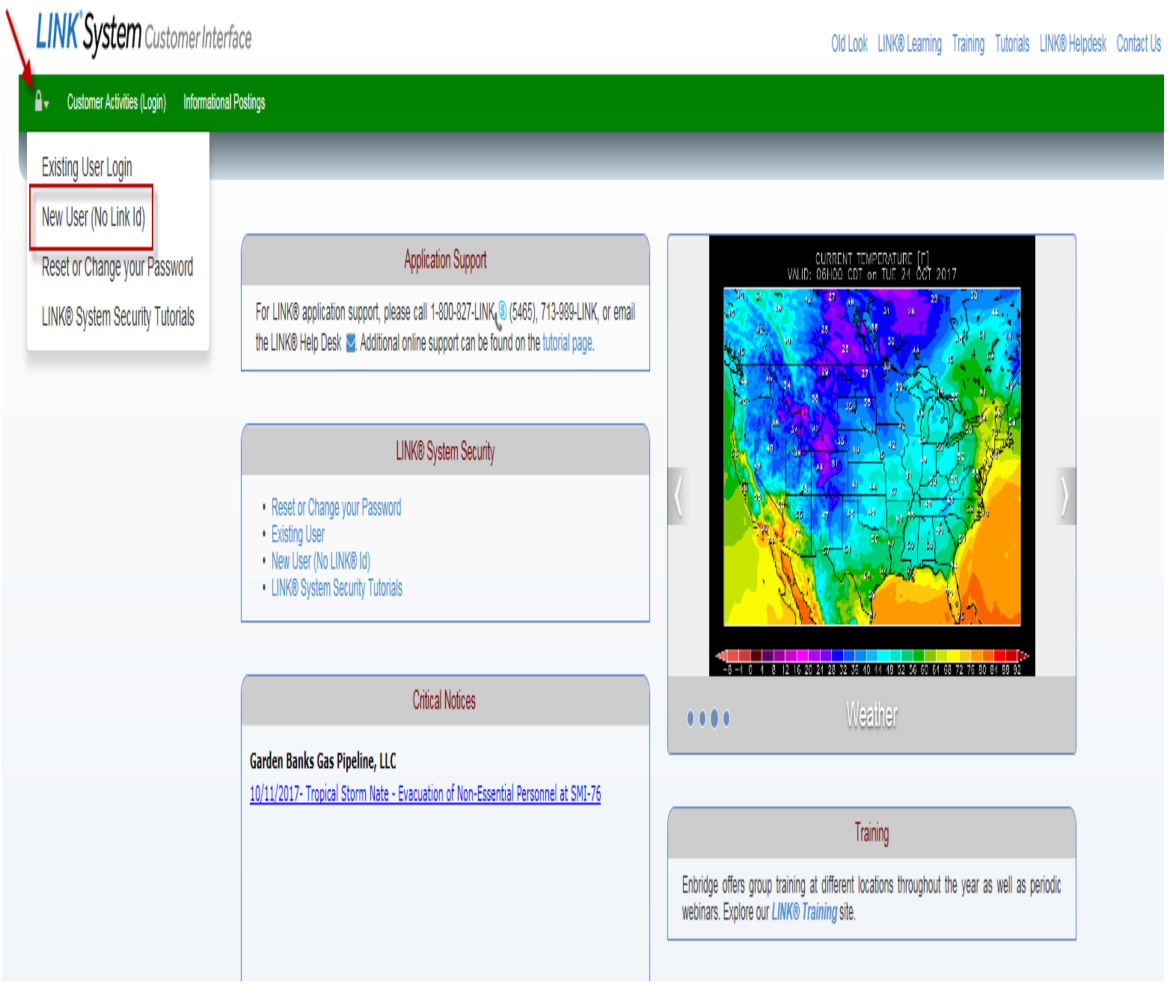
NEW UP/DOWN SERVICE REQUESTER

New Up/Down Service Requester

LINK® System
Customer Interface



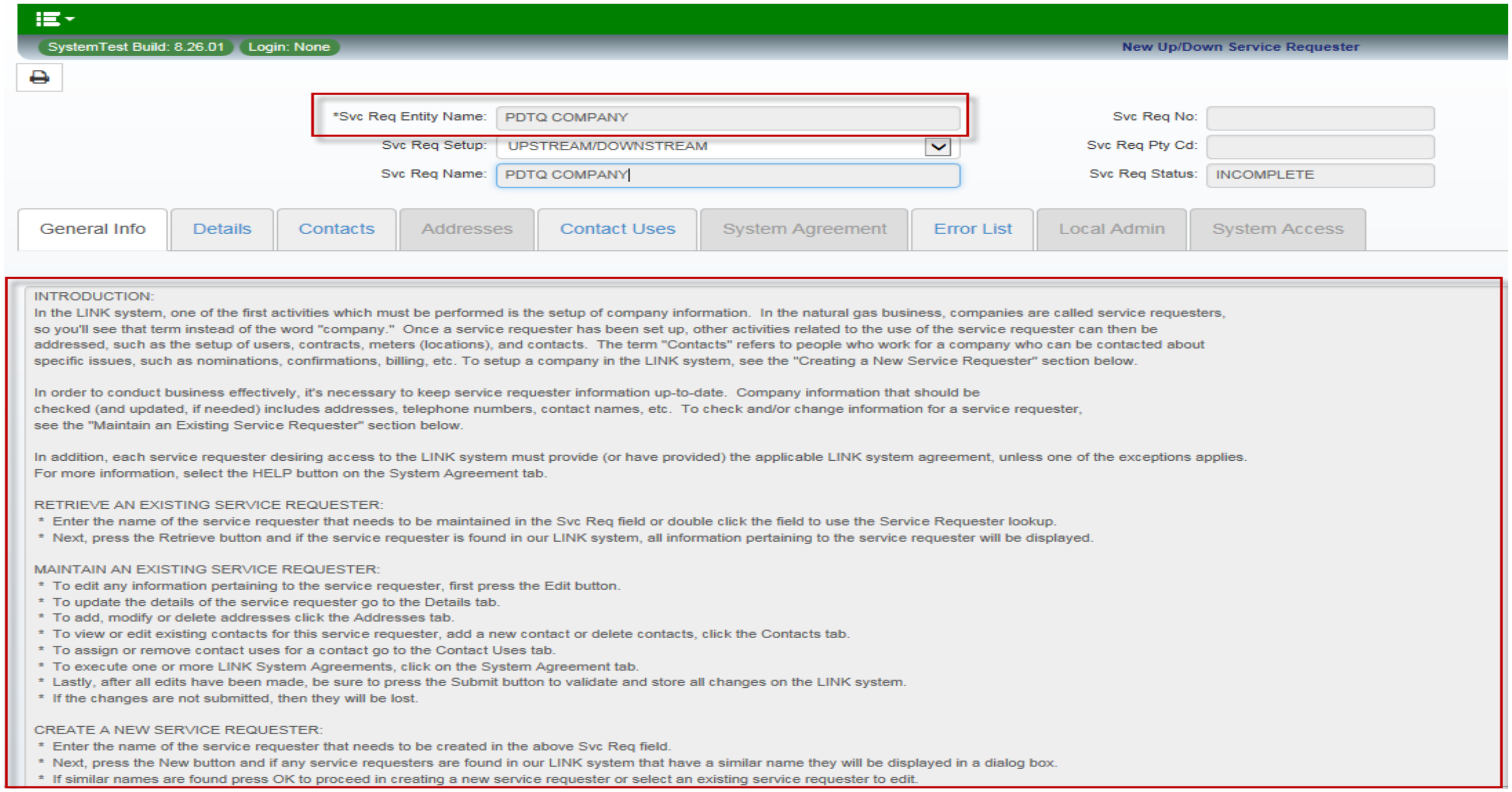
If you are a new user and your entity is not presently setup in the LINK® System, you must create a new Service Requester.

