Appendix B Contents

TPON Account Registration

Step 1: Register for a ONe-key

A ONe-key/Go-Secure account is required to access TPAs on TPON. These accounts are assigned at an individual level. School board staff who typically receive and are responsible for approving (signing off on) TPAs will need to create a One-key/Go-Secure account (e.g. Directors of Education, Executive Assistants to the Directors, School Business Officials, Secretary/Treasurers of School Authorities etc.).

Individuals can sign up for a ONe-key account using **this link**. If you already have a ONe-key/Go-Secure account, then you may skip this step.

Step by step instructions on how to access Transfer Payment Ontario can be found at this link: https://www.ontario.ca/page/get-funding-ontario-government#section-3

Step 2: Ensure organization profiles are complete

Please note - If a profile for your organization already exists, you may skip this step.

Each organization that receives funding from a ministry that uses TPON (formerly Grants Ontario), must have a registered profile in TPON. Only one organization profile per organization should exist.

By logging in with their ONe-key/Go-Secure ID, users can search for their organization. If a profile exists, they can join the existing organization.

Step by step instructions on how to join an organization can be found at this link: https://www.ontario.ca/page/get-funding-ontario-government#section-3

If the organization does not have an existing profile set up, they will need the following information to create one:

- Canada Revenue Agency Business Number (CRA BN), if applicable.
- Organization Legal Name: The legal name of your organization is the name printed on official documents (e.g., articles of incorporation, etc.)
- Organization Operating Name: The operating name of your organization is the name commonly used by your clients.
- Information for at least two contacts within the organization.

Step by step instructions on how to register an organization can be found at this link: https://www.ontario.ca/page/get-funding-ontario-government#section-3

Technical Requirements for TP Ontario

- Please use Google Chrome 75 or above to access TP Ontario.
- Please have Adobe Acrobat DC Reader or above installed on your computer. Adobe Pro is not compatible with TP Ontario.
- Pop-up blocker should be disabled.

For technical assistance, please contact TPON Client Care:

Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time
Telephone: 416-325-6691 or 1-855-216-3090
TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
Email: TPONCC@ontario.ca

TPON Training Schedule and Sign-Up

Once your school board is registered as an organization and you have determined who should participate in initial TPON onboarding, please use the links below to sign up for a training session. The sessions will be jointly hosted by Ministry of Education staff and staff from TPON.

Training sessions are being offered between Tuesday, May 6th and Thursday, May 26th. School boards can expect their PPF TPAs to be released on TPON by May 31st, so training should be completed by this time. If you are unable to attend a training session, or if additional training sessions are required, please reach out to **Erica.vanRoosmalen@ontario.ca** to ensure your board receives the support required for this transition.

EVENT TITLE	TPON Onboarding - Accessing and Approving Transfer Payment Agreements
EVENT ORGANIZER	SPPD/TPON Team
LOCATION	Virtual - Microsoft Teams
ADDITIONAL INFO	Individual Users Can Attend Refresher Sessions if Needed

DATE	TIME	REGISTRATION LINK
Thursday, May 6, 2021	10:00 – 11:00 am	**Register**
Tuesday, May 11, 2021 For French-Language Users	10:00 – 11:00 AM	**Register**
Thursday, May 13, 2021	10:00 – 11:00 AM	**Register**
Tuesday, May 18, 2021	10:00 – 11:00 AM	**Register**
Thursday, May 20, 2021 For French-Language Users	10:00 – 11:00 AM	**Register**
Wednesday, May 26, 2021	10:00 – 11:00 AM	**Register**

Frequently Asked Questions (FAQ)

Why is the ministry adopting this new TPON system?

The ministry is adopting Transfer Payment Ontario (TPON) as a new enterprise-wide system to manage TPAs. The TPON system provides school boards with a centralized digital system for all government transfer payments. This will enable further efficiencies in the administration and management of transfer payments.

How will TPON be used for 2021-22 PPF?

All 2021-22 PPF contracts will be released on the TPON system. Initially, TPON will only be used for accessing and approving TPAs in 2021-22. Additional features related to reporting and payments through TPON will be added in the future.

Will PPF payments be flowed through TPON? How will PPF payments be flowed?

PPF payments will continue to be administered through regular channels and managed through the Education Financial Information System (EFIS). School boards will not experience a change in the fiscal implementation of 2021-22 PPF transfer payment agreements.

How do I access 2021-22 TPAs?

To access and approve 2021-22 PPF TPAs, school board staff must have accounts and complete training on the new TPON system. Over the next few weeks, ministry staff will deliver several training sessions to demonstrate the use and functionality of TPON, as well as respond to any questions and concerns.

Who should participate in the TPON training?

School board staff who typically receive and are responsible for approving (signing off on) TPAs should participate in TPON Training. For example, Directors of Education, Executive Assistants to the Directors, School Business Officials and Secretary/Treasurers of School Authorities.

Will implementation of PPF programs be impacted by the transition to TPON?

Implementation of approved PPF programs will not be impacted. Ministry program staff and school board staff will continue to work on these programs together.

Who can I contact regarding the transition to TPON?

If you have any questions regarding the transition to the TPON system, please contact Erica.vanRoosmalen@ontario.ca, Director, Strategic Policy and Planning Division.

Who can I contact regarding technical issues with TPON?

For technical assistance, please contact TPON Client Care:
Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time
Telephone: 416-325-6691 or 1-855-216-3090
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