

# Disable/Enable User's LINK Id

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How to disable/enable a User's Link Id.

# Disable User's LINK Id

- Put your cursor on the LINK Id the LSA wishes to disable and click on "User Detail" button.

The screenshot shows the LINK System Customer Interface for Local User Maintenance. The page includes a header with navigation links (LINK Learning, Training, Tutorials, Contact Us, Logout) and the ENBRIDGE logo. The main content area features a search form with fields for LINK ID, First Name, Last Name, and Status (currently set to ENABLED). Below the search form is a table listing users. The first row, corresponding to the selected user, is highlighted in yellow. The 'User Detail' button in the top right navigation bar is highlighted with a yellow box.

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
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
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

# Disable User's LINK ID

USER DETAIL DIALOG

LINK ID: TSTDORISRUCK  
First Name: DORIS  
Last Name: RUCKER  
Employed By: JS PIPELINE COMPANY

Phone #: 713-627-6162  
Email Addr: JOYCE.SCHUBRICK@ENBRIDGE.COM  
Disable/Enable: ENABLED

OK Cancel

- On the User Detail Dialog popup screen there is a “Disable/Enable” dropdown, click on the dropdown and select “Disable” and click the “OK” button.

- Once “OK” button is clicked, it will take the LSA back to the “Local User Maintenance” where it will let the LSA know that it was “accepted” and the user status is set to “Disabled” and will display in red.

LINK System Customer Interface

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE User Security Local User Maintenance 2/26/2026 10:32:07 AM CST

ACCEPTED

LINK ID: TSTDORISRUCK First Name: DORIS Last Name: RUCKER Status: DISABLED

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/25/2026	02/28/2026	DISABLED	713-627-6162		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

# Enable User's LINK ID

- If a user's status is in "Disabled" but needs to be "Enabled", then LSA can enable the ID and assign roles to it.
- If a user's status is in "Retired" status, then the LSA can not "Enabled" the LINK® Id as it is no longer resides in the domain.
- I filtered on "Disabled" LINK Ids, click on the user that the LSA wishes to "Enabled" and click the "User Detail" button. There are other filters available to the LSA if they need to filter further.
- This will take the LSA to the "User Detail Dialog" popup screen.

The screenshot shows the LINK System Customer Interface. The top navigation bar includes links for LINK Learning, Training, Tutorials, Contact Us, and Logout, along with the ENBRIDGE logo. The main header displays 'SystemTest Build: 8.84.01', 'Login: TST.JTSJSPIPELINE', and 'User Security'. The page title is 'Local User Maintenance'. A search bar contains 'LINK ID' and 'Employed By: JS PIPELINE COMPANY'. A 'Status' dropdown menu is set to 'DISABLED'. A table lists user details for TSTDORISRUCK, including Last Name (RUCKER), First Name (DORIS), Middle Initial, Employed By (JS PIPELINE COMPANY), LSA User, Default Gen Use, Eff From Date (02/25/2026), Eff To Date (02/26/2026), Status (DISABLED), Work Phone Nbr (713 627 6162), Work Fax Nbr, and Work Email (JOYCE.SCHUBRICK@ENBRIDGE.COM). A 'User Detail' button is highlighted with a yellow box.

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			02/25/2026	02/26/2026	DISABLED	713 627 6162		JOYCE.SCHUBRICK@ENBRIDGE.COM

# Enable User's LINK ID

USER DETAIL DIALOG

LINK ID: TSTDORISRUCK  
First Name: DORIS  
M.I.:  
Last Name: RUCKER  
Employed By Svc Req Name: JS PIPELINE COMPANY

Phone #: 713-627-6162  
Fax #:  
Email Addr: JOYCE.SCHUBRICK@ENBRIDGE.CO  
Eff From Dt: 02/25/2026  
Eff Thru Dt: 02/26/2026

Last Password Set TS: 02/25/2026 18:54:10.164

Disable/Enable: DISABLED

OK Cancel

- On the “User Detail Dialog” screen, the LSA will change the “Disable/Enable” filter to “Enabled” and click “OK”.
- Once LSA clicks “OK”, it will take the LSA back to the “Local User Maintenance” screen with a message “accepted, please click on “User Access” button and assign roles”.
- The ID will turn from red to black.

LINK System Customer Interface

SystemTest Build: 8.84.01 Login: TST.JTSJSPIPELINE User Security Local User Maintenance 2/26/2026 1:15:01 PM CST

ACCEPTED, PLEASE CLICK ON "USER ACCESS" BUTTON AND ASSIGN ROLES.

