

User ID Setup/Edit

Following Slides are for Local Administrator Users Only

Directory

Create New User/Change Password

Edit existing User

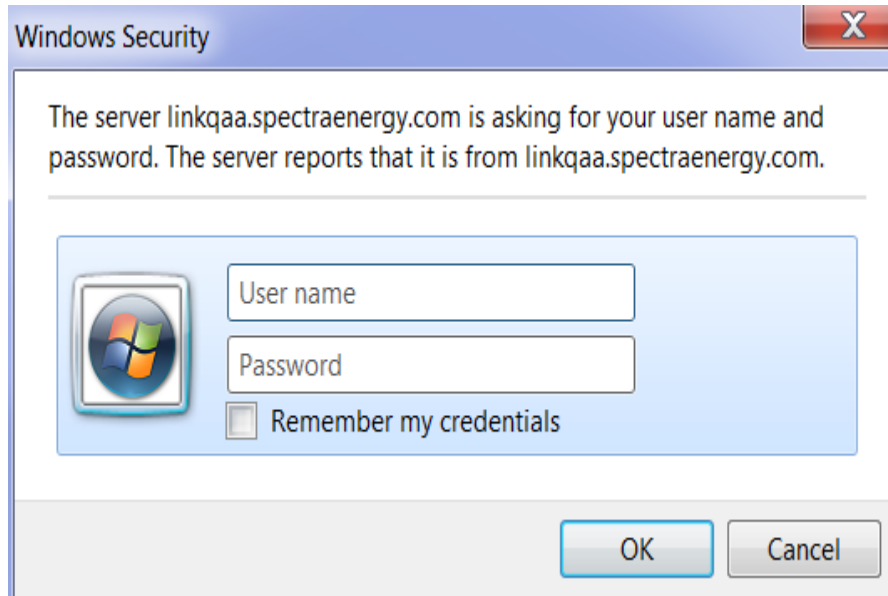
CREATE NEW USER/CHANGE PASSWORD

Create New User

The screenshot shows the LINK System Customer Interface homepage. At the top, there is a navigation bar with the LINK System logo and the text "Customer Interface". To the right of the logo are links for "Old Look", "LINK® Learning", "Training", "Tutorials", "LINK® Helpdesk", and "Contact Us". The ENBRIDGE logo is also present. Below the navigation bar is a green header with a lock icon and the text "Customer Activities (Login) Informational Postings". A dropdown menu is open from the lock icon, listing "Existing User Login", "New User (No Link Id)", "Reset or Change your Password", and "LINK® System Security Tutorials". The "Existing User Login" option is highlighted with a red box. The main content area is divided into several sections: "Application Support" with contact information; "LINK® System Security" with a list of links including "Reset or Change your Password", "Existing User" (highlighted with a red box), "New User (No LINK® Id)", and "LINK® System Security Tutorials"; "Critical Notices" with a notice for "Sabal Trail Transmission, LLC" dated "04/10/2017- test" and a PDF link; and "Non-Critical Notices". On the right side, there is a "Weather" section featuring a temperature map of the United States with a color scale from 20 to 116 degrees Fahrenheit. Below the weather map are sections for "Training" and "Public Information".

