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***RESS DOCUMENT PREPARATION —
A QUICK GUIDE***

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Document Revision History

Version	Date	Updated By	Description of Changes
1.1	2007 06 25	Carolina Michelussi	Email address change to it.help@oeb.gov.on.ca on pages 7, 8



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1 Introduction

The Ontario Energy Board has moved towards an electronic-based process. The purpose of the Regulatory Electronic Submission System (RESS) is to enable the submission of documents electronically using the guidelines outlined in this document, and in the more detailed “*Regulatory Electronic Submission System (RESS) Document Guidelines*”. Other documents within the set of “*RESS e-Filing Guides*” that can be found on the OEB’s website of e-Filing Services can also be used for guidance. Submitted documents can be retrieved and printed through the WebDrawer.

Proceedings currently in progress should continue with former document submissions processes, unless determined otherwise by the Board. From June 7, 2007 all new applications and submissions related to these new proceedings should follow these guidelines, unless otherwise determined by the Board, for example, by procedural order.

The long-term objectives of the RESS are as follows:

- to allow for electronic submission and retrieval of documentation via the web;
- to reduce paper copies; and
- to allow electronic documents to be used during a hearing.


In order to meet these objectives, this quick guide provides a set of consistent guidelines for the submission of documents. Other relevant documents that can be referenced are listed below:

- “*PDF File Creation Instructions*”
- “*RESS e-Filing Submission — A Quick Guide*”
- “*Regulatory Electronic Submission System (RESS) Document Guidelines*”

For information on the search and retrieval of documents using the WebDrawer, read “*WebDrawer Document Search — A Quick Guide* for further guidance.”

A user ID and password is required to submit documents into RESS. Refer to the section within this document on ‘Passwords and User IDs’.

The Board welcomes comments and feedback on these guidelines and use of the RESS system. Please send them to boardsec@oeb.gov.on.ca.

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2 Overview

This guideline provides instructions to applicants on how to prepare electronic applications that will be submitted through the Board's RESS and related materials. It also includes instructions for preparing material by stakeholders (such as interrogatories from intervenors, etc.).

The purpose of this quick guide is to help you get started. For more in-depth details, refer to the comprehensive guideline, "*RESS Document Guidelines*." This document and other related documents can be found on OEB's web page, "OEB e-Filing Services" which is part of www.oeb.gov.on.ca.

3 How to Prepare Documents for Submission

3.1 Electronic Submission through OEB Web Portal (RESS)

Documents are submitted via a web portal called RESS (Regulatory Electronic Submission System) which is accessed from the OEB web site. With certain exceptions, all documents are to be converted from their source application using Adobe Acrobat Version 7 Professional or a higher version, prior to submission into RESS. Two or more PDF files can be combined into one document. Refer to "*PDF File Creation Instructions*" on the OEB e-Filing Service website. The document must be in searchable, unrestricted PDF format. This document highlights the main requirements.

If RESS is unavailable, refer to the "*RESS Document Guidelines*".


If you do not have internet access, or if you do not have internet access, refer to the "*RESS Document Guidelines*" for alternative methods of submissions.

3.2 Cover Letter

Cover letters must be part of your PDF document. The exception to this is when your application is in sections. Refer to the "*RESS Document Guidelines*" for further guidance.

3.3 Hard Copies

If you are filing in RESS, two hard copies of the material must be filed with the Board. The hard copies need to be sent with a paper copy of the print screen of the online confirmation holding the RESS submission reference number. You receive this online confirmation when you submit your documents electronically using RESS. The Board may specify a number of copies other than two.

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4 Submissions

Each submission will consist of a document and a cover letter. Any revisions to the material will require re-submission in accordance with the RESS document guidelines. All submissions must be accompanied by a cover letter (which is integrated with the PDF document being submitted). An exception to the integrated cover letter is with large document revisions (larger than 75 Mb), where a cover letter is a separate PDF file from the document submitted. Additionally, a separate Table of Contents must be submitted for a large document. The cover letter must identify changes made.

4.1 How to Name Electronic Files

For ease of identification and searching, all files should be named using the naming convention specified in the “*RESS Document Guidelines*”. For highlights of file naming conventions, you can also refer to ‘Appendix A’ within this Quick Guide. Most nomenclature includes a short-form name of the party submitting the document, the type of document submitted and the date of submission. See the following examples:

Example 1:

<from org>_SUB_ yyyymmdd.pdf

Sample: DEnergy_SUB_ yyyymmdd.pdf
Direct Energy makes a submission

Example 2:

<from org>_IR_<to org>_yyymmdd.pdf

Sample: DEnergy_IR_EGDI_ yyyymmdd.pdf
Direct Energy submits a set of Interrogatories to Enbridge Gas Distribution Inc.

