



# Energy Trading System (ETS) User Access Request

Alberta Electric System Operator

3000, 240 4 Avenue SW

Calgary, AB • T2P 4H4

[aeso.ca](http://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

Fill in the information below, indicating requested access by selecting the appropriate boxes. This form must be submitted to [cert.admin@aeso.ca](mailto:cert.admin@aeso.ca) by the Corporate Contact listed on the [Participant list](#).

### Certificate Information

This information will be used in your online enrollment in Step 2

Certificate name:

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Email address:

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Certificate holder name:

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### Pool Participant Information

Participant name:

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Participant ID:

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Authorized by (participant corporate contact):

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

Corporate contact signature:

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Date:

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### User Access Level Required

Reports:

None

View

Net Settlement Instructions (NSI):

None

View

Modify

Submission Information<sup>1</sup>:

None

View

Modify

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<sup>1</sup> Please note that FEOC regulations will apply with selecting 'View' or 'Modify' for Submission information for agent/third party. Please review FEOC regulations for more information.

## Step 2

Once this application has been submitted by the Corporate Contact, complete Step 2 by enrolling online at the link below:

[DigiCert One](#)

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

Complete online enrollment instructions are found in the Energy Trading System (ETS) Digital Certificate Enrollment Guide found here: [www.aeso.ca](http://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 the applicant needing to obtain a new certificate. Participants may contact [cert.admin@aeso.ca](mailto:cert.admin@aeso.ca) to verify whether a new digital certificate is required.