On the LINK® Home page locate the lock icon, click on the dropdown and select “New User” as shown in the red box on the menu tree found on the left side of the screen.

New Up/Down Service Requester

The LINK® System Access Menu will appear on the left side of the screen. Click "New Up/Down Service Requester", as shown in red.

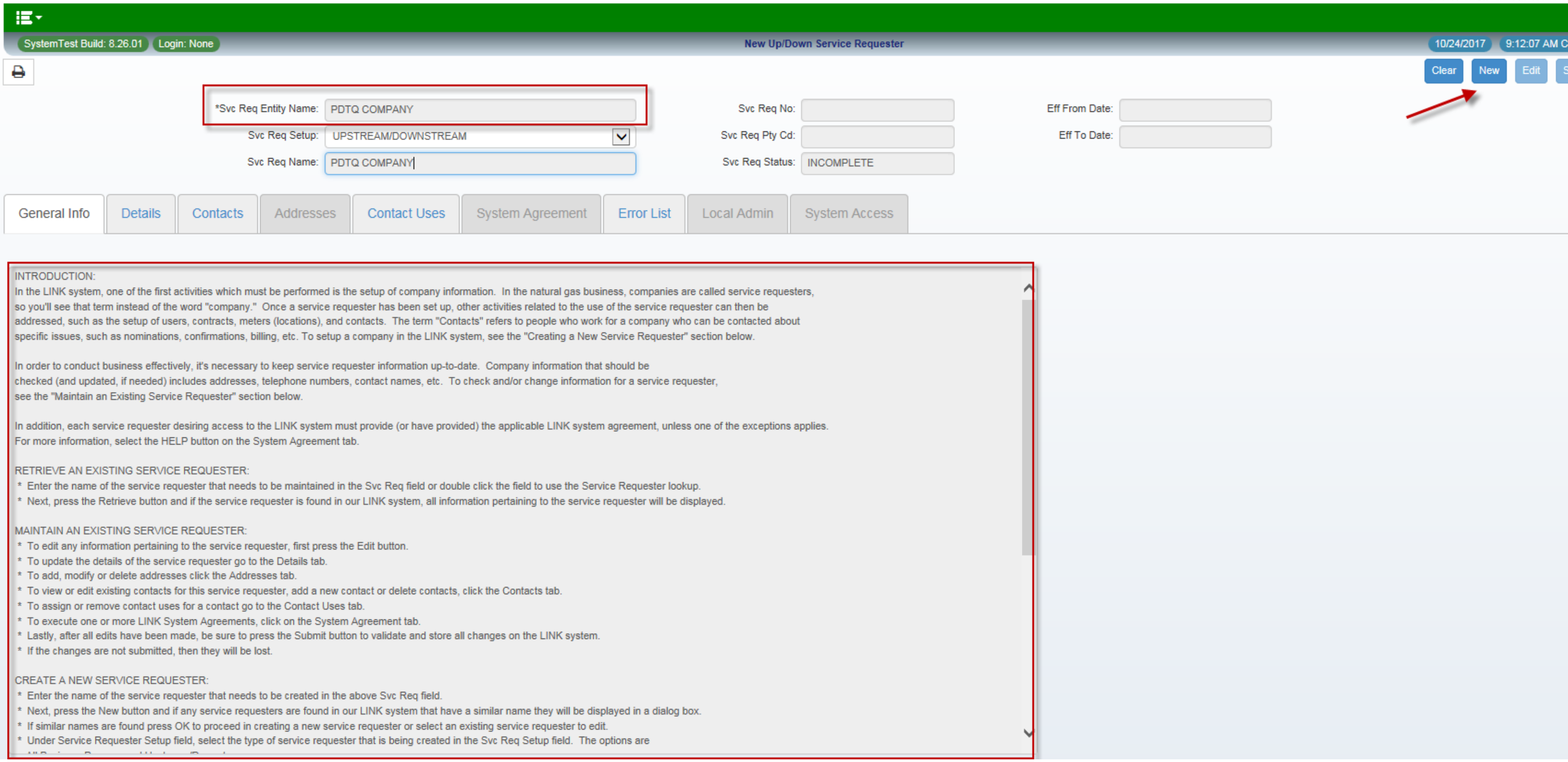
New Up/Down Service Requester



- The Service Requester Maintenance screen will appear. Scroll down in the data field and follow the instructions to create a new Service Requester (shown in the red box).
- The instructions will require your company's full name in the "Svc Req Entity Name" data field (also shown in red box).

Service Requester Maintenance

LINK® System
Customer Interface



Enter the name of the Service Requester you want to create and tab out of the “Svc Req Entity Name” field. Next press the “New” button.

