

# St. Thomasenergyinc.

*We're Your Local Power Distributor*

## **STEPS TO CONNECT YOUR MICROFIT PROJECT TO ST. THOMAS ENERGY INC.'S DISTRIBUTION SYSTEM**

Applicants submitting a Connection Application may or may not receive an Offer to Connect from STEI. Therefore, Applicants who incur costs related to their proposed project without an Offer to Connect in their possession incur those costs at their own risk.

- Review the microFIT program information available on the Ontario Power Authority's (OPA) website. <http://microfit.powerauthority.on.ca/>
- Register with the OPA online and complete the microFIT application on the OPA's website. Once the application is completed, your project will be issued a Reference Number. <http://microfit.powerauthority.on.ca/sign-up-pre.php>
- Complete STEI's Connection Application Form available on STEI's website and submit it through email, mail or fax with the Initial Requirements. Details are available on the form. <http://www.sttenergy.com/residential/customer-owned-generation>
- After reviewing your application and assuring that the requirements are met, STEI will contact you with the Offer to Connect documents and payment request for the associated costs to connect to the distribution system.
- Submit a copy of the Offer to Connect to the OPA to receive the Conditional Contract.
- Return payment and forms associated with the Offer to Connect and submit a copy of the Conditional Contract to STEI.
- Apply to Electrical Safety Authority (ESA) for Electrical Inspection and ensure all permits and other approvals are obtained. [http://esasafe.com/GeneralPublic/iaf\\_001.php?s=5](http://esasafe.com/GeneralPublic/iaf_001.php?s=5)
- Receive ESA authorization to connect and submit the remaining Final Requirements to STEI. STEI will make the necessary modifications for the connection and will open a separate account to record the output of the generator.
- STEI will communicate your connection details to OPA.
- Accept your microFIT contract, once the OPA contacts you by email, through your OPA "My microFIT Home Page" to receive payment for your power generation. <http://microfit.powerauthority.on.ca/login.php>

For additional information or questions please email STEI at [mfit@sttenergy.com](mailto:mfit@sttenergy.com) or call 519-631-5550 ext 244.