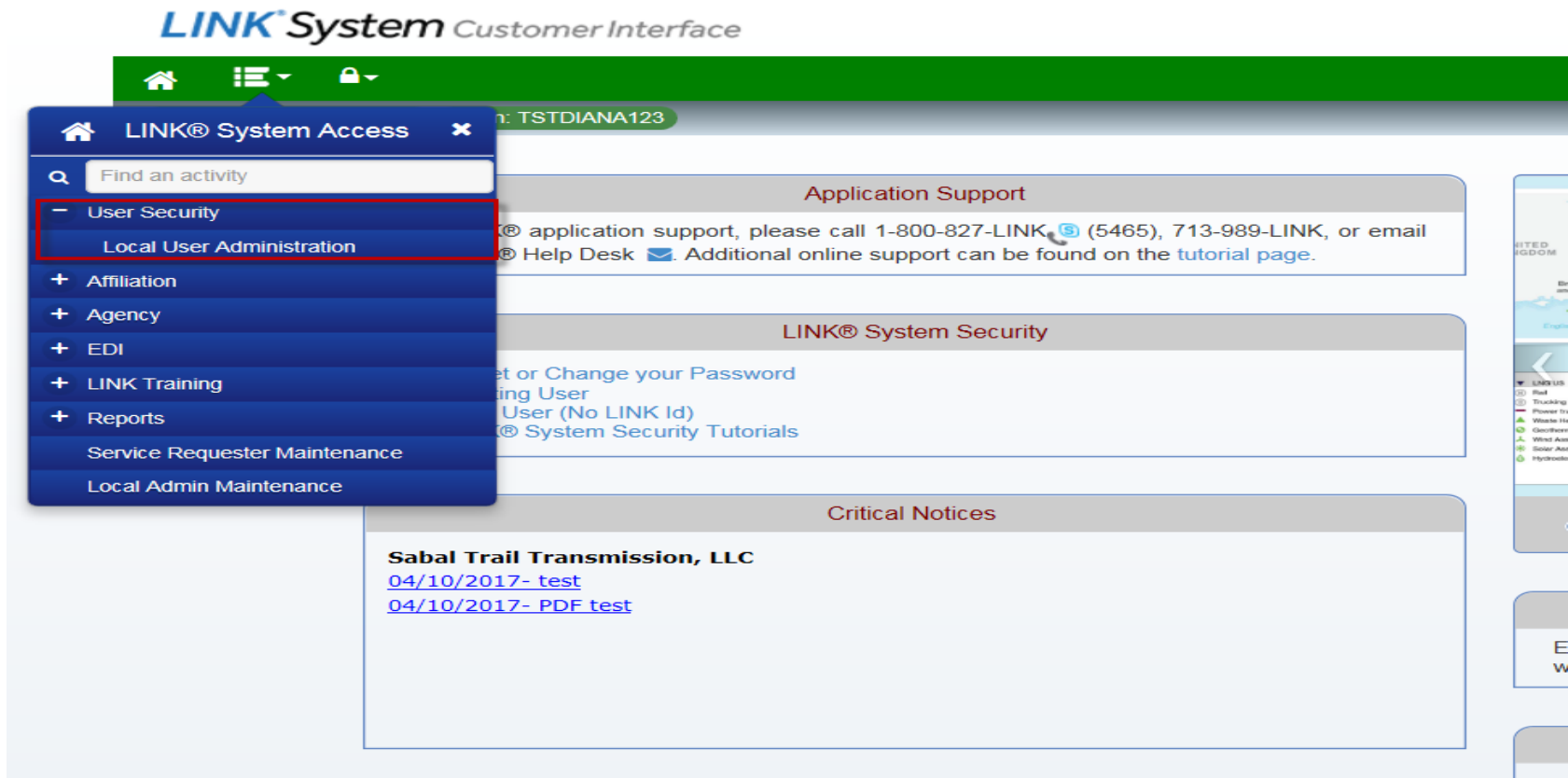
Go to our homepage and select “Existing User Login” either from the Lock Icon or under LINK ® System Security as shown in red.

Create New User



The logon screen will appear on the page. Enter your User Name (User ID) and password to access the LINK® System.

Create New User



The LINK® System Access Menu will appear in the tree on the left side of the screen. Select “User Security” and click “Local User Administration” option as shown in red.

Create New User

SystemTest Build: 8.24.02 Login: TSTCAMP911 Local User Administration 7/20/2017 8:30:28 AM CDT

Retrieve Clear **New User** Change Password Submit

User Info:
*Link Id: TSTCAMP911
Employed By: CAMP ENERGY LLC

First Name: CJ
M.I.:
Last Name: SMITH

Email Addr: CLJPSMITH@CAMPENERGY.COM
Email Status: NEW
Phone #: 713-627-5400
Fax #:

User Status: ENABLED
Eff From: 07/19/2017
Eff Thru: 01/01/2200

Security Access:
To grant access to the LINK System to the user specified above:
1. Select the Service Provider and Company to grant access to.
2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider: ALGONQUIN Company: CAMP ENERGY LLC

Deny Inquire Only Update and Inquire

Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire
<input type="checkbox"/> Capacity Release	07/20/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> Contracts (Service Agreements)	07/20/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> Nominations	07/20/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> Meter Confirmations	07/20/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> OBA Imbalance Verifier	07/20/2017	01/01/2200		ALLOW
<input type="checkbox"/> View Invoice	07/20/2017	01/01/2200	ALLOW	
<input type="checkbox"/> View Measured Volumes	07/20/2017	01/01/2200	ALLOW	
<input type="checkbox"/> Update For Order 698	07/20/2017	01/01/2200		ALLOW
<input type="checkbox"/> View Gas Quality	07/20/2017	01/01/2200	ALLOW	

9 Rows
0 Selected

The Administrator can create a New User or Change the Password of an existing user by clicking the buttons in the top right corner of the screen and providing the required information. Always click the “Submit” button before leaving the screen.

