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**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**

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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](mailto: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

## 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](mailto: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.



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

The screenshot shows a web form titled "Board Cyber Security". The "Filing Information" section contains fields for "Filing Name" (Cyber Security), "Company" (a dropdown menu highlighted with a red box), "Filing Year" (2018), "Subscriber Name", "Submitted On", and "Status" (New). Below this is a section for "Cyber Security Readiness Interim Certification Rep" with instructions and a link to an "Interim Certification Report". An "Instructions" section provides details on file naming and submission. The "Attachment" section has a table with columns "Attachment Binary" and "Attachment Name", currently showing "No Records". A "Submit Form?" dropdown is set to "No". At the bottom right, there are buttons for "Upload", "SAVE", "SAVE & EXIT", and "Cancel".

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

A close-up of the "Attachment" section of the form. It shows a table with the header "Attachment Binary" and a "Browse..." button at the end of the row, which is highlighted with a red rectangular box.

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

- 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.

**Filing Information**

Filing Name Cyber Security	Company UAT Test Company, test Corporation;	Filing Year 2018
Submitter Name	Submitted On	Status New

**Cyber Security Readiness Interim Certification Rep**

As per the Notice of Amendments to the Transmission System Code and the Distribution System Code issued on March 15, 2018, licensed transmitters and distributors are required to submit their [Notice of Amendments to the Transmission System Code and the Distribution System Code](#). Please attach a copy of the Interim Certification Report signed by the Chief Executive Officer. [Interim Certification Report](#)

**Instructions**

Maximum length of filename should be less than 255 characters including filepath.  
Only PDF documents can be attached.  
Only one version is submitted to the Board. If multiple uploads are made, the latest version will override previously uploaded versions. Alternatively, to remove an attached file, click on the “x” to delete.  
Clicking Save will not automatically submit this filing. To SUBMIT this filing, scroll to the end of the page, select Yes in the Submit drop down then click the SAVE button.

**Attachment**

Attachment Binary	Attachment Name
cyber-security-interim-certification-report-20180329 - test.pdf	cyber-security-interim-certification-report-20180329 - test.pdf

**Submit Form?**

Submit form  
Yes

Upload SAVE SAVE & EXIT Cancel

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

Search found 2 records. Click on a column heading to sort results by the information in that column. Click an arrow at the beginning of a row to view that item.

Filing Year	Status	Submitted On
▶ 2018	Submitted	