

INDUSTRIAL ENERGY EFFICIENCY PROGRAM PORTAL GUIDE

Updated: July 11, 2022

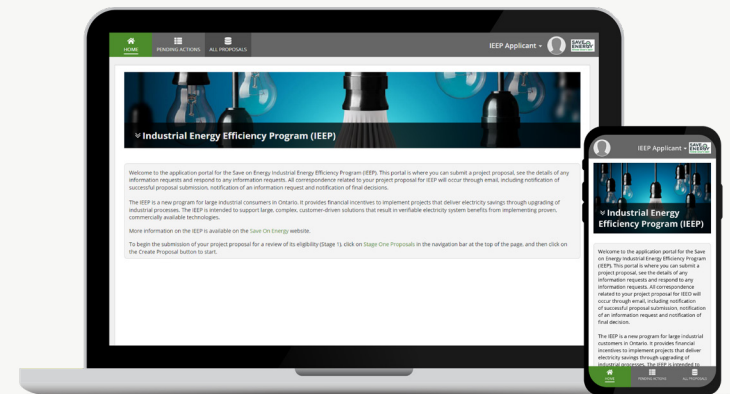


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INTRODUCTION

The IESO's Save on Energy Industrial Energy Efficiency Program (IEEP) supports industrial customers across Ontario in improving their industrial processes and implementing system optimization projects. The program offers organizations up to \$5 million in financial incentives for each large, complex industrial energy-efficiency project accepted into the program. Eligible projects will deliver electricity savings using proven commercial technologies to lower energy consumption and reduce electricity bills.

This document provides guidance and tips for creating and submitting an application on the Industrial Energy Efficiency Program Portal.

For more information about the IEEP, including eligibility, application process, and incentives, please visit the [Industrial Energy Efficiency Program page on Save on Energy](#).

BEFORE YOU BEGIN

Before you begin your application, we recommend you review the key IEEP program documents:

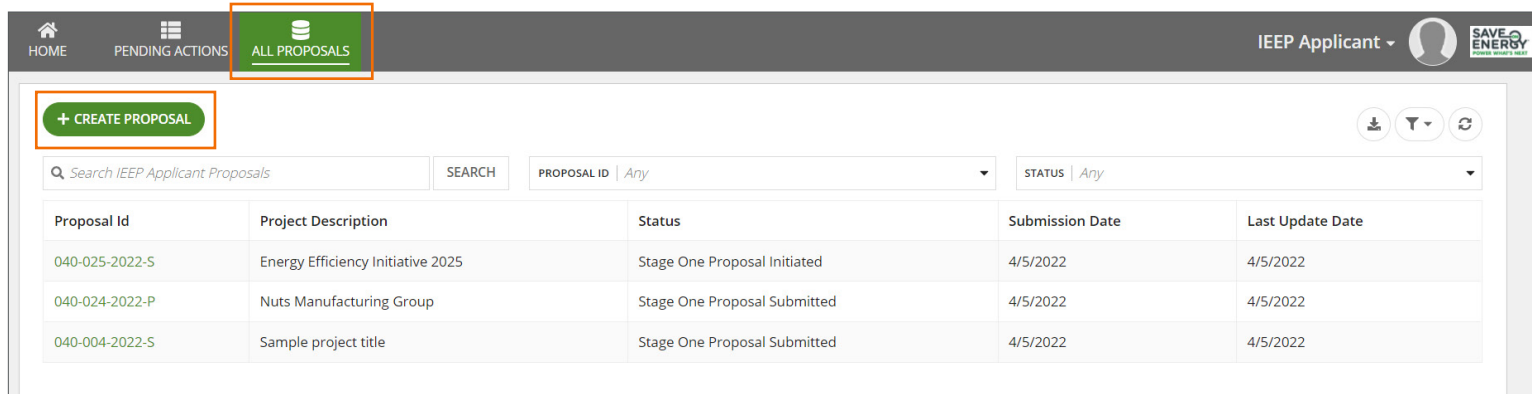
- [Program Requirements](#)
- [Evaluation Criteria](#)
- [Participant Agreement](#)
- [Stage 2 Project Proposal Template](#)
- [Program Administrator Cost Test Calculator for Applicants](#)

The application will also require some information about your project, including:

- annual energy consumption for the site and anticipated energy reduction post-project
- estimated labour, equipment and other costs
- details of other financial incentives contributing to the project
- documentation to support the project, including:
 - a detailed description of your project
 - a signed copy of the [IEEP Declaration Form](#)

PORTAL TIPS

- In the IEEP Portal, we use the term 'Proposal' and 'Application' interchangeably. Where IESO documents refer to IEEP Applications, the portal uses the term 'Proposals'.
- To start a new application, go to **All Proposals** and click on the **+ Create Proposal** button.



- You can upload multiple documents to your application, or in your response to an Information Request. The portal accepts a range of documents, including Word, Excel, and PowerPoint documents, as well as PDFs.



The size limit for each uploaded document is 75 MB.

- To continue working on a saved draft application, or respond to an Information Request, look for the application under **Pending Actions** and select the link under the **Active Task** column.

