

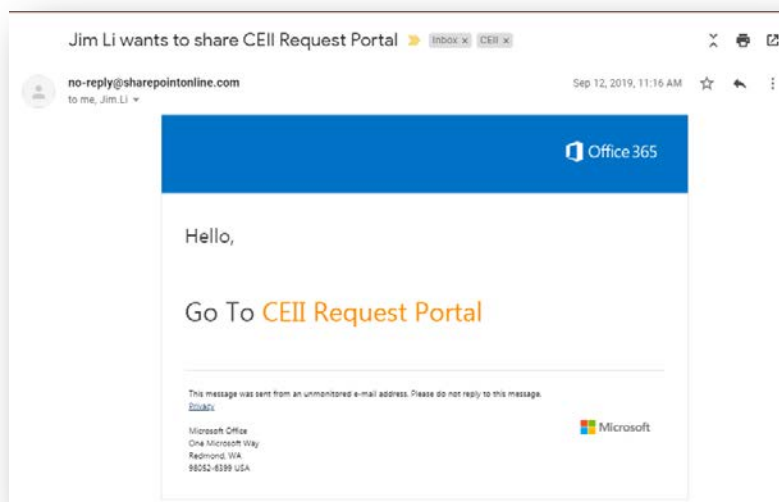
# CEII Request Portal – Guide for Market Participants

This Guide will walk through the steps required to acknowledge and download CEII data in the CEII Request Portal system for AESO Connection Projects. If you have any questions about the process, please email [psmm@aeso.ca](mailto:psmm@aeso.ca).

\*Please note that this system works best using the Microsoft Internet Explorer browser.

## CEII Data Request Steps:

- 1) Your email address will be added to the CEII Request Portal and you will receive an emailed invitation to connect.
  - a. Example of the email notifying you that your account has been added to the CEII Request Portal:

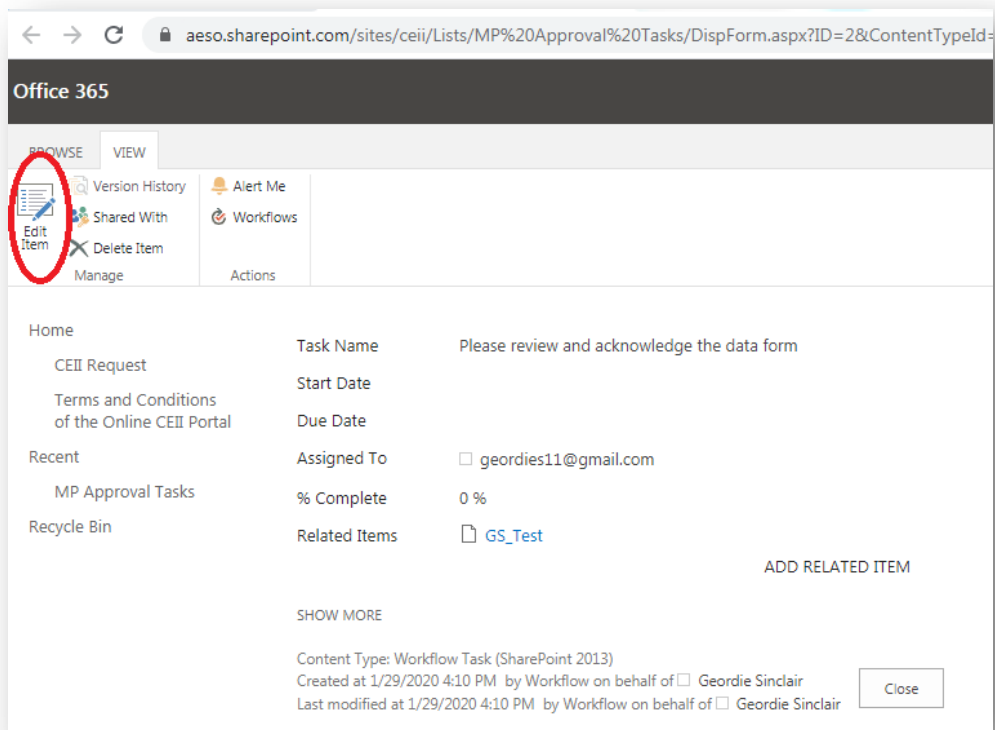


- b. Click the 'Go To CEII Request Portal' link to complete/accept the invitation. This completes your account activation.
  - c. You may have to create a password if your email address isn't associated with MS Office 365.
- 2) Once the CEII data is available, you will receive an email notification to acknowledge the CEII Requested data.

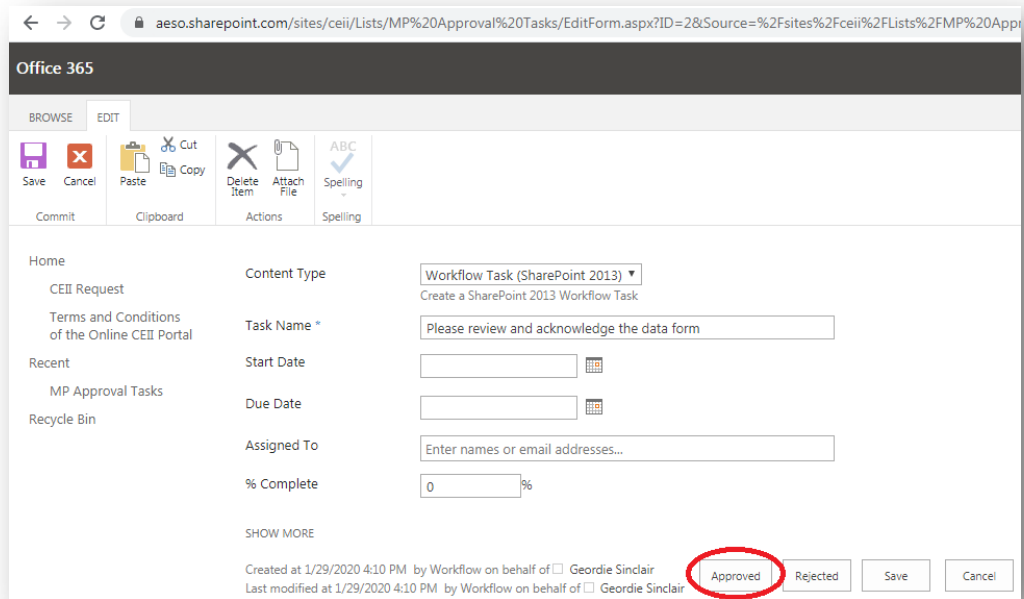
- a. Click the 'Please review and acknowledge the data form' link to open your CEII request on the CEII Request Portal.



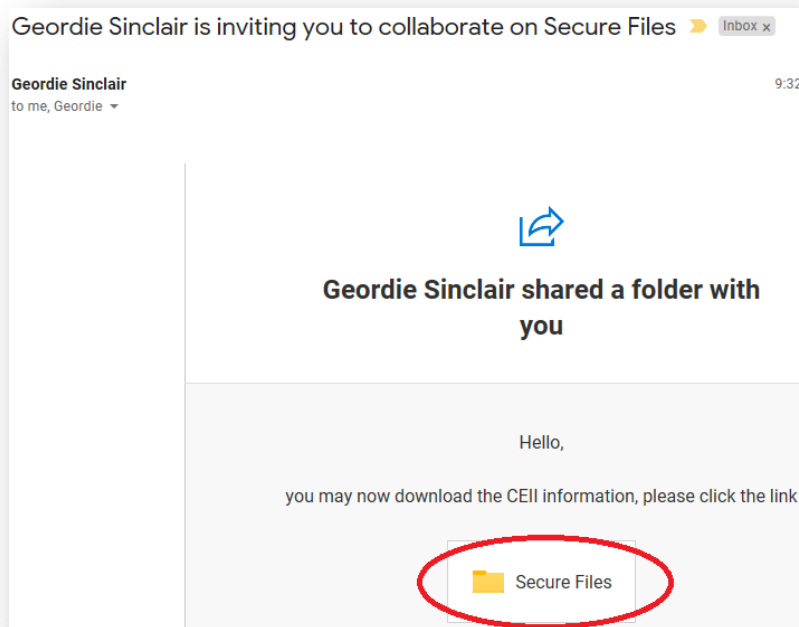
- b. This will open up your request on the CEII Request Portal. Click 'Edit Item' in the top left to open the task:



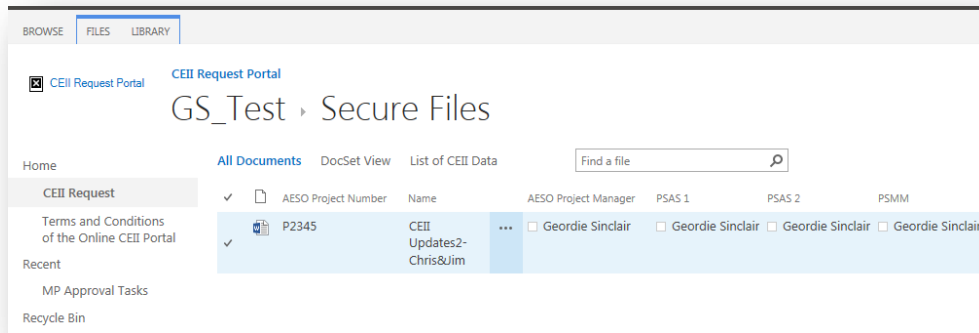
- c. Then click the 'Approved' button to auto-complete the fields and complete the task:



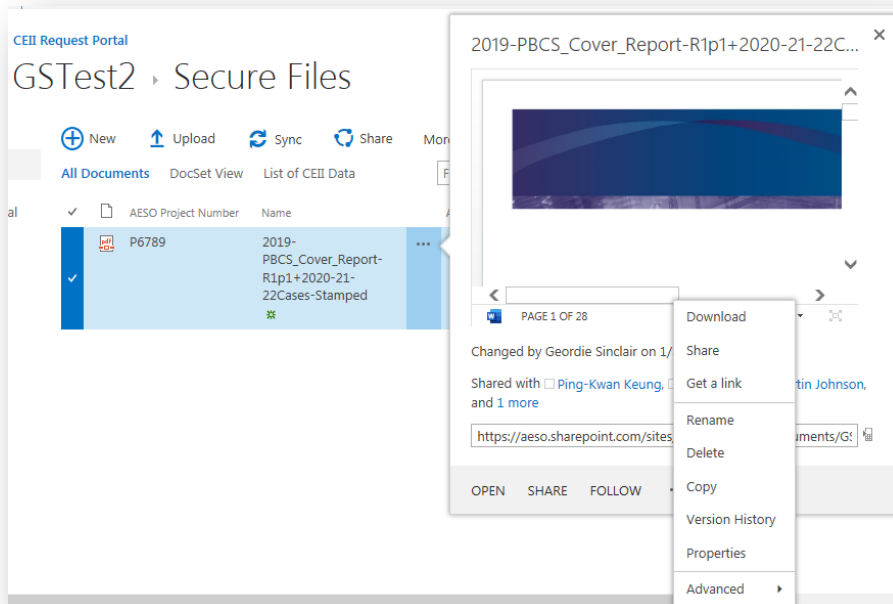
- d. Once this occurs, the AESO PM will receive notification of the approval and will grant access to the requested CEII data file/s.
- e. You will receive an email notification that the CEII file is available for download. Click on the folder icon to open your request:



f. You will be directed to your request on the Portal, directly to the CEII data file:



g. Click on the ellipsis or the file name to download the CEII data:



h. The CEII data file/s will be available for 15 business days.