

Energy Trading System ETS Digital Certificate Enrollment Guide

This document describes the enrollment process for obtaining a digital certificate for secure access to the AESO’s Energy Trading System (ETS).

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1. Online Enrollment

The online enrollment is a two-step process.

1.1 Step 1

An [authorized contact](#) submits a completed ETS User Access Request form to cert.admin@aeso.ca. The ETS User Access request form can be found at: <https://www.aeso.ca/market/market-participation/system-tools/energy-trading-system-tools/> - ETS User Access Request Form.

1.2 Step 2

Complete the digital certificate enrollment form based on the URL that will be sent via email.

A digital certificate is your assurance that the website you access is the secure AESO ETS. The AESO administers digital certificate issuance, renewal, and revocation. DigiCert is the provider of encrypted digital signature services.

Note:

- Due to privacy parameters, information pertaining to digital certificates can only be disclosed to an [authorized contact](#) or current certificate holder. If you do not know the authorized contact for your organization, reference the [Pool Participant list](#).
- **Participant ID** is a unique identifier assigned to a company by the AESO. If you do not know your company ID, you can find it [here](#).
- **When completing the Online Enrollment, be sure to enter the exact same information as in the User Access form.** If there are discrepancies, your enrollment form may be rejected.

The screenshot shows the 'digicert ONE' enrollment request form. It contains the following fields and values:

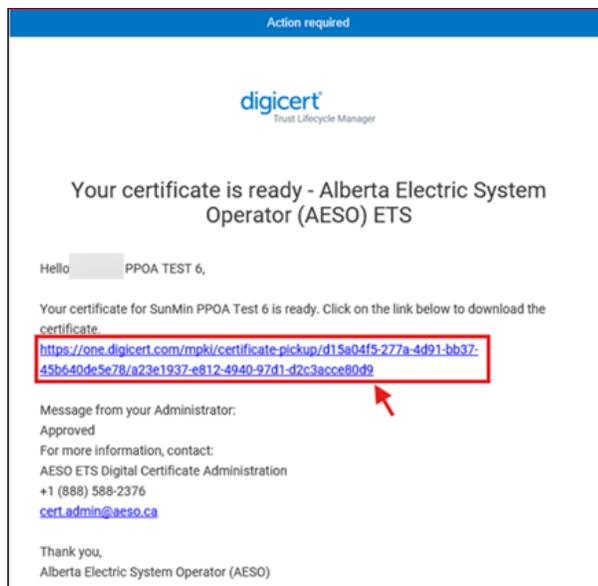
- Requestor email:** [Redacted]
- Subject DN:** [Redacted]
- Certificate Name:** SunMin PPOA Test 6
- Email:** [Redacted]
- Pool Participant Name:** AESO
- Pool Participant ID:** PPOA
- First Name:** [Redacted]
- Last Name:** PPOS Test 6
- Comments (optional):** This is a test enrollment

A blue 'Submit' button is located at the bottom of the form.

2. Downloading your Digital Certificate

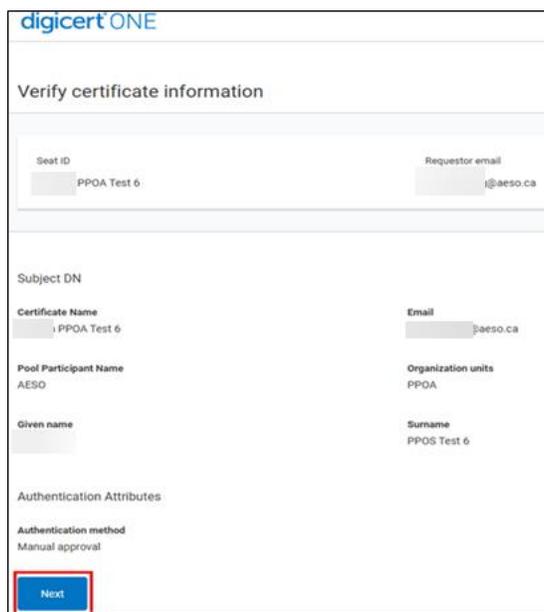
2.1 Step 1

Upon the AESO's approval of the ETS User Access Request form and the digital certificate online enrollment, you will receive an email from noreply@digicert.com with further instructions on how to download the digital certificate.



2.2 Step 2

Click on the URL provided. It will open a web browser and go to the certificate download web page. Verify all the information and if it is all correct, click the 'Next' button.



