

# New Company Setup and Upgrade (Local Admin Only)

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# Types of Companies

- All Business Purposes
- Upstream/Downstream
- Upgrade Existing Upstream/Downstream

# All Business Purposes

## LINK® System Customer Interface



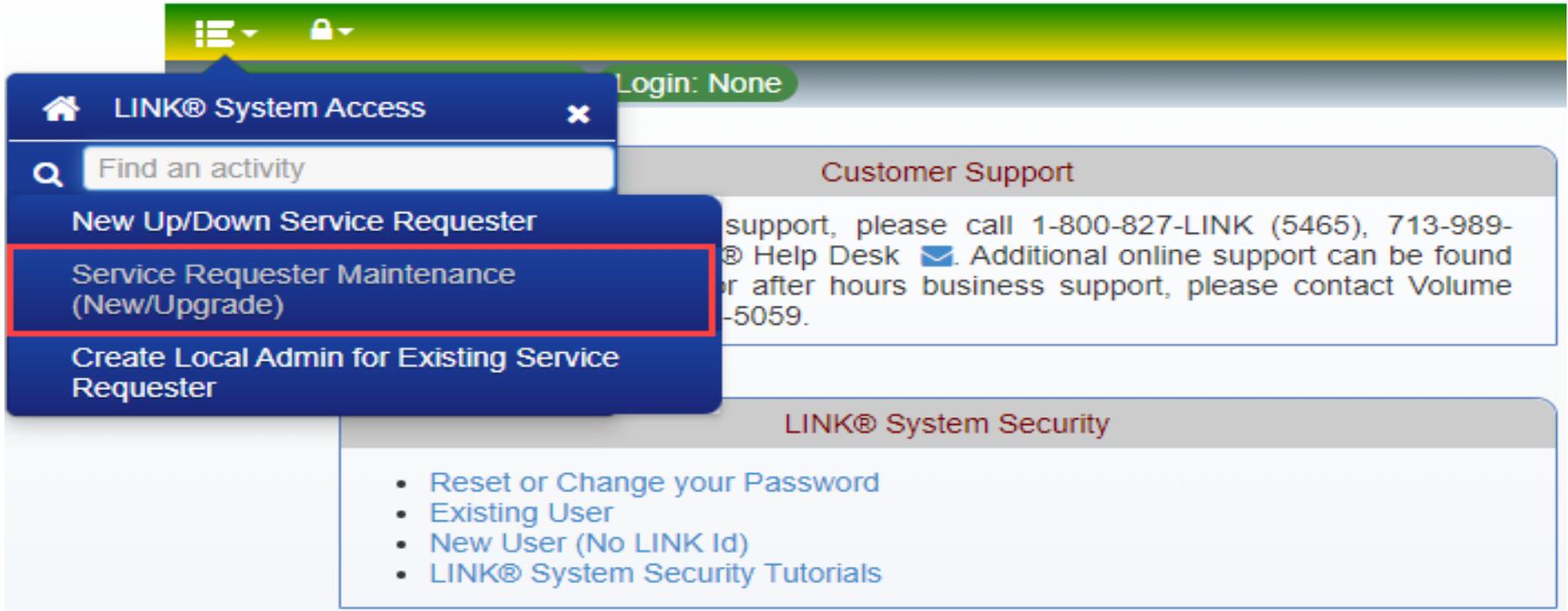
The screenshot displays the LINK® System Customer Interface. At the top, there is a green navigation bar with a lock icon and two menu items: "Customer Activities (Login)" and "Informational Postings". Below this, a dropdown menu is open, listing four options: "Existing User Login", "New User (No Link Id)", "Reset or Change your Password", and "LINK® System Security Tutorials". The "New User (No Link Id)" option is highlighted with a red box. Below the navigation bar, there is a "Customer Support" section with a grey header and text providing contact information for support. Further down, there is a "LINK® System Security" section with a grey header and a bulleted list of links: "LINK Multifactor Authentication", "Reset or Change your Password", "Existing User", "New User (No LINK® Id)", and "LINK® System Security Tutorials". The "New User (No LINK® Id)" link in this list is also highlighted with a red box.

If you are a new user and your entity is not presently set up in the LINK® System, you must create a new Service Requester.

On the LINK® Home page, select 'New User (No Link Id)' from either the 'Lock Icon' or under LINK® System Access, as shown in red.

# All Business Purposes

## LINK® System Customer Interface



The screenshot displays the LINK® System Customer Interface. At the top, there is a green header bar with a menu icon and a lock icon. Below this, a dark blue navigation bar contains the text 'LINK® System Access' and a close button. A search bar with the placeholder text 'Find an activity' is positioned below the navigation bar. The main content area is divided into several sections. The first section is titled 'Customer Support' and contains text about support options, including a phone number (1-800-827-LINK) and an email icon. The second section is titled 'LINK® System Security' and contains a list of options: 'Reset or Change your Password', 'Existing User', 'New User (No LINK Id)', and 'LINK® System Security Tutorials'. The 'Service Requester Maintenance (New/Upgrade)' option in the 'LINK® System Access' menu is highlighted with a red border.

The LINK® System Access Menu is available in the tree on the left side of the screen. Click the 'Service Requester Maintenance (New/Upgrade)' option, shown here in red.

# All Business Purposes



**LINK System** Customer Interface

SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade)

\*Svc Req Entity Name:  Svc Req No:  Eff Fro

Svc Req Setup:  Svc Req Pty Cd:  Eff

Svc Req Name:  Svc Req Status:

General Info Details Contacts Addresses Contact Uses System Agreement Error List Local Admin Setup System Access

**INTRODUCTION:**  
In the LINK system, one of the first activities which must be performed is the setup of company information. In the natural gas business, companies are called service requesters, so you'll see that term instead of the word "company." Once a service requester has been set up, other activities related to the use of the service requester can then be addressed, such as the setup of users, contracts, meters (locations), and contacts. The term "Contacts" refers to people who work for a company who can be contacted about specific issues, such as nominations, confirmations, billing, etc. To setup a company in the LINK system, see the "Creating a New Service Requester" section below.

In order to conduct business effectively, it's necessary to keep service requester information up-to-date. Company information that should be checked (and updated, if needed) includes addresses, telephone numbers, contact names, etc. To check and/or change information for a service requester, see the "Maintain an Existing Service Requester" section below.

In addition, each service requester desiring access to the LINK system must provide (or have provided) the applicable LINK system agreement, unless one of the exceptions applies.  
For more information, select the HELP button on the System Agreement tab.

The Service Requester Maintenance screen will appear. Scroll down in the data field and follow the instructions to create a new Service Requester (shown in the red box).

The instructions will require your company's full name in the Svc Req Entity Name data field (also shown in red box).

# All Business Purposes



SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade) 9/20/2023 1:29:38 PM CDT

Clear **New** Edit Submit

\*Svc Req Entity Name: MY COMPANY NAME Svc Req No: Eff From Date:

Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: Eff To Date:

Svc Req Name: MY COMPANY Svc Req Status: INCOMPLETE

General Info Details Contacts Addresses Contact Uses System Agreement Error List Local Admin Setup System Access

INTRODUCTION:  
In the LINK system, one of the first activities which must be performed is the setup of company information. In the natural gas business, companies are called service requesters, so you'll see that term instead of the word "company." Once a service requester has been set up, other activities related to the use of the service requester can then be addressed, such as the setup of users, contracts, meters (locations), and contacts. The term "Contacts" refers to people who work for a company who can be contacted about specific issues, such as nominations, confirmations, billing, etc. To setup a company in the LINK system, see the "Creating a New Service Requester" section below.

Enter the name of the Service Requester you want to create and tab out of the Svc Req Entity Name field. Next press the 'New' button.

# All Business Purposes



Local Admin Form Execution Dialog

**For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.**

DESIGNATION OF LOCAL ADMINISTRATION FORM

On behalf of MY COMPANY NAME (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of (NOT ASSIGNED YET) by the LINK system, you have requested that MY COMPANY NAME be set up as a system subscriber and that you will be designated as its Local Security Administrator. Please read the following explanation of the rights and responsibilities of a Local Security Administrator, type your name at the end of this form to indicate MY COMPANY NAME's agreement to these terms and to submit your request to become the Local Security Administrator.

1. The Local Security Administrator for LINK System Subscriber shall be responsible for assigning, changing, disabling, and otherwise managing USERIDs and passwords for all LINK System Users of LINK System Subscriber, in accordance with the applicable LINK System Agreement(s) and the Enbridge Pipeline tariff(s).
2. The Local Security Administrator will have full rights to all LINK system data belonging to LINK System Subscriber, and can perform all LINK system functions on behalf of LINK System Subscriber, such as executing contracts, performing capacity releases, entering nominations, confirming locations, and viewing invoices.

