

ACP NEWS

ACP Newsletter JAN09

Information for ACP Contractors submitting On-Line Applications Area Grid Phase 2 - *Effective January 19, 2009*

The **Area Grid** is the database the Customer Service Centre uses to assign the Inspector and Supply Authority (PUC, Hydro One, etc.) to each notification based on the site address.

Effective January 19th the process will be automated for specific On-Line applications submitted by Residential and Commercial ACP Contractors.

- Area Grid Phase 2 will apply to:
 - Residential: New Residential, Residential Renovations (excluding those requiring a disconnect/reconnect) and Residential Small Jobs
 - Commercial Small Jobs: \$501 - \$2000 (1 in 5 ratio) and \$2001 - \$5000 (1 in 3 ratio)

How It Works

- If there is an exact match between the site address submitted (civic number, street name, street designator and city/township) and ESA's Area Grid database, and the work is all ACP eligible, the system will automatically:
 - assign the Inspector and Supply Authority
 - process the notification, and
 - generate the notification number

For Example: application submitted



Electrical Safety Authority
For Your Safety

Main Application Form Residential Renovation (Create)

Site Address

*Name Phase

*Street Sub Lot Block Unit Floor

*City/Twp Lot Rural Concession

PO/Job# Telephone

Contact Name Site contact# *Submitted by

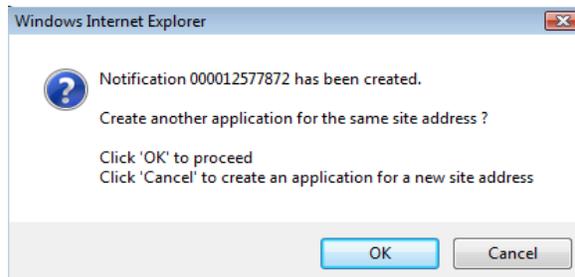
No.	Item	Additional Fee Description	AMP	Qty	Fee
1	ADDITIONS/ALTERATIONS NO SERVICE	BASEMENT RENOVATION		40	

ACP - the key to electrical safety!

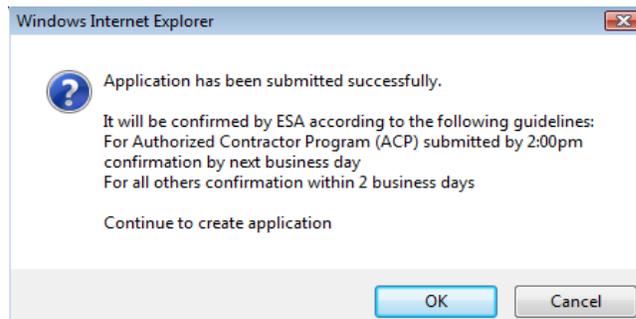
CONTACT THE ACP OFFICE AT 800-249-4583

**Electrical Safety Authority**
www.esasafe.com

Once you click on “Submit” and click on “OK” to confirm the submission, if there is a match, the system will assign the Inspector and Supply Authority, process the notification and generate the notification number.

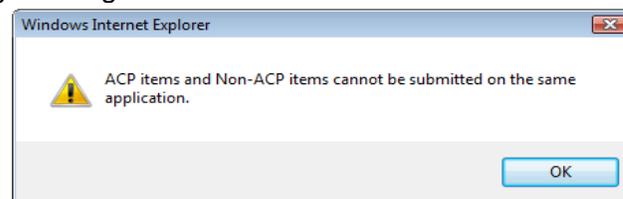


If the address provided is not a direct match to an entry in the Area Grid database, the application will be completed by the Customer Service Centre as it is today. In this case, you will get the following message:



Applications for non-ACP work will continue to be completed by the Customer Service Centre.

If an application has both Residential ACP eligible and non-eligible work items on it, the system will generate the following message:



In this case - go back, remove the ACP non-eligible items, then continue to process the ACP eligible application. Once completed, submit a second application for the items not eligible for ACP.

Hints for creating a direct match on the site address

- Use two letter abbreviations for the street designator eg) Avenue = AV, Street = ST, Drive = DR, Crescent = CR, Court = CT and the abbreviation TWP for Townships
- Do not type in the province (ON) behind the city
- Do not use any punctuation in the Street or City/Twp fields

Further information about ESA’s addressing conventions is available in the “On Line Help” file on ESA’s website. www.esasafe.com > On Line Applications (on the right) > “On-Line” Help File

QUESTIONS?? Contact the Customer Service Centre at 1-877-372-7233

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