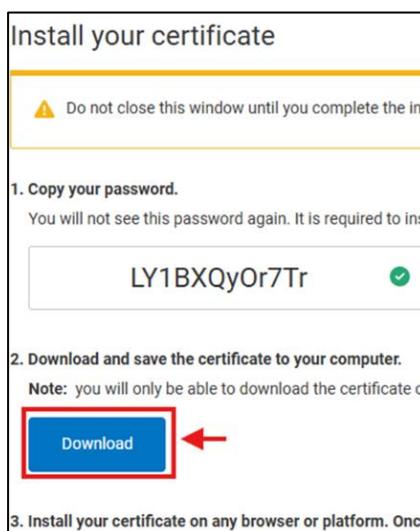
2.3 Step 3

On the 'Install your certificate' page, click the 'Copy' button beside the password.



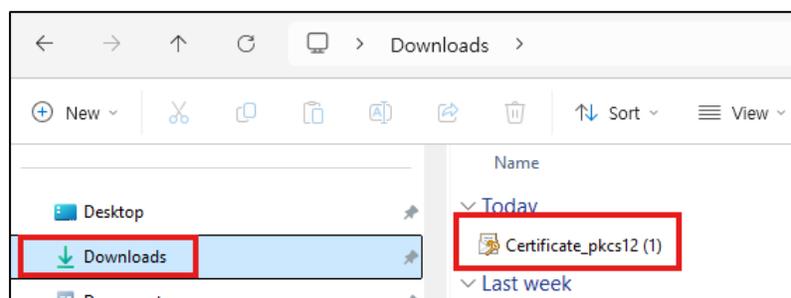
2.4 Step 4

When the Copy button is clicked, the 'Download' button on Step 2 will show up. Click the 'Download' button.



2.5 Step 5

Once the 'Download' button is clicked, the certificate download will start and the new certificate will be downloaded to the 'Windows Download' area.



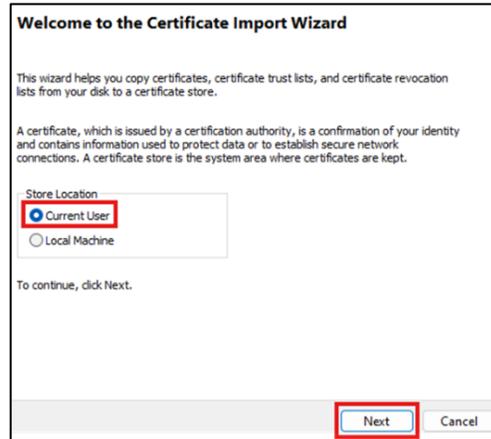
2.6 Step 6

Go to the 'Download' folder or double click the file on the browser to install the certificate.

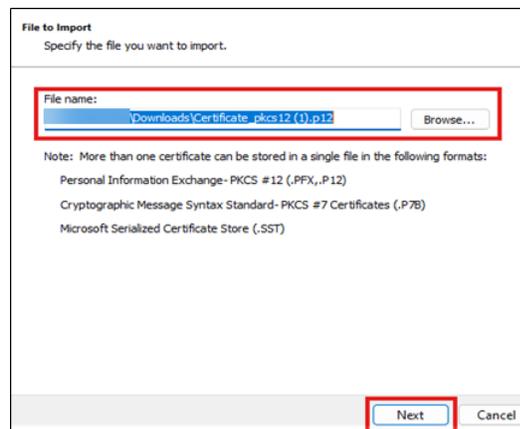
2.7 Step 7

On the 'Certificate Import Wizard,' follow the steps below:

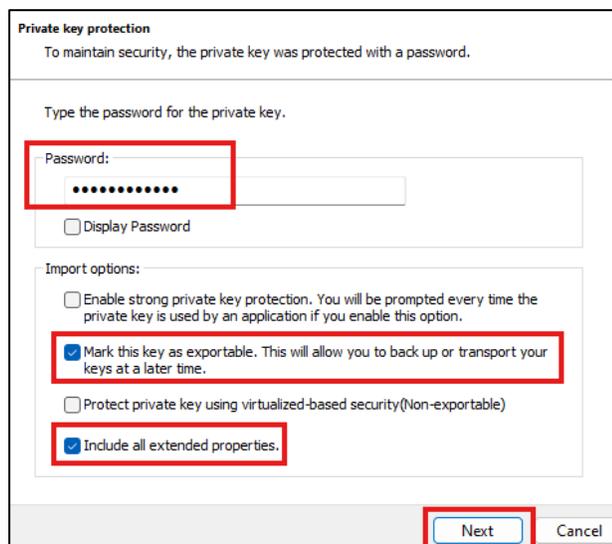
- a. Select 'Current User' and click 'Next'