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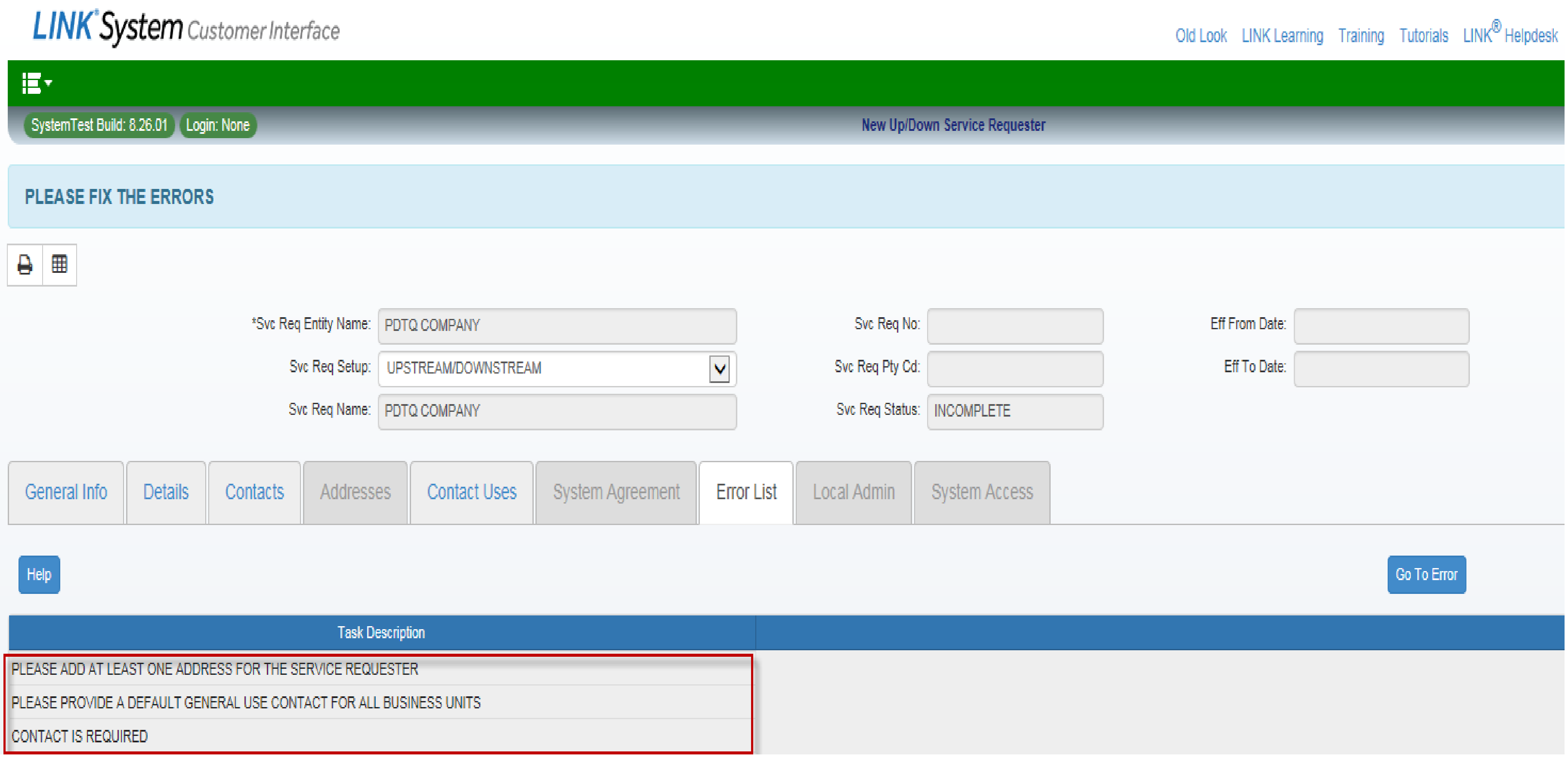
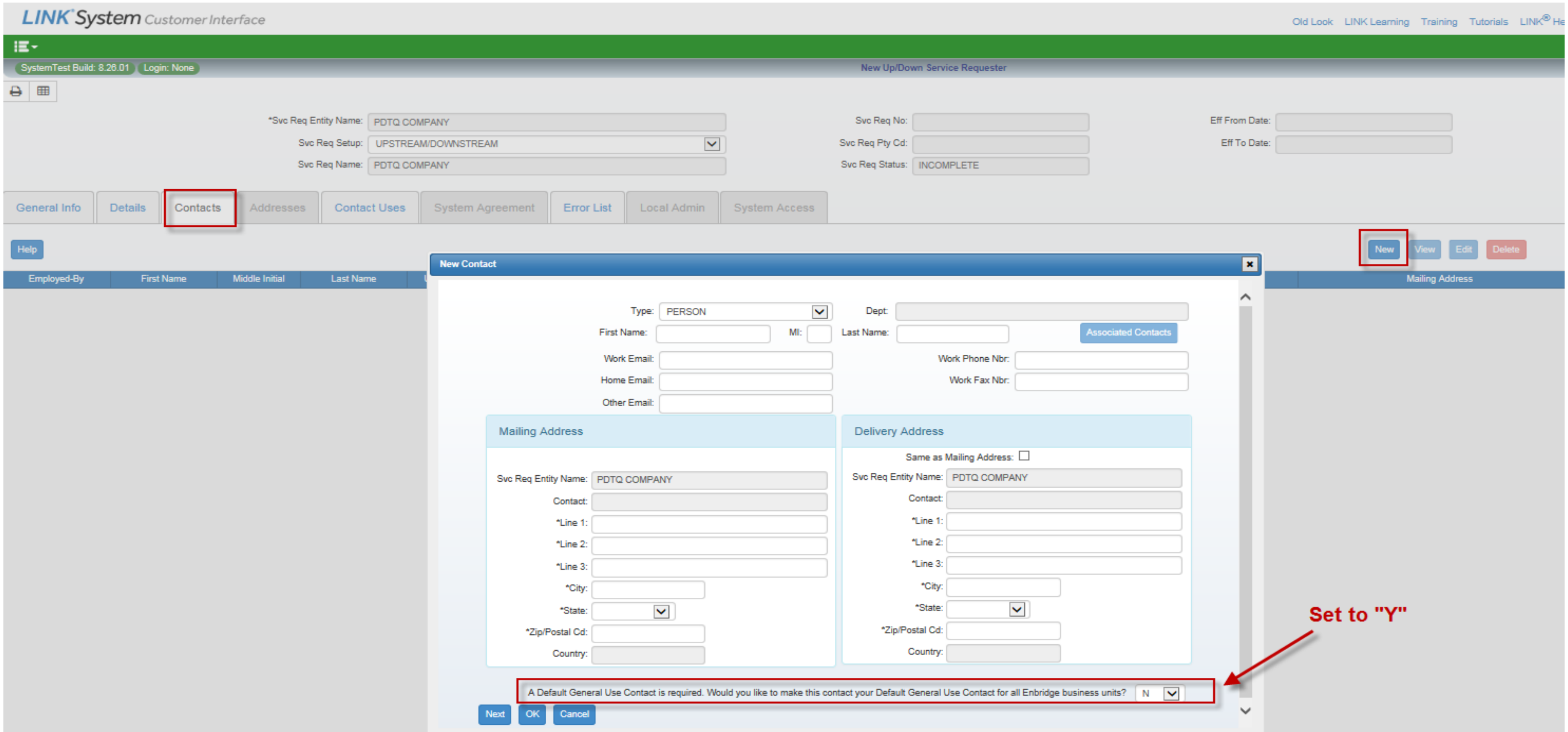


Before submitting the Up/Down Service Requester the following are required: “Address and a General Use Contact”.

New Up/Down Service Requester



Select the “Contacts Tab” add contact information with an address. Next, set the contact as the “General Use Contact” for all business units. This will meet the Up/Down Service Requester requirements.

