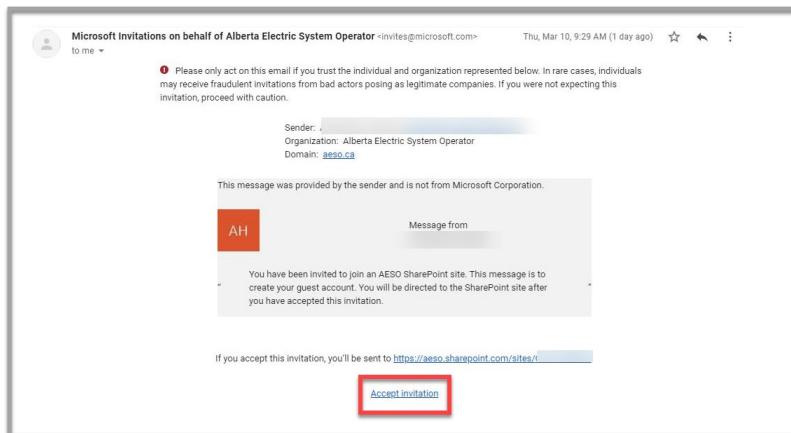


# CEI Request Portal - User Guide for Market Participants

This Guide will walk through the steps required to acknowledge and access CEII data in the CEII Request Portal system for AESO connection Projects. If you have any questions about the process, please email [psmm@aeso.ca](mailto:psmm@aeso.ca)

## CEII Data Request Steps:

- 1) Your email address will be added to the CEII Request Portal and you will receive an email invitation to connect.
  - a. Example of the email notifying you that your account has been added to the CEII Request Portal:



- b. Click the 'Accept Invitation' link to complete/accept the invitation.
    - c. You may have to create a password if your email address isn't associated with MS Office 365.
    - d. You will also be prompted to Accept "Terms and Conditions" and set up Multi-Factor Authentication (MFA) using the Authenticator App. Please read through documents below to understand how to set up MFA.

## MFA & Terms of Use for Guests

All guest users are required to accept the AESO Guest Terms of Use and set up Multi-Factor Authentication (MFA\*) when they login to AESO's environment.

Accepting the Terms of Use is mandatory and will be required every quarter.

\*MFA is an authentication method that requires a user to provide two or more verification methods to gain access to resources/systems.

### What to expect?

When logging into the AESO environment for the first time:

- You will be prompted to read and accept the **AESO Guest Terms of Use**.



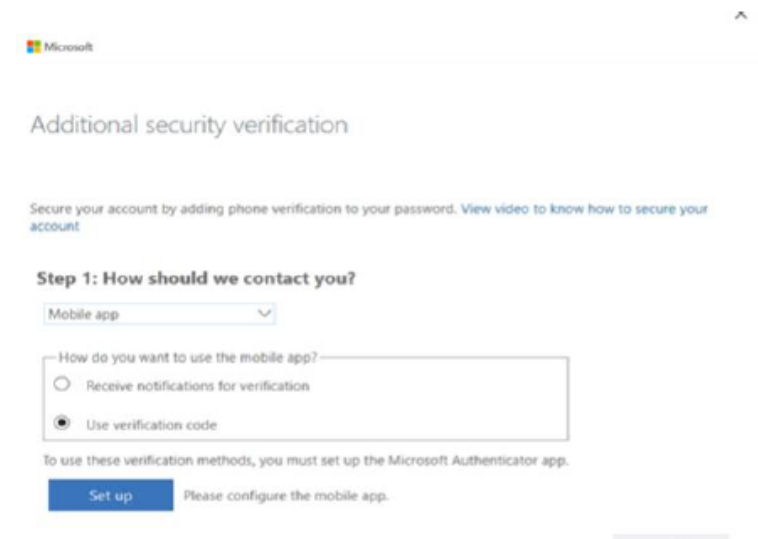
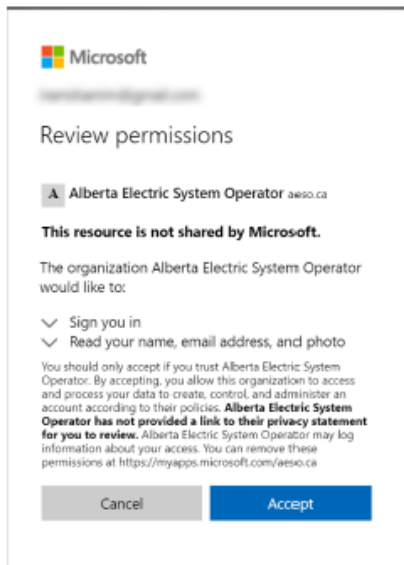
- You will be prompted to set up MFA.