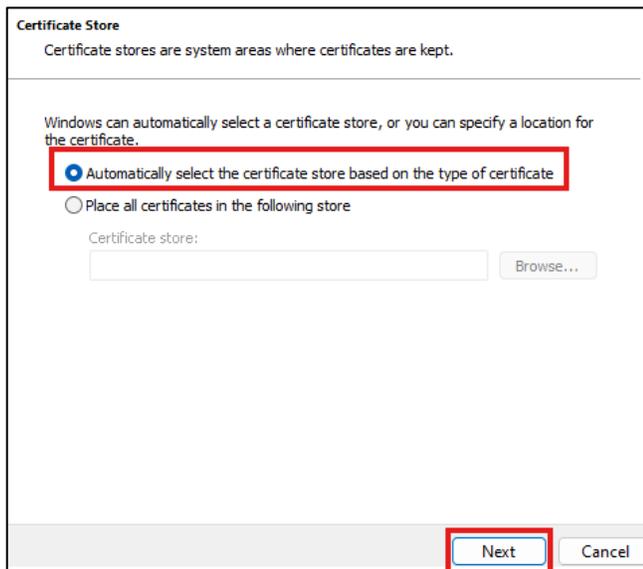
- b. Leave the default location of the certificate and click 'Next'



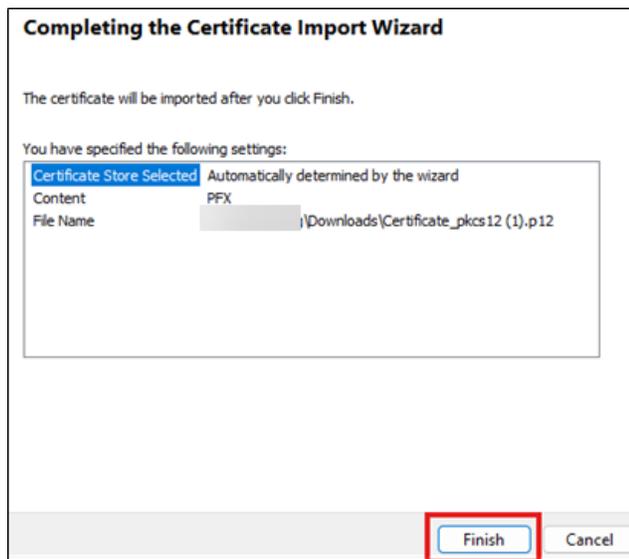
- c. Paste the password you copied, then select the following options. Then click 'Next'.



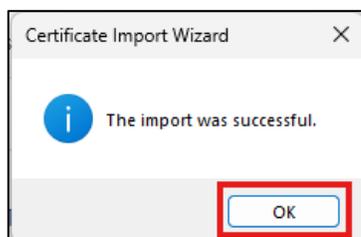
d. Leave the default option and click 'Next'.



e. Check all the options you selected and then click 'Finish'



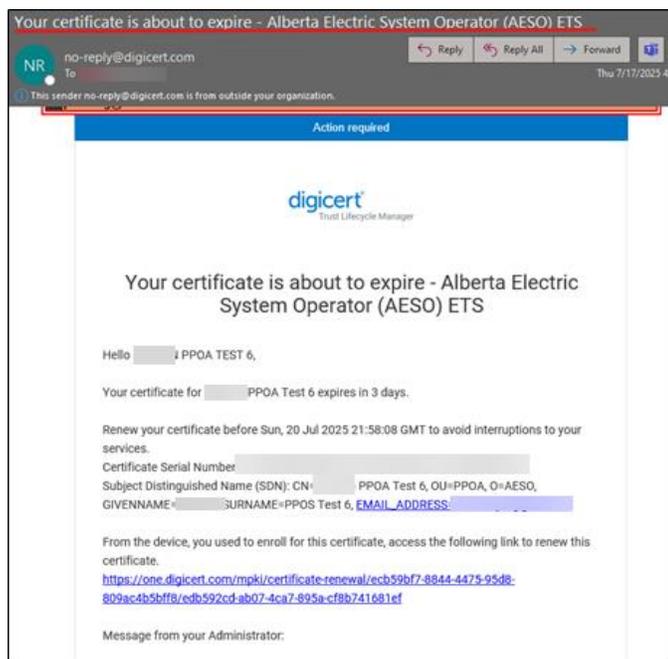
f. You will see the success message. Click 'OK'.



