

# Affiliation Setup

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Step-by-step instruction for setting up an affiliation between multiple entities (Local Admin Only)

# What Is an Affiliation?

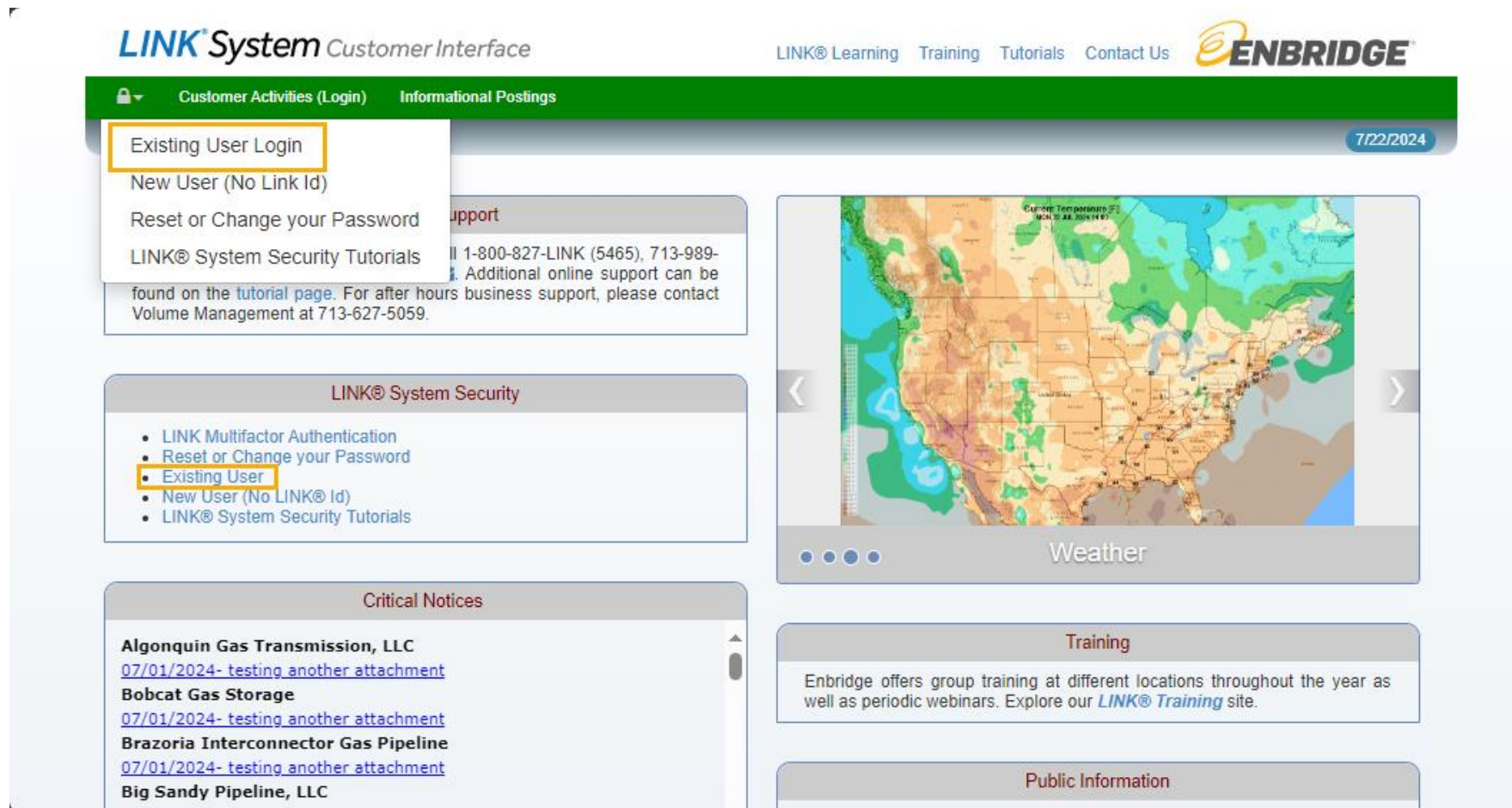
- An affiliation is a relationship between two or more companies that allows equal access to data and update rights for all parties involved.
- Companies share rights to perform nominations, confirmations, allocations, capacity releases, view measurement data, view invoices and all other operational abilities.
- Affiliated companies have the option to share Local Security Administrators (LSAs).
- Affiliations are indefinite until canceled

Note: The following slides are only applicable to Local Security Administrators

# Affiliation Setup

## Step 1

Visit <https://link.enbridge.com> and login via “Existing User Login”



# Affiliation Setup

## Step 2

Under the menu tree: Affiliation → **Proposed Security Affiliation**

The screenshot displays the LINK System Customer Interface. At the top, the header includes the LINK System logo, navigation links for Learning, Training, Tutorials, Contact Us, and Logout, and the ENBRIDGE logo. A green navigation bar contains a home icon, a lock icon, and the user's login information: 'Login: TSTGORDON01', the date '7/23/2024', and the time '12:35:22 PM CDT'. A blue sidebar menu is open, listing various system access options. The 'Proposed Security Affiliation' option is highlighted with a yellow border. The main content area is divided into three sections: 'Customer Support' with contact information, 'LINK System Security' with links for Password and Tutorials, and 'Critical Notices' listing several gas pipeline projects with dates and links to attachments. On the right side, there is a banner for the '2024 LINK Training Schedule' and a 'Training' section with a brief description of group training and webinars.

