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Ontario

BY E-MAIL AND WEB POSTING

May 2, 2018

To: **All Licensed Electricity Transmitters**
All Licensed Electricity Distributors

Re: **Filing Instructions for Reporting Requirements - Protecting Privacy of Personal Information and the Reliable Operation of the Smart Grid in Ontario - OEB File Number: EB-2016-0032**

On March 15, 2018, the OEB issued a Notice of Amendments to the Transmission System Code and the Distribution System Code, to establish regulatory requirements for licensed transmitters and distributors to provide an interim (3 month) progress report on the actions they are taking relative to their cyber security readiness. Licensed transmitters and distributors are required to file their signed certified interim progress report to the OEB's e-Filing Services portal no later than **June 15, 2018**.

The online input form is now available to be used for the submission via the OEB's e-Filing Services portal. Please refer to **Appendix A** for detailed filing instructions.

If you are already registered to submit your RRR filings, then you can log into e-Filing Services using the same log in credentials. If you have not registered to file RRR, you will need to request authorized access by completing and submitting the Electronic User Form and a User ID and Password will be provided.

If you have questions relating to this letter, please contact IndustryRelations@oeb.ca, or by phone at 416-314-2455 or 1-877-632-2727 (toll-free within Ontario).

Yours truly,

Original signed by

Sagar Kancharla
Manager, Licensing & Performance Reporting

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Appendix A – Instructions on Uploading the Cyber Security Readiness Interim Certification Report

1. The *Cyber Security Readiness Interim Certification Report* is required to be submitted through the OEB's e-Filing Services portal.

   Please ensure your computer has the necessary system requirements to access the e-Filing Services portal. For any technical issues, please contact the OEB's IT Help at IThelp@oeb.ca.

2. Once you have entered your username and password, there are two buttons related to the *Cyber Security Readiness Interim Certification Report* filing on the left-hand menu.

   - "**Submit Cyber Security**" to open a new form and;
   - "**Past Cyber Security**" to view submitted forms.

3. To open and complete a new filing, please select "**Submit Cyber Security**" located on the left-hand menu.

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4. Please select your "Company" name from a drop down menu located at the top of the form.

5. In order to attach your PDF file, please select "Upload" located at the bottom menu.

a. Please select "Browse" and select the appropriate file to upload

b. Once the appropriate file is selected, please select "Upload" located at the bottom of the page.

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6. Once you have attached the PDF report file, please select Yes to submit the form and click "Save" or "Save & Exit" in the menu bar at the bottom of the page.

7. To view your submitted filing, please select "**Past Cyber Security**" on the left-hand menu to confirm the status of your submission.