HOME **PENDING ACTIONS** ALL PROPOSALS IEEP Applicant

Filter By:

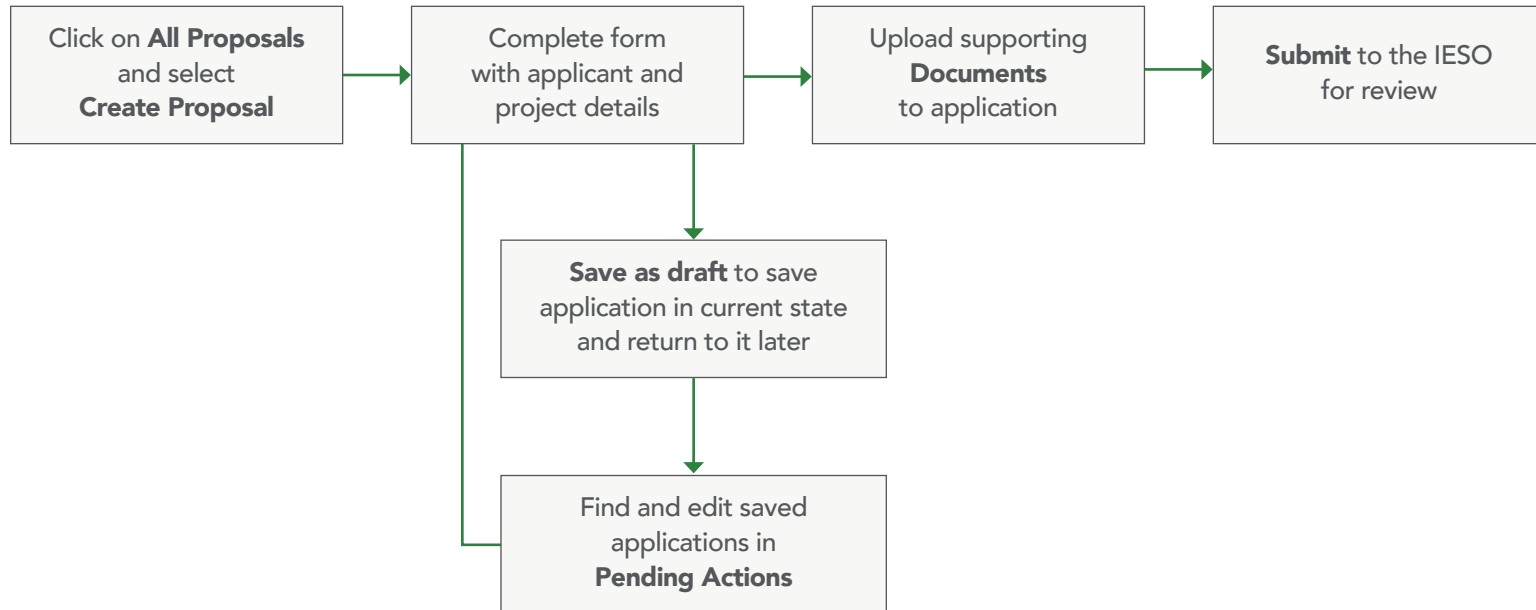
Proposal Id Project Description [CLEAR SEARCH](#)

Proposal Id	Information Request Id	Active Task	Project Description	Status	Assigned On
040-004-2022-S		Edit Proposal	Sample project title	Stage One Proposal Initiated	4/5/2022

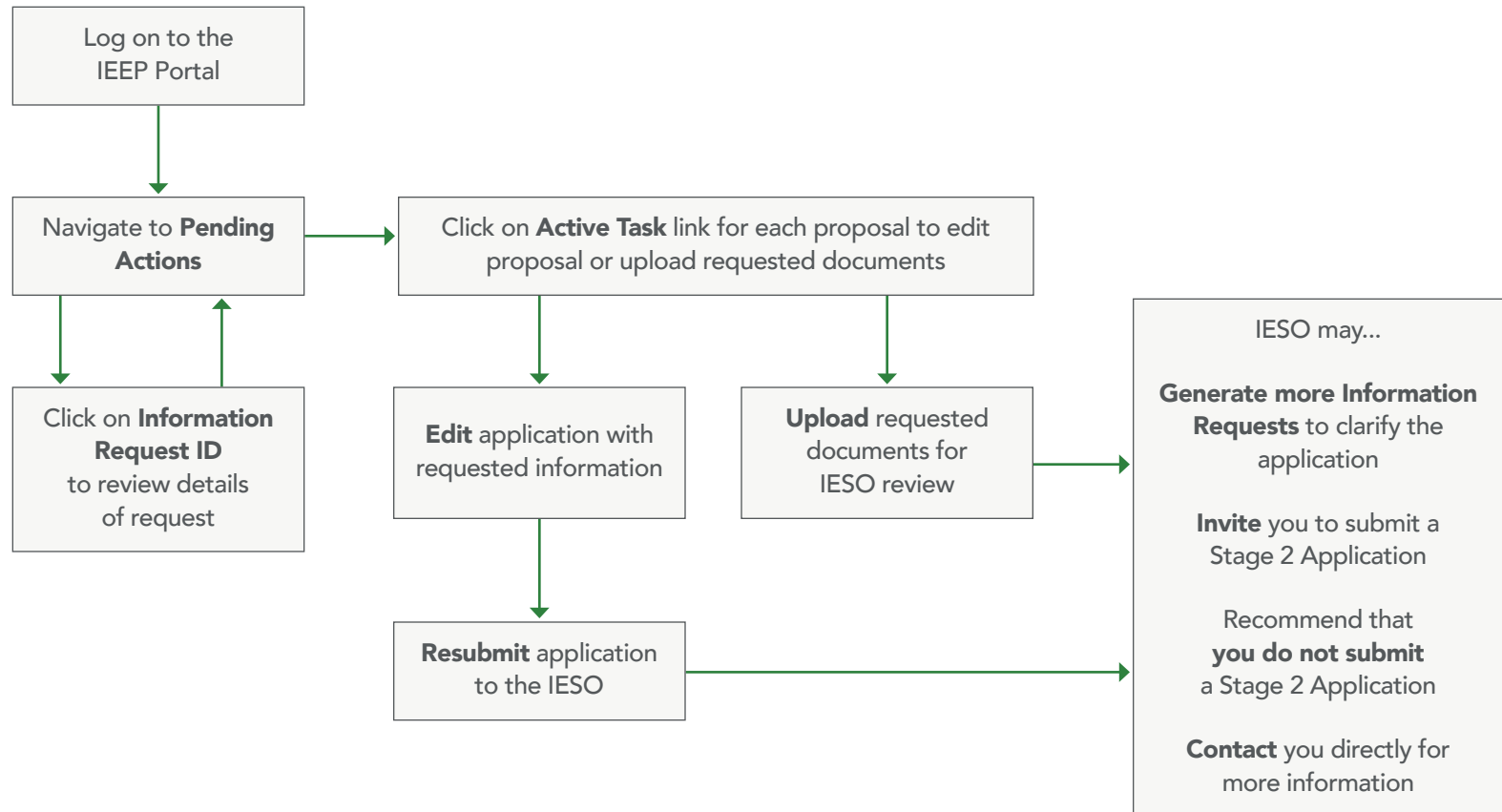
- To view your applications, look for them under **All Proposals**. To edit applications or complete tasks, go to **Pending Actions**.

