Agency Agreements in LINK®

Step-by-step instruction for setting up, approving, renewing or terminating agency agreements within LINK®

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Contents

The following document is divided into three sections based on need. Click on the link that is applicable.

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

Create an Agency

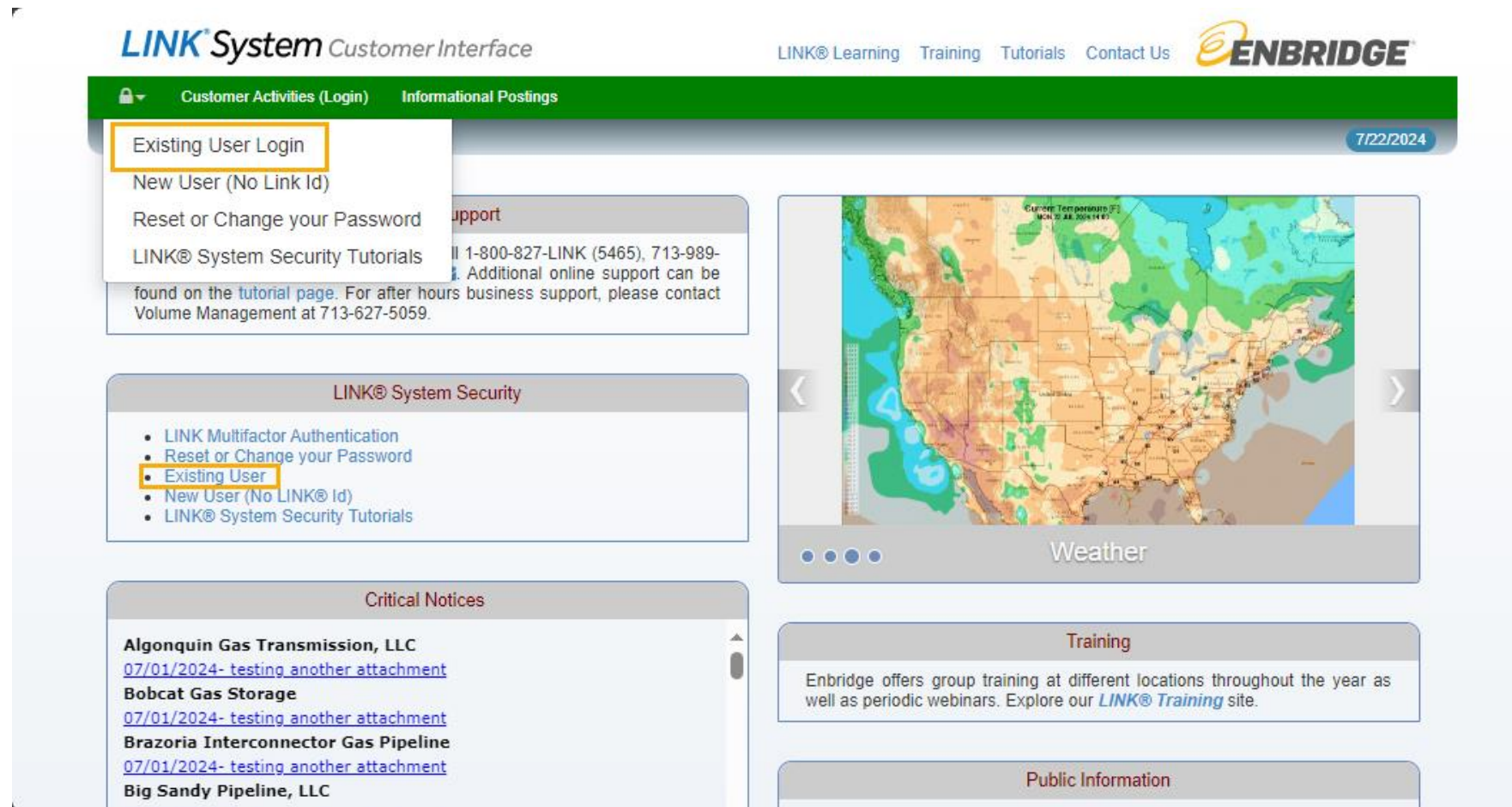How to create a new agency agreement in LINK®

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What is an Agency?