# Setting up MFA using the Microsoft Authenticator Application

Here are the instructions for setting up your security verification.

You may have already downloaded or have the Microsoft Authenticator application on your mobile device.

1. This is the next screen you will see once you have accepted the Guest Terms of Use, click on Accept



**Make sure:**  
 How should we contact you is selected for Mobile app.  
 How do you want to use the mobile app? Use Verification code radio button is selected  
**Click Set Up, then click on Next**

### Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.  
Code: 984 496 847  
Uri: <https://mobileappcommunicator.auth.microsoft.com/activate/171469601/WUS>

If the app displays a six-digit code, choose "Next".

Next

Select the next button at the bottom of the screen once you have completed the steps to configure mobile app



### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 2: Enter the verification code from the mobile app

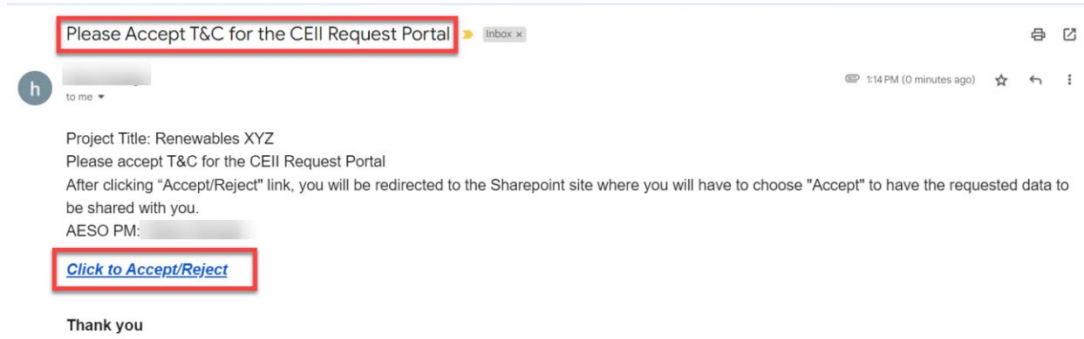
Enter the verification code displayed on your app:

Cancel Verify

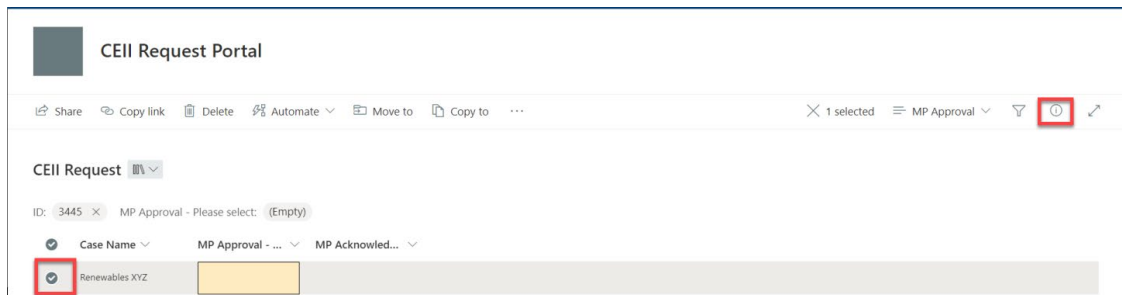
Once you select next from the screen above, this screen will pop up! Enter the verification code into the field and click on Verify and you are all done!