APPLICATION FLOWS ON THE IEEP PORTAL

CREATING AND SUBMITTING AN APPLICATION:



RECEIVING AN INFORMATION REQUEST BY EMAIL:



ACCESSING THE IEEP PORTAL

[Log into the Save on Energy Portal using this link.](#)

For help registering for an Save on Energy Portal account, review our [Save on Energy Portal Account Guide](#).
If you are registered for the Retrofit program you can proceed with Login.

Select the Industrial Energy Efficiency Program from the available programs:

The screenshot shows the 'Available Programs' dashboard for a user named K Andrews. The dashboard has a blue header with 'Available Programs' and 'Program Management Main'. Below the header, it says 'Welcome K Andrews' and 'kandrews@q30design.com'. A message states: 'Welcome to the IESO Programs dashboard. Please select the program you wish to participate in below to proceed to the appropriate site.' There are three program cards:

- FIT-microFIT Supplier:** Includes an image of solar panels and the text 'Register Supplier Contact'. A description below reads: 'The Feed-In Tariff (FIT) Program was developed to encourage and promote greater use of renewable energy sources.'
- Industrial Energy Efficiency Program:** Features the 'SAVE ON ENERGY' logo with the tagline 'POWER WHAT'S NEXT'. It says 'Register for Industrial Energy Efficiency Program'. A description below reads: 'The Save on Energy Industrial Energy Efficiency Program (IEEP) is a new program for large industrial consumers in Ontario. It provides financial incentives to implement projects that deliver electricity savings through upgrading of industrial processes. The IEEP is intended to support large, complex, customer-'
- Retrofit:** Features the 'SAVE ON ENERGY' logo with the tagline 'POWER WHAT'S NEXT'. It says 'Submit a Retrofit Application'. A description below reads: 'The Retrofit program is designed to provide a variety of options for businesses, so you can find the right fit for your operations, regardless of your industry.'

The first time you sign into the IEEP Portal, you will be asked to confirm your name. This screen will not appear again:

The screenshot shows the 'Applicant Registration' form for the Industrial Energy Efficiency Program (IEEP). The header includes 'Applicant Registration' and 'IEEP Applicant Registration' with the Appian logo. The form has a green header bar that says 'Register for Industrial Energy Efficiency Program (IEEP)'. Below this, there are input fields for 'First Name *' (containing 'K'), 'Last Name *' (containing 'Andrews'), and 'Email' (containing 'kandrews@q30design.com'). A green button labeled 'COMPLETE REGISTRATION' is at the bottom right.

MENU ITEMS ON THE IEEP PORTAL

Home: This link will return you to the IEEP Home screen, displayed below.

Pending Actions: This is where you can edit draft applications and respond to Information Requests (IRs) on submitted applications.

All Proposals: This section will list all the applications you have created, both draft and submitted to the IESO. From this screen you can view applications and information requests.



The home page of the IEEP Portal. The three menu items are available at the top of the screen.

CREATING A NEW APPLICATION

Navigate to **All Proposals**, and click on the **+ Create Proposal** button at the top left hand corner.

Fill the Application with applicant details and project details. All fields marked with an * are mandatory to Submit an application.



Note: The portal gives you the flexibility of saving your application as a draft. To save your application as a draft, only a few of the * mandatory fields must be filled.

SAVE AS DRAFT

SUBMIT

Upload documents to support your application. Required documents for each application include a more detailed description of the proposed project and a signed [IEEP Declaration Form](#).