Each set of interrogatories from an organization must be submitted as one document.

“from org” is the organization asking questions

“to org” is the organization that will respond to the questions


“yyymmdd” is the date that the interrogatory was submitted into RESS

Naming convention examples are set out in ‘Appendix A’.

Refer to ‘Appendix B’ for Acronyms of parties who often submit documents.

4.2 PDF Documents

All documents submitted electronically should be in **searchable, unrestricted** PDF files using, Adobe Acrobat 7.0 Professional version or higher.

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PDF documents should be created directly from the software that created the document (e.g., Word to PDF or Excel to PDF). Scanning of documents to create a PDF is discouraged because of size limitations of RESS and email. For further guidance on creating PDF files, refer to the “*PDF File Creation Instructions*”.

4.3 Confidential Documents

Confidential material is not to be submitted into RESS. The Board requires a hard copy in a sealed envelope marked as “Confidential”. The Board’s Practice Direction on Confidential Filings must be followed. This is available on the Board’s website, www.oeb.gov.on.ca.

5 Exceptions to RESS Submission

Emails should only be used in the following situations to submit documents:

- the web portal RESS is not available
- Intervention Request Letter if intervenor does not have a user ID from previous case
- Observer Letter
- Letter of Comment
- General Letters (non-case specific)

Email attachments will follow the same standards as attached documents submitted through RESS. The OEB will accept electronic files of these documents in PDF format. The documents are included as part of the public record.


Excel files with the extension.xls cannot be submitted through RESS.

6 Passwords and User IDs

A password and user ID is only needed in order to submit documents into RESS, i.e., an applicant and intervenor. If you will be emailing documents as per section 5, you do not require a user ID and password. Refer to OEB website www.oeb.gov.on.ca for e-Filing Services.

Complete the user ID and Password Request form for OEB e-Filing Services found on the OEB e-Filing Services website for applicants, their representatives and intervenors who don’t have a user ID or password. Then email this form to boardsec@oeb.gov.on.ca.

If you forgot your password or user ID, email your request to it.help@oeb.gov.on.ca.

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Email the Board Secretary at boardsec@oeb.gov.on.ca and describe your request for the changes to assigned password and user ID.

- For example, please email the Board Secretary if an individual no longer requires their user ID and password.

7 Support

If you have any questions relating to these filing instructions, please first refer to the RESS Document Guide. If the Guide does not answer your question, contact the following personnel:

Technical Support: it.help@oeb.gov.on.ca


Business Support: BoardSec@oeb.gov.on.ca

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Appendix A

Document Naming Convention: Preparing Documents for RESS Submission

<u>Document Filed with the Board</u>	<u>Acronym</u>	<u>Naming Convention Example</u>
Your cover letters must be part of your PDF Document * Exception to this (see large application section)	CovLtr	Refer to <i>“RESS Document Guidelines”</i>
Application and Evidence (small application)	APPL	Barrie_APPL_(Doc Type)_yyyymmdd
Application and Evidence (large application)	(in sections)	Refer to <i>“RESS Document Guidelines”</i>
Table of Contents	TOC	Please refer to <i>“RESS Document Guidelines”</i>
Intervention Request Letter	Intervention_REQ	SEC_Intervention_REQ_yyyyymmdd
Interrogatory	IR	CCC_IR_EGDI_yyyyymmdd
Interrogatory Response	IRR	EGDI_IRR_CCC_yyyyymmdd
Supplementary Interrogatories to Applicant	IR_SUPP	CCC_IR_SUPP_EGDI_yyyyymmdd
Response by Applicant to Supplementary Interrogatories	IRR_SUPP	EGDI_IRR_SUPP_CCC_yyyyymmdd
Intervenor Evidence	EVD	CCC_EVD_yyyyymmdd
Interrogatory on Intervenor Evidence	IR_EVD	SEC_IR_EVD_CCC_yyyyymmdd


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Document Filed with the Board