3. Renewal Procedure

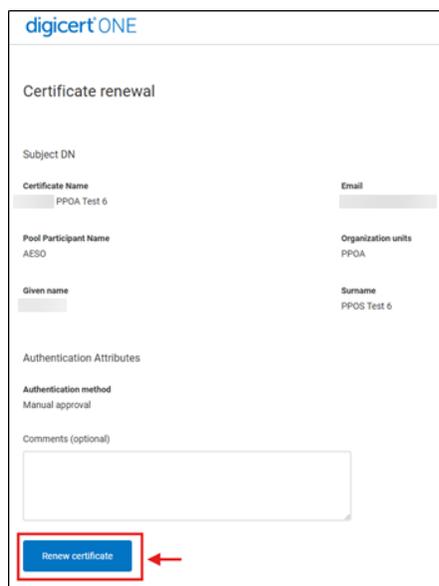
3.1 Step 1

Once the client certificate is close to the expiry date (15 days before), the DigiCert system will send the renewal notification email to the requester.



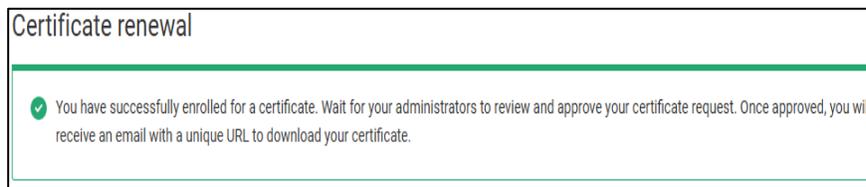
3.2 Step 2

On the email, click the URL to go to the renewal request web page. It will open the web browser. Check all pre-populated information, then click 'Renew Certificate' button.



3.3 Step 3

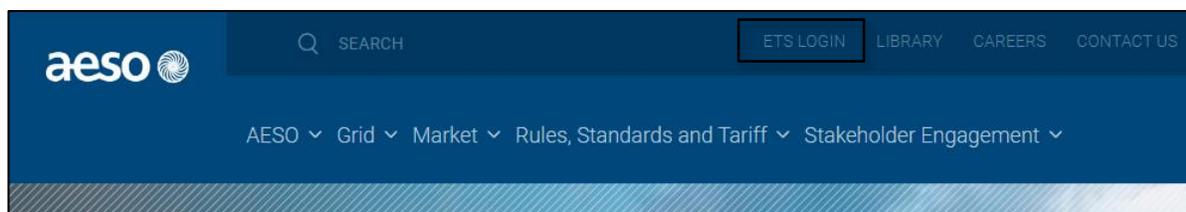
The requester will see the success message on the page.



4. Confirming ETS Access

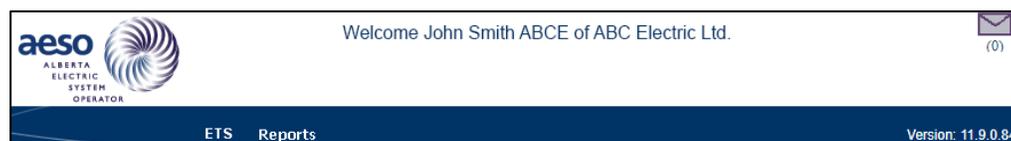
4.1 Step 1

Navigate to the AESO website at www.aeso.ca. Click on the 'ETS Login' button in the top right corner.



4.2 Step 2

Once you have accessed ETS, you will see "Welcome [your certificate name] of [company]".



Note: If you do not see your certificate name, or if you still see a 'login' button in the top right corner (shown below), you have not successfully logged on to ETS. For assistance in identifying common certificate installation errors, please refer to section 'Unable to Login to ETS' in our Troubleshooting Guide at [Energy Trading System \(ETS\) » AESO](#).



5. ETS Training Environment

The [ETS training environment](#) gives new and existing pool participants the opportunity to practice transactions in a sandboxed environment. To access the ETS training environment, you will require a ETS **training** digital certificate. Production and training certificates cannot be utilized interchangeably.

Digital certificate costs and procedures largely mirror ETS production environment. The primary differences are the form and the url. The link to the training request form can be found at: <https://www.aeso.ca/market/market-participation/system-tools/energy-trading-system-tools/> - Energy Trading System (ETS) training environment user access request form.

6. Digital Certificate Renewals and Revocations

For security integrity, digital certificates **require annual renewal** on the anniversary date of the installation. DigiCert will automatically notify you 15 days prior to the annual renewal date. Standard annual digital certificate fees apply once renewed. A few things to keep in mind:

- Any changes to the certificate holder's original information (i.e., email address, name, etc.) may result in the certificate holder needing to obtain a new certificate. These changes may be requested by sending an email to cert.admin@aeso.ca.
- If you have multiple certificates, you will receive renewal reminders for each certificate.
- If you no longer need your certificate due to changes in responsibilities or employment status, please have an [authorized contact](#) send a request to cert.admin@aeso.ca to have your certificate revoked.

7. Troubleshooting

Refer to our troubleshooting guide at <https://www.aeso.ca/market/market-participation/system-tools/energy-trading-system-tools/> > Troubleshooting Guide for additional helpful information.