

How to Become A Local Security Administrator

Step-by-step instruction for becoming a local administrator

Contents



The following document is divided into two sections based on user type. Click on the link that is applicable.

[New User – No LINK ID](#)

- How to become an LSA if you are not a current LINK® user

[Existing User – Currently has a LINK ID](#)

- How to become an LSA if you are a current LINK® user

New User (No LINK[®] ID)

How to Become A Local Security Administrator

New User – LSA Request

Step 1

Visit <https://link.enbridge.com> and select “New User (No LINK® ID)”

The screenshot shows the LINK System Customer Interface website. The top navigation bar includes "LINK® Learning", "Training", "Tutorials", and "Contact Us", along with the ENBRIDGE logo. A green header bar contains "Customer Activities (Login)" and "Informational Postings". A date indicator shows "7/22/2024".

The main content area is divided into several sections:

- Existing User Login:** A dropdown menu is open, with "New User (No Link Id)" highlighted in orange. Other options include "Existing User Login", "Reset or Change your Password", and "LINK® System Security Tutorials".
- Support:** A section with contact information: "1-800-827-LINK (5465), 713-989-...". It notes that additional online support can be found on the tutorial page and provides contact numbers for after-hours business support and Volume Management.
- LINK® System Security:** A list of links including "LINK Multifactor Authentication", "Reset or Change your Password", "Existing User", "New User (No LINK® Id)" (highlighted in orange), and "LINK® System Security Tutorials".
- Critical Notices:** A list of notices with dates and links to attachments:
 - Algonquin Gas Transmission, LLC (07/01/2024- testing another attachment)
 - Bobcat Gas Storage (07/01/2024- testing another attachment)
 - Brazoria Interconnector Gas Pipeline (07/01/2024- testing another attachment)
 - Big Sandy Pipeline, LLC
- Slider:** A large image of a suspension bridge with the text "Click Here for the 2024 LINK Training Schedule" and "The Board".
- Training:** A section stating "Enbridge offers group training at different locations throughout the year as well as periodic webinars. Explore our LINK® Training site."
- Public Information:** A section header at the bottom.

New User – LSA Request

Step 2

Select “Create Local Admin for Existing Service Requester”

The screenshot displays the LINK System Customer Interface. At the top, the header includes the LINK System logo, navigation links for Learning, Training, Tutorials, and Contact Us, and the ENBRIDGE logo. A green navigation bar contains a home icon, a lock icon, and a search bar. Below this, a dropdown menu titled 'LINK@ System Access' is open, listing several options: 'New Up/Down Service Requester', 'Service Requester Maintenance (New/Upgrade)', and 'Create Local Admin for Existing Service Requester', which is highlighted with a blue border. The main content area is divided into several sections: 'Customer Support' with contact information, 'LINK@ System Security' with links for password resets and user management, 'Critical Notices' listing recent updates for various gas transmission and storage projects, and a carousel slide for the '2024 LINK Training Schedule'. Other sections for 'Training' and 'Public Information' are partially visible at the bottom.

New User – LSA Request

Step 3

Double click into “Authorized By” and search for your company. Click on the correct row and hit the “Select” button.

LINK System Customer Interface

LINK Learning Training Tutorials Contact Us

SystemTest Build: 8.72.01 Login: None Create Local Admin for Existing Service Requester 7/22/2024 3:41:23 PM CDT

Clear Execute Form Submit

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 State applicable, of the FERC Gas Tariff or of the Pipeline as may be amended from time to time) and assign to that user. 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, number, or 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

LINK® USERID TS

Password

Retype Password

Select Existing Contact

First Name

Service Requester Lookup

Svc Req Name Svc Req Entity Name Svc Req No

Svc Req Pty Cd Svc Req Status D-U-N-S® No

Svc Req Name	Svc Req Entity Name	Svc Req No	Svc Req Pty Cd	Svc Req Status
OFRAC GAS C	OFRAC GAS COMPANY	1000029796	T61578	ACTIVE

Row 1 of 1

Search Select Cancel

New User – LSA Request

Step 4

Scroll through the agreement, enter the requested information, check the attestation boxes, and press “I Agree”.

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 OFRAC GAS COMPANY (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of 1000029796 by the LINK system, you have requested that OFRAC GAS 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 OFRAC GAS 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

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, OFRAC GAS 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: OFRAC GAS COMPANY

Signature Title

Phone Email

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

New User – LSA Request

Step 5

Do a final checkout of the form to confirm your execution of the agreement, hit the “I Agree” button

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

Designation of Local Administration Check Out

On behalf of OFRAC GAS COMPANY (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of 1000029796 by the LINK system, you have requested that OFRAC GAS 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 OFRAC GAS 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).
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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

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Currently, OFRAC GAS 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: OFRAC GAS COMPANY

Signature: ELLIOT GORDON
Title: GAS SCHEDULER II
Phone: 123-456-8952
Email: ELLIOT.GORDON@ENBRIDGE.COM

Date/Time Execute Agreement button pushed: 07/22/2024 15:57:06.420

If successful:


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

New User – LSA Request

Step 6

Create a LINK® ID and Password. Hit “Submit” after filling out all requested information.

