How to become Local Administrator

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

- 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.
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

- Enter the name of the service requester in the “Authorized by” box (Can double click box for company lookup) once entered press “Enter.”

- User is prompted with the “Designation of Local Administration Form”.
Create Local Admin for Existing Entity

- Scroll through to review the agreement, enter the requested information, check the attestation boxes, and press “I agree to these terms and I execute the Agreement” button.

- Press “Cancel” to discontinue the setup.

- Press “Review PDF” to view the Local Security Administrator Agreement.
The Designation of Local Administration Check Out provides the final opportunity to validate information entered into the Local Administrator form.

To accept and continue, press the “I agree to these terms and I execute this Agreement” button.

To review the Local Administration Agreement, press “View PDF”.

To decline acceptance and go back to the Local Administration Form dialog, press “Void Execution”.

For Assistance, please contact the LINK Systems Group at 1-800-827-6465 or at LINK-HELP@Enbridge.com.
After accepting the acknowledgement, complete the information and create a LINK® Id and password.

The Captcha must be checked to indicate a person is making the submission. You may be prompted to select items of a particular type as part of the process.

Once all information has been entered and the Captcha completed, press the “Submit” button.

A Check-out screen will then be presented which allows the opportunity to validate information entered.
Create Local Admin for Existing Entity

- Review the Check Out to verify the Information previously entered in the Create Local Administrator screen. Then, Click the “Continue Submit” button when completed if the information is accurate.

- If the information is not what was intended, press the “Return to Create Local Admin” button.
Create Local Admin for Existing Entity

LINK® System
Customer Interface

• Finally, 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

- Go to our homepage and select “Existing User Login” either from the Lock Icon or under LINK® System Security as shown in red.
To submit a request to become a Local Admin select “Local Admin Maintenance” from the menu tree.
Next select the “Pending” option.

Select “New” button to add the current user as a Local Administrator.
The “Local Admin Form Dialog” will follow prompting the user to complete the information and agree to the form.

Scroll through the agreement to review the requirements, 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. The system will then display the Designation of Local Administration Check Out screen.
The Designation of Local Administration Check Out provides the final opportunity to validate information entered into the Local Administrator form.

To accept and continue the Service Requester configuration process, press the “I agree to these terms and I execute this Agreement” button.

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 Screen” button to continue to the next step.

To review the Local Administration Agreement, press “View PDF”.

To decline acceptance and go back to the Local Administration Form dialog, press “Void Execution”.

For Assistance, please contact the LINK Systems Group at 1-800-837-0468 or at LINKHELP@Enterus.com.