BOTTOM OF PAGE ACTIONS ON THE EDIT APPLICATION SCREEN:

Cancel: This action will exit the application without saving any information. Clicking on Cancel will delete the application you are currently viewing.

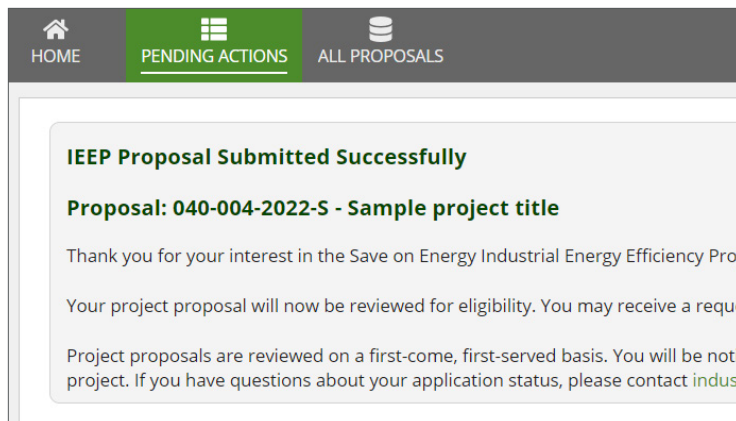
Save as Draft: This action will save the application, which can be accessed and edited through the **Pending Actions** screen at a later time. You must fill out all mandatory fields before you can save your application as a draft.

Submit: This action will submit the application to the IESO for review.

Once you submit your application, you will see a confirmation screen, and receive a confirmation email.



You cannot edit your application, once it has been submitted.



After you submit your application, you will be able to find it listed in **All Proposals**, with the status "Stage 1 Proposal Submitted".

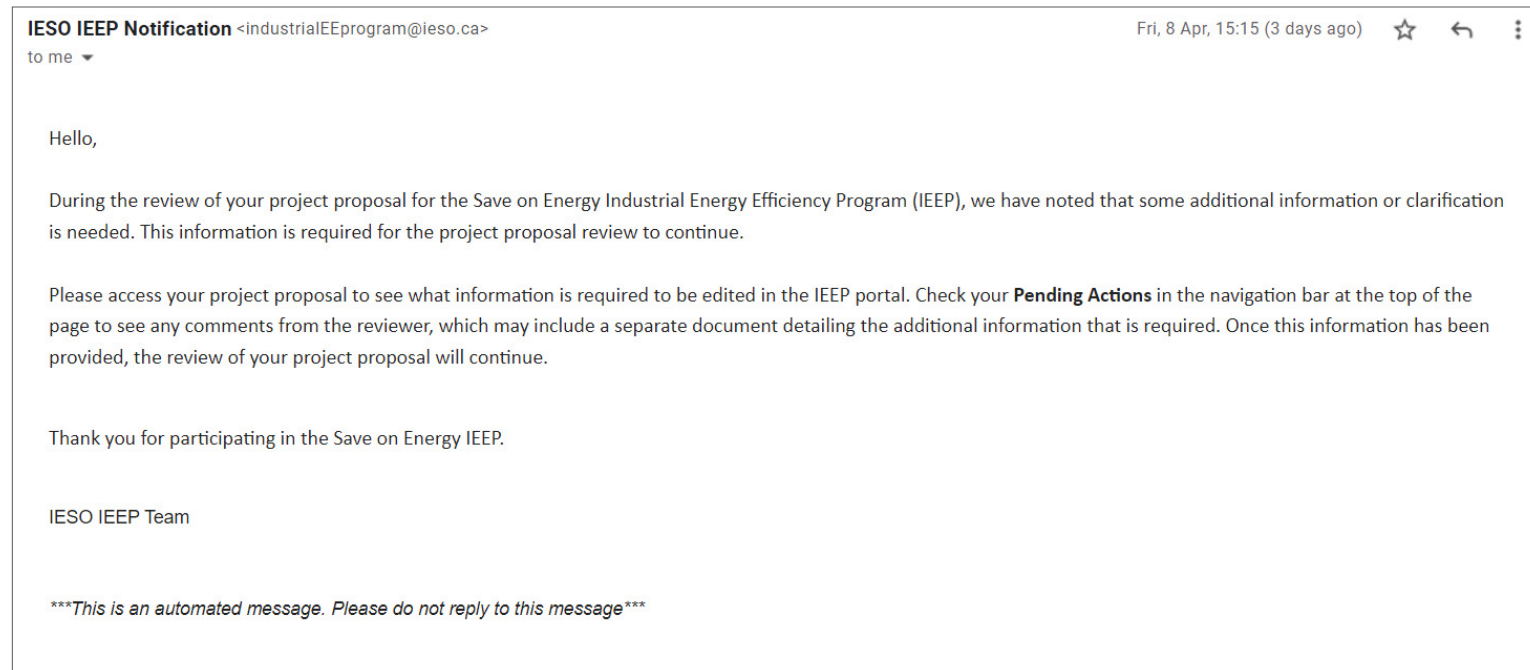
When a reviewer is assigned to your application, your application status will change to "Under Review". You can expect to hear from the IESO with an update to your application.