- 2) Once the initial invitation is complete, you will receive an email notification to acknowledge the CEII Terms & Conditions.

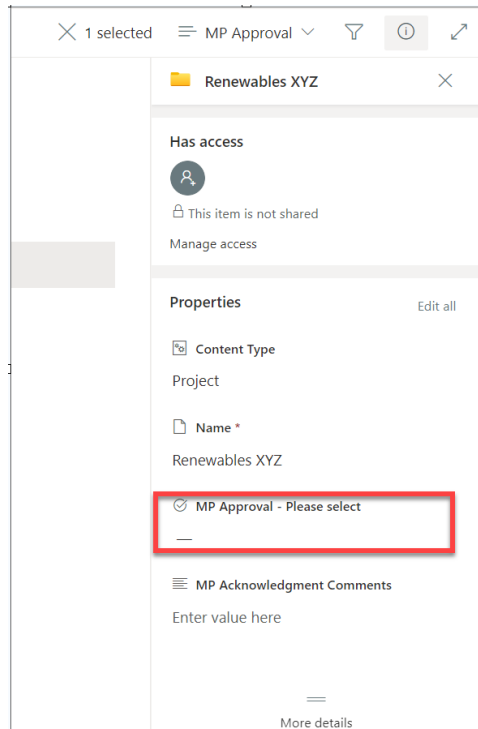
- a. Click on "Click to Accept/Reject":



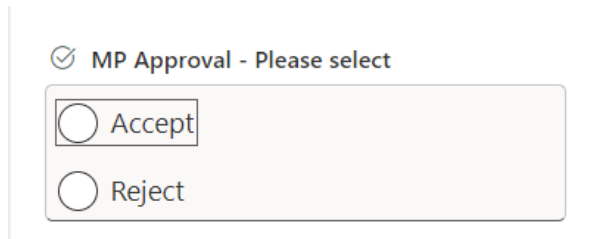
1. Select the row first and then click on ⓘ icon on the top right:



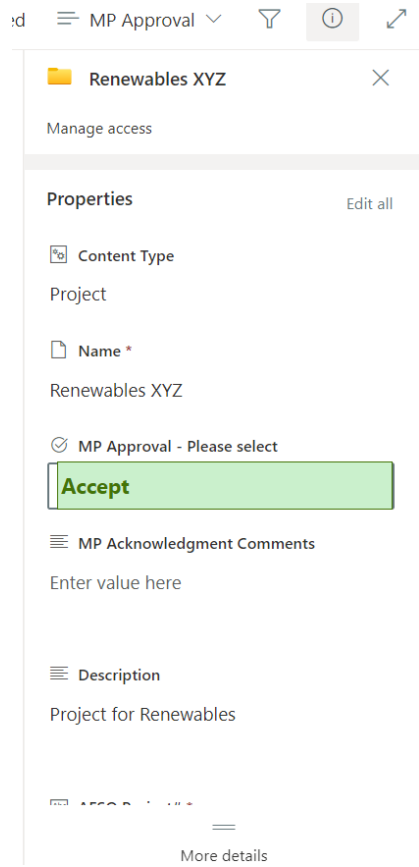
- b. A Properties pane will open up on the right where you will find a row for MP Approval. Click within the row:



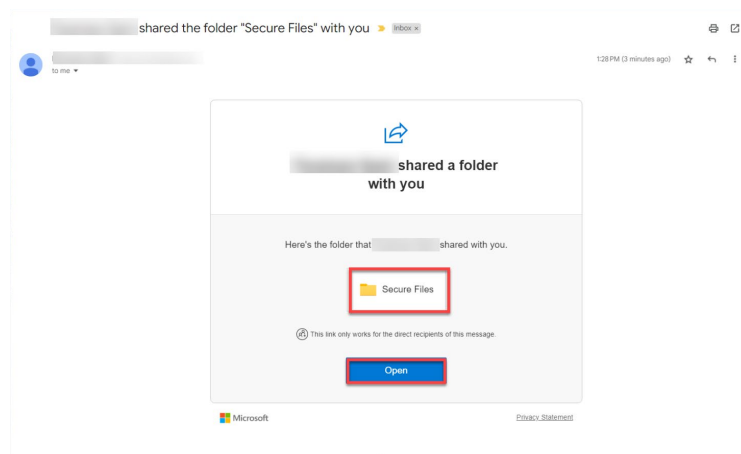
c. This will open up two options to choose from. Click on **“Accept”**:



d. When the Accept button is pressed, your selection will appear in Green. Now wait for another email notification with the Shared documents containing the CEII Data.

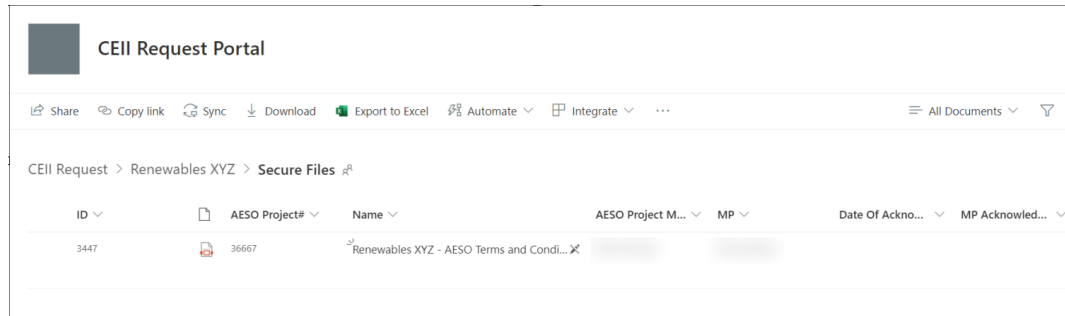


- e. You will receive an email notification that the CEII file is available for download. Click on the folder icon to open your request:

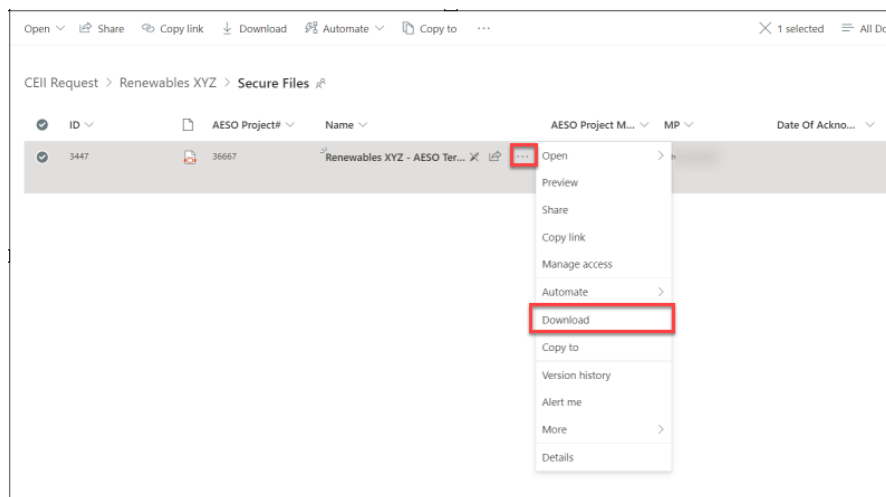


- f. You will be directed to your request on the Portal, directly to the CEII data file:





g. Click on the ellipsis or the file name to download the CEII data:



h. The CEII data file/s will be available for 15 business days.