LINK ID: Employed By: JS PIPELINE COMPANY

First Name: Last Name: Status: DISABLED

Retrieve Clear New User Copy User User Detail User Access Reset MFA Change Password

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			02/25/2026	01/01/2200	ENABLED	713-627-6162		JOYCE.SCHUBRICK@ENBRIDGE.CO

# Assigning Roles to the LINK ID

- The Local User Access List will show what access the user has. For new user it will show “No Matches Found”. LSA will click the “Modify User Access” button and it will take you to the “Local User Modify Access” screen.

The screenshot displays the LINK System Customer Interface. At the top, there is a navigation bar with links for LINK Learning, Training, Tutorials, Contact Us, and Logout, along with the ENBRIDGE logo. Below this is a green header bar with a menu icon. The main content area shows the 'Local User Access List' page. A yellow banner at the top of the content area displays 'NO MATCHES FOUND'. Below the banner are several utility icons (filter, print, calendar, refresh, star, settings) and three buttons: 'Retrieve', 'Clear', and 'Modify User Access'. The 'Modify User Access' button is highlighted with a yellow border. Below the buttons are search filters: '\*User ID' (text input with 'TSTDORISRUCK'), 'Employed By' (dropdown menu with 'JS PIPELINE COMPANY'), 'Service Provider' (dropdown menu with '[ALL]'), and 'Company Name' (dropdown menu with '[ALL]'). At the bottom, there is a table header with columns: User Id, User Name, Employed By, Company Name, Service Provider, Role Name, Access Type, Eff From Date, Eff To Date, and Role Description. The table body is currently empty.

# Assigning Roles to the LINK ID

- On the “Local User Modify Access” screen, LSA can click the “Retrieve” button, and it will retrieve all roles for all business units.
- Or LSA can filter by using the Service Provider, Company Name, Role ID filters to narrow what access is needed for what business unit or company(s).

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE Local User Modify Access 2/25/2026 3:34:10 PM CST

User Id: TSTDORISRUCK  
 Name: RUCKER, DORIS  
 Employed By: JS PIPELINE COMPANY

Service Provider: None selected  
 Company Name: None selected  
 Role ID: None selected  
 Assigned/Available: [ALL]

**Security Access:**  
 To add/remove access to the LINK System for the user specified above:  
 1. Select the Service Providers and Companies from the drop downs and click on Retrieve.  
 2. Select the security access this user will have by changing 'DENY' to 'ALLOW' to assign the role or 'ALLOW' to 'DENY' to remove the role  
 3. To save the changes, click on 'Submit' before you close the screen or click on 'Back'

<input type="checkbox"/>	Service Provider	Company Name	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	Capacity Release	02/25/2026	01/01/2200	DENY	DENY	Assign the ability to create offers, bid on capacity and recall/reput capacity on beh
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	Contracts (Service Agre	02/25/2026	01/01/2200	DENY	DENY	Request, Amend, Approve and view contracts
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	Nominations	02/25/2026	01/01/2200	DENY	DENY	Submit or view nominations and retroactive adjustments, execute nomination repc
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	Meter Confirmations	02/25/2026	01/01/2200	DENY	DENY	Confirm meters, update PDAs, view allocations and imbalances, execute confirma
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	OBA Imbalance Verifier	02/25/2026	01/01/2200		DENY	Submit reconciliation information associated with OBAs monthly
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	View Invoice	02/25/2026	01/01/2200	DENY		View invoice information
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	View Measured Volume	02/25/2026	01/01/2200	DENY		View measurement information in LINK and the Measurement Reporting Center
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	Update For Order 698	02/25/2026	01/01/2200		DENY	Update Power Plant information resulting from Order 689
<input type="checkbox"/>	ALGONQUIN	BROWNBEAR	View Gas Quality	02/25/2026	01/01/2200	DENY		View Gas Quality information
<input type="checkbox"/>	ALGONQUIN	JS PIPELINE COMPANY	Capacity Release	02/25/2026	01/01/2200	DENY	DENY	Assign the ability to create offers, bid on capacity and recall/reput capacity on beh

# Assigning Roles to the LINK ID

- For example: If LSA wants to only add “Nomination” and “View Invoice” role for Texas Eastern and AGT for two companies which are affiliated. LSA can use the filters by checking the boxes and then click the “Retrieve” button.