# Affiliation Setup

## Step 3

Hit the “New Proposal” button

The screenshot shows the 'LINK System Customer Interface' for 'Proposed Security Affiliation'. The page header includes navigation links for 'LINK Learning', 'Training', 'Tutorials', 'Contact Us', and 'Logout', along with the ENBRIDGE logo. The user is logged in as 'TSTGORDON01' on '7/23/2024' at '12:42:06 PM CDT'. A message states 'NO PROPOSED SECURITY AFFILIATION DEFINED'. Below this, there are several buttons: 'Clear', 'New Proposal' (highlighted with an orange box), 'Remove Proposal', 'Approve Proposal', and 'Submit'. There are also input fields for '\*Svc Req Name' (OFRAC GAS C) and 'Svc Req Entity Name' (OFRAC GAS COMPANY). At the bottom, there is a table titled 'Security Affiliation' with columns for '\*Svc Req Name', 'Svc Req Entity Name', 'Change', 'Status', 'Approved By', 'Approved Time', and 'Svc Req No'. The table is currently empty.

# Affiliation Setup

## Step 3

- LINK® will auto populate the name of your company and an empty text box underneath. In the empty text box input the companies that you would like to be affiliated with.
  - An entity lookup tool is available upon double clicking into the empty text box.
- To add additional companies, select the “New” button.

**LINK System Customer Interface** | LINK Learning | Training | Tutorials | Contact Us | Logout | ENBRIDGE

SystemTest Build: 8.72.01 | Login: TSTGORDON01 | Affiliation | Proposed Security Affiliation | 7/23/2024 | 12:44:15 PM CDT

\*Svc Req Name: OFRAC GAS C | Svc Req Entity Name: OFRAC GAS COMPANY | Initiated Date: 07/23/2024

**Security Affiliation**

*Svc Req Name	Svc Req Entity Name	Change	Status
<input type="checkbox"/> OFRAC GAS C	OFRAC GAS COMPANY	Current	Pending
<input type="checkbox"/>			

**LINK System Customer Interface** | LINK Learning | Training | Tutorials | Contact Us | Logout | ENBRIDGE

SystemTest Build: 8.72.01 | Login: TSTGORDON01 | Affiliation | Proposed Security Affiliation | 7/23/2024 | 1:18:02 PM CDT

\*Svc Req Name: OFRAC GAS C | Svc Req Entity Name: OFRAC GAS COMPANY | Initiated Date: 07/23/2024

**Security Affiliation**

*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No
<input type="checkbox"/> OFRAC GAS C	OFRAC GAS COMPANY	New	Pending		0001-01-01-00	1000029796
<input type="checkbox"/> ELLIOT CO	ELLIOT CO	New	Pending		0001-01-01-00	1000029788
<input type="checkbox"/> JMP GAS CO	JMP GAS CO	New	Pending		0001-01-01-00	T000000118

**Shared LSAs**

Svc Req Name	LSA
ELLIOT CO	<input type="checkbox"/>
JMP GAS CO	<input type="checkbox"/>





# Affiliation Setup

## Step 5

- When completed, hit the “Submit” button to propose the affiliation
- The proposer’s company will automatically approve the affiliation

**LINK System Customer Interface** | LINK Learning | Training | Tutorials | Contact Us | Logout | ENBRIDGE

SystemTest Build: 8.72.01 | Login: TSTGORDON01 | Affiliation | Proposed Security Affiliation | 7/23/2024 | 1:18:45 PM CDT

Clear | New Proposal | Remove Proposal | Approve Proposal | **Submit**

\*Svc Req Name: OFRAC GAS C | Svc Req Entity Name: OFRAC GAS COMPANY | Initiated Date: 07/23/2024

New | Remove

	*Svc Req Name	Svc Req Entity Name	Change	Status
<input type="checkbox"/>	OFRAC GAS C	OFRAC GAS COMPANY	New	Pending
<input type="checkbox"/>	ELLIOT CO	ELLIOT CO	New	Pending
<input type="checkbox"/>	JMP GAS CO	JMP GAS CO	New	Pending

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**LINK System Customer Interface** | LINK Learning | Training | Tutorials | Contact Us | Logout | ENBRIDGE

SystemTest Build: 8.72.01 | Login: TSTGORDON01 | Affiliation | Proposed Security Affiliation | 7/23/2024 | 1:23:03 PM CDT