RECEIVING AND ADDRESSING INFORMATION REQUESTS

There are two types of Information Requests:

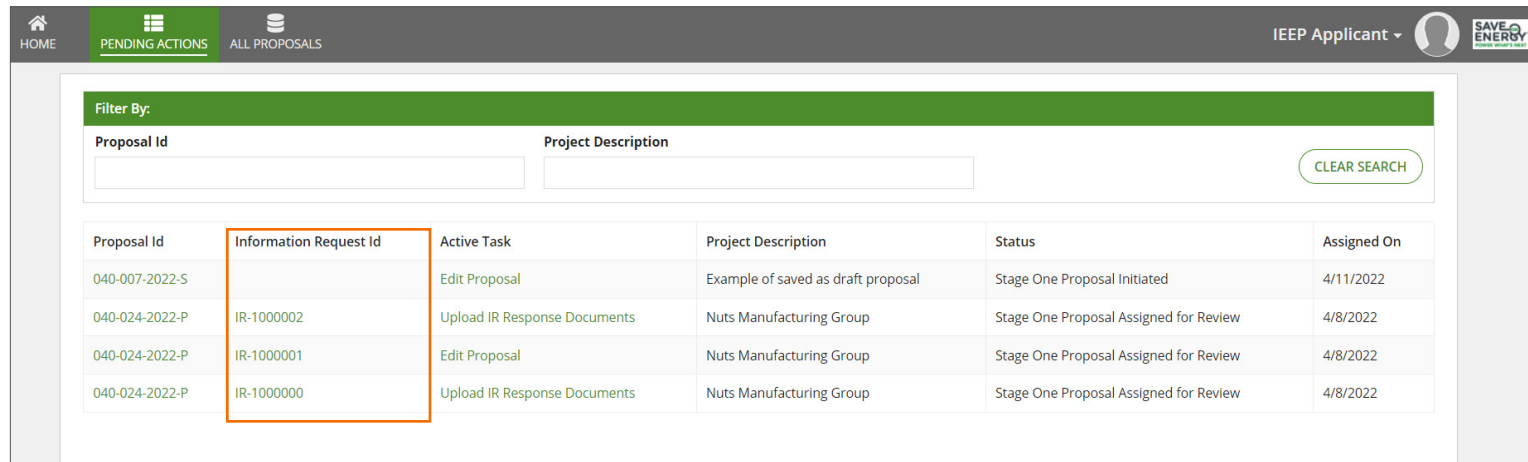
- **a request for additional documents:** the IESO may request that you upload specific documents to support your application
- **a request for an edit to be made to the application:** the IESO may re-open your application for editing, and ask that you make changes and resubmit

You will also receive an email from the IndustrialEEprogram@ieso.ca informing you that your proposal has an Information Request.



Log in to the IEEP Portal and navigate to **Pending Actions**.

Applications that have an Information Request will have a link under the “Information Request ID” column.



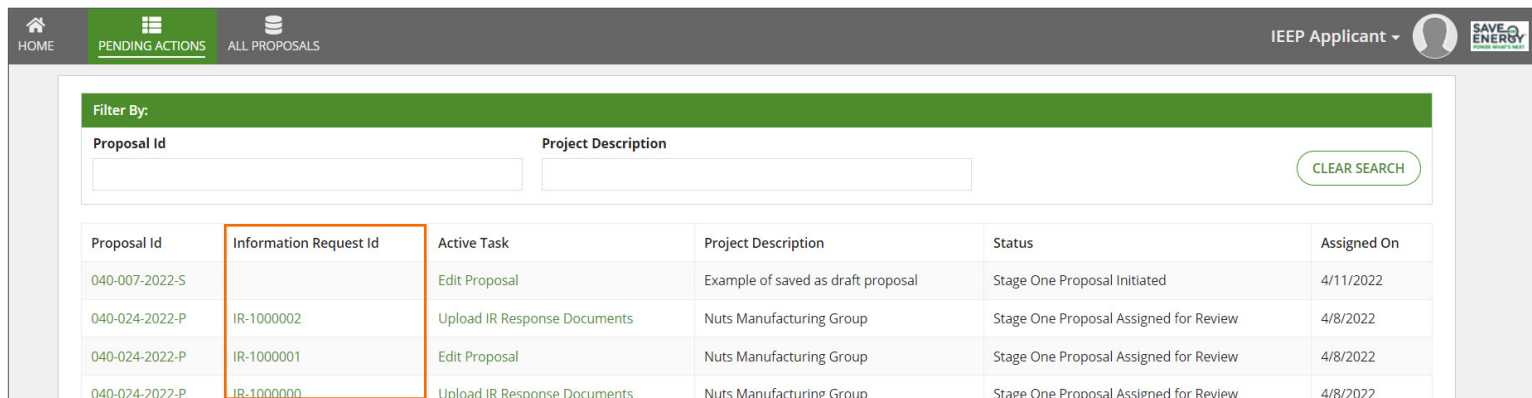
The screenshot shows the IEEP Portal interface. At the top, there is a navigation bar with 'HOME', 'PENDING ACTIONS', and 'ALL PROPOSALS'. The 'PENDING ACTIONS' tab is selected. On the right, it says 'IEEP Applicant' with a user profile icon and the 'SAVE ENERGY' logo. Below the navigation bar, there is a 'Filter By:' section with two input fields: 'Proposal Id' and 'Project Description'. A 'CLEAR SEARCH' button is located to the right of these fields. Below the filter section is a table with the following data:

Proposal Id	Information Request Id	Active Task	Project Description	Status	Assigned On
040-007-2022-S		Edit Proposal	Example of saved as draft proposal	Stage One Proposal Initiated	4/11/2022
040-024-2022-P	IR-1000002	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000001	Edit Proposal	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000000	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022

VIEWING AN INFORMATION REQUEST:

Under the **Pending Actions** tab, click on the Information Request ID link to review details about that Information Request. The IESO may include a document that provides more details on the Information Request.

