

## Steps to Connect your Micro-Embedded Generation Facility ( $\leq 10\text{kW}$ ) to Hydro One's Electricity Distribution Network

**Follow the steps below to begin connecting your small generation facility to Hydro One's electricity network under the microFIT program:**

**NOTE: Applicants submitting a Micro-Generation Connection Application may or may not receive an Offer to Connect from Hydro One. Therefore, Applicants who incur costs related to their proposed project without an Offer to Connect in their possession INCUR THOSE COSTS AT THEIR OWN RISK.**

1. **Review** the microFIT program information available on the Ontario Power Authority's website. <http://microfit.powerauthority.on.ca/>
2. **Register** with the OPA online and complete the microFIT application on the OPA's website. Once the application is completed, your project will be issued a Reference Number. <http://microfit.powerauthority.on.ca/sign-up-pre.php>
3. **Complete** the Micro-Generation Connection Application Form (Form C) available on Hydro One's website and submit it to the Business Customer Centre by email, mail or fax. Contact details are available on the Form C. (Please note that the microFIT Reference Number must be included on the application).  
<http://www.hydroone.com/Generators/Pages/Feed-inTariff.aspx>
4. **Wait** for Hydro One to assess your project for connection capability. If connection capability screening is successful, Hydro One will contact you by email with the Offer to Connect documents and payment request for the associated costs to connect to the distribution system. Hydro One will notify the OPA of your Offer to Connect. If your connection capability assessment is unsuccessful, Hydro One will notify you of the reason and possible next steps.

5. **If your project receives an Offer to Connect from Hydro One, wait** for the OPA to issue you a Conditional Offer of a microFIT Contract.
6. **Submit** all payments and required documents provided in your Offer to Connect to Hydro One including:
  - Micro-embedded Generation Facility Connection Agreement
  - Electronic Funds Transfer Form and void cheque to allow Hydro One to make generation payments to you
  - Cheque for Payment of Connection Costs
  - Recoverable Cost Contract (RCC)

**Once you receive and accept your Offer to Connect from Hydro One and your Conditional Offer of a microFIT Contract from the OPA, you are ready to build your micro-generation facility.**

7. **Apply** to the Electrical Safety Authority (ESA) for Electrical Inspection and ensure all permits and other approvals are obtained.  
[http://www.esasafe.com/GeneralPublic/iaf\\_001.php?s=5](http://www.esasafe.com/GeneralPublic/iaf_001.php?s=5)
8. **Receive** ESA authorization to connect. Hydro One will make the necessary modifications for the connection and open a separate account to record the output of the generator.
9. **Wait** for Hydro One to complete the administrative set up of the generation account to allow payments to you, and for the OPA to offer the microFIT Contract.
10. **Accept** your microFIT contract once the OPA contacts you by email through your OPA "My microFIT Home Page", and begin receiving payments for your power generation.  
<http://microfit.powerauthority.on.ca/login.php>