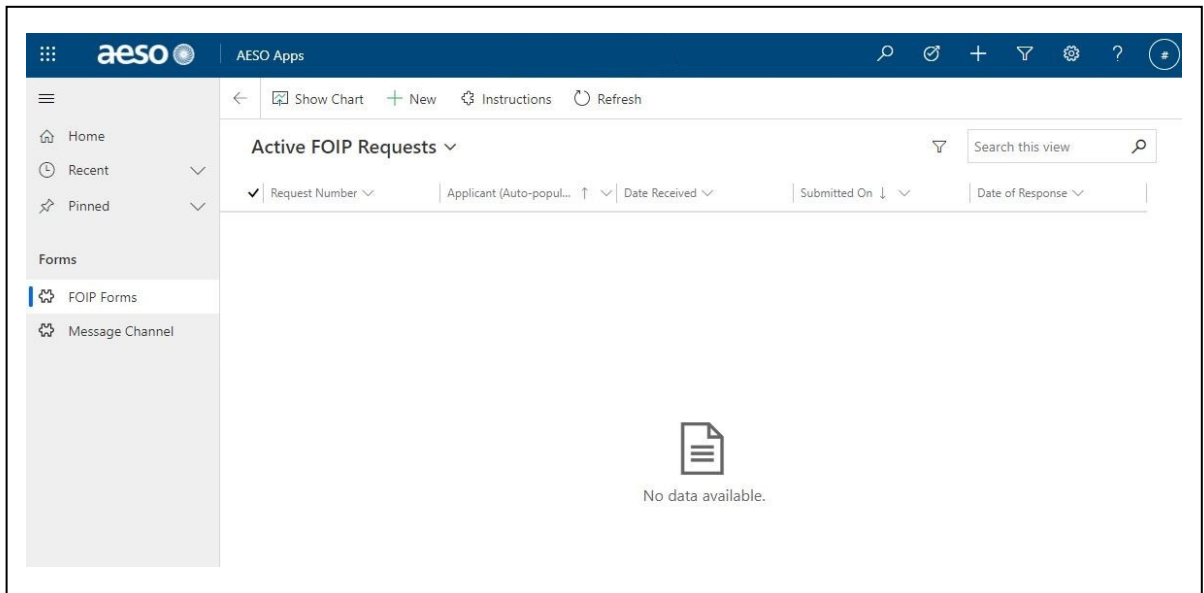
- When you click the link, you will then sign into the portal using the Microsoft Dynamics 365 login screen.



If you do not want to login just now, you can go back into your email for the link at a later time or you go to the AESO Portal page (<https://aes0-portal.powerappsportals.com/>). The link to Sign in should be located in the top right of the window.

Note: If you have signed up for multiple AESO Portal applications (e.g., FOIP Portal, DER Portal), there will be a toggle feature in the bottom left corner of your window that will allow you to select which Portal you want to use for your session.

5. A successful login will take you to a page shown in the image below.



**Steps for FOIP Sign-up process complete.**