

Submitting your 2024 Call for Power application through ShareFile

As noted in Addendum 6 to the Call for Power RFP, there are two options for submitting Call for Power applications. The first option is to use the email address: 2024call@bchydro.com, this option has a 20 MB limit. The second option is to submit your documents to a Proponent-specific, secure ShareFile folder provided by BC Hydro. This document provides instructions on how to use the second option. Proponents may submit all, some, or no documents through ShareFile and email submission will remain an option for documents under 20MB.

THE PROCESS

Proponents will receive an email link from BC Hydro (see Appendix A). This link provides access to an exclusive submission folder for the Proponent's Project only. Once the email has been received, Proponents can set up their account, as illustrated in Appendix A, and upload Proposal documents immediately. Proponents can view the documents which have been uploaded to their folder along with a time stamp of when the documents were uploaded. Proponents can replace these documents up until the Closing Date and Closing Time, at which point Proponent access to their folders will be disabled. Proponents with multiple Projects will receive a separate link for each Project and must use these separate folders. Screenshots illustrating the platform are included in Appendix A of this document.

PROPONENT RESPONSIBILITIES

It is the Proponent's responsibility to confirm each file is fully uploaded by the Closing Date and Closing Time. BC Hydro strongly recommends a Proponent set up their account well in advance of the Closing Date and time. As well, BC Hydro strongly recommends that Proponents upload documents well in advance of the deadline. A Proponent remains solely responsible for ensuring that they comply with the requirements of the RFP. BC Hydro reserves all rights and discretion available to it under the terms and conditions of the RFP of the Closing Date and time.

The email address used will be the Primary Contact listed on the RFP Registration Form. It is the responsibility of the Proponent to ensure these details are current.

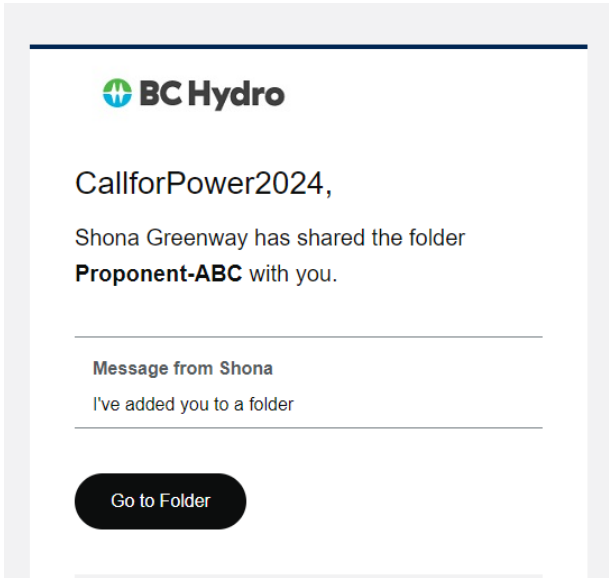
WHERE DO I GO FOR HELP?

Please contact the RFP Administrator by email 2024call@bchydro.com. This email will be carefully monitored after the set-up of ShareFile. Note: Since issues may take time to resolve, BC Hydro strongly encourages Proponents to access and familiarize themselves with the platform at the earliest possibility.

APPENDIX A

Note: Screenshots are illustrative samples only.

1. Proponent will receive an invitation link from BC Hydro.



2. Proponent to enter and verify credentials – verification code is received by email or text.

1 2 3

Welcome! Please confirm your personal information.

First Name: *

Last Name: *

Company:


Country: * Phone Number: * [?](#)

Text (SMS) Voice Call

Continue

The screenshot shows the BC Hydro logo at the top. Below it are three progress indicators: a checkmark in a circle, a '2' in a circle, and a '3' in a circle. The main heading is "Enter your verification code *". Below this is a text input field with the placeholder text "Enter Code". A link that says "Didn't receive a code?" is positioned below the input field. At the bottom, there are two buttons: "Back" and "Verify".

3. Proponent to create password.



BC Hydro

1 2 3

Your username is shona.st.ruth@gmail.com.
Please create a password.

Passwords must meet the following requirements:

- × at least 1 upper case letter
- × at least 1 lower case letter
- × at least 1 number
- × at least 1 special characters
- × at least 8 characters in length
- × Passwords should match

We'll also perform an additional strength check on save.