Acronym

Naming Convention Example

Responses to Interrogatories on Intervenor Evidence	IRR_EVD	CCC_IRR_EVD_SEC_yyyymmdd
Supplementary Interrogatories on Intervenor Evidence	IR_SUPP_EVD	SEC_IR_SUPP_EVD_CCC_yyyymmdd
Responses to Supplementary Interrogatories on Intervenor Evidence	IRR_SUPP_EVD	CCC_IRR_SUPP_EVD_SEC_yyyymmdd
Settlement Proposal	SettlementP	EGDI_SettlementP_yyyymmdd
Argument in Chief	ARGChief	EGDI_ARGChief_yyyymmdd
Submission	SUB_(topic)	SEC_SUB_topic_yyyymmdd
Motion filed during a hearing	Motion_(short description)	SEC_Motion_Rate Description_yyyymmdd
Submission on the Motion	SUB_Motion_(topic)	IESO_SUB_Motion_Late Intervention_yyyymmdd
Reply Submission	ReplySUB_Motion	EGDI_ReplySUB_yyyymmdd
Final Submission	FinalSUB_Motion	EGDI_FinalSUB_yyyymmdd
Intervenors' Argument	ARG	SEC_ARG_yyyymmdd
Applicant Reply Argument	ReplyARG	EGDI_ReplyARG_yyyymmdd
Applicant Final Argument	FinalARG	EGDI_FinalARG_yyyymmdd


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Document Filed with the Board

Acronym

Naming Convention Example

Motion to Vary	Motion_Vary	SEC_Motion_Vary_yyyymmdd
Motion to Review	Motion_Review	SEC_Motion_Review_yyyymmdd
Exhibits (once exhibit number given in oral hearing) * K will be letter used for Exhibits filed	Ex_K#.n (short description)	SEC_Ex_K1.1_(description)_yyymmdd
Response to Undertakings * J will be letter used for Undertakings	Ex_J#.n_(short description)	SEC_Ex_J1.1_(description)_yyymmdd
Notice of Appeal	Notice of Appeal	SEC_Notice of Appeal_yyyymmdd
Draft Rate Order	DRF_RO	EGDI_DRF_RO_yyyymmdd
Draft Rate Order Appendix	DRF_RO_APPD_X	EGDI_DRF_RO_APPD_B_yyyymmdd
Observer Letter	Observer_REQ	EProbe_Observer_REQ_yyyymmdd
Letter of Comment	Comment_LTR	MrSmith_Comment_LTR_yyyymmdd
General Letter	LTR_(topic)	Barrie_LTR_(topic)_yyymmdd

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Appendix B

Acronyms for Organizations e-Filing with OEB

Organization Name

Short Form Name

Association of Power Producers of Ontario	APPRO
BP Canada Energy Company	BPCanada
Canadian Manufacturers & Exporters	CME
Canadian Natural Gas Vehicle Alliance	CNGVA
Consumers Council of Canada	CCC
Coral Energy Canada Inc.	Coral
CustomerWorks LP	CustomerWorks
Direct Energy Marketing Limited	DEnergy
ECNG Limited Partnership	ECNG
Energy Probe Research Foundation	EProbe
Gazifère	Gazifère
Green Energy Coalition	GEC
HVAC Coalition Inc.	HVAC
Independent Electricity System Operator	IESO
Industrial Gas Users Association	IGUA
London Property Management Association	LPMA
Low Income Energy Network	LIEN
Ontario Association of Physical Plant Administrators	OAPPA
Ontario Energy Savings L.P.	OES
Ontario Power Authority	OPA
Ontario Power Generation	OPG
Pollution Probe	PProbe

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School Energy Coalition	SEC
Sithe Canada Ltd	SitheCanada
Sithe Global Power Goreway ULC	SitheGoreway
Superior Energy Management	SEM
The Federation of Northern Ontario Municipalities	FONOM
The Wholesaler Gas Service Purchasers	WPSPG
The Electrical Distributors Association	EDA
TransAlta Cogeneration L.P.	TransAltaCoGen
TransAlta Energy Corp	TransAltaEnergy
Tribute Resources Inc.	Tribute
TransCanada Energy Ltd.	TCE
TransCanada PipeLines Limited	TCPL
Vulnerable Energy Consumer's Coalition	VECC
Union Energy Limited Partnership	UnionEnergyLP

Electricity Distributors


Atikokan Hydro Inc.
Attawapiskat First Nation
Barrie Hydro Distribution Inc.
Bluewater Power Distribution Corporation
Brant County Power Inc.
Brantford Power Inc.
Burlington Hydro Inc.
COLLUS Power Corp.
Cambridge and North Dumfries Hydro Inc.
Canadian Niagara Power Inc.
Chapleau Public Utilities Corporation
Centre Wellington Hydro Ltd.
Chatham-Kent Hydro Inc.
Clinton Power Corporation

Short Form Name


Atikokan
Attawapiskat
Barrie
Bluewater
Brant
Brantford
Burlington
COLLUS
Cambridge&NorthDumfries
CNPI
Chapleau
CentreWellington
ChathamKent
Clinton