New Up/Down Service Requester

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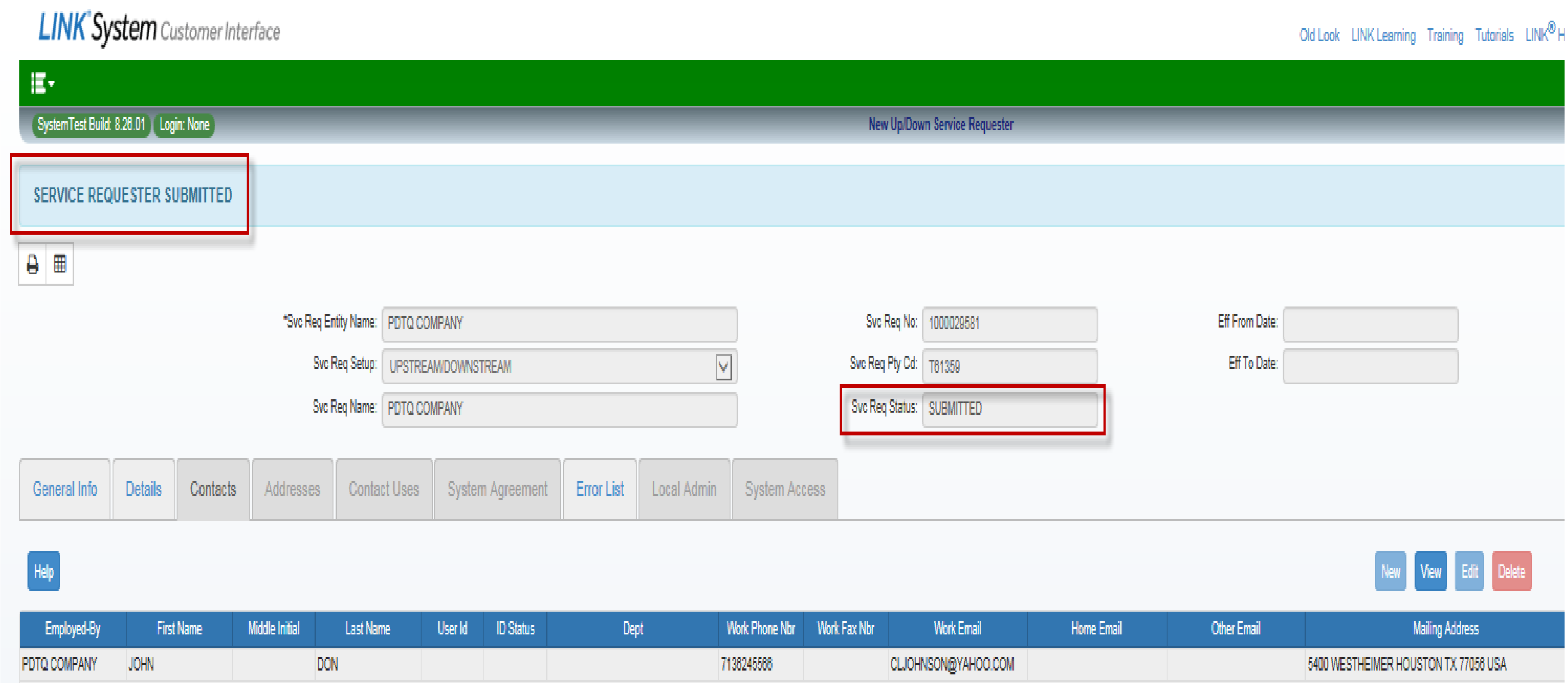
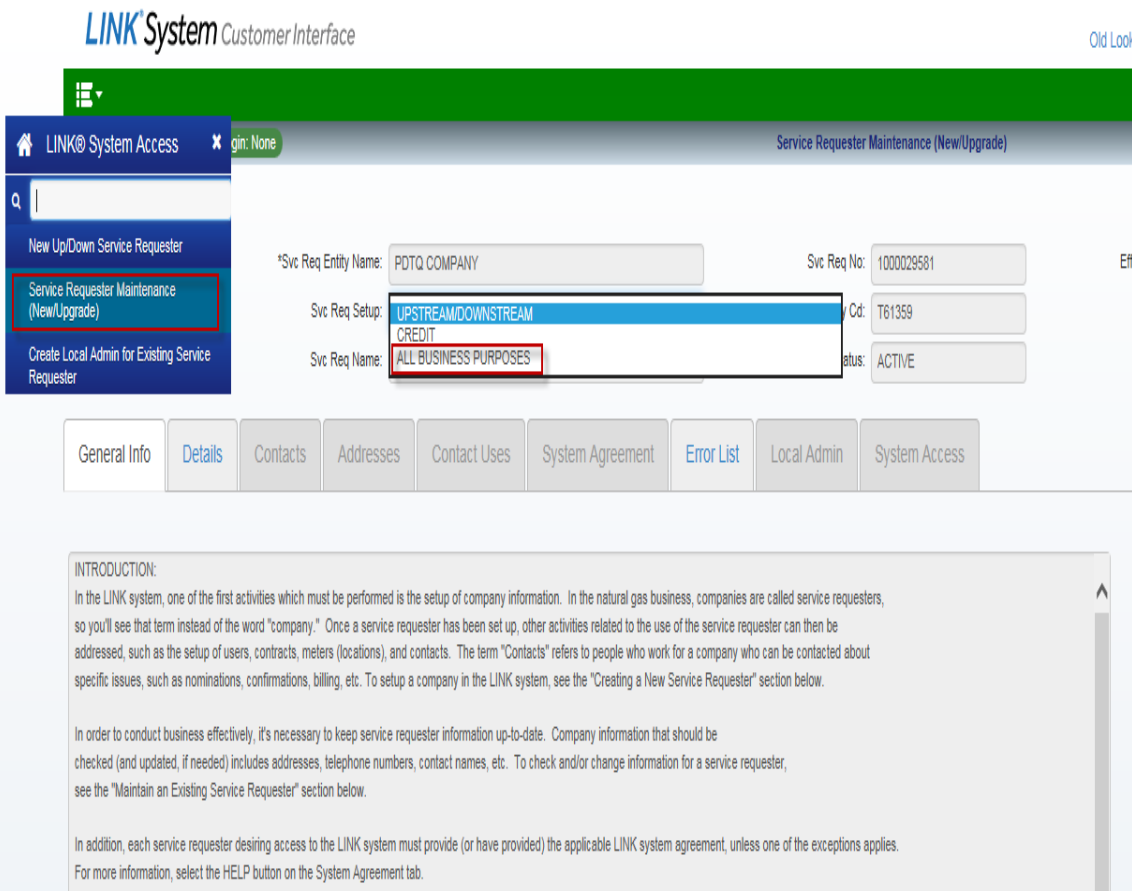


After submitting the Up/Down Service Requester; evaluation by the LINK® Group is required for activation. Once approved it's now active in the LINK® System.

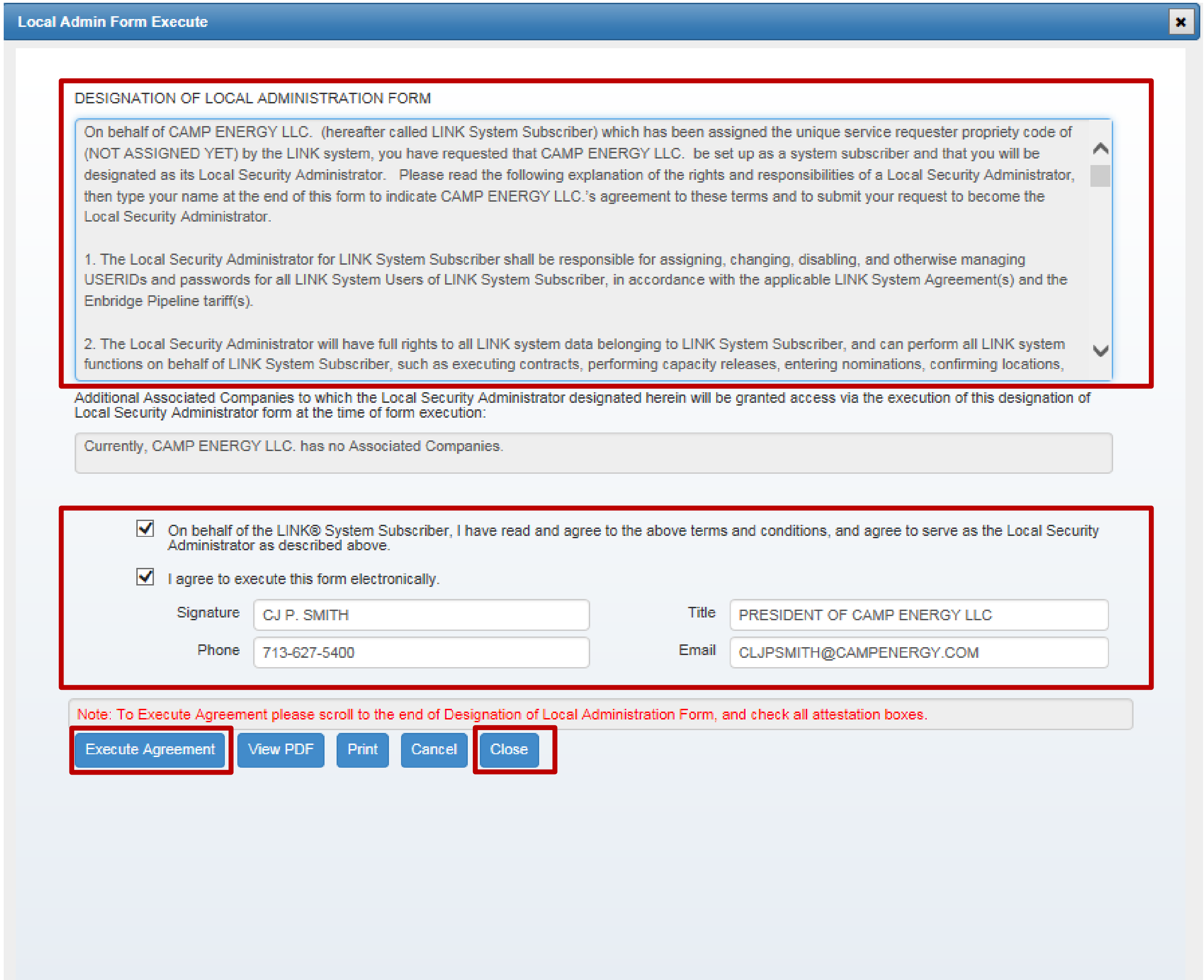
Upgrade Existing Up/Down Service Requester