SystemTest Build: 8.72.01 Login: None Create Local Admin for Existing Service Requester 7/22/2024 4:06:30 PM CDT

 Clear Execute Form Submit

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 OFRAC GAS COMPANY

LINK® USERID **TST** ELLIOTG

Password

Retype Password

Select Existing Contact

First Name ELLIOT

M.I.



Last Name GORDON

Email Addr ELLIOT.GORDON@ENBRIDGE.COM

Phone # 123-456-8952

Fax # 123-456-8952

Form Executed

 I'm not a robot  reCAPTCHA Privacy - Terms

Captcha must be checked to Submit

New User – LSA Request

Step 7

Do a final checkout of all information provided and hit “Continue Submit”.

LINK System Customer Interface LINK Learning Training Tutorials Contact Us

SystemTest Build: 8.72.01 Login: None Create Local Administrator Confirmation 7/22/2024 4:10:51 PM CDT

[Continue Submit](#) [Return to Create Local Admin](#)

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

This screen provides the final opportunity to review information entered on Create Local Admin for Existing Service Requester Screen. To complete setting up Local Security Administrator, press "Continue Submit" button. To edit information, press "Return to Create Local Admin".

Local Admin User Information

User ID	TSTELLIOTG	Authorized and Employed by Svc Req Name	OFRAC GAS COMPANY
Full Name On User Id	ELLIOT GORDON	Authorized and Employed by Svc Req No	1000029796
Phone #	123-456-8952	Fax #	
Email	ELLIOT.GORDON@E		

Duplicate User Information

Proposed user has same First and Last name as other existing user

Proposed user has same Work Email address as other existing user

Comments Entered for Duplicate User Email/Full Name:

TEST

Designation Of Local Administration Form Information

DESIGNATION OF LOCAL ADMINISTRATION FORM

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If successful:

PROPOSED LOCAL ADMIN INFO SUBMITTED; APPROVAL PENDING

New User – LSA Request



Step 8

The request to become a Local Security Administrator will be sent to Enbridge for approval. You will be notified via email if your request is approved.

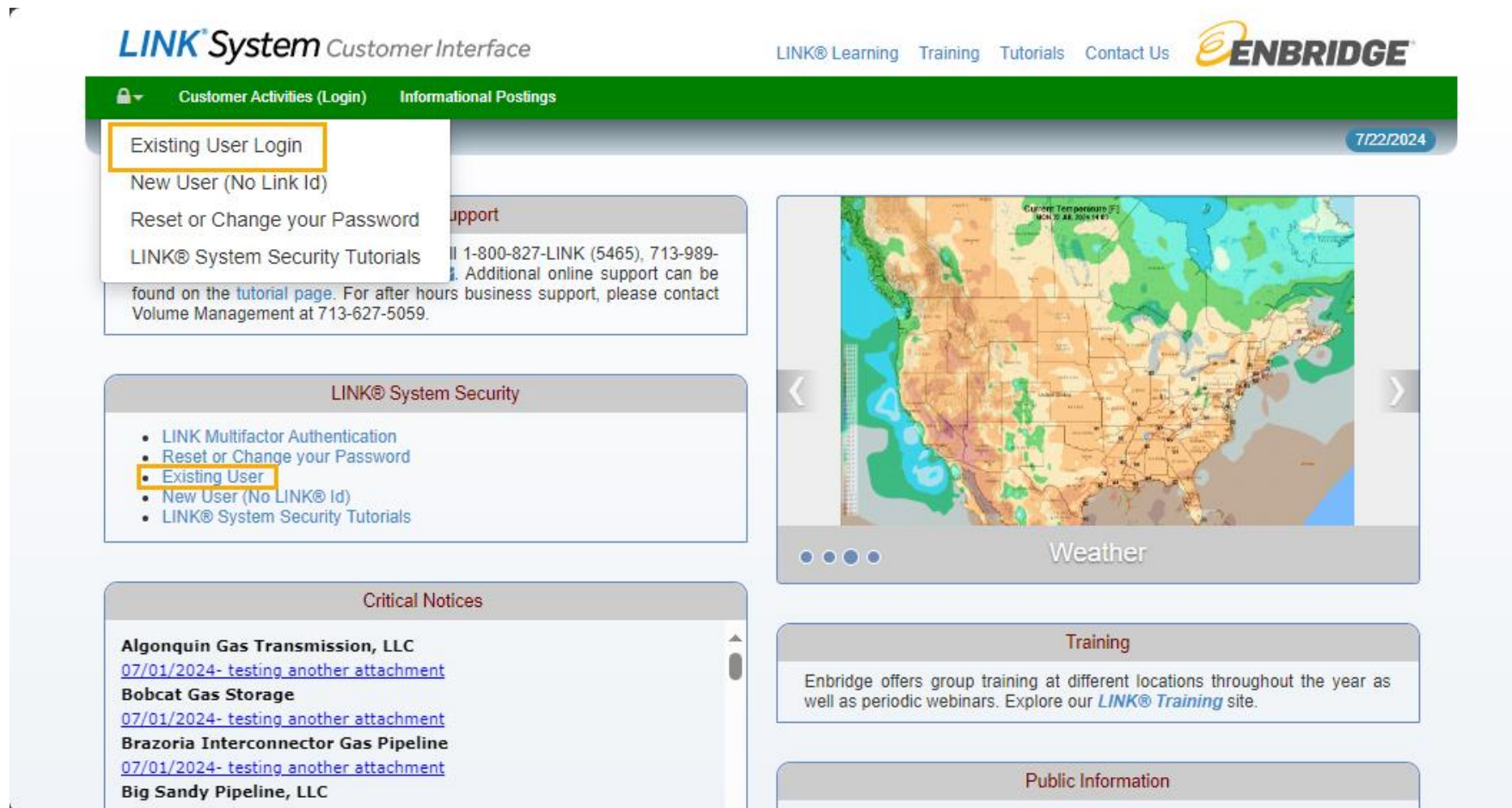
Existing User (Currently has a LINK® ID)

