

Energy Trading System (ETS) Training Environment User Access Request

Alberta Electric System Operator
3000, 240 4 Avenue SW
Calgary, AB • T2P 4H4
aeso.ca

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM*

By completing this form and submitting it to the AESO, you acknowledge that you may be authorizing a third party to have access to your confidential records, as record is defined in the Fair, Efficient and Open Competition Regulation, AR 159/2009 (FEOC Regulation). This is a reminder that if you, or the third party who has been granted access to your confidential records, share such confidential records in contravention of the FEOC Regulation, the matter is likely to be investigated by the Market Surveillance Administrator, which could result in an investigation and/or hearing relating to the restricted sharing of confidential records.

Step 1

This form must be submitted to cert.admin@aeso.ca by the Corporate Contact listed on the [Participant list](#).

Certificate Information

The Certificate name must follow the following naming convention:

<First name> TRAINING <Participant ID> <Last name>

Example:

Training Certificate name:	John TRAINING AESO Smith	
Email address:	john.smith@aeso.ca	
Certificate holder name:	John Smith	
Pool Participant Information		
Participant name:	Alberta Electric System Operator	Participant ID: AESO

Training Certificate name:	<input type="text"/>
Email address:	<input type="text"/>
Certificate holder name:	<input type="text"/>

Pool Participant Information

Participant name: _____ Participant ID: _____
Your Pool Participant legal name *Your Pool Participant ID*

Authorized by (participant corporate contact): _____
**If you are unsure of the Participant Name, ID or corporate contact, use the [Pool Participant List](#) as a reference.*

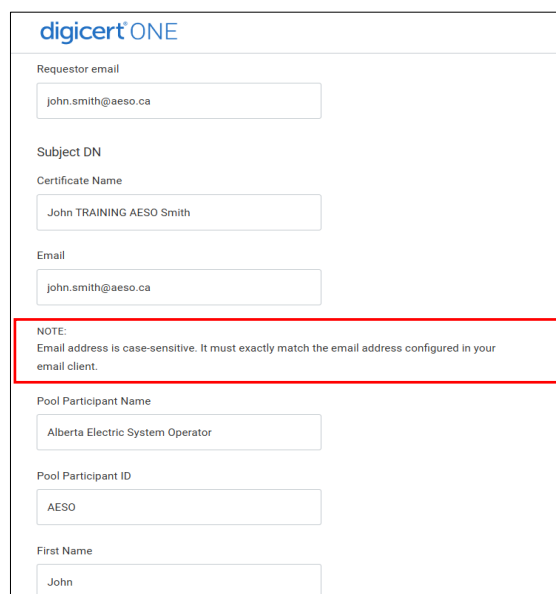
Corporate contact signature: _____ Date: _____

Step 2

Once this application has been submitted by the Corporate Contact, complete Step 2 by enrolling online at this link: [DigiCert One](#)

Be sure to use the exact same certificate information in the online enrollment as you used in Step 1 above.

Example:



digicert ONE

Requestor email

Subject DN

Certificate Name

Email

NOTE:
 Email address is case-sensitive. It must exactly match the email address configured in your email client.

Pool Participant Name

Pool Participant ID

First Name

Complete online enrollment instructions are found in the Energy Trading System (ETS) Digital Certificate Enrollment Guide found here: www.aeso.ca > Market > Market Participation > System Tools > Energy Trading System (ETS).

For security integrity, digital certificates **require renewal** on the anniversary date of the installation. DigiCert will automatically notify you five days prior to the annual renewal date. **Any** changes to the applicant's original information (i.e., email address, name, computer changes) may result in needing to obtain a new training certificate. Participants may contact cert.admin@aeso.ca to verify whether a new digital certificate is required.