- To upgrade an existing Up/Down Service Requester to an “All Business Purposes Service Requester, select the “Service Requester Maintenance (New/Upgrade)” menu item.
- Retrieve that particular service requester and then select “All Business Purposes” from the dropdown list of options.
- The following slides will show how to finish upgrading this new All Business Purpose entity.

Service Requester Maintenance

LINK® System Customer Interface



Local Admin Form Execute

DESIGNATION OF LOCAL ADMINISTRATION FORM

On behalf of CAMP ENERGY LLC. (hereafter called LINK System Subscriber) which has been assigned the unique service requester propriety code of (NOT ASSIGNED YET) by the LINK system, you have requested that CAMP ENERGY LLC. 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 CAMP ENERGY LLC.'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,

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, CAMP ENERGY LLC. 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: CJ P. SMITH | Title: PRESIDENT OF CAMP ENERGY LLC

Phone: 713-627-5400 | Email: CLJPSMITH@CAMPENERGY.COM

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

As the information is entered for the Service Requester, a "Local Security Administrator" must be identified.

When the screen shown here appears, scroll completely through the Designation of Local Administrator form to review the requirements, enter requested information, and check the attestation boxes.

Once the tasks have been completed, execute the agreement by clicking the "Execute Agreement" button.

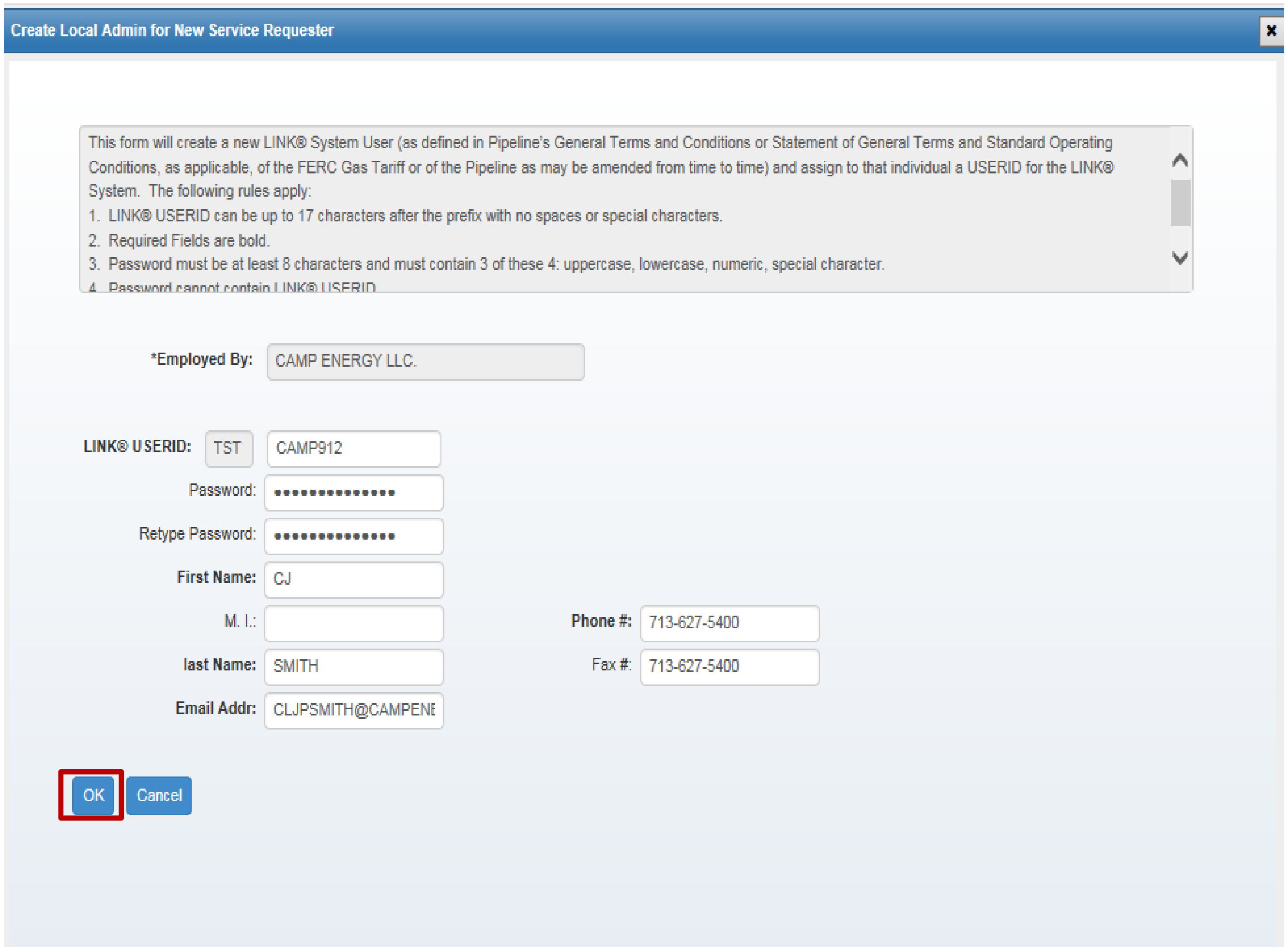
Security

- Local Security Administrator (LSA)

  Enbridge business units FERC gas tariffs require each entity to have a Local Security Administrator for the LINK® system. The Administrator will have the ability and responsibility to maintain user rights to all functions needed to perform daily duties in accordance with the entities rights and obligations for all business units on the LINK® system. This individual will be the only user that has the ability to maintain the entity's Service Requester, Affiliation and Agency rights on the system. We recommend at least one backup Local Security Administrator be established in case the primary is unavailable.

