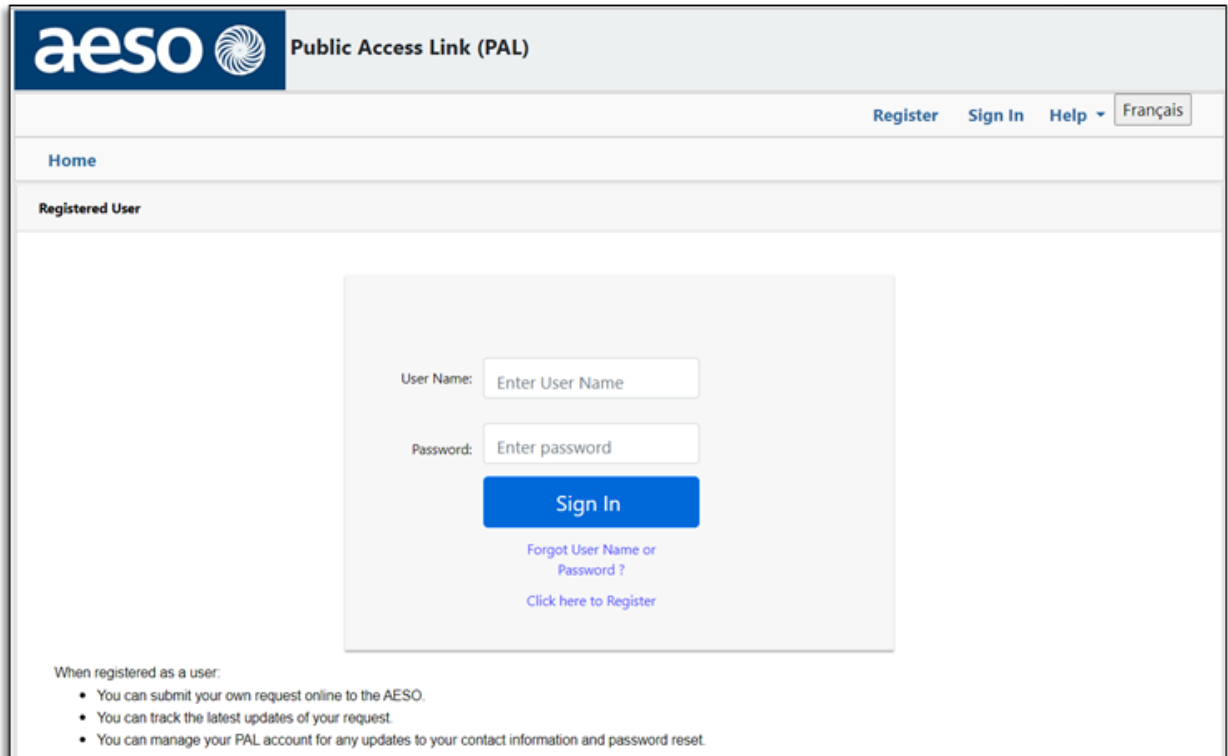


# Public Access Link Guide: Submit a FOIP Request

Follow the instructions below to submit a FOIP request to the AESO using the Public Access Link (PAL).

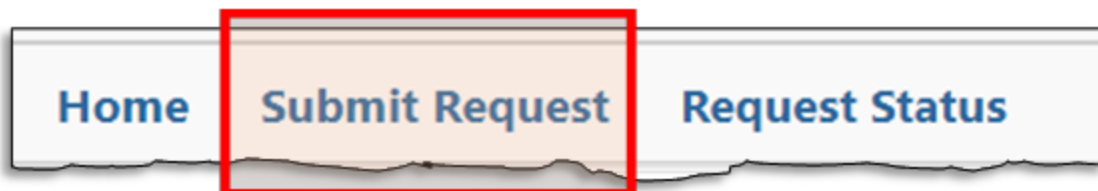
1. Go to AESO Public Access Link (PAL) site >> [click here](#).
2. Sign-in to your account by entering your User Name and Password in the "Sign In" page.



When registered as a user:

- You can submit your own request online to the AESO.
- You can track the latest updates of your request.
- You can manage your PAL account for any updates to your contact information and password reset.

3. After successfully signing-in, click on the "Submit Request" tab.



4. Complete the information in the General Information, Contact Information, Request Information and Security Information sections. Required fields are denoted by (\*).
5. When done, click "Submit." Further notification will be sent to the email address provided in your requester profile.

If you have any questions or concerns about submitting a request in the AESO PAL, please send an email to [foipportal@aes0.ca](mailto:foipportal@aes0.ca).