Password:

Confirm Password:

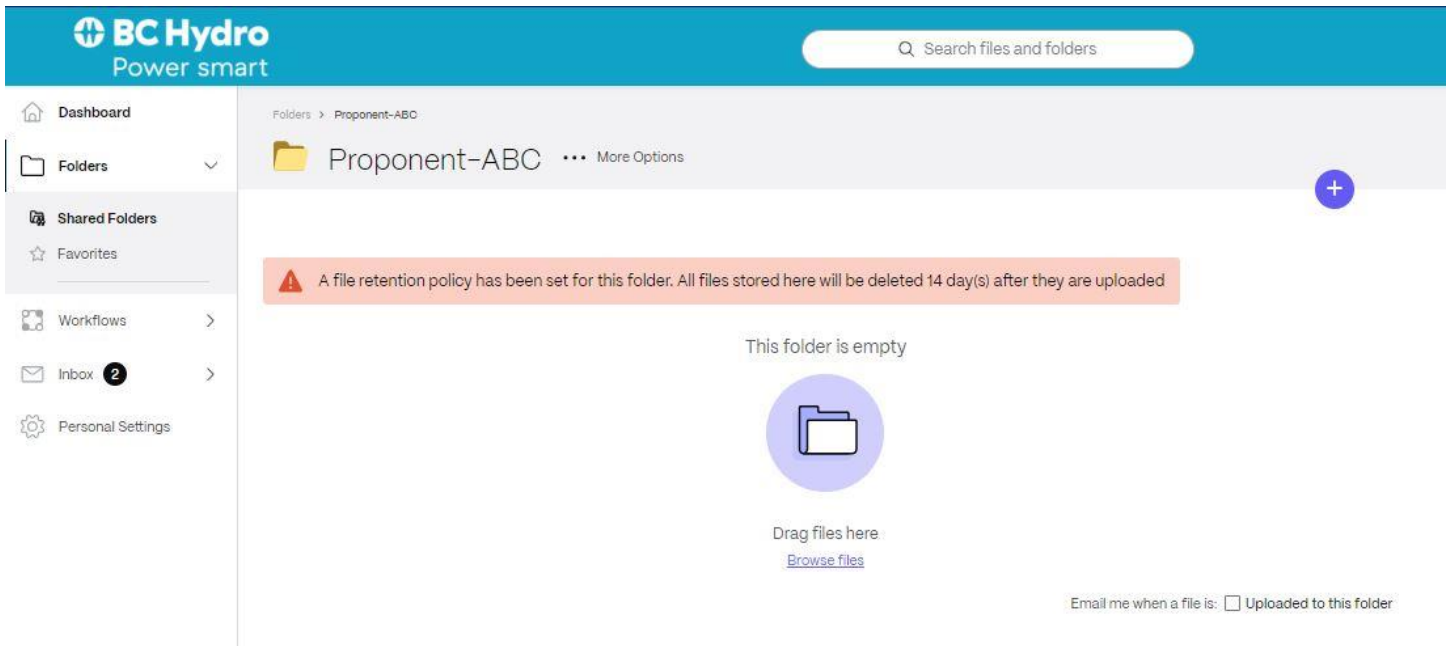
Back Save and Sign In

4. Access is provided to the site.

notes:

*Check box in right bottom corner to receive notifications of file uploads.

**This is a secure place only accessible by Proponent ABC and BC Hydro.



BC Hydro
Power smart

Search files and folders

Dashboard

Folders

Shared Folders

Favorites

Workflows

Inbox 2

Personal Settings

Folders > Proponent-ABC

Proponent-ABC More Options

A file retention policy has been set for this folder. All files stored here will be deleted 14 day(s) after they are uploaded

This folder is empty

Drag files here

[Browse files](#)


Email me when a file is: Uploaded to this folder

5. Proponent can now upload files. Files include a timestamp.

Proponent-ABC More Options

Items People +

⚠ A file retention policy has been set for this folder. All files stored here will be deleted 14 day(s) after they are uploaded

<input type="checkbox"/>	Name ▲	Size	Last modified	Creator	⋮
<input type="checkbox"/>	 Test 1.docx	11 KB	1:24PM me	S. Greenway	

Email me when a file is: Downloaded from this folder Uploaded to this folder