

## User ID Request Form

### New Customer Set-up

Please contact: [NGTL\\_Contracting@tcenergy.com](mailto:NGTL_Contracting@tcenergy.com)

As part of new customer set up, you will be required to sign a Customer Use Agreement (CUA) and set up Administrator(s) for your company.

A user administrator is the primary contact for maintaining user ids. Any requests for new user ids or changes to existing user security must be approved by an administrator. TransCanada recommends two or more administrators.

Once a CUA has been signed and Administrator has been established for your company, please complete this Access Request Form to create user ids under your company.

### Requesting Access for a New/Update User

To set up a new user, complete this form and send an email to [nominations@tcenergy.com](mailto:nominations@tcenergy.com). Each new user must submit a separate request form and along with approval from your administrator.

Once processed, you will receive an email containing your user ID along with a *Reset Password* link, prompting you to set your password and designate your Multi-Factor Authentication (MFA) method - providing a second level of verification.

### Removing Access

To delete an existing user, complete this form and send an email to [nominations@tcenergy.com](mailto:nominations@tcenergy.com).

If you have any questions along the way, please reach out to our Call Centre at (403) 920-7473 or toll free at (877) 920-7473 or via email at [nominations@tcenergy.com](mailto:nominations@tcenergy.com).

## User ID Request Form

### Request Type

- New/Update Access
- Delete User

*For Delete Only, please complete user information only and sign below*

### User Information

Company Legal Name: \_\_\_\_\_

Company Mnemonic: \_\_\_\_\_

First and Last Name (User): \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Canadian Pipeline Access (Please select one or more)

- ALL - all Pipelines listed below *or*:
  - NGTL GP Ltd. (NOVA)
  - Foothills Pipe Lines Ltd. (FH) – BC and SK
  - TransCanada PipeLines Limited (TCPL)
  - Great Lakes Pipeline Canada Ltd. (GLC)

### Security Access by Pipeline

NGTL GP Ltd. (NOVA)		
Contracting	<input type="checkbox"/> Contract Transactor	<input type="checkbox"/> Contracting View Only
Nominations	<input type="checkbox"/> Nomination Transactor	<input type="checkbox"/> Nominations View Only
Operator	<input type="checkbox"/> Operator (CSO/CPO) Transactor	<input type="checkbox"/> Operator View Only
Invoicing		<input type="checkbox"/> Invoicing View Only
Mainline - TransCanada PipeLines Limited (TCPL)		
Contracting	<input type="checkbox"/> Temporary Assignments Transactor	<input type="checkbox"/> Contract View Only
Nominations	<input type="checkbox"/> Nomination Transactor	<input type="checkbox"/> Nomination View Only
Operator	<input type="checkbox"/> Operator Transactor	<input type="checkbox"/> Operator View Only
Invoicing		<input type="checkbox"/> Invoicing View Only
Great Lakes Pipeline Canada Ltd. (GLC)		
Contracting	<input type="checkbox"/> Temporary Assignments Transactor	<input type="checkbox"/> Contract View Only
Nominations	<input type="checkbox"/> Nomination Transactor	<input type="checkbox"/> Nomination View Only
Operator	<input type="checkbox"/> Operator Transactor	<input type="checkbox"/> Operator View Only
Invoicing		<input type="checkbox"/> Invoicing View Only
Foothills Pipe Lines Ltd. (FH)		
Contracting		<input type="checkbox"/> Contracting View Only
Nominations	<input type="checkbox"/> Nomination Transactor	
Operator	<input type="checkbox"/> Operator Transactor	
Invoicing		<input type="checkbox"/> Invoicing View Only

### Company Admin Approval

The signature of your Company Management is required. Electronic signatures are accepted. Signing your own Request form as "Authorized Personnel" will NOT be processed.

Administrator Name: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_