Additional Associated Companies to which the Local Security Administrator designated herein will be granted Local Admin access via the execution of this designation of Local Security Administrator form at the time of form execution:

Currently, MY COMPANY NAME has no Associated Companies with Local Admin access rights.

On behalf of the LINK® System Subscriber, I have read and agree to the above terms and conditions, and agree to serve as the Local Security Administrator as described above.

I agree to execute this form electronically.

I attest this agreement is On Behalf of: MY COMPANY NAME

Signature  Title

Phone  Email

Note: To Execute Agreement please scroll to the end of Designation of Local Administration Form, and check all attestation boxes.

As the information is entered for the Service Requester, a Local Security Administrator must be identified.

When the screen shown here appears, scroll completely through the Designation of Local Administration form to review the requirements, enter requested information, and check the attestation boxes.

Once the tasks have been completed, execute the agreement by clicking on 'I agree to these terms and I execute this Agreement'.

# All Business Purposes



Local Admin Form Execution Dialog

**Designation of Local Administration Check Out**

**DESIGNATION OF LOCAL ADMINISTRATION FORM**

On behalf of MY COMPANY NAME (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of (NOT ASSIGNED YET) by the LINK system, you have requested that MY COMPANY NAME be set up as a system subscriber and that you will be designated as its Local Security Administrator. Please read the following explanation of the rights and responsibilities of a Local Security Administrator, type your name at the end of this form to indicate MY COMPANY NAME's agreement to these terms and to submit your request to become the Local Security Administrator.

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2. The Local Security Administrator will have full rights to all LINK system data belonging to LINK System Subscriber, and can perform all LINK system functions on behalf of LINK System Subscriber, such as executing contracts, performing capacity releases, entering

Additional Associated Companies to which the Local Security Administrator designated herein will be granted Local Admin access via the execution of this designation of Local Security Administrator form at the time of form execution:

Currently, MY COMPANY NAME has no Associated Companies with Local Admin access rights.

- On behalf of the LINK® System Subscriber, I have read and agree to the above terms and conditions, and agree to serve as the Local Security Administrator as described above.
- I agree to execute this form electronically.
- I attest this agreement is On Behalf of: MY COMPANY NAME

Signature:  Title:   
Phone:  Email:

Note: To Execute Agreement please scroll to bottom of page

**Date/Time Execute Agreement button pushed: 09/20/2023 13:43:26.007**

Click on 'I agree to these terms and I execute this Agreement' on the Designation of Local Administration Check Out' box to confirm the execution.

# All Business Purposes



**Local Admin Form Execution Dialog**

RECEIVED; APPROVAL PENDING SUBMISSION AND REVIEW. CLICK ON 'CLOSE SCREEN' TO CONTINUE.

**For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.**

DESIGNATION OF LOCAL ADMINISTRATION FORM

Signature: CJ P. SMITH  
Title: MANAGER  
Phone: 555-555-5555  
E-Mail: CJP.SMITH@MYCOMPANY.COM  
Date/Time Execute Agreement button pushed: 09/20/2023 13:48:57.299

Additional Associated Companies to which the Local Security Administrator designated herein will be granted Local Admin access via the execution of this designation of Local Security Administrator form at the time of form execution:  
Currently, MY COMPANY NAME has no Associated Companies with Local Admin access rights.

On behalf of the LINK® System Subscriber, I have read and agree to the above terms and conditions, and agree to serve as the Local Security Administrator as described above.  
 I agree to execute this form electronically.  
 I attest this agreement is On Behalf of: MY COMPANY NAME

Signature: CJ P. SMITH  
Phone: 555-555-5555  
Title: MANAGER  
Email: CJP.SMITH@MYCOMPANY.COM

Note: To Execute Agreement please scroll to the end of Designation of Local Administration Form, and check all attestation boxes.

I agree to these terms and I execute this Agreement View PDF Print Cancel **Close Screen**

The message ‘Received; Approval Pending Submission and Review. Click on ‘Close Screen’ to Continue.’ will display at the top of the screen.

# Security



## Local Security Administrator (LSA)

Enbridge business units FERC gas tariffs require each entity to have a Local Security Administrator for the LINK® system. The Administrator will have the ability and responsibility to maintain user rights to all functions needed to perform daily duties in accordance with the entities rights and obligations for all business units on the LINK® system. This individual will be the only user that has the ability to maintain the entity's Service Requester, Affiliation and Agency rights on the system. We recommend at least one backup Local Security Administrator be established in case the primary is unavailable.

# All Business Purposes



## Create Local Admin for New Service Requester

For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.

This form will create a new LINK® System User (as defined in Pipeline's General Terms and Conditions or Statement of General Terms and Standard Operating Conditions, as applicable, of the FERC Gas Tariff or of the Pipeline as may be amended from time to time) and assign to that individual a USERID for the LINK® System. The following rules apply:

1. LINK® USERID can be up to 17 characters after the prefix with no spaces or special characters.
2. Required Fields are bold.
3. Password must be at least 12 characters and must contain 3 of these 4: uppercase, lowercase, numeric, special character.
4. Password cannot contain LINK® USERID.
5. Authorized By is this individual's employer. It cannot be changed once this screen is OK'ed.

\*Authorized By: MY COMPANY NAME

LINK® USERID: TST CJSMITH

Password: .....

Retype Password: .....

First Name: CJ

M. I.:

Last Name: SMITH

Email Addr: CJP.SMITH@MYCC

Phone #: 555-555-5555

Fax #: 555-555-5555

OK Cancel

Fill out the online request form using the parameters at the top of the page. Click the 'OK' button when completed.

Confirm by clicking 'OK' on the 'Create Local Admin Check Out' box. You will receive an email when the Service Requester and Local Administrator are approved.

The e-mail will contain a copy of the Executed Local Administrator Agreement.

# All Business Purposes

**LINK System** Customer Interface

SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade)

\*Svc Req Entity Name: MY COMPANY NAME Svc Req No: Eff From  
Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: Eff To  
Svc Req Name: MY COMPANY Svc Req Status: INCOMPLETE

General Info Details Contacts Addresses Contact Uses System Agreement Error List Local Admin Setup System Access

Help

Svc Req Full Name: MY COMPANY NAME  
D-U-N-S® No: 123456789 [D&B Website](#)  
Svc Req Type: MARKETER  
FERC CID No:  
Private/Public Type: PUBLIC

Complete basic information about your company in the Details tab. This includes updating the full legal name of the Service Requester, entering the D-U-N-S number, identifying what type of Service Requester you are, and if company is public or private.

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together.

# All Business Purposes



SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade)

\*Svc Req Entity Name: MY COMPANY NAME Svc Req No: Eff From Date:  
Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: Eff To Date:  
Svc Req Name: MY COMPANY Svc Req Status: INCOMPLETE

General Info Details **Contacts** Addresses Contact Uses System Agreement Error List Local Admin Setup System Access

Help **New View Edit Delete**

Employed-By	First Name	Middle Initial	Last Name	User Id	ID Status	Dept	Work Phone Nbr	Work Fax Nbr	Work Email	Home Email	Other Email
MY COMPANY	CJ		SMITH				555-555-5555	555-555-5555	CJP.SMITH@MYCOMPAN		

The contact information previously entered by the user appears in the Contact tab data grid.

Additional contacts can be entered using the 'New' button.

Existing information is reviewed using the 'View' button.

Information is changed using the 'Edit' button.

# All Business Purposes



**Edit Contact**

Type: PERSON Dept:

First Name: CJ MI:  Last Name: SMITH [Associated Contacts](#)

Work Email: CJP.SMITH@M Home Email:  Other Email:

**Mailing Address**

Svc Req Entity Name: MY COMPANY NAME

Contact: CJ SMITH

\*Line 1: 111 HOUSTON ST

\*Line 2:

\*Line 3:

\*City: HOUSTON \*State:

\*Zip/Postal Cd: 77056 Country:

**ADDRESS LOOKUP**

Displays all addresses associated to the service requester including agent and affiliate addresses

Svc Req Name:  City:  State:

Zip/Postal Cd:  Country:

Default	Svc Req Name	Line1	Line2	Line3
---------	--------------	-------	-------	-------

0 Rows

An address can be added to/or associated with the contact information by clicking the contact in the data grid and the 'Edit' button. Any of the previously entered addresses can be loaded into the screen by double clicking any field with an asterisks on the screen.

# All Business Purposes



**Edit Contact**

Type: PERSON Dept:

First Name: CJ MI:  Last Name: SMITH Associated Contacts

Work Email: C.J.SMITH@MYCOMPANY.CO Work Phone Nbr: 555-555-5555

Home Email:  Work Fax Nbr: 555-555-5555

Other Email:

Mailing Address	Delivery Address
Svc Req Entity Name: MY COMPANY NAME	Same as Mailing Address: <input checked="" type="checkbox"/>
Contact: CJ SMITH	Svc Req Entity Name: MY COMPANY NAME
*Line 1: 111 HOUSTON ST	Contact: <input type="text"/>
*Line 2: <input type="text"/>	*Line 1: 111 HOUSTON ST
*Line 3: <input type="text"/>	*Line 2: <input type="text"/>
*City: HOUSTON	*Line 3: <input type="text"/>
*State: TX	*City: HOUSTON
*Zip/Postal Cd: 77056	*State: TX
Country: USA	*Zip/Postal Cd: 77056
	Country: USA

A Default General Use Contact is required. Would you like to make this contact your Default General Use Contact for all Enbridge business units?