- An agency is an agreement between two entities in which a principal will allow another entity to act on their behalf as an agent

- The LINK System allows customers to have agents who perform the following tasks on their behalf:
  - Nominations
  - Confirmations
  - Capacity Releases
  - View and execute Contracts
  - View Invoices
  - View Measurement Data
  - View Gas Quality Data
  - Update Order 689
  - OBA Imbalance information

- Agency agreements are only established between two parties

- Agency agreements have a defined timeline with expiration dates that require renewal for the agency to continue

Create a New Agency

Step 1

Visit https://link.enbridge.com and login via "Existing User Login"

Create a New Agency

Step 2

Under the menu tree: Agency→ Proposed Agency Detail

Create a New Agency

Step 3

1. Enter the Principal Entity Name, Agent Entity Name, and the applicable Business Unit (Service Provider)
   – A lookup tool is indicated by * before the data field name. Double click on the data entry field to pull up the lookup tool.
2. Then, under "Proposal" select "New Proposal"

Create a New Agency

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Step 4

Select the applicable date range of the agency agreement

Create a New Agency

Step 5

Choose which access options you want to allow by flipping each question response to 'Y' or 'N'

– See next slide for details on access options

Access Options

- Authorize Agent to be Local Security Administrator?
  - Checking "Y" allows the Agent to act as the Local Security Administrator for the Principal.

- Allow Agent's Affiliates to Access Principal's data?
  - Checking "Y" allows any security Affiliates of the Agent to have access to the Principal's data.
  - The Principal should ensure they want to allow this level of pass through access.

- All Agent to view prior data?
  - Allows the Agent to view data prior to the establishment of the Agency.
  - Prior data includes that associated with all functions the Agent has been granted.

- Allow Principal to keep update rights?
  - While assigning certain functions to an agent, checking 'Y' allows the Principal to retain the ability to perform certain functions and/or update data.

Create a New Agency

Step 6

- Assign desired access roles to the agency. Agents will only be able to access what permission is given to them via roles.

- To assign access roles, select the checkbox next to the role and then click the "Assign Role" button

  – See next slide for details on each role

Assignable Roles

Role Name	Type	Role Specific	Description
Capacity Release	Update and Inquire	NA	Assign the ability to create offers, bid on capacity and recall/reput capacity on behalf of the Principal.
Capacity Release Inquiry	Inquire only	NA	View Capacity Release related information.
Confirmation	Update and Inquire	Meter	Confirm meters, update PDAs, view allocations and imbalances, execute reports, view measurement, submit PMAs
Confirmation Inquiry	Inquire only	Meter	View confirmation, allocation, imbalance and measurement information.
Contract	Update and Inquire	NA	Request, Amend, Approve and view contracts.
Contract Inquiry	Inquire only	NA	View contract related information.
Invoice External	Inquire only	Contract	View invoices
Measurement Only	Inquire only	Meter	View measurement information in LINK and the Measurement Reporting Portal
Nomination	Update and Inquire	Contract	Nominate on behalf of the Principal, execute associated reports, submit PMAs
Nomination Inquiry	Inquire only	Contract	View nomination related information.
OBA Imbal Verifier	Update and Inquire	Contract	Verify monthly OBA imbalance information.
Third Party Value SC	Update and Inquire	NA	Assign IDA values to PDAs
Update for Order 689	Update and Inquire	Meter	Update Power Plant information resulting from Order 689.
Update/Execute All	**Update and Inquire**	**NA**	**Provide all functions possessed by the Principal to the Agent.**
View Gas Quality	Inquire only	Meter	View Gas Quality information.

Create a New Agency

Step 7

- If you assigned a role that requires role specifics (specific meter or contract access), visit the "Role Specifics" tab
- Select the role, and then assign specific meters or contracts that you desire the agent to have access to
  - Agents will only have access to meters or contracts that you explicitly give them access to
  - The Update/Execute all role, automatically gives the agent access to all contracts and meters

Create a New Agency

Step 8

- If all information looks correct, hit the "Submit" button. The proposal will then be ready for approval by the other party
- Note: Agencies cannot be edited once they are approved by both parties. They can only be terminated and re-proposed. Please ensure the agency is configured correctly before submitting.