Create New User

ADD USERS DIALOG

Add 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 8 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.

LINK Id: TST Phone #:

First Name: Fax #:

M.I.: Email Addr:

Last Name: Employed By Svc Req Name: DEF GAS COMPANY

Password:

Retype Password:

Buttons: OK, Cancel, **Select Contact**

Top Panel: 7/27/2017 9:49:34 AM CDT, Clear, **New User**, Change Password, Submit

Dropdown: ENABLED

Input: 7/26/2017

Input: 1/01/2200

Buttons: Deny, Inquire Only, Update and Inquire

The Add User screen will appear when the administrator chooses the New User button. Complete the online form within the parameters.

Contact information can be automatically entered from the Service Requester screen by clicking the “Select Contact” button, shown in red. Select Contact allows you to select and use information from existing contacts that do not have a LINK® user id.

Additionally, reusing existing contact information will reduce duplication.

Change Password

Reset Password

User ID

Password

Retype Password

1. Passwords CAN NOT be reused; AND
2. Passwords are case sensitive; AND
3. Passwords must be at least 8 characters long; AND
4. Passwords cannot contain User Id; AND
5. Passwords must contain at least one character from three of the four groups below:
 - a) Uppercase letters
 - b) Lowercase Letters
 - c) Numeric digits
 - d) Special characters (e.g. !#\$%~.,?_&^)

To change a password, click on “Change Password” button. The screen shown on the right will appear.

Enter the new password within the parameters at the bottom of the page.

Retype the password and click the OK button.

EDIT EXISTING USER (ADD/ASSIGN ROLES)

Add/Assign Roles for Existing User

The screenshot displays the LINK® System Customer Interface. At the top, the title "LINK® System Customer Interface" is visible. Below the title is a green navigation bar with icons for home, menu, and lock. A user profile bar shows the name "TSTDIANA123". A dark blue navigation menu is open, listing various activities. The "User Security" option is highlighted with a red box, and its sub-option "Local User Administration" is also highlighted. Other menu items include "Affiliation", "Agency", "EDI", "LINK Training", "Reports", "Service Requester Maintenance", and "Local Admin Maintenance". The main content area is divided into sections: "Application Support" with contact information for application support, "LINK® System Security" with links for password management and system security tutorials, and "Critical Notices" with a notice from Sabal Trail Transmission, LLC dated 04/10/2017.

Login to LINK® System Access, select “User Security” and click “Local User Administration” to create new users or edit current users access rights.

Add/Assign Roles for Existing User

SystemTest Build: 8.24.02 Login: TSTDIANA123 Local User Administration 7/27/2017 10:07:37 AM CDT

Retrieve Clear New User Change Password Submit

User Info: Employed By DEF GAS COMPANY

*Link Id TSTDIANA123

First Name DIANA Email Addr DIANA@DEFGAS.COM

M.I. Email Status NEW

Last Name DEF Phone # 713-624-8899

Fax # 713-624-7788

User Status ENABLED

Eff From 07/26/2017

Eff Thru 01/01/2200

Security Access:

To grant access to the LINK System to the user specified above:

1. Select the Service Provider and Company to grant access to.
2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider ALGONQUIN Company DEF GAS COMPANY

Deny Inquire Only Update and Inquire

Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire
<input type="checkbox"/> Capacity Release	07/27/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> Contracts (Service Agreements)	07/27/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> Nominations	07/27/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> Meter Confirmations	07/27/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> OBA Imbalance Verifier	07/27/2017	01/01/2200		ALLOW
<input type="checkbox"/> View Invoice	07/27/2017	01/01/2200	ALLOW	
<input type="checkbox"/> View Measured Volumes	07/27/2017	01/01/2200	ALLOW	
<input type="checkbox"/> Update For Order 698	07/27/2017	01/01/2200		ALLOW
<input type="checkbox"/> View Gas Quality	07/27/2017	01/01/2200	ALLOW	





9 Rows

The Local Administrator can view a list of all existing users for an entity by double clicking on the LINK ID field.