If an alternate address is needed (Delivery Address), you can enter the address, or simply mark it the same as the mailing address.

If the contact should be the General Use contact for all Business Units, select 'Y' on that option. Being a General Use Contact means the contact will receive all electronic correspondence unless that is overridden by a contact for a specific business area.

# All Business Purposes

## New / Edit Address: Form

Note: Addresses entered and maintained here are addresses for the company listed in the Svc Req field listed above . If an agent is used for the company in the Svc Req field listed above, then the AGENT ADDRESSES DO NOT GO HERE . If you have the necessary access for agent, please enter and maintain all agent addresses by first bringing up the Agent service requester, as the agent address 'belongs' to the agent, not the principal.

Line 1:

Line 2:

Line 3:

City:

State:

Zip/Postal Cd:

Country:

A Default Address is required. Would you like to make this Address your Default Address with Enbridge?



Next, update the address tab with all addresses used for your company.

An address can be added on the address tab by clicking the 'New' button and entering the requested information.

A Default Address is required. Once entered, the information can be edited by using the 'Edit' button.

# All Business Purposes

**Edit Contact**

Type: PERSON Dept:

First Name: CJ Last Name: SMITH

**ADDRESS LOOKUP**

Displays all addresses associated to the service requester including agent and affiliate a

Svc Req Name: City: State:

Zip/Postal Cd: Country:

Default	Svc Req Name	Line1	Line2	Line3
<input checked="" type="checkbox"/>	MY COMPANY	111 HOUSTON ST		HOUS

1 Rows

Select Cancel Print

**Mailing Address**

Svc Req Entity Name: MY COMPANY

Contact: CJ SMITH

\*Line 1: 111 HOUSTON

\*Line 2:

\*Line 3:

\*City: HOUSTON

\*Zip/Postal Cd: 77056

Next OK Cancel

An address can be added to/or associated with the contact information by clicking on the contact in the data grid then clicking the 'Edit' button. Any of the previously entered addresses can be loaded into the screen by double clicking on any field with an asterisks (\*) on the screen.

# All Business Purposes



SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade)

\*Svc Req Entity Name: MY COMPANY NAME Svc Req No: Eff From Date:  
Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: Eff To Date:  
Svc Req Name: MY COMPANY Svc Req Status: INCOMPLETE

General Info Details Contacts **Contact Uses** Organizational Info System Agreement Error List Local Admin Setup System Access

Help Edit

Contact: CJ SMITH Id:CJ SMI Business Unit: Use Type: GENERAL USE Default:

Business Unit	Use Type	Contact	Employed-By	Default	Contact ID
AGT	GENERAL USE	CJ SMITH	MY COMPANY	<input checked="" type="checkbox"/>	0
BGS	GENERAL USE	CJ SMITH	MY COMPANY	<input checked="" type="checkbox"/>	0
BIG	GENERAL USE	CJ SMITH	MY COMPANY	<input checked="" type="checkbox"/>	0
BSP	GENERAL USE	CJ SMITH	MY COMPANY	<input checked="" type="checkbox"/>	0
EHP	GENERAL USE	CJ SMITH	MY COMPANY	<input checked="" type="checkbox"/>	0
ETNG	GENERAL USE	CJ SMITH	MY COMPANY	<input checked="" type="checkbox"/>	0
GB	GENERAL USE	CJ SMITH	MY COMPANY	<input checked="" type="checkbox"/>	0

The Contact Uses tab here reflects the assignment of CJ Smith as the General Use Contact for all business units in LINK®.

# All Business Purposes



General Info | Details | Contacts | **Contact Uses** | Organizational Info | System Agreement | Error List | Local Admin Setup | System Access

Help | **Edit**

Contact: CJ SMITH Id:CJ SMITH | Business Unit: | Use Type: GENERAL USE | Default: |

**New / Edit Contact Uses: Form**

Contact: CJ SMITH

Use Type	ALL	AGT	BGS	BIG	BSP	EHP	ETNG	GB	GPL	MBHP	MCGP	MNCA	MNUS	MR	NPC	NXCA	NXUS	SESH	SGSC	SR	STT	
GENERAL USE	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT
<b>CONTRACT</b>	<b>YES</b>	YES																				
NOMINATION																						
MEASUREMENT		YES																				
GAS ACCOUNTING INVOICING	DEFAULT																					
CONFIRMATION																						
STORAGE PLAN																						
MAIL / DELIVER INVOICE TO																						
CRITICAL																						
PLANT ACCOUNTING INVOICING																						
BUSINESS UNIT REMITTANCE C																						
FORCE MAJEURE																						

Note: Select the contact from the drop down that needs to be maintained. Now use the grid to select how the contact will be used and to which business unit this contact will be applied by selecting yes or default. A 'yes' indicates the user will be used for that particular use type. 'Default' comes into play if two or more people have the same use type for a service requester - the person marked as the default contact will be contacted first. Selecting 'Yes' or 'Default' under the 'All' column will apply the Yes or Default contact uses setting to all Enbridge business units.

OK Cancel

The Contact Uses tab can be updated by choosing a contact from the dropdown, selecting a use type and clicking on the 'Edit' button. This screen will appear and allow the user to add or update contact uses.

A Default General Use contact must be entered to submit the Service Requester.

# All Business Purposes



Contact Uses include:

	Description
Confirmation	Use Type
General Use	Receive notices for all areas in the absence of a specific area contact.
Mail /Deliver Invoice To	Receive invoice notices.
Business Unit Remittance Contact	Reserved for special uses.
Plant Accounting Invoicing	Reserved for special uses.
General Accounting Invoicing	Reserved for special uses.
Gas Accounting Invoices	Reserved for special uses.
Nomination	Receive notices related to nominations.
Storage Plan	Receive notices related to the annual storage plan.
Measurement	Receive measurement related notices.
Contract	Receive contract related notices.

# All Business Purposes



LINK System Customer Interface

LINK Learning Training Tutorials Contact Us ENBRIDGE

SystemTest Build: 8.66.02 Login: None

Service Requester Maintenance (New/Upgrade)

9/20/2023 3:14:48 PM CDT

Clear New Edit Submit

\*Svc Req Entity Name: MY COMPANY NAME  
Svc Req Setup: ALL BUSINESS PURPOSES  
Svc Req Name: MY COMPANY  
Svc Req No:   
Svc Req Pty Cd:   
Svc Req Status: INCOMPLETE  
Eff From Date:   
Eff To Date:

- General Info
- Details
- Contacts
- Addresses
- Contact Uses
- Organizational Info
- System Agreement
- Error List
- Local Admin Setup
- System Access

Help Ultimate Parent Company's Information

If your company is a multi-tiered company and have another Entity as the Ultimate Parent, please add Parent Company's Information. Ultimate Parent means a company that owns no less than 51% equity either directly or indirectly in the parent and Affiliates

New Parent Edit Parent Remove Parent

Ultimate Parent Company's Legal Entity Name: MY COMPANY NAME  
Ultimate Parent Company Public/Private:   
Address Line 1: 111 HOUSTON ST Country Cd: USA-United States  
Address Line 2:  State Name: TX  
City: HOUSTON Zip/Postal Cd: 77056

Company's Information

Company's Legal Name: MY COMPANY NAME  
Public/Private: PUBLIC  
Address: 111 HOUSTON ST, HOUSTON, TX 77056 USA  
Primary Contact: CJ SMITH  
Phone Number: 555-555-5555  
Email Addr: C.JP.SMITH@MYCOMPANY.COM  
Title: MANAGER  
Nationality: USA-United States

### Company Shareholders

If public, please list beneficial holders who directly or indirectly hold 5% or more of your equity securities. If private, please list the top three direct or indirect beneficial holders of your equity securities

New Delete

Type	Company Shareholder For	Percent Owned	First Name	Middle Init	Last Name	Nationality	Corporation	Headquarters Location
------	-------------------------	---------------	------------	-------------	-----------	-------------	-------------	-----------------------

The Organizational Info tab is where you will provide Ultimate Parent Company's Information, Company's Information - including a primary contact, and Company Shareholders information. If there is no Ultimate Parent Company, the company itself becomes the Ultimate Parent Company.

