

How to successfully register an import generator through the ISO-NE Enhanced Energy Scheduling (EES) system, and successfully claim the Certificates through the APX GIS system.

- I. Registering an import contract in the ISO-NE EES system
 - A. Responsibility of the GIS Importing Account Holder (through a NEPOOL Participant if the GIS Importing Account Holder is a Non-NEPOOL Participant)
 - a) Create an ISO-NE generator asset ID number for the GIS by utilizing the current asset ID number from the external control area and add a prefix of 'NY' (New York), 'HQ' (Hydro Quebec) or 'NB' (New Brunswick) to the external control area asset ID number (e.g., NY123456).
 - b) Access the ISO-NE EES system. Please see the following site for more detailed instructions on how to use the EES system.
http://www.iso-ne.com/support/user_guides/external_transactions_using_EES.pdf
 - c) Identify the import generator in the ISO's EES system when entering the External Transaction information.
 - (1) Access the "Schedule Options" page in the EES system (see page 25 of the linked User Guide (under the Tasks Section)).
 - (2) Select the box to the left of the "Generation Information System" Special Exception Type.
 - (3) Continue in the "Schedule Options" page in the EES system and enter the ISONE generator asset ID number (as defined in (a) above) in the corresponding "Special Exception Comments" field.
 - B. Responsibility of ISO-NE
 - a) ISO-NE's Settlement Market System will capture the executed External Transaction in the creation of the NEPOOL monthly electronic data file that is sent to APX on a monthly basis to be loaded into the GIS system.
 - C. Responsibility of APX
 - a) On a monthly basis APX will receive the Asset I.D. number through the designated NEPOOL monthly electronic data file for each GIS Importing Account Holder and load the data into the Import Module for that GIS participant.
- II. Registering an import unit and claiming a contract in the APX GIS system. (Contact the GIS Administrator for detailed instructions on how to use the GIS software)
 - A. Locate and review the Import Module in your GIS account and check schedules for accuracy.
 - B. In the Unit Contract Certificates column, click on the link for that schedule and review the Imported Energy screen.
 - C. Under the Source column the system will either reflect, "Not Registered" or it will reflect the unit name depending on whether the system recognizes the GIS I.D. from the data files as a registered import generator. If the unit is "Not Registered", the user must first register the unit before any contracts can be claimed.
 - D. Under the Claimed column the contract will either have "No" or "NA". "NA" tells the user that the contract is a system contract and can not be claimed. "No" signals the user that the contract has been scheduled in the EES system and is recognized in the ISO-NE data files.
 - E. Once the user is in the Unit Contract module, the first step is to complete the two requirements pertaining to sending the GIS Administrator proof that the unit generated the claimed energy and certification that the Certificates' attributes have not been sold in any other jurisdiction.

- F. To claim the schedule the user must click on the “No” link and enter the MWh claimed. The system will not allow the user to proceed unless they have completed and checked off “yes” to the requirements in (E) above.
- G. Once the GIS Administrator receives the required documents the schedule will be approved and the Certificates will be created in the next scheduled GIS trading period.