Click on a "Information Request ID" link to navigate to an Information Request detail screen:



Proposal Id	Information Request Id	Active Task	Project Description	Status	Assigned On
040-007-2022-S		Edit Proposal	Example of saved as draft proposal	Stage One Proposal Initiated	4/11/2022
040-024-2022-P	IR-1000002	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000001	Edit Proposal	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000000	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022

Information Request detail page, including a document with more details about the request:



IR-1000000 - Please upload a signed copy of the IEEP Form of Declaration

[Summary](#) [View Response Documents](#)

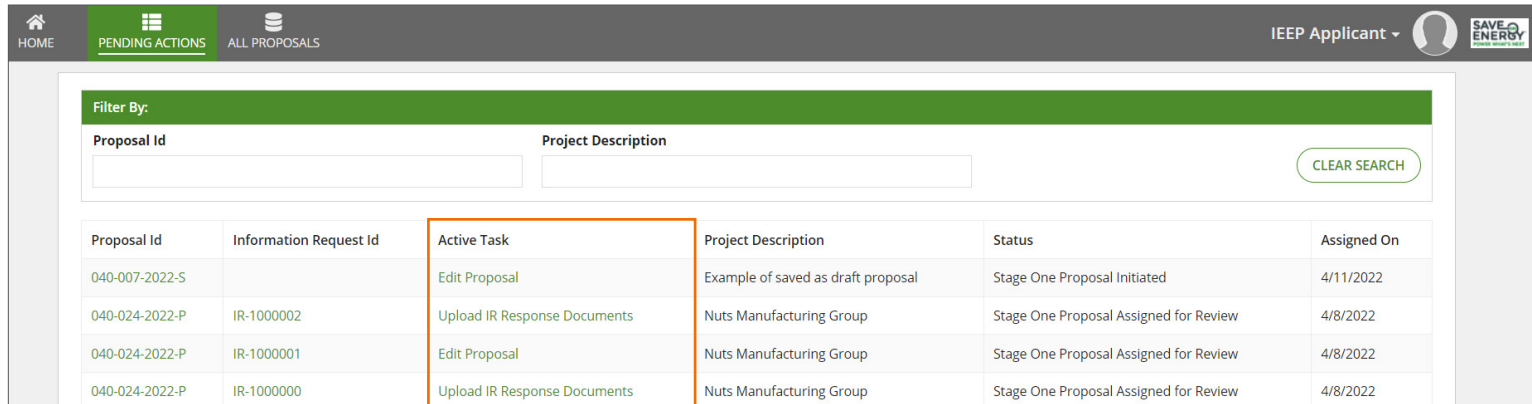
Information Requests

Information Request Details

Proposal Id	040-024-2022-P	Milestone	Stage One
Request Id	IR-1000000	Creation Date	Apr 8, 2022
Subject	Please upload a signed copy of the IEEP Form of Declaration	Applicant Name	K Andrews
Request Type	Upload Document	Applicant Email	kandrews@q30design.com
Request Status	Open		

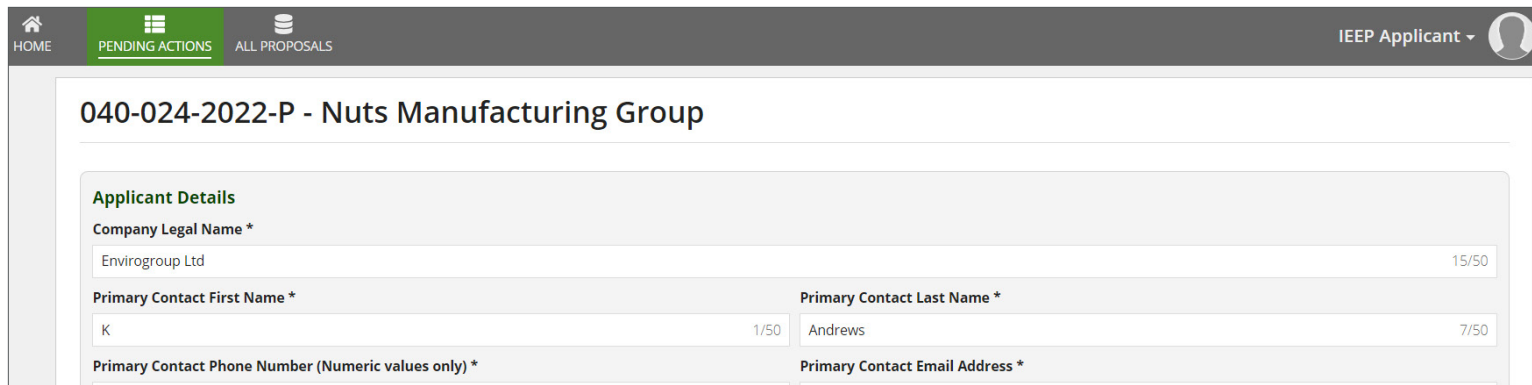
RESPONDING TO AN INFORMATION REQUEST:

To complete the Information Request, navigate to the **Pending Actions** tab and click on the **Active Task** for that application. The task may be **Edit Proposal** or **Upload IR Response Documents**.