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE

User Id: TSTDORISRUCK  
Name: RUCKER, DORIS

Service Provider: ALGONQUIN, TEXAS EASTERN

Company Name:  ALGONQUIN

Role ID:  BOBCAT GAS STORAGE  
 BRAZORIA INTERCONNECTOR GAS PIPELINE  
 BIG SANDY PIPELINE  
 EGAN  
 EAST TENNESSEE  
 GARDEN BANKS GAS PIPELINE  
 GENERATION PIPELINE LLC  
 MOSS BLUFF  
 MISSISSIPPI CANYON GAS PIPELINE  
 MARITIMES NE CANADA  
 MARITIMES NE US  
 MANTA RAY OFFSHORE GATHERING COMPANY  
 NAUTILUS PIPELINE COMPANY  
 NEXUS CANADA  
 NEXUS GAS TRANSMISSION  
 SOUTHEAST SUPPLY HEADER  
 SALTVILLE  
 STECKMAN RIDGE  
 SABAL TRAIL TRANSMISSION  
 TEXAS EASTERN  
 TRES PALACIOS GAS STORAGE LLC  
 VALLEY CROSSING PIPELINE  
 WESTCOAST ENERGY  
 WALKER RIDGE GATHERING SYSTEM  
 SECURITY MAINTENANCE

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE

User Id: TSTDORISRUCK  
Name: RUCKER, DORIS

Service Provider: ALGONQUIN, TEXAS EASTERN

Company Name: All selected (2)

Role ID:  BROWNBEAR  
 JS PIPELINE COMPANY

Assigned/Available

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE

User Id: TSTDORISRUCK  
Name: RUCKER, DORIS

Service Provider: ALGONQUIN, TEXAS EASTERN

Company Name: All selected (2)

Role ID: Nominations, View Invoice

Assigned/Available:  Capacity Release  
 Contracts (Service Agreements)  
 Meter Confirmations  
 Nominations  
 OBA Imbalance Verifier  
 Update For Order 698  
 View Gas Quality  
 View Invoice  
 View Measured Volumes  
 View Max Allow. Deliv.(MAD)  
 Third Party  
 EDI Admin

# Assigning Roles to the LINK ID

- Once retrieved, the LSA can click on the box in the column heading which will check all rows which will open the “Deny”, “Inquiry Only”, and “Update and Inquiry” buttons.

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE Local User Modify Access 2/25/2026 2:54:04 PM CST

User Id: TSTDORISRUCK Employed By: JS PIPELINE COMPANY  
Name: RUCKER, DORIS

Service Provider: ALGONQUIN, TEXAS EASTERN  
Company Name: All selected (2)  
Role ID: Nominations, View Invoice  
Assigned/Available: [ALL]

Security Access:  
To add/remove access to the LINK System for the user specified above:  
1. Select the Service Providers and Companies from the drop downs and click on Retrieve.  
2. Select the security access this user will have by changing 'DENY' to 'ALLOW' to assign the role or 'ALLOW' to 'DENY' to remove the role  
3. To save the changes, click on 'Submit' before you close the screen or click on 'Back'

Deny Inquire Only Update and Inquire

Service Provider	Company Name	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
ALGONQUIN	BROWNBEAR	Nominations	02/25/2026	01/01/2200	DENY	DENY	Submit or view nominations and retroactive adjustments, execute nomination rep
ALGONQUIN	BROWNBEAR	View Invoice	02/25/2026	01/01/2200	DENY		View invoice information
ALGONQUIN	JS PIPELINE COMPANY	Nominations	02/25/2026	01/01/2200	DENY	DENY	Submit or view nominations and retroactive adjustments, execute nomination rep
ALGONQUIN	JS PIPELINE COMPANY	View Invoice	02/25/2026	01/01/2200	DENY		View invoice information
TEXAS EASTE	BROWNBEAR	Nominations	02/25/2026	01/01/2200	DENY	DENY	Submit or view nominations and retroactive adjustments, execute nomination rep
TEXAS EASTE	BROWNBEAR	View Invoice	02/25/2026	01/01/2200	DENY		View invoice information
TEXAS EASTE	JS PIPELINE COMPANY	Nominations	02/25/2026	01/01/2200	DENY	DENY	Submit or view nominations and retroactive adjustments, execute nomination rep
TEXAS EASTE	JS PIPELINE COMPANY	View Invoice	02/25/2026	01/01/2200	DENY		View invoice information

# Assigning Roles to the LINK ID



- LSA can either choose “Inquiry Only” or “Update and Inquiry” button and it will put allow in the appropriate columns for each role or the LSA can be given rights via the drop down on each item in the “Inquiry Only” or “Update and Inquiry” columns.
- All roles that are set to “Allowed” will display in blue.
- LSA clicks the “Submit” button and it will submit the changes and LSA will receive message “Accepted”.

