

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 who requires a digital certificate to access the Energy Trading System. It is necessary for the participant's corporate contact to submit the completed request form via email to: cert.admin@aeso.ca to ensure the participant has authorized the digital certificate applicant.

For more information, please contact the Digital Certificate Administrator at cert.admin@aeso.ca

Applicant Information

Name: _____

Position/Department: _____

Email Address: _____

Participant Information

Participant Company Name: _____

Authorized By (Participant's Corporate Contact): _____

Corporate Contact Email Address: _____

User Access Levels Required for Individual

Submission Information view modify

Net Settlement Instructions (Contract) view modify

Reports view

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 corporate contact has authorized the request, the applicant must apply online for a digital certificate via the following web site:

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

Please note, you must use the same browser, on the same computer, to enrol and install your digital ID. Upon verification of enrolment information and request granted by the Digital Certificate Administrator, you will receive an email from Symantec VeriSign with instructions on how to 'Pick-Up' and 'Install' your digital ID. The expected service turnaround for the digital certificate is within three business days.

For security integrity, certificates **require renewal** on the anniversary date of the installation. Symantec VeriSign will automatically notify you one month prior to the annual renewal date. **Please note:** any changes to the applicant's original information (i.e., email address, name, computer changes) may result in the applicant needing to obtain a new certificate. It is the participant's responsibility to send these changes to cert.admin@aeso.ca to verify whether a new certificate is required.