Creating a Local Administrator

LINK® System Customer Interface

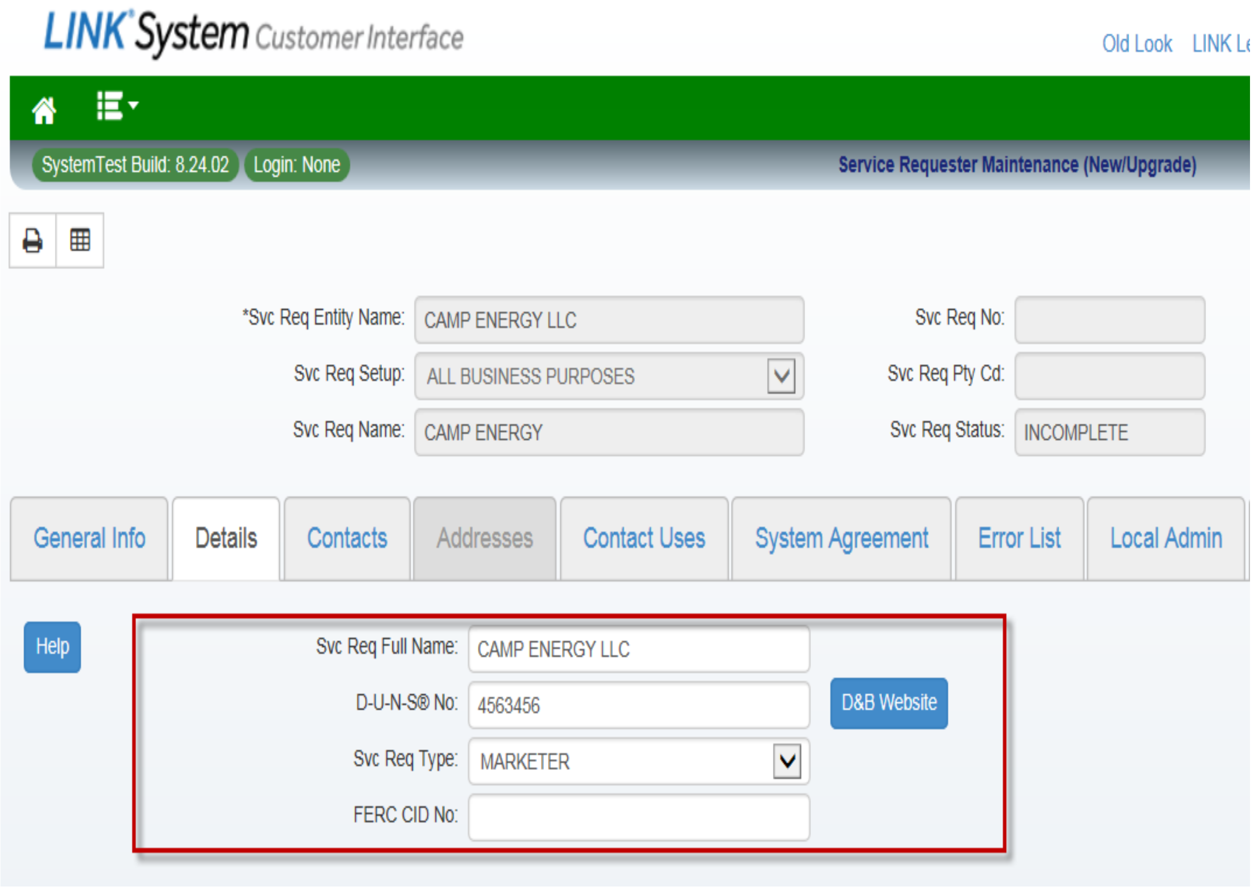


Fill out the online request form using the parameters at the top of the page. Click the "OK" button when completed.

You will receive an email when the Service Requester and Local Administrator are approved.

The e-mail will contain a copy of the Executed Local Administrator Agreement.

Service Requester Maintenance



Complete basic information about your company in the “Details Tab”. This includes entering the D-U-N-S number and identifying what type of Service Requester you are.

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together.

Service Requester Maintenance

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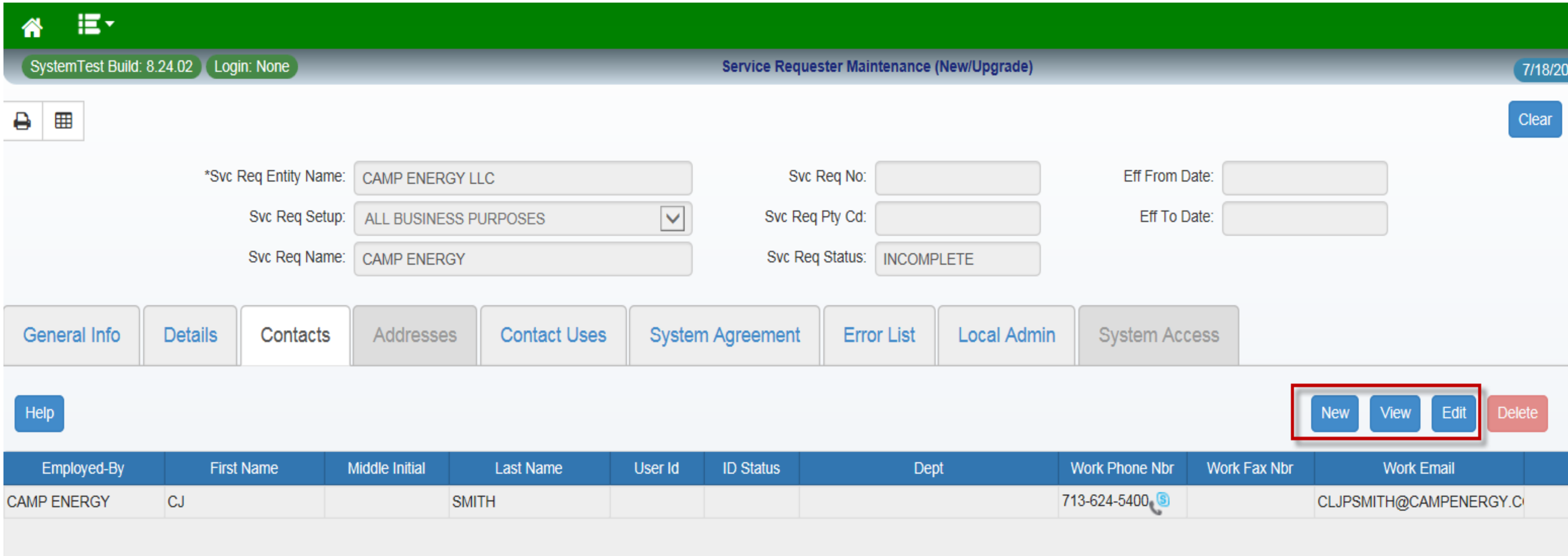

The contact information previously entered by the user appears in the “Contact Tab” data grid. Additional contacts can be entered using the “New” button. Existing information is reviewed using the “View” button. Also, contact information can be changed by clicking on the “Edit” button.