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Approve an Agency

How to approve a proposed agency in LINK®

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Approve an Agency

Step 1

Visit https://link.enbridge.com and login via "Existing User Login"
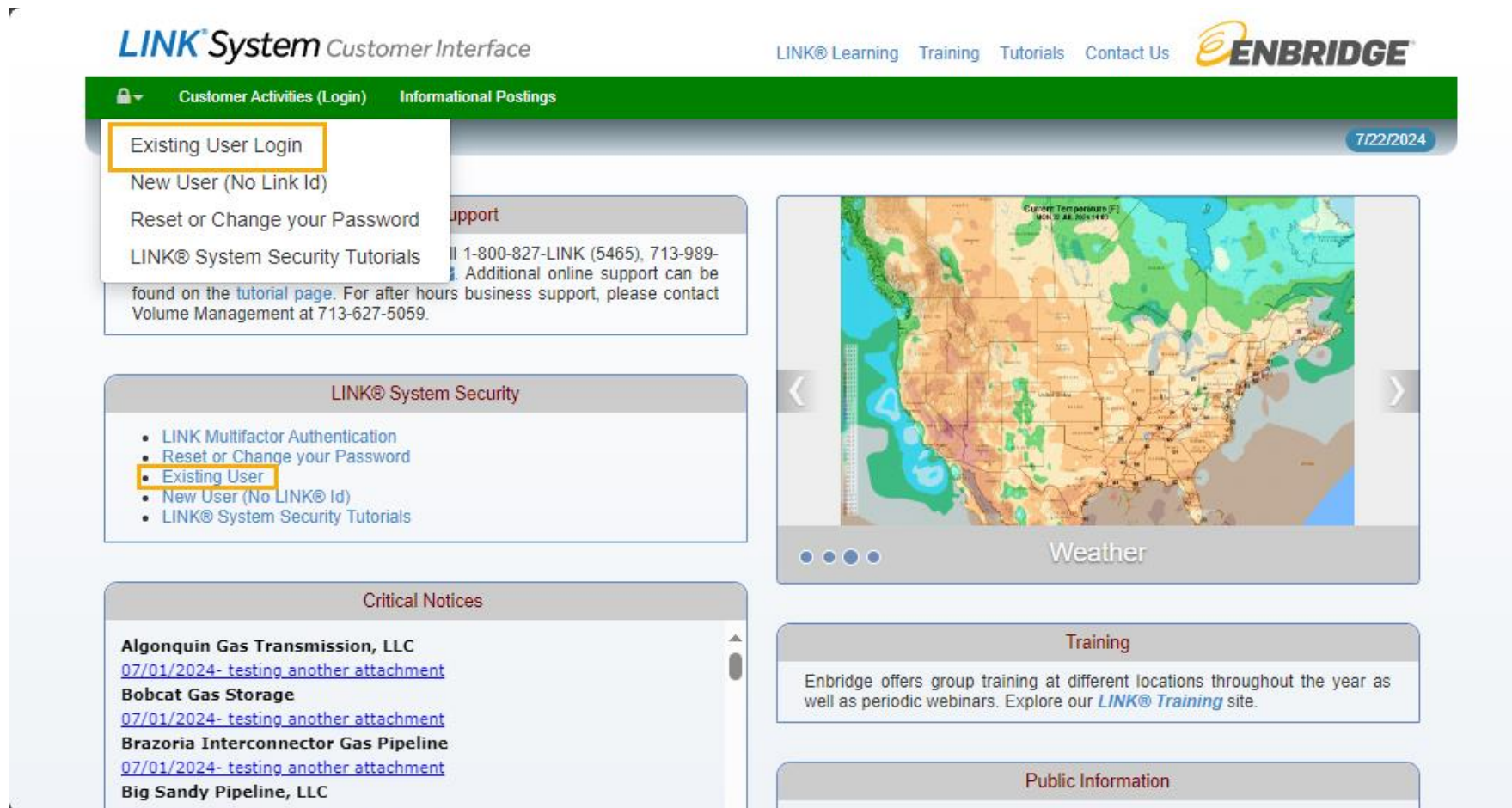
Approve an Agency