# All Business Purposes



LINK System Customer Interface

LINK Learning Training Tutorials Contact Us ENBRIDGE

SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade) 9/20/2023 3:19:06 PM CDT

Clear New Edit Submit

\*Svc Req Entity Name: MY COMPANY NAME Svc Req No: Svc Req No: Eff From Date: Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: Svc Req Pty Cd: Eff To Date: MY COMPANY Svc Req Status: INCOMPLETE

- General Info
- Details
- Contacts
- Addresses
- Contact Uses
- Organizational Info
- System Agreement**
- Error List
- Local Admin Setup
- System Access

Help Status:  Approved  Pending Show Historical  View Executed Detail **View to Execute**

Business Units Covered	Form Status	Signature Name	Requester Title	Requester User ID	Requester User Name	Request TS	Mkt Appr St	Int Appr St	Template ID
AGT, BGS, BSP, EHP, ETNG, M	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			166
BIG	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			151
GB	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			158
GPL	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			152
MCGP	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			160
MNCA	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			153
MNUS	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			159
MR	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			154
NPC	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			162
NXCA	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			155
NXUS	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			161
SESH	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			163
SR	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			164
STT	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			165
TPGS	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			141
VCP	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			156
WRGS	NOT EXECUTED	CJ SMITH		TSTCJSMIT	CJ SMITH	01/01/0001 00:00:00.000			157

Enbridge business units require a LINK® System Agreement to be executed to satisfy the FERC approved system authorization process.

The System Agreement is available to execute online by clicking a line item in the data grid and clicking the ‘View To Execute’ button.

# All Business Purposes



**SYSTEM AGREEMENT DIALOG FOR SERVICE REQUESTER**

**For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.**

**FORM OF SERVICE AGREEMENT FOR THE LINK® SYSTEM**

This LINK® System Agreement, executed this 20 day of September, 2023, by and between MY COMPANY NAME, (Service Requester Proprietary Number NOT ASSIGNED YET) (hereafter referred to as "LINK® System Subscriber"), and ALGONQUIN GAS TRANSMISSION, LLC; BIG SANDY PIPELINE, LLC; BOBCAT GAS STORAGE; EAST TENNESSEE NATURAL GAS, LLC; EGAN HUB STORAGE, LLC; MOSS BLUFF HUB, LLC; SALTVILLE GAS STORAGE COMPANY L.L.C.; and TEXAS EASTERN TRANSMISSION, LP (whether one or more, hereafter referred to as "Pipeline"), witnesseth that for and in consideration of the mutual covenants and provisions herein contained and subject to all of the terms, provisions and conditions herein set forth, LINK® System Subscriber and Pipeline do hereby agree as follows:

**ARTICLE I**

By typing my signature and clicking Execute Agreement below, I represent that I am authorized by the LINK® System Subscriber to sign this agreement on its behalf and I acknowledge that Pipeline is entitled to rely on my electronic signature the same as it would a manual written signature.

Name:  Title:   
Phone Nbr:  Email Addr:

**Press Refresh after typing in your name and title to transfer this information to the text of the LINK® System Agreement.**

To assist us in addressing your needs, please provide a short explanation of why you need access (or need additional access) to the LINK® system. Thank you.

I have read and agree with the above document.  
 I agree to execute this form electronically.  
 I attest this agreement is On Behalf of: MY COMPANY NAME

**Note: To Execute Agreement please scroll to the end of System Agreement document, and check all attestation boxes.**

When the screen shown here appears, scroll completely through the System Agreement Form of Service, enter the requested information, and check the attestation boxes.

Once the tasks have been completed, execute the agreement by clicking the 'I agree to these terms and I execute this Agreement' button.

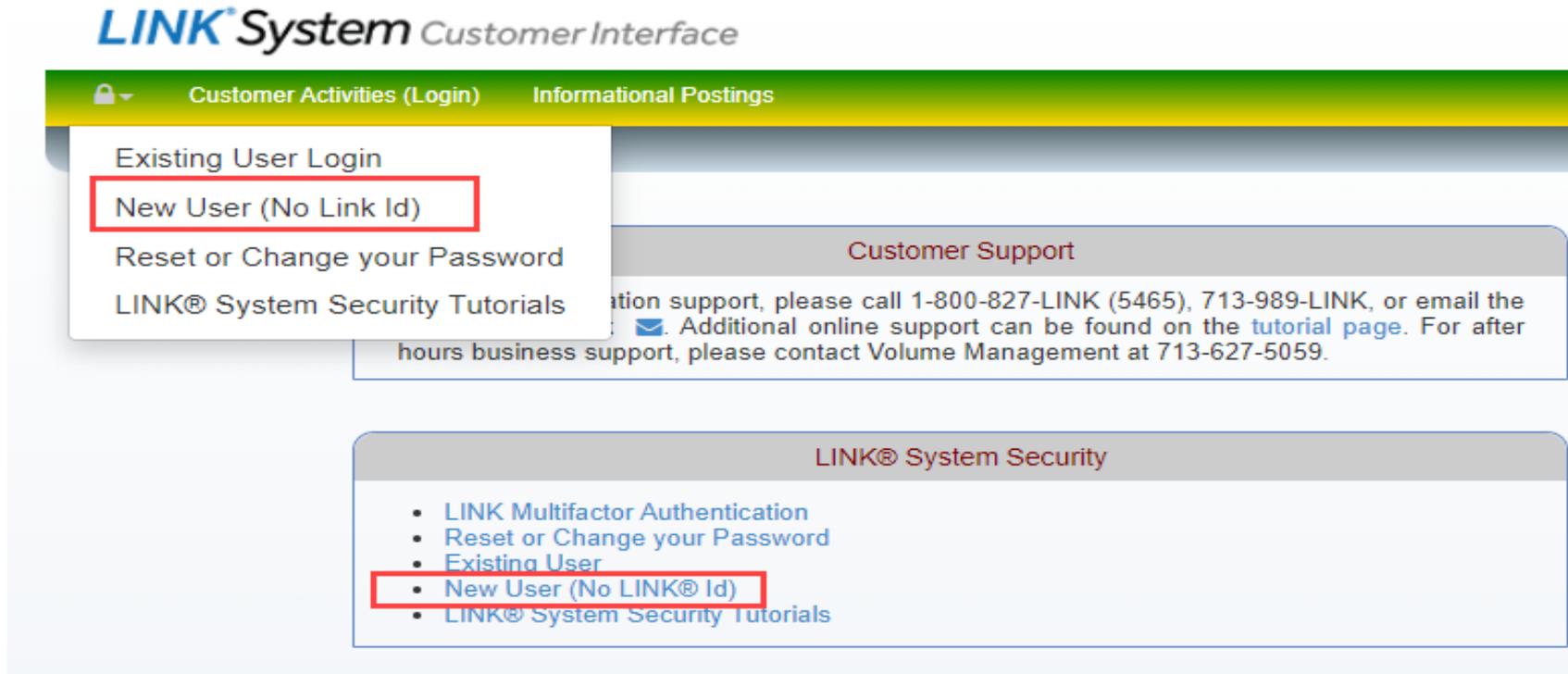
Confirm execution on the System Agreement Check Out box.

A message at the top of the popup screen will communicate that the information has been received with approval pending review. Then, click the close button to continue to the next step.

Once the System Agreement has been approved, a copy will be e-mailed to the Local Security Administrator.



# Upstream/Downstream



The screenshot displays the LINK System Customer Interface. At the top, there is a green navigation bar with a lock icon and two menu items: "Customer Activities (Login)" and "Informational Postings". A dropdown menu is open under the lock icon, listing four options: "Existing User Login", "New User (No Link Id)", "Reset or Change your Password", and "LINK® System Security Tutorials". The "New User (No Link Id)" option is highlighted with a red box. Below the navigation bar, there are two main content areas. The first is titled "Customer Support" and contains text about support channels: "For technical support, please call 1-800-827-LINK (5465), 713-989-LINK, or email the [email icon]. Additional online support can be found on the [tutorial page](#). For after hours business support, please contact Volume Management at 713-627-5059." The second content area is titled "LINK® System Security" and contains a bulleted list of links: "LINK Multifactor Authentication", "Reset or Change your Password", "Existing User", "New User (No LINK® Id)", and "LINK® System Security Tutorials". The "New User (No LINK® Id)" link in this list is also highlighted with a red box.

If you are a new user and your entity is not presently set up in the LINK® System, you must create a new Service Requester.

On the LINK® Home page select 'New User (No Link Id)' from either the 'Lock Icon' or under LINK® System Access as shown in red.

# Upstream/Downstream

The screenshot displays the LINK System Customer Interface. At the top, there is a green navigation bar with a menu icon and a lock icon. Below this, a blue header bar contains the text "LINK@ System Access" and "Login: None". A dropdown menu is open, listing several options: "Find an activity", "New Up/Down Service Requester" (highlighted in red), "Service Requester Maintenance (New/Upgrade)", and "Create Local Admin for Existing Service Requester". The main content area is divided into two sections: "Customer Support" and "LINK® System Security". The "Customer Support" section contains text about application support and contact information. The "LINK® System Security" section contains a list of links: "Reset or Change your Password", "Existing User", "New User (No LINK Id)", and "LINK® System Security Tutorials". On the right side of the interface, there is a banner image of a sunset over a lake with the text "Click Here for the 2023 LINK Training Schedule".