Service Requester Maintenance

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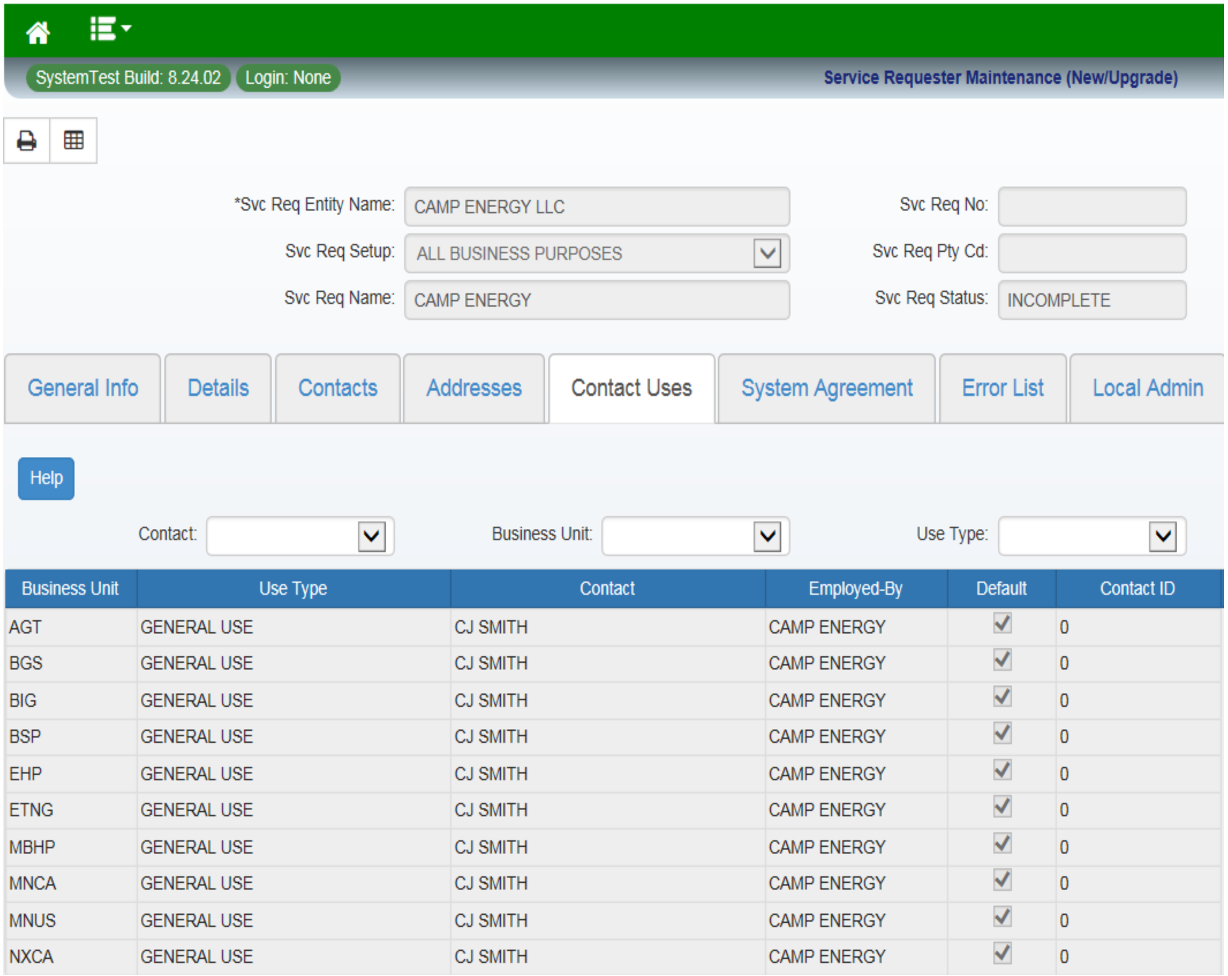
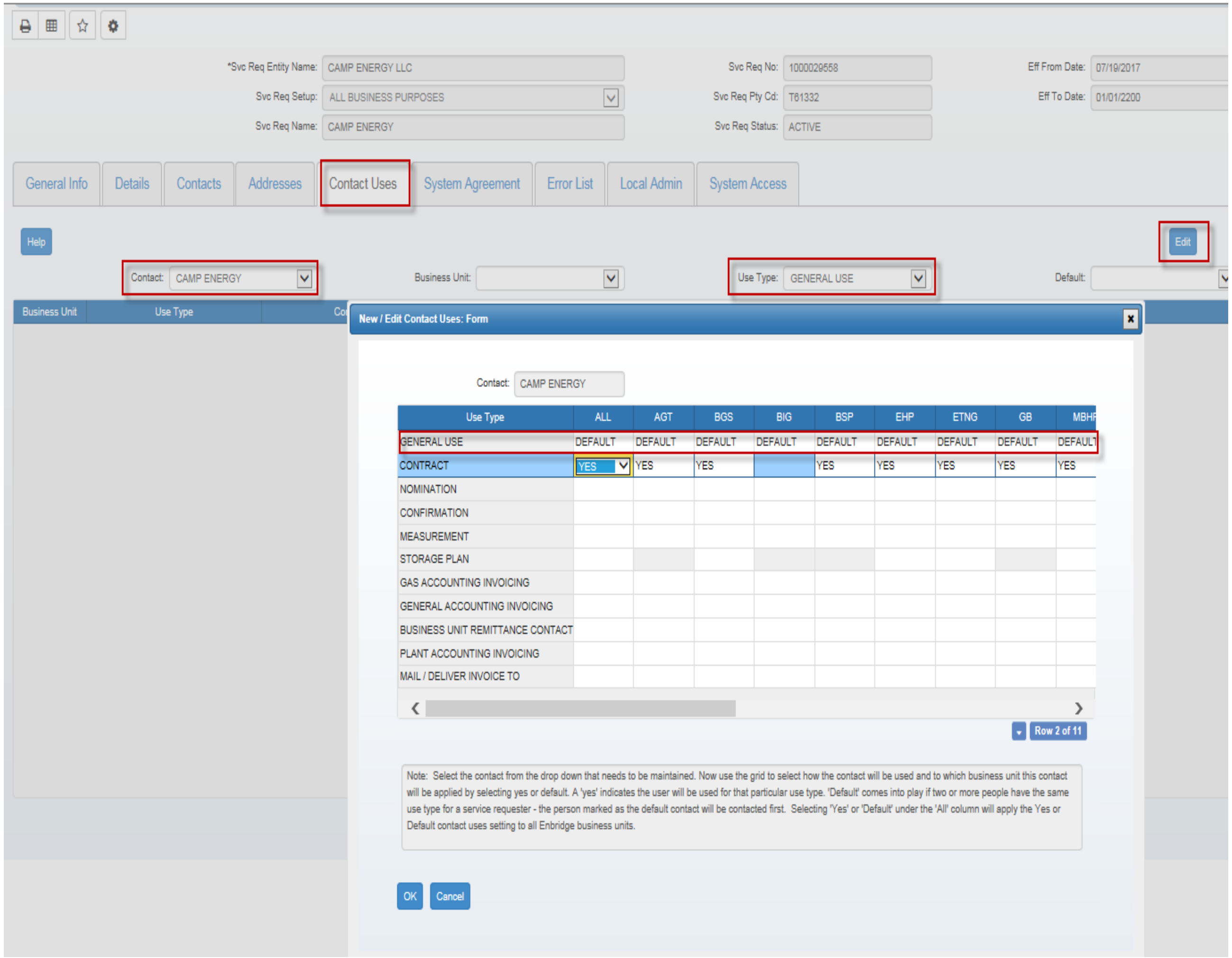


The Contact Uses tab reflects the assignment of CJ Smith as the General Use Contact.

Service Requester Maintenance



The “Contact Use” tab can be updated by choosing a contact from the dropdown, selecting a “User Type” and clicking on the “Edit” button. This screen will appear and allow the user to add or update contact uses.

A “Default General Use” contact must be entered to submit the Service Requester.

Service Requester Maintenance

Contact Uses include:

	Description
Confirmation	Use Type
General Use	Receive notices for all areas in the absence of a specific area contact.
Mail /Deliver Invoice To	Receive invoice notices.
Business Unit Remittance Contact	Reserved for special uses.
Plant Accounting Invoicing	Reserved for special uses.
General Accounting Invoicing	Reserved for special uses.
Gas Accounting Invoices	Reserved for special uses.
Nomination	Receive notices related to nominations.
Storage Plan	Receive notices related to the annual storage plan.
Measurement	Receive measurement related notices.
Contract	Receive contract related notices.