Step 2

Under the menu tree: Agency→ Proposed Agency List
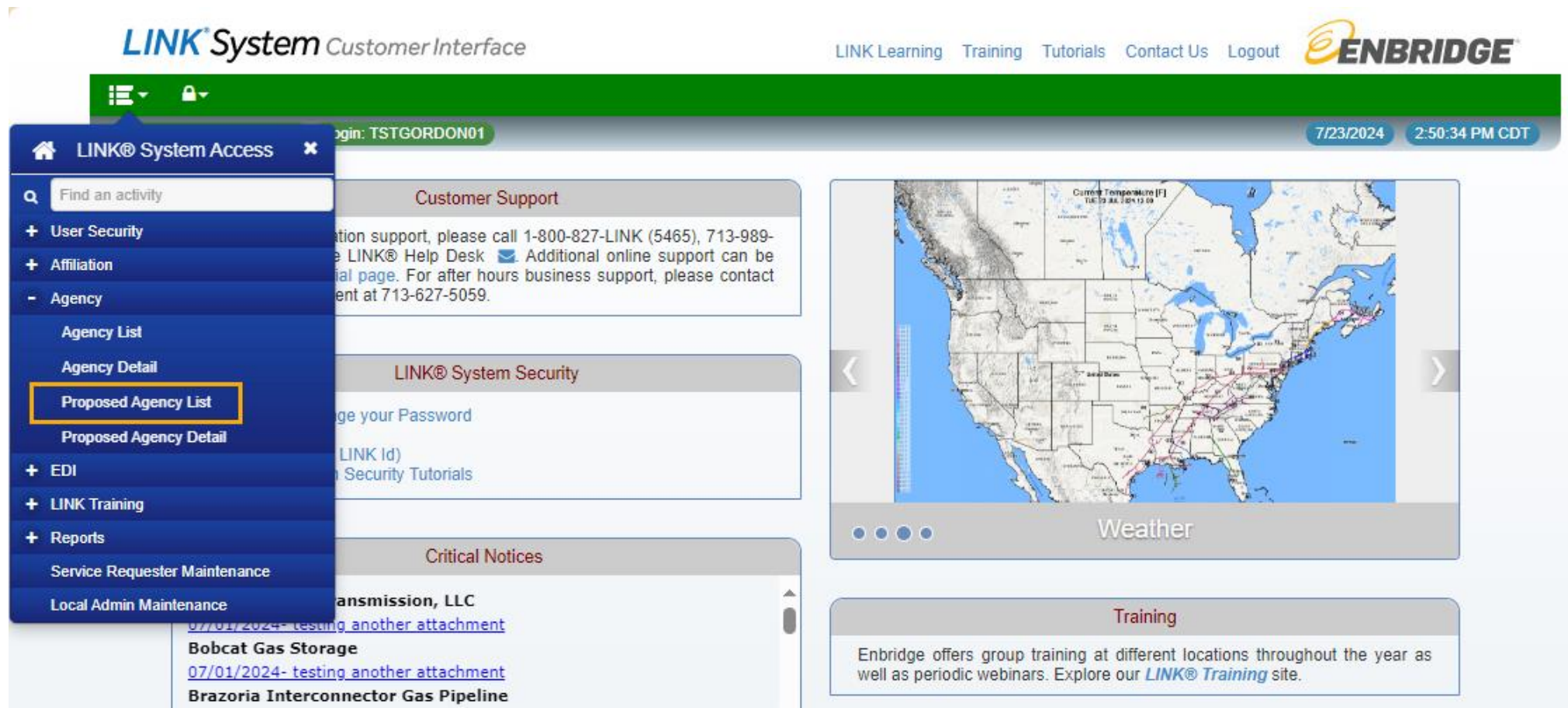
Approve an Agency

Step 3

- Ensure the agency is configured correctly. A preview of the assigned roles is displayed in the second grid.
- To see more details click on the related screens button ➦ and visit the "Proposed Agency Detail" screen.