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Cooperative Hydro Embrun Inc.	Embrun
Dutton Hydro Limited	Dutton
E.L.K. Energy Inc.	ELKEnergy
ENWIN Utilities Ltd.	ENWIN
Enersource Hydro Mississauga Inc.	Enersource
Erie Thames Powerlines Corporation	ErieThames
Espanola Regional Hydro Distribution Corporation	Espanola
Essex Powerlines Corporation	Essex
Festival Hydro Inc.	Festival
Fort Albany Power Corporation	FortAlbany
Fort Frances Power Corporation	FortFrances
Grand Valley Energy Inc.	GrandValley
Great Lakes Power Limited	GLP
Greater Sudbury Hydro Inc.	GreaterSudbury
Grimsby Power Incorporated	Grimsby
Guelph Hydro Electric Systems Inc.	Guelph
Haldimand County Hydro Inc.	Haldimand
Halton Hills Hydro Inc.	Halton
Hearst Power Distribution Company Limited	Hearst
Horizon Utilities Corporation	Horizon
Hydro 2000 Inc.	Hydro2000
Hydro Hawkesbury Inc.	HydroHawkesbury
Hydro One Brampton Networks Inc.	HONIBrampton
Hydro One Networks Inc.	HONI
Hydro One Remote Communities Inc.	HONIRemote
Hydro Ottawa Limited	HydroOttawa
Innisfil Hydro Distribution Systems Limited	Innisfil
Kashechewan Power Corporation	Kashechewan
Kenora Hydro Electric Corporation Ltd.	Kenora
Kingston Electricity Distribution Limited	Kingston
Kitchener-Wilmot Hydro Inc.	KitchenerWilmot
Lakefront Utilities Inc.	Lakefront
Lakeland Power Distribution Ltd.	Lakeland
London Hydro Inc.	London

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Middlesex Power Distribution Corporation	Middlesex
Midland Power Utility Corporation	Midland
Milton Hydro Distribution Inc.	Milton
Newbury Power Inc.	Newbury
Newmarket Hydro Ltd.	Newmarket
Niagara Falls Hydro Inc.	NiagaraFalls
Niagara-on-the-Lake Hydro Inc.	NiagaraontheLake
Norfolk Power Distribution Co.	Norfolk
North Bay Hydro Distribution Limited	NorthBay
Northern Ontario Wires Inc.	NorthernOntWires
Oakville Hydro Electricity Distribution Inc.	Oakville
Orangeville Hydro Limited	Orangeville
Orillia Power Distribution Corporation	Orillia
Oshawa PUC Networks Inc.	Oshawa
Ottawa River Power Corporation	OttawaRiver
PUC Distribution Inc.	PUCDistribution
Parry Sound Power Corporation	ParrySound
Peninsula West Utilities Limited	PeninsulaWest
Peterborough Distribution Incorporated	Peterborough
Port Colborne Hydro Inc.	PortColborne
PowerStream Inc.	PowerStream
Renfrew Hydro Inc.	Renfrew
Rideau St. Lawrence Distribution	RideauStLawrence
Sioux Lookout Hydro Inc.	SiouxLookout
St. Thomas Energy Inc.	StThomas
Tay Hydro Electric Distribution Company Inc.	Tay
Terrace Bay Superior Wires Inc.	TerraceBay
Thunder Bay Hydro Electricity Distribution Inc.	ThunderBay
Tillsonburg Hydro Inc.	Tillsonburg
Toronto Hydro-Electric System Limited	TorontoHydro
Veridian Connections Inc.	Veridian
Wasaga Distribution Inc.	Wasaga
Waterloo North Hydro Inc.	Waterloo
Welland Hydro-Electric System Corp.	Welland

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Wellington North Power Inc.
West Coast Huron Energy Inc.
West Nipissing Energy Services Ltd.
West Perth Power Inc.
Westario Power Inc.
Whitby Hydro Electric Corporation
Woodstock Hydro Services Inc.

WellingtonNorth
WestCoast
WestNipissing
WestPerth
Westario
Whitby
Woodstock

Electricity Transmitters

Canadian Niagara Power Inc.
Five Nations Energy Inc
Great Lakes Power Limited
Hydro One Networks Inc.
Niagara West Transformation Corporation

Short Form Name

CNPI
FiveNationsEnergy
GLP
HONI
NiagaraWestTC

Gas Utilities

City of Kitchener
Enbridge Gas Distribution Inc.
Natural Gas Resource Limited
Union Gas Limited

Short Form Name

CityKitchener
EGDI
NRG
Union