

# Copy User's Access Roles

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How to copy user's access roles to a new user.

# Copy User's Access Roles

## Step 1

- LSA will click on the existing user (LINK ID) the LSA wishes to mirror access for the new user (row will highlight) and LSA will click the “Copy” button and the “Copy User Dialog” screen will display.
- The “Copy” button will be unavailable if LSA tries to copy an LSA ID.

The screenshot shows the 'LINK System Customer Interface' with the 'Local User Maintenance' page. The page includes a header with navigation links (LINK Learning, Training, Tutorials, Contact Us, Logout) and the ENBRIDGE logo. Below the header, there are system information fields (SystemTest Build: 8.84.01, Login: TSTJTSJSPIPELINE, User Security) and a date/time display (2/25/2026, 5:15:16 PM CST). A toolbar contains buttons for Retrieve, Clear, New User, Copy User (highlighted), User Detail, User Access, Reset MFA, and Change Password. Below the toolbar are input fields for LINK ID, First Name, Status (set to ENABLED), Employed By (JS PIPELINE COMPANY), and Last Name. A table lists users with columns for User ID, Last Name, First Name, Middle Initial, Employed By, LSA User, Default Gen Use, Eff From Date, Eff To Date, Status, Work Phone Nbr, Work Fax Nbr, and Work Email.

User ID	Last Name	First Name	Middle Initial	Employed By	LSA User	Default Gen Use	Eff From Date	Eff To Date	Status	Work Phone Nbr	Work Fax Nbr	Work Email
TSTDORISRUCK	RUCKER	DORIS		JS PIPELINE COMPANY	<input type="checkbox"/>	<input type="checkbox"/>	02/25/2026	01/01/2200	ENABLED	713-627-6162		JOYCE.SCHUBRICK@ENBRIDGE.COM
TSTJTSJSPIPELINE	SCHUBRICK	JOYCE		JS PIPELINE COMPANY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/19/2026	01/01/2200	ENABLED	713-627-6162	713-989-3085	JOYCE.SCHUBRICK@ENBRIDGE.COM

# Copy User's Access Roles

**COPY USER DIALOG**

Copy User based on TSTDORISRUCK - Enter required information, review the User Roles in the grid and click OK to create a new LINK User

This will create a new User ID for the LINK(R) System. The following rules apply:

1. LINK Id 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 User id.
5. User will be required to change password at first login.
6. Employed By is this individual's employer. It cannot be changed once this screen is OK'ed.

Effective 01/17/2022, After creating the user id and communicating it to the owner, the owner will need to configure the id in Okta ( <https://linklogin.okta.com> ) for multifactor authentication. See procedures for Okta setup on the LINK Home page within the LINK® System Security box or within Tutorials under LINK® System Security

LINK Id **TST**

First Name  Phone #

M.I.  Fax #

Last Name  Email Addr

Employed By Svc Req Name  Password

Retype Password

**Roles Copied from User ID TSTDORISRUCK**

Service Provider	Svc Req Entity Name	Role Name	Access Type	Eff From Date	Eff To Date	
ALGONQUIN	BROWNBEAR	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
ALGONQUIN	JS PIPELINE COMPANY	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
ALGONQUIN	BROWNBEAR	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nomination:
ALGONQUIN	JS PIPELINE COMPANY	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nomination:
TEXAS EASTERN	BROWNBEAR	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TEXAS EASTERN	JS PIPELINE COMPANY	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TEXAS EASTERN	BROWNBEAR	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nomination:
TEXAS EASTERN	JS PIPELINE COMPANY	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nomination:

## Step 2

- LSA will create the LINK® ID, password, and provide contact information for the new user.
- LSA will review the roles being copied.
- LSA clicks “OK”.
- Once “OK” is clicked, then it will take the LSA back to the “Local User Maintenance” screen.

# Copy User's Access Roles

- On the “Local User Maintenance” screen, LSA will receive message “New User TSTFCJSPIPE has been created through copy, please verify user access”.
- LSA clicks on the “User Access” button and it takes the LSA to the “Local User Access List”.

The screenshot shows the 'Local User Maintenance' interface. At the top, there is a green header with a menu icon, system information (SystemTest Build: 8.84.01, Login: TSTJTSJSPIPELINE, User Security), the page title 'Local User Maintenance', and the date/time (2/25/2026, 5:45:20 PM CST). Below the header is a light blue notification banner: 'NEW USER TSTFCJSPIPE HAS BEEN CREATED THROUGH COPY. PLEASE VERIFY USER ACCESS'. Underneath the banner are several utility icons (filter, print, calendar, refresh, star, settings) and a row of action buttons: Retrieve, Clear, New User, Copy User, User Detail, User Access (highlighted with an orange box), Reset MFA, and Change Password. Below the buttons are input fields for LINK ID, First Name, Status (set to ENABLED), Employed By (set to JS PIPELINE COMPANY), and Last Name. At the bottom is a table with the following data:

User ID	Last Name	First Name	Middle Initial	Employed By	LSA User	Default Gen Use	Eff From Date	Eff To Date	Status	Work Phone Nbr	Work Fax Nbr	Work Email
TSTDORISRUCK	RUCKER	DORIS		JS PIPELINE COMPANY	<input type="checkbox"/>	<input type="checkbox"/>	02/25/2026	01/01/2200	ENABLED	713-627-6162		JOYCE.SCHUBRICK@ENBRIDGE.COM
TSTJTSJSPIPELINE	SCHUBRICK	JOYCE		JS PIPELINE COMPANY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/19/2026	01/01/2200	ENABLED	713-627-6162	713-989-3085	JOYCE.SCHUBRICK@ENBRIDGE.COM
TSTFCJSPIPE	CARPENTER	FRAN		JS PIPELINE COMPANY	<input type="checkbox"/>	<input type="checkbox"/>	02/25/2026	01/01/2200	ENABLED	713-627-6162		JOYCE.SCHUBRICK@ENBRIDGE.COM

# Copy User's Access Roles

- LSA to verify access roles where copied.
- Roles will display in blue for a max of 10 minutes then will display in black.

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE User Security Local User Access List 2/25/2026 5:49:06 PM CST

Retrieve Clear Modify User Access

\*User ID TSTFCJSPIPE Service Provider [ALL]

Employed By JS PIPELINE COMPANY Company Name [ALL]

User Id	User Name	Employed By	Company Name	Service Provider	Role Name	Access Type	Eff From Date	Eff To Date	Role Description
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	BROWNBEAR	ALGONQUIN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	JS PIPELINE COMPANY	ALGONQUIN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	BROWNBEAR	ALGONQUIN	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nominations and retroactive adjustments, exe
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	JS PIPELINE COMPANY	ALGONQUIN	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nominations and retroactive adjustments, exe
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	BROWNBEAR	TEXAS EASTERN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	JS PIPELINE COMPANY	TEXAS EASTERN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	BROWNBEAR	TEXAS EASTERN	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nominations and retroactive adjustments, exe
TSTFCJSPIPE	FRAN CARPENTER	JS PIPELINE COMPANY	JS PIPELINE COMPANY	TEXAS EASTERN	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nominations and retroactive adjustments, exe

# Copy User's Access Roles

- The LSA provides the LINK Id and password to the new user.
  - The new user will be prompted to change the password at log in.
- New User should wait an hour for their ID to get into Okta.
- New User must set up MFA (Multifactor Authentication) or new user will not be able to access LINK without this step.
  - For instructions on how to set up MFA, please see the “Multifactor Authentication Setup” tutorial.