Proposal Id	Information Request Id	Active Task	Project Description	Status	Assigned On
040-007-2022-S		Edit Proposal	Example of saved as draft proposal	Stage One Proposal Initiated	4/11/2022
040-024-2022-P	IR-1000002	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000001	Edit Proposal	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000000	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022

Edit Proposal: This will allow you to edit the fields in a draft application, or amend the application in response to an Information Request.



040-024-2022-P - Nuts Manufacturing Group

Applicant Details

Company Legal Name *
 Envirogroup Ltd 15/50

Primary Contact First Name *
 K 1/50

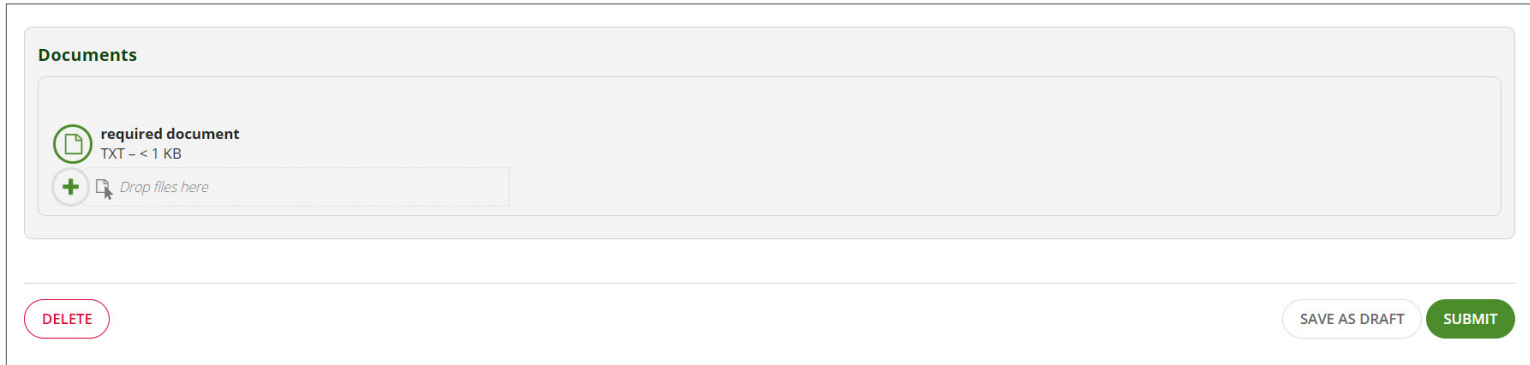
Primary Contact Last Name *
 Andrews 7/50

Primary Contact Phone Number (Numeric values only) *


Primary Contact Email Address *



Edit Proposal will navigate to a version of the application that you can edit.

Upload IR Response Documents: This will navigate you to a screen to upload supporting documents. You can upload multiple documents to an IR response. There is a 75 MB upload limit on a document.



Documents

 **required document**
TXT - < 1 KB

  Drop files here

DELETE **SAVE AS DRAFT** **SUBMIT**

Upload IR Response Documents will navigate to a document upload screen for that application.

When you respond to an Information Request by amending and resubmitting your application, or by uploading additional documents, your application will be returned to the IESO for review.

UNDERSTANDING THE PENDING ACTIONS SECTION

WHAT APPEARS HERE AND WHAT YOU CAN DO HERE

The **Pending Actions** section is where you will be able to **edit applications and respond to Information Requests**. Submitted applications without information requests will not appear on this screen.

Proposal Id	Information Request Id	Active Task	Project Description	Status	Assigned On
040-007-2022-S		Edit Proposal	Example of saved as draft proposal	Stage One Proposal Initiated	4/11/2022
040-024-2022-P	IR-1000002	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000001	Edit Proposal	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022
040-024-2022-P	IR-1000000	Upload IR Response Documents	Nuts Manufacturing Group	Stage One Proposal Assigned for Review	4/8/2022

The Pending Actions page, listing one draft application and three applications with a pending Information Request.

PENDING ACTIONS – PROPOSAL ID COLUMN:

Clicking on an application ID link under the **Proposal ID** column will navigate to a **read-only view** of that application.

040-024-2022-P - Nuts Manufacturing Group

Summary
Information Requests

Proposal Status - Stage One Proposal Assigned for Review

Applicant Details

<p>Company Legal Name Envirogroup Ltd</p> <p>Primary Contact First Name K</p> <p>Primary Contact Phone Number 4168293840</p> <p>Secondary Contact First Name John</p> <p>Secondary Contact Phone Number 3149283039</p>	<p>Primary Contact Last Name Andrews</p> <p>Primary Contact Email Address kandrews@q30design.com</p> <p>Secondary Contact Last Name Minarie</p> <p>Secondary Contact Email Address</p>
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A read-only view of a draft proposal, reached from the "Proposal ID" link in the Pending Actions section

In this view, you can also click on the **Information Requests** button at the top of the page to view a list of any Information Requests for that application.