The LINK® System Access Menu is available in the tree on the left side of the screen. Click the ‘New Up/Down Service Requester’ option, shown here in red.

# Upstream/Downstream



LINK System Customer Interface

LINK Learning

SystemTest Build: 8.66.02 Login: None New Up/Down Service Requester

Svc Req No:  Eff From Date:   
Svc Req Setup: UPSTREAM/DOWNSTREAM Svc Req Pty Cd:  Eff To Date:   
Svc Req Name: LIMITED COM Svc Req Status: INCOMPLETE

General Info **Details** Contacts Addresses Contact Uses System Agreement Error List System Access

**INTRODUCTION:**  
In the LINK system, one of the first activities which must be performed is the setup of company information. In the natural gas business, companies are called service requesters, so you'll see that term instead of the word "company." Once a service requester has been set up, other activities related to the use of the service requester can then be addressed, such as the setup of users, contracts, meters (locations), and contacts. The term "Contacts" refers to people who work for a company who can be contacted about specific issues, such as nominations, confirmations, billing, etc. To setup a company in the LINK system, see the "Creating a New Service Requester" section below.

In order to conduct business effectively, it's necessary to keep service requester information up-to-date. Company information that should be checked (and updated, if needed) includes addresses, telephone numbers, contact names, etc. To check and/or change information for a service requester, see the "Maintain an Existing Service Requester" section below.

In addition, each service requester desiring access to the LINK system must provide (or have provided) the applicable LINK system agreement, unless one of the exceptions applies. For more information, select the HELP button on the System Agreement tab.

**RETRIEVE AN EXISTING SERVICE REQUESTER:**  
\* Enter the name of the service requester that needs to be maintained in the Svc Req field or double click the field to use the Service Requester lookup.  
\* Next, press the Retrieve button and if the service requester is found in our LINK system, all information pertaining to the service requester will be displayed.

The Service Requester Maintenance screen will appear. Scroll down in the data field and follow the instructions to create a new Service Requester (shown in the red box).

The instructions will require your company's full name in the 'Svc Req Entity Name' data field (also shown in red box).

# Upstream/Downstream

LINK System Customer Interface

LINK Learning Training Tutorials Contact Us

SystemTest Build: 8.66.02 Login: None New Up/Down Service Requester 9/20/2023 3:47:18 PM CDT

Clear New Edit Submit

\*Svc Req Entity Name:  Svc Req No:  Eff From Date:   
Svc Req Setup:  Svc Req Pty Cd:  Eff To Date:   
Svc Req Name:  Svc Req Status:

General Info Details Contacts Addresses Contact Uses System Agreement Error List System Access

**INTRODUCTION:**  
In the LINK system, one of the first activities which must be performed is the setup of company information. In the natural gas business, companies are called service requesters, so you'll see that term instead of the word "company." Once a service requester has been set up, other activities related to the use of the service requester can then be addressed, such as the setup of users, contracts, meters (locations), and contacts. The term "Contacts" refers to people who work for a company who can be contacted about specific issues, such as nominations, confirmations, billing, etc. To setup a company in the LINK system, see the "Creating a New Service Requester" section below.

In order to conduct business effectively, it's necessary to keep service requester information up-to-date. Company information that should be checked (and updated, if needed) includes addresses, telephone numbers, contact names, etc. To check and/or change information for a service requester, see the "Maintain an Existing Service Requester" section below.

In addition, each service requester desiring access to the LINK system must provide (or have provided) the applicable LINK system agreement, unless one of the exceptions applies. For more information, select the HELP button on the System Agreement tab.

**RETRIEVE AN EXISTING SERVICE REQUESTER:**  
\* Enter the name of the service requester that needs to be maintained in the Svc Req field or double click the field to use the Service Requester lookup.  
\* Next, press the Retrieve button and if the service requester is found in our LINK system, all information pertaining to the service requester will be displayed.

**MAINTAIN AN EXISTING SERVICE REQUESTER:**  
\* To edit any information pertaining to the service requester, first press the Edit button.  
\* To update the details of the service requester go to the Details tab.

Enter the name of the Service Requester you want to create and tab out of the 'Svc Req Entity Name' field. Next, press the 'New' button.

# Upstream/Downstream

SystemTest Build: 8.66.02 Login: None New Up/Down Service Requester

**PLEASE FIX THE ERRORS**

*Svc Req Entity Name:	<input type="text" value="LIMITED COMPANY"/>	Svc Req No:	<input type="text"/>	Eff From Date:	<input type="text"/>
Svc Req Setup:	<input type="text" value="UPSTREAM/DOWNSTREAM"/> ▼	Svc Req Pty Cd:	<input type="text"/>	Eff To Date:	<input type="text"/>
Svc Req Name:	<input type="text" value="LIMITED COM"/>	Svc Req Status:	<input type="text" value="INCOMPLETE"/>		

[General Info](#) [Details](#) [Contacts](#) [Addresses](#) [Contact Uses](#) [System Agreement](#) [Error List](#) [System Access](#)

[Help](#)

**Task Description**

CONTACT IS REQUIRED  
PLEASE PROVIDE A DEFAULT GENERAL USE CONTACT FOR ALL BUSINESS UNITS  
PLEASE ADD AT LEAST ONE ADDRESS FOR THE SERVICE REQUESTER

Before submitting the Up/Down Service Requester, the following items are required: ‘Address and Default General Use Contact’.

# Upstream/Downstream



LINK System Customer Interface LINK Learn

SystemTest Build: 8.66.02 Login: None New Up/Down Service Requester

\*Svc Req Entity Name: LIMITED COMPANY Svc Req No: Eff From Date:  
Svc Req Setup: UPSTREAM/DOWNSTREAM Svc Req Pty Cd: Eff To Date:  
Svc Req Name: LIMITED COM Svc Req Status: INCOMPLETE

General Info Details **Contacts** Addresses Contact Uses System Agreement Error List System Access

Help **New Contact** New

Employed-By First Name Mid

Type: PERSON Dept:   
First Name: JAMES MI: Last Name: SCOTT Associated Contacts  
Work Email: JAMESS@LIMITEDCO.COM Work Phone Nbr: 555-555-5555  
Home Email: Work Fax Nbr: 555-555-5555  
Other Email:

**Mailing Address** **Delivery Address**

Same as Mailing Address:

Svc Req Entity Name: LIMITED COMPANY Svc Req Entity Name: LIMITED COMPANY  
Contact: JAMES SCOTT Contact:  
\*Line 1: 123 TEXAS AVE \*Line 1: 123 TEXAS AVE  
\*Line 2: \*Line 2:  
\*Line 3: \*Line 3:  
\*City: HOUSTON \*City: HOUSTON  
\*State: TX \*State: TX  
\*Zip/Postal Cd: 77079 \*Zip/Postal Cd: 77079  
Country: USA Country: USA

A Default General Use Contact is required. Would you like to make this contact your Default General Use Contact for all Enbridge business units? **Y**

Select the 'Contacts' tab and click 'New' to add contact information that includes an address. Then, set the contact as the 'Default General Use Contact' for all business units by selecting 'Y' to that option.

This will meet the Up/Down Service Requester requirements.

# Upstream/Downstream



LINK® System Customer Interface



SystemTest Build: 8.66.02 Login: None

New Up/Down Service I

## SERVICE REQUESTER SUBMITTED



\*Svc Req Entity Name:   
Svc Req Setup:   
Svc Req Name:

Svc Req No:   
Svc Req Pty Cd:   
Svc Req Status:

General Info

Details

Contacts

Addresses

Contact Uses

System Agreement

Error List

System Access

Help

Employed-By	First Name	Middle Initial	Last Name	User Id	ID Status	Dept	Work Phone Nbr	Work Fax Nbr
LIMITED COM	JAMES		SCOTT				555-555-5555	555-555-5555

After submitting the Up/Down Service Requester, evaluation by the LINK® Group is required for activation of the service requester. Once approved, service requester becomes active in the LINK® System.