**PROPOSED SECURITY AFFILIATION APPROVED**

Clear | New Proposal | Remove Proposal | Approve Proposal | Submit

\*Svc Req Name: OFRAC GAS C | Svc Req Entity Name: OFRAC GAS COMPANY | Initiated Date: 07/23/2024

New | Remove | Sel All

	*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No
<input type="checkbox"/>	OFRAC GAS C	OFRAC GAS COMPANY	New	Approved	TSTGORDON01	2024-07-23-13	1000029796
<input type="checkbox"/>	ELLIOT CO	ELLIOT CO	New	Pending		0001-01-01-00	1000029788
<input type="checkbox"/>	JMP GAS CO	JMP GAS CO	New	Pending		0001-01-01-00	T000000118

Shared LSAs	
Svc Req Name	LSA
ELLIOT CO	<input checked="" type="checkbox"/>
JMP GAS CO	<input checked="" type="checkbox"/>



# Affiliation Setup



## Step 6

To complete the proposed affiliation, the Local Security Administrators of all other entities involved must go to the “Proposed Security Affiliation” screen and approve by selecting their entity and clicking the “Approve Proposal” button at the top of the page.

**LINK System Customer Interface** LINK Learning Training Tutorials Contact Us Logout

SystemTest Build: 8.72.01 Login: TSTGORDON01 Affiliation Proposed Security Affiliation 7/23/2024 1:24:33 PM CDT

\*Svc Req Name: OFRAC GAS C Svc Req Entity Name: OFRAC GAS COMPANY Initiated Date: 07/23/2024

Security Affiliation							
	*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No
<input type="checkbox"/>	OFRAC GAS C	OFRAC GAS COMPANY	New	Approved	TSTGORDON01	2024-07-23-13	1000029796
<input type="checkbox"/>	ELLIOT CO	ELLIOT CO	New	Pending		0001-01-01-00	1000029788
<input type="checkbox"/>	JMP GAS CO	JMP GAS CO	New	Pending		0001-01-01-00	T000000118

Shared LSAs		
Svc Req Name	LSA	
JMP GAS CO	<input type="checkbox"/>	
OFRAC GAS C	<input type="checkbox"/>	

# Affiliation Setup

## Step 6

- Once all entities have approved, the affiliation will be in effect.
- The affiliation can be viewed or edited under the “Security Affiliation” screen

The screenshot displays two screenshots of the LINK System Customer Interface. The top screenshot shows the 'Proposed Security Affiliation' screen, and the bottom screenshot shows the 'Security Affiliation' screen.

**Proposed Security Affiliation Screen:**

- Header: LINK System Customer Interface, Internal Access Request, LINK Learning, Training, Tutorials, Contact Us, Logout, ENBRIDGE
- SystemTest Build: 8.72.01, Login: GORDONE1, Affiliation
- Proposed Security Affiliation
- Date/Time: 7/23/2024, 1:30:08 PM CDT
- Message: PROPOSED SECURITY AFFILIATION APPROVED
- Buttons: Clear, Retrieve, New Proposal, Remove Proposal, Approve Proposal, Submit
- \*Svc Req Name: OFRAC GAS C
- Buttons: New, Remove
- Table: Security Affiliation

	*Svc Req Name	Svc Req Entity Name	Change	Status
<input type="checkbox"/>				

**Security Affiliation Screen:**

- Header: LINK System Customer Interface, Internal Access Request, LINK Learning, Training, Tutorials, Contact Us, Logout, ENBRIDGE
- SystemTest Build: 8.72.01, Login: GORDONE1, Affiliation
- Security Affiliation
- Date/Time: 7/23/2024, 1:30:20 PM CDT
- Buttons: Clear, Remove
- \*Svc Req Name: OFRAC GAS C, Svc Req Entity Name: OFRAC GAS COMPANY
- Radio buttons: Current (selected), All
- Table: Security Affiliation
- Table: Shared LSAs

	Svc Req Name	Svc Req Entity Name	Approved By	Approved Time	Svc Req No
<input type="checkbox"/>	OFRAC GAS C	OFRAC GAS COMPANY	TSTGORDON	2024-07-23-13	1000029796
<input type="checkbox"/>	ELLIOT CO	ELLIOT CO	GORDONE1	2024-07-23-13	1000029788
<input type="checkbox"/>	JMP GAS CO	JMP GAS CO	GORDONE1	2024-07-23-13	T000000118

	Svc Req Name	LSA
<input type="checkbox"/>	ELLIOT CO	<input checked="" type="checkbox"/>
<input type="checkbox"/>	JMP GAS CO	<input checked="" type="checkbox"/>

# Questions?

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Email [link-help@enbridge.com](mailto:link-help@enbridge.com) or call [1-800-827-5465](tel:1-800-827-5465) for LINK® System application support