How to Become A Local Security Administrator

New User – LSA Request

Step 1

Visit <https://link.enbridge.com> and login via “Existing User Login”



New User – LSA Request

Step 2

Go to the “Local Admin Maintenance” Screen

The screenshot displays the LINK System Customer Interface. At the top, the header includes the LINK System logo, navigation links for Learning, Training, Tutorials, Contact Us, and Logout, and the ENBRIDGE logo. A green navigation bar contains a home icon, a search icon, and a user login status: 'Login: TST1298'. To the right of the login status, the date '7/22/2024' and time '4:54:42 PM CDT' are shown. A dropdown menu is open, listing 'LINK@ System Access', 'LINK Training', and 'Local Admin Maintenance', with the last option highlighted. The main content area is divided into several sections: 'Customer Support' with contact information; 'LINK@ System Security' with links for password management; 'Critical Notices' listing updates for Algonquin Gas Transmission, LLC, Bobcat Gas Storage, Brazoria Interconnector Gas Pipeline, and Big Sandy Pipeline, LLC; 'Non-Critical Notices' with similar updates; 'Assets' featuring a map of the United States and Canada with various facility markers; 'Training' with information on group training and webinars; and 'Public Information' with links to credit applications, notices, forms, and other resources.

New User – LSA Request

Step 3

Under “pending”, select the “New” button to add the current user as a Local Administrator

LINK System Customer Interface LINK Learning Training Tutorials Contact Us Logout

SystemTest Build: 8.72.01 Login: TST1298 Local Admin Maintenance 7/23/2024 8:02:32 AM CDT

Clear Submit

*Svc Req Name OFRAC GAS C

LSA Role Status Approved Pending

Local Admins Employed By Service Requester

View PDF Execute Form **New** View Detail Remove

Svc Req Name	Svc Req No	New User	Current Local Admin(s)	Research Required	User Id	Name On Id	Signature Name	Effective From Date	Effective Th
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New User – LSA Request

Step 4

Scroll through the agreement, enter the requested information, check the attestation boxes, and press “I Agree”.

Local Admin Form Execution Dialog

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

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I agree to execute this form electronically.

I attest this agreement is On Behalf of: OFRAC GAS COMPANY

Signature:

Title:

Phone:

Email:

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

New User – LSA Request

Step 5

Do a final checkout of all information provided and hit “I agree to these terms, and I execute this agreement”.

The screenshot shows a web application window titled "Local Admin Form Execution Dialog". Inside, there is a sub-dialog titled "Designation of Local Administration Check Out". The form contains the following text and fields:

On behalf of OFRAC GAS COMPANY (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of 1000029796 by the LINK system, you have requested that OFRAC GAS 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 OFRAC GAS COMPANY's agreement to these terms and to submit your request to become the Local Security Administrator.

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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: OFRAC GAS COMPANY

Signature: JACOB MACABEE
Title: GAS SCHEDULER II
Phone: 123-456-7895
Email: JACOB.MACABEE@ENBRIDGE.COM

Note: Date/Time Execute Agreement button pushed: 07/23/2024 08:08:24.122

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

If successful:

PROPOSED LOCAL ADMIN INFO SUBMITTED; APPROVAL PENDING

New User – LSA Request



Step 7

The request to become a Local Security Administrator will be sent to Enbridge for approval. You will be notified via email if your request is approved.

Questions?

Email link-help@enbridge.com or call [1-800-827-5465](tel:1-800-827-5465) for LINK® System application support