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE Local User Modify Access 2/25/2026 3:48:22 PM CST

User Id: TSTDORISRUCK Employed By: JS PIPELINE COMPANY  
 Name: RUCKER, DORIS

Service Provider: ALGONQUIN, TEXAS EASTERN  
 Company Name: All selected (2)  
 Role ID: Nominations, View Invoice  
 Assigned/Available: [ALL]

Security Access:  
 To add/remove access to the LINK System for the user specified above:  
 1. Select the Service Providers and Companies from the drop downs and click on Retrieve.  
 2. Select the security access this user will have by changing 'DENY' to 'ALLOW' to assign the role or 'ALLOW' to 'DENY' to remove the role  
 3. To save the changes, click on 'Submit' before you close the screen or click on 'Back'

Buttons: <<Back, Retrieve, Clear, Submit, Deny, Inquire Only, Update and Inquire

Service Provider	Company Name	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
<input type="checkbox"/>	ALGONQUIN BROWNBEAR	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination repc
<input type="checkbox"/>	ALGONQUIN BROWNBEAR	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information
<input type="checkbox"/>	ALGONQUIN JS PIPELINE COMPANY	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination repc
<input type="checkbox"/>	ALGONQUIN JS PIPELINE COMPANY	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information
<input type="checkbox"/>	TEXAS EASTE BROWNBEAR	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination repc
<input type="checkbox"/>	TEXAS EASTE BROWNBEAR	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information
<input type="checkbox"/>	TEXAS EASTE JS PIPELINE COMPANY	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination repc
<input type="checkbox"/>	TEXAS EASTE JS PIPELINE COMPANY	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information

# Assigning Roles to the LINK ID



- LSA can click on the “<<Back” button and it will take you back to the “Local User Access List”.

SystemTest Build: 8.84.01    Login: TSTJTSJSPIPELINE    Local User Modify Access    2/25/2026 3:54:02 PM CST

User Id: TSTDORISRUCK    Employed By: JS PIPELINE COMPANY  
 Name: RUCKER, DORIS

Service Provider: ALGONQUIN, TEXAS EASTERN  
 Company Name: All selected (2)  
 Role ID: Nominations, View Invoice  
 Assigned/Available: [ALL]

**Security Access:**  
 To add/remove access to the LINK System for the user specified above:  
 1. Select the Service Providers and Companies from the drop downs and click on Retrieve.  
 2. Select the security access this user will have by changing 'DENY' to 'ALLOW' to assign the role or 'ALLOW' to 'DENY' to remove the role  
 3. To save the changes, click on 'Submit' before you close the screen or click on 'Back'

Service Provider	Company Name	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
<input type="checkbox"/>	ALGONQUIN BROWNBEAR	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination rep
<input type="checkbox"/>	ALGONQUIN BROWNBEAR	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information
<input type="checkbox"/>	ALGONQUIN JS PIPELINE COMPANY	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination rep
<input type="checkbox"/>	ALGONQUIN JS PIPELINE COMPANY	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information
<input type="checkbox"/>	TEXAS EASTE BROWNBEAR	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination rep
<input type="checkbox"/>	TEXAS EASTE BROWNBEAR	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information
<input type="checkbox"/>	TEXAS EASTE JS PIPELINE COMPANY	Nominations	02/25/2026	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments, execute nomination rep
<input type="checkbox"/>	TEXAS EASTE JS PIPELINE COMPANY	View Invoice	02/25/2026	01/01/2200	ALLOW		View invoice information

# Assigning Roles to the LINK ID



- LSA can see that the roles were added for the new user.

LINK System Customer Interface

LINK Learning Training Tutorials Contact Us Logout ENBRIDGE

SystemTest Build: 8.84.01 Login: TSTJTSJSPIPELINE User Security Local User Access List 2/25/2026 4:14:14 PM CST

Retrieve Clear Modify User Access

\*User ID TSTDORISRUCK 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
TSTDORISRUCK	DORIS RUCKER	JS PIPELINE COMPANY	BROWNBEAR	ALGONQUIN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTDORISRUCK	DORIS RUCKER	JS PIPELINE COMPANY	JS PIPELINE COMPANY	ALGONQUIN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTDORISRUCK	DORIS RUCKER	JS PIPELINE COMPANY	BROWNBEAR	ALGONQUIN	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nominations and retroactive adjustments, exe
TSTDORISRUCK	DORIS RUCKER	JS PIPELINE COMPANY	JS PIPELINE COMPANY	ALGONQUIN	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nominations and retroactive adjustments, exe
TSTDORISRUCK	DORIS RUCKER	JS PIPELINE COMPANY	BROWNBEAR	TEXAS EASTERN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTDORISRUCK	DORIS RUCKER	JS PIPELINE COMPANY	JS PIPELINE COMPANY	TEXAS EASTERN	INVOICE EXTERNAL	Inquire Only	02/25/2026	01/01/2200	View invoice information
TSTDORISRUCK	DORIS RUCKER	JS PIPELINE COMPANY	BROWNBEAR	TEXAS EASTERN	NOMINATION	Update & Inquire	02/25/2026	01/01/2200	Submit or view nominations and retroactive adjustments, exe
TSTDORISRUCK	DORIS RUCKER	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