Approve an Agency

Step 4

- Select the checkbox next to the agency
- Hit the "Accept" button

Approve an Agency

Step 5

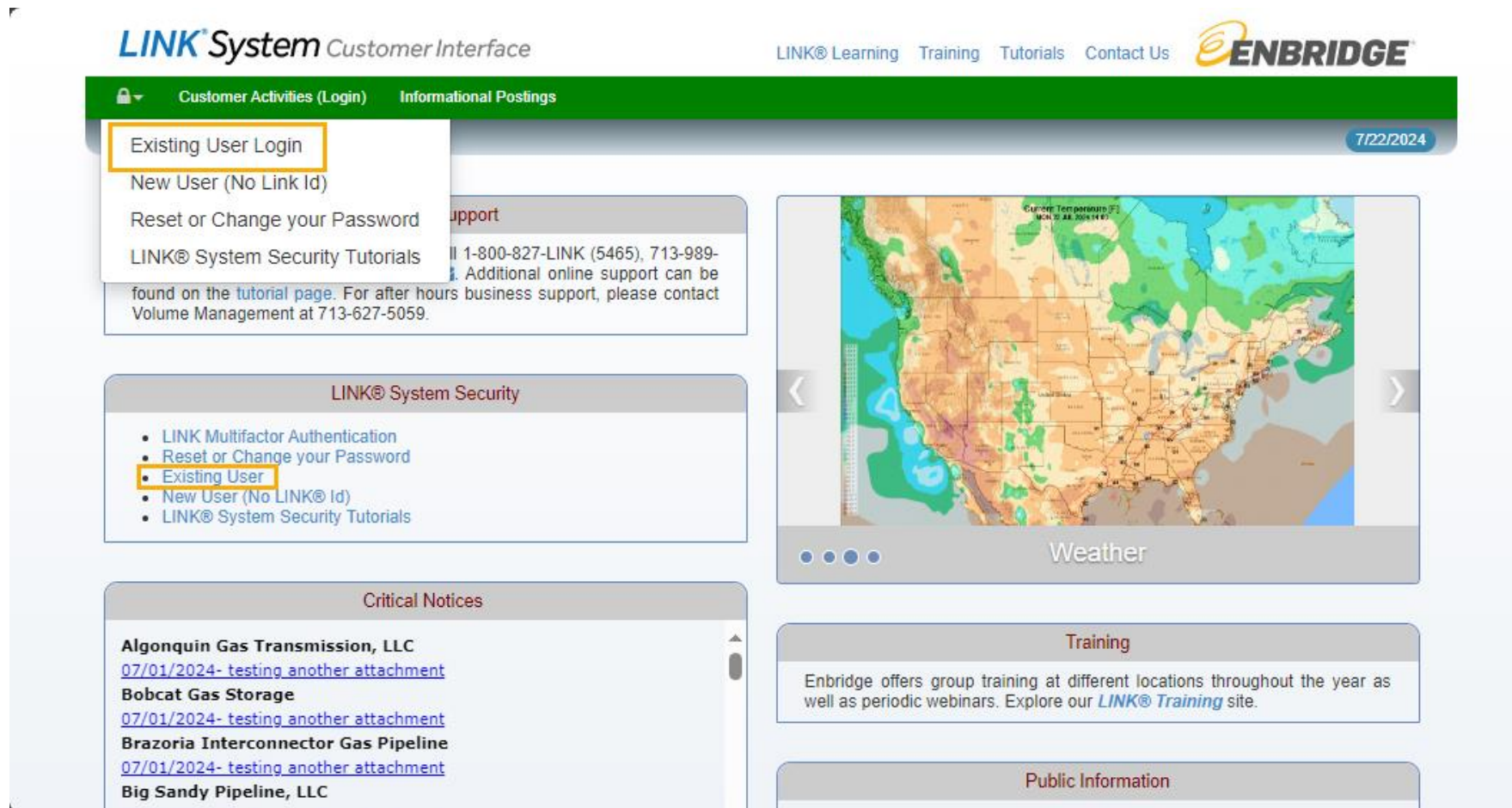If approved successfully, the status of the agency will update to "AGENT ACCEPTED" or "PRNCPL ACCEPTED"

Renew or Terminate an Agency

How to renew or terminate an agency agreement in LINK®

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Renew or Terminate an Agency

Step 1

Visit https://link.enbridge.com and login via "Existing User Login"

Renew or Terminate an Agency

Step 2

Under the menu tree: Agency→ Agency List

Renew or Terminate an Agency

Step 3

- Select the checkbox next to the agency
- Hit the "Renew" or "Terminate" button, confirm the action via the pop-up that appears

Questions?

Email link-help@enbridge.com or call 1-800-827-5465 for LINK$_®$ System application support

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