The Lookup is indicated throughout the LINK® System by an asterisk (*) before the data field name.

Add/Assign Roles for Existing User

User Lookup

User Id First Name Last Name

Employed By Svc Req Name DEF GAS COMPAN Status Active

User ID	First Name	Last Name	Status	Employed By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TESTDEF2	DEF	GAS	ENABLED	DEF GAS CO
TSTCLJDEF	CATHY	JOHNSON	ENABLED	DEF GAS CO
TSTCLJDEF1	TESTING	TESTING	ENABLED	DEF GAS CO
TSTDANNY1	DANNY	DEF	ENABLED	DEF GAS CO
TSTDEF456	CATHY	JOHNSON	ENABLED	DEF GAS CO
TSTDEF789	DONNA	DAVIS	ENABLED	DEF GAS CO
TSTDEFCLJ	DEF	LOCALADM	ENABLED	DEF GAS CO
TSTDEFGAS	MIKE	PEEL	ENABLED	DEF GAS CO
TSTDIANA123	DIANA	DEF	ENABLED	DEF GAS CO
TSTJEFFDEF	JEFF	WELCOME1\$	ENABLED	DEF GAS CO

10 Rows

Search **Select** Cancel

The User Lookup screen will appear by double clicking in the LINK Id box shown in red on the previous page.

Next click the “Search” button. The User List screen will display all users for the entity. It can be filtered by any of the data fields at the top of the page or by activating the “Filter Icon” as indicated by the red arrow.

Click on any user and choose the select box to load the data for that user into the Local Administrator screen.

Add/Assign Roles for Existing User

LINK System Customer Interface Old Look LINK Le

SystemTest Build: 8.24.02 Login: TSTCAMP911 Local User Administration

User Info:

*Link Id: TSTCAMP911
Employed By: CAMP ENERGY LLC

First Name: CJ
M.I.:
Last Name: SMITH

Email Addr: CLJPSMITH@CAMPENERGY.COM
Email Status: NEW
Phone #: 713-627-5400
Fax #:

Security Access:

To grant access to the LINK System to the user specified above:

1. Select the Service Provider and Company to grant access to.
2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider: ALGONQUIN
Company: CAMP ENERGY LLC

<input type="checkbox"/>	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire
<input type="checkbox"/>	Capacity Release	07/19/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/>	Contracts (Service Agreements)	07/19/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/>	Nominations	07/19/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/>	Meter Confirmations	07/19/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/>	OBA Imbalance Verifier	07/19/2017	01/01/2200		ALLOW
<input type="checkbox"/>	View Invoice	07/19/2017	01/01/2200	ALLOW	
<input type="checkbox"/>	View Measured Volumes	07/19/2017	01/01/2200	ALLOW	
<input type="checkbox"/>	Update For Order 698	07/19/2017	01/01/2200		ALLOW
<input type="checkbox"/>	View Gas Quality	07/19/2017	01/01/2200	ALLOW	

*Actual access also depends on other security factors including agency agreements

This will allow the Administrator to update the user's access. The Administrator must select the proper Service Provider and Company to update user rights

Add/Assign Roles for Existing User

LINK System Customer Interface Old Look

SystemTest Build: 8.24.02 Login: TSTCAMP911 Local User Administration

User Info: First Name, Email Addr, Email Status, Phone #, Fax #

*Link Id M.I. Last Name Employed By

Security Access:

To grant access to the LINK System to the user specified above:

- Select the Service Provider and Company to grant access to.
- Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider Company

Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire
<input type="checkbox"/> Capacity Release	07/19/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/> Contracts (Service Agreements)	07/19/2017	01/01/2200	DENY	DENY
<input type="checkbox"/> Nominations	07/19/2017	01/01/2200	DENY	DENY
<input type="checkbox"/> Meter Confirmations	07/19/2017	01/01/2200	DENY	DENY
<input type="checkbox"/> OBA Imbalance Verifier	07/19/2017	01/01/2200		DENY
<input type="checkbox"/> View Invoice	07/19/2017	01/01/2200	DENY	
<input type="checkbox"/> View Measured Volumes	07/19/2017	01/01/2200	DENY	
<input type="checkbox"/> Update For Order 698	07/19/2017	01/01/2200		DENY
<input type="checkbox"/> View Gas Quality	07/19/2017	01/01/2200	DENY	

*Actual access also depends on other security factors including agency agreements

The rights are updated by choosing the role and selecting either deny or allow from the dropdown in the data field associated with that role, as shown on the screen in red.

