



January 21, 2022

To: All Intervenors

Re: New OEB Online System for Filing Cost Claims – Registration and Intervenor Information

As we prepare to launch the new online system, the OEB requests that all intervenors:

- Ensure they have their own log on credentials for RESS - this **includes support staff** who handle cost claims on behalf of an intervenor

Instructions on how to request RESS credentials are available on the [File documents online](#) page of the OEB's website. If you are already registered, your existing credentials will provide access.

- Ensure they provide the OEB with the following information:
 - Intervenor type
 - HST rate
 - HST number

Please send all log on requests and intervenor information to registrar@oeb.ca so that we may add it to the system database. This will ensure claims are processed accurately.

Please note, consultants will need to attach an updated CV when they submit their first cost claim, regardless of the last date they provided it to the OEB.

A reminder that as of today, January 21, 2022, all cases that initiate cost claims beyond this date shall be filed through this portal. The Excel form is no longer available.

Please contact Christiane Wong at christiane.wong@oeb.ca if you have any questions about filing cost claims for a proceeding.

Yours truly,

Nancy Marconi
Acting Registrar