Service Requester Maintenance

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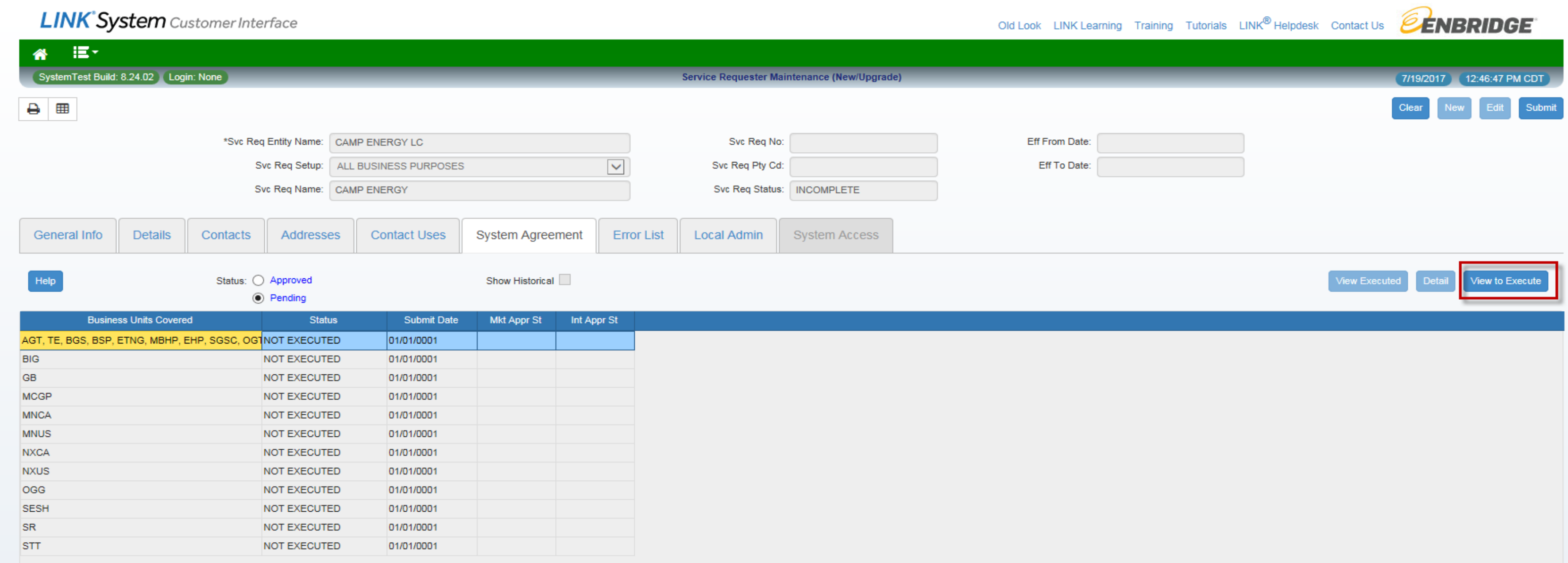
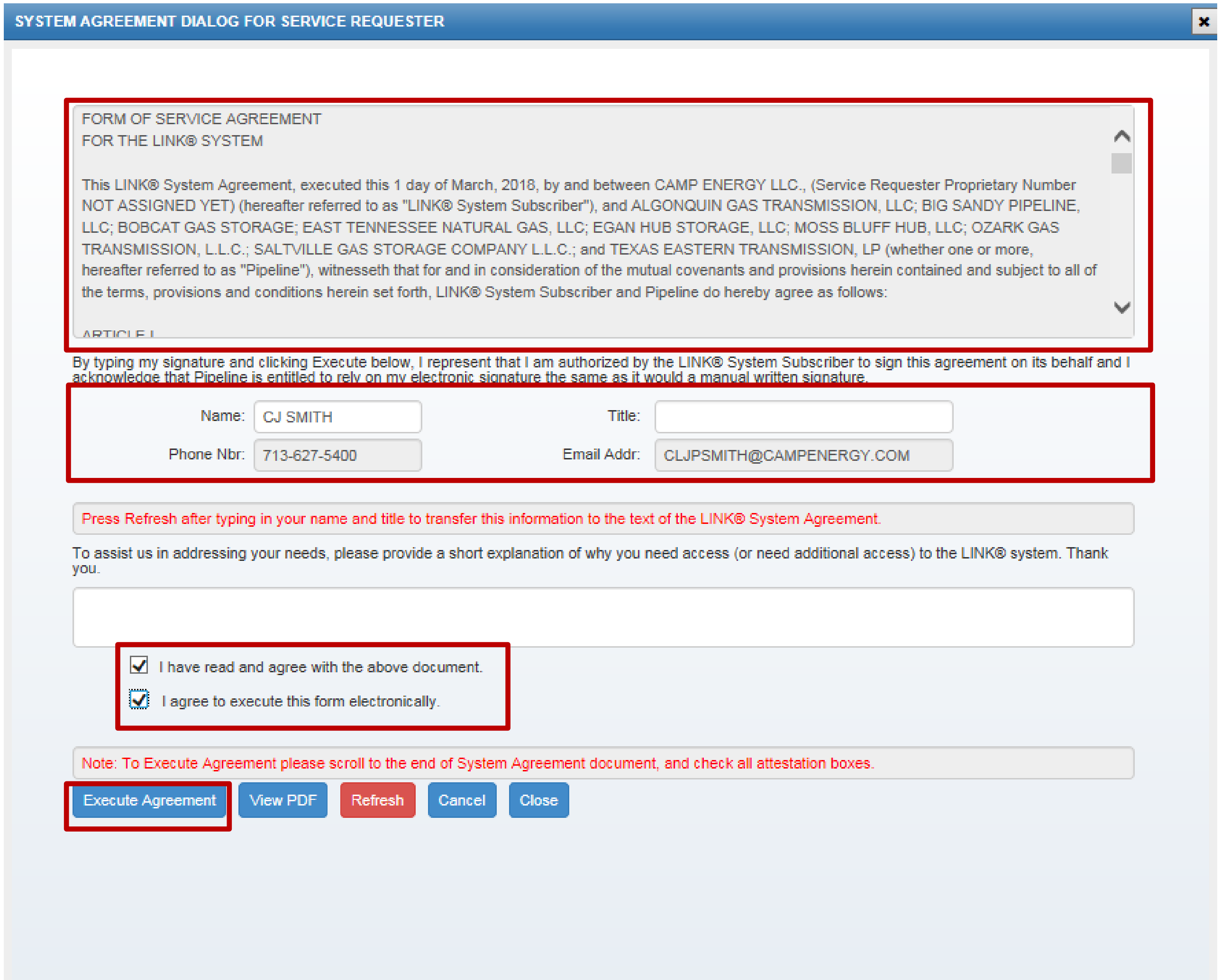


Enbridge business units require a LINK® System Agreement to be executed to satisfy the FERC approved system authorization process.

The System Agreement is available to execute online by clicking a line item in the data grid and clicking the “View To Execute” button.

Service Requester Maintenance



When the screen shown here appears, scroll completely through the System Agreement Form of Service, enter the requested information, and check the attestation boxes.

Once the tasks have been completed, execute the agreement by clicking the “Execute 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 button to continue to the next step.

Once the System Agreement has been approved, a copy will be e-mailed to the Local Security Administrator.

Service Requester Maintenance

LINK System Agreement Warning

OK

Any LINK System Agreement you submitted as part of this company setup will be reviewed by Enbridge. You will receive an e-mail once the System Agreement has been approved, at which point you will be able to access the Enbridge business units covered by this agreement.

When entering all the information required on each tab, the user can submit the information for approval by clicking the "Submit" button in the top right hand corner of the screen.

A warning message will appear as shown. Any on-line documents submitted are approved by Enbridge personnel.