Add/Assign Roles for Existing User

LINK System Customer Interface

SystemTest Build: 8.24.02 Login: TSTCAMP911

User Info:
*Link Id TSTCAMP911
Employed By CAMP ENERGY LLC

Security Access:
To grant access to the LINK System to the user specified above:
1. Select the Service Provider and Company to grant access to.
2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider ALGONQUIN

<input type="checkbox"/>	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire
<input type="checkbox"/>	Capacity Release	07/20/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/>	Contracts (Service Agreements)	07/20/2017	01/01/2200	DENY	ALLOW
<input checked="" type="checkbox"/>	Nominations	07/20/2017	01/01/2200	DENY	ALLOW
<input type="checkbox"/>	Meter Confirmations	07/20/2017	01/01/2200	DENY	ALLOW
<input checked="" type="checkbox"/>	OBA Imbalance Verifier	07/20/2017	01/01/2200		ALLOW
<input type="checkbox"/>	View Invoice	07/20/2017	01/01/2200	ALLOW	
<input checked="" type="checkbox"/>	View Measured Volumes	07/20/2017	01/01/2200	ALLOW	
<input type="checkbox"/>	Update For Order 696	07/20/2017	01/01/2200		ALLOW
<input type="checkbox"/>	View Gas Quality	07/20/2017	01/01/2200	ALLOW	

*Actual access also depends on other security factors including agency agreements

LINK System Customer Interface

SystemTest Build: 8.24.02 Login: TSTCAMP911

User Info:
*Link Id TSTCAMP911
Employed By CAMP ENERGY LLC

Security Access:
To grant access to the LINK System to the user specified above:
1. Select the Service Provider and Company to grant access to.
2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider ALGONQUIN

<input checked="" type="checkbox"/>	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire
<input checked="" type="checkbox"/>	Capacity Release	07/20/2017	01/01/2200	DENY	ALLOW
<input checked="" type="checkbox"/>	Contracts (Service Agreements)	07/20/2017	01/01/2200	DENY	ALLOW
<input checked="" type="checkbox"/>	Nominations	07/20/2017	01/01/2200	DENY	ALLOW
<input checked="" type="checkbox"/>	Meter Confirmations	07/20/2017	01/01/2200	DENY	ALLOW
<input checked="" type="checkbox"/>	OBA Imbalance Verifier	07/20/2017	01/01/2200		ALLOW
<input checked="" type="checkbox"/>	View Invoice	07/20/2017	01/01/2200	ALLOW	
<input checked="" type="checkbox"/>	View Measured Volumes	07/20/2017	01/01/2200	ALLOW	
<input checked="" type="checkbox"/>	Update For Order 696	07/20/2017	01/01/2200		ALLOW
<input checked="" type="checkbox"/>	View Gas Quality	07/20/2017	01/01/2200	ALLOW	

*Actual access also depends on other security factors including agency agreements

The Administrator may select individual roles by clicking the box associated with the role or select all roles by clicking the top box as shown above.

Add/Assign Roles for Existing User

Assignable Roles

Role Name	Type	Description
Capacity Release	Update and Inquire; Inquire Only	Assign the ability to create offers, bid on capacity and recall/reput capacity on behalf of the Principal.
Confirmation	Update and Inquire; Inquire Only	Confirm meters, update PDAs, view allocations and imbalances, execute reports, view measurement, submit retroactive adjustments
Contracts (Service Agreements)	Update and Inquire; Inquire Only	Request, Amend, Approve and view contracts.
Nominations	Update and Inquire; Inquire Only	Submit or view nominations and retroactive adjustments
OBA Imbal Verifier	Update and Inquire	Submit reconciliation information associated with OBAs monthly.
View Invoice	Inquire Only	View invoice information
View Measured Volumes	Inquire Only	View measurement information in LINK and the Measurement Reporting Center
Update for Order 689	Update and Inquire; Inquire Only	Update Power Plant information resulting from Order 689.
View Gas Quality	Inquire Only	View Gas Quality information.