PENDING ACTIONS – INFORMATION REQUEST ID COLUMN:

Clicking on an information request ID will navigate you to a screen with the details of that Information Request.

IR-1000002 - Please update and upload your project summary document as per the attached information request.

Summary
View Response Documents

↩ Information Requests

Information Request Details

Proposal Id	040-024-2022-P	Milestone	Stage One
Request Id	IR-1000002	Creation Date	Apr 8, 2022
Subject	Please update and upload your project summary document as per the attached information request.	Applicant Name	K Andrews
Request Type	Upload Document	Applicant Email	kandrews@q30design.com
Request Status	Open		

The details of an Information Request, including a document uploaded from the IESO with more information.

PENDING ACTIONS – ACTIVE TASK COLUMN:

The links in the **Active Task** column will allow you to edit a draft application, edit an application in response to an Information Request, or upload documents in response to an information request.

Edit Proposal: This action will allow you to make changes to a draft application, or to update the details of a submitted application in response to an Information Request.

Upload IR Response documents: This action will allow you to upload additional documents in response to an information request about a submitted application.

PENDING ACTIONS – STATUS COLUMN:

Stage One Proposal Initiated: This is an application that has been saved as a draft and can be further edited.

Stage One Proposal Submitted: The application has been successfully received by the IESO and is waiting assignment to a technical reviewer. An Application cannot be edited after submission, unless an Information Request is provided.

Stage One Proposal Under Review: This is an application that has been submitted, and has been assigned to a technical reviewer by the IESO, as such it is still under review by the IESO pending the issuance of a final decision.

Stage One Proposal Approved: The application has been accepted by the IESO and the applicant has been invited to submit a stage two proposal.

Stage One Proposal Not Eligible for Stage Two: The IESO does not recommend that a stage two proposal be developed and submitted for the project.

UNDERSTANDING THE ALL PROPOSALS SECTION

WHAT APPEARS HERE, AND WHAT YOU CAN DO

The **All Proposals** section lists any draft or submitted proposal, and identifies what stage it is in. The **All Proposals** screen is also where you can initiate a new application.

To modify an in-progress draft proposal or respond to an Information Request, navigate to the **Pending Actions** section and use the **Active Task** column.

Proposal Id	Project Description	Status	Submission Date	Last Update Date
040-025-2022-S	Energy Efficiency Initiative 2025	Stage One Proposal Initiated	4/5/2022	4/5/2022
040-024-2022-P	Nuts Manufacturing Group	Stage One Proposal Submitted	4/5/2022	4/5/2022
040-004-2022-S	Sample project title	Stage One Proposal Submitted	4/5/2022	4/5/2022

The All Proposals section, including the “+ Create Proposal” button for new applications, and a listing of all existing applications.

ALL PROPOSALS – PROPOSAL ID COLUMN:

If you click on a link under the **Proposal ID** column, you will see a read-only view of the proposal.

The screenshot displays the IEEP Applicant portal interface. The top navigation bar includes links for HOME, PENDING ACTIONS, and ALL PROPOSALS (which is highlighted). The user is logged in as 'IEEP Applicant'. The main content area shows the proposal title '040-004-2022-S - Sample project title' in a green header. Below this, there are tabs for 'Summary' (selected) and 'Information Requests'. A status box indicates 'Proposal Status - Stage One Proposal Initiated'. The 'Applicant Details' section is divided into two columns. The left column lists 'Company Legal Name' (Bolts Manufacturing Inc), 'Primary Contact First Name' (K), 'Primary Contact Phone Number' (4169384827), 'Secondary Contact First Name', and 'Secondary Contact Phone Number'. The right column lists 'Primary Contact Last Name' (Andrews), 'Primary Contact Email Address' (kandrews@q30design.com), 'Secondary Contact Last Name', and 'Secondary Contact Email Address'.

Applicant Details	
Company Legal Name	Bolts Manufacturing Inc
Primary Contact First Name	K
Primary Contact Phone Number	4169384827
Secondary Contact First Name	
Secondary Contact Phone Number	
Primary Contact Last Name	Andrews
Primary Contact Email Address	kandrews@q30design.com
Secondary Contact Last Name	
Secondary Contact Email Address	

Clicking on the Proposal ID column under "All Proposals" will navigate to a non-editable view of that application.

ALL PROPOSALS – STATUS COLUMN:

Stage One Proposal Initiated: This is a non-submitted application that has been saved as a draft. It has not been submitted to the IESO for review.

Stage One Proposal Submitted: The application was submitted to the IESO for review.

Stage One Proposal Assigned for Review: The application was submitted and there is an Information Request to address.

Stage One Proposal Approved: The application has been accepted by the IESO and the applicant has been invited to submit a stage two proposal.

Stage One Proposal Not Eligible for Stage Two: The IESO does not recommend that a stage two proposal be developed and submitted for the project.



CONTACT US

If you have any questions or need help using the IEEP Portal, please email the IESO at IndustrialEEprogram@ieso.ca

[in linkedin.com/showcase/saveonenergy-ontario](https://www.linkedin.com/showcase/saveonenergy-ontario)

twitter.com/SaveonEnergyOnt

[f facebook.com/SaveonEnergyOntario](https://facebook.com/SaveonEnergyOntario)