# Upgrade Existing Upstream/Downstream



**LINK System** Customer Interface

LINK@ System Access | Login: None | Service Requester Maintenance (New/Upgrade)

Find an activity

New Up/Down Service Requester  
Service Requester Maintenance (New/Upgrade)  
Create Local Admin for Existing Service Requester

Entity Name: LIMITED COMPANY  
Svc Req No: 1000029865  
Eff From Date:

Req Setup: UPSTREAM/DOWNSTREAM  
Svc Req Pty Cd: T61648  
Eff To Date:

Req Name: UPSTREAM/DOWNSTREAM  
CREDIT  
ALL BUSINESS PURPOSES  
Svc Req Status: ACTIVE

General Info | Details | Contacts | Addresses | Contact Uses | System Agreement | Error List | Local Admin Setup | System Access

**INTRODUCTION:**  
In the LINK system, one of the first activities which must be performed is the setup of company information. In the natural gas business, companies are called service requesters, so you'll see that term instead of the word "company." Once a service requester has been set up, other activities related to the use of the service requester can then be addressed, such as the setup of users, contracts, meters (locations), and contacts. The term "Contacts" refers to people who work for a company who can be contacted about specific issues, such as nominations, confirmations, billing, etc. To setup a company in the LINK system, see the "Creating a New Service Requester" section below.

In order to conduct business effectively, it's necessary to keep service requester information up-to-date. Company information that should be checked (and updated, if needed) includes addresses, telephone numbers, contact names, etc. To check and/or change information for a service requester, see the "Maintain an Existing Service Requester" section below.

To upgrade an existing 'Up/Down Service Requester' to an 'All Business Purposes Service Requester', select the 'Service Requester Maintenance (New/Upgrade)' menu item.

Double click the 'Svc Req Entity Name' box to search and select the service requester from the lookup box. Then, select 'All Business Purposes' from the dropdown list under the 'Svc Req Setup' option.

The following slides will show you how to finish upgrading this new 'All Business Purposes' entity.

# Upgrade Existing Upstream/Downstream



## Local Admin Form Execution Dialog

### DESIGNATION OF LOCAL ADMINISTRATION FORM

On behalf of LIMITED COMPANY (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of 1000029865 by the LINK system, you have requested that LIMITED COMPANY be set up as a system subscriber and that you will be designated as its Local Security Administrator. Please read the following explanation of the rights and responsibilities of a Local Security Administrator, type your name at the end of this form to indicate LIMITED COMPANY's agreement to these terms and to submit your request to become the Local Security Administrator.

1. The Local Security Administrator for LINK System Subscriber shall be responsible for assigning, changing, disabling, and otherwise managing USERIDs and passwords for all LINK System Users of LINK System Subscriber, in accordance with the applicable LINK System Agreement(s) and the Enbridge Pipeline tariff(s).
2. The Local Security Administrator will have full rights to all LINK system data belonging to LINK System Subscriber, and can perform all LINK system functions on behalf of LINK System Subscriber, such as executing contracts, performing capacity releases, entering nominations, confirming locations, and viewing invoices.

Additional Associated Companies to which the Local Security Administrator designated herein will be granted Local Admin access via the execution of this designation of Local Security Administrator form at the time of form execution:

Currently, LIMITED COMPANY has no Associated Companies with Local Admin access rights.

- On behalf of the LINK® System Subscriber, I have read and agree to the above terms and conditions, and agree to serve as the Local Security Administrator as described above.
- I agree to execute this form electronically.
- I attest this agreement is On Behalf of: LIMITED COMPANY

Signature

Title

Phone

Email

Note: To Execute Agreement please scroll to the end of Designation of Local Administration Form, and check all attestation !

I agree to these terms and I execute this Agreement

As the information is entered for the Service Requester, a 'Local Security Administrator' must be identified for the entity.

When the screen shown here appears, scroll completely through the Designation of Local Administration Form to review the requirements, enter requested information, and check the attestation boxes.

Once the tasks have been completed, execute the agreement by clicking the 'I agree to these terms and I execute this Agreement' button.

# Upgrade Existing Upstream/Downstream



Local Admin Form Execution Dialog

**Designation of Local Administration Check Out**

**DESIGNATION OF LOCAL ADMINISTRATION FORM**

On behalf of LIMITED COMPANY (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of 1000029865 by the LINK system, you have requested that LIMITED COMPANY be set up as a system subscriber and that you will be designated as its Local Security Administrator. Please read the following explanation of the rights and responsibilities of a Local Security Administrator, type your name at the end of this form to indicate LIMITED COMPANY's agreement to these terms and to submit your request to become the Local Security Administrator.

- The Local Security Administrator for LINK System Subscriber shall be responsible for assigning, changing, disabling, and otherwise managing USERIDs and passwords for all LINK System Users of LINK System Subscriber, in accordance with the applicable LINK System Agreement(s) and the Enbridge Pipeline tariff(s).
- The Local Security Administrator will have full rights to all LINK system data belonging to LINK System Subscriber, and can perform all LINK system functions on behalf of LINK System Subscriber, such as executing contracts, performing capacity releases, and other system functions.

Additional Associated Companies to which the Local Security Administrator designated herein will be granted Local Admin access via the execution of this designation of Local Security Administrator form at the time of form execution:

Currently, LIMITED COMPANY has no Associated Companies with Local Admin access rights.

On behalf of the LINK® System Subscriber, I have read and agree to the above terms and conditions, and agree to serve as the Local Security Administrator as described above.

I agree to execute this form electronically.

I attest this agreement is On Behalf of: LIMITED COMPANY

Signature: ASHLEY PETERSON      Title: SECURITY ADMINISTRATOR  
Phone: 555-555-5555      Email: ASHLEY.PETERSON@LIMITED.COM

Date/Time Execute Agreement button pushed: 09/22/2023 08:39:58.325

**I agree to these terms and I execute this Agreement**    Void Execution    View PDF

Confirm execution by clicking 'I agree to these terms and I execute this Agreement' on the Designation of Local Administration Check Out box.

# Upgrade Existing Upstream/Downstream



Local Admin Form Execution Dialog

RECEIVED; APPROVAL PENDING SUBMISSION AND REVIEW. CLICK ON 'CLOSE SCREEN' TO CONTINUE.

For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at [LINK-HELP@Enbridge.com](mailto:LINK-HELP@Enbridge.com).

DESIGNATION OF LOCAL ADMINISTRATION FORM

On behalf of LIMITED COMPANY (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of 1000029865 by the LINK system, you have requested that LIMITED COMPANY be set up as a system subscriber and that you will be designated as its Local Security Administrator. Please read the following explanation of the rights and responsibilities of a Local Security Administrator, type your name at the end of this form to indicate LIMITED COMPANY's agreement to these terms and to submit your request to become the Local Security Administrator.

1. The Local Security Administrator for LINK System Subscriber shall be responsible for assigning, changing, disabling, and otherwise managing USERIDs and passwords for all LINK System Users of LINK System Subscriber, in accordance with the applicable LINK System Agreement(s) and the Enbridge Pipeline tariff(s).
2. The Local Security Administrator will have full rights to all LINK system data belonging to LINK System Subscriber, and can perform all LINK system functions on behalf of LINK System Subscriber, such as executing contracts, performing capacity releases, entering nominations, confirming locations, and viewing invoices.
3. The Local Security Administrator can modify address and contact information related to LINK System Subscriber, as well as propose, approve, or terminate any LINK system security affiliate or agency relationship involving LINK System Subscriber.

Additional Associated Companies to which the Local Security Administrator designated herein will be granted Local Admin access via the execution of this designation of Local Security Administrator form at the time of form execution:

Currently, LIMITED COMPANY has no Associated Companies with Local Admin access rights.

On behalf of the LINK® System Subscriber, I have read and agree to the above terms and conditions, and agree to serve as the Local Security Administrator as described above.

I agree to execute this form electronically.

I attest this agreement is On Behalf of: LIMITED COMPANY

Signature: ASHLEY PETERSON Title: SECURITY ADMINISTRATOR  
Phone: 555-555-5555 Email: ASHLEY.PETERSON@LIMITED.COM

Note: To Execute Agreement please scroll to the end of Designation of Local Administration Form, and check all attestation boxes.

I agree to these terms and I execute this Agreement View PDF Print Cancel **Close Screen**

The message 'Received; Approval Pending Submission and Review. Click on 'Close Screen' to continue will display at the top of the screen.

# Security



## Local Security Administrator (LSA)

Enbridge business units FERC gas tariffs require each entity to have a Local Security Administrator for the LINK® system. The Administrator will have the ability and responsibility to maintain user rights to all functions needed to perform daily duties in accordance with the entities rights and obligations for all business units on the LINK® system. This individual will be the only user that has the ability to maintain the entity's Service Requester, Affiliation and Agency rights on the system. We recommend at least one backup Local Security Administrator be established in case the primary is unavailable.

# Creating a Local Security Administrator



Create Local Admin for New Service Requester

For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.

This form will create a new LINK® System User (as defined in Pipeline's General Terms and Conditions or Statement of General Terms and Standard Operating Conditions, as applicable, of the FERC Gas Tariff or of the Pipeline as may be amended from time to time) and assign to that individual a USERID for the LINK® System. The following rules apply:

1. LINK® USERID can be up to 17 characters after the prefix with no spaces or special characters.
2. Required Fields are bold.
3. Password must be at least 12 characters and must contain 3 of these 4: uppercase, lowercase, numeric, special character.
4. Password cannot contain LINK® USERID.
5. Authorized By is this individual's employer. It cannot be changed once this screen is OK'ed.

