Appendix B Contents

TPON Account Registration

Step 1: Register for a ON*e-key* account

A ON*e-key* or 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 ON*e-key* or use an existing 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 ON*e-key* account using **this link**. If you already have a ON*e-key* or GO Secure account, you may skip this step.

Step-by-step instructions on how to access Transfer Payment Ontario (TPON) 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 ON*e-key* or 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 an organization does not have an existing profile set up, users 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 TPON

- Please use Google Chrome to access TPON.
- Please have Adobe Acrobat DC Reader installed on your computer. Adobe Pro is not compatible with TPON.
- 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

Frequently Asked Questions (FAQ)

Why is the ministry adopting this new TPON system?

The ministry has adopted 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 2022-23 PPF?

All PPF contracts will be released on the TPON system. For 2022-23, boards will be able to access, complete, and submit PPF reporting requirements through TPON. Further details on this reporting approach will be provided in fall 2022.

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 2022-23 PPF transfer payment agreements.

How do I access 2022-23 TPAs?

To access and approve 2022-23 PPF TPAs on TPON, school board staff must have a ON*e-key* or GO Secure account. If you need help registering on TPON and/or learning the basic use and functionality of the system, there is a TPON Client Care line (see details below), as well as **online guides and videos**.

For other inquiries, please contact **EDU-PPF-FPP@ontario.ca**

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 **EDU-PPF-FPP@ontario.ca**

Who can I contact regarding technical issues with TPON?

For technical assistance, please contact TPON Client Care:

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