

# How to become Local Administrator

LINK® System  
Customer Interface

## Directory

New User – No Link ID Steps

Existing User – Currently have a Link ID

**BECOME LOCAL ADMIN FOR EXISTING ENTITY  
(NEW USER – NO LINK ID)**

# Create Local Admin for Existing Entity

Existing User Login

New User (No Link Id)

Reset or Change your Password

LINK® System Security Tutorials Application Support  
For application support, please call 1-800-827-LINK (5465), 713-989-LINK, or email [LINK@enbridge.com](#). Additional online support can be found on the [tutorial page](#).

## Application Support

## LINK® System Security

- Reset or Change your Password
- Existing User
- New User (No LINK® Id)
- LINK® System Security Tutorials

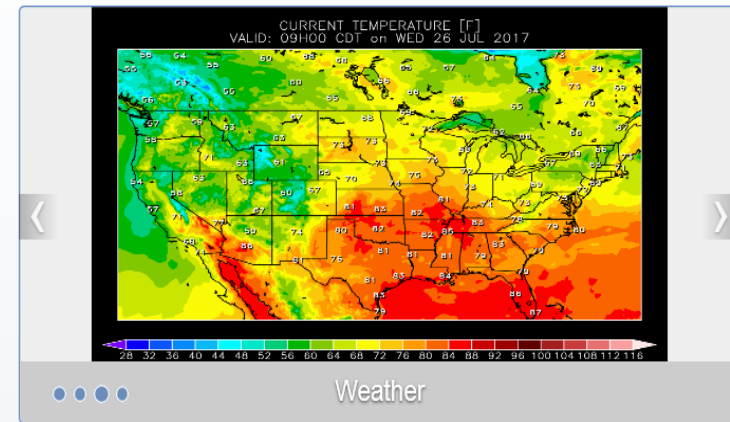
## Critical Notices

### Sabal Trail Transmission, LLC

[04/10/2017- test](#)

[04/10/2017- PDF test](#)

## Non-Critical Notices



## Training

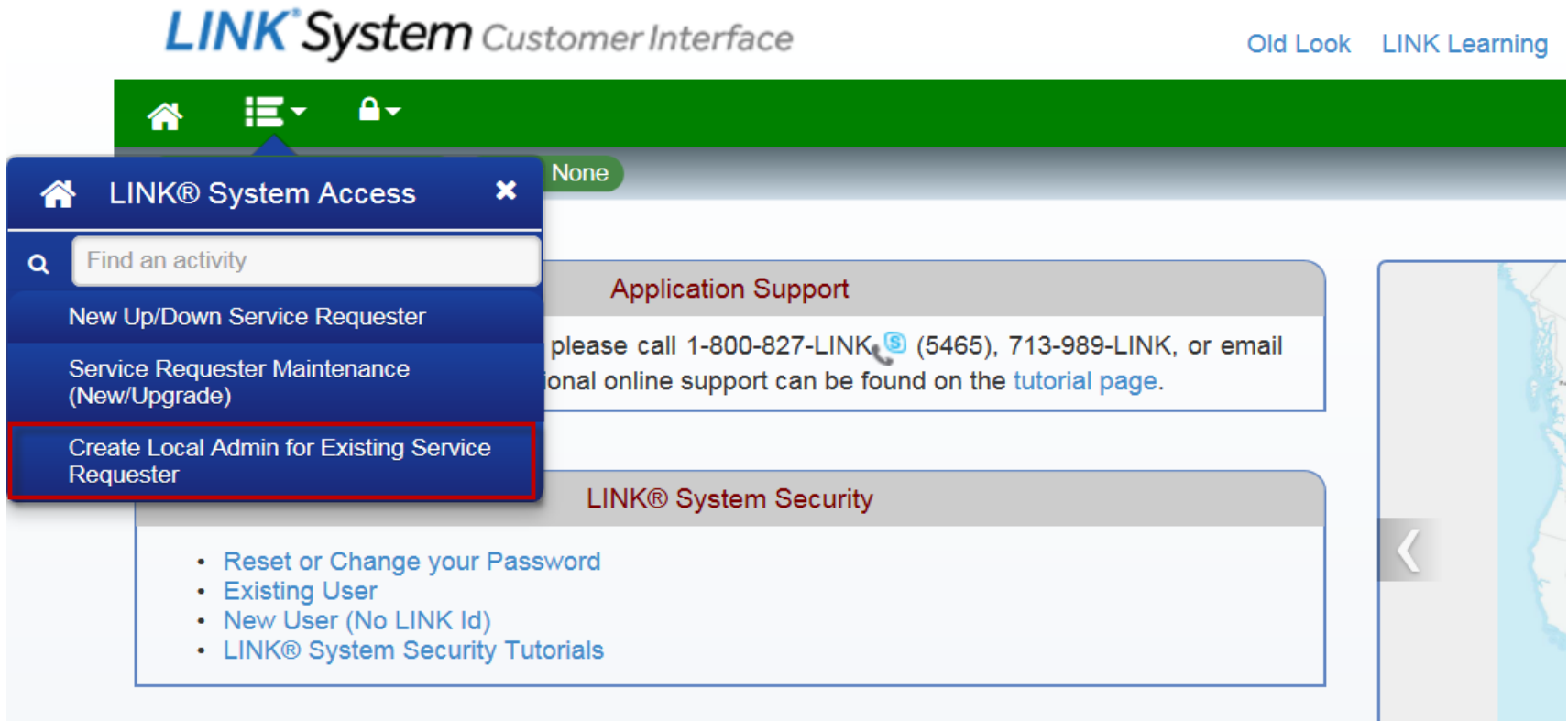
Enbridge offers group training at different locations throughout the year as well as periodic webinars. Explore our [LINK® Training site](#).

