



**Renewable Energy Technology Program
Vendor List Application Website**

**Registration, Login
Instructions Version 3.0
October 22, 2010**

PART 1– INTRODUCTION

1.1 Purpose

This purpose of this document is to provide you with step-by-step instructions on how to register for the Renewable Energy Technology Vendor List Application Website, log in to your personalized My RET Vendor List home page and effectively use all the resources and features provided on the website.

1.2 How to use this document

This document is separated into two sections:

- Registration
- Log in

PART 2 -REGISTRATION

2.1 How to register

To register for the Renewable Energy Technology Vendor List Application Website, click the “Click to register” link on the right-hand side of the website at RETvendorlist.powerauthority.on.ca.

ONTARIO POWER AUTHORITY Renewable Energy Technology (RET) Vendor List

RET Vendor List Home Page Planning | Generation | Conservation | Initiatives

RET Vendor List Home Page
Renewable Energy Technologies
Apply to RET Vendor List
The RET Vendor List
FAQs
Contact Us

Welcome to the Renewable Energy Technology Vendor List Application Website

New Application Window : November 1st, 2010 - January 28th, 2011
Time Remaining: 123 Days left

The application window will close promptly at **11:59pm on Friday January 28th, 2011**. The RET Vendor List Application Website will no longer accept new registrants to the application process or application submissions at this time.

Note: Depending on the products and/or services a vendor intends to offer, and a vendor's current standing with respect to the RET Vendor List qualification criteria, **gathering and submitting the information necessary to qualify for the RET Vendor List may take anywhere from 3 hours to 3 weeks.**

Application Process for Existing RET Vendors

RET Vendors who qualified for the RET Vendor List during the first application window do not need to re-register in order to add products or services to their existing product/service offering. Please submit a request using the My RET Vendor Messaging Center and the RET Vendor List Team will provide you with the guidance needed to qualify your company with respect to that product or service.

Click to register

Already registered

Key Documents

- [Application Agreement](#)
- [Application Instruction](#)
- [Listing Agreement](#)
- [March 1st, 2010 Press Release](#)
- [Program Background](#)
- [Registration Instructions](#)
- [Tax Compliance Declaration Form and Tax Questionnaire](#)
- [Vendor Rules](#)

What's New

On the registration page, you will be required to create your own profile, including a unique username and password. You will also be asked to provide primary contact information. All the required fields are marked with an asterisk “*”.

Register for the Renewable Energy Technology Vendor List Application Website

Welcome to the Renewable Energy Technology Vendor List Application Website.

Registering with the site will allow you to complete and submit an application to qualify for the RET Vendor List.

To register, you will need to fill out the form below.

After you click the Submit button, you will be asked to read, agree, and accept a set of terms and conditions. If you do not accept the terms and conditions, you will not be permitted to register.

Once you accept these terms and conditions, you will be sent an email with a link. You must click this link to confirm your email address and complete the registration process. Once your email address has been confirmed, you will be able to log into your My RET Vendor List home page and complete your application. Log in using the login form on the right side of this page, or the Already Registered button on the RET Vendor List Application Website home page.

Already registered?

[Click here to login](#)

Required fields are marked *.

Username: *	<input type="text"/>
Password: *	<input type="password"/>
Confirm Password: *	<input type="password"/>
Company Name: *	<input type="text"/>
Registrant First Name: *	<input type="text"/>
Registrant Last Name: *	<input type="text"/>
Registrant Email: *	<input type="text"/>
Confirm email address: *	<input type="text"/>
Address: *	<input type="text"/>

You will be required to read and accept a set of terms and conditions. You have to click the “I agree to the above terms and conditions” box before you can submit the registration request.

ONTARIO POWER AUTHORITY Renewable Energy Technology (RET) Vendor List

RET Vendor List Home Page Planning | Generation | Conservation | Initiatives

Register for the Renewable Energy Technology Vendor List Application Website

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THIS WEB SITE

ONTARIO POWER AUTHORITY
VENDOR APPLICATION LIST WEBSITE
APPLICATION AGREEMENT

As part of the Government of Ontario's renewable energy technology ("RET") stimulus spending program, the Ontario Power Authority (the "OPA") has established a website through which prospective vendors ("Applicants") of certain categories of RET (solar photovoltaic, solar water heating, solar air heating, geothermal and small wind) may apply to be included on a list of vendors (along with information relating to such vendors, the "Vendor List") that will be made available to Ontario school boards and social housing municipal service managers (each, a "Project Owner") that have received infrastructure stimulus funding from the Ministry of Education or the Ministry of Municipal Affairs and Housing, as applicable (the "Host

I agree to the above terms and conditions

Submit Registration Cancel

Once you have registered, you will receive an email notification at the email address provided in the contact information section of the registration form. Follow the instructions you receive in the email notification to activate your account and log in to your RET Vendor List home page.

PART 3 – LOGIN

3.1 Introduction

After you have registered for the Renewable Energy Technology Vendor List Application Website, you will receive an email notification setting out the steps for activating your account. You will be able to log in to your My RET Vendor List home page once you have followed the instructions.

3.2 How to log in

To log in to your Renewable Energy Technology Vendor List Application Website home page, click the “Already registered” link on the right-hand side of the website.

ONTARIO POWER AUTHORITY Renewable Energy Technology (RET) Vendor List

RET Vendor List Home Page Planning | Generation | Conservation | Initiatives

RET Vendor List Home Page
Renewable Energy Technologies
Apply to RET Vendor List
The RET Vendor List
FAQs
Contact Us

Welcome to the Renewable Energy Technology Vendor List Application Website

New Application Window : November 1st, 2010 - January 28th, 2011
Time Remaining: 122 Days left

The application window will close promptly at **11:59pm on Friday January 28th, 2011**. The RET Vendor List Application Website will no longer accept new registrants to the application process or application submissions at this time.

Note: Depending on the products and/or services a vendor intends to offer, and a vendor's current standing with respect to the RET Vendor List qualification criteria, **gathering and submitting the information necessary to qualify for the RET Vendor List may take anywhere from 3 hours to 3 weeks.**

Application Process for Existing RET Vendors

RET Vendors who qualified for the RET Vendor List during the first application window do not need to re-register in order to add products or services to their existing product/service offering. Please submit a request using the My RET Vendor Messaging Center and the RET Vendor List Team will provide you with the guidance needed to qualify your company with respect to that product or service.

Click to register

Already registered

Key Documents

- [Application Agreement](#)
- [Application Instruction](#)
- [Listing Agreement](#)
- [March 1st, 2010 Press Release](#)
- [Program Backgrounder](#)
- [Registration Instructions](#)
- [Tax Compliance Declaration Form and Tax Questionnaire](#)
- [Vendor Rules](#)

What's New

You will be taken to a new page where you will be required to enter the username and password you created at the time of registration.

ONTARIO POWER AUTHORITY Renewable Energy Technology (RET) Vendor List

RET Vendor List Home Page Planning | Generation | Conservation | Initiatives

Log in to My RET Vendor List Home Page

Time Remaining: 122 Days left


The application window will close promptly at **11:59pm on Friday January 28th, 2011**. The RET Vendor List Application Website will no longer accept new registrants to the application process or application submissions at this time.

If you have already registered and you have received the confirmation email and verified your email address please log in below:

Required fields are marked *

Username: *

Password: *



[Request another image](#)
Please enter the characters shown in the above graphic into the field below.

[Forgot my username](#)
[Forgot my password](#)

Once you have entered these details and clicked on the log in button, you will be able to access my RET Vendor List home page.