\*Authorized By: LIMITED COMPANY

LINK® USERID: TST ASHLEYPETERSC

Password: .....

Retype Password: .....

First Name: ASHLEY

M. I.:

Last Name: PETERSON

Email Addr: ASHLEY.PETERSC

Phone #: 555-555-5555

Fax #: 555-555-5555

OK Cancel

Fill out the online request form using the parameters at the top of the page. Click the 'OK' button when completed.

Confirm by clicking 'OK' on the 'Create Local Admin Check Out' box.

You will receive an email when the Service Requester and Local Administrator are approved. The e-mail will contain a copy of the Executed Local Administrator Agreement.

# Upgrade Existing Upstream/Downstream



LINK System Customer Interface

SystemTest Build: 8.66.02 Login: None Service

\*Svc Req Entity Name: LIMITED COMPANY Svc Req No: 100  
Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: T61  
Svc Req Name: LIMITED COM Svc Req Status: INF

General Info Details Contacts Addresses Contact Uses Organizational Info System Agreement Error List

Help

Svc Req Full Name: LIMITED COMPANY  
D-U-N-S® No: 123456781 [D&B Website](#)  
Svc Req Type: MARKETER  
FERC CID No:  
Private/Public Type: PUBLIC

Complete basic information about your company in the 'Details' tab. This includes entering the D-U-N-S number, identifying what type of Service Requester you are, and if company is public or private.

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together.

# Upgrade Existing Upstream/Downstream



LINK System Customer Interface

LINK Learning Training Tutorials Contact Us



SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade) 9/22/2023 8:59:46 AM CDT

Clear New Edit Submit

\*Svc Req Entity Name: LIMITED COMPANY Svc Req No: 1000029865 Eff From Date:   
Svc Req Setup: ALL BUSINESS PURPOSE Svc Req Pty Cd: T61648 Eff To Date:   
Svc Req Name: LIMITED COM Svc Req Status: INPROCESS

General Info Details Contacts Addresses Contact Uses Organizational Info System Agreement Error List Local Admin Setup System Access

Help New View Edit Delete

Employed-By	First Name	Middle Initial	Last Name	User Id	ID Status	Dept	Work Phone Nbr	Work Fax Nbr	Work Email
LIMITED COM	JAMES		SCOTT				555-555-5555	555-555-5555	JAMESS@LIMITEDCO.CI
LIMITED COM	ASHLEY		PETERSON				555-555-5555	555-555-5555	ASHLEY.PETERSON@LII

The contact information previously entered by the user appears in the ‘Contacts’ tab’s data grid.

Additional contacts can be entered using the ‘New’ button.

Existing information is reviewed using the ‘View’ button.

Contact information can be changed by clicking on the ‘Edit’ button.

# Upgrade Existing Upstream/Downstream



General Info Details Contacts Addresses Contact Uses Organizational Info System Agreement Error List Local Admin Setup

System Access

Help Edit

Contact: ASHLEY PI Business Unit: Use Type: Default:

Business Unit	Use Type	Contact	Employed-By	Default	Contact ID
AGT	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
BGS	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
BIG	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
BSP	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
EHP	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
ETNG	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
GB	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
GPL	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
MBHP	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
MCGP	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
MNCA	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0
MNUS	GENERAL USE	ASHLEY PETERSON	LIMITED COM	<input checked="" type="checkbox"/>	0

24 Rows

The 'Contact Uses' tab reflects the assignment of Ashley Peterson as the General Use Contact.

# Upgrade Existing Upstream/Downstream



General Info | Details | Contacts | Addresses | **Contact Uses** | Organizational Info | System Agreement | Error List | Local Admin Setup | System Access

Help **Edit**

Contact: **ASHLEY PETERSON** Business Unit: Business Unit Use Type: **GENERAL USE** Default: Default

**New / Edit Contact Uses: Form**

Contact: ASHLEY PETERSON

Use Type	ALL	AGT	BGS	BIG	BSP	EHP	ETNG	GB	GPL	MBHP	MCGP	MNCA	MNUS	MR	NPC	NXCA	NXUS	SESH	SGSC
GENERAL USE	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT
<b>CONTRACT</b>	<b>YES</b>	YES																	
NOMINATION																			
MEASUREMENT																			
GAS ACCOUNTING INVOICING	YES																		
CONFIRMATION	DEFAULT																		
STORAGE PLAN																			
MAIL / DELIVER INVOICE TO																			
CRITICAL																			
PLANT ACCOUNTING INVOICING																			
BUSINESS UNIT REMITTANCE C																			
...																			

Row 2 of 13

The 'Contact Uses' tab can be updated by choosing a contact from the dropdown, selecting a 'Use Type' and clicking on the 'Edit' button.

This screen will appear and allow the user to add or update contact uses.

A 'Default General Use' contact must be entered to submit the Service Requester.

# Upgrade Existing Upstream/Downstream



Contact Uses include:

	Description
Confirmation	Use Type
General Use	Receive notices for all areas in the absence of a specific area contact.
Mail /Deliver Invoice To	Receive invoice notices.
Business Unit Remittance Contact	Reserved for special uses.
Plant Accounting Invoicing	Reserved for special uses.
General Accounting Invoicing	Reserved for special uses.
Gas Accounting Invoices	Reserved for special uses.
Nomination	Receive notices related to nominations.
Storage Plan	Receive notices related to the annual storage plan.
Measurement	Receive measurement related notices.
Contract	Receive contract related notices.

# Upgrade Existing Upstream/Downstream



- General Info
- Details
- Contacts
- Addresses
- Contact Uses
- Organizational Info**
- System Agreement
- Error List
- Local Admin Setup
- System Access

Help

## Ultimate Parent Company's Information

If your company is a multi-tiered company and have another Entity as the Ultimate Parent, please add Parent Company's Information. Ultimate Parent means a company that owns no less than 51% equity either directly or indirectly in the parent and Affiliates

- New Parent
- Edit Parent
- Remove Parent

Ultimate Parent Company's Legal Entity Name:

Ultimate Parent Company Public/Private:

Address Line 1:  Country Cd:

Address Line 2:  State Name:

City:  Zip/Postal Cd:

## Company's Information

Company's Legal Name:

Public/Private:

Address:

Primary Contact:

Phone Number:

Email Addr:

Title:

Nationality:

## Company Shareholders

If public, please list beneficial holders who directly or indirectly hold 5% or more of your equity securities. If private, please list the top three direct or indirect beneficial holders of your equity securities

- New
- Delete

Type	Company Shareholder For	Percent Owned	First Name	Middle Init	Last Name	Nationality	Corporation	Headquarters Location
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The Organizational Info tab is where you provide Ultimate Parent Company's Information, Company's Information, and Company Shareholders, if applicable. If no Ultimate Parent Company exists, the company itself becomes the Ultimate Parent.

# Upgrade Existing Upstream/Downstream



General Info Details Contacts Addresses Contact Uses Organizational Info System Agreement Error List Local Admin Setup System Access

Help Status:  Approved  Pending Show Historical  View Executed Detail View to Execute

Business Units Covered	Form Status	Signature Name	Requester Title	Requester User ID	Requester User Name	Request TS	Mkt Appr St	Int Appr St	Template ID
AGT, BGS, BSP, EHP, ETNG, M...	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			166
BIG	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			151
GB	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			158
GPL	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			152
MCGP	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			160
MNCA	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			153
MNUS	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			159
MR	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			154
NPC	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			162
NXCA	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			155

Enbridge business units require a LINK® System Agreement to be executed to satisfy the FERC approved system authorization process.

The System Agreement is available to execute online by clicking a line item in the data grid and clicking the 'View To Execute' button.

# Upgrade Existing Upstream/Downstream



**SYSTEM AGREEMENT DIALOG FOR SERVICE REQUESTER**

**For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.**

FORM OF SERVICE AGREEMENT  
FOR THE LINK® SYSTEM

This LINK® System Agreement, executed this 22 day of September, 2023, by and between LIMITED COMPANY, (Service Requester Proprietary Number 1000029865) (hereafter referred to as "LINK® System Subscriber"), and ALGONQUIN GAS TRANSMISSION, LLC; BIG SANDY PIPELINE, LLC; BOBCAT GAS STORAGE; EAST TENNESSEE NATURAL GAS, LLC; EGAN HUB STORAGE, LLC; MOSS BLUFF HUB, LLC; SALTVILLE GAS STORAGE COMPANY L.L.C.; and TEXAS EASTERN TRANSMISSION, LP (whether one or more, hereafter referred to as "Pipeline"), witnesseth that for and in consideration of the mutual covenants and provisions herein contained and subject to all of the terms, provisions and conditions herein set forth, LINK® System Subscriber and Pipeline do hereby agree as follows:

ARTICLE I

By typing my signature and clicking Execute Agreement below, I represent that I am authorized by the LINK® System Subscriber to sign this agreement on its behalf and I acknowledge that Pipeline is entitled to rely on my electronic signature the same as it would a manual written signature.