## Public Information

- Submit Credit Application
- Sign Up For Publicly Available Notices

- Go to our homepage and select New User (No Link Id) from either the Lock Icon or under LINK® System Security as shown in red.

# Create Local Admin for Existing Entity



The LINK® System Access Menu will appear in the tree on the left side of the screen. Click “Create Local Admin for Existing Service Requester” option as shown in red.

# Create Local Admin for Existing Entity

LINK® System Customer Interface

SystemTest Build: 8.32.00 Login: None

Create Local Admin for Existing Service Requester

This form will create a new LINK® System User (as defined in Pipeline's General Terms and Conditions) and assign it to the individual a USERID for the LINK® System. The following rules apply:

- LINK® USERID can be up to 17 characters after the
- Required Fields are bold.
- Password must be at least 8 characters and must co
- Password cannot contain LINK® USERID.
- Employed By is this individual's employer. It cannot t

\*Employed By DEF GAS COMPANY

LINK® USERID TST

Password

Retype Password

Select Existing Contact

First Name

M.I.

Last Name

Email Addr

**Local Admin Form Execute**

DESIGNATION OF LOCAL ADMINISTRATION FORM

On behalf of DEF GAS COMPANY (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of T000000101 by the LINK system, you have requested that DEF 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, then type your name at the end of this form to indicate DEF GAS 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, entering nominations, confirming locations,

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

Currently, DEF GAS COMPANY has no Associated Companies.

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.

Signature [ ] x Title

Phone Email

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

Execute Agreement View PDF Print Cancel Close

- Enter the name of the service requester in the “Employed by” box (Can double click box for company lookup) once entered press “Enter.”
- User is prompted with the “Designation Local Administration Form”.
- Scroll through the agreement, enter the requested information, check the attestation boxes, and press “Execute Agreement”.

# Create Local Admin for Existing Entity

SystemTest Build: 8.32.00 Login: None Create Local Admin for Existing Service Requester

**PROPOSED LOCAL ADMIN INFO SUBMITTED; APPROVAL PENDING**

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 8 characters and must contain 3 of these 4: uppercase, lowercase, numeric, special character.
4. Password cannot contain LINK® USERID.
5. Employed By is this individual's employer. It cannot be changed once this screen is OK'ed.

\*Employed By DEF GAS COMPANY

LINK® USERID TST DANNY11

Password .....

Retype Password .....

Select Existing Contact

First Name DANNY

M.I. Phone # 713-627-5400

Last Name DEF Fax # 713-627-5400

Email Addr DANNYDEF@DEFGAS.COM Form Executed

- After accepting the acknowledgement, the user will complete the information and create a LINK® Id and password.
- Once all information has been entered, press the “Submit” button. At the top of the screen “Proposed Local Admin Info Submitted; Approval Pending” will appear.
- User is notified by email once the request for Local Security Admin is approved by LINK®. A copy of the Designation of Local Security Administrator agreement will be attached.

# **BECOME LOCAL ADMINISTRATOR (EXISTING USER)**

# Create Local Admin for Existing Entity

Existing User Login

New User (No Link Id)

Reset or Change your Password

LINK® System Security Tutorials

## Application Support

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## LINK® System Security

- [Reset or Change your Password](#)
- [Existing User](#)
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- [LINK® System Security Tutorials](#)

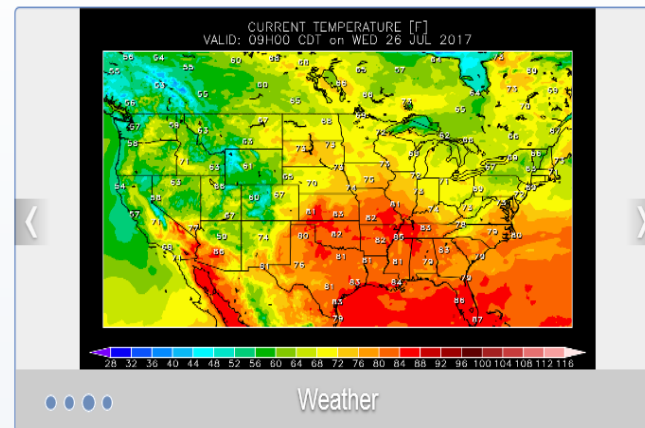
## Critical Notices

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[04/10/2017- test](#)

[04/10/2017- PDF test](#)

## Non-Critical Notices



Weather

## Training

Enbridge offers group training at different locations throughout the year as well as periodic webinars. Explore our [LINK® Training](#) site.

## Public Information

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# Create Local Admin for Existing Entity

LINK® System  
Customer Interface

The screenshot displays the LINK System Customer Interface. At the top, there is a green navigation bar with icons for home, menu, and lock. Below this is a dark blue header with the text "LINK® System Access" and a close button. A search bar contains the text "Find an activity". A dropdown menu is open, showing three options: "LINK Training" and "Local Admin Maintenance", which is highlighted with a red border. The main content area is divided into three sections: "Application Support" with contact information, "LINK® System Security" with a list of links, and "Critical Notices" with a notice from Sabal Trail Transmission, LLC.

LINK® System Customer Interface

LINK® System Access

Find an activity

LINK Training

Local Admin Maintenance

Application Support

LINK® application support, please call 1-800-827-LINK (5465), 713-989-LINK, or email LINK® Help Desk. Additional online support can be found on the [tutorial page](#).

LINK® System Security

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- Existing User
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- LINK® System Security Tutorials

Critical Notices

**Sabal Trail Transmission, LLC**

[04/10/2017- test](#)

[04/10/2017- PDF test](#)

- To submit a request to become a Local Admin select “Local Admin Maintenance” from the menu tree.

# Non Local Admin Users – Request to be Local Admin

SystemTest Build: 8.24.02 Login: TSTDEF789 Local Admin Maintenance 7/26/2017 1:45:55 PM CDT

\*Svc Req Name DEF GAS CO

LSA Role Status  Approved  Pending

Local Admins Employed By Service Requester

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 Thru Date	Requester	Request

View Executed Execute Form **New** View Detail Remove

- Next select the “Pending” option.
- Select “New” button to add the current user as a Local Administrator.

# Non Local Admin Users – Request to be Local Admin

Local Admin Form Execute

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I agree to execute this form electronically.

Signature  X Title

Phone  Email

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

Execute Agreement View PDF Print Cancel Close

- The “Designation of Local Administration Form Acknowledgement “ will follow prompting the user to agree.
- Scroll through the agreement, enter the requested information, check the attestation boxes, and press “Execute Agreement”.
- Once the administrator is approved by LINK®, the user is an approved Local Admin.