Name:  Title:   
Phone Nbr:  Email Addr:

**Press Refresh after typing in your name and title to transfer this information to the text of the LINK® System Agree**

To assist us in addressing your needs, please provide a short explanation of why you need access (or need additional access) to the LINK® system. Thank you.

I have read and agree with the above document.  
 I agree to execute this form electronically.  
 I attest this agreement is On Behalf of: LIMITED COMPANY

**Note: To Execute Agreement please scroll to the end of System Agreement document, and check all attestation box**

When the screen shown here appears, scroll completely through the System Agreement Form of Service, enter the requested information, and check the attestation boxes.

Once the tasks have been completed, execute the agreement by clicking the 'I agree to these terms and I execute this Agreement' button.

Once the System Agreement has been approved, a copy will be e-mailed to the Local Security Administrator.

# Upgrade Existing Upstream/Downstream



## SYSTEM AGREEMENT DIALOG FOR SERVICE REQUESTER

### System Agreement Check Out

For Assistance, please contact the

FORM OF SERVICE AGREEMENT  
FOR THE LINK® SYSTEM

This LINK® System Agreement, executed this 22 day of September, 2023, by and between LIMITED COMPANY, (Service Requester Proprietary Number 1000029865) (hereafter referred to as "LINK® System Subscriber"), and ALGONQUIN GAS TRANSMISSION, LLC; BIG SANDY PIPELINE, LLC; BOBCAT GAS STORAGE; EAST TENNESSEE NATURAL GAS, LLC; EGAN HUB STORAGE, LLC; MOSS BLUFF HUB, LLC; SALTVILLE GAS STORAGE COMPANY L.L.C.; and TEXAS EASTERN TRANSMISSION, LP (whether one or more, hereafter referred to as "Pipeline"), witnesseth that for and in consideration of the mutual covenants and provisions herein contained and subject to all of the terms, provisions and conditions herein set forth, LINK® System Subscriber and Pipeline do hereby agree as follows:

ARTICLE I  
SCOPE OF AGREEMENT

a. Pipeline shall make available for

By typing my signature and clicking Execute Agreement below, I represent that I am authorized by the LINK® System Subscriber to sign this agreement on its behalf and I acknowledge that Pipeline is entitled to rely on my electronic signature the same as it would a manual written signature.

Name: A

Phone Nbr: 5

Press Refresh after typing in your name

To assist us in addressing your needs, please provide a short explanation of why you need access (or need additional access) to the LINK® system. Thank you.

- I have read and agree with the above document.
- I agree to execute this form electronically.
- I attest this agreement is On Behalf of: LIMITED COMPANY

Note: To Execute Agreement please

FORM OF SERVICE AGREEMENT  
FOR THE LINK® SYSTEM

This LINK® System Agreement, executed this 22 day of September, 2023, by and between LIMITED COMPANY, (Service Requester Proprietary Number 1000029865) (hereafter referred to as "LINK® System Subscriber"), and ALGONQUIN GAS TRANSMISSION, LLC; BIG SANDY PIPELINE, LLC; BOBCAT GAS STORAGE; EAST TENNESSEE NATURAL GAS, LLC; EGAN HUB STORAGE, LLC; MOSS BLUFF HUB, LLC; SALTVILLE GAS STORAGE COMPANY L.L.C.; and TEXAS EASTERN TRANSMISSION, LP (whether one or more, hereafter referred to as "Pipeline"), witnesseth that for and in consideration of the mutual covenants and provisions herein contained and subject to all of the terms, provisions and conditions herein set forth, LINK® System Subscriber and Pipeline do hereby agree as follows:

ARTICLE I  
SCOPE OF AGREEMENT

By typing my signature and clicking Execute Agreement below, I represent that I am authorized by the LINK® System Subscriber to sign this agreement on its behalf and I acknowledge that Pipeline is entitled to rely on my electronic signature the same as it would a manual written signature.

Name: ASHLEY PETERS

Title: SECURITY ADMINISTRATOR

Phone Nbr: 555-555-5555

Email Addr: ASHLEY.PETERSON@LIMITED.C

To assist us in addressing your needs, please provide a short explanation of why you need access (or need additional access) to the LINK® system. Thank you.

- I have read and agree with the above document.
- I agree to execute this form electronically.
- I attest this agreement is On Behalf of: LIMITED COMPANY

Date/Time Execute Agreement button pushed: 09/22/2023 09:51:36.680

I agree to these terms and I execute this Agreement

Void Execution

View PDF

I agree to these terms and I execute this Agreement

View PDF

Refresh

Cancel

Close Screen

Confirm execution on the System Agreement Check Out box by clicking the 'I agree to these terms and I execute this Agreement' button.

# Upgrade Existing Upstream/Downstream



**SYSTEM AGREEMENT DIALOG FOR SERVICE REQUESTER**

RECEIVED; APPROVAL PENDING SUBMISSION AND REVIEW. CLICK ON 'CLOSE SCREEN' TO CONTINUE.

For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.

FORM OF SERVICE AGREEMENT  
FOR THE LINK® SYSTEM

This LINK® System Agreement, executed this 22 day of September, 2023, by and between LIMITED COMPANY, (Service Requester Proprietary Number 1000029865) (hereafter referred to as "LINK® System Subscriber"), and ALGONQUIN GAS TRANSMISSION, LLC; BIG SANDY PIPELINE, LLC; BOBCAT GAS STORAGE; EAST TENNESSEE NATURAL GAS, LLC; EGAN HUB STORAGE, LLC; MOSS BLUFF HUB, LLC; SALTVILLE GAS STORAGE COMPANY L.L.C.; and TEXAS EASTERN TRANSMISSION, LP (whether one or more, hereafter referred to as "Pipeline"), witnesseth that for and in consideration of the mutual covenants and provisions herein contained and subject to all of the terms, provisions and conditions herein set forth, LINK® System Subscriber and Pipeline do hereby agree as follows:

ARTICLE I  
SCOPE OF AGREEMENT

a. Pipeline shall make available for use by LINK® System Subscriber Pipeline's computerized electronic communication system, the LINK® Customer Interface System ("LINK® System"), to perform such

By typing my signature and clicking Execute Agreement below, I represent that I am authorized by the LINK® System Subscriber to sign this agreement on its behalf and I acknowledge that Pipeline is entitled to rely on my electronic signature the same as it would a manual written signature.

Name: ASHLEY PETERSON Title: SECURITY ADMINISTRATOR  
Phone Nbr: 555-555-5555 Email Addr: ASHLEY.PETERSON@LIMITED.COM

Press Refresh after typing in your name and title to transfer this information to the text of the LINK® System Agreement.

To assist us in addressing your needs, please provide a short explanation of why you need access (or need additional access) to the LINK® system. Thank you.

I have read and agree with the above document.  
 I agree to execute this form electronically.  
 I attest this agreement is On Behalf of: LIMITED COMPANY

Note: To Execute Agreement please scroll to the end of System Agreement document, and check all attestation boxes.

I agree to these terms and I execute this Agreement View PDF Refresh Cancel Close Screen

A message at the top of the popup screen will communicate that the information has been received and approval is pending review. Click the 'Close Screen' button to continue to the next step.

# Upgrade Existing Upstream/Downstream



LINK System Customer Interface LINK Learning Training Tutorials Contact Us

SystemTest Build: 8.66.02 Login: None Service Requester Maintenance (New/Upgrade) 9/22/2023 9:59:53 AM CDT

\*Svc Req Entity Name:  Svc Req No:  Eff From Date:

Svc Req Setup:  Svc Req Pty Cd:  Eff To Date:

Svc Req Name:  Svc Req Status:

I'm not a robot

Captcha must be checked to Submit

reCAPTCHA  
Privacy - Terms

System Access

Status:  Approved  Pending

Business Units Covered	Form Status	Signature Name	Requester Title	Requester User ID	Requester User Name	Request TS	Mkt Appr St	Int Appr St	Template ID
AGT, BGS, BSP, EHP, ETNG, MI	PENDING	ASHLEY PE	SECURITY	TSTASHLEY	ASHLEY PE	09/22/2023 09:51:36.680			166
BIG	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			151
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NXCA	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			155
NXUS	NOT EXECUTED	ASHLEY PE		TSTASHLEY	ASHLEY PE	01/01/0001 00:00:00.000			161

Row 1 of 17

When entering all the information required on each tab, the user can submit the information for approval by clicking the ‘Submit’ button in the top right-hand corner of the screen.

Any on